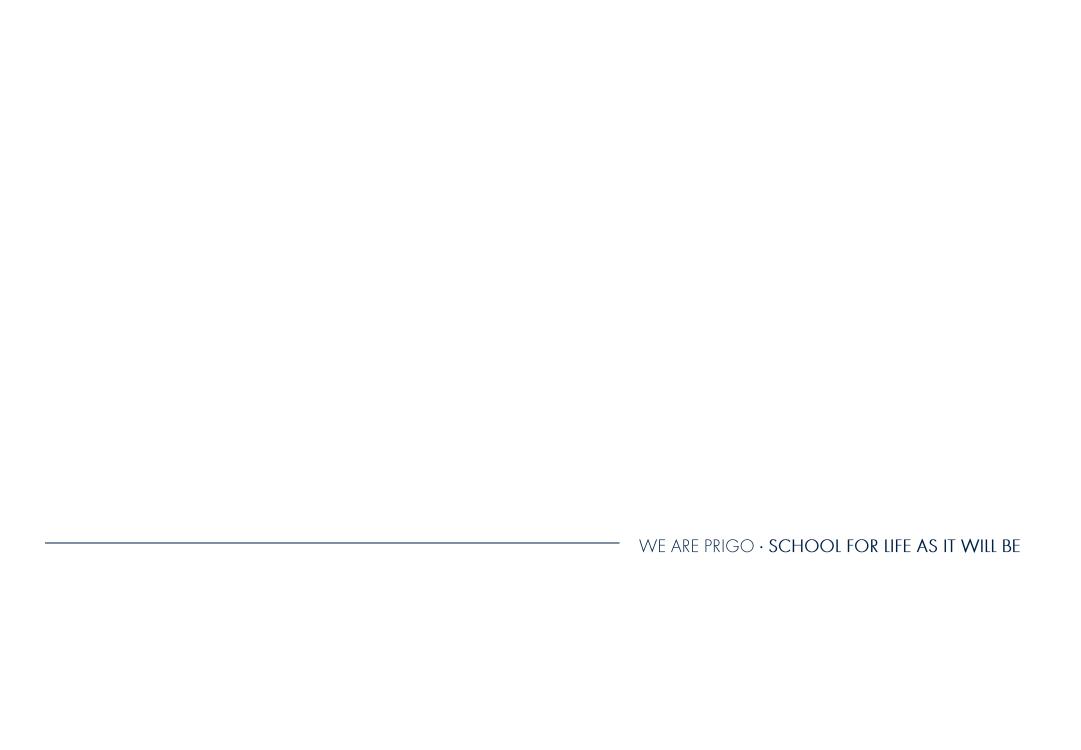# GAP ANALYSIS

PRIGO UNIVERSITY

WE ARE PRIGO

SCHOOL FOR LIFE AS IT WILL BE

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

GAP Analysis (Charter and Code Checklist)

Case number: 2021CZ618026
Name Organisation under review: PRIGO University
Organisation's contact details: Vítězslava Nezvala 1, Havířov, 736 01
Submission date: 27/04/2022
Date endorsement charter and code: 27/04/2021

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

Status

1. Research freedom

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The internal regulations of PRIGO University are derived directly from the Higher Education Act No. 111/1998 Coll., § 4 Academic freedom and academic law, which defines the academic freedom and academic rights for universities in the Czech Republic. The internal regulations of PRIGO University, and endorsement of the European Charter and Code for Researchers fully ensures all general principles and requirements for researchers related to research freedom.	Research freedom at PRIGO University will be continuously pursued and its principles will be strengthened in the future.

2. Ethical principles

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	There is an important role of the Ethics committee in the resolution of the violations. ACTUAL GAP: 1/ Rules and procedures of the Ethics committee are available only in Czech. The current rules do not explicitly specify the scope of issues addressed by the Ethics committee, e.g. in the form of an indicative list. Thus, the specific committee responsibilities are not clear enough. 2/ Opinions and recommendations reached by the committee are not available as examples of good practice.	1/ Rules and procedures of the ethics committee will be available in English. 2/ An indicative list of topics connecting to the Ethics committee covering pedagogical research, and expert activities will be included in its Rules and practice. 3/ The Rules will be revised every year. 4/ The rules of ethical principles will follow the the European Code of Conduct for Researchers. 5/ All members of PRIGO University research community will receive mandatory regular training when the Code and Rules are updated. 6/ All opinions provided by the committee will be used to increase the awareness of ethical principles by concrete examples.

Status

3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	Higher Education Act no. 111/1998 Coll. provides general framework for professional responsibility aspects, which is particularized through university level regulations and guidelines. The ethical committee has been established to control the research responsibilities. There are regular courses dealing with the area of publishing ethics, professional responsibility, legitimate procedures in research or dissemination and using the results of creative activities. ACTUAL GAP: 1/ English translation of all the documents concerning ethic rules areis currently unavailable. 2/ Adherence to a high standard of professional conduct relies on the quality of staff at PRIGO University; however, official written guidelines are not available. 3/ The Guide on Good Research Practice is missing.	There is necessary to: 1/ create "The PRIGO University Guide on Good Research Practice" that acknowledges various research cultures. The guide will cover for example good laboratory practice, proper research data management, research relevance to society, professional responsibilities (including contractual and legal obligations) and promoting excellent research. 2/ all members of the research community will receive a mandatory training on research practice when the Guide is completed.

Status

4. Professional attitude

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Research and funding-related strategic goals at PRIGO University are set by two documents: Strategic Goal and Plan of Strategic Goals Implementation. Both documents are public and available to all employees. All project applications need to be approved by the corresponding superior(s). Department heads and project coordinators share responsibility for the management of project funds. There is a project funds information support available at web pages or there is a project department keeping an eye on new calls. ACTUAL GAP: 1/ There is not any internal online no project information systems or implemented databaseabout projectss, which would be comprehensively monitored a research process, i.e. supporting approval, results, monitoring, and funding mechanisms and related economic activities. There is no online system, projects The mmonitoring is ensured only on personal basis. 2/ Employees are required to enter the data related to their submitted and ongoing projects in the relevant external databases.	PRIGO University web pages use databases connected with databases for searching project and funding calls. These databases are available also in English for international employers or students participating in research. The major principles of project submission and management will be incorporated into the Guide on Good Research Practice discussed in Principle 3.

Status

5. Contractual and legal obligations

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The general regulatory framework is provided by the Labour Code No. 262/2006 Coll., Act no. 111/1998 Coll., Act no. 379/2015 Coll. Other regulations are stated in internal regulations available at the web site of PRIGO University.	1/ Contractual and legal obligations and models will become part of the PRIGO University version of Good research practice. 2/ A "Guide" (electronic version) for a clearer orientation in the legal obligations and rules will be prepared. 3/ It is necessary to review the situation and provide the translation of all relevant documents for foreign employees (into English).

6. Accountability

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Accountability is codified in the Higher Education Act no. 111/1998 Coll. and Accounting Act no. 563/1991 Coll., the university-level policies are codified by internal regulations.	There is necessary to implement information systems for a grant projects registration, approval and registration of scientific results, as well as the system for assisting researchers with the financial management of their research and economic activities. The level of awareness regarding the accountability will increase via: 1/ Dissemination of relevant information via seminars and handbooks. 2/ Organizing series of lectures to improve project management practices. 3/ Information systems for grant projects approval/ registration, and for registering of scientific results. 4/ Guides on accountability issues in the handbook on Good research practice (Principle 3). 5/ Ensuring better education and provide more information, focused on financial management and reporting eligible costs for national, international projects, so that the chosen procedures are in accordance with the rules for providing subsidies.

Status

7. Good practice in research

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Labour Code No. 262/2006 Coll. and Act no. 111/1998 Coll., Act no. 379/2015 Coll. specify basic requirements for safe working conditions, which are implemented at the university level. Existing practices: 1/ All employees are required to pass medical examination on regular basis, schooling on health and safety at work and cybernetic safety. 2/ GDPR guidelines are strictly enforced. ACTUAL GAP: 1/ There is a lack of some documents, in the Czech and in English language. 2/ Lacks of the university-wide systematic data back up strategies.	1/ The management of PRIGO University will motivate academic and research staff to adhere to proper procedures, especially when registering projects in the registration system or using other databases or web pages registrations. 2/ Occupational safety and health training and fire protection through i.e. e-learning at regular intervals will be implemented. 3/ English version of the relevant documents will be prepared. 4/ Formulation and implementation of data backup strategies will be realized.

Status

8. Dissemination, exploitation of results

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	Dissemination of the results is generally addressed in the Strategic Plan and its Implementation Pplan. There is an effort to involve researchers in teaching in order to transfer results of their research activities into education. PRIGO University supports dissemination of scientific results and development through own reference magazine and open access to its contents. ACTUAL GAP: Development of a scientific communication training programme that would combine: 1/ scientific English and strategies for successful writing of scientific publications (including sharing best practice examples), 2/ verbal communication and presenting skills.	Necessary initiatives: 1/ Strengthening the area of linking the results of research and development with practice, e.g. in the form of higher promotion. 2/ Open science support (commercialization, popularization of research and development results). The "Open access" includes: open research data; open education resources - available study materials, supports, courses; open methods -– sharing of research process and methods; open laboratory -– sharing of laboratory research capacities; citizen science -– involvement of the public as an important factor in scientific research activities. 3/ Scientific social networks -– promotion of the work of individuals and research teams.

Status

9. Public engagement

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The practice in public engagement activities (i.e. Open-Door Days, Night of Scientists, and university-specific events) offer a space to engage with the general public. Active public engagement is a great part of the PRIGO University strategy. The research is presented to wide society and, on the other hand, the society has an opportunity to introduce their needs to scientists.	Taken initiatives: 1/ Future reinforcement of PR competences of researchers by appropriate training activities. 2/ Assistance in dissemination activities among a wide public by PR specialists. 3/ Implementing rules for recognition of public engagement activities, for example lectures at secondary schools, involvement in PR activities, organising public events, summer schools, etc. 4/ Strengthening the area of public commitments, a comprehensive marketing and communication strategy.

10. Non discrimination

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	PRIGO University follows the principle of equality and non discrimination within the framework of existing legislation. General framework is provided by legislation at national and internal level in accordance with the European legislation. 1/ National level legislation: Labour act No. 262/2006 Coll. Act no. 198/2009 Coll. (i.e. Antidiscrimination Act). 2/ University level legislation: Gender Equality Plan (GEP). ACTUAL GAP: Relevant all the above-mentioned documents are unavailable in English.	There is necessary to have: 1/ an English translation of internal documents, 2/ regular advisory courses or other activities aimed at integration of students / employees with special needs (physical, language etc.) into activities they need for fulfilling their tasks.

Status

11. Evaluation/ appraisal systems

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	There is an internal regulation No. 13/2019 Rules of Motivation Support of Academic Staff. This regulation introduces the system of motivation bonus for each researcher who achieves some research or publication success, higher level of professional education etc. The career evaluation system and evaluation of employees is fully implemented.	The methodology for evaluating the performance of academic and research staff is implemented and linked to the Personal Development Plan. The aim is to evaluate teaching activity, scientific research, participation in national and international projects, soft skills and other activities as a whole. The aim is to provide support for the internal evaluation of the science and research focused results and its quality.

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
+/- almost but not fully i…	Labour Code No.262/2006 Coll. and Higher Education Act No. 111/1998 Coll.(§77) provide the regulatory framework for the recruitment at the national level. At PRIGO University, a private non-profit institution, the recruitment follows the rules of ethics and antidiscrimination that are stated in the European Charter and Code of Conduct for the Recruitment of Researchers. However, the selection procedure of academic or research staff is usually different from public universities. ACTUAL GAP: There are no specific clear rules of the selection procedure of academic or research staff available in public, i.e. staff selection, committee selection, rules for research staff without the status of academic staff that are not publicly available. As a private university, we don´t have to present such information in public, but we do it voluntarily in the same was as public universities.	PRIGO University will set the clear internal rules of the researchers selection procedure at PRIGO University related to the European Charter and Code of Conduct for the Recruitment of Researchers. New open research positions will be advertised also in English in order to gain more international scientific employers. PRIGO University sets a clear individual plan for research employees due with respect to achieving the long-term research objectives.their i.e. maternity duties, long – term illness etc. in order they could join the research activities continuously.

Status

13. Recruitment (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	The requisites of all staff selection procedures are described for all advertised positions. Candidates must clearly see from the announced staff selection procedure: what post it is, what are the required qualifications, degree and type of education, whether there is a condition for obtaining a scientific degree, habilitation, or appointment as a professor, what the required nature and length of the internship is, what the date of employment is, what the deadline and place for submitting the application for the selection procedure is, while the shortest possible deadline for submitting the application is 30 days. ACTUAL GAP: There are no templates for advertisements for individual posts which would enable better orientation of candidates., in English too.	Necessary initiatives: 1/ Creation of advertisement templates in Czech and English for individual job positions. 2/ Creation of a single contact point (authorized persons) for publishing advertisements in Czech and English (job portals). 3/ Provide the standards for the recruitment procedure (its openness, efficiency, and transparency, including the obligation to announce each position on for example the university profile etc.).

Status

14. Selection (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Providing that within economical and social science sphere there are men as well as women so the gender balance can be ensured very well. The selection committee can be gender balanced too. ACTUAL GAP: 1/ The selection committees' members are usually selected with regard to their professional qualifications but they are not trained in terms of human resources. 2/ There are not set general rules of the selection procedure of academic or research staff. Selection procecess areis realized individually according to specific research positions and requirements.	Initiatives: 1/ PRIGO University will focus on diversity of selection committees regarding their professional competencies, gender balance, and evaluation by external experts. 2/ A template form for the evaluation of candidates (support tool for selection committees members) will be created. 3/ A manual for managers in the field of human resources will be prepared. 4/ A selection manual in accordance with the European Charter and the Code for Researches (for selection committee members) will be created.

Status

15. Transparency (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	Selection of the research candidates, the future researchers depends on the focus area of their research activities, and: 1/ bibliometric results with other creative activities and its their practical benefits, 2/ dealing with participation in national and international projects, 3/ the implementation of contract research, 4/ tutoring of students. Emphasis is mainly placed on the preference for quality over quantity (i.e. publications) and the preference for excellent results. Managers are responsible for the level of scientific research, motivation and evaluation of employees. ACTUAL GAP: 1/ necessity to set selection criteria, 2/ feedback from the selection process.	Necessary initiatives: 1/ Creation of advertisement templates in Czech and English for individual job positions containing the possible development of the position. 2/ Selection of a new employee should include feedback. 3/ Motivation tools for the research staff will be appplied.

Status

16. Judging merit (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	The selection committees are set up professionally enough to assess objectively all aspects of the applicant, incl. merits, professional experience, hard and soft skills and other activities related to the candidate´s specialization and these are taken into account when selecting a suitable candidate for the position. ACTUAL GAP: The perspective candidates may be a subject of evaluation according to: 1/ different requirements at individual workplaces and related unique specialization and demands, 2/ the lack of committees training in terms of human resources and knowledge of the European Charter and the Code for Researchers, 3/ CVs and additional information sent by candidates do not always contain the necessary information.	There is necessary to use some tools such as: 1/ a template for the evaluation of candidates (a support tool for all selection committees' members), 2/ a questionnaire template for candidates, 3/ a manual for managers in the field of human resources, 4/ a selection manual in accordance with the European Charter and the Code for Researchers (for the selection committee members), 5/ available information about the principles of the Code when recruiting, 6/ all the information must be also in English.

Status

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

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	There is no regulatory framework to deal with variations in the chronological order of CVs. If the candidate sufficiently demonstrates professional experience, changes in the chronological order of CVs are not considered as a negative factor in the selection. ACTUAL GAP: There may be a subjective evaluation due to: 1/ different requirements at individual workplaces and related unique specialization and demands, 2/ the lack of committees training in terms of human resources and knowledge of the European Charter and the Code for Researchers, 3/ CVs and additional information sent by candidates do not always contain the necessary information.	There is necessary to use some tools such as: 1/ a template for the evaluation of candidates (support tool for all selection committees' members), 2/ a questionnaire template for candidates, 3/ a manual for managers in the field of human resources, 4/ a selection manual in accordance with the European Charter and the Code for Researchers (for the selection committee members), 5/ available information about the principles of the Code when recruiting, 6/ all the information available also in English.

Status

18. Recognition of mobility experience (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	Experience with mobility within workplaces or interdisciplinary mobility is assessed as an important aspect of the applicant's professional development. ACTUAL GAP: There may be a subjective evaluation due to: 1, different requirements at individual workplaces and related unique specialization and demands, 2/ the lack of committees training in terms of human resources and knowledge of the European Charter and the Code for Researchers, 3/ CVs and additional information sent by candidates do not always contain the necessary information.	There is necessary to use some tools such as: 1/ a template for the evaluation of candidates (support tool for all selection committees' members), 2/ a questionnaire template for candidates, 3/ a manual for managers in the field of human resources, 4/ a selection manual in accordance with the European Charter and the Code for Researchers (for the selection committee members), 5/ available information about the principles of the Code when recruiting, 6/ all the information available also in English.

Status

19. Recognition of qualifications (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	At PRIGO University, there are internal rules for evaluation of academic staff from the point of view of creative activities. The output is in form of tThe Self-Evaluation Report on the ground of research and teaching activities connection, staffing, scientific projects, national and international cooperation, social importance of the research, the most important achieved results, bibliometric analysis of the academic staff, professional assessment of results by independent and internationally respected professionals, general recognized indicators of the quality. ACTUAL GAP: The candidates should know these aspects of evaluation and their experience is considered during the selection process. However, CVs and additional information sent by candidates do not always contain the necessary or comprehensive information.	It is necessary to use some tools such as: 1/ a template for the evaluation of candidates (support tool for all selection committees members), 2/ a questionnaire template for candidates, 3/ a manual for managers in the field of human resources, 4/ a selection manual in accordance with the European Charter and the Code for Researchers (for the selection committee members), 5/ available information about the principles of the Code when recruiting, 6/ all the information available also in English.

Status

20. Seniority (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	The applicant's service age is assessed objectively, the emphasis is mainly on the achieved qualification and achieved results. Their professional development is also considered. Seniority is not decisive in the selection process if the researcher has adequate work results. ACTUAL GAP: There may be a subjective evaluation due to: 1/ different requirements at individual workplaces and related unique specialization and demands, 2/ the lack of committees training in terms of human resources and knowledge of the European Charter and the Code for Researchers, 3/ CVs and additional information sent by candidates do not always contain the necessary information.	There is necessary to use some tools such as: 1/ a template for the evaluation of candidates (support tool for all selection committees´ members), 2/ a questionnaire template for candidates, 3/ a manual for managers in the field of human resources, 4/ a selection manual in accordance with the European Charter and the Code for Researchers (for the selection committee members), 5/ ensuring that candidates are informed about the principles of the Code when recruiting, 6/ all the information available also in English.

21. Postdoctoral appointments (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme…	PRIGO University is preparing for its own postgraduate students. However, due to cooperation with other universities, PRIGO University is implementing projects in which the positions for postgraduates are defined, as well as the conditions for their filling. ACTUAL GAP: implementation of a formal internal system for postdocs (mentoring, mutual cooperation, etc.)	Initiatives: 1/ to ensure greater awareness of employees about the already existing membership of PRIGO University in variouis associations, 2/ to increase cooperation with professional and vocational associations, new memberships, internships, mobilities, participation in professional national / international conferences, information dissemination, 3/ all these activities are realized in international context.

Status

Working Conditions and Social Security

22. Recognition of the profession

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	At PRIGO University, research and academic staff are recognized as a professional group, the membership in various associations is supported as well as their international mobility and participation in professional conferences or internships.	Initiatives: 1/ awareness of employees about the already existing memberships, 2/ inform knowing. about the possibility of involvement in other associations, 3/ support of national and international mobilities support.

23. Research environment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	The support of science and research is integrated in the Strategic Plan of PRIGO University and its Implementation Plan. It describes strategic values, visions and goals within this area. All the necessary equipment for the research is ensured, there is established the PRIGO Open Research (Science Centre), that gather all researchers cooperating with the university (as internal or external researchers). ACTUAL GAP: neccesity of other facitlies for creative activities and research.	Initiatives: 1/ provide funding of the research by grants and projects, 2/ cross-field cooperation, communication, 3/ regular evaluation of research environment according to the Methodology M17, 4/ increased necessity of other facilities for creative activities due to planned university development.

Status

24. Working conditions

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	1/ The working conditions correspond to the valid legislation in the Czech Republic. Working conditions are also set by the Gender Equality Plan and the Employment Contract. 2/ PRIGO University supports the connection of family and work also with the PRIGO Kindergarten. 3/ There is an electronic access to information sources (CzechELib), a platform for the creation of the open electronic sources, i.e. ePRIGO, an active access of academic staff to MS Office 365 tools and applications. 4/ There is a publishing house and library for researchers´ use. Also, the University has a connection with the National Library. ACTUAL GAP: there is no clear public information, i.e. internal regulation for researchers, about flexible working hours, teleworking, part-time working. They are not published in English.	Initiatives: 1/ internal regulation involving all researchers´ issues (disabled ones, maternity leave, working conditions etc.), 2/ all documents in English, 3/ regular update and modification in accordance with national rules, international habits and self-evaluations done using i.e. questionnaires.

25. Stability and permanence of employment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Fixed-terms contracts are regulated by national legislation and the Labour code No. 262/2006 Coll.	PRIGO University will continuously evaluate and improve the stability of employment conditions for researchers.

Status

26. Funding and salaries

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	All the relevant social security provisions, including health insurance and sickness leave, are ensured at the national level according to the Labour Code No. 262/2006 Coll.	There is no need to make any changes and adjustments in this area at present. There will be performed only regular and planned reviews and updates following the updates of the Czech Republic legislation.

27. Gender balance

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	PRIGO University applies an equal opportunities policy in accordance with Act. No 198/2009 Coll. on equal treatment and on the legal means of protection against discrimination and on amendment to some laws "the Anti-Discrimination Act" from the moment of employment beginnings and during the next stages of career development. Also, the University follows the Gender Equality Plan (GEP) that is available at the web pages. The selection and evaluation process is realized on the basis of an appropriate gender balance, taking into account the quality and results of the work.	There is no need to take further organizational measures on the issue of gender equality at all organizational levels. The research subjects of PRIGO University are natural to women as well as to men and there is no research field deliberately leading to unbalanced gender ratio. PRIGO University offers short-time and full-time day-care in PRIGO Kindergarten used by early-career researchers as well as part-time positions and remote work are offered to employees.

Status

28. Career development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	PRIGO University career development strategy is implemented and there are internal rules followed and regular Career Plans codified by the director or a department manager.	Following will be created: 1/ rules for the adaptation process including the adaptation plan form, 2/ periodic Personnel Development Plans, 3/ evaluation system.

29. Value of mobility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	International experience of university employees is one of important criteria for their career advancement. International stays contribute to successful evaluation of candidates for the rank for associate and full professors. Mobilities support: 1/ European Programme Erasmus+ (teaching and staff mobility) 2/ international conferences and other events taking place abroad 3/ external grants/funding supporting mobilities and international cooperation (i.e. Visegrad Funds).	Initiatives: 1/ increasing employees' awareness of the mobility possibilities, 2/ encouragement of employees to take part in a mobility for their development, 3/ promoting international long term scientific stays of employees. International experience will be added as a requirement in selection process of assistant professors, 4/ establishing official Postdoc positions for international applicants, 5/ establishing official Extraordinary professor positions, primarily from abroad, 6/ supporting excellent teams at PRIGO University, capable of attracting experienced foreign researchers, 7/ external research grants/funds supporting international cooperation in research or in gaining new experience.

Status

30. Access to career advice

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The International Office provides information of current project calls and other international cooperation and activities that are possible to join, Erasmus+ and international mobilities including. Researchers are regularly provided by information about project calls and possibilities of national or international cooperation by project coordinators.	Initiatives: 1/ raise employees' awareness of the possibilities of national and international cooperation, 2/ encourage employees to use such opportunities.

31. Intellectual Property Rights

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	From the Intellectual Property Rights point of view, this issue is regulated by the in internal regulation No. 17/2019 "Handling of Research and Development Results" and the national Act No. 130/2002 Coll.	Initiatives: 1/ update information in relevant directives related to handling of research results, 2/ update of the "Science and Projects" section at web pages, 3/ raise awareness and interest in this issue.

Status

32. Co-authorship

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Distribution of mental share at PRIGO University is kept as it is based on the national level: "Copyright Act No. 121/2000 Coll." (https://www.mkcr.cz/doc/cms_library/12-az_2006_v_aj-2005.pdf). Each common project and its results have an authorship share specified in the project participation agreement.	Initiatives: 1/ education of employees regarding copyright law and submitted results, 2/ motivation for submitting results correctly.

33. Teaching

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i…	The mission of the university is knowledge transfer and education as well as development of science and other creative work in cooperation with national and international universities, research institutes, public institutions, company and culture sphere. PRIGO University provides education in Bachelor and Master degree study programmes. The international dimension and practical knowledge of students is essential. During teaching, teachers use up-to-date didactic methods developing student´s critical thinking, competences and relation to the whole-life learning. Researchers are divided into two groups: 1. scientific researchers who primarily focus on science and research and teach only marginally, 2. academic staff whose workload is a combination of teaching and science and development. The distribution of teaching is not always the same within the academic year. It can be adapted and planned so that teaching and research are not delayed. ACTUAL GAP: 1/ Currently, there are not teaching PhD candidates set among teaching employees yet. 2/ There is a staffing shortage from abroad to ensure English teaching. 3/ Improvement of evaluative processes.	Initiatives: 1/ increase awareness of the training offer within the teaching skills development and modern didactic methods knowledge, 2/ continuation in implemented system evaluation of teachers for continual personal improvement, 3/ language courses for teaching in English – subsequent support in language education, 4/ open recruitments for academic staff, 5/ implementation of a PhD study programme.

34. Complains/ appeals

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently impleme…	There is no official point to deal with complaints. ACTUAL GAP: "an ombudsman" position is missing, the research workers can tell their complaints directly to the superior.	An ombudsman-type position will be established at PRIGO University, who will be easily accessible by all employees. The ombudsman will be responsible for assessing and helping to resolve the issues raised up at the Ethical Committee at a less formal level.

Status

35. Participation in decision-making bodies

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Participation in decision-making bodies is implemented according to the national legislation and the PRIGO University internal codification: Higher Education Act No. 111/1998 Coll.; the PRIGO University Statute. There are also supportive university documents such as "The Rules of Scientific Board Procedure" and "The Rules of Internal Board for Evaluation Procedure"	At present, there is no need to make any changes and adjustments in this area.

Training and Development

Status

36. Relation with supervisors

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	PRIGO UniversityThere is no formal supervision implemented but PRIGO university has some vision and mission which to be kept among employees and the partare of it is also dedicated toconnected with mentoring (see link): PRIGO | PRIGO Mission & VisionŠkola pro život, jaký bude | PriorityGO. Currently, PRIGO University also uses "Employees Personal Development Plans" in order to improve research work of the individual researchers. ACTUAL GAP: except for PriorityGO rules, a specific document only focused on supervision and mentoring in PRIGO University does not exist.	Initiatives: 1/ continuance of established cooperation among senior and junior researchers, 2/ personal development plans feedback, 3/ setting an official internal rule for mentoring.

37. Supervision and managerial duties

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Mentoring is usually carried out unofficially by a superior employee, usually at the start of a new employee's job. Mentoring, or training of new employees, may also be entrusted to a senior employee. ACTUAL GAP: 1/ adaptation plan for new employees is missing, 2/ development of training on leadership and project management does not exist.	Initiatives: 1/ creation an adaptation plan for juniors, 2/ training on the topic of leadership and/or project management which would be offered regularly, 3/ specific workshops supporting leadership, 4/ establishing the cooperation with an on-demand coaching service for senior researchers.

Status

38. Continuing Professional Development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	There is a "Personnel Development Plan" of each researcher. They attend seminars and trainings according to the current offer and need.	Initiatives: 1/ preparation of a list of all current seminars, trainings and courses, 2/ ensuring the registration of completed trainings, 3/ extension of the employees registration also for the area of soft-skills and personal development, 4/ fulfilling and feedback of the Personnel Development Plans.

39. Access to research training and continuous development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	PRIGO University is actively interested in new projects and the professional development of employees is related to this. Employees are supported by the employer, especially in adjusting working hours or changing the amount of work. All this support is provided according to their individual needs.	Initiatives: 1/ searching for current educational needs, 2/ awareness of training and development possibilities, 3/ encouragement and motivation for next development of researchers.

Status

40. Supervision

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	PRIGO University does not formally provide such acitivities, but there is an informal behaviour of senior researchers that help to junior colleagues with the issues concerning their scientific work. ACTUAL GAP: no formal internal rule fo supervision.	Initiatives: 1/ the future supervision improvement will be based on the full implementation in the process management scheme and its evaluation, 2/ regular meetings between mentor and juniors as well as necessary feedback from juniors to mentor.