Updated ACTION PLAN

University of Hradec Králové

2024-2026

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Free text -100 words max	*Retrieved from the GAP Analysis*			
Ethical and Professional Aspects				
1. Code of Ethics review and update UHK Ethics Committee establishment **COMPLETED**				
2. Increase of awareness of ethical standards in research and transfer of scientific knowledge Description of action: We will continuously offer training in selected actual ethical R&D issues, emphasizing the publication ethics, transfer of knowledge and intellectual property issues. High priority will be given to researchers at the beginning of their careers. The UHK plans to integrate the newly developed e-course Code of Ethics into the	2, 3, 10, 12, 22, 32, 34, 37	Continuously 12/2026	Vice-Rector for Science and Creative Activities HR Manager	• Functioning system of continuous education of employees (academicians and scientific and research staff) in ethical principles in science and research • Conducting of lectures and workshops aimed at ethical standards in research and transfer of scientific knowledge • Regular specific training for early career researchers (Ph.D. students), aimed at ethics in research and science presented at the annual Ph.D. Summit for early career Ph.D. students • The newly developed e-course Code of Ethics integrated into the training structure for new employees (onboarding) • Number of employees who have completed the e-course Code of Ethics

onboarding process. At the same time, as part of the campaign for the newly created position of ombudsman, the UHK wants to offer the e-course to existing employees.				
3. Centralized science and research control and management setting Description of action: In the context of the Research Organization Strategy, we will further set up a system of motivation, support and development of priority research topics – multidisciplinary opportunities to interconnect the potential of individual faculties. We will appoint a scientific and research thematic leader for each topic; the leader will be responsible for the given field development. The institutionalization of priority topics will be supported in form of a part-time employment or financial support. We will develop other university programmes to support science and research (e.g., the Excellence Programme or Postdoc). We will implement internal grant competitions to encourage the	4, 39	New managing act 6/2024 Thematic leader 12/2024 System of the UHK topics support 12/2026	Vice-Rector for Science and Creative Activities	• Fully formed and financially secured system of motivation and priority research topics support and development at the UHK • A scientific and research thematic leader appointed for each priority research topic • Number of articles with an impact factor in the first and second quartile of JCR Web of Science (or SCOPUS) belonging to the university-wide research directions of the UHK • Issue of a new managing act, focusing on the evaluation of creative activity • The IAB meeting and its recommendations

strengthening of inter-faculty research collaboration. We will adopt a new university managing act, which, following the internal regulation, will set out more detailed rules for the evaluation processes of creative activities at the UHK, taking into account the needs of individual scientific areas. We will continue to organise regular IAB (International Advisory Board) meetings at least once a year to obtain recommendations from foreign experts.				
4. Uniform management of scientific and research processes at the UHK Description of action: We will unify the key scientific and research (and related supportive) procedures in a way ensuring maximum efficiency of research done at the whole university.	4, 6	Update of the project-related managing act 12/2024 The GAP upgrade and computerisation 12/2025	Vice-Rector for Science and Creative Activities Vice-Rector for Strategy, Development and Digitalization	• Updated and published managing act for scientific and development project management • The upgrade of GAP (the grant and project administration system) to a new version • Computerisation of the project approval agenda (GAP)
5. Support of Open Science policy Description of action: As a part of the Open Science policy, the scientific and research outputs of	8, 9	Strategy of sustainability and social responsibility	Vice-Rector for Science and Creative Activities	• Increase of the percentage of Open Science publications out of the overall number of Jimp/Jsc publications. The aim is to reach 55% of Open Access

the UHK academicians and scientists will be made available and open as much as possible. The Open Science policy will also be reflected in the strategy of sustainability and social responsibility. Within the Publicity and Communication Department (PCD), we will further develop systematically the international marketing of the UHK research activities.		in science and research 12/2025	Vice-Rector for Strategy, Development and Digitalization	publications out of the overall number of Jimp/Jsc publications in 2025 • Approved strategy of sustainability and social responsibility in science and research • Amount spent on promotion abroad
6. Development in the area of knowledge transfer and intellectual property protection and setting up of competences and staffing Description of action: We will introduce a training course in intellectual property and knowledge transfer for students, doctoral students, researchers and academicians. This course will be available online and will reflect different groups of researchers in relation to the extent and potential for commercialisation. We will further develop regular trainings for employees and doctoral students (in their first year), aimed at the knowledge transfer and intellectual property. We will support the involvement of researchers in projects of the TA CR agency that are directed	31	Training e-course 12/2024 Training Continuously 12/2026	Vice-Rector for Science and Creative Activities	• Number of successful graduates of training courses in intellectual property and technology transfer able to answer key questions related to technology transfer and commercialization • Number of graduates of educational seminars for doctoral students on the problems and pitfalls of cooperation with commercial companies, the application of R&D results through licensing or patenting, and the possibilities of the Proof of Concept support at the UHK • Number of applied research projects involving postdocs, young researchers and students • Number of projects submitted for research and development of new products, production processes and services • Number of successfully obtained Proof of Concept grants

at applied research projects and bring results that can be applied in practice. We will organise motivational meetings with researchers who have succeeded in previous TA CR calls. We will search actively for grant schemes, not only within the Czech Republic but also international calls supporting applied research. We will notify the research groups at the UHK of relevant calls.				
26. Creation of the position of an ombudsman and anchoring it in the organizational structure Description of action: Expanding the ethical infrastructure to include an ombudsman to help preventing inappropriate behaviour toward members of the university community and to set up a system for addressing and assisting those who experience inappropriate behaviour.	2, 3, 10	Campaign 2/2024 Anchoring the position in the Rules for the Internal Governance of the University of Hradec Králové 12/2024	Rector Chancellor	• The position of an ombudsman embedded in the organizational structure of the UHK • Implemented campaign for the creation of the position of an ombudsman, together with the setting up of a system for reporting possible inappropriate behaviour towards members of the university community
Recruitment and Selection				
7. Setup of the recruitment and onboarding process and related review of internal documents Description of action:	12, 13, 14, 15, 16,20, 21	Updated Internal Wages Regulation 6/2025	Bursar Vice-Rector for Strategy, Development	• Functioning and approved recruitment and onboarding process at the UHK – individual steps described below in the individual points of the Action Plan

We plan to adjust and set up gradually the recruitment and onboarding processes at the UHK in accordance with the OTM-R policy. We have the Code of Procedure for Selection of Academicians and Managerial Employees and an internal UHK Wages Regulation. Both documents will be updated in accordance with the OTM-R policy.		Updated Code of Procedure for Selection of Employees 6/2025	and Digitalization HR Manager	• Updated and approved Code of Procedure for Selection of Academicians and Managerial Employees in Czech and English language • Updated and approved Wages Regulation in Czech and English language
8. Digitalisation of the recruitment process Description of action: Due to legislative restrictions on the recruitment process as a whole (GDPR, continuity with the registration service), we have assessed that the comprehensive computerisation of this process is no longer a priority. Therefore, we are now focusing on the sub-parts of the process that show more potential for optimization.	12, 13, 15	Electronic template for advertising 12/2024 Reduced administrative burden 12/2026 Streamlined recruitment process 12/2026	Bursar Vice-Rector for Strategy and Development HR Manager	• Electronic template for advertising • Reduced administrative burden • Streamlined recruitment process
9. Training of Human Resources personnel, personnel participating in competitive hiring procedures as members of hiring committees, and personnel involved in the recruitment and onboarding process	13, 14, 16	Training preparation 12/2024 Gradual implementatio	HR Manager	• Standardized training in new procedures, standards, concept and methodology of recruitment and onboarding process – for employees involved in the recruitment and onboarding process • 100% of employees involved in recruitment and onboarding, especially the Human Resources personnel, will be trained.

Description of action: We will prepare and perform training for all employees involved in the recruitment and onboarding process in accordance with the OTM-R policy. We will create an e-course Handbook for Members of the UHK Selection Committees.		n of training 12/2025 E-course "Handbook for Members of the UHK Selection Committees" 12/2024		• All appointed members of selection committees will be trained especially in how to assess candidates according to their merits and how to proceed during the competitive hiring procedure. The procedures will also form a part of the recruitment and onboarding methodology in accordance with the OTM-R policy. • Number of successful graduates of the e-course Handbook for Members of the UHK Selection Committees
10. Update of the website for advertising jobs at the UHK **COMPLETED**				
11. Open and transparent advertising and competitive hiring procedures for Czech and international workers Description of action: The UHK plans to strengthen and standardize the advertising for academics and researchers at international web job portals, especially EURAXESS, and to update the web for advertising jobs at the UHK both in Czech and English language. Through transparent, international and open competitive hiring procedures, the UHK will increase the share of international workers and decrease the risk of inbreeding.	12, 13, 14, 15, 16, 10, 21	Launch of transformed advertising 6/2025	Vice-Rector for Science and Creative Activities HR Manager	• Number of competitive hiring procedures for academicians and researchers advertised at international portals, especially EURAXESS • Number of academic and researcher posts offered at the UHK advertised at the UHK website in Czech and English language • Number of international employees at the UHK (year-on-year increase) • Number of advertisements published in a gender-sensitive language ensuring the recruitment openness

12. Determination of rules for appointment of members of committees for academicians and researchers hiring Description of action: We plan to update the Code of Procedure for Selection of the above mentioned employees. It will include rules for appointment of members of hiring committees in accordance with the OTM-R policy, especially with regard to equal gender representation, age structure and professional competence of committee members.	10, 14, 16, 18	Updated Code of Procedure for Selection of Employees 12/2026	Vice-Rector for Strategy, Development and Digitalization HR Manager	• The set rules and procedures will form a part of the updated Code of Procedure for Selection
13. Postdoc recruitment procedure Description of action: We will announce open competitions for international postdocs and stabilize financial support for their employment. We will promote actively postdoctoral positions on relevant social networks (LinkedIn, EURAXESS, etc.).	12, 13, 18, 21, 22, 28, 32, 37, 38, 39, 40	Continuously 12/2016	Vice-Rector for Science and Creative Activities	• Number of open academic (postdocs) positions advertised in English for all UHK workplaces

14. Publication of the OTM-R policy at the UHK website; preparation of a central concept and methodological manual for recruitment and onboarding according to the OTM-R policy **COMPLETED**				
15. Onboarding process setup Description of action: We plan to set up fully and formalize the process of onboarding of new employees and employees transferred to a different post at the UHK in the first phase of their probationary period. Systematized training will also be a part of the process.	5, 12, 25, 28, 37, 38, 40	Functional onboarding process 06/2025	Vice-Rector for Strategy, Development and Digitalization HR Manager	• Standardized system of scheduled trainings and procedures to acquaint all new employees with the worksite • Standardized training in new procedures, standards, concept and methodology of the onboarding process – for employees involved in the onboarding process • Availability of all relevant documents and procedures in Czech and English language
Working conditions				
16. Further development of the employee evaluation system Description of action: Professionalization of employee evaluation will be based mainly on computerization of the development plan linked to some parts of data warehouses of the Management Information System (MIS). It will also	11, 22, 30, 36, 39, 40	Computerization and linking 12/2026 Training Continuously 12/2026	Vice-Rector for Strategy, Development and Digitalization Bursar	• Computerization of the procedures of the UHK employees evaluation in order to reduce the process administration and to improve the quality of performance monitoring • Number of managers trained in providing high-quality evaluation, feedback and motivation • Number of managers who have completed the e-course

be based on training of managers in management of motivation and evaluation interviews with their subordinates. The evaluation system will also take account of career breaks due to parenting.				
17. Creation of a motivation and support system for various types of mobilities Description of action: We would like to set up the transfer of the academic and research mobility records from the Magion internal system to the MIS (Management Information System).	11, 18, 29	Functional transfer of data 12/2025	Vice-Rector for International Affairs Vice-Rector for Strategy, Development and Digitalization	• By 2025, long-term mobilities of academicians and researchers will be increased by 20% • Functional transfer of the staff mobility data from the internal Magion system to the MIS (Management Information System)
18. Implementation of a managerial information system at the UHK Description of action: We will organize regularly thematic training of groups of employees on datasets with an orientation to the creation of custom reports. We will evaluate regularly the indicators in the MIS (Management Information System) and refine and expand	11	Thematic training Continuously 12/2026	Vice-Rector for Strategy, Development and Digitalization Bursar	• Number of managers trained in work with the Management Information System • Number of thematic trainings of groups of staff on datasets aimed at the creation of custom reports

continuously the indicator sets tailored to each directorate.				
19. Institutional setup of gender equality at the UHK **COMPLETED**				
20. Strengthening of the academic staff teaching competences Description of action: We will support continuously the development of teaching competences of employees and share good practice in this area. The next step in the centralisation of these activities should include the creation of a centre of teaching competences the mission of which will be to develop professional competences of the UHK employees so that they can exploit their potential and work productively and usefully, thus contributing to the development of the university.	11, 22, 28, 33, 37	Centre of teaching competences 12/2026 Activities aimed at development of the academicians' teaching competences Continuously 12/2026	Vice-Rector for Studies and Quality	• Number of activities coordinated by the UHK, aimed at the development of academicians' teaching competences • Number of participants in activities coordinated by the UHK, aimed at the development of academicians' teaching competences • Inclusion of teaching competences development in the regular evaluation of academicians • Established Centre of teaching competences
21. Translation of internal UHK regulations and managerial documents **COMPLETED**				

Training and Development				
22. Support of doctoral students' and junior researchers' development

Description of action:
Early career workers (doctoral students, postdocs) are the key group for the development of the scientific and research activity. Their training, academic supervision and protection of their right is, therefore, of key importance to make full use of their professional potential. We will place principal emphasis on the development of researchers at the beginning of their career. Organization of a several-day Ph.D. Summit for starting students (especially first-year students) aimed at the ethics of work with professional sources and publishing, career development and teaching competences will continue. The activity will also include sharing of good practice by senior doctoral students or graduates who have succeeded in science and internationalization.
In order to integrate the international doctoral students and postdocs more successfully into the UHK work team and to support the language skills of Czech doctoral students necessary for | 2, 32, 34, 36, 37, 38, 40 | Ph.D. summit Q4 of every year

Continuously 12/2026

Information material 12/2024 | Vice-Rector for Science and Creative Activities | • Number of implemented Ph.D. Summits
• Number of participants in Ph.D. Summits
• Systematized offer of trainings for doctoral students and postdocs in professional development and education
• Advertising of measures and activities for early career researchers (also) in English
• Number of leadership courses (training to supervisor standards) for supervisors
• Number of graduates of leadership courses for supervisors (training to supervisor standards)
• Information material for new doctoral students and postdocs
• Student Grant Competition for doctoral students |

the integration into the international scientific community, all relevant measures will be advertised and implemented also in English, or, in relevant cases, in English only. We will run leadership courses for supervisors (training in supervisor standards). We will create an information material for newly arriving doctoral students and postdocs in which they will be given basic information about the functioning of the UHK and about the city of Hradec Králové. The information material will be part of a broader onboarding system. By providing grants, regular training and improving the quality of supervision, we will increase the quality of professional outputs of doctoral students studying at the UHK.				
23. Mentoring system Description of action: We will continue to support the mentoring programme for doctoral students in all years of study, including the international students. The aim of the programme will be to support the academic and professional development of doctoral students, to integrate them into relevant	2, 28, 29, 36, 37, 38, 40	Continuously 12/2026	Vice-Rector for Science and Creative Activities	• Number of mentees • Number of male and female mentors • Increase of the awareness of the mentoring programme through a presentation at the Ph.D. Summit

professional communities and networks, and to facilitate their transition from doctoral studies to other careers.				
24. Systemic strengthening of managerial competences of the UHK unit management and professionalization of the institution management Description of action: Due to the low turnover of persons in the positions of heads of offices or departments, we plan to repeat this type of training approximately every three years.	11, 27, 28, 30, 38	Training for managers and potential leaders 12/2025	Vice-Rector for Strategy, Development and Digitalization	• Regular managerial competences training for the management members • Number of managers trained in managerial competences • Regular training for potential UHK leaders • Number of trained potential UHK leaders
25. Preparation of schemes of career development support Description of action: We will incorporate the support of sabbatical leave in the Internal Wage Regulation.	12, 13, 18, 21, 22,24, 28, 32, 37, 38, 40	Scheme preparation 12/2026	Vice-Rector for Strategy, Development and Digitalization Vice-Rector for Science and Creative Activities HR Manager	• Elaboration of support of sabbatical leave taking by academicians