

## Internal Review

**Case number**

2019CZ455647

**Name Organisation under review**

VŠB - Technical University of Ostrava

**Organisation's contact details**

17. listopadu 15/2172, 708 33, Ostrava - Poruba, Ostrava, Czech Republic

### 1. Organisational Information

*Please provide an update of the key figures for your organisation. Figures marked \* are compulsory.*

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	1095,83
Of whom are international (i.e. foreign nationality) *	65,99
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	318
Of whom are women *	337,53
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	323,86
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	554,66
Of whom are stage R1 = in most organisations corresponding with doctoral level *	217,31
Total number of students (if relevant) *	11490
Total number of staff (including management, administrative, teaching and research staff) *	2121,17

RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	142532468
Annual organisational direct government funding (designated for research)	16306987
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	38662243
Annual funding from private, non-government sources, designated for research	13755754

**ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)**

*VSB - Technical University of Ostrava (VSB-TUO), founded in 1849, is a Czech, public university with a long tradition in high-quality engineering education and research. These traditional core values have been continually updated to reflect state-of-the-art technologies and the ever-evolving needs of industry. VSB-TUO strongly thrives on applied research, in cooperation with companies and institutions worldwide, in finding innovative solutions to modern-day issues.*

*With approximately 11 500 students, 2 500 employees and the largest campus in country, VSB-TUO is a modern student- and employee-orientated university, where graduates have gained the education and experience sought by employers the world over.*

**2. Strengths and weaknesses of the current practice**

Please review the strengths and weaknesses under the 4 thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

**Note:** Click on the name of each of the four thematic headings of the Charter & Code to open the editor and provide your answers in the Internal Review for Interim Assessment dedicated section.

**Strengths and Weaknesses (Initial Phase)****Strengths**

- VSB-TUO supports research autonomy of the researchers who are free to choose their focus,
- there is a document "Ethical code of VSB - Technical University of Ostrava" at VSB-TUO which clearly sets the rules of ethical behaviour for employees,
- VSB-TUO has set internal rules and processes in the form of internal regulations, directives, legislative documents, work and monitoring procedures, and operational documents which are continuously updated and all of these documents are in accordance with the "Act No. 111/1998 Coll., The Higher Education Act", "Act No. 262/2006 Coll., The Labour Code" and other legal regulations,
- scientific and research outputs are recorded within the internal systems Grants and Projects (GaP) and OBD - Personal Bibliographic Database, which, in addition to records, also serve as a basis for evaluating the scientific performance of employees,
- VSB-TUO has service workplaces for scientists and researchers in the field of project preparation and implementation (Project Support Centre), technology transfer and intellectual property protection (Technology Transfer Centre), research activities are further administratively supported by university-wide departments (Economy and Finances, Personnel Office or Rector's Office providing legal services),
- VSB-TUO has developed an internal monitoring system compliance to which is supervised by Inspection and Internal Audit department which ensures independent internal audits of processes, projects and documents in order to prevent irregularities, especially of an administrative nature in the implementation and reporting of research activities,
- VSB-TUO has an established system of Occupational Safety and Health and Fire Protection incorporated in internal procedures and directives which are in accordance with legal regulations, employees are regularly trained in the field of occupational safety and fire protection, there is electronic support of records of obligations in the field of occupational safety and health,
- VSB-TUO declares the third role of the university in terms of social responsibility, a document "Commitment to Social Responsibility of VSB-TUO" was created,
- there is a proposal for a new employee appraisal system that will offer a more comprehensive and fair method of appraisal It will be supported by information registration systems and implemented electronically to increase user comfort.

**Weaknesses**

- Difficult and often insufficiently enforceable rules of ethical conduct in the event of a breach of the "Ethical Code of VSB-TUO" which is most often violated from the point of view of science and research in the field of plagiarism, attribution of co-authorship and appropriation of research results,
- at VSB-TUO there is a large number of processes, internal regulations, directives and legislative documents which are published on the university's website and which are often confusing for employees who find it difficult to navigate in these documents, there are no tools to facilitate search by topics, keywords, full text or the focus of the user (manager, researcher, teacher, etc.), many of these documents are not available in English,
- employees often fill in incomplete data in registration systems, especially in the records of Grants and Projects (GaP), as a result an incomplete or inaccurate processing of information may occur, registration and information systems for project management are not interconnected, and so it is necessary to insert some data in more places,
- activities in the field of popularization of science and research are inconsistent and uncoordinated between individual faculties and at the university level, there is insufficient connection of activities and human resources in popularization and communication of science and research and there is inconsistent level of knowledge and orientation in marketing communication among interested employees,

- within VSB-TUO there are cases of discrimination, according to the survey among employees, some of the forms of discrimination were encountered in person or indirectly by approximately 20 % of respondents who participated in the research (in terms of the total number of employees it is 4 %),
- regular and objective evaluation of all employees is not ensured, evaluation often lacks feedback, there is inconsistency and non-transparency of measurable indicators and evaluation conditions in evaluation processes, current evaluation system is often formal, based on incomplete data or subjective approaches, not all activities of employees are taken into account, evaluators often do not have sufficient expertise in terms of human resources.

#### **Strengths and Weaknesses (Interim Assessment)**

The areas that the university considered to be strengths in the area of Ethics and Professional Aspects continued to be developed. The following changes were implemented in the areas of weaknesses:

- Update of the Code of Ethics and Rules of Procedure of the Ethics Committee, new members appointed at the Ethics Committee were continuously trained in the fields of ethics, sexual harassment, plagiarism and other areas, so that they are fully competent in dealing with various initiatives.
- A post of ombudsman was created for employees to turn to when solving problematic situations at the workplace or students with a problem within their studies or relationships with each other or with teachers
- The internal information system InNET was streamlined to make it easier for employees to find the necessary information. Relevant documents are gradually being translated into English so that foreign employees can understand them, too.
- A new project registration system was created, which aims to improve information about projects and their connection with other ones e.g., accounting systems. Information about the employee's participation in projects is also transferred to the evaluation system and serves as one of the documents for the annual evaluation of employees.
- The university-wide PR department has developed a unified marketing communication strategy, in certain areas it coordinates PR activities throughout the university, in other areas, due to the different focus and needs of the faculties and institutes, they retain a certain degree of autonomy.
- A new electronic employee evaluation system was introduced; a methodology was developed and senior staff across the university were trained in its use.

According to the latest employee satisfaction survey in 2022, 10% of employees who took part in the survey experienced discrimination which is a better result than last time. The fact that two thirds of the respondents answered that they know how to solve the given situation is also positive.

#### **Remarks (max 500 words)**

**Strengths and Weaknesses (Initial Phase)****Strengths**

- At VSB-TUO, the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" sets out the procedure and rules for selecting new employees and fully complies with the "Act No. 111/1998 Coll., The Higher Education Act". and although there is currently an obligation to follow these rules, especially in the selection of academic staff and managers, its principles can be used in the implementation of staff selection procedures for other employees,
- internal regulations are prepared addressing the issue of qualification recognition - these are specifically the documents "P1.9 Recognition of foreign university education and qualifications in the Czech Republic", "P1.8 Mobility of foreign students and workers", "P1.1 Mobility", which are continuously updated,
- VSB-TUO has experience with postdoctoral posts, which were defined and filled in some projects in the past, the experience gained can be used to set rules for creating postdoctoral posts, the conditions of their work at the university and their career growth.

**Weaknesses**

- "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" is based mainly on the requirements of the "Act No. 111/1998 Coll., The Higher Education Act". However, in its current form the document does not explicitly reflect all the principals of the Charter and the Code (it is assumed that the requirements of the Charter and the Code are applied in practice, but not all of them are formally stated anywhere),
- there is no English version of the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of the VSB - Technical University of Ostrava",
- implementation of the staff selection procedure according to the current "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" is currently mandatory only for academic and managerial posts, researchers are in some cases accepted only based on an interview,
- members of selection committees who participate in staff selection procedures often do not have adequate expertise in the field of human resources; during staff selection procedures at VSB-TUO, subjective evaluation may currently be occurring as well as inconsistencies in the procedures in the implementation of staff selection procedures which are not defined in "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava",
- there are no standardized forms regarding staff selection procedures at VSB-TUO, such as advertisements, questionnaires for candidates or forms for evaluating candidates,
- the information obtained from staff selection procedures often does not have the same structure and is more difficult to compare,
- members of selection committees do not have sufficient methodological support from the personnel point of view for their activities in the selection committee during the selection procedure, they are selected mainly in terms of expertise in the field, except for clearly stated data in the "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" there is no more detailed methodological procedure for the implementation of staff selection procedures,
- within VSB-TUO, the post of postdoctoral researcher is not defined in any internal regulation or other document, there is no definition of the conditions for their admission or career growth.

**Strengths and Weaknesses (Interim Assessment)**

Areas that the university considered to be strengths in Recruitment and Selection continued to be developed. The following changes were implemented in areas of weakness:

- The document Selection Procedure Rules for Filling the Positions of Academic Staff and Designated Other University Staff at VSB – Technical University of Ostrava has been updated. In addition to the basic principles, it directly contains a link to the Code and the Charter, the principles of which the university adheres to. At the same time, senior staff were trained in recruitment in accordance with these principles. The document is also in English now.
- Selection procedures for vacancies are not implemented in all cases, but the number of open positions has increased. Due to the lack of applicants for some positions, these are filled directly by selected applicants who meet the necessary prerequisites.
- Senior staff who are always members of selection committees are trained and a selection methodology available to all committee members is developed.
- At VSB-TUO, uniform advertisement templates have been created that contain all the necessary information in a clear form. Job advertisements are managed and published centrally.
- Recruitment is about to be digitalised. All information related to the selection procedure will be processed within the new application. After consideration, the university abandoned the uniform templates of the response forms, as the uniqueness of the information provided completes the image of the applicant.
- Selection committees have the option of consulting with the HR department, or appointing a personnel specialist directly as a member of the committee.
- The postdoctoral position has not yet been defined; it is expected in the update of the Career Regulations which should take place by the end of 2023. They are currently regarded as young researchers.

**Remarks (max 500 words)**

**Strengths and Weaknesses (Initial Phase)****Strengths**

- VSB-TUO actively participates in professional and specialised associations and supports its employees in memberships in these organizations and participation in professional meetings,
- VSB-TUO implements a considerable number of research and educational projects, the participation of employees in these projects contributes to their professional growth, some projects lead to the modernization of and additions to the research infrastructure at the university,
- VSB-TUO provides suitable working conditions for its employees and offers many benefits, supports gender balance and a non-discriminatory environment,
- VSB-TUO has well-set and described processes, including the mobility system, protection of intellectual property, rules for handling complaints, etc., all documents are accessible to employees and they are regularly informed about their updates,
- there are several trade unions at VSB-TUO. Most larger units have their own trade union which participates in collective bargaining. Every year, the "Collective Agreement" regulating and stipulating some other conditions and benefits for employees beyond the scope of "Act No. 262/2006 Coll., The Labour Code" is updated. The university management regularly communicates, discusses and informs trade unions about developments at the university and beyond the information obligations imposed by law.

**Weaknesses**

- VSB-TUO employees are insufficiently informed about the possibilities of personal and professional growth, namely there is lack of a comprehensive overview of training and professional development opportunities, employees are not sufficiently aware of the possibilities of professional counselling at the university,
- managers often do not have the necessary managerial competencies, especially in the field of using the potential of subordinates, evaluation, adaptation processes, personnel processes and human resources management,
- the current system of employee evaluation uses "Personal Development Plans" as a tool for evaluation and planning, which are insufficient for the development and professional growth of employees, evaluation through these forms is very general and often only formal.

**Strengths and Weaknesses (Interim Assessment)**

The areas that the University considered to be strengths in the area of Work Conditions continued to be developed. The following changes were implemented in the areas of weaknesses:

- An Employee Education website was created where there is a guide to various areas and types of education with plans of expanding it and linking it with all parts of the university. Since the educational events are in the Czech language, an English version has not yet been created. Currently, employees are also informed about some events by email or as part of news on InNET.
- Senior staff of faculties, university institutes and rectorate departments were trained in basic personnel processes such as recruitment, adaptation and evaluation of employees, controlled documents or methodologies or forms are available for these processes.
- As part of the evaluation system, the section Personal development of the employee is also processed. It has a more detailed structure and enables employees and their managers to plan their development better. An update of the Career Regulations is also being prepared. The emphasis will be placed especially on the long-term development of academic and scientific employees.

Remarks (max 500 words)



**Strengths and Weaknesses (Initial Phase)****Strengths**

- VSB-TUO supports the education of employees, employees can use the offer of trainings, seminars and conferences within the university free of charge, they can participate in domestic and foreign conferences,
- VSB-TUO has an established monitoring and implementation system of trainings which are given by legal regulations and which are properly managed and regularly updated according to the relevant legislation,
- VSB-TUO supports the education of employees in the form of internships at other universities, it enables active intersectoral, interdisciplinary and international cooperation,
- VSB-TUO approved a new "Career Code" in 2020, which regulates the procedure and possibilities of career planning and career growth of employees,
- VSB-TUO is actively interested in new projects and project opportunities and supports the related professional development of employees, provides employees with professional and administrative support in managing projects.

**Weaknesses**

- From a procedural point of view, the professional development of employees is not approached systematically and strategically,
- an objective and comprehensive system of employee evaluation has not yet been implemented at VSB-TUO, the system of planning personal development of employees has been formalized and is not given due importance,
- there is no formally described process of adaptation of new employees and employees assigned to a new job, documents with information for new employees are not sufficiently processed,
- the VSB-TUO does not formalize the process of mentoring new and existing employees, there is no methodology or rules for the activities of mentors,
- the use of feedback from completed seminars and trainings is missing within the system of employee education,
- within VSB-TUO there is insufficient support of personnel processes in the information system (records of education, evaluation of employees, adaptation plans, career plans and other ones...).

**Strengths and Weaknesses (Interim Assessment)**

Areas that the university considered to be strengths in the area of Training and Development continued to be developed. The following changes were implemented in the areas of weaknesses:

- With the introduction of the new employee evaluation system, the setting of short-term goals within the framework of personal development has been improved. These are set within the sub-areas of development. As part of the planned update of the Career Regulations, emphasis will also be placed on long-term professional development.
- The process of employee adaptation is described including available adaptation plan form. Senior staff were trained in its application.
- An Employee's Guide was created for new employees which clearly and comprehensibly familiarizes employees with individual processes at the university in thematically ordered units.
- Mentoring methodology is in preparation.
- The employee training system including records and feedback will be prepared.
- The support of the employee evaluation system is implemented in the information system; in the future, it is planned to expand it by adding other processes.

**Remarks (max 500 words)**

**Have any of the priorities for the short- and medium term changed? (max 500 words)**

In accordance with the University's Strategic Plan for the period 2021-2027, important strategic goals continue to be supported in the area of human resources, such as Developing excellence in the care of human resources in a scientific environment or the development of human resources. The university focuses mainly on supporting equal opportunities, work-life balance issues, development and training of employees in the field of professional, and soft and general skills.

**Have any of the circumstances in which your organisation operates, changed and as such have had an impact on your HR strategy? (max 500 words)**

Circumstances affecting the HR strategy have not changed significantly at the moment, certain changes in labour legislation are expected which may have an impact on some aspects of work (employment in the form of agreements on work performed outside the employment relationship, working from home, etc.).

**Are any strategic decisions under way that may influence the action plan? (max 500 words)**

The university has set strategic priorities until 2027 and these are completely in line with the activities that are being implemented or will be implemented as a part of the Action Plan.

### 3. Actions

Please consult the list of all actions you have submitted as part of your HR strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also add new objectives.

**Note:** Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

**Proposed ACTIONS**

Action 1	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening and unifying awareness of set ethical principles, the principles of professional responsibility of researchers by updating internal documents and information for employees in the "Staff Guide"	(+/-) 2. Ethical principles  (+/-) 3. Professional responsibility	4Q/2021	Rector's Office, Ethics Committee, Department of Vice-Rector for Science and Research, Contract Lawyer	* Target - Revise internal document "Ethical Code of VSB-TUO" - extension of the areas of the document related to science and research, including the establishment of procedural measures. ** Indicator – 1 revised and supplemented internal document. * Target - Update information about the Ethics Committee, its activities and competencies on the VSB-TUO website. ** Indicator – 1 new page on the VSB-TUO website. * Target - Create section "Ethical principals and professional rules" in the "Staff Guide", which will bring new and current employees closer to the principles of behaviour and good practices,

**Proposed ACTIONS**

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			and principles in research as well as routine work in the environment of university and research organizations. ** Indicator – 1 new section/chapter in the "Staff Guide".
Current Status	Remarks		
COMPLETED	The Code of Ethics and information about the Ethics Committee on the University's website has been updated. A chapter on Ethical Principles and Professional Principles has been created in the Employee's Guide. <a href="https://dokumenty.vsb.cz/docs/files/en/1ac673fe-bf88-41d5-b03a-2cd6f92c8ae7">https://dokumenty.vsb.cz/docs/files/en/1ac673fe-bf88-41d5-b03a-2cd6f92c8ae7</a> ; <a href="https://www.vsb.cz/en/university/organizational-structure/ethics-commission/">https://www.vsb.cz/en/university/organizational-structure/ethics-commission/</a> ; <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnanec/veda-a-vyzkum/#HEthicalandprofessionalprinciples">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnanec/veda-a-vyzkum/#HEthicalandprofessionalprinciples</a>		

**Proposed ACTIONS**

Action 2	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Raising awareness in the field of intellectual property protection and the issue of plagiarism through e-learning training	(+/-) 3. Professional responsibility	2Q/2022	Technology Transfer Centre, University Library	* Target - Create e-learning course "Intellectual Property Protection and Plagiarism" – the course will focus on raising awareness and information in the field of intellectual property and individual possibilities of this area and possible plagiarism within research, the course will be set so that the employees will be able to go through it any time according to their needs and it will be possible to return to it repeatedly. ** Indicator – 1 new e-learning course, 25% of Researchers attend the course in the first year after action implementation.
	(+/-) 31. Intellectual Property Rights			
	(+/-) 32. Co-authorship			

**Proposed ACTIONS**

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Current Status	Remarks
COMPLETED	We decided not create e-learning, but a chapter in Employee's Guide. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/veda-a-vyzkum/#HIntellectualpropertyprotection">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/veda-a-vyzkum/#HIntellectualpropertyprotection</a> ;

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**Proposed ACTIONS**

Action 3	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening competencies in the field of creative scientific work by implementing e-learning training on academic writing	(+/-) 3. Professional responsibility	4Q/2021	Department of Vice-Rector for Science and Research - Academic Writing	<p>* Target - An e-learning course "Academic Writing" will be created – the course will focus on the dissemination of good practices in the field of creative scientific work often ending with the publication of scientific texts, the course will be set so that the employees can go through it any time according to their needs and it will be possible to return to it repeatedly. ** Indicator – 1 new e-learning course, 25% of Researchers attend the course in the first year after action implementation.</p>
<b>Current Status</b>	<b>Remarks</b>			
COMPLETED	An e-learning course on Academic Writing is available for staff, and courses on scientific publishing are available for PhD students as part of the PhD Academy. <a href="https://knihovna.vsb.cz/en/study-research-support/research-support/">https://knihovna.vsb.cz/en/study-research-support/research-support/</a> <a href="https://www.vsb.cz/phdakademie/en">https://www.vsb.cz/phdakademie/en</a>			

**Proposed ACTIONS**

<b>Action 4</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
<p>Modification and description of the system process of submitting habilitation theses, i.e. electronically via the Edison information system</p>	<p>(+/-) 3. Professional responsibility</p>	<p>1Q/2024</p>	<p>Department of Vice-Rector for Science and Research, University Library</p>	<p>* Target - Modify system process "P1.5 Habilitation procedure" – the process will be modified to allow control of possible plagiarism in habilitation theses, in connection with this change, it will be necessary to modify Edison information system to allow submitting habilitation theses electronically. ** Indicator – 1 modified and supplemented system process with necessary modification of Edison information system.</p>
	<p><b>Current Status</b></p>	<p><b>Remarks</b></p>		
<p>IN PROGRESS</p>	<p>The substantive and technical requirements for modifying and completing the process shall be defined.</p>			



**Proposed ACTIONS**

Action 5	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Clarification of navigation in legal rights and obligations and other areas, facilitation of understanding and finding relevant information in one place for current and new employees, creation of "Staff Guide" (electronic version)	( +/- ) 5. Contractual and legal obligations	2Q/2022	CIS - Information Services Centre, Rector's Office, Bursar's Department, Contract Lawyer	* Target - Create "Staff Guide" in the internal information system InNET – the internal information system will include a section that will provide relevant and up-to-date information for current and new employees from various fields, which the employees encounter during their work at the university. ** Indicator – 1 new section in internal information system InNET.
	( +/- ) 6. Accountability			
	( +/- ) 7. Good practice in research			
	( +/- ) 8. Dissemination, exploitation of results			
	( ++ ) 30. Access to career advice			
	( +/- ) 36. Relation with supervisors			
	( +/- ) 37. Supervision and managerial duties			
( +/- ) 38. Continuing Professional Development	Current Status	Remarks	COMPLETED	An Employee's Guide has been created where thematically organised information about the university and their processes can be found. An email is sent to new staff with a link, then all staff have the Employee's Guide available on the internal information system. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/</a>

**Proposed ACTIONS**

<b>Action 6</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Facilitate the search in and understanding of internal documents by modifying the internal information system InNET in relevant parts	(+) 5. Contractual and legal obligations	4Q/2021	CIS - Information Services Centre, Bursar's Department	* Target - Modify internal information system InNET – the internal information system InNET will be modified so that the information for employees is clear and easy to find, especially in the area of internal legislation and set processes. ** Indicator – 1 modified and supplemented internal information system InNET.
	<b>Current Status</b>	<b>Remarks</b>		
	COMPLETED	Internal information system InNET has been more clearly organised so that staff have all the information they need. At the same time, they can partially customise the content according to their preferences. <a href="https://innet.vsb.cz/en">https://innet.vsb.cz/en</a>		

**Proposed ACTIONS**

Action 7	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Provision of the translation of relevant documents for foreign researchers and academics	(+) 5. Contractual and legal obligations	1Q/2023	Bursar's Department, Department of International Relations	* Target - Translate relevant documents for foreign employees – translation of relevant documents that have not yet been translated into English will be provided, documents will be translated gradually after their regular updates, taking into account the priority order. ** Indicator – % of internal documents in English.
	<b>Current Status</b>	<b>Remarks</b>		
	EXTENDED	Translations of relevant documents are made on an ongoing basis as they are updated. <a href="https://innet.vsb.cz/en/documents/regulations/kontext/vsb-tuo">https://innet.vsb.cz/en/documents/regulations/kontext/vsb-tuo</a>		

**Proposed ACTIONS**

Action 8	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Facilitating the understanding of managers in the issue of economic management of entrusted workplaces by implementing e-learning training on the topic of economic minimum for managers	( +/-) 6. Accountability	4Q/2021	Personnel Office, Economy and Finances	<p>* Target - Create an e-learning course "Economic minimum for managers" – the course will focus on introducing and updating established procedures and principles in the field of economic minimum for managers, the course will be accessible to all employees who want to expand their knowledge in this area, the course it will be set up so that the employees can go through it at any time according to their needs and it will be possible to return to it repeatedly. ** Indicator – 1 new e-learning course, 25% of Researchers in management attend the course in the first year after action implementation.</p>

**Proposed ACTIONS**

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Current Status	Remarks
COMPLETED	E-learning course for new supervisors in the internal learning system, information email will be received upon taking up the position. Basic information can then also be found in the Employee's Guide. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/ekonomika-a-finance/">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/ekonomika-a-finance/</a> <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/personalistika/">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/personalistika/</a>

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**Proposed ACTIONS**

<b>Action 9</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Introduction of regular mandatory trainings in occupational safety and health and fire protection in the form of e-learning and in English	(+) 7. Good practice in research	4Q/2021	Bursar's Office, CIS - Information Services Centre	* Target - Create e-learning course and training "Occupational Health and Safety and Fire Protection" in Czech and English – at predefined intervals, employees will electronically complete training, which has so far been only possible to do face-to-face, in connection with the current situation around COVID-19, this appears to be one of the key measures. ** Indicator – 1 new e-learning course, all of Researchers, after action implementation attend the course in predefined intervals.
	<b>Current Status</b>			<b>Remarks</b>
	COMPLETED			E-learning course for new and existing employees, notification of the need to complete the course is sent automatically by email.

**Proposed ACTIONS**

Action 10	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening the "Open Science" principles and awareness of scientific social networks in the "Staff Guide"	( +/- ) 8. Dissemination, exploitation of results	4Q/2023	Department of Vice-Rector for Science and Research, Department of Vice-Rector for Commercialization and Cooperation with Industry, Public Relations, University Library	<p>* Target - Create section "Principles of Open Science" in the "Staff Guide" – this section will present basic "Open Science" principles as a part of VSB-TUO environment.</p> <p>** Indicator – 1 new section/chapter in the "Staff Guide". *</p> <p>Target - Create section "Scientific social networks" in the "Staff Guide" – this section will present ways and reasons for the dissemination of scientific work using available social networks with a focus on scientific research issues. **</p> <p>Indicator – 1 new section/chapter in the "Staff Guide".</p>

**Proposed ACTIONS**

	<b>Current Status</b>	<b>Remarks</b>
	COMPLETED	Sections "Principles of Open Science" and "Scientific social networks" are part of Employee's Guide. Further information on this topic is available on the University Library website. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/veda-a-vyzkum/#HOpenscience">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/veda-a-vyzkum/#HOpenscience</a> <a href="https://knihovna.vsb.cz/en/study-research-support/open-access-policy/">https://knihovna.vsb.cz/en/study-research-support/open-access-policy/</a> ; <a href="https://knihovna.vsb.cz/cs/podpora-sv/open-science/">https://knihovna.vsb.cz/cs/podpora-sv/open-science/</a>

  

<b>Action 11</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Strengthening cross-sectoral cooperation through cataloguing of devices and mutual sharing, increasing employees' awareness of instrumentation	(+/-) 8. Dissemination, exploitation of results	4Q/2024	Department of Vice-Rector for Commercialization and Cooperation with Industry, Department of Vice-Rector for Science and Research, Bursar's Department	* Target - Create "Catalogue of instrumentation at VSB-TUO" – a catalogue of equipment which is the property of the university and can be used for sharing to facilitate scientific research work will be compiled. ** Indicator - 1 new section in internal information system InNET.
	<b>Current Status</b>	<b>Remarks</b>		
	IN PROGRESS	The material and technical requirements for the creation of the Catalogue of Instrumentation at VSB-TUO in the internal information system are defined.		



**Proposed ACTIONS**

Action 12	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthen public commitment by creating a comprehensive marketing and communication strategy	(+/-) 9. Public engagement	4Q/2021	Public relations	* Target - Create comprehensive marketing and communication strategy – the resulting strategy will serve to strengthen the public commitment of the university and facilitate communication from the university-public perspective. ** Indicator – 1 new marketing and communication strategy.
	Current Status	Remarks		
	COMPLETED	A marketing communication strategy has been developed to help coordinate communication activities effectively and thus help the university meet its mission and goals. The marketing communication strategy of VŠB-TUO is based on the Strategic Plan of VŠB-TUO. <a href="https://www.vsb.cz/smkt/en/vision-goals/">https://www.vsb.cz/smkt/en/vision-goals/</a>		

**Proposed ACTIONS**

**Action 13**

Objectification of the view of gender issues through the implementation of gender audit and the subsequent creation of the document "Assessment of the relevance of the sex and gender dimensions" (Gender Equality Plan), following the results of the survey, the university will focus on alleviating possible forms of discrimination

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 10. Non discrimination	4Q/2023	Rector's Office, Department of Vice-Rector for Science and Research, Personnel Office	* Target - Implement Gender Audit – an independent Gender Audit will be carried out in order to create an objective picture of the state of the university in this area. ** Indicator – 1 external independent Gender audit. * Target - Update relevant internal documents for the promotion of equal treatment, non-discrimination and gender equality following the results of the Gender Audit. ** Indicator - revised and supplemented all relevant internal documents. * Target - Create document "Assessment of the relevance of the sex and gender dimensions" (Gender Equality Plan). ** Indicator – 1 new "Assessment of
(+/-) 27. Gender balance			

**Proposed ACTIONS**

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<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
			the relevance of the sex and gender dimensions" (Gender Equality Plan).
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	<p>A gender audit was conducted between September and December 2021. The result of this audit is a final report mapping among other things, the key findings and progress in the areas recommended in the 2013 gender audit, both in terms of compliance with gender equality principles and in terms of processes relating to the 'organisational' environment, communication and HR policy. The final report of the gender audit was presented and the main findings and recommendations were presented. The gender audit followed the current Gender Audit Standard issued by the Office of the Government of the Czech Republic in March 2016. Recommendations for improvement were developed into a Gender Equality Plan (GEP). <a href="https://www.vsb.cz/en/university/equal-opportunities/gender-equality-plan/">https://www.vsb.cz/en/university/equal-opportunities/gender-equality-plan/</a></p>		

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**Proposed ACTIONS**

**Action 14**

Ensuring a fair, comprehensive and equivalent employee evaluation by implementing a new employee evaluation methodology and a new career planning methodology for career planning

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 11. Evaluation/ appraisal systems	4Q/2021	Personnel Office	* Target - Introduce "Employee Evaluation Methodology" and "Career Planning Methodology" (Career Plan) – these methodologies will serve to facilitate and unify procedures in employee evaluation and to assist managers in planning employee career milestones. ** Indicator – 2 new methodologies.
(+/-) 28. Career development			
(+/-) 36. Relation with supervisors			
(+/-) 40. Supervision			
<b>Current Status</b>	<b>Remarks</b>		
EXTENDED	The evaluation system is set, the deadline needs to be extended in view of the ongoing update of the Career Code. <a href="https://innet.vsb.cz/en/services/it-services/employee-evaluation/">https://innet.vsb.cz/en/services/it-services/employee-evaluation/</a>		

**Proposed ACTIONS**

Action 15	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
<p>Ensuring compliance with the Charter and the Code by amending the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" with the rules for the selection of researchers, and updating related process</p>	(+/-) 12. Recruitment	3Q/2022	Personnel Office	<p>* Target - Amend and update the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" - amend the document to comply with the principles of the Charter and the Code. ** Indicator - 1 revised and supplemented internal document. * Target - Update system process "Z2.1 Selection of a new employee" – the process will be updated so that it is in full compliance with the updated "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical</p>
	(+/-) 15. Transparency (Code)			

**Proposed ACTIONS**

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			University of Ostrava". ** Indicator – 1 revised and supplemented system process.
Current Status	Remarks		
COMPLETED	The document "Rules of the Selection Procedure for Filling the Posts of Academic Staff and Designated Other Employees of VSB – Technical University of Ostrava" has been updated to comply with the principles of the Charter and the Code and subsequently translated into English. The process of "Selection of a new employee" will be updated after setting up the computerisation of the recruitment process. The University has opted for the computerisation of recruitment for reasons of greater transparency, uniformity of vacancies, and better GDPR protection. The application is expected to be launched in 1Q/2024. <a href="https://dokumenty.vsb.cz/docs/files/en/847a4a24-1c7e-48c1-ad4f-4e92ef368010">https://dokumenty.vsb.cz/docs/files/en/847a4a24-1c7e-48c1-ad4f-4e92ef368010</a>		

**Proposed ACTIONS**

**Action 16**

Ensure uniform and easier communication by creating a single contact point (authorized person) for advertising vacancies, including advertising on selected international servers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
(-/+) 13. Recruitment (Code)	2Q/2022	Personnel Office	* Target - Create a single contact point (authorized person) for advertising vacancies – a single contact point for advertising vacancies on selected international job and scientific servers will be created. ** Indicator – 1 new contact point.
Current Status	Remarks		
COMPLETED	All vacancies are advertised centrally on the Informational board. The information is available to external and internal applicants. Positions requiring knowledge of the Czech language are advertised in the Czech version only. <a href="https://www.vsb.cz/en/university/informational-board/job-opportunities/">https://www.vsb.cz/en/university/informational-board/job-opportunities/</a>		

**Proposed ACTIONS**

<b>Action 17</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Ensure easier and uniform work of selection committees by creating personnel templates	(-/+) 13. Recruitment (Code)  (+/-) 15. Transparency (Code)	4Q/2021	Personnel Office	<p>* Target - Create templates of advertisements in Czech and English for individual job vacancies – uniform templates for advertising job vacancies will be created. **</p> <p>Indicator – 3 job vacancies templates in Czech and English. *</p> <p>Target - Create template of the questionnaire for candidates – to ensure easier comparison of information from individual candidates, templates will be created for candidates, where the requirements for the information and data sent and their scope will be clearly specified. **</p> <p>Indicator – 1 new template of the questionnaire for candidates. *</p> <p>Target - Create template for evaluation of</p>



**Proposed ACTIONS**

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
			candidates within the staff selection procedure – to facilitate and unify the work of the staff selection committees and evaluation of candidates, uniform templates for evaluation of candidates for individual posts will be created (support tool for members of staff selection committees). ** Indicator – 1 new template for evaluation within staff selection procedure.
Current Status	Remarks		
EXTENDED	The uniform advertisement templates were created in both Czech and English versions. These templates, as well as information about the candidate and the entire selection process, will be part of the recruitment application, which is currently being developed.		

**Proposed ACTIONS**

Action 18	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Facilitate understanding and support for employees in the area of personnel by creating a manual for managers in the field of human resources	( +/- ) 14. Selection (Code)	3Q/2022	Personnel Office	* Target - Create a "Manual for HR executives" – the manual will be designed to easily and unambiguously provide support to HR executives and human resources management. ** Indicator – 1 new manual.
	( +/- ) 16. Judging merit (Code)			
	( +/- ) 17. Variations in the chronological order of CVs (Code)			
	( +/- ) 18. Recognition of mobility experience (Code)			
	( +/- ) 20. Seniority (Code)			
<b>Current Status</b>	<b>Remarks</b>			
COMPLETED	Senior staff were trained in recruitment, adaptation and evaluation. All information is summarized in the handbook Fundamentals of Personnel Management for senior staff of VŠB-TUO (in Czech only). The HR minimum is part of the initial training for senior staff and part of the Employee's Guide. Senior staff were trained in recruitment, have methodologies and forms, which will then be included in the recruitment application. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/zaklady-personalniho-rizeni/">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/zaklady-personalniho-rizeni/</a> <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/personalistika/">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/personalistika/</a>			

**Proposed ACTIONS**

**Action 19**

Facilitate the work of members of selection committees by creating an employee selection manual in accordance with the Charter and the Code

GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
( +/-) 14. Selection (Code)	3Q/2022	Personnel Office	* Target - Create an "Employee selection manual" in accordance with the Charter and the Code for members of selection committees – the manual will include information that need to be addressed when working in the selection committee, so that procedures and activities are in accordance with the Charter and the Code, it will be fully in line with the "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava". ** Indicator – 1 new manual.
( +/-) 16. Judging merit (Code)			
( +/-) 17. Variations in the chronological order of CVs (Code)			
( +/-) 18. Recognition of mobility experience (Code)			
( +/-) 20. Seniority (Code)			

**Proposed ACTIONS**

	<b>Current Status</b>	<b>Remarks</b>
	COMPLETED	Senior staff have been trained in recruitment, have methodologies and forms, which will then be included in the recruitment application.
<hr/>		
<b>Action 20</b>		
Ensuring that candidates are informed in Czech and English about compliance with the principles of the Code when recruiting		
	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>
	(+/-) 16. Judging merit (Code)	
	(+/-) 17. Variations in the chronological order of CVs (Code)	
	(+/-) 18. Recognition of mobility experience (Code)	4Q/2021
	(+/-) 19. Recognition of qualifications (Code)	
	(+/-) 20. Seniority (Code)	
		<b>Responsible Unit</b>
		Personnel Office
		<b>Indicator(s) / Target(s)</b>
		* Target - Publish information for candidates in Czech and English on compliance with the principles of the Code when recruiting on the university's website. ** Indicator – 1 new part on the VSB-TUO website.
	<b>Current Status</b>	<b>Remarks</b>
	COMPLETED	All applicants are informed about the principles of The Code of Conduct for the Recruitment of Researchers in both the Czech and English versions of the website. <a href="https://www.vsb.cz/en/university/informational-board/job-opportunities/">https://www.vsb.cz/en/university/informational-board/job-opportunities/</a>

**Proposed ACTIONS**

Action 21	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening the status and position of young researchers by defining the post of Postdoctoral Researcher in the "Career Code"	(-/+) 21. Postdoctoral appointments (Code)	3Q/2022	Personnel Office	* Target - Update "Career Code" – the document will include and define the status and post of the Postdoctoral researcher, including the conditions of his admission and career growth with regard to and focus on ensuring his support at the beginning of his scientific career, the document will be available in English. ** Indicator – 1 revised and supplemented internal document.
	<b>Current Status</b>	<b>Remarks</b>		
	EXTENDED	Due to the continuity of the Career Development Rules of the VSB - Technical University of Ostrava to the Internal Salary Regulation of the VSB - Technical University of Ostrava, the update of which is being prepared for 1.1.2024, the deadline for achieving the output is extended.		

**Proposed ACTIONS**

Action 22	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Strengthening cooperation and awareness of memberships in professional and specialised associations by creating a single database	(±) 22. Recognition of the profession	2Q/2022	Department of Vice-Rector for Science and Research, Department of Vice-Rector for Commercialization and Cooperation with Industry	* Target - Create a database of memberships in professional and specialised associations – a unified database will be created at the university level with an overview of the memberships of the university or its parts in professional and specialised associations. ** Indicator - 1 new section on the VSB-TUO website.
	<b>Current Status</b>	<b>Remarks</b>		
	COMPLETED	VSB - Technical University of Ostrava cooperates with many institutions, bodies and associations at home and abroad, which enables it to implement effective international and interdisciplinary cooperation. <a href="https://www.vsb.cz/en/partnership/memberships/">https://www.vsb.cz/en/partnership/memberships/</a>		

**Proposed ACTIONS**

Action 23	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Simplifying access and raising employees' awareness of professional counselling by publishing information in the "Staff Guide"	(++) 30. Access to career advice	4Q/2023	Innovation Support Centre, CIS - Information Services Centre	* Target - Create "Professional counselling" section in the "Staff Guide" – the section will include information on the possibilities of professional counselling (project support, intellectual property protection, IT services and more). ** Indicator - 1 new section in internal information system InNET.
<b>Current Status</b>	<b>Remarks</b>			
COMPLETED	The university offers employees professional advice supporting their activities in the field of science and research. Employees can use the services of one of the professional centers, the library or the vice-rector's department for science and research. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/veda-a-vyzkum/#HExpertadviceandsupportinthefieldofScienceandResearch">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/veda-a-vyzkum/#HExpertadviceandsupportinthefieldofScienceandResearch</a>			

**Proposed ACTIONS**

Action 24	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Raising employees' awareness of mobility opportunities and their benefits by introducing information into the "Staff Guide"	(++) 29. Value of mobility	4Q/2024	Department of International Relations and relevant departments of international relations of faculties and institutes	<p>* Target - Create section "Mobility" in the "Staff Guide" – the section will include information not only about the current possibilities of mobility, but especially their possible contribution to the career and professional growth of employees. **</p> <p>Indicator - 1 new section in internal information system InNET. *</p> <p>Target - Introduction of a regular section "Mobility opportunities" in the university magazine "Academic" – the section should highlight the news in the employee mobility opportunities and recall the possible benefits of mobility for career growth and progress of employees. **</p> <p>Indicator – 1 new section in</p>



**Proposed ACTIONS**

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<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
			the university magazine "Academic".
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	A Mobility chapter has been created in the Employee's Guide where employees can find basic information. Detailed information, including specific procedures, is available on the website of the University International Office. <a href="https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/personalistika/#HMobility">https://idoc.vsb.cz/xwiki/bin/view/uzivatel/pruvodce-zamestnance/personalistika/#HMobility</a> In the university magazine Akademik there is a regular section "The University International Office informs", which contains information about mobility opportunities and specific international cooperation or mobility experiences (the magazine is only in Czech). <a href="https://www.vsb.cz/magazin/cs/casopis-akademik/archiv/?year=2022">https://www.vsb.cz/magazin/cs/casopis-akademik/archiv/?year=2022</a>		

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**Proposed ACTIONS**

<b>Action 25</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Increasing support for an effective system of employee education by creating recommendations for education and records of educational activities	(+/-) 38. Continuing Professional Development	4Q/2025	Personnel Office	<p>* Target - Add section "Rules for employee training (recommended practices)" to the "Career Code" – the section will summarize and define the rules for employee training within their careers and career prospects. **</p> <p>Indicator - 1 revised and supplemented internal document. *</p> <p>Target - Create records of all training activities in one place – records of training activities (offered and implemented) should facilitate the planning of employee training. **</p> <p>Indicator – 1 new section/part in selected internal information system.</p>

**Proposed ACTIONS**

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Current Status	Remarks
IN PROGRESS	A central place for information on training activities for employees has been created, but as these activities are in Czech, there is currently no English version. <a href="https://innet.vsb.cz/cs/sluzby/vzdelavani/">https://innet.vsb.cz/cs/sluzby/vzdelavani/</a> . It will be continuously added and updated. There will be more detailed rules for staff training within the Career Code.

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**Proposed ACTIONS**

Action 26	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Setting up the process of employee adaptation, setting rules for employee mentoring and professional development	( +/- ) 36. Relation with supervisors	4Q/2023	Personnel Office	* Target - Establish "Methodology for employee adaptation" – the methodology should clarify and facilitate the adaptation of a new employee in the VSB-TUO environment, so that his integration into the university team and processes is faster and as simple as possible. ** Indicator – 1 new methodology. * Target - Create an "Adaptation Plan" template – to define and create an unambiguous plan of the adaptation process, a template of employee adaptation plans will be created which will fully comply with the "Methodology for employee adaptation". ** Indicator – 1 new template. * Target - Introduce "Methodology and manual for mentoring (recommendations
	( +/- ) 37. Supervision and managerial duties			
	( +/- ) 38. Continuing Professional Development			
	( +/- ) 40. Supervision			

**Proposed ACTIONS**

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
			and rules for mentors)" – a methodology and manual will be introduced for mentors and mentees so that the mentoring process is clearly set and helps employees in their development and adaptation to work at the workplace. ** Indicator – 1 new methodology.
<b>Current Status</b>	<b>Remarks</b>		
IN PROGRESS	A methodology for the adaptation of new employees and an adaptation plan form have been created. In the next period, a mentoring methodology will be developed. <a href="https://dokumenty.vsb.cz/docs/files/en/e9edfa8d-b432-4869-8bdd-bf46c27b7b7f">https://dokumenty.vsb.cz/docs/files/en/e9edfa8d-b432-4869-8bdd-bf46c27b7b7f</a>		

**Proposed ACTIONS**

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**Action 27**

Creation of an electronic recruitment and selection process tool.

<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
(+/-) 12. Recruitment			
(-/+ ) 13. Recruitment (Code)			
(+/-) 14. Selection (Code)	1Q/24	Personnel Office, Information Services Centre	Target: Creation of an electronic recruitment and selection process tool (recruitment application). Indicators: Application for recruitment and selection of new employees.
(+/-) 15. Transparency (Code)			
<b>Current Status</b>	<b>Remarks</b>		
NEW			

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**Proposed ACTIONS**

Action 28	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Implementation of the OTM-R policy	(+/-) 12. Recruitment	2Q/24	Personnel Office	Target: Refinement of the recruitment and selection methodology with regard to compliance with the principles of the OTM-R policy. Indicators: Checklist for selection procedures to check compliance with OTM-R principles, OTM-R methodology for recruitment and selection.
	(-/+) 13. Recruitment (Code)			
	(+/-) 14. Selection (Code)			
	(+/-) 15. Transparency (Code)			
	(+/-) 16. Judging merit (Code)			
	(+/-) 17. Variations in the chronological order of CVs (Code)			
	(+/-) 18. Recognition of mobility experience (Code)			
	(+/-) 19. Recognition of qualifications (Code)			
	(+/-) 20. Seniority (Code)			
	<b>Current Status</b>	<b>Remarks</b>		
	NEW			

**Proposed ACTIONS**

Action 29	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Establishment of a continuing education of academic and scientific staff system.	(+/-) 28. Career development (+/-) 33. Teaching (+/-) 38. Continuing Professional Development (++) 39. Access to research training and continuous development	4Q/25	Department of Vice-Rector for Science and Research, Department of Vice-Rector for Study Affairs, Personnel Office	Target: Conducting a training needs analysis of academic and scientific staff at all levels. Indicator: Needs analysis. Target: Developing a concept for a continuing education of academic and research staff system, particularly in the following areas: pedagogy, didactics, science writing, mentoring, research ethics. Indicator: Training concept developed. Target: Implementation of continuing education courses. Indicator: Number of training courses, number of e-learning courses, number of participants.
	Current Status	Remarks		
	NEW			



**Proposed ACTIONS**

Action 30	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Creation of a work-life balance policy	(-/+) 10. Non discrimination (++) 24. Working conditions (+/-) 27. Gender balance	4Q/24	Personnel Office	Target: Developing a concept of work-life balance at the University with a focus on maternity and parental leave management and working conditions for parents of young children. Indicators: Work life balance policy, methodology for maternity and parental leave management.
<b>Current Status</b>		<b>Remarks</b>		
NEW				

**Proposed ACTIONS**

Action 31	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Prevention of inappropriate behaviour	(-/+) 10. Non discrimination	4Q/24	Personnel Office, Department of Vice-Rector for Science and Research, Department of Vice-Rector for Study Affairs	Target: Awareness raising in the areas of discrimination, bullying, sexual harassment. Indicators: Number of training courses, number of information events, number of employees trained .
	(++) 24. Working conditions			
	(+/-) 27. Gender balance			
	<b>Current Status</b>	<b>Remarks</b>		
	NEW			

**Proposed ACTIONS**

Action 32	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Promotion of equal opportunities	(-/+) 10. Non discrimination (++) 24. Working conditions (+/-) 27. Gender balance	2Q/25	Department of Vice-Rector for Science and Research, Department of Vice-Rector for Study Affairs, Personnel Office	Target: Implementation of equal opportunities principles in science and research, teaching and communication. Indicators: Documents - equal opportunities in science and research, equal opportunities in teaching, methodology for gender-sensitive communication.
	<b>Current Status</b>	<b>Remarks</b>		
	NEW			

**Proposed ACTIONS**

Action 33	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
Principles of academic ethics	(+/-) 2. Ethical principles (+/-) 3. Professional responsibility (+/-) 7. Good practice in research (+/-) 8. Dissemination, exploitation of results	4Q/24	Department of Vice-Rector for Science and Research, Department of Vice-Rector for Study Affairs, Personnel Office	Target: Establishment of principles of academic ethics in teaching, science and research. Indicators: Documents - principles of academic ethics, number of training sessions, number of information events.
	<b>Current Status</b>	<b>Remarks</b>		
	NEW			

**Proposed ACTIONS**

<b>Action 34</b>		<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
Involvement of staff in the implementation of HRS4R principles	<b>GAP Principle(s)</b>			
	(++) 35. Participation in decision-making bodies	4Q/25	Personnel Office, Bursar's Department, Public relations	Target: Broader discussion of the individual HRS4R principles, informing academics and researchers on the implementation of these principles. Indicators: Training and information events to promote wider awareness of HRS4R principles, involvement of researchers in working groups deciding on process settings.
	<b>Current Status</b>	<b>Remarks</b>		
	NEW			

**Unselected principles:**

(++)1. Research freedom    (++)4. Professional attitude    (++)23. Research environment    (++)25. Stability and permanence of employment  
 (++)26. Funding and salaries    (++)34. Complains/ appeals

**The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website.**

Please provide the link to the dedicated webpage(s) on your organisation's web site \*:

**URL \*:** <https://www.vsb.cz/en/university/hr-award/documents/> (English version), <https://www.vsb.cz/cs/o-univerzite/hr->

award/dokumenty/ (Czech version)  
(<https://www.vsb.cz/en/university/hr-award/documents/> (English version), <https://www.vsb.cz/cs/o-univerzite/hr-award/dokumenty/> (Czech version))

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

**Comments on the implementation of the OTM-R principles (Initial Phase)**

OTM-R policy is not yet clearly declared within the university at present. However, even now, some of its principles are part of the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" and are put into practice. As a part of the Action Plan implementation, individual activities will fulfil the principles of OTM-R policy clearly declared on the university's website and "Strategic plan of VSB-TUO 2021-2027", also known as "Strategic plan". Namely, these actions will be:

- acquainting employees with the OTM-R policy principles through the declaration of these principles on the university's website, the creation of a methodological manual for members of selection committees and for senior staff in accordance with the principles of the Charter and the Code,
- update of the "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB – Technical University of Ostrava" so that they meet the requirements of the Charter, the Code and the OTM-R policy,
- creation of job advertisement templates in Czech and English which will unify the requirements of applicants and enable them to better orientate themselves in information,
- the creation of a single point of contact for advertising vacancies, which will allow a wider use of advertising tools,
- creating a questionnaire template for candidates that unifies the requirements and clarifies the information required of the candidate, both for the selection committee and for the candidates themselves,
- within the internal monitoring system (process audit), an internal monitoring of compliance with the OTM-R policy will be performed.

The actions connected with the OTM-R policy area are introduced in the Action plan above. To facilitate orientation in the actions related to the OTM-R principles, we chose the following list of activities:

Title Action	Timing (quarter)	Responsible Unit	Indicator(s)/Target(s)
<p><i>Ensuring compliance with the Charter and the Code by amending the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" with the rules for the selection of researchers, and updating related process</i></p>	<p>3Q/2022</p>	<p>Personnel Office</p>	<p><i>Target - Amend and update the document "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava" in Czech and English – amend the document to comply with the principles of the Charter and the Code as well as provide the consequent translation into English language.</i></p> <p><i>Indicator - 1 revised and supplemented internal document.</i></p> <p><i>Update system process "Z2.1 Selection of a new employee" – the process will be updated so that it is in full compliance with the updated "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava".</i></p> <p><i>Indicator – 1 revised and supplemented system process.</i></p> <p><i>Related to the Action plan, Action n. 15</i></p>
<p><i>Ensure uniform and easier communication by creating a single contact point (authorized person) for advertising vacancies, including advertising on selected international servers</i></p>	<p>2Q/2022</p>	<p>Personnel Office</p>	<p><i>Target - Create a single contact point (authorized person) for advertising vacancies – a single contact point for advertising vacancies on selected international job and scientific servers will be created.</i></p> <p><i>Indicator – 1 new contact point.</i></p> <p><i>Related to the Action plan, Action n. 16</i></p>

Title Action	Timing (quarter)	Responsible Unit	Indicator(s)/Target(s)
<p>Ensure easier and uniform work of selection committees by creating personnel templates</p>	<p>4Q/2021</p>	<p>Personnel Office</p>	<p>Target - Create templates of advertisements in Czech and English for individual job vacancies – uniform templates for advertising job vacancies will be created.</p> <p>Indicator - 3 job vacancies templates in Czech and English.</p> <p>Target - Create template of the questionnaire for candidates – to ensure easier comparison of information from individual candidates, templates will be created for candidates, where the requirements for the information and data sent and their scope will be clearly specified.</p> <p>Indicator – 1 new template of the questionnaire for candidates.</p> <p>Target - Create template for evaluation of candidates within the staff selection procedure – to facilitate and unify the work of the staff selection committees and evaluation of candidates, uniform templates for evaluation of candidates for individual posts will be created (support tool for members of staff selection committees).</p> <p>Indicator – 1 new template for evaluation within staff selection procedure.</p> <p>Related to the Action plan, Action n. 17</p>
<p>Facilitate the work of members of selection committees by creating an employee selection manual in accordance with the Charter and the Code</p>	<p>3Q/2022</p>	<p>Personnel Office</p>	<p>Target - Create an "Employee selection manual "in accordance with the Charter and the Code for members of selection committees – the manual will include information that need to be addressed when working in the selection committee, so that procedures and activities are in accordance with the Charter and the Code, it will be fully in line with the "Rules of the selection procedure for filling the posts of academic staff and designated other employees of VSB - Technical University of Ostrava".</p> <p>Indicator – 1 new manual.</p> <p>Related to the Action plan, Action n. 19</p>
<p>Ensuring that candidates are informed in Czech and English about compliance with the principles of the Code when recruiting</p>	<p>4Q/2021</p>	<p>Personnel Office</p>	<p>Target - Publish information for candidates in Czech and English on compliance with the principles of the Code when recruiting on the university's website.</p> <p>Indicator – 1 new part on the VSB-TUO website.</p> <p>Related to the Action plan, Action n. 20</p>



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

Some of the changes have already been implemented, basic information on the principles of the OTM-R policy has been added to the selection procedure rules and a single point of contact for the publication of job vacancies has been created. Templates are created for advertisements in both Czech and English and applicants have access to information on compliance with the principles of the Code and the Charter on the university's website.

A declaration of the most important principles is in a separate document on the University website: OTM-R-policy-VSB-TUO.pdf (<https://www.vsb.cz/export/sites/vsb/en/.content/files/OTM-R-policy-VSB-TUO.pdf>).

An employee recruitment methodology was developed and senior staff were trained on this topic. Work is underway to set up the digitalisation of recruitment. A new application will facilitate the work of selection committees and be more understandable for applicants. Members of selection committees will have access to all materials including methodology regarding the selection of employees. The document "Z2.1 Selection procedure for a new employee" will only be updated with the new application.

In the future, there will be a need for more support for the publication of advertisements in English on external portals. The current situation reflects the fact that the knowledge of the Czech language is necessary for academic staff in most cases (they provide teaching in Czech study programs), therefore it is assumed that they will respond to advertisements in the Czech language. Applicants responding to an advertisement in English would not meet one of the basic requirements for the given position.

**Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website.**

Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL: <https://www.vsb.cz/en/university/hr-award/documents/>  
(<https://www.vsb.cz/en/university/hr-award/documents/>)

## 4. Implementation

### General overview of the implementation process: (max. 1000 words)

The university is deeply committed to follow the principles of the European Charter and the Code. VSB-TUO aims to make the university more attractive for the scientists all over the world, to make the research environment correspond to the modern requirements, to achieve a better market position in attracting the students and potential partners, and finally to make the daily life in the university easier and more comfortable in all its aspects. VSB-TUO also hopes that the process of the preparing phases and the subsequent implementation phase brings overview of strategies, self-reflexive evaluation and will teach us new things which are not immediately visible. The whole process can be compared to self-education.

The university management has decided that the university with all its parts has to increase its efforts to reach all the milestones as set in the Action plan. The university management is fully aware of the importance of the whole implementation process and cannot afford to leave anything to chance. Bearing this in mind, the implementation process has been planned according to the knowledge of the university environment. The conditions and abilities of the employees involved in the implementation process the most have been taken into consideration.

The whole implementation process has to be consistent, clear, transparent, well-communicated, and time-managed well. For easier communication, overview, and control over the implementation process, the university has dedicated to create a post of an HR Award manager (a member of a working group) who is responsible for the cooperation with the Steering committee. The manager has a general overview from the beginning of the preparation process to the end of the implementation process.

The actions of the implementation process are planned responsibly to avoid any possible complications. The prepared actions were well communicated in advance with the concerned entities and persons at the university. The work on many activities commenced immediately to accelerate the process. The HR Award manager in close cooperation with the Steering committee will supervise the implementation process according to the set plan and continuously evaluate any possible risks which can complicate the process. Based on the evaluation of the potential risks, the Steering committee will take actions to fulfil the set time-based action plan.

The Steering committee will continuously inform the employees about the phases and steps of the action plan. The actions set in the action plan are considered the minimum, it can be expected that during the work on the steps of the action plan there will be found the new ideas and further improvements. These ideas and modifications will be immediately incorporated if their nature allows it. Otherwise, it will be planned as the improvement for the next period and phase.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

**Note:** Click on each question of the checklist to open the editor.

How have you prepared the internal review?\*



**Detailed description and duly justification (max. 500 words)**

The internal review was prepared by the person responsible for the coordination of HR Award activities at the university in cooperation with the working group. The result was commented on and subsequently approved by the steering committee which includes representatives of all faculties, university institutes and rector's workplaces.

How have you involved the research community, your main stakeholders, in the implementation process?\*



**Detailed description and duly justification (max. 500 words)**

Depending on their nature, the individual activities were mostly discussed in the narrow circle of the working group where there are representatives of the individual workplaces through which the result was communicated to a wider circle of interested employees. Employees were familiarized with the new processes and documents on the one hand through the standard information channel for employees, and on the other hand through familiarization and training taking place at individual workplaces.

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



**Detailed description and duly justification (max. 500 words)**

The HR Award working group met regularly either face-to-face or online. The steering committee was informed in the annual evaluation of the implementation of the Action Plan activities. The implementation of the Action Plan is under the auspices of the university's bursar who continuously informs the university's management and representatives of faculties and university institutes in regular meetings.

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



**Detailed description and duly justification (max. 500 words)**

Yes, one of the strategic goals for the period 2021-2027 is to develop excellence in the care of human resources in a scientific environment. The aim is to create conditions for maintaining the HR Award at the entire university, not only within the implementation period, but also in subsequent phases. Other sub-goals are to permanently support the activities carried out during the implementation of the Action Plan and to follow the recommendations of the European Commission on the European Charter for Researchers and on the Code of Conduct for the Recruitment of Researchers, and the introduction of the HR Strategy for Researchers (HRS4R) into the University's processes.

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



**Detailed description and duly justification (max. 500 words)**

All activities are communicated at the university management level, and specific activities and responsibilities are consulted with responsible persons and departments. There are regular meetings between the coordinator and the bursar, the expert panel was informed about partial progress during the implementation. At the same time, the Action Plan is accessible to employees who can check its implementation through university activities. Employees are also continuously informed in the form of publicity in the university magazine Akademik and on social networks. Information about already implemented and planned activities is forwarded to the faculties and institutes at the rector's regular meetings.

How are you monitoring progress (timeline)?\*



**Detailed description and duly justification (max. 500 words)**

The implementation of the activities of the Action Plan are continuously monitored with regard to imminent risks and, if necessary, communicated with management or specialist departments. At regular intervals, an internal evaluation of the progress of the implementation is carried out by the guarantor of the process, the bursar.

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



**Detailed description and duly justification (max. 500 words)**

The outputs of the Action Plan activities will continue to be monitored. Activities whose outputs are not quantifiable or tangible will be evaluated based on the results of a questionnaire survey of employee satisfaction or the outputs of internal audits.

How do you expect to prepare for the external review?\*



**Detailed description and duly justification (max. 500 words)**

The main task will be to ensure that the set measures are fully implemented in practice, employees are continuously introduced to all activities related to the implementation of the HR Award Action Plan and senior staff, especially the new ones, are trained in internal processes set up in accordance with the principles of the Charter and the Code.

**Additional remarks/comments about the proposed implementation process: (max. 1000 words)**

The legislation of the Czech Republic related to the universities follows under the "Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to some other Acts (The Higher Education Act)". The university, with its parts, must follow the Higher Education Act without exception. In addition to this law, the university's processes must comply with further Czech law such as the Act No. 262/2006 Coll., "The Labour Code", "Act No. 563/1991 Coll., Accounting Act" and many other ones. Due to this fact, all the actions and changes are discussed with a lawyer with many years of experience.

VSB-TUO has an enormous interest in following the principles set in the European Charter and Code and wants to enable the process of the implementation as smoothly as possible. According to this, the university decided to support the whole process of preparation and implementation with:

- a website devoted to HR Excellence in Research Award (HR Award) and the Human Resources Strategy for Researchers (HRS4R) – English version (<https://www.vsb.cz/en/university/hr-award/>) (<https://www.vsb.cz/en/university/hr-award/>) and Czech version (<https://www.vsb.cz/cs/o-univerzite/hr-award/>) (<https://www.vsb.cz/cs/o-univerzite/hr-award/>) – where also the results of the Questionnaire survey can be found,
- online presentation – description of the 40 principles of the Charter and the Code with transfer of the problematics to the VSB-TUO environment – English version (<https://www.vsb.cz/export/sites/vsb/en/.content/files/hraward-presentation-charter-and-code.pdf>) (<https://www.vsb.cz/export/sites/vsb/en/.content/files/hraward-presentation-charter-and-code.pdf>) and Czech version (<https://www.vsb.cz/export/sites/vsb/cs/.content/galerie-souboru/hraward-prezentace-charta-a-kodex.pdf>) (<https://www.vsb.cz/export/sites/vsb/cs/.content/galerie-souboru/hraward-prezentace-charta-a-kodex.pdf>)),
- electronic contact point [hreward-feedback@vsb.cz](mailto:hreward-feedback@vsb.cz), where the employees and the students can send their ideas, comments and suggestions connected with the HRS4R,
- information in periodic university information magazine "Academic".

The questionnaire survey report, which provides the summary of the results obtained from the survey done connected with the preparation of the HR Award submission, can be found on the university HR Award website devoted especially to HR Award and relevant areas - English version (<https://www.vsb.cz/en/university/hr-award/documents/>) (<https://www.vsb.cz/en/university/hr-award/documents/>) and Czech version (<https://www.vsb.cz/cs/o-univerzite/hr-award/dokumenty/>) (<https://www.vsb.cz/cs/o-univerzite/hr-award/dokumenty/>))

For easier and clear orientation we provide the explanation and links to National legislation and organisational legislation:

- Act No. 111/1998 Coll. (<http://www.msmt.cz/areas-of-work/tertiary-education/the-higher-education-act?lang=2>), on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act 111/1998) (<http://www.msmt.cz/areas-of-work/tertiary-education/the-higher-education-act?lang=2>) (<http://www.msmt.cz/areas-of-work/tertiary-education/the-higher-education-act?lang=2>))

- Act No. 262/2006 coll., The Labour Code ([https://www.mpsv.cz/documents/625317/625915/Labour\\_Code\\_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd](https://www.mpsv.cz/documents/625317/625915/Labour_Code_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd))  
([https://www.mpsv.cz/documents/625317/625915/Labour\\_Code\\_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd](https://www.mpsv.cz/documents/625317/625915/Labour_Code_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd))  
([https://www.mpsv.cz/documents/625317/625915/Labour\\_Code\\_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd](https://www.mpsv.cz/documents/625317/625915/Labour_Code_2012.pdf/a66525f7-0ddf-5af7-4bba-33c7d7a8bdfd)))
- Act No. 198/2009 Coll. Antidiscrimination Act ([https://www.ochrance.cz/fileadmin/user\\_upload/DISKRIMINACE/pravni\\_predpisy/Anti-discrimination-Act.pdf](https://www.ochrance.cz/fileadmin/user_upload/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf)) ([https://www.ochrance.cz/fileadmin/user\\_upload/DISKRIMINACE/pravni\\_predpisy/Anti-discrimination-Act.pdf](https://www.ochrance.cz/fileadmin/user_upload/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf))  
([https://www.ochrance.cz/fileadmin/user\\_upload/DISKRIMINACE/pravni\\_predpisy/Anti-discrimination-Act.pdf](https://www.ochrance.cz/fileadmin/user_upload/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf)))
- Ethical Framework of Research ([https://www.vsb.cz/export/sites/vsb/en/.content/files/Ethical-Framework-of-Research\\_EN.pdf](https://www.vsb.cz/export/sites/vsb/en/.content/files/Ethical-Framework-of-Research_EN.pdf)) ([https://www.vsb.cz/export/sites/vsb/en/.content/files/Ethical-Framework-of-Research\\_EN.pdf](https://www.vsb.cz/export/sites/vsb/en/.content/files/Ethical-Framework-of-Research_EN.pdf))  
([https://www.vsb.cz/export/sites/vsb/en/.content/files/Ethical-Framework-of-Research\\_EN.pdf](https://www.vsb.cz/export/sites/vsb/en/.content/files/Ethical-Framework-of-Research_EN.pdf)))
- Strategic Plan of VSB-TUO 2021-2027 (<http://>- <https://www.vsb.cz/en/university/strategic-plan/>) -  
<https://www.vsb.cz/en/university/strategic-plan/> (<https://www.vsb.cz/en/university/strategic-plan/>)
- Strategic Plans of VSB-TUO (older) (<https://www.vsb.cz/en/university/official-notice-board/strategic-plans-of-vsbtuo/>)  
(<https://www.vsb.cz/en/university/official-notice-board/strategic-plans-of-vsbtuo/>) (<https://www.vsb.cz/en/university/official-notice-board/strategic-plans-of-vsbtuo/>))
- Relevant documents, internal regulations and documents of VSB-TUO can be found here (<https://www.vsb.cz/en/university/official-notice-board/internal-regulations-and-other-regulations-of-vsbtuo/>) (<https://www.vsb.cz/en/university/official-notice-board/internal-regulations-and-other-regulations-of-vsbtuo/>)  
and here (<https://www.vsb.cz/en/university/informational-board/other-useful-documents/>) (<https://www.vsb.cz/en/university/informational-board/other-useful-documents/>)  
(<https://www.vsb.cz/en/university/informational-board/other-useful-documents/>))