



HR EXCELLENCE IN RESEARCH

# Action plan 2024 - 2026

## Action 1 : Dissemination and exploration of research results

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
7. Good practice in research, 8. Dissemination exploitation of results, 9. Public engagement	continuously	creation of an online database of publicly funded research

**Current Status Remarks:** Research results and information are published regularly on online platforms such as the university and faculty websites and social medias, in the university's journal Spravodajca, and at offline events. All researchers at UMB have IDs in the Web Of Science, Scopus and ORCID databases. Everyone is also encouraged to use professional social networks such as ResearchGate, LinkedIn, etc. With regard to the third mission of the University, to encourage the dissemination of results so as to highlight the positive societal impact of research. Currently, there is a lack of a platform for publishing project outputs for public access.

**Responsible Units:** Vice-rector for Science and Research, University Centre for International Projects, University Centre for Domestic Projects, University Library

## Action 2 : Professional development for supervisors

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
37. Supervision and managerial duties, 38. Continuing Professional Development, 40. Supervision	continuously	(a) number of trainings, (b) number of participants, (c) improvement of quality supervision
<b>Current Status Remarks:</b> We plan to continue with trainings for supervisors in the coming period. The aim is to improve the quality of the trainings so that they reflect modern trends in education also in connection with the creation of a doctoral school.		
<b>Responsible Units:</b> Vice-rector for Science and Research, Vice-rector for Education, Accreditation and Internal Quality System		

## Action 3 : Advertising researcher vacancies on EURAXESS

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
12. Recruitment	continuously	increase the number of vacancies promoted through EURAXESS
<b>Current Status Remarks:</b> The information on vacancies and recruitment and selection criteria are always published on the university and faculty websites as it is a requirement of the law. UMB is advertising selected research vacancies also on EURAXESS portal in December 2023, the UMB took the opportunity to join the EURAXESS network by signing the "Declaration of Commitment". The establishment of the EURAXESS Centre is a further step towards increasing the level of services and support provided to foreign researchers and students, as well as increasing the level of internationalisation at the UMB.		
<b>Responsible Unit:</b> HR department		

#### Action 4 : Improving barrier-free workplace

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
10. Non discrimination	continuously	increase in the number of barrier-free workplaces

**Current Status Remarks:** This is an ongoing task and gradually developed. Each faculty as well as university library now has a barrier-free entrance and barrier-free elevator. So far, investments have been made in expanding barrier-free access across the university, with plans to continue in the future, depending on investment and legislative options.

**Responsible Units:** Head of administration of special purpose facilities, Vice-Rector for Strategy, Internationalisation and International Cooperation, Bursar, HR department

### Action 5 : Implementation of the Open Access Strategy

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
7. Good practise in research 8. Dissemination, exploration of results, 9. Public engagement	continuously	building university's repository

**Current Status Remarks:** The UMB started preparing the Open Access Strategy in 2021. The first step was the implementation of the DSpace software solution for building the institutional repository (2020). The second was the university's subscription to the Budapest and Berlin Declarations, which defined the foundations of open access. In January 2022, UMB was the first university in Slovakia to adopt an official Open Access Policy. The deeper implementation of open policy into practice was complicated by a hacker attack, which resulted in the loss of the infrastructure and support tool for the implementation of open science - the UMB repository (at the time of writing, the repository had not yet been restored). The website of the UMB publishing house - Belianum is temporarily used to make UMB publishing production available in open access mode. In 2023, the University Library conducted training and workshops to support the implementation of open science to inform about the basic principles of open access, internal guidelines and useful tools for open science, but also to discuss the implementation of standards for scholarly publishing and scholarly publishing.

**Responsible Unit:** University Library

## Action 6 : Implementing innovative trends in mobility

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
18. Recognition of mobility experience (Code) 29. Value of mobility	3rd quarter 2024	(a) new Mobility Directive, (b) implementation of mobility window

**Current Status Remarks:** The Mobility Directive was last updated in 2019. Since the document Internationalisation Strategy 2030 has been developed at national level, it introduces the so-called "mobility window". UMB wants to respond to these changes and prepare a unified directive for all faculties, also taking into account the mobility window. The mobility window applies to all study programmes, including doctoral candidates.

**Responsible Unit:** Vice-Rector for Strategy, Internationalisation and International Cooperation

## Action 7 : Establishing a system for filing complaints and offences

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
34. Complains / appeals	1st quarter 2025	(a) the number of complaints and offences: 1) disciplinary offence, 2) an ethical offence, 3) labour offence, 4) a complaint, 5) petition, 6) anti-social activity (b) the establishment of a regulation on the reporting of anti-social activity

**Current Status Remarks:** Currently, UMB has regulated disciplinary offences, ethical offences, complaints and petitions. The regulation of work-related misconduct will be part of the forthcoming Work Rules. There is currently no internal regulation for the reporting of anti-social activities at UMB. Researches need to know exactly what complaint they want to file in order to file it competently. In the coming period, consideration is being given to the creation of a unified system for the submission of various complaints and complaints, including their unambiguous identification.

**Responsible Units:** Chairman of the Ethics Committee, Chairman of the Disciplinary Committee, Legal Department

## Action 8 : The Principles for Staff Recruitment

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
5. Contractual and legal obligations, 12. Recruitment, 13. Recruitment (Code), 14. Selection (Code), 15. Transparency (Code), 19. Recognition of qualifications (Code), 25. Stability and permanence of employment 29. Value of mobility	3rd quarter of 2024/ continuously	(a) the new Staff Regulations, (b) the establishment of the EURAXESS Centre, (c) the Adaptation Manual, (d) increasing the proportion of teaching staff on fixed-term contracts for at least 3 years

**Current Status Remarks:** Due to the changing social situation, organisational and legislative changes and the policy of open access to the employment of researchers, it is necessary to make changes and create new working regulations (last change in 2013). Also, to support the mobility of researchers, facilitate their work in Slovakia and integration into the academic community, to establish a EURAXESS Centre at UMB. Currently, in order to increase the level of internationalisation, the creation of an Adaptation Manual is being considered to facilitate the adaptation process of researchers at UMB. A legislative problem in Slovakia is the so-called chain of employment. This is the recruitment of teaching staff on a fixed-term basis, depending on the employer's decision, for 1 - 5 years. The aim is therefore to increase the number of teaching staff recruited on fixed-term contracts for a period of at least 3 years.

**Responsible Units:** Rector, Vice-Rector for Strategy, Internationalisation and International Cooperation

### Action 9: Increasing the well being of researchers

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
23. Research environment, 24. Working conditions,	3rd quarter 2024 / continuously	(a) making home-office official, (b) increasing the number of rest areas with green elements and green food, (c) internal regulations on sabbaticals, (d) mental health training and courses, (e) expanding the range of sports and leisure activities
<b>Current Status Remarks:</b> On the basis of several questionnaires (employee well-being survey in 2021, environmental awareness in 2023) it was found that employees are interested in activities to increase well-being, so the aim is to create an environment and conditions at UMB that will contribute to increasing the work life balance, researchers and the overall satisfaction of employees and students at UMB.		
<b>Responsible Units:</b> Rector, Bursar, Head of administration of special purpose facilities, Team of the Green UMB		



### Action 10 : The Intellectual Property Rights

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
31. Intellectual Property Rights	4th quarter of 2025/ continuously	(a) university anti-plagiarism software, (b) raising awareness of IPR protection

**Current Status Remarks:** UMB has a directive on IPR supplemented by an amendment in 2023. There are currently no plans to change it. In the future, it is planned to introduce anti-plagiarism software to check all qualifying theses and scientific articles. It is also planned to increase the awareness of students and employees at UMB in the area of preventing and solving academic fraud.

**Responsible Units:** Vice-Rector for Strategy, Internationalisation and International Cooperation, Vice-rector for Education, Accreditation and Internal Quality System

### Action 11 : Implementation of Gender Equality Plan

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
5. Contractual and legal obligations, 10. Non discrimination, 27. Gender balance, 35. Participation in decision-making bodies	2nd quarter of 2024/ contiuous monitoring	(a) introduction and implementation of new GEP for 2024 - 2026, (b) gender audit

**Current Status Remarks:** The implementation of the first Gender Equality Plan at UMB took place in the period 2022 - 2023. A monitoring report is being prepared for the evaluation of the first GEP. The preparation of the new GEP 2024 - 2026 will result from a questionnaire survey focused on the issue in question. As part of the implementation for the coming period, the creation of UMB gender ambassadors is expected.

**Responsible Units:** Vice-Rector for Strategy, Internationalisation and International Cooperation, Vice-rector for Science and Research

### Action 12: Improving inclusive workplace

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
10. Non discrimination, 23. Research environment, 24. Working conditions, 30. Access to career advice	4th quarter 2024 / continuously	(a) the establishment of a Welcome hub, (b) raising awareness of a conflict-free clash of cultures

**Current Status Remarks:** Through the solution of projects, opportunities are provided to participate in activities improving the inclusion of researchers and students at UMB. Each of the faculties has its own social coordinator for specific needs. The university has a counseling and support center, a career center and a career counseling or Center for foreign students. Social scholarships, student loans are provided through the education support fund.

**Responsible Units:** Head of administration of special purpose facilities, Vice-Rector for Strategy, Internationalisation and International Cooperation, Bursar, HR department

### Action 13 : Code of Conduct & Ethics for Research Integrity

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
1. Research freedom, 2. Ethical principles, 3. Professional responsibility, 4. Professional attitude	4th quarter 2025 / continuously	re-edit Code of Conduct & Ethics

**Current Status Remarks:** In 2023, as a result of the change in the Act on Higher Education Institutions, the Statute of UMB was changed. One of the innovative solutions at UMB is that the Ethics Committee is defined directly in the Statute, which strengthened its position. A new unified Code of Conduct & Ethics for students and employees was also created in 2023. In 2024, the Code of Conduct & Ethics is planned to be changed at the national level, so it will be necessary to make changes within the university environment as well.

**Responsible Unit:** Ethics Committee

### Action 14: Establishment of a doctoral school

GAP Principle(s)	Timing (at least by year's quarter/semester)	Indicator(s)/Target(s)
36. Realtion with supervisors, 38. Continuing Professional Development, 39. Access to research and continuous development	4th quarter 2025 / continuously	establishment of a doctoral school

**Current Status Remarks:** UMB will continue to offer educational opportunities and courses for young researchers. A regular annual induction course organized at a centralized (university) level provides new doctoral students, postdocs and research assistants with a range of information on university services, writing and publishing, ethics, open access and careers services. In the following period, UMB considering the creation of a doctoral school, and in this way the University will achieve a unified approach to young researchers.

**Responsible Units:** Vice-rector for Science and Research, Vice-rector for Education, Accreditation and Internal Quality System