

## ACTION PLAN 2023-2026

Proposed steps (actions)	GAP Principle	Completion date (at least after quarter semesters)	Responsible department	Indicators/targets	Status
<b>Action plan points 2021-2022 DEADLINES EXTENDED</b>					
<b>1. Ph.D. teaching of PhD students, training of supervisors, evaluation of teaching quality</b> <ul style="list-style-type: none"> <li>It is proposed to introduce the monitoring of teaching of doctoral students by a unified faculty-wide system</li> <li>Establishment of training records of supervisors</li> <li>It is proposed to update the methodology for Ph.D. supervisors, which should contribute to greater professional and research progress of PhD students</li> <li>It is proposed to improve conditions for PhD students, e. g. by opening additional rooms where they could work</li> </ul>	33, 36, 37, 38	Q2/2024	Vice-dean for doctoral studies and advanced examination procedure (Office for Doctoral Studies and Advanced Master's State Examination) Faculty Bursar	Established faculty system for monitoring teaching of Ph.D. students; established training records (number of trained supervisors); updated methodology for supervisors; doctoral rooms at the faculty	Extended AP 2020
<b>2. IP protection</b> <ul style="list-style-type: none"> <li>Cooperation with TTO on the implementation of training (E-learning)</li> </ul>	1, 2, 3, 4, 5, 8, 31	Q3/2024	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages office)	Introduction of E-learning or training for researchers and non-academic staff	Extended AP 2020

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<b>3. GDPR Workshop</b> <ul style="list-style-type: none"> <li>GDPR training to appointed data-protection-persons</li> </ul>	7	Q1/2024	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages office)	Number of responsible persons (managers) trained	Extended AP 2020
<b>4. Habilitation proceedings</b> <ul style="list-style-type: none"> <li>It is proposed to set a general deadline for the assistant professor (R2) to start the habilitation procedure. If this does not occur, the academic and research staff member should be reassigned to the position of lecturer I or II, so that his/her classification corresponds with the MU Job Catalogue.</li> </ul>	28	Q4/2023	Vice Dean for Strategy and Development of the Faculty	Setting a general date for the initiation of habilitation procedure for R2 researchers, including their transfer to another job position, if there is no career growth.	Extended AP 2020
<b>5. Adaptation of employees</b> <ul style="list-style-type: none"> <li>Onboarding training for managers of departments/institutes on the tasks and responsibilities of managers, training on modules in Inet and IS MU</li> </ul>	1, 2, 3, 4, 5, 7, 8, 31, 34	Q4/2023	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages office)	Training or E-learning for managers	Extended AP 2020
<b>6. Training and development/mentoring</b> <ul style="list-style-type: none"> <li>Creation of a methodology for mentoring and supervision</li> </ul>	36, 37, 38	Q4/2025	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages office)	Creation of a mentoring and supervision methodology	Extended AP 2020
<b>7. Translation of internal Regulations and Web Pages into English</b> <p>The following changes are proposed to be adopted and implemented at the faculty level: Continuous translation of necessary faculty documents and updating of the translation of necessary parts of the faculty website into English.</p>	2, 5, 8, 10, 13, 15, 16, 17, 18, 20, 24, 31, 35	Ongoing implementation as regulations are issued or updated, completion 10/12/2025 <b>Q4/2025</b>	Vice-Dean for Strategy and Development of the Faculty (translation of regulations relevant to HRS4R); Vice-dean for foreign and external affairs, Faculty of Law Office for External Relations and Marketing	Translated documents (internal regulations relevant to HRS4R); Updated and translated Faculty of Law website into EN in areas related to HRS4R.	In Progress AP 2020

<p><b>8. Career Regulations</b></p> <p>Career System It is proposed to adopt and implement the following changes at the faculty level:</p> <ul style="list-style-type: none"> <li>• to adopt organizational changes so that a sabbatical leave can be a standard part of the professional plan and career growth of researchers (in this context, it is proposed to create a methodology for taking sabbatical leave, which would include temporary coverage of teaching by other scholars)</li> <li>• to insert information about available e-learning courses on the faculty's websites</li> <li>• connecting university and faculty career development websites via hyperlink</li> <li>• producing a methodology for career counselling and appointment of supervisors and mentors (setting up conditions that would make professional and career counselling feasible; career counsellors should be senior staff being independent of the heads of faculty's academic units with excellent pedagogical skills and scientific results).</li> </ul> <p>It is proposed to adopt and implement the following changes at the university level:</p> <ul style="list-style-type: none"> <li>• to adopt the Career Rules for the entire MU university with career path schemes for R1-R4</li> <li>• to include sabbatical leave and mobility into the general description of career plans;</li> <li>• to define the tasks and responsibilities of mentors and supervisors when formulating a general description of career plans</li> <li>• to adopt a specific career path for the postdoctoral position within the Career Code and set up a career care system for postdoctoral researchers</li> <li>• to produce a university-wide website containing information on career growth at MU both in Czech and English</li> </ul>	<p>13, 15, 21, 24, 28, 29, 30, 36, 37, 38, 39</p>	<p>Q4/2025</p> <p><b>Updated deadline in line with the University activities Q4//2025</b></p>	<p>Vice Dean for Strategy and Development of the Faculty (Personnel and Wages office)</p> <p><b>MU University-wide Rectorate of MU, Personnel Management Office</b></p>	<p>Updating the faculty's websites so that they include information about e-learning courses and inserting a hyperlink to university career development websites; producing methodology about sabbatical leaves; Adoption of methodology for career counselling; appointment of persons responsible for supervision and mentoring</p> <p>Adoption of a university career system; Career Code for R1-R4 (Growth and Development Plan); website for Career at MU.</p>	<p>Ongoing AP 2020</p>
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NEW ACTIONS 2023-2026					
<b>9. Create a Faculty Ph.D. Guide</b>	1, 2, 3, 4, 5, 6, 7, 8, 34, 31	Q2/2024	Vice-dean for doctoral studies and advanced examination procedure (Office for Doctoral Studies and Advanced Master's State Examination)	Faculty Ph.D. Guide	<b>New action</b>
<b>10. Code of Ethics</b> <ul style="list-style-type: none"> <li>Modification of the University Code of Ethics, insertion into the IS MU and placement on the university website</li> </ul>	2	Q3/2023	MU University (Rectorate of MU)	Revised code of ethics at MU will be issued.	<b>New action</b>
<b>11. Ethics in science and research</b> <ul style="list-style-type: none"> <li>Training on the Code of Ethics</li> </ul>	1, 2, 10	Q3/2024	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages Department)	Training on the Code of Ethics (number of trained staff)	<b>New action</b>
<b>12. Ethics in final examinations</b> <ul style="list-style-type: none"> <li>Creation of workshops for state final exam committees to share good practice, reflecting elements from the online form at Covid 19.</li> </ul>	2	Q1/2025	Vice-dean for master degree programme, Vice-dean for bachelor's degree study and two-year follow-up master's degree programme, Vice-dean for doctoral studies and advanced examination procedure	Workshops for state final examination committees (number of participants)	<b>New action</b>

			Office for Doctoral Studies and Advanced Master's State Examination		
<b>13. Adaptation</b> <ul style="list-style-type: none"> <li>Introduction of adaptation in the internal information system Inet</li> </ul>	1, 2, 3, 4, 5, 7, 8, 31 34	Q4/2024	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages Department)	The adaptation process will be implemented in the internal information system Inet	<b>New action</b>
<b>14. Work-life balance</b> <p>At the university level it is suggested:</p> <ul style="list-style-type: none"> <li>Benefit - consideration of introducing the option of an employer contribution               (a) supplementary pension schemes,               b) children's group             </li> </ul>	10, 24	Q4/2023	MU University (Rectorate MU, Department of Personnel Management)	Introduction of an employer contribution option.	<b>New action</b>
<b>15. Talent policy</b> <p><b>At the university level, it is suggested:</b></p> <ul style="list-style-type: none"> <li>Creation of a university "Talent policy" and implementation of Talent management</li> </ul>	36,37,38, 39	Q1/2026	MU University (Rectorate MU Department of Personnel Management)	Talent policy; implementation of Talent management	<b>New action</b>
<b>16. Familiarisation with the regulations</b> <ul style="list-style-type: none"> <li>Use of the application for familiarisation with regulations for new faculty employees</li> </ul>	1,2,3,4,5,7	Q3/2025	Vice Dean for Strategy and Development of the Faculty (Personnel and Wages Department)	Application "Familiarisation with regulations" for new employees	<b>New action</b>
<b>17. Meeting with PhD students on internationalisation</b> <ul style="list-style-type: none"> <li>International trips - sharing experiences, contacts, help with funding and planning</li> </ul>	28, 29, 30,	Q3/2023	Vice-dean for doctoral studies and advanced examination procedure Office for Doctoral Studies and	Number of PhD students	<b>New action</b>

			Advanced Master's State Examination		
<b>18. Ph.D. Day - Information meeting for Ph.D. candidates</b> <ul style="list-style-type: none"> <li>• Introduction of an information day at the faculty for applicants for doctoral studies</li> </ul>	28, 30	Q2/2023	Vice-dean for doctoral studies and advanced examination procedure Office for Doctoral Studies and Advanced Master's State Examination	Faculty Ph.D. day	<b>New action</b>