

REVISION OF ACTION PLAN 2021-2022

Proposed ACTIONS	GAP Principle(s)	Timing (at least by quarter/semester)	Responsible Unit	Indicators/Target(s)	Action status - meeting the target	Notes
1. Ph.D. Studies; Evaluation of Pedagogical Skills; Improvement of Student Survey It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> to adopt a faculty system for monitoring the number of teaching hours carried out by doctoral students 	33, 38	Q4/2022	Vice-Dean for Doctoral Studies and Advanced Examination Procedure (Office for Doctoral Studies and Advanced Master's State Examination) Vice-Dean for Strategy and Faculty Development, Vice-Dean for Master Degree Programme; Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's	# number of trained doctoral supervisors; updated methodology for supervisors; methodology of monitoring for the quality of teaching; conceived projects of doctoral rooms; # number of trained employees; methodology for the handling of the student survey.	EXTENDED	Vice-Dean for Doctoral Studies and Advanced Examination Procedure Output: New Directive at the Faculty of Law MU for Doctoral Studies Since 2021, the Faculty has issued new Faculty of Law MU Directive No. 2/2021 on doctoral study programmes, which regulates the limit of direct teaching of Ph.D. students. Beyond this limit, it is necessary to enter into an employment relationship with the approval of the faculty management. Now the guarantors, and the chairs of the doctoral board have the responsibility. https://is.muni.cz/auth/do/law/ud/predp/smer/2_2021_On_study_in_doctoral_study_programmes.pdf

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<ul style="list-style-type: none"> •to provide training to doctoral supervisors (dissertation fathers); training should cover methods of mentoring, providing feedback, formulating of study plans, and intensity of pedagogical involvement of Ph.D. students 			Degree (Office for Studies)		<p>We plan to introduce a faculty-wide system for monitoring teaching in the next period. The system will be shared by programme, where the teaching and assistance of the Ph.D. student in the capacity of secretary in committees (defence, state examinations, rigo) will be recorded. The records will be filled in the system by Ph.D. students and access will be granted to supervisors, programme guarantors, the Vice Dean for Doctoral Studies and Advanced Examination Procedure, the Study Department and the Office for Doctoral Studies and Advanced Master's State Examination</p> <p>ACTION EXTENDED New due date Q2/2024</p> <p>Vice-Dean for Doctoral Studies and Advanced Examination Procedure Output: Workshop for supervisors Training sessions is always held in September before new students are enrolled. Training is mandatory for new supervisors, for other</p>
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<ul style="list-style-type: none"> •to update the existing methodology for Ph.D. supervisors (this should contribute to the better professional and research progress of doctoral students) 					<p>supervisors is workshop recommended. Workshop topics include mentoring methods, curriculum formulation, examples of good practice, etc. The content of the workshop is in the workshop minutes. Everything is also listed and searchable in the public content section of the website for Ph.D. studies at the MU Faculty of Law, where there is also a university Ph.D. guide.</p> <p>https://www.law.muni.cz/content/en/student/pruvodce-studiem/doktorske-studium/</p> <p>Establishment of training records for supervisors ACTION EXTENDED New due date Q2/2024</p> <p>Vice-Dean for Doctoral Studies and Advanced Examination Procedure Output: The methodology is now being developed at the university level, therefore the deadline for this action item for our faculty has been extended. The Vice-Dean for Doctoral Studies and Advanced Examination Procedure is a member of the working group of the Vice-</p>
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<ul style="list-style-type: none"> •to improve the conditions for doctoral students, for example, by opening other rooms where they could work •to implement the evaluation of the quality of teaching activities, which could also involve the shadowing staff (the MUNI Language Centre has developed a similar system) 					<p>Rector for Research and Doctoral Studies of MU. Members of this working group are involved in the development of the methodology. The planned output will be a university-wide methodology "Standards for Supervisors".</p> <p>ACTION EXTENDED New due date Q2/2024</p> <p>Faculty Bursar <u>Output:</u> The faculty prepared the project documentation. We have a construction project and the planned modifications to the rooms for PhD students will start Q2/2023. The completion of the modifications and commissioning is planned for Q4/2023.</p> <p>ACTION EXTENDED New due date Q2/2024</p> <p>Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's Degree Vice-Dean for Master Degree Programme <u>Output:</u> Shadowing is 50% done and put into practice, but only in a</p>
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					<p>rudimentary way and varies from department to department. We don't have shadowing institutionally embedded, but it happens in the faculty. Shadowing is done for R1 staff by supervisors. In addition, Ph.D. students have a course on teaching that deals with teaching.</p> <p>We also have standards in place at the faculty for the distance element of teaching. The faculty has established a procedure for evaluating teaching based on feedback in a student survey. If a suggestion or feedback is made, the Degree Program Guarantor will invite the Course Guarantor to attend The Programme board.</p> <p>Furthermore, we would like to use the CERPEK University Centre in this context. CERPEK vision is "all teachers at Masaryk University teach with high quality and high impact on student success, and their teaching has a positive impact on the wellbeing of the learners and themselves". CERPEK organises periodic training sessions on predefined topics, and also provides bespoke training. CERPEK's scope is broader than just teaching</p>
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<ul style="list-style-type: none"> •to hold a workshop on online teaching, e-learning, and moot-courts skills; •to improve the existing platform which would increase the ratio of students who fill in the course surveys; this survey would be filled in during the last seminars in a semester; it is also suggested to adopt a form in which the course's guarantor must obligatorily react to the student survey results 					<p>competences, but also working with talent and working on the personal development of academics. We propose the use of CERPEK expertise in training and personal development of employees,</p> <p>Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's Degree Output: Workshop on skills Training was held in September 2022. Minutes with workshop content and attendance sheet were taken for the record (13 researchers attended). Minutes sent in an email by Vice Dean Sehnálek on 14 November 2022. A moot-court training session was held for students in November</p> <p>Vice-Dean for the Master's Degree Programme Output: Discussed at the Dean's College Minutes 10/17/2022 Item 6. statement from the Vice Dean for the Master's Degree Program. It is not possible to run a student poll at the last seminar. The poll is set</p>
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						<p>university-wide to run only after the end of the course. We have introduced faculty questions on materials in the course and suggestions for improvement into the student survey. Reflection is now being done by the Course Guarantor and it is part of discussions with other researchers who teach the course. Suggestions can be implemented in the next term.</p> <p>Furthermore, the Guarantor will address the results of the student survey at the Programme Board, where a student representative will also participate. The Faculty of Law MU Academic Senate and at the meetings of the Heads of Departments and Institutes will be informed about meetings of The Programme Board.</p>
2. Complaint Procedures It is proposed to adopt and implement the following changes at the faculty level: •to update the Faculty websites with the information on filing complaints, including a link to the MU website about the complaint procedures and controlling mechanisms	34	Q2/2021	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office); Vice-Dean for Doctoral Studies and Advanced Examination Procedure (Office for Doctoral	Faculty website with links to MU university website; revised documents for new employees; a system of regular meetings for doctoral students with the Vice-dean for Doctoral Studies and Advanced	 COMPLETED	Vice Dean for Strategy and Development of the Faculty Vice-Dean for Doctoral Studies and Advanced Examination Procedure Vice-Dean for the Master's Degree Programme Approval of the website was discussed with the Vice Dean for External Relations and Marketing in collaboration with the Vice Dean for the Master's Degree Programme (resources University Complaints)

			Studies and Advanced Master's State Examination)	Examination Procedure and the Dean of the faculty.		<p>Procedures and University Website)</p> <p>Output:</p> <p>Website for feedback, suggestions and complaints</p> <p>https://www.law.muni.cz/content/en/o-fakulte/organizacni-struktura/oddeleni-a-centra/personalni-a-mzdove-oddeleni/zpetna-vazba-podnety-a-stiznosti/</p> <p>The link to this website is in the tab for staff, for Bachelor's and Master's students and for Ph.D. students.</p> <p>The page provides options on who to contact for feedback, Staff and students can share their suggestion or feedback with faculty departments or institutes through a questionnaire that has been placed on the faculty website.</p> <p>This web page informs them how to proceed in making a suggestion or complaint. A page on discrimination, bullying and sexual harassment has also been created and faculty contacts who have been trained on the subject have been posted.</p> <p>Faculty staff were regularly briefed and had the opportunity to attend RESPEKT ALL THE WAY workshops up to and including the above areas. The</p>
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and Vice-dean for Doctoral Studies (the aforementioned steps should provide feedback about Ph.D. studies, mainly concerning the guidance of Ph.D. students by their supervisors and research conditions at particular departments of the Faculty)						Examination Procedure Proceedings Output: Regular meetings of PhD students with the Dean are held at the Faculty Past dates of Ph.D. committee meetings (composed of the dean, vice-dean and five Ph.D. students) 16.12.2020, 13.1.2021, 21.4.2021, 8.11.2021, 27.6.2022, 8.12.2022
3. Participation of Doctoral Students in the Faculty's Activities It is proposed to adopt and implement the following changes at the faculty level: • to increase doctoral students' share in the faculty's decision-making procedures, for example, by their increased participation in faculty bodies or commissions.	35	Q4/2022	Vice-Dean for Strategy and Development of the Faculty in cooperation with the Chairman of the Academic Senate of the Faculty of Law, Masaryk University	Increased participation of doctoral students in the faculty's procedures.	<input checked="" type="checkbox"/> COMPLETED	Vice Dean for Strategy and Development of the Faculty Output: A Ph.D. committee was established at the faculty https://www.law.muni.cz/content/en/student/pruvodce-studiem/doktorske-studium/ The PhD committee is an informal body for communication between the faculty management and doctoral students. Its members include the Dean, the Vice Dean for Doctoral Studies and Advanced Examination Procedure and five representatives of doctoral students (a doctoral senator, two representatives of new programs, and two representatives of the original program).

					<p>The PhD committee is both a platform for sharing information, both from the management to the PhD students (e.g. about some upcoming or contemplated changes) and from the PhD students to the management (more general and more specific suggestions concerning various aspects of the study can be discussed), and it is a consultative and advisory platform. If students are interested, it can also be used to informally discuss very specific cases if the standard processes (i.e. mainly dealing directly through the supervisor or subsequently through the Chair of The Programme Board/Programme Guarantor) prove to be dysfunctional. In the case of sensitive cases not suitable for collective discussion, the Vice Dean for Doctoral Studies may be contacted.</p> <p>Current composition of the Commission:</p> <p>doc. JUDr. Mgr. Martin Škop, Ph.D. (Dean)</p> <p>doc. JUDr. Ing. Josef Šilhán, Ph.D. (Vice-Dean)</p> <p>Mgr. Jakub Vostoupal (Senator)</p> <p>Mgr. Jana Marková</p> <p>Mgr. Vojtěch Procházka</p>
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						<p>are designed in accordance with the relevant principles of The European Charter & Code for Researchers, respecting relevant internal regulations and other MU regulations and taking into account the current practice in the field of postdoc employment at MU.</p> <p>The methodology is saved into the internal information system of IS MU and is accessible to all employees.</p> <p>https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Methodika/odbor_pro_personalni_rizeni/ml_zasady_a_doporuceni_pro_personalni_rizeni_pozice_postdoc_na_masarykove_univer/EN_Principles_and_Recommendations_for_Personnel_Management_of_Postdoc_Positions_at_Masaryk_University.pdf</p>
5. Project of a Childcare Group It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • after the renewal of the faculty is completed, to prepare a project of a Childcare Group (the Childcare Group should serve employees with small children) 	10, 24	Q4/2023	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office) and Faculty Bursar	Project of a Childcare Group.	 COMPLETED	Output: two children's groups for staff have been set up at university level and placements for children in these groups are already offered to our faculty staff.
6. Online Information, Contact Person, IP Protection	1, 2, 3, 4, 5, 8, 31	Q2/2022	Vice-Dean for Science and Research	Updating faculty's websites; appointing	EXTENDED	Vice Dean for Science and Research Output:

<p>It is proposed to adopt and implement the following changes at the faculty level:</p> <ul style="list-style-type: none"> • to update the faculty's websites with information about the most typical situations that a researcher could face during his / her career 			<p>(Office for Science, Research and Project Management); Vice-Dean for Doctoral Studies and Advanced Examination Procedure (Office for Doctoral Studies and Advanced Master's State Examination); Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office)</p>	<p>a contact person; in cooperation with Technology Transfer Office (TTO), holding a training about managing research results; providing information leaflet to researchers.</p>	<p>We have a "glossary of terms" on the Research website https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/slovnicek-pojmu/ which informs scientific researchers not only about the concepts of science and research but also about the situations they have to deal with. Information on dealing with publishing situations and publication records is available on the Central Library website. The Head of the Library conducts workshops for PhD students and researchers 3 times a year to address publishing and publication record situations with researchers.</p> <p>Vice-Dean for Doctoral Studies and Advanced Examination Procedure Output: A compulsory course "Working with sources and principles of publishing" (DSPVP02) is included in the teaching for Ph.D. students, in which Ph.D. students are informed about how to publish and about the principles of publishing.</p>
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<ul style="list-style-type: none"> • to formulate an information leaflet for researchers that would address the ethical aspects of research, publishing of results, plagiarism, intellectual property protection, and Open-Access issues. 					<p>Vice Dean for Science and Research Output: ETHICS - Web page on ethics in research - (accessible via the portal for our employees under the research section), on the MU website and on the faculty website. https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/etika-ve-vyzkumu/</p> <p>OPEN SCIENCE - Website with information on open access, https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/open-science--sireni-vysledku/</p> <p>Information is available on the faculty website for science and research, on the staff portal and on the Open Science website at Masaryk University. Masaryk University has a strategy for Open Science at MU 2022 - 2028. https://openscience.muni.cz/en/open-science-at-mu/strategie-open-science-na-mu-2022-2028</p> <p>It is a comprehensive document for this period, which includes action plans that contain the concrete steps necessary for the effective</p>
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<ul style="list-style-type: none"> • to appoint a contact person or department that would provide advice for researchers, including Ph.D. students, about the dissemination of research results • to provide information to new employees and Ph.D. students about typical situations of the researcher during their on-board training (in cooperation with TTO, the existing, as well as new employees, should also be trained about the protection of intellectual property and the management of research results; they should also be given information leaflet dealing with these issues). 					<p>application of the whole strategy. Masaryk University is the national focal point for EOSC from 1 January 2023. It is also the national OpenAIRE centre. The Open Science Methodologist at the Faculty is the Head of the Central Library at Faculty of Law..</p> <p>Office for External Relations and Marketing Mgr. Kledusová</p> <p>Vice-Dean for Doctoral Studies and Advanced Examination Procedure Training for new employees and Ph.D. students. The aim is to provide information to all Ph.D. students. Output: Ph.D. students are informed at the Ph.D. Info Day and also take the course "working with sources and principles of publishing" (DSPVP02) in the first year of their Ph.D. studies, which includes information and links to CTT on the topic of intellectual property. Researcher training is provided once a year as part of this course.</p>
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					<p>The course is divided into three thematic blocks: 1) how to search and process relevant sources (information management, search work, search strategies and methods of effective search in electronic information sources, specific procedures for working with the most commonly used databases, reading specialized sources and sorting the obtained knowledge, the use of information technology in this activity); 2) writing scientific texts (structure of a scientific article and a scientific monograph, professional style, working with footnotes, common shortcomings of scientific texts and their prevention, practical recommendations - discussion of specific examples, sharing of experience); 3) principles of publishing and reporting scientific outputs (selection of the appropriate medium for publication, scientific ethics, differentiation of high-quality, low-quality and predatory journals, practical skills in the peer review process, methods of evaluating scientific outputs and Research (R&D) and orientation in diversified types of national and international results, how to work with the</p>
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					<p>Register of Information on Results (RIV), practical examples of entering publication outputs into the IS MU, recommendations on how to make yourself visible as a budding scientist, ORCID, Research ID, other networks that identify scientists and their field of study.</p> <p>In 2021 and 2022, 42 Ph.D. students completed the course.</p> <p>Vice Dean for Strategy and Development of the Faculty <u>Output:</u> Creation of university E-learning is in progress It is proposed to create the University wide E-learning for Intellectual Property from the Technology Transfer Office. Work on E-Learning is in progress E-Learning could be introduced next year. Efforts are being made to tailor the training content to suit all new staff.</p> <p>Training or E-learning with TTO ACTION EXTENDED New due date Q3/2024</p> <p>Vice Dean for Science and Research <u>Output:</u></p>
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						Brochures for researchers and Ph.D. students on IP protection and the handling of results Brochures and information on intellectual property are listed on the Faculty Research website, including the Faculty contact person. https://science.law.muni.cz/content/en/vedecko-vyzkumna-cinnost/dusevni-vlastnictvi/
7. Workshops It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> to carry out a workshop for employees and Ph.D. students about publishing activities and evaluation of students' thesis 	3, 4	Q2/2021	Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's Degree; Vice-Dean for Doctoral Studies and Advanced Examination Procedure (Office for Doctoral Studies and Advanced Master's State Examination); Vice-Dean for Master Degree Program (Office for Studies)	Carrying out a workshop about publishing activities and evaluation technics; updating the form for the evaluation of students' theses	<input checked="" type="checkbox"/> COMPLETED	Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's Degree; Output: Creation of the MS Teams online platform for research staff, regular workshops for supervisors and Ph.D. students Workshops for employees: At the time of COVID-19, a group was established in MS Teams. Through this online platform for faculty researchers , a space was created for ongoing opportunities for sharing teaching or assessment experiences among staff. This platform has replaced the planned workshops for scientists to meet and discuss assessment activities. A new form of evaluation form was discussed on this platform.

					<p>There is regular sharing of good practices and feedback of suggestions on the evaluation criteria in our faculty.</p> <p>Vice-Dean for Doctoral Studies and Advanced Examination Procedure Workshops for supervisors Training sessions are always held in September before new student enrolment. Training is mandatory for new supervisors; other supervisors are recommended to attend. The content of the workshop is the presentation of information about the study organization, the role of the supervisor, highlighting new regulations, recommendations, guidelines and manuals, and answering questions.</p> <p>Workshops for Ph.D. students Workshops for Ph.D. students are held at the faculty. Info day for Ph.D. students takes place during enrolment and is led by a presentation discussing topics such as The Code of Ethics at MU, citation guidelines, disciplinary regulations, ethics in research, etc. In addition, Ph.D. students have two compulsory courses</p>
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<ul style="list-style-type: none"> • to update an existing form used by the supervisors of the thesis (the form should obligatory contain a verbal text to evaluate the thesis, not just the numerical scale evaluation) 					<p>in the first semester of their doctoral studies. The first course "Working with sources and principles of publishing focuses on the topics of plagiarism prevention, intellectual property, publishing ethics, etc.) The second course, "Legal Science and Legal Research", focuses on methodological approaches to legal science.</p> <p>For international students, The Info Day includes a guided tour of the faculty (classrooms, central library, faculty canteen) and a meeting with supervisors. Also, for foreign students, both subjects, working with sources and principles of publishing and legal science and legal research are compulsory, the PhD student's study plan (held once a year).</p> <p>Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's Degree <u>Output:</u> Updated online form The form has been updated and converted into an online form. There is space in the form for verbal comments on the evaluation of the work.</p>
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						<p>dealt with by the Disciplinary Committee at the Faculty. https://is.muni.cz/auth/do/law/ud/predp/vnitr/DISCIPLINARY_RULES_MU_Faculty_of_Law.pdf</p> <p>https://www.law.muni.cz/content/en/o-fakulte/organizacni-struktura/organy-fakulty/disciplinari-komise/</p> <p>Procedure for employees Cases of plagiarism in the research of scientific researchers are dealt with by the faculty's disciplinary committee. The link is on the faculty web page "plagiarism" and also lists the cases of misdemeanours and infractions previously dealt with by the disciplinary committee. https://www.law.muni.cz/content/en/o-fakulte/organizacni-struktura/organy-fakulty/disciplinari-komise/</p>
9. Training on Grants and Project Administration It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to implement training focused on grants and projects administration, as well as to list 	5	Q3/2021	Vice-Dean for Science and Research (Office for Science, Research and Project Management)	# number of trained employees.	<input checked="" type="checkbox"/> COMPLETED	Vice-Dean for Science and Research Output: Regular training sessions of the faculty Office for Science, Research and Project Management are held for researchers.

research results into the IS MU system.						<p>Training has already taken place in the autumn term 2021. Training was for R1 - R4. A presentation from the training is available for download on the Faculty R&D website and the output is the minutes from the training that took place. The training was attended by 16 research and non-academic staff.</p> <p>In the spring semester of 2022, the R&D department was trained on projects and GAČR. 6 scientific and research and non-academic staff participated in the training.</p>
10. Translations of Internal Regulations and Web Pages into English It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to translate several of the Faculty's regulations and update the translation of Faculty's website into English. 	2, 5, 8, 10, 13, 15, 16, 17, 18, 20, 24, 31, 35	ongoing implementation while issuing or amend regulation; final implementation 10/12/2025	Vice-Dean for Strategy and Development of the Faculty (translation of regulations relevant to HRS4R); Vice-Dean for Foreign and External Affairs (Office for External Relations and Marketing)	Translated documents (internal regulations relevant to HRS4R); Updated and translated faculty's websites into English in areas related to HRS4R.	IN PROGRESS Q4/2025	<p>Output: translations of relevant documents at the faculty and university are still ongoing. All issued directives, guidelines or measures at the faculty are issued in CZ and EN as of 01/2023.</p> <p>Practice shows that not all documents and parts of the website need to be bilingual.</p>
11. GDPR Workshop It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to hold a workshop on personal data protection for employees and 	7	Q2/2022	Vice-Dean for Science and Research (Office for Science, Research and	# number of trained employees and competent persons; producing information	EXTENDED	<p>Vice Dean for Strategy and Development of the Faculty</p> <p>Output: Information about GDPR trainings is sent to faculty members and all new</p>

Ph.D. students and to implement staff training evidence in this field			Project Management); Vice-Dean for Strategy and Development of the Faculty	material regarding personal data protection in the field of R&D; Producing information material on cybersecurity at Faculty.	<p>employees are invited to complete online training. E-learning training of employees is conducted by Data Protection Officer at the Masaryk University.</p> <p>The Data Protection Officer presents GDPR trainings online in the spring and autumn semesters and all faculty staff are informed about these trainings. New faculty members are invited to complete the GDPR training in a welcome email. More information on GDPR is given at the faculty onboarding workshop for new employees. The GDPR area is covered in the information booklet for new employees with links to materials on data protection at work and in research.</p> <p>https://is.muni.cz/auth/do/law/odd/personal/informace_pro_nove_zamestnance/Information_for_new_employees_of_Faculty_of_Law_final_2022.pdf</p> <p>At the university level, we are now discussing the possibility of monitoring training records. Information about the information security is provided at the university level by the CSIRT-MU team, which offers cyber security trainings and these trainings are available to</p>
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					<p>all staff in the MUNI Employee Portal https://portal.muni.cz/o-mne/osobni/profesni-rozvoj/skoleni#kyberbezpecnost In the years 2021 and 2022, 50 research and non-academic staff were trained.</p> <p>Vice-Dean for Doctoral Studies and Advanced Examination Procedure Proceedings Output: All new Ph.D. students are trained on the GDPR during the Ph.D. Info Day <u>The topic of the GDPR is also covered in the compulsory Ph.D. course, Legal Science and Legal Research (DSPVP01), which includes methodological approaches and must be completed by every Ph.D. student in the first year. The course is offered once a year and 54 PhD students took it in 2021 and 2022.</u></p> <p>The Faculty has the Instruction of the Dean of the Faculty of Law of MU No. 9/2018 on the application of GDPR rules at the Faculty of Law of MU.</p>
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<ul style="list-style-type: none"> • to formulate a document with the most typical personal-data-protection problems related to scientific research, cybersecurity issues, documents storage in offices, or sending bulk e-mails 					<p>Vice-Dean for Science and Research and Data Protection Officer at MU Output: Information material that also refers to IT security, document retention, etc. Data Protection Officer provided a manual that informs employees about the area of personal data protection. The plan is to add and revise its content in 2023. https://is.muni.cz/auth/do/law/odd/personal/hr_award/dokumenty_pro_euraxess_internal_review_2023/Nakladani_s_vyzkumnymi_daty_na_MU_GDPR_ETIKA_EN.pdf</p> <p>We also have a methodology for GDPR in projects. https://is.muni.cz/auth/do/law/odd/personal/hr_award/dokumenty_pro_euraxess_internal_review_2023/GDPR_informace_pro_projekty_EN.pdf</p> <p>There is a lot of information on the University website for researchers on GDPR. https://www.muni.cz/en/about-us/official-notice-board/personal-data-protection https://www.muni.cz/en/about-us/official-notice-board/exercise-data-subject-rights</p>
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<ul style="list-style-type: none"> to provide training of appointed data-protection-persons about personal data protection 					https://www.muni.cz/en/about-us/official-notice-board/gdpr-mu-directory Information Technology at MU has information on the website about information security and secure data storage. https://it.muni.cz/en/categories/information-security https://it.muni.cz/en/categories/data-storage Vice Dean for Strategy and Development of the Faculty <u>Planned action:</u> The training of senior staff has been postponed to the next period. We will use the expertise of academic staff of the faculty for training. ACTION EXTENDED New due date Q1/2024
12. Habilitation Proceedings It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> to introduce the position of lecturer among the standard job positions for employees who are not expected to start habilitation proceedings in their career progression (inclusion of the 	28	Q3/2022	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office)	Setting a general date for the initiation of habilitation procedure for R2 researchers, including their transfer to another job position, if there	EXTENDED Vice Dean for Strategy and Development of the Faculty <u>Output:</u> It was discussed during the evaluation of departments at the Faculty. Dean, Faculty Bursar, the Vice Dean for Strategy and Development of the Faculty and the Head of Department/Institute were

<p>lecturer position should be flexible, and the dean should transfer the employee to the position of assistant professor (R2) if he /she is expected to make progress in their career)</p> <p>• to set a general deadline by which the assistant professor (R2) must initiate the habilitation procedure (if this step is not passed, then the employee should be reassigned to the position of lecturer I. or II. level so that his / her working position corresponds with the MU Job Catalogue).</p>				is no career growth.		<p>present at those evaluation meetings.</p> <p>Faculty Bursar Output: The methodology has been developed and is ready for the process of discussions and comments by the heads of the departments.</p> <p>ACTION EXTENDED New due date Q4/2023</p>
<p>13. Adjustment of Code of Recruitment (Regulations on Competitive Selection Procedures at MU)</p> <p>It is proposed to adopt and implement the following changes at the university level:</p> <p>• to adjust the Code of Recruitment (Regulations on Competitive Selection Procedures at MU) in accordance with the principles of HRS4R</p>	12, 13, 15, 16, 17, 18, 20	Q2 / 2022 (this is a standard that is registered at the Ministry of Education, Youth and Sports and is subject to approval by the MU Academic Senate)	Rectorate of MU, Personnel Management Office	Adjusted Code of Recruitment (Regulations of Competitive Selection Procedures at MU); inserting the link to the updated Code of Recruitment on the faculty's websites.	<p><input checked="" type="checkbox"/></p> <p>COMPLETED</p>	<p>Output: As of January 1, 2023, there is new Regulations on Competitive Selection Procedures at Masaryk University that is consistent with the OTM-R elements of the HRS4R policy. The new regulation has been approved by the Ministry of Education and is a public document listed on the University's website.</p> <p>https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu</p>


						https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/
14. Career System It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • 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) • to insert information about available e-learning courses on the faculty's websites • connecting university and faculty career development websites via hyperlink • producing a methodology for career counseling and appointment of supervisors and mentors (setting up conditions that would make professional and career counseling feasible; career counselors should be senior staff being independent of the heads of faculty's academic units with excellent pedagogical skills and scientific results). 	13, 15, 21, 24, 28, 29, 30, 36, 37, 38, 39	Q4/2023	Faculty Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office)	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 counseling; appointment of persons responsible for supervision and mentoring	IN PROGRESS Updated deadline in line with the University activities Q4/2025	Outcome: Career regulations have not been developed at university level yet. The MU management discussed crucial topics resonating at MU that need to be anchored in the MU career system, especially the issue of the time commitment of heads, inbreeding, the prohibition of concurrent positions of heads of departments or officials, setting the minimum number of teaching hours for individual positions, setting the age for reducing the time commitment of academic positions, etc. It has become clear that these crucial issues need to be communicated within the broader academic community. At the same time, legislative support from the Czech legal system is required to anchor the selected rules. Discussions will thus take place and steps will be taken to amend the Higher Education Act at the same time. The new Career Code will be developed and published in 2024. The University has now approached this area by

<p>It is proposed to adopt and implement the following changes at the university level:</p> <ul style="list-style-type: none"> • to adopt the Career Rules for the entire MU university with career path schemes for R1-R4 • to include sabbatical leave and mobility into the general description of career plans; • to define the tasks and responsibilities of mentors and supervisors when formulating a general description of career plans • to adopt a specific career path for the postdoctoral position within the Career Code and set up a career care system for postdoctoral researchers • to produce a university-wide website containing information on career growth at MU both in Czech and English 			Rectorate of MU, Personnel Management Office	Adoption of a university career system; Career Code for R1-R4 (Growth and Development Plan); website for Career at MU.		<p>developing a methodology to support researchers' career pathways. Masaryk University released the Masaryk University Career Guideline system in late 2022, which provides information and advice to staff on career development and career progression. It offers incentives, advisory and consultancy support and self-assessment tools for career development and growth.</p> <p>https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Metodika/odbor_pro_personalni_rizeni/ml_karierni_system_na_masarykove_univerzite/EN_Career_system_at_Masaryk_University.pdf</p>
<p>15. Employees Evaluation</p> <p>It is proposed to adopt and implement the following changes at the faculty level:</p> <ul style="list-style-type: none"> • to introduce a system for a regular evaluation (supervision/evaluation) of researchers (the system should include setting goals in pedagogy, research, other activities carried out on behalf of the faculty, as well as professional development and career goals; the evaluation system should also include 	11, 24, 33, 37, 38, 39, 40	Q2/2021	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office)	The evaluation system for employees and faculty's units (institutes); # number of evaluated employees.	 COMPLETED	<p>Vice Dean for Strategy and Development of the Faculty Output:</p> <p>Introduction of the evaluation system of the employees of the Faculty of Law.</p> <p>A system of regular evaluations of academic staff was introduced in March 2021. An evaluation form was created on the Faculty Intranet. For appraisals, there is a self-assessment of the employee, an appraisal by the</p>

<p>regular evaluation interviews between the head of the faculty's unit and the evaluated employee)</p>					<p>Head of Department and an appraisal interview between the employee and the Head of Department. The interview is used to provide feedback, agree on further career goals and development for the employee, including the information to the employee about their personal appraisal for the next twelve months period. The employee evaluation includes a link to remuneration planning for the next period. Evaluations of non-academic staff commenced in 2022.</p> <p>Internal documents (Measures) on the evaluation system are uploaded in the IS MU and are accessible only to faculty employees, e.g. Faculty of Law MU Measure No. 4/2021</p> <p>Staff evaluation at MU Faculty of Law</p>
<p>• to set up rules for evaluation of faculty's academic units (institutes)</p>					<p>Vice-Dean for Strategy and Development of the Faculty Output:</p> <p>Evaluation of Academic Departments by the Dean</p> <p>In 2022, the evaluation of departments by Dean of the Faculty was initiated. The evaluation was conducted with the participation of Dean, Vice-Dean for Faculty Strategy and</p>


						Development of the Faculty and the Head of Department.
16. Adaptation of Employees It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to initiate the adaptation process of new researchers (on-boarding process); this should include training (workshops) focused on the ethical and professional aspects of research and publishing activities, personal data protection, intellectual property protection, research results management, Open-Access, etc. • to adopt introductory training for newly appointed heads of faculty's academic units (institutes), that will be focused on the managers' tasks and responsibilities, training on INET and IS MU modules, training on management of employees, as well as their evaluation 	1, 2, 3, 4, 5, 7, 8, 31, 34	Q2/2022	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office); Vice-Dean for Bachelor's Degree Study and Two year follow-up Master's Degree; Vice-Dean for Master Degree Program; (Office for Studies)	Adoption of the adaptation process for researchers; formulation of an adaptation form and feedback form; formulation of guidelines for the chairpersons; # number of trained employees.	EXTENDED	Vice-Dean for Strategy and Development of the Faculty Output: Training in these areas is provided during the onboarding workshop for new employees, which includes basic information with links to websites, regulations and manuals, including contact persons. Vice Dean for Strategy and Development of the Faculty Output: During department/institute evaluations, Heads of departments are instructed on tasks, responsibilities, and work and evaluation with their staff. The online training in the MUNI Employee Portal for senior staff introduces the incoming manager to the INET system. https://portal.muni.cz/o-mne/osobni/profesni-rozvoj/skoleni#inet_vedouci In addition, we will create a training session where senior

<ul style="list-style-type: none"> • to formulate a manual for chairpersons of commissions for state final examinations and chairpersons of habilitation proceedings 					<p>staff member would be familiar with organizational rules, conduct of faculty meetings, regulations of the communication platform, or information about the internal report of the institution.</p> <p>ACTION EXTENDED New due date Q4/2023</p> <p>Vice Dean for Science and Research, Output: For chairpersons of habilitation procedures</p> <p>We have a manual for Chairs of habilitation procedure at the Faculty of Law MU on the faculty's Research website under the tab Academic Qualifications – Procedure. https://www.law.muni.cz/content/en/vyzkum/kvalifikacni-rizeni/</p> <p>Vice-Dean for Master Degree Program Output: We have an instructional video for the chairpersons of the state final examination committees, where the technical aspect is trained. The video is stored,</p>
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<ul style="list-style-type: none"> • to develop forms for employee and mentor feedback on teaching activities and research-related issues • to designate mentors for the adaptation period of new researchers. 					<p>including the instructions, in the IS MU. The issue of irregularities in the state final examinations is discussed at the meetings of the heads of departments and also in the new accreditation of the Master's programme.</p> <p>Vice Dean for Strategy and Development of the Faculty Output: Employee onboarding feedback form created and included in employee onboarding process</p> <p>Vice Dean for Strategy and Development of the Faculty Output: Supervisors must nominate mentors at the department/institute in the onboarding plan</p>
<p>17. Gender Equality Policy</p> <p>It is proposed to adopt and implement the following changes at the university level:</p> <ul style="list-style-type: none"> • to adopt a university-wide gender policy • to include the gender balance criteria into the revised Code of Recruitment • to include gender balance criteria in OTM-R policy 	27	Q1/2022	MU University level at RMU Personnel Management Office	University gender policy; updated website with a link to university gender policy.	<p> COMPLETED</p> <p>Output: The University GEP has been developed and is a publicly accessible MU document. https://www.muni.cz/media/3371580/gender_equality_plan_mu_gep_mu_en.pdf https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/</p>

19. OTM-R policy It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to train chairpersons and members of the selection committee in the OTM-R policy 	12, 13, 14, 15, 16, 17, 18, 20	Q4/2021	Vice-Dean for Strategy and Development of the Faculty; Personnel and Payroll office at the Faculty of Law	New OTM-R policy; updated Faculty websites with a link to the OTM-R policy; # number of trained chairpersons and members of selection committees.	<div> <input checked="" type="checkbox"/> </div> COMPLETED	Vice Dean for Strategy and Development of the Faculty Output: Training of faculty managers with a lecturer took place in Q4/2022. Further trainings will take place in the form of E-learning as as of 1 January 2023, date of force of new Regulations on Competitive Selection Procedures at Masaryk University. Faculty of Law MU issued Measures No.4/2023 Implementing Regulations to the Masaryk University Selection Procedure Regulations and the Handbook of Recruitment and Selection of Employees at Faculty of Law MU. E-learning training. The OTM-R policy is enshrined in new university regulation valid from 1.1. 2023 and also in the Measures No.4/2023 at Faculty of Law MU. Members of the selection committees can familiarize themselves with both documents, they are uploaded in the IS MU system, and all of them are obliged to undergo training for members of selection committees in recruitment and selection process from 1 January 2023.
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<ul style="list-style-type: none"> • to insert a link to OTM-R policy on the Faculty websites. <p>It is proposed to adopt and implement the following changes at the university level:</p> <ul style="list-style-type: none"> • to create a university-wide OTM-R policy taking into account the principles of HRS4R • to insert the hyperlink to OTM-R policy to the IS MU document server, where it will be available to employees 			<p>MU University level at RMU Personnel Management Office</p>		<p>From this date, a training register is in place and the number of those trained will be monitored and reported during the external evaluation by the European Commission.</p> <p>https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/</p> <p>https://is.muni.cz/do/law/ud/pre dp/opatreni/18296466/Measure_n. 4-2023_Implementing_Regulations_to_the_Masaryk_University_Selection_Procedure_Regulations.pdf</p> <p>Output: The OTM-R policy of MU is part of the new regulation, Regulations on Competitive Selection Procedures at Masaryk University, which is valid from 1 January 2023</p> <p>Output: The link to the Regulations is inserted into the IS MU system and is accessible to all employees. It is also accessible on the University website to all applicants from 1</p>
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						January 2023. The regulation is a public document. https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu
20. OTM-R handbook It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to produce a faculty OTM-R handbook for members of selection committees (this handbook should include, among others, the technique and procedures for selecting and recruiting new staff and methods of interviewing candidates) • to provide training to the heads of faculty's academic units (institutes) and members of selection committees on the rules of the selection procedure and the method of selecting employees • to add external members to the selection committees if the faculty's financial situation allows such step; if the external persons 	13, 14, 15, 17, 18, 20	Q4/2021	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office)	Producing of OTM-R handbook at Faculty; # number of trained staff.	 COMPLETED	Vice Dean for Strategy and Development of the Faculty Output: The Recruitment and Selection handbook (OTM-R handbook) has been created and is saved in the IS MU system. Vice-Dean for Strategy and Development of the Faculty Output: Recruitment and selection training was offered to department heads on three different dates in 2022. Further trainings will take place from 1.1.2023 in the form of E-learning and are mandatory for all members of selection committees Vice Dean for Strategy and Development of the Faculty Output:

will become the members of the selection committees, it is suggested to adopt contractual provision regulating the duties of external members (e.g., personal data protection).						It will be mandatory for Group I and IV positions according to new University Regulations on Competitive Selection Procedures at Masaryk University: "in the case of a selection procedure for a Group I or IV post, an internationally recognised expert who is not permanently active in the Czech Republic and is not a citizen of the Czech Republic. In a justified case, a citizen of the Czech Republic may be a member of the Commission if the other conditions set out in the previous sentence are met."
21. Training and Development/Mentoring It is proposed to adopt and implement the following changes at the faculty level: <ul style="list-style-type: none"> • to formulate a methodology for the evaluation of teaching activities 	36, 37, 38	Q4/2022	Vice-Dean for Strategy and Development of the Faculty (Personnel and Payroll Office); Vice-Dean for Master Degree Program	Formulating a methodology for the evaluation of teaching activities; formulating a methodology for mentoring and supervision; placing a link on the faculty website regarding the CERPEK training program.	EXTENDED	Vice-Dean for the Master's Degree Programme Output: There is not faculty methodology for programme evaluation, the faculty follows the university methodology. For Ph.D. (R1), the university's methodology for supervisors is followed. A training on mentoring was held at the University on the topic "What is mentoring and how can we use it Q2/2021, The training was open to Ph.D. students, supervisors and other scientific researchers. The University Centre for Competence Development

<ul style="list-style-type: none"> • to formulate a methodology for mentoring and supervision • to place a link on the faculty's websites regarding the CERPEK training program. 					<p>CERPEK offers faculty members support in the form of mentoring for professional and personal development. https://cerpek.muni.cz/en/offer-of-education/pedagogical-competencies/mentoring</p> <p>Vice Dean for Strategy and Development of the Faculty Output: Methodology for mentoring and supervision ACTION EXTENDED New due date Q4/2025</p> <p>Link to CERPEK: https://www.law.muni.cz/content/en/o-fakulte/hr-award/vystupy/</p>
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