



**Univerzita
Karlova**

The HRS4R action plan of Charles University for 2025

Approved by the Rector's Board on 3 February 2025

Approved by the HR Award Steering Committee of Charles University on 13 February 2025

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Discussed by the Academic Senate of Charles University on 21 March 2025

ACTION PLAN OF THE HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R) OF CHARLES UNIVERSITY FOR 2025

1. ETHICS, INTEGRITY, AND OPEN SCIENCE

1.1. Ethics (New activity)

Responsible persons: Ombuds and Head of the Rector's Office; Rector's Office/CU Point

- Thanks to the continued professionalization of the network of ombudspersons, strengthening of social safety at the university.
 - Organizing educational and supervisory seminars for the ombudspersons at the faculties and units. This will also include methodological seminars.
 - Implementing compulsory training in the area of social safety at the individual faculties and units.
 - Completing preparations for the major joint opinion of the Ombuds of Charles University and Masaryk University on the topic of close relations and publication of this opinion.
 - Designing research methodology for implementing a university-wide survey on social safety.
 - Presenting the results of the work of the CU Ombuds on social networks, and thus making it available to a large number of CU members.
 - Organizing a campaign for the prevention of inappropriate behaviour.

1.2. Open Science and research data management

Responsible persons: Vice-Rector for Research; Central Library (together with the Research Support Office, the Central Library of Charles University, and the Computer Science Centre)

- Preparation of methodological material for implementing the data policy.
- Expanding the network of faculty data stewards to other faculties.
- Implementing the [FAIR Wizard](#) tool for creating data management plans, preparing instructions, and organizing training for its use.
- Expanding the services of the [Open Science Support Centre](#) with Citizen Science, establishing the central contact point, and providing information on the topic on the Centre's website.
- Launching the pilot version of the data repository.
- Updating the methodology for working with the Research Publications Repository.

1.1. Sustainable CU (New activity)

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- In connection with the assessment of the [Action Plan for Implementing CU's Sustainable Development Strategy: Towards Sustainability 2030 during 2023–2024](#), completing the subsequent plan for 2025 and 2026, its formal approval and publication, deliberating the current version of [Charles University's Sustainable Development Strategy: Towards Sustainability 2030](#), with emphasis on the achievement indicators for 2030.
- Selecting topics from the Action Plan for implementing CU's Sustainable Development Strategy Implementation for 2025–2026 that support the priorities of the 2024–2026 HRS4R Action Plan (HR Award).
- Meetings of the sustainable development [coordinators](#) with the participation of other representatives from the faculties and units to strengthen fulfilment of the sustainable development goals not only within this structure, but also interfaculty cooperation, etc.

- Supporting [student initiatives](#), e.g. student associations, continuing to operate the swap shop, [Gratis Market](#), founded by CU, holding the next round of the [grant competition](#), awareness-raising events, etc.
- Preparing a university-wide energy audit with an external contractor.
- [Working groups](#) (WG) for the key area of Administration and Operations will focus on the following:
 - Methodologies in this area suitable for use at the faculties and units (WG Energy and Construction);
 - Reducing the carbon footprint in this area or improving the nutritional value of vegetarian and vegan food (WG Food and Waste);
 - Creating a travel code with recommendations for sustainable modes of travel (WG Mobility);
 - Enhancing biodiversity (WG Water, Green Areas, Biodiversity).
- Continuing cooperation with
 - The Faculty of Science on two pilot projects focusing on mapping out biodegradable waste management, green spaces, and collecting rainwater (e.g. with the aim of efficiently using rainwater in connection with the maintenance of green spaces) at selected locations at CU.
 - Dormitories and Canteens, in particular, to improve and expand existing recipes, e.g. through the training of cooks.
 - The Rectorate's Department of Construction in an effort to introduce a unified system for recording energy consumption (potentially other values, e.g. waste management) as part of the CAFM system (Computer-aided facility management).
 - The Rectorate's Public Procurement Department, e.g. through CU's new affiliation with the organization [Electronics Watch](#), which independently monitors compliance with human rights in electronics supply chains.
- Launching an analysis of the options for using CU's existing information systems for better and clearer recording of data and information in the area of sustainable development, e.g. SIS for mapping out study programmes, courses, etc.

2. RECRUITMENT (SELECTION PROCEDURES FOR ACADEMIC STAFF)

2.1. OTM-Recruitment Process (Guidelines)

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- Creating a methodology for the recruitment process at CU's Extended Rectorate (EXTRCU) and verifying it in pilot operations at the EXTRCU and the subsequent sharing of good practice with the faculties.
- Following discussions with representatives from the faculties and units, a proposal for a new unified recruitment process throughout CU.
- Establishing a Referral Programme.

2.2. Application for selection procedures

Responsible persons: Bursar; Computer Science Centre

- Based on the experience from pilot operations, expanding the application for selection procedures to include new features, such as integration with the electronic filing service, addressing the issue of proxies, and providing an audit trail.
- Verifying the functionality of the application used for selection procedures for academic and research positions at CU in accordance with the Competitive Hiring Process Code and subsequent implementation at the individual faculties and other organizational units.

2.3. Rectorate's Career Pages

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and the Research Support Office

- Proposal to update the university's career pages (content, form) according to the university-wide project to update CU's web pages.

3. EVALUATION OF EMPLOYEES

3.1. Evaluation of academic staff and researchers

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and Paedagogium

- Based on the collection of comments and previous experience, evaluating the functioning of the existing career development system and making any modifications to the Framework Principles for the Career Development of Academic and Research Staff and Lecturers at Charles University.
- Sharing good practice relating to the evaluation and use of the online application with the goal of expanding the application to other faculties.

3.2. Evaluation of technical and economic staff

Responsible persons: Bursar; Human Resources and Payroll Office

- Updating the methodological materials for evaluating the technical and economic staff and subsequent sharing with the faculties and units.
- Methodological support in implementing the process and evaluation of technical and economic staff.
- Methodological support for the units in implementing a university-wide application for the evaluation of technical and economic staff.

3.3. Application for evaluating employees

Responsible persons: Bursar, Computer Science Centre in cooperation with the Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- Launching an application for the evaluation of academic and research staff at the Faculty of Mathematics and Physics. Implementing the application for the Faculty of Humanities, which is expected to be completed at the beginning of 2025. Possible implementation at two other faculties (the Faculty of Social Sciences and the Second Faculty of Medicine).
- Implementing the evaluation of technical and economic staff (both at EXTRCU and other faculties and units) through a newly implemented application for their evaluation in 2025.

4. WORKING CONDITIONS AND PROCEDURES

4.1. Harmonization of HR procedures at CU units, including employee benefits

Responsible persons: Bursar, Member of the Rector's Board for Social Affairs and Sustainable Development; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and CU Point

- Regular meetings of HR managers on a monthly basis, sharing good practice, and cooperation with the aim of harmonizing processes.
- Training for HR managers on current topics (e.g. taxes, the Labour Code, training on new HR applications as a part of the HR Portal).
- Based on the output of the project PPRO VŠ Human Resource Management Strategy (2024/2025) where this issue is discussed across Czech public universities, issuing an

opinion/legal interpretation regarding the possibility of filling the positions of senior staff members at CU for limited periods of time and possible methodological guidance/recommendations on how to achieve this.

- Expanding activities in the area of prevention and healthcare for employees by offering preventive medical check-ups for CU employees, new activities and programmes and establishing new partnerships in the area of health, travel, and sports and, according to the identified interests of employees, expanding the offer of selected language courses and health massages.

4.2. Onboarding

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- Validating onboarding activities in pilot operations at the EXTRCU and a subsequent proposal for a new unified onboarding process throughout CU following a discussion with representatives from the faculties and units.

4.3. Exit interview

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

Developing a process and methodology for working with employees who are leaving their job. Validation in pilot operations at the EXTRCU and the subsequent sharing of good practice with the faculties.

4.4. Improving the HR systems WhoIs and EGJE

Responsible persons: Bursar; Computer Science Centre

- Assessing the submitted concept of unifying EGJE by CU management in order to decide on the final solution and the implementation process.
- Based on the decision of CU's management to unify EGJE, a review and detailed analysis will be carried out in order to prepare a project for transforming the WhoIs system to EGJE. Final implementation is expected in 2026.
- Implementing new requirements in the HR systems resulting from changes in employment legislation.

4.5. Administration of business trips and mobility records

Responsible persons: Bursar; Computer Science Centre

- Completing the preparations for a unified solution, involving all faculties using the iFIS economic software in testing (if they express interest and want to cooperate) and the subsequent gradual launch of pilot operations.
- Drawing up the requirements for the second part of the integration into the JASU economic software and their implementation, testing the complete JASU agenda at the pilot faculties and units (anticipated participants: the CU Rectorate, the Faculty of Medicine in Hradec Králové, and the Faculty of Humanities).
- Additional preparations for launching operations: creating manuals, setting up multi-level Helpdesk support at all levels (L1 – Primary contact, L2 – Advanced support, L3 – Expert support, L4 – External support).

5. REFORM OF PHD STUDIES

5.1. Development of the Doctoral Study Hub

Responsible persons: Vice-Rector for Research; Doctoral Studies Office of the Student Affairs Department

- Intensifying systemic support among multiple target groups (postdocs and young researchers) with the goal of making PhD studies a career choice.
- Developing selected soft skills courses and including them in the PhD students' individual curricula.
- Preparing a concept for the support and development of centrally organized mentoring and career counselling for PhD students.
- Using the results of the national [Programme for Supporting the Development of Higher Education – Preparations for Reforming PhD Studies](#), reviewing the form and content of centrally provided services and proposing any adjustments for 2026.

5.2. New system for funding PhD studies

Responsible persons: Vice-Rector for Research; Doctoral Studies Office of the Student Affairs Department

- Preparation and approval of the Methodology for PhD Admissions at Charles University.
- Finalizing the Standards for PhD Study Programmes.
- Finalizing the Standards for CU Supervisors.
- Preparations for supporting supervisors based on the results of the coordinated Programme for Supporting the Development of Higher Education – Preparations for Reforming PhD Studies.
- Evaluating the changes and modifications to the admission procedures and their impact on the number of applicants admitted to CU's PhD study programmes for the 2025/2026 academic year.
- Presenting other forms of support and the development of SIS in the area of PhD studies administration, especially the PHDIC module (e.g. mobility administration, managing research results, or helping PhD students be more informed).

6. DIVERSITY AND INCLUSION

6.1. Gender equality

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Monitoring the implementation of the 2025–2027 Equal Opportunities Plan through the interim reports submitted quarterly to the Rector's Board.
- Introducing a special information channel (e.g. periodic newsletters) for interested caregivers (information on support measures, events geared to families with children, etc.).
- Starting preparations for a system of training for contact persons from HR departments to improve communication with caregivers and people on maternity/parental leave.
- In the event of securing funds from external sources, introducing return grants for people returning from maternity/parental leave or other types of career breaks (according to the terms for using these funds).
- In the event of a subsidy for organizing a children's group, renovating the premises and starting the operations of the children's group with a capacity of 12 children.

6.2. Embracing diversity

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Preparing recommendations on procedures for working with transgender and non-binary students with the Equal Opportunities Board in collaboration with the relevant departments of the Rectorate.
- Organizing a seminar in cooperation with the Paedagogium Platform – Student Diversity in Teaching: Tips for Teachers.
- Completing the discussion on the document Principles of Inclusive Communication, which was prepared by the Equal Opportunities Board, its subsequent approval by the university's management and distribution across the university.

7. INTERNATIONALIZING THE INSTITUTION

7.1. Internationalizing the institution

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Offering a new type of support/consultancy service to international employees for accommodation, taxes, and social security relating to the benefit systems and establishing cooperation with the Department of Labour Law and Social Security Law of the Faculty of Law of Charles University.
- Expanding the currently organized Welcome Days for new international employees to include other relevant topics, which in addition to the existing ones (services of the Staff Welcome Centre, Open Science, the Centre for Knowledge and Technology Transfer, mentoring programme for postdocs, the 4EU+ Alliance), should also include information about the university as such, its functioning, structure, management, etc.
- Preparing new methodological materials, which will build on the Methodology for Employing International Employees at CU (e.g. in the area of taxes, social security benefits, seconding employees).
- Announcing new selection procedures for the provision of external consultancy services for outgoing and incoming employees (international recruitment), which is seamlessly integrated with the previous framework agreement.
- Expanding the range of social-educational meetings to improve the integration of international researchers at CU, the aim of which is to connect to and learn about new cultures and interfaculty meetings of colleagues (e.g. the Czech-Persian meetup, where the Department of Middle Eastern Studies and its students are connected with Persian-speaking researchers at CU, the Ukrainian meetup).
- Implementing an AI tool in the area of foreign payroll, strengthening the collaboration with the 4EU+ alliance and domestic institutions (e.g. the Czech National Agency for International Education and Research and other universities), as well as in the translation agenda at CU, with the aim of reducing the use of external consultancy companies, but with an emphasis on maintaining quality.

8. SUPPORT FOR POSTDOCS

8.1. Support for postdocs

Responsible persons: Vice-Rector for Research; Research Support Office

- CHARLESTON programme – first call

- Announcing the first call for the new university programme CHARLESTON, which will fund a total of 20 postdoctoral positions (March 2025).
 - Actively promoting the call through university channels and the research community.
- JUNIOR Fund – Expansion and promotion
 - In cooperation with alumni, launching a promotional campaign aimed at expanding the JUNIOR Fund, which will now be open to Czech and Slovak applicants.
 - Organizing informative webinars and the publication of good practice examples to promote interest in the fund.
- Restructuring the Postdoctoral Hub
 - Implementing the second phase for restructuring the Postdoctoral Hub website to reflect the launch of the CHARLESTON programme.
 - Adding sections dedicated to new programmes, support resources, and tools for postdocs.
- Courses and workshops for postdocs
 - Organizing nine courses/workshops based on [ResearchComp](#), focusing on developing postdoctoral skills, among others, the workshop “Various Career Pathways for Postdoctoral Researchers” which was piloted in December 2024.
 - Organizing thematic meetings focusing on soft skills and career planning.
- 4EU+ Diploma – pilot course
 - Launching the seven-month course “4EU+ Diploma Entrepreneurial and Intrapreneurial Project Management” for graduates of Master’s programmes, PhD students, and postdocs from Charles University focusing on the development of entrepreneurial and intrapreneurial skills in research and academic environments.
- Mentoring programme
 - Pairing up mentors and mentees and the initial meeting of programme participants (February 2025).
 - Regular meetings of mentees with mentors focusing on professional development and sharing experiences (February 2025 to January 2026).
 - Opening the call for mentees for the second year of the programme (autumn 2025).

9. REFORM OF GRANT SUPPORT

9.1. Support for submitting grant projects

Responsible persons: Vice-Rector for Research; Research Support Office

- Continuing the workshops in cooperation with the Expert Group for ERC Grants.
- Continuing the co-organization of the National Information Day for the ERC (together with the ERC Expert Group and the Technology Centre Prague).
- Enhancing the support system for ERC applicants in fields/areas where they have not yet received an ECR grant.
- Organizing information meetings with the staff of project departments from the individual faculties and units with the aim of sharing good practice (potential for creating an informal ERC group that will meet on a regular basis).
- Creating methodological materials (e.g. creating an annotated project application template with helpful comments, including a list of common mistakes or instructions on how to write a narrative CV; the aim is not only to help researchers in preparing their project application, but also grant advisors).

- Continuing the campaign to attract as many high-quality applicants as possible for Postdoctoral Fellowships – Marie Skłodowska-Curie Actions:
 - Internal advertising among the vice-deans for research and grant issues, PhD studies, and development and the heads of project departments and research departments at the faculties and university institutes.
 - Selection of topics and supervisors by faculties
 - Updating the pamphlet and external advertising (Euraxess, Crowdhelix, LinkedIn).
- Systematization and implementation of meetings with grant advisors and researchers for better use of EU programmes (e.g. funding opportunities from Horizon Europe or Erasmus+). Continuing workshops in cooperation with the Expert Group for ERC grants and updating brochures.

10. CAREERS IN RESEARCH AND THE DEVELOPMENT OF TALENT

10.1. Associate professorship and full professorship procedures

Responsible persons: Vice-Rector for Research, Vice-Rector for Academic Appointments; Research Support Office

In 2025, the revised criteria for associate professorship and full professorship procedures will be put into practice according to the forthcoming Rector's directive.

10.2. Communication of research (New activity)

Responsible persons: Vice-Rector for Public Relations; Research Support Office

- Organizing courses/workshops: crisis media communication (introduction to the Ten Principles of Crisis Media Communication at CU), a media literacy course for head employees at CU, advanced social networking courses, and an advanced how-to social networking course.
- Participating in the 9th Annual Science Fair in 2025 (5 to 7 June 2025 in the form of a CU presentation bringing together the faculties and units that express interest).
- Participating in the 13th Annual VědaFest on the topic "Life with Science" (18 June 2025). The event will be coordinated centrally with the aim of involving as many faculties as possible.
- Involvement in Researchers' Night 2025 (26 September 2025). The event will be coordinated centrally with the aim of involving all faculties, including faculties outside Prague.
- Organizing a series of practical training and workshops to strengthen skills in communication and the popularization of science, the FameLab National Finals (September 2025, the call for participation to be announced in spring 2025).
- Linking the database of media-savvy experts at CU with the internal WhoIs system and gradually launching it on the cuni.cz website (test operations, training of faculty administrators and ongoing management of the database, and making it accessible to the media).
- When publishing content on CU social media, continuing the trends started in 2024 with increased efforts to publish posts using prepared templates and musters reflecting a unified promotional visual style, with outreach to faculty and unit channels as a part of unifying identity.
- As a part of the popularization of research results, clubs for gifted pupils will be opened once again.
- Educational workshops will be held at Didaktikon throughout the year to supplement the range of lectures offered by Junior CU.

10.3. Panel of (young) researchers (New activity)

Responsible persons: Vice-Rector for Research; Research Support Office

- Selecting and appointing group members – ensuring representation across disciplines, emphasis on international experience and gender equality.
- Introductory meeting with the university's management.
- Establishing communication rules, the frequency of meetings, and priority areas.
- Identifying key themes
- Mapping out the current challenges, e.g. the work environment, the administrative burden, career development support.
- Providing feedback on the draft strategic documents and measures that affect R2 researchers.
- A minimum of two or three meetings of the group with the university's management during the year.
- Preparing a report on the group's activities for 2025 with proposals for the following year.

11.INTERNAL COMMUNICATION

11.1. Internal communication

Responsible persons: Executive Director of the Rectorate; Bursar's Office

- Connecting to the intranet and its launch in the production environment of all faculties by the end of January 2025.
- Unifying all Newsletters and transferring them to one location.
- Introducing search functions using AI
- English version of the intranet.