

No.	Action	GAP principles	Proposed Timing	Responsible unit	Target/Indicators
Area: Ethical and professional aspects (Gap principles 1-11)					
1	Raising awareness for the principles of “Good Scientific practice	2	completed	HR Department	- all newly appointed professors and researchers to receive the internal “Guidelines of Good Scientific Practice”
2	Raising awareness for the principles of “Good Scientific practice	2	completed	HeRA	- compulsory courses on “Good Scientific Practice” for incoming international postdoctoral researchers
22	Raising awareness for the principles of “Good Scientific practice	2	completed	Vice-President for Research & Transfer / D4	- Publication of the new “ Rules on the Principles for Safeguarding Good Scientific Practice at the HHU ” after revision enforced by the German Research Foundation
23	Raising awareness for the principles of “Good Scientific practice	2	completed	Vice-President for Research & Transfer	Information campaign for the new “Rules on The Principles for Safeguarding Good Scientific Practice at HHU”
34	Security-relevant research	4	completed	Vice-President for Research & Transfer	- Guidelines regarding security relevant research
35	Security-relevant research	4	completed	Vice-President for Research & Transfer	Information campaign on the new “Rules on Security-Relevant Research at HHU”
36	Export control	4	completed	Research Mgmt. and Transfer Dept.	- Establishment of an Export Control Service Point
37	Export control	4	completed	Research Mgmt. and Transfer Dept.	- implementation of a range of services regarding export control issues
3	Raising awareness for data protection	7	completed/ongoing	Data Protection Officer	- awareness campaign for data protection issues
4	Review of existing Health and Safety guidelines	7	completed/ongoing	Occupational and Environmental Safety Unit	- mapping and translation of the most important Health and Safety guidelines into English
5	Research Data Management	7	completed	Vice-President for Research & Transfer	- establishment of a research data management commission

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24	Raising awareness for data protection	7	completed/ ongoing	HeRA	- Data Protection in Good Scientific Practice-Training courses
25	Raising awareness for data protection	7	Completed/ ongoing	Vice-President for Research & Transfer / Data protection officer	- Basic training on data protection E-Learning course and regular events on regulatory issues
26	Research Data Management	7	completed	ULB	- Establishment of a Data Management Service Centre
27	Research Data Management	7	Completed/ ongoing	RDM Service Centre	- RDM services (trainings, one-on-one consultations, guidelines, etc) are in place
38	Open Science	8	completed/ ongoing	President/ Public Engagement Unit	- development of measures to support scientists in their science communication and public engagement activities
6, 15	Increase the support for international researchers at HHU	10, 29	completed	Department Head University Dev.	- translation of all important administrative documents into English
7, 16	Increase the English-speaking capacity of HHU staff	10, 29	completed	HR Department	- re-organisation of English courses

No.	Action	GAP principles	Proposed Timing	Responsible unit	Target/Indicators
Area: Recruitment and Selection (Gap principles 12-21)					
8	International job advertisements	13	completed	HR Department	- scientific job advertisements handled by HR published on EURAXESS
9	Implement the use of e-recruitment	13	completed	HR Department	- e-recruitment tool for non-scientific staff
28	Implement the use of e-recruitment	13	Q4 2024	HR Department	- e-recruitment tool for scientific staff
40	Information documents on recruitment	13	completed	HR Department	- FAQs on recruitment for scientists (available via the intranet)
41	OTM-R Policy	13,14	completed ongoing	Vice President for Research & Transfer HR Department, new: Vice President for University Culture including HR Development and International Affairs	- OTM-R Policy for HHU
10	Selection guidelines for scientific staff	14	completed	HR Department	- development of selection and interview guidelines (available via the intranet)
11	Appointment procedures for professors	14	completed	Vice President for Research & Transfer	- enquiry for a more streamlined appointment process
29	Appointment procedures for professors	14, 15	completed	HR Department	- Application Portal for Professors
30	Appointment procedures for professors	14	Extended Q4 2024	President	- Development of actions to streamline appointment processes including an appointment strategy protocol
43	Appointment procedures for professors	14	In progress	President	- Active recruitment of women faculty, nomination lists with documentation of proactive search for female candidates
44	Unconscious bias trainings	14, 27	Q4 2025	Gender Equality Office, HCSD	- internal unconscious bias trainings, intercultural and equal opportunity trainings for staff in recruitment councils and all newly appointed staff

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45	Simplification of evaluation procedures for junior professorships with Tenure Track	14	Q4 2025	President	- Evaluation procedures for TT professors will be streamlined, an updated rule will be published
46	Evaluation of research output	19	Q4 2024	Vice President for Research & Transfer	- concept and strategy to define indicators for a responsible research assessment policy
47	Mobility experience of researchers	18, 29, 38	Completed/ ongoing	HeRA/JUNO	- HeRA travel grants programme for doctoral and postdoctoral researchers
48	Personnel structure planning	21, 25, 28	Q3 2024	President, deans of the faculties	<ul style="list-style-type: none"> - multi-year personnel structure planning, including yearly strategic profile discussions with the faculties - Profile paper on permanent positions in the midlevel faculty - Announcement of all W1 professorship positions with a tenure track option (if possible)

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Area: Working Conditions (Gap principles 22-35)					
12	Registration of visiting scholars and postdoctoral fellows financed through scholarships	22	completed	Research Management Dept.	- compulsory registration of postdoctoral fellows with scholarships on in the quest researcher portal
13, 20, 21	Continuous further development of the internal training website	23, 38, 39	completed	HR Department, ProFiL participants	- Extension of the internal training website " ProFiL - Professionalisation, advanced training and interdisciplinary learning "
31	Networking opportunities	23	Completed	Vice-President Research & Transfer / In cooperation with JUNO	- Regular networking opportunities for visiting scholars
39	Centre for Sustainability, Diversity and Health Management	24	completed	President	- establish a central unit to integrate all HHU organisational units and activities concerning sustainability, diversity management and health management → HCSD
42	Visibility for HRS4R	24	Completed/ ongoing	Vice President for Research & Transfer	- Visibility campaign for HRS4R
49	Eco-friendly travel regulations	24	completed	HCSD Section Sustainability	- guideline to regulate travel activities of members of HHU and to reduce bureaucracy
50	Healthy working conditions	24	Completed	HCSD Section Health	- professional support for healthy working conditions
51	Academic profiles	25	Q2 2024	President	- Paper describing the academic profiles and duties of permanent positions at HHU next to professorships
52	Increase in the proportion of female professors	27	Q2 2027	President and Faculties	- The proportion of female professors at HHU has risen to over 30 %
14	Career Development	28	completed	JUNO	introduction of a feedback mechanism between scientist and mentor/supervisor regarding career/individual development with the help of a career guideline

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53	Software to organize academic processes and trainings	28	Q4 / 2025	HeRA and Deans offices	- implementation of a software tool to administer and monitor academic processes and career development for docs and postdocs
54	Postdoc Guidelines	28, 36, 37, 40	Q4 2024	JUNO	- postdoc guidelines and supporting measures to advance career development of postdocs and the relationship between postdocs and their supervisors
17	Broaden access to career advice	30	completed	Alumni Coordination Officer	extension of alumni database to provide professional networking opportunities for current and former members of HHU
55	Career Advice for Postdocs	30	Completed/ongoing	JUNO	- certification programmes including career counselling and regular career information sessions
56	Tec-transfer support	31, 39	Q2 2026	Research & Transfer Department, CEDUS	- Awareness-raising and training programmes in the area of technology transfer - event formats and opportunities to exchange on tech transfer and entrepreneurship
57	Bibliography and publication guidelines	32	Completed/ongoing	University and State Library, President	- hhu.bibliography indexes the scholarly output of all HHU researchers - guideline regulating the affiliation of HHU researchers
18	Didactic trainings in English	33	completed	Integrated Quality Initiative for Teaching and Studies- iQu	- university didactic trainings in English as part of the didactics programme
32	Service Centre Teaching	33	completed	Vice-President for Quality in Studies and Teaching	- set-up of a Service Centre for Teaching (SeLL)
58	Prevention of power abuse and operating sequence in case of power abuse	34	Q1 2027	President, Vice President for University Culture including HR Development and International Affairs	- concept and action plan for the prevention of power abuse as well as the confidential and informal assistance in resolving work-related conflicts, disputes and grievances

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Area: Training & Development (Gap principles 36-40)					
59	Human Resources Development	36, 37, 38	Q4 2024	President	- Establishment of a Vice Presidency for University Culture including HR Development and International Affairs
19	Extend support for supervisors	37	completed	JUNO	- set-up of networking opportunities for supervisors
33	Extend support for supervisors	37	Q2 2026	iGRAD	- workshop programme for supervisors - will be integrated in action 60
60	Extended support for supervisors	37, 38	Q2 2026	President, Vice President for University Culture including HR Development and International Affairs	- concept for a professional development programme for R3 and R4 researchers and its implementation