

HRS4R Action Plan (2018 – 2023):

Action no.	Title action	Indicator(s) / Target(s)	Detailed description		Status
1.&2.	2. Ethical Principles Raising awareness for the principles of “ Good Scientific practice”	<ul style="list-style-type: none"> - all newly appointed professors to receive the internal “Guidelines of Good Scientific Practice” - compulsory courses on “Good Scientific Practice” for incoming international postdoctoral researchers 	<p>Through a number of documents and directives, HHU already has implemented a substantial framework to safeguard the principles of Good Scientific Practice throughout the university. In 2016, HHU furthermore installed a central framework for reporting structures with which to document suspected and actual cases of scientific misconduct as well as for disclosing such information to the University’s management.</p> <p>As identified in the Gap Analysis, what needs to be ensured now is that all <u>new</u> researchers are informed of the system in place. This will be done through the following actions:</p> <ul style="list-style-type: none"> - the systematic distribution of “The Principles for Safeguarding Good Scientific Practice” to all newly appointed professors: the document will be handed out at the time of contract signature; - additionally newly appointed professors will be given information on “The Principles for Safeguarding Good Scientific Practice” during the welcome event organized by the administration; - to ensure that all incoming international postdoctoral researchers are aware of “the Principles for Safeguarding Good Scientific Practice at HHU”, compulsory courses will be offered. 		<p>- completed</p> <p>- completed</p>
22.		- Publication of the new “Rules on the Principles for Safeguarding Good Scientific Practice at the HHU”	In 2019, the German Research Foundation (DFG) issued “Guidelines for Safeguarding Good Research Practice” and obliged German universities to implement these in their institutions. This meant that the HHU had to adapt its previous guidelines to incorporate the new Code issued by the DFG.	Vice-President Research & Transfer / D4	Q4/2020

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23.		- Information campaign for the new "Rules on the Principles for Safeguarding Good Scientific Practice at HHU"	The general awareness for the Principles of Good Scientific Practice is high at HHU due to the already existing framework. The aim is now to inform scientists of the changes in the guidelines.	Vice-President Research & Transfer	Q4/2021
3.	7. Good Practice in Research	- awareness campaign for data protection issues	The HHU plans to use the upcoming implementation of the EU General Data Protection Regulation in 2018 to systematically raise awareness for data protection issues at the university. A number of actions are planned: the development of a data protection flyer and an information sheet to be handed out to newly appointed professors. Furthermore, the website will be updated. Translations into English of the relevant information material are foreseen at a later stage.		- partly completed/ in progress (completion expected Q4)
24.	Raising awareness for data protection	- Data Protection in Good Scientific Practice-Training courses	To ensure that scientists are aware of aspects regarding data protection from an early stage in their career, it will become an integral part of the training courses on Good scientific Practice for doctoral students.	HeRA	Q2/2021
25.		- Workshop programme on regulatory issues	Set-up of a workshop programme on regulatory issues in research for all career levels (including data protection issues, copyright issues, etc.).	Vice-President for Research & Transfer / HeRA	Q2/2022
4.	7. Good Practice in Research Review of existing Health and Safety guidelines	- mapping and translation of the most important Health and Safety guidelines	Every researcher, including non-German speaking international researchers, needs to be fully aware of the rules and regulations regarding Health and Safety. Therefore, a mapping of already existing Health and Safety guidelines will be carried out. For all national standardised Health and Safety documents and procedures this mapping will be done in the framework of a working group organised by AGUM (Verein zur Pflege und Weiterentwicklung des Arbeits-, Gesundheits- und Umweltschutzmanagements e.V.), an association dedicated to the development		- partly completed/ in progress (completion expected Q4/2020)

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			of Health & Safety and Environmental protection management in public entities of which HHU is a member. Translations of these documents are also foreseen. A separate mapping will be done for all HHU specific documents and regulations. Where necessary these will be updated and the most important translated into English, e.g. the "Fire Protection regulation" or the "Initial Instruction in Occupational Health & Safety".		
5.	7. Good Practice in Research Research Data Management	- establishment of a "Research Data Management Commission"	The Vice President for Research and Transfer will set-up a "Research Data Management Commission". The aim of this commission is to discuss the future handling of research data management issues, such as Open Access and Open Data, data storage facilities, etc.		- in progress (completion expected Q3/2020)
26.		Data Management Service Centre	As a result of the discussion process launched 2 years ago (see Action 5), HHU has decided to set-up a Research Data Management Service Centre at HHU, providing a one-stop-shop for scientists on all issues regarding RDM.	ULB	Q1/2021
27.		RDM services	Once the Centre is set-up it will develop a range of RDM services (e.g. trainings, one-on-one consultations, guidelines, etc.)	RDM Service Centre	Q1/2022
6.& 7. 15.&16.	10. Non Discrimination / 29. Value of Mobility Increase the support for international researchers at HHU Increase the English speaking capacity of HHU staff	- translation of all important administrative documents into English - re-organisation of English courses	One of the goals of HHU's official internationalisation strategy is to attract more international researchers to the university and at the same time increase the mobility of all researchers and administrative and technical staff. In order to facilitate their communication with the administration, HHU will apply a double strategy. On the one hand HHU aims to have all important documents available in English. The Heads of the University Administration Departments will be asked to identify the most relevant documents to be translated in their departments. Convenience translations of the most important documents will then be made. On the other hand, HHU aims to increase the English-speaking capacity of its staff. The English courses offered to staff at HHU will therefore be re-organised to include more customised courses, e.g. regarding the different levels of language skills and specific work related terminology.		- in progress/ extended (completion expected Q4/2020) - completed
8.	13. Recruitment	- scientific job advertisements	To ensure an international outreach, HHU will use the EURAXESS portal to publish scientific job advertisements.		- completed

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	International job advertisements	published on EURAXESS			
9.	13. Recruitment Implement the use of e-recruitment	- e-recruitment tool for non-scientific staff	HHU's goal is to implement an e-recruitment tool for all staff at HHU. In a first step an e-recruitment tool will be implemented for the recruitment of non-scientific staff. After a trial period, HHU intends to extend the use of the e-recruitment tool also to the recruitment of scientific staff in the future.		- in progress (completion expected Q1/2021)
28.		- concept for e-recruitment tool for scientific staff	In a first step HHU will draft a concept for extending the use of the e-recruitment tool also to the recruitment of scientific staff.	D3	Q4/2022
10.	14. Selection Selection guidelines for scientific staff	- development of selection and interview guidelines	HHU already offers selection and interview guidelines to those recruiting non-scientific staff. Similar guidelines regarding the selection and interview processes will be developed for scientific staff.		- in progress (completion expected Q4/2020)
11.	14. Selection Appointment procedures for professors	- a more streamlined appointment process	The appointment procedures for professors vary considerably in terms of length and complexity across the faculties and disciplines. The Vice President for Research and Transfer will discuss with the relevant representatives of the faculties the possibilities to streamline the process, exchange best practices, etc. with the aim to establish more consolidated and transparent appointment procedures in the future.		- partly completed/ in progress (completion expected Q4/2020)
29.		- Application Portal for Professors	HHU will introduce an Application Portal (Berufungsportal) to streamline the appointment procedures of professors. It will allow candidates to be continuously informed about the status of their procedure and at the same time allow the digitalisation of this process internally. This will increase the transparency, speed and efficiency of the appointment procedure.	D3	Q3/2021
30.		- Development of actions to streamline appointment process	In order to streamline and improve the appointment process for professors, HHU will develop concrete actions to ensure the quality of the selection process (professional standards for members of selection committees, information and support for candidates, etc.), negotiation	President	Q3/2022

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			<p><i>of contracts with selected candidates as well as support for new professors (on-boarding, welcome culture). The measures will be drafted by a Working Group led by the president and comprised of researchers and management staff. The actions will form part of HHU's new University Development Plan, which will be finalised in mid 2021.</i></p>	
12.	<p>22. Recognition of the profession Registration of visiting scholars and postdoctoral fellows financed through scholarships</p>	<p>- compulsory registration of postdoctoral fellows with scholarships</p>	<p>Currently there is no compulsory registration for visiting scholars and postdoctoral fellows with scholarships. This means that there is a group of (international) researchers that the University Administration is not systematically informed about, which in turn means that these researchers are not systematically informed of their rights and obligations, as well as the support services and qualification programmes offered.</p> <p>In order to ensure that all incoming visiting scholars and postdoctoral fellows with a scholarship are registered, Junior Scientist and International Researcher Center (JUNO) will develop a fact sheet for the faculties regarding the procedures to be followed when these scientists arrive.</p> <p>JUNO will further evaluate the possibilities of using existing registration mechanisms (e.g. via the Centre for Information and Media technology) to facilitate the registration process.</p> <p><i>UPDATE: After thorough examination, HHU decided to develop a new official online registration process and has hired staff to carry out this project.</i></p>	<p>- in progress/ extended (completion expected Q1/2022)</p>
13. 20. 21.	<p>23. Research Environment / 38. Continuing professional development / 39. Access to research training and continuous development</p>	<p>- Extension of the internal training website "ProFiL - Professionalisation, advanced training and interdisciplinary learning"</p>	<p>In 2017 HHU established an internal training website "ProFiL - Professionalisation, advanced training and interdisciplinary learning" with the aim to provide a one-stop-shop for all the internal training courses offered at HHU, including courses on professional development and research training. ProFiL will be continuously extended to include further training courses organised at HHU.</p>	<p>- completed</p>

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	<i>Continuous further development of the internal training website</i>				
31.	23. Research Environment <i>Networking opportunities</i>	<i>- Networking opportunities for visiting scholars</i>	<i>Organisation of networking opportunities for visiting scholars and HHU scientists, e.g. International New Year's Reception. HHU will explore the possibilities of also setting-up a cultural programme to encourage further networking.</i>	<i>Vice-President Research & Transfer, Vice-President for International Relations and Science Communication / In cooperation with JUNO</i>	<i>ongoing</i>
14.	28. Career Development	<i>- installation of a feedback mechanism between scientist and mentor/supervisor regarding career/individual development</i>	<i>At the beginning of their career, nearly all postdoctoral fellows have non-permanent positions. To support these fellows in their career development, HHU aims to implement a feedback mechanism to allow postdoc and mentor/supervisor to discuss future career opportunities (e.g. 1 meeting halfway through their period of employment/scholarship). JUNO will develop relevant guidelines in collaboration with all other Heine Research Academies (https://www.juno.hhu.de/en/career.html).</i>		<i>- completed</i>
17.	30. Access to Career Advice <i>Broaden access to career advice</i>	<i>- extension of alumni database to provide professional networking opportunities for current and former members of HHU</i>	<i>HHU's alumni database is used to provide former members (e.g. students, staff and researchers) of HHU with information, news and updates regarding the university. Currently HHU is in the process of re-organising its alumni work and has identified as one of its long-term goals to offer current and former members of the HHU the possibility to network professionally with the help of the alumni database. In a first step the current situation and possibilities of the database will be mapped and evaluated. In a second step the database will be extended to include the professional details and the consent of alumni to be contacted by other members.</i>		<i>- completed / ongoing</i>
18.	33. Teaching <i>Didactic trainings in English</i>	<i>- targeted university didactic trainings in English</i>	<i>At HHU university didactic courses are organised through the HHU "Integrated Quality Initiative for Teaching and Studies iQu" (http://www.igu.hhu.de/). Currently most courses are held in German. The portfolio will be extended to include more targeted trainings in English as well.</i>		<i>- completed</i>

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32.	33. Teaching Service Centre Teaching	- set-up of a Service Centre for Teaching	Set-up of a Service Centre for Teaching which will bring together all university didactic support services under one roof. Further services will be developed, such as an extension of the e-learning curriculum, advice services for scientists applying for funds for teaching, online trainings, etc.	Vice-President for Quality in Studies and Teaching	Q1/2021 / ongoing
19.	37. Supervision and managerial duties Extend support for supervisors	- set-up of networking opportunities for supervisors	The feedback received during the stakeholder consultation showed that there is a demand for a regular networking opportunity for supervisors of PhD candidates and postdoctoral researchers. JUNO will expand its current event portfolio to include regular networking events for supervisors, e.g. in the context of the "HeRA Lunch" (http://www.juno.hhu.de/en/events-and-courses/hera-lunch.html)		- in progress / ongoing
33.		- workshop programme for supervisors	To allow scientists to discuss more freely and without any inhibitions about issues they may have at their university, a workshop programme for supervisors in cooperation with different universities is planned.	iGrad	Q4/2021
34.	4. Professional attitude Security-relevant research	- Guidelines regarding security-relevant research	Despite not being an official action of the HRS4R-process, HHU targeted the gap identified in 2018 and has developed Guidelines regarding security-relevant research.		completed
35.		- Information campaign on the new "Rules on Security-Relevant Research at HHU"	To ensure that all scientists are aware of the new "Rules on Security-Relevant Research at HHU", an information campaign will be launched.	Vice-President Research & Transfer	Q4/2021
36.	4. Professional attitude Export control	- Export Control Service Point	HHU has decided to provide more support to scientists regarding export control issues. In order to do so, a dedicated service point for export control issues will be set-up.	D4	Q1/2021

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37.		- Export control services	Once the Export Control Service Point is set-up, a range of services regarding export control issues will be developed.	Service point for export control issues	Q3/2021
38.	8. Dissemination, exploitation of results Open science	- Open science/civic engagement	Further development of measures to support scientists in their science communication and civic engagement activities	Staff Unit Citizens' University	Q1/2021 ongoing
39.	24. Working Conditions	- Centre for Sustainability, Diversity and Health Management	HHU has decided to establish a central unit that will integrate all HHU organisational units and activities concerning sustainability, diversity management and health management. The centre will develop a strategic framework for launching new measures and will be equipped with its own personnel and financial resources. It will adopt a bottom-up approach ensuring the engagement of scientific and non-scientific staff as well as students.	President	Q2/2021 ongoing
40.	13. Recruitment	- FAQs on recruitment for scientists on the Intranet	For further transparency, a FAQ section on the Intranet regarding recruitment and employment issues for scientists will be developed in German and English.	D3	Q2/2021 ongoing
41.	13. Recruitment + 14. Selection OTM-R Policy	- OTM-R Policy for HHU	A full OTM-R Policy for HHU will be drafted.	Vice-President for Research & Transfer / D3	Q4/2022
42.	Visibility for HRS4R	- Visibility campaign for HRS4R	Increase the visibility and the knowledge of HRS4R at HHU, e.g. by improving the HRS4R website, inserting the HR Excellence in Research Logo on more websites (HR, JUNO, etc.)	HRS4R working group	Q3/2021 ongoing