

Concept of Support for Young Researchers at the University of Pardubice

Article 1

Introductory Provisions

- (1) *The Concept of Support for Young Researchers at the University of Pardubice* (hereinafter the "*Concept of Support for Young Researchers*") describes a unified system of support for young and novice domestic and foreign academic and research staff, including postdoctoral staff and doctoral students (hereinafter "young researchers") to fulfil the formal and professional prerequisites for their involvement in educational, professional scientific and creative activities carried out at the University of Pardubice (the "University").
- (2) (a) Educational activities, (b) research, experimental development and innovation ("R&D&I") and (c) personnel development are carried out at individual UPa faculties.
- (3) At the university level, the implementation of the *Concept of Support for Young Researchers* aims to increase the quality of the methodology and the system of university-wide quality monitoring, in full cooperation with all faculties.
- (4) At the faculty level, the implementation of the *Concept of Support for Young Researchers* is aimed at fulfilling specific activities leading to the strengthening of the quality of leadership, or the qualification and professional growth of young researchers.

Article 2

Common Provisions

- (1) *The Concept of Support for Young Researchers* distinguishes two groups of young researchers as defined in Article 2, Paragraphs 2 and 3.
- (2) An academic staff member, a research and development staff member or a postdoctoral staff member ("young academic and research staff member") form the first subgroup of young research staff. The young academic and research staff member has obtained the academic title of Ph.D. or its equivalent ("Ph.D."), is under 35 years of age or within 7 years¹ of obtaining the title of Ph.D. The staff member has signed an employment contract with the UPa, in accordance with UPa's *Internal Wage Regulations* (1st group of employees).
- (3) The doctoral student forms the second subgroup of young researchers. The student of the doctoral study programme is enrolled at the University in a Czech or English study programme in full-time or part-time form.
- (4) *The Concept of Support for Young Researchers* distinguishes compulsory activities of the University and faculties, controlled by the University (Article 3 to Article 8) and optional (Article 9) activities of the faculties.

Article 3

Integrating a New Young Researcher into the Environment of the University or Faculty

- (1) The selection of a new young researcher shall not discriminate against candidates on grounds of sex, age, ethnic, national or social origin, religion, sexual orientation, language, disability, political opinion, social and economic conditions. This fact is enshrined in the basic documents, internal regulations, guidelines and measures of the University: *Statutes of the*

¹ This period can be extended by time spent on maternity leave or incapacity for work longer than 90 days and care for a family member (more than 90 days).

University of Pardubice, University Code of Ethics, University Code of Good Research Practice, University Work Regulations, Rules of Procedure of the University Ethics Committee, Directive On the prevention of sexual and gender unbalanced behaviour.

- (2) The procedure for integrating a new young researcher into the work environment must take into account whether he/she is being recruited from the Czech Republic, an EU country or outside the EU. The procedure for integrating a new young worker into the work environment is set out in Paragraphs 3 to 10 of Article 3.
- (3) The Wage and Human Resources (hereinafter "WHR") coordinates all necessary actions before the commencement, during the commencement and at the termination of the employment of young academics/researchers from the Czech Republic.
- (4) The International Affairs and Development (hereinafter "IAD") will prepare a *Checklist for EU Citizens – Researchers and Employees* for young academics and researchers from EU countries. In cooperation with the IAD and the manager of the workplace (or an employee authorised by him/her), the WHR coordinates all necessary actions before and during their arrival and at the termination of employment.
- (5) The IAD will prepare a *Checklist for non-EU Citizens – Researchers and Employees* for young academics/researchers from outside the EU. In cooperation with the IAD and the manager of the workplace (or an employee authorised by him/her), the WHR coordinates all necessary actions before and during their arrival and at the termination of employment.
- (6) The IAD will prepare a *Checklist for EU Citizens – PhD Students* for students of doctoral study programmes from EU countries. In cooperation with the IAD, the respective study departments coordinate all necessary actions before and during their arrival and at the termination of study.
- (7) The IAD will prepare a *Checklist for EU Citizens – PhD Students* for students of doctoral study programmes from outside the EU. In cooperation with the IAD, the respective study departments coordinate all necessary actions before and during their arrival and at the termination of study.
- (8) A new young researcher is integrated into the workplace environment by the head of the relevant workplace, or in cooperation with the head of the research group responsible for the scientific research activity which the new researcher joins (hereinafter "group leader").
- (9) The new young researcher is acquainted with the relevant administrative and operational information in the Czech or English language, in particular:
 - with documents containing important input information about the workplace,
 - with the intranet environment,
 - with the necessary forms, blanks,
 - with work safety,
 - with the campus environment,
 - with information on the functioning of internal systems, dining halls, library, transport, information flow, etc.,
 - with the use of the mentoring system,
 - with management hierarchy and competencies, etc.

Article 4

Qualification Growth of Young Researchers

- (1) The qualification growth of young researchers takes place on the basis of their educational, research and creative activities.

- (2) The basic documents, internal regulations and standards of the University incorporate elements supporting and stimulating the qualification growth of young researchers in particular (these are internal regulations and standards such as: *University Work Regulations, University Strategic Plan, University Rules of Selection Procedure, University Scholarship Regulations and Incentive System for Research Activities of Students and Young Researchers, Student Grant Competition*).
- (3) The University creates preconditions and conditions for the qualification growth of young academic/research staff through the *Young Academic/Research Staff Qualification Growth Plan* (hereinafter "*Staff Qualification Growth Plan*") and *Young Academic/Research Staff Personnel Development Plan of the Faculty* (hereinafter "*Personnel Development Plan of the Faculty*").
- (4) The qualification growth of young researchers is governed by the *Rules for Habilitation Procedure and Procedure for the Appointment of Professor at the University*, as amended, and other internal guidelines of the faculties.

Article 5

Staff Qualification Growth Plan

- (1) *The Staff Qualification Growth Plan* is prepared in accordance with the *Personnel Development Plan of the Faculty*.
- (2) *The Staff Qualification Growth Plan* is prepared by the head of the relevant department, institute, centre or otherwise defined organisational unit of the faculty (hereinafter the "head of the workplace"), especially with the aim of stimulating young academics/researchers to continuous professional development.
- (3) *The Staff Qualification Growth Plan* is a basic document for the evaluation of young academics/researchers within the workplace.
- (4) *The Staff Qualification Growth Plan* contains the current occupational category, information on the plan of further qualification growth of the employee, tasks aimed at achieving the required qualification growth (in educational, scientific-research activities, mobility, etc.), conditions created by the workplace to achieve them and the status of performance.
- (5) A young academic/researcher usually works under the guidance of an experienced worker with whom he/she participates in scientific research and creative activities.
- (6) *The Staff Qualification Growth Plan* is created for at least 3 years and can be continuously updated.
- (7) *The Staff Qualification Growth Plan* is the basis for the *Personnel Development Plan of the Faculty*.
- (8) *The Staff Qualification Growth Plan* is prepared by the head of the workplace, who also discusses it with the young academic/researcher.
- (9) The head of the workplace submits the *Staff Qualification Growth Plan* to the Dean of the Faculty and orally discusses the result of the evaluation and the corrective measures taken.

Article 6

Personnel Development Plan of the Faculty

- (1) *The Personnel Development Plan of the Faculty* is a basic document of its personnel development.
- (2) *The Personnel Development Plan of the Faculty* is prepared by the Executive Board of the relevant faculty in cooperation with the heads of workplaces, especially with the aim of

ensuring accreditation of study programmes of the faculty, increasing the quality of R&D&I, conceptual development of human resources and stimulating young academics/researchers to strengthen their continuous professional development.

- (3) *The Personnel Development Plan of the Faculty* primarily contains an overview of the number and structure of young academic/researchers.
- (4) *The Personnel Development Plan of the Faculty* is created for at least 3 years and can be continuously updated.
- (5) *The Personnel Development Plan of the Faculty* is prepared by the Faculty Executive Board in cooperation with the heads of departments.
- (6) The Faculty Executive Board discusses and approves the *Personnel Development Plan of the Faculty* in the first quarter of the calendar year and subsequently takes corrective measures.
- (7) The Dean of the Faculty annually informs the Rector about the discussed *Personnel Development Plan of the Faculty* and the corrective measures taken.

Article 7

Individual Study Plan of a Doctoral Student

- (1) *The Individual Study Plan of a Doctoral Student* (hereinafter the "*Individual Study Plan*") is based on the *Study and Examination Regulations of the University of Pardubice*.
- (2) The Individual Study Plan and any modifications and changes thereto are prepared together with the doctoral student by the supervisor, who submits it to the subject advisory board for approval. The Individual Study Plan specifies in particular: the topic of the dissertation (the topic can be particularised during the study), research activities of the doctoral student, pedagogical activities of the doctoral student, plan of study exchanges in the Czech Republic and abroad, study schedule and selected subjects.
- (3) The annual evaluation of the fulfilment of the Individual Study Plan is described in the *Study and Examination Regulations of the University of Pardubice*.

Article 8

Support for Doctoral Students

- (1) Support for doctoral students is aimed at activities leading to a sustainable quality system of doctoral study programmes and to the reduction of study failure rate.
- (2) The support for doctoral students includes mainly the faculty's approach to:
 - financial motivation of students,
 - internal grant support,
 - internationalisation (e.g. international mobility),
 - integration into scientific research activities,
 - further education beyond the basic study obligations,
 - graduation from doctoral schools,
 - completion of a professional internship,
 - transition of graduates to subsequent careers.

Article 9

Optional Elements of the Concept of Support for Young Researchers

- (1) Optional forms of the *Concept of Support for Young Researchers* do not require control, only record keeping.

- (2) The aim of optional activities is to increase the knowledge and skills of young researchers in key competences, particularly in soft skills, research, educational activities, internationalisation and popularisation.
- (3) Optional activities in the field of scientific research are mainly focused on:
 - ethical principles of the young academic/researcher in accordance with the European Charter for Researchers and the University's *Code of Ethics*,
 - ethics of scientific research, i.e. gaining a thorough insight into generally acceptable and generally accepted and respected ethical rules of scientific research and the consequences of their neglect and disregard,
 - ethical principles of one's own scientific research in accordance with the University's *Code of Good Research Practice*.
- (4) Optional activities in the field of educational activities are mainly focused on:
 - pedagogical and didactic skills, i.e. acquiring or deepening knowledge and skills especially for communication and work with students of the study programme (in terms of some activities of university pedagogy), in the form of meetings with experienced and respected university teachers (from other workplaces) with many years of experience seeing the whole picture of their own field, an understanding of the tension between the requirements of university study and the psychology of university students, and digital literacy.
- (5) Optional activities in the field of internationalisation are mainly focused on:
 - gaining awareness of different modes of communication and acquiring practical skills for intercultural interactions while working in international teams and pedagogical activities; increasing cultural sensitivity to different values and ways of communication for an effective and creative approach to solving study, professional and life situations,
 - academic writing in the Czech scientific environment and acquaintance with different structure and register of texts created within Anglo-Saxon academic culture (e.g. parameters of forms of communication, abstract, goal formulation, purposeful argumentation within the structure of message content, notes and bibliography).
- (6) Optional soft skills activities are mainly focused on:
 - principles of creating a scientific project, i.e. gaining awareness of the possibilities of project and grant agencies, different requirements for the objectives and structure of projects as well as social and material provision of the project and project staff,
 - principles of teamwork, i.e. obtaining practical guidance on the role of the individual in teamwork, if required by the scientific task or topic, including the form and method of effective communication in the scientific community,
 - presentation skills of research results, i.e. preparation of oral or written (electronic) presentation and emphasis on academic writing skills,
 - social-managerial skills,
 - language education and education in the field of communication for the purposes of scientific, team, pedagogical and publishing work.
- (7) Optional activities in the field of popularisation are mainly focused on:
 - principles and tools for popularising research results to the public, i.e. offering domestic and foreign workers and students an opportunity to popularise the results of their own scientific research in professional and popular media (e.g. journals, electronic platforms, conferences, seminars and meetings with the public),
 - acquisition of skills supporting open popular-science communication of scientific results and creating positive public awareness about them.

Article 10
Final Provisions

- (1) The *Concept of Support for Young Researchers* of 17 December 2020 is hereby repealed.
- (2) This *Concept of Support for Young Researchers* shall come into force on the day of issue.
- (3) This *Concept of Support for Young Researchers* shall come into effect on the day of issue.

In Pardubice on 28 June 2021.

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Rector