

Internal Review

Case number: 2018CZ329037

Name Organisation under review: Czech Technical University in Prague

Organisation's contact details: Jugoslávských partyzánů 1580/3, Prague, Czech Republic, 16000, Czech Republic

1. Organisational Information

Please provide an update of the key figures for your organisation. Figures marked * are compulsory.

	FTE
STAFF & STUDENTS	
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	4 116 (2 380 + 1736 PhD students)
Of whom are international (i.e. foreign nationality) *	447
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	3
Of whom are women *	472
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	740
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	950
Of whom are stage R1 = in most organisations corresponding with doctoral level *	1 736
Total number of students (if relevant) *	17 441
Total number of staff (including management, administrative, teaching and research staff) *	4 068
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	310 849 360
Annual organisational direct government funding (designated for research)	49 502 000
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	42 342 500
Annual funding from private, non-government sources, designated for research	12 335 568

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

Founded in 1707, the Czech Technical University in Prague is one of the biggest and oldest technical universities in Europe. CTU currently has eight faculties (Civil Engineering, Mechanical Engineering, Electrical Engineering, Nuclear Science and Physical Engineering, Architecture, Transportation Sciences, Biomedical Engineering, and Information Technology) and about 17 400 students. CTU is ranked 420th in QS World University Rankings 2025.

2. Strengths and weaknesses of the current practice

Please review the strengths and weaknesses under the four thematic areas of the Charter and Code, as provided by your organisation in the initial assessment phase. When doing so, you should do not only look back, but also consider new priorities, strategic decisions, etc. which may further influence the action plan. Please also provide a brief commentary in the "Remarks" column if major changes have occurred versus the initial plan.

<p>Ethical and professional aspects:</p> <p>Strengths and Weaknesses</p> <p>Strengths:</p> <ul style="list-style-type: none"> • CTU introduced positions of ombudspersons at five faculties as a pilot that complement the activities of already existing CTU Ethical Committee • CTU has implemented relevant internal regulation at university level (e.g. Code of Ethic, Career Code) • CTU has implemented regular decentralized evaluation process for academic and research employees that includes further career development • Gender Equality Plan introduced and implemented • OpenScience Portal has been implemented https://openscience.cvut.cz/ • Research freedom protected by regulatory framework, e.g. Higher Education Act, Statute of the Czech Technical University in Prague <p>Weaknesses:</p> <ul style="list-style-type: none"> • Ombudsperson still missing at some faculties and position of ombudsperson at central university level is still under discussion • Open Science and Sustainability of Research policies still need to be addressed and implemented • The quality of the evaluation process is not centrally monitored and evaluated <p>Remarks (max 500 words)</p>

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Recruitment and selection:

Strengths and Weaknesses

Strengths:

- CTU introduced new Rules of Selection procedure reflecting OTM-R principles as internal regulation
- Research positions are advertised on EURAXESS and supporting IT tool was implemented within the CTU IT system
- The gender balance aspect is taken more into the account during the selection process according to Code of competitive selection procedure at the Czech Technical University in Prague
- The "Action Plan" for Welcome Office establishment at CTU was kicked-off (including the allocation of relevant funding)

Weaknesses:

- The recruitment procedure is still quite difficult for applicants from abroad (especially from non-EU countries) due to significant administrative burden
- Gender equality in selection committees is still lacking (mostly due to gender inequality in some fields)
- Selection process for administrative positions is still not internally regulated
- Open positions are not announced centrally at the university webpage in English

Remarks (max 500 words)

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<p>Working conditions:</p>
<p>Strengths and Weaknesses</p>
<p>Strengths:</p>
<ul style="list-style-type: none"> • Working conditions at CTU allow balanced work and family life of researchers and other staff. CTU offers part-time positions, flexible week schedule and longer vacation than the legislative limit for non-academic staff (academic staff has longer vacation according to national legislation), supplemented with • Kindergarten, children corner, and elementary school offered in the main campus.
<p>Weaknesses:</p>
<ul style="list-style-type: none"> • No childcare services for 0-3 y. old children (the supporting activities e.g. introduction of daycare, changing tables, spaces for breastfeeding, daycare support fund etc. are planned in new GEP) • Low minimum income for some research positions and inequality in salaries on same positions • The institutional management of maternal and parental leave is still missing
<p>Remarks (max 500 words)</p>
Empty space for remarks

<p>Training and development:</p> <p>Strengths and Weaknesses</p> <p>Strengths:</p> <ul style="list-style-type: none">• Career development planning is a mandatory part of regular research staff evaluation• All CTU research staff has access to continuous educational process at the institutional and individual level. Lifelong learning opportunities are widely supported at CTU• Mentoring of R2 research was implemented as a pilot• Training and supervision process of R1 researchers (PhD students) is clearly described and regulated by the national and internal legislation at CTU (e.g. Higher Education Act, Rules of Doctoral Study at the CTU in Prague)• <p>Weaknesses:</p> <ul style="list-style-type: none">• Inconsistent quality of PhD supervisors and advisors• The mentoring of R2 researchers needs to be further widened• Mentoring of senior researchers still needs to be implemented
<p>Remarks (max 500 words)</p>

Have any of the priorities for the short and medium term changed? (max 500 words)

New priorities:

1. Standard for quality of PhD advisors
2. Quality monitoring of staff evaluation
3. New rules supporting excellent papers
4. Support of staff education on intercultural competence and communication skills
5. Support staff mobility
6. Attract more international staff

Have any of the circumstances in which your organization operates changed and as such have had an impact on your HR strategy? (max 500 words)

The HR Strategy was not impacted by any external circumstances

Are any strategic decisions under way that may influence the action plan? (max 500 words)

There are no strategic decision under way but the future implementation of the Action Plan could be influenced under the new university management that is supposed to be put in place in Q1/2026 (according to Czech legislation).

7. Actions

Please consult the list of all actions you have submitted as part of your HR Strategy. Please add to the overview the current status of these actions as well as the status of the indicators. If any actions have been altered or omitted, please provide a commentary for each action. You can also select new objectives.

Note: Choose one or more of the principles from the GAP Analysis with their implementation ratings: New, In Progress, Completed, Extended

Proposed ACTIONS

Principles:

- 1. Research freedom
- 2. Ethical principles
- 3. Professional responsibility
- 4. Professional attitude
- 5. Contractual and legal obligations
- 6. Accountability
- 7. Good practice in research
- 8. Dissemination, exploitation of results
- 9. Public engagement
- 10. Non discrimination
- 11. Evaluation/ appraisal systems
- 12. Recruitment
- 13. Recruitment (Code)
- 14. Selection (Code)
- 15. Transparency (Code)
- 16. Judging merit (Code)
- 17. Variations in the chronological order of CVs (Code)
- 18. Recognition of mobility experience (Code)
- 19. Recognition of qualifications (Code)
- 20. Seniority (Code)
- 21. Postdoctoral appointments (Code)
- 22. Recognition of the profession
- 23. Research environment
- 24. Working conditions
- 25. Stability and permanence of employment
- 26. Funding and salaries
- 27. Gender balance
- 28. Career development
- 29. Value of mobility
- 30. Access to career advice
- 31. Intellectual Property Rights
- 32. Co-authorship
- 33. Teaching
- 34. Complains/ appeals
- 35. Participation in decision-making bodies
- 36. Relation with supervisors
- 37. Supervision and managerial duties
- 38. Continuing Professional Development
- 39. Access to research training and continuous development
- 40. Supervision

	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)	Current Status	Remarks
Welcome Office	12, 13, 14, 15	December 2023	CTU Rector's Office	Establishment of a support unit at CTU Rector's Office facilitating the process of recruitment and adaptation of new employees at CTU.	extended	Welcome Office implementation "Action Plan" including relevant project-based funding in Q3/2024.
Gender Equality Plan	25, 26, 27	December 2021	CTU Rector's Office	The Gender Equality Plan as a strategic document will be drafted and implemented.	completed	The Gender Equality Plan was currently updated (deepened and extended) for the next implementation phase with the main focus areas as <i>Balance of work and private life and organizational culture, Gender balance in Leadership and Decision making, Gender Equality in Recruitment and personal development, Gender dimension integration in Research and Teaching and Gender violence prevention and Social security</i>
Training of HR Staff	12, 13, 14, 15	February 2022	CTU Rector's Office	Introduction of permanent training activities for HR staff at CTU to improve assistance for foreign applicants and mastering the principles of OTM-R policy	completed	The training of HR Staff is became a regular part of staff training activities at CTU.
Bilingual university	12, 13, 14, 15	June 2024	CTU Rector's Office	All documents and information	extended	Some documents and IT systems still needs to be

				translated to English and administrative support available in English.		translated into the English. Administrative support in English is still somewhere missing.
Rules of the Selection Procedure	12, 13, 14, 15, 16, 17, 18, 19, 27	May 2022	CTU Rector's Office	New Rules of the Selection Procedure approved and implemented	completed	New Rules of the Selection Procedure approved and implemented.
Evaluation process assessment	11, 26, 27, 29, 32, 33	October 2023	CTU Rector's Office/Dean's offices at faculties or Director's offices at institutes	Complex assessment of the Evaluation process results / proposed future improvements	extended	The evaluation process assessment was made at some faculties but some results are still partly missing so the action will continue in the next period to achieve better quality results that include also specifics of various fields at CTU.
Mentoring program (Phase 2)	21, 28, 30, 36, 38, 40	September 2022	CTU Rector's Office/Dean's offices at faculties or Director's offices at institutes	Implementation of the pilot phase of the Mentoring program at CTU.	completed	Current phase of mentoring program has been successfully implemented as a pilot. The widening of the program is planned for the next period despite the current limitation of available human resources.
Management and leadership skills training for senior researchers	21, 28, 30, 36, 37, 38	June 2023	CTU Rector's Office	Introduction of training activities for senior researchers at CTU.	extended	The limited amount training activities has been introduced at CTU, but activity needs to be more widened to achieve its expected outcome.
Ombudsman position	24, 25, 26, 27, 34	January 2024	CTU Rector's Office	Established Ombudsman position at CTU	extended	Ombudsman position already established at some faculties but still not established at university level and remaining faculties.

Note: Add as many actions are needed.

The extended version of the reviewed HR Strategy for your organisation for the next 3 years, including the OTM-R policy must be published on your organisation's website. Please provide the link to the dedicated webpage(s) on your organisation's web site *:

URL: <https://www.cvut.cz/en/hr-award-hrs4r>

If your organisation has already filled in the OTM-R checklist in the Initial Phase, please also indicate how your organisation is working towards / has developed an Open, Transparent and Merit-Based Recruitment Policy. Although there may be some overlap with a range of actions listed above in the action plan (as emerged from the Gap Analysis), please provide a short commentary demonstrating the progress of the implementation versus the initial phase.

Comments on the implementation of the OTM-R principles

The significant updates were made in internal regulatory framework as the new Rules of the Selection Procedure in accordance with OTM-R was approved and implemented <https://www.cvut.cz/sites/default/files/content/74c76d2e-7f4d-4cb1-ac28-b0765c7f88f2/en/20240613-code-of-competitive-selection-procedure-at-the-ctu-in-prague.pdf> . To support this initiative the HR training staff was introduced. The Gender Equality plan of CTU was approved and implemented with supporting training and communication activities. The CTU Welcome Office was established as an integral part of International Office at the university level. Its further implementation will be partly supported from Q4/2024 by external project funding that significantly widens the quality of outcome and its impact during the next implementation period.

Ideally, the extended version of the reviewed OTM-R policy and actions should be published on your organisation's website. Please provide the web link to the OTM-R dedicated webpage(s) if it is different than the one where the reviewed HR Strategy is located.

URL: <https://www.yoursite.com>

8. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

The implementation process included all action included in the Action Plan. All the Actions have made several progresses during the implementation period and most of them was completed according to planned schedule. Fulfillment of some actions is currently slightly behind schedule that was included in the Action Plan form various reason such as longer discussion of the outcomes within the university, new external funding opportunities that reshape the particular actions and boost their further impact etc. As the regulatory framework was mostly focused on building the regulatory framework at CTU the Revised Action Plan primary aim was to significantly improve the working conditions for researchers within the university with focus on internationalization and gender aspect that emerged to be the most important gaps to deal with. That was the reason why there were several surveys and audits made on university and faculties level dealing with equal opportunities and gender (not only focused on research staff but also for example on students) to better understand current situation and support drafting and implementation of future actions.

As in previous implementation phase the Steering Committee (comprising relevant university management stakeholders) oversees the implementation process of the Action Plan and is responsible for strategic decisions if needed. The implementation of particular actions is under the responsibility of working groups that are established for each action.

The CTU's research community is widely involved in the implementation process as in previous period. The research community at CTU is involved in the implementation process in three ways. First, representatives of the research community are members of the Steering Committee and the Working Group. Second, the research community has an influence on the implementation process through existing decision and self-government bodies (such as the Academic Senate) according to Czech national legislation and CTU Statute. Third, the evaluation process includes periodic discussions with the research community and surveys that facilitated the influence of the research community on the implementation process.

The established Monitoring Committee continuously monitors and evaluates the implementation progress and periodically reports the progress of each action to the Steering Committee.

Make sure you also cover all the aspects highlighted in the checklist, which you will need to describe in detail:

How have you prepared for the internal review? *

Detailed description and duly justification (max 500 words)

The internal review similarly to the previous phase. The Working group prepared a progress overview for each action implemented within this phase and the results were finally discussed at the Steering Committee. The ongoing and further actions were widely discussed within the research community at CTU and the given feedback was used in the drafting of the new Action Plan.

How have you involved the research community, your main stakeholders, in the implementation process? *

Detailed description and duly justification (max 500 words)

The CTU's research community have been widely involved in the implementation process as in previous period. The research community at CTU will be involved in the implementation process in three ways. First, representatives of the research community were members of the Steering Committee and the Working Group. Second, the research community had an influence on the implementation process through existing decision and self-government bodies (such as the Academic Senate) according to Czech national legislation and CTU Statute. Third, the evaluation process has included periodic discussions with the research community and surveys that facilitated the influence of the research community on the implementation process. A dedicated HR Award implementation process webpage was implemented for facilitating the dissemination of information to relevant stakeholders at CTU.

Do you have an implementation committee and/or steering group regularly overseeing progress? *

Detailed description and duly justification (max 500 words)

A Steering Committee and Working group comprising the relevant stakeholders' representatives (management, self-government and decision bodies, researchers and administrative staff) are established. The Steering Committee coordinates and evaluates the implementation process of the Action Plan. The Working Group is responsible for implementation of each action and is responsible for all steps required by the Action plan. Working group deals with monitoring implementation progress and its reporting to the Steering Committee. The Steering Committee periodically discusses the implementation progress reports containing indicators achievement and occurred implementation problems and risks. The Monitoring Committee as a part of the Working Group is responsible for continuous progress reporting. The Steering Committee also regularly discusses the achieved outputs with relevant internal stakeholders (e.g. Academic Senate) to further facilitate the implementation process.

Is there any alignment of organisational policies with the HRS4R? For example, is the HRS4R recognized in the organisation's research strategy, overarching HR policy

Detailed description and duly justification (max 500 words)

The HRS4R is acknowledged as the main policy for human resources at CTU and its wide integration as a part of university policy is assured by the involvement of relevant managers that are responsible for human resources (e.g. rector, vice-rectors, deans etc.) as members of the Steering Committee and the Working Group. The HRS4R principles are also implemented within the strategy documents at the university and faculty level.

How has your organisation ensured that the proposed actions would be also implemented? *

Detailed description and duly justification (max 500 words)

All groups of researchers (R1-R4), managers and administrative staff are represented within the implementation bodies (Steering Committee and the Working Group). The implementation bodies comprise as members relevant representatives of university, faculties and institutes that have mandate for the implementation of particular actions. The implementation process is periodically consulted with relevant stakeholders (e.g. Academic Senate, Internal Evaluation Committee, Ethical Committee, researchers, trade unions etc.). The evaluation of the implementation process is performed regularly (mostly on monthly period). The appropriate remedial measures are applied without any delay if needed.

How are you monitoring progress (timeline)? *

Detailed description and duly justification (max 500 words)

The Monitoring Committee as a part of the Working Group is established to regularly monitor and evaluate implementation progress of all steps (indicators) according to planned schedule, to identify as fast as possible problems in the particular processes. The Monitoring Committee periodically reports (every four months) the progress of each action to the Steering Committee. The Steering Committee is entitled to make decisions preventing possible risks and eliminating problems that occur during the implementation process.

How will you measure progress (indicators) in view of the next assessment? *

Detailed description and duly justification (max 500 words)

Progress will be measured by set up indicators and milestones. The indicators are defined for all particular actions and subtasks. The progress indicators and milestones will be periodically evaluated by the Monitoring Committee and reported to the Steering Committee that will be responsible for appropriate decisions to achieve the Action Plan goals and maintain the schedule.

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How do you expect to prepare for the external review? *

Detailed description and duly justification (max 500 words)

The preparation for the external review will be done in two phases. The first phase will include detailed progress evaluation of the Action Plan implementation and preparation of the relevant documents. The preparation of the on-site visit represents the main task of the second phase.

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Additional remarks/comments about the proposed implementation process

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Detailed description and duly justification (max 1,000 words)



13-11-2024

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