Part 3: UoC HRS4R First Action Plan

Based on the following tenets:

1. All reasonably practicable measures should be taken to ensure that the mechanism and procedures are in place to ensure observance of ethical and professional principles;
2. Researchers need to be informed about their rights and responsibilities;
3. Comprehensive guidance and support of IPR and related issues needs to be developed;
4. Policies and university-wide services to improve the position of researchers and the research environment need to replace current *ad hoc* practices;
5. Research training and continuous professional development are central elements of the University's educational mission that need to be promoted and monitored accordingly.

Coordination in monitoring the implementation of the Action Plan as set out in the table and chart below will be undertaken by the Directorate of Planning & Development in consultation with all relevant stakeholders and services.

ACTIONS		How	By Who	When
1	**Ethical & Professional Provisions**			
1.1	Professional Ethics :university-wide organizational structure and procedures clarified	Review institutional provisions for internal appeals & disciplinary procedures.	Vice Rector of Academic Affairs, in consultation with Deans and University legal services.	Initial report and recommendations by December 2012. Follow-up: periodic
1.2	Research Ethics Committee (REC)– operational body and University-wide procedures to be fully operational	Constitutional arrangements for REC – approved at July 2012 Synod. To follow asap: formation of REC; collation & codification of existing protocols and approval mechanisms	Research Committee up to initiation of the Research Ethics Committee (REC), and subsequently the REC.	REC appointed by October 2012. Fully operational by the end of the academic year 2012-13
1.3	SWOT analysis of health and safety (H&S) organization, guidance, procedures and training at all levels	Review – -General (fire/earthquake drills) -Specific environmental (waste disposal/pollution control) -Specific occupational (lab H&S)	Workgroup chaired by Vice Rector of Infrastructure, including as required Technical Directorate, Deans, Heads of Dept and Clinic/Lab PIs	Report by end of the academic year 2012-13 (July 2013) Follow-up as required

2	**Researchers Rights and Responsibilities**			
2.1	Preparation of 'rule book', information and guides documenting rights and responsibilities of researchers (with dedicated webpage)	Based on 1.1-1.3	Vice Rector of Academic Affairs, in consultation with the Research Committee, REC, and Deans.	Basic guide on-line by July 2013. Follow-up supplementation as required
2.1.2	Specific guidance package on plagiarism	Guidance package on-line.	Vice Rector of Academic Affairs, in consultation with the Research Committee, REC	Basic guide on-line by July 2013. Follow-up supplementation as required
2.1.3	Examine feasibility of University-wide research training induction course	Mandatory/optional. Review existing provision	Vice Rector of Academic Affairs, in consultation with Deans and the Bioethics course organizers	Report by July 2013
3	**Intellectual Property Rights**			
3.1	Clarification of 'third mission' with specific reference to IPR and development thereof	Policy document	Rector, in consultation with Research Secretariat, Property Management Services, Legal Services	December 2012
3.2	IPR: review of contractual and legal rights and obligations	Review existing provisions in employment and grant contracts; draft 'model' agreement on IPR (including joint authorship and copyright) for research projects at all levels specifying and safeguarding the rights & obligations of the co-researchers and the University.	Research Secretariat and Property Management Services in consultation with Legal Services,	Ongoing: proposals for model agreements by October 2013
3.3	IPR: comprehensive guidance package on-line	Follows from 3.2 & links to 3.4	Research Secretariat and Property Management Services in consultation with Legal Services	By July 2014
3.4	IPR: development of guidance and support services	Review and report on current C&P particularly for patents & spin-offs (including mapping of IPR profile) with recommendations on feasible options for development of support services geared to the commercial exploitation of results which also safeguard institutional rights (patents office?)	Rectorate, in consultation with Research Secretariat, Property Management Services, Legal Services	Report with recommendations on feasible options by July 2014

4	**Researchers' Position & the Research Environment**			
4.1	Policy statement on research and strategic objectives	Drafting based on current profiles as well as objectives	Rector, in consultation with Research Committee.	By December 2012
4.2	Development of on-line directory	Development of central database (ref Library program underway); web availability.	Rectorate, in consultation with Library, Research Secretariat, e-services	By October 2013
4.3	Clarify how the Commission descriptors for researchers correspond to the UoCs researcher community.	Profiling	QA Committee	By December 2013
4.4	Provide systematic and targeted dissemination of information on research funding, opportunities and calls, including scholarship & other funding options available to young researchers	Research & Liaison support services – to utilize & develop existing expertise – to utilize international and national RSS feeds (EC, EKT, Help-Forward)	Research Secretariat for research calls ; Liaison Office (DASTA) for scholarship opportunities targeting young researchers	Fully operational by December 2013 Follow-up: periodic review
4.5	Improve support services in proposal preparation and project management (ELKE Help-Desk)	Research support services - to utilize & develop existing expertise - unit within ELKE	Research Secretariat	Help-Desk to be fully operational by July 2014
4.6	Upgrade university-wide mobility support services for researchers (EURAXESS Help-Desk)	Improve central information resources and services of the EURAXESS Help Desk.	Initially Planning & Development Directorate in consultation with ELKE; once fully operational, International Office.	Upgrades fully implemented by July 2014
4.7	Institute a series of awards for postgraduates (e.g. best publication)	Establish clear criteria, nomination/application procedures and transparent award selection procedures.	Rector, in consultation with Deans & Research Committee	Series to be announced by March 2013
4.8	Institute awards for faculty members for significant successes (e.g. publication, winning a major research grant, etc)	Establish clear criteria, nomination/application procedures, and transparent award selection procedures.	Rector, in consultation with Deans & Research Committee	Series to be announced by March 2013
4.9	Review policy for internal research awards (ELKE)	Review criteria and independence of allocation mechanisms to support research excellence.	Research Committee	Ongoing; guidelines review by September 2013 Follow-up: periodic review
4.10	Investigate options for start-up funds for new faculty together with reduced teaching duties in the first year of appointment	Review options	Rectorate	Report with recommendations by September 2013
4.11	Investigate options for greater support through University budget for core research facilities and activities	Review	Rectorate	by September 2013
4.12	Review existing contract laws and assess options for full and transferrable social security and pension rights.	Monitor legal and institutional changes governing provision; review options & implications vis-à-vis C&C principles.	University Legal Services	Report with recommendations by July 2014
4.13	Provide guidance package based on the results of 4.12	Based on 4.12 review	University Legal Services	By July 2014

5	Research Training & Professional Development			
5.1	Promote quality of doctoral training (policy development)	Monitor developments - Innovation Union ERA supporting measures on 'Quality of Doctoral Training'; Policy commitment; guidance notes for new entrant PhD candidates	Vice Rector of Academic Affairs in consultation with QA Committee	Policy statement & guidance notes by December 2013
5.2	Internal QA analysis to highlight strengths and weaknesses in doctoral training and existing departmental provisions	Internal evaluation reports analyzed	Departmental QA Committees, assisted by Directorate of Planning & Development	Ongoing; report by July 2014. Follow-up: periodic
5.3	Review and where possible amend internal regulations for fixed-term research positions to follow best practice	Monitor legal & institutional changes and associated implications	Research Committee, in consultation with Legal Services, Liaison Office.	Report by December 2013
5.4	Promote equitable access to career development opportunities	Monitor take-up of existing training and career development opportunities and review best practice in terms of access by junior faculty and other researchers	QA Committee in consultation with HR Services and Careers Services	Report by July 2014 Follow-up: periodic
5.5	Periodic evaluation of professional performance of researchers	Review of quality indicators pending implementation of new legal provisions	Vice Rector for Academic Affairs in consultation with QA Committee	Long term – to begin September 2014
EVALUATION				
	HRS4R Action Plan to be embedded in QA procedures	KPIs agreed and wherever possible included in QA templates for internal review	QA Committee (MODIP)	By June 2013
	Internal assessment after 2 years	All proposed actions subject to evaluation and review (through MODIP) and updated at 2-year intervals	QA Committee (MODIP)	By June 2014
	External assessment after 4 years	For those elements embedded in the QA procedures	External QA Evaluation Committee appointed by ADIP (National Authority)	By June 2016
		For HRS4R *per se*	Independent external audit – to be determined	

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΡΗΤΗΣ

HELLENIC REPUBLIC
UNIVERSITY OF CRETE

Part 3 :UoC HRS4R Action Plan   June 2012

Development and implementation
Follow-up evaluation

ACTIONS

		2012	2013	2014	2015	2016

Ethical & Professional Provisions
1.1 Professional Ethics :university-wide organizational structure and procedures clarified
1.2 Research Ethics Committee (REC):operational body and University-wide procedures to be fully operational
1.3 Review (SWOT) H&S organization, guidance, procedures and training at all levels

Researchers' Rights & Responsibilities
2.1 Preparation of 'rule book', information and guides documenting rights and responsibilities of researchers
     (with dedicated webpage).
2.1.2   Specific guidance package on plagiarism
2.1.3   Examine feasibility of University-wide research training induction course

Intellectual Property Rights
3.1 Clarification of 'third mission' with specific refererence to IPR and development thereof
3.2 IPR: review of contractual and legal rights and obligations
3.3 IPR: comprehensive guidance package on-line.
3.4 IPR: development of guidance and support services

Researchers' Position & the Research Environment
4.1 Policy statement on research and strategic objectives
4.2 Development of on-line research directory
4.3 Clarify how the Commission descriptors for researchers correspond to the UoCs researcher community
4.4 Provide systematic and targeted dissemination of information on research funding, opportunities and calls,
     including scholarship & other funding options available to young researchers
4.5 Improve support services in proposal preparation and project management (ELKE Help Desk)
4.6 Upgrade university-wide mobility support services for researchers (EURAXESS Help-Desk)

4.7 Institute a series of awards for postgraduates (eg best publication)
4.8 Institute awards for faculty members for significant successes (eg publication, winning a major research grant, etc)
4.9 Review policy for internal research awards (ELKE)
4.10 Investigate options for start-up funds for new faculty together with reduced teaching duties in the first year of appointment
4.11 Investigate options for greater support through University budget for core research facilities and activities

4.12 Review existing contract laws and assess options for full and transferrable social security and pension rights.
4.13 Provide guidance package based on results of 4.12

Research Training & Professional Development
5.1 Promote quality of doctoral training (policy development)
5.2 Internal QA analysis to highlight strengths and weaknesses in doctoral training & existing departmental provisions
5.3 Review and where possible amend internal regulations for fixed-term research positions to follow best practice
5.4 Promote equitable access to career development opportunities
5.5 Periodic evaluation of professional performance of researchers

EVALUATION
     HRS4R action plan to be embedded in QA procedures
     Internal assessment after 2-years
     External assessment after 4 years