ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΡΗΤΗΣ

HELLENIC REPUBLIC
UNIVERSITY OF CRETE

UoC HRS4R Second Action Plan: 2014-2016

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 is undertaken by the Directorate of Planning & Development in consultation with all relevant stakeholders and services.

ACTIONS		How	By Who	When *(Quarter Year target)*
1	**Ethical & Professional Provisions**			
1.1	Professional Ethics: new University-wide organizational structure & procedures to be established	Monitor adoption & implementation of professional ethics & integrity provisions of new internal regulations, with particular reference to ombudsman services.	Vice Rector of Academic Affairs, in consultation with Deans, the Students' Ombudsman, up to appointment of new (Academic) Ethics Committee (EC), & subsequently by the EC Chairperson.	Q1 2015: Status report & annually thereafter
1.2	Research Ethics : promote application procedures & research ethics support services	Status evaluation (successes & challenges) + assess development options, including on-line options.	Research Ethics Committee	Q4 2014: Status report and periodically thereafter
1.3	Health and Safety (H&S):	Review-	Workgroup chaired by Vice Rector	

		How	By Who	When
	Monitor adoption & implementation of new internal regulations on University H&S organization, guidance, procedures and training at all levels	a) General (fire/earthquake drills) b) Specific environmental (waste disposal/pollution control) c)Specific occupational (lab H&S)	of Academic Affairs up to establishment of new Department of Environment, Health & Safety, & subsequently the Director of that Department.	Q4 2014: Status report & annually thereafter
2	**Researchers Rights and Responsibilities**	**How**	**By Who**	**When**
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 Ethics Committees and the Deans.	On-going. Q3 2015: Basic guide on-line. 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 Ethics Committees.	On-going Q2 2015: Basic guide on-line. Follow-up supplementation as required
2.1.3	Examine feasibility of University-wide research training induction course	Collate materials for core modules; draft report for consultation	Vice Rector of Academic Affairs, in consultation with Deans and the Bioethics course organizers	Q4 2015
3	**Intellectual Property Rights**	**How**	**By Who**	**When**
3.1	Clarification of 'third mission' with specific reference to IPR and development thereof	Policy document (based on mapping of current knowledge transfer/public engagement actions, impact assessment & SWOT analysis).	Rector, in consultation with Research Secretariat, Property Management Services, Legal Services	On-going. Q4 2015 Status report.
3.2	IPR: researchers to be directly informed of contractual and legal rights and obligations as set out in the new internal regulations	Monitor adoption & dissemination of detailed code provisions in new internal regulations &associated IPR provisions (ELKE).	Research Secretariat in consultation with Legal Services.	Q2 2015; Status report. Follow-up as required
3.3	IPR: development of guidance and support services	Follows 3.2. See also 4.4 & 4.5. + follow-up inter-institutional links in access to existing expertize & commercialization support services (TTO & incubator facilities)	Rectorate, in consultation with Research Secretariat, Property Management Services, Legal Services	Q3 2015: Status report.
4	**Researchers' Position & the Research Environment**			

	Actions	How	By Who	When
4.1	Policy statement on research and strategic objectives	Drafting based on current profiles as well as objectives	Rector, in consultation with Research Committee.	In progress (see also 3.1) New target: Q1 2015
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	Q4 2015: Status report
4.3	Simplify fixed-term contract descriptors and reconcile these with EC descriptors for researchers	Profiling (See also 5.3)	Research Secretariat & HR	On-going. Target Q4 2016
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)	Establish new unit (ELKE Helpdesk) within the Research Secretariat for research calls; to coordinate with Liaison Office (DASTA) for scholarship opportunities targeting young researchers	Pending: staff HR dependent TBA
4.5	Improve support services in proposal preparation and project management (ELKE Help-Desk)	Research support services - to utilize & develop existing expertise (see also 4.4)	Research Secretariat	Pending: staff HR dependent TBA
4.6	Upgrade university-wide mobility support services for researchers (EURAXESS Help-Desk)	Improve central information resources and services of the EURAXESS Help Desk.	Planning & Development Directorate in consultation with Research Secretariat and International Office.	Q3 2015: Upgrades fully implemented
4.7	Promote the University's Young Researchers' Award	Improve visibility - visual materials, website & other media	Vice Rector for Academic Affairs in consultation with Planning & Development Directorate, Public Relations, & ICT/web services.	Q2 2015 (call & award ceremony)
4.8	Promote research & teaching achievements (all levels)	Highlight on website all awards/achievements of the University's researchers (all levels), including the University's own research & teaching awards, and develop as far as possible the University's internal financial awards schemes.	Vice Rector for Academic Affairs in consultation with PR & ICT/web services.	Q3 2015: Status report

		How	By Who	When
4.9	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	Pending: HR dependent TBA
4.10	Provide guidance package based on the results of 4.9	Based on 4.12 review	University Legal Services	As above
5	**Research Training & Professional Development**	**How**	**By Who**	**When**
5.1	Promote quality of doctoral training (policy development)	Consultation paper with policy statement & proposals for research training programme (see 2.1.3 above); guidance notes for new entrant graduate students	Vice Rector of Academic Affairs in consultation with QA Committee	Q3 2015: Consultation draft
5.2	Internal QA analysis to highlight strengths and weaknesses in doctoral training and existing departmental provisions	Internal evaluation reports analyzed (Part of the reference base for 5.1)	Departmental QA Committees, assisted by Directorate of Planning & Development	Ongoing. Q1 2015 status report & annually thereafter
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 HR, Research Services, Legal Services	Ongoing. Q2 2015: status report & annually thereafter
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	Ongoing. Q4 2014: status report & annually thereafter
5.5	Periodic evaluation of professional performance of established researchers	Review of quality indicators pending implementation of new legal provisions (long-term)	Vice Rector for Academic Affairs in consultation with QA Committee	Q4 2016: Status Report
EVALUATION		**How**	**By Who**	**When**
	HRS4R Action Plan to be embedded in QA procedures	KPIs agreed and wherever possible included in QA templates for internal review	QA Committee (MODIP)	Ongoing.
	External assessment after 4 years	For HRS4R per se	Independent external audit – to be determined	Q3 2016

2014		2015				2016			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2nd Action Plan adopted								HRS4R External Assessment	
	1.2; 1.3	1.1	1.2		1.2; 1.3	1.1			1.2; 1.3

			2.1.2.	2.1	2.1.3				
			3.2.	3.3	3.1				
		4.1	4.7	4.6; 4.8	4.2.				4.3
	5.4	5.2	5.3	5.1	5.4	5.2	5.3		5.4; 5.5