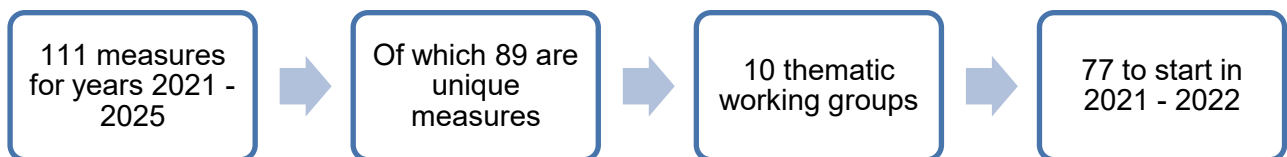


Implementation of the HR Award Action Plan in the first implementation period

Overview of implemented activities by working groups

The Faculty of Medicine has started the initial phase of the HR Award implementation process in 2019 with a thorough analysis and mapping of the current situation, preparation of a GAP analysis and a [development Action plan for 2020 - 2025](#). In the first half of 2023, a revision of the Action plan and an Interim assessment under the supervision of the European Commission is underway. This document summarises the measures implemented by working groups, into which 111 measures have been thematically divided



Working groups:

Informations about WG's at [FM MU HR Award website](#)

- Infrastructure (8 measures)
- Evaluation and remuneration (5 measures)
- Mobility (4 measures)
- Ethics (9 measures)
- Services and proceses (6 measures)
- Communication (10 measures)
- Career development (13 measures)
- Adaption (10 measures)
- Education (18 measures)
- Recruitment and selection OTM-R (6 measures)

1. Infrastructure

a) Research infrastructure

- [Dean's Directive on Research Groups a FM MU](#)
- [Presentation and list of research groups](#) (3/23 - 20 groups established)
- [Presentation of services offered by FM MU departments](#) is in progress

b) Virtual mobility support

- Audit of pandemic-related equipment needs and equipment replenishment (2020)
- Establishment of a Faculty [Welcome office](#) within the Office for Research and Quality
- Expansion of [International Office MU](#) services
- Regular collection of equipment requests in bulk within Central Purchasing (INET application)
- Inclusion of MU into the [EDUC network](#) – European Digital UniverCity
- Inclusion, certification and active membership of FM MU in relevant organisations

[Spark Global](#) – collaboration with Stanford University. Active participation in the Spark Europe (webinar series) programme to support translational research SPARK. FM MU became a member of the SPARK Global network at the beginning of June 2021

[Orpheus](#) - Organisation for PhD Education in Biomedicine and Health Science in the European System (FM MU certified and incorporated in autumn 2021)

c) Shared space for PhD student group work

- Provided rooms at [4 departments of the faculty](#)

d) Equipment of the faculty for the needs of parents with small children

- In 2022, 4 changing tables were placed in publicly accessible areas of the campus, including the marking of rooms in the campus premises (11 in total), an inspection and complete inventory was made (7 women's, 2 men's, 2 non-binary), and now the transcription into the MU Compass application is in progress.
- Room for nursing mothers set up in 2022 in the Department of Health Sciences - cancelled 2/2023 due to department capacity - campus faculty are negotiating new, shared, publicly accessible spaces

e) Security Audit of UKB 2022

- https://is.muni.cz/auth/do/med/web_if_mu/veda_a_vyzkum/hr_award/dokumenty/is_hrs4r_2023/infrastruktura/2022_Security_audit_UKB_FM_MU.pdf

f) Updating the classification of positions at FM MU according to the risk level

- [Decision of KHS \(Regional Hygiene Station\)](#) on the basis of the request of FM MU to classify selected works into categories according to their risk level

2. Evaluation and remuneration

a) Regular evaluation of workplace performance

- Dean's Office staff evaluation system created, fully implemented and digitalized
- Collaboration on the development and redesign of the EVAK (Evaluation of the Academic Staff) application
- Pilot implementation of EVAK application – evaluation of academic staff at 8 theoretical departments and 2 clinical departments
- Ongoing collaboration with the University hospitals and efforts to bring individual assessment systems into alignment with each other
- **Internal evaluation of research and PhD studies at FM MU (2022) - [link](#)**

In 2022, [the first internal faculty-wide evaluation of research and PhD studies took place.](#)

Based on the evaluation, the 12member ISAB, (International Scientific Advisory Board) composed of internationally renowned experts, made recommendations for the further strategic direction of the faculty and the development of research and doctoral studies.

The outcomes and subsequent proposals for implemented activities resulting from the evaluation are closely linked to the HR Award Action Plan.

b) Budgetary rules

- Budget rules written in the [Handbook for Heads](#) and on the [Employee Portal MU](#).
- Regular training in the area of budget rules for senior staff is organised by the FM MU Bursar and [records of individual training sessions are available](#) on the Employee Portal MU.
- A review of the remuneration system has been initiated and a draft of new rules for calculating personal remuneration has been created.
- Systemisation and system of positions is being created.

c) Internal Grant Agency (InGA) FM MU

- 2 new internal research support schemes:
 - [LF Accelerate](#) - support for applied research
 - 2021 first call - 3 scientists supported (1 female, 2 male)
 - 2022 (evaluation process digitalized) 3 scientists supported (2 female, 1 male)
 - [Postdoc](#) – support for junior researchers with significant international experience
 - [In 2023 FM MU will welcome its first postdoc](#) from the Marie Skłodowska-Curie Actions: Postdoctoral Fellowships programme

3. Ethics

a) Gender balance

A [Gender Analysis of FM MU was prepared](#) as a basis for the [MU Gender Equality Plan](#), which is now set for 2022 - 2024 and its activities are continuously being implemented.

An analysis of the loss of women during the career is underway - a survey of relevant available documents and guidelines, interviews with supervisors have been conducted, followed by interviews with students.

MU Career restart grant for scientists who have interrupted their research career, for example due to parental leave or other major reasons, has been awarded to [3 female scientists at FM MU in 2021](#) and [2 female scientists in 2022](#).

b) The Code of Ethics and Complaints

The familiarisation takes place during the adaptation of new employees - included in adaptation documents, adaptation training and on the Employee Portal.

As part of the digitalization, the launch of the Familiarization with Regulations application is being prepared to ensure compliance with the internal regulations of the Faculty of Medicine and Masaryk University.

[Project Safe Faculty](#) – information project of FM MU addressing the areas of ethical issues, emergencies, social safety and sustainability. It contains information for staff and students and links to various information resources.

A Methodology for [the Prevention of Sexual Harassment at MU](#) has been developed, contact persons at FM MU have been identified and trained, and a training course under the auspices of CERPEK "Respect to the Ground" has been running since 2022.

Established a university-wide [Rights Protection Office](#) and appointed an Ombuds at MU from 1 April 2023

[Directive MU Protection of rights](#) from 1 April 2023. New [university website under construction](#) for submissions under rights protection, including anonymous submissions.

Psychological counselling for employees

Psychological counselling is available to MU employees as one of the employee benefits from 1 April 2023. Employees can take advantage of up to 3 consultations free of charge. Informations are at [Employee Portal MU](#) an were communicated to all FM MU employees.

c) Open Access

Established Core team of OA RMU and implementation group (representatives of all faculties). The faculty has a [specialist and contact person for OA](#).

[MU Open Access Strategy](#) approved 11/2022 and an action plan for this area was created. To spread awareness of the new strategy and the [OA area, a roadshow was held](#) across the faculties.

At FM MU the responsible contact person for the OA area and the [faculty R&D website](#) is regularly updated with information and support.

Good practice / ethics of scientific work - [a workshop on](#) Research Data Management organised for Faculty of Medicine by the MU Scientometers team took place, a recording and presentation of which is made and communicated. Good practice in scientific publishing is also anchored [on the faculty website](#).

d) Use of Research ID

- [MU Instruction No. 1/2021](#) - Open Researcher and Contributor ID
- Monitoring of creation and usage statistics in IS MU
- Conducted an information campaign on employees
- Support for employees is provided by the Research and Quality Office – Information is available and regularly updated on the [faculty R&D website](#) and on the Employee Portal
- Used by 58 % (594) of 1019 teaching staff by 4/2023

e) Dissemination of outputs of the MU project Improving prevention of plagiarism in student work

- Disseminating to relevant target groups
 - o [Scientific Publishing website](#)
 - o [Doctoral studies website](#)
- MU is a [member of ENAI](#) (European Network for Academic Integrity)

4. Mobility

a) Mobility support

- Published [Measure of the Dean 6/2021 Scholarship Programmes of FM MU](#) - new scholarship programme to support student mobility within the doctoral study programme
- The Faculty has a contact person who manages the foreign mobility agenda, provides individual counselling, cooperates with individual university departments and cooperates with partner faculties and other institutions.
- Employees are regularly informed about calls on the website, through mass emails, newsletter and at staff meetings.
- Funding from internal development programmes (RMU) are utilised.
- New bilateral agreements are maintained and established.
- Supporting information for students and staff:
 - <https://www.med.muni.cz/en/students/student-mobility-programmes>
 - <https://portal.muni.cz/med/o-mne/osobni/moznosti-vyjezdu-do-zahranici>
 - <https://czs.muni.cz/>

In 2021, **4 foreign lecturers physically** came to the faculty, **11 foreign lecturers delivered their lectures online**; **2 employees of foreign universities** participated in the so-called Erasmus+ training, **4 employees came within the CEEPUS** programme. **38 academics, 26 PhD students and 24 non-academic staff travelled abroad** from the FM MU.

In 2022, **30 foreign lecturers came to the Faculty of Medicine**; **8 employees of foreign universities participated** in the so-called Erasmus+ training. **295 academics, 68 PhD students and 20 non-academic staff travelled abroad** from the FM MU.

b) Sabbatical leave

- Information on the possibility of drawing [placed on the Employee Portal](#).
- Collaboration within the University Working Group (as of 4/2021).
- A review of faculty usage was conducted.
- Discussions are underway to develop faculty arrangements and simplify conditions for drawdown.

5. Services and processes

a) Administrative processes and their digitisation

The inventory and description of internal processes was created as part of the creation of the [Handbook for Heads](#) - on the basis of an internal audit, the MU Faculty of Medicine Organisational Regulations and a survey of needs in internal communication and information, which were processed into a handbook, subsequently computerised into the content of the Employee Portal and made available in a relevant form to target groups on the basis of grouping:

- Employee
- Head
- Science and research
- Teaching
- New employee

The process for the training, adaptation and evaluation of academic and non-academic staff is written down and gradually formed into process maps.

- Process maps non-academic: <https://is.muni.cz/go/4b07n0>
- Process maps academic: <https://is.muni.cz/go/j0zbzs>

Digitalized processes:

- Audit of supervisors
- Publication fund support application (application for drawing on the fund)
- Managing travel orders
- Request for graphic support
- Evaluation of internal grant agency of FM MU
- Handbook for Heads

Digitalized HR processes:

- Bonus proposals (NOD) - During 2021, in collaboration with the project department, transition to an e-form of NOD from project resources. Now e-proposals absolutely predominate (over 90 %); paper proposals only when justified (especially during the closing period due to the quickly visible impact on individual project and contract budgets).
- **Suggestions for closure and changes to the contractual agreements (DPP/DPČ)** - Pilot run at selected workplaces, Personnel Office cooperation on the development of the application within the RMU working group. Expansion of the pilot to other workplaces in 2022 and transition to e-proposals at all FM workplaces in 2nd half of 2023.
- **Proposals for changes in labour relations (NZ PPV)** - Pilot running at selected workplaces, in 2022 expansion of the pilot to other workplaces, in the second half of 2023 transition to e-proposals at all workplaces of FM MU. Cooperation of PersO on the development of the application within the RMU working group.

- **Evaluation of Academic Staff (EVAK)** - Pilot run at selected workplaces, cooperation of Office for Research and Quality on the development of the application within the RMU working group.
- **Evaluation of non-academic staff (Dean's Office)** - In cooperation with IS and RMU, the application has been modified according to the needs of the Faculty of Medicine, in late 2021 the evaluation was launched for the entire Dean's Office + special purpose departments. New assessment launched in 2022 with modifications incorporated (feedback from 2021 run).
- **Staff exit slips** - During 2021 converted to e-form, INET application (Economic and Administrative Information System of MU) used for general document approval.
- **Requests for recharging of salary funds** - During 2021 converted to electronic form; non-electronic form only in justified cases (especially during the closing period due to the quickly visible impact on the budgets of individual projects and contracts), INET application used for general approval of documents.
- **Employee Adaptation** – FM MU HR team cooperation on application development within the RMU working group.
- **Employee training and development** - Employees have the opportunity to use the SEDUO online training portal. Up-to-date training information is posted on the Employee Portal. The first e-guide (evaluation of non-academic staff) has been created. At the beginning of 2022, the first e-guidance will be available. Training record (budget rules, bursar Ing. Sellner). Cooperation between Personnel Office and Office for Research and Quality to create a platform for MU training.
- **Recruitment** - Collaboration of the Personnel Office on the development of the Jobs.MU application for recruitment
- **Statements of Agreements** - In 2022, pilot operation of el. Agreement statements at selected workplaces, planned pilot of data transfer from INET to Magion at the end of the year, introduction of e-statements from 1/2023.

b) Strengthening the administrative support of the departments

- [The Office for Research and Quality](#) provides comprehensive support for scientific activities, for which it continuously strengthens its staff (e.g. manager for technology transfer, organizational officer) and expands its services - Accreditation and evaluation of study programmes, Applied research and intellectual property, Science evaluation, HR Award, Science communication, Open Science, Support for excellent publications, Reporting of R&D results, Welcome office, Foreign PhD and foreign internships.
- [The Grant office](#) was created at the beginning of 2022 by merging the National Projects Department and the International Projects Department. It provides project support in the preparation and implementation of all types of funding and grants at FM MU. It works with those interested in their own project from the first idea to the last dot of the final implementation report. The international project team has been strengthened in recent years by two project managers and two financial managers, the national project team by

two project managers. In 2023, the department is planning further significant staff reinforcements, also in view of the success in the Horizon Europe Teaming for Excellence call for projects.

- [The Communication and External Relations Office](#) was strengthened by the addition of a Communication Manager, a Junior Academy Coordinator and a Graphic Designer. The department provides graphic support for academic and non-academic staff. It also has new management from 2022
- [The Personnel Office](#) expanded by adding a Training Coordinator and a Recruitment Specialist.

c) Increasing support of the Grant Office

- The project departments were merged into one and the Project Support Strategy was created
- Redistribution and rationalisation of project agendas
- The project department [website was updated](#)
- Ongoing training and individual consultations for applicants
- The Project Support Unit is continuously reinforced in terms of staff (see point b)
- Project support communication strategy developed (News, Grant News, Project Breakfasts)
- Since 2022, the Project Support Unit and the Research and Quality Unit have joined the Czech Association of Research Managers and Administrators [CZARMA](#) (member of EARMA), where they are active in working groups.

d) Digitization of teaching-related agendas

- Ongoing continuously from the side of the MU Institute of Technology and IS MU (Information System MU).
- Cultivation of online teaching and use of new electronic tools (besides MS Teams with IS MU and other IS MU tools also Kahoot, Slido.com, license for Socrative.com purchased) and methodological support for teaching; 2021 secured and 2022 renewed license for Nursing Reference Center Plus.
- [KviS](#) - interactive teaching support (4/2022).[KviS](#)
- Cultivation of the preparation of final theses and organization of the State final exam (consistent computerization, template, guidelines), preparation of new methodological guidelines - update of electronic publication.
- Electronization of promotion processes of FM MU for applicants - undergraduate and postgraduate studies (open day, video recordings for presentation of study programmes, podcasts, video chats with applicants, PhD day).

- Digitalization of the process of recognition and registration of diplomas of foreign PhD students.

e) Internal reporting system

- Setting up indicators and reporting on the fulfilment of the MU Faculty of Medicine's Strategic Plan (2021).
- Created a system for reporting data on recruitment at FM MU (2022).
- Preparation of MU Data Warehouses is underway in cooperation with RMU (2023).

6. Communication

a) Linking the HR Award Action Plan with the FM MU Strategic Plan 2021-28

- The HR Award Action Plan has been created and is fully linked to the strategic priorities of the Faculty.

b) Creation and communication of R&D strategy at FM MU

- [Created new website for the entire Science and Research section](#) regularly updated and communicating available support, news, opportunities, interviews and success stories.
- Twitter [Science@MEDMUNI](#) (as of 12/2021)
- Created 2 PR videos to promote science and research and for prospective students
 - English:
 - [Science at MED MUNI](#)
 - [Generation MED MUNI](#)
 - Czech:
 - [Věda na MED MUNI](#)
 - [Generace MED MUNI](#)

c) Internal communication

Information materials for employees, internal marketing of the available support:

- [Handbook for Heads, Handbook of Doctoral Studies at FM MU](#)
 - Employee Portal of MU continuously developed in cooperation with faculty coordinators [Launched at FM MU in January 2022](#) together with faculty signposting and content.
 - [Employee newsletter](#) (regular communication of information from dean's departments)
 - Yammer - [Doctoral studies at FM MU](#), [Science and research at FM MU](#), [FM MU employees](#)
 - [Code of email communication](#)
 - Adaptation training for new employees in CZ and EN
 - Professional adaptation training for academic staff (start 2023)
 - Internal communication policy written and communicated regularly
 - [Internal communication promoted](#) in other relevant trainings organised by the FM MU Dean's Office
 - Traffic of all online channels is measured and their effectiveness is continuously evaluated.
- Regular meetings on news in research - R&D Forum
 - [May 2020](#)
 - Research groups and their positions within the organisational structure of FM MU
 - Internal grant agency of FM MU
 - Plan for the development of the scientific environment at FM MU (as part of the implementation of the HR Award)

- [June 2021](#)
 - News in HR Award – implementation period - working groups
 - Support for applied research at FM MU – foreign lecturer: Prof. Dr. Craig Garner, Charité Universitätsmedizin Berlin
- February 2022
 1. Evaluation and Development Talks
 2. Internal Research and PhD Evaluation
- February 2023
 1. follow-up meeting on research and doctoral evaluation outcomes with all stakeholders

7. Career development

a) Career paths

- Analysis of career paths at Czech and foreign universities
- MU Career Pathways workshop
- FM MU career paths proposal approved by the 6/22 at faculty management meeting

b) Revision of standards and processes for PhD students

- [PhD handbook in CZ](#) and EN (published 2020, updated 2022)
- New R&D website - [Doctoral Studies section](#)
- Yammer [Doctoral studies at FM MU](#)
- New strategy for PhD studies in preparation (RMU)
- Training for PhD supervisors - [PhD SUPERS](#)
- MU Faculty of Medicine [Directive No. 5/2021 Guidelines on the formal requirements of dissertation theses prepared at MU Faculty of Medicine](#)

c) Programmes to support junior positions

- New schemes of Internal grant agency InGA FM MU
 - [Postdoc](#) - support for junior researchers with significant international experience
 - [Start-up](#) - Start-up grants - support for pilot projects of new research programmes.
 - [LF Accelerate](#) - support for applied research
- Support for the establishment of [research groups](#)
 - Junior research group - conditions for new outstanding young scientists to establish their own research group at FM MU. This form of support is intended primarily for junior scientists with significant international experience.

d) Supporting knowledge sharing between junior and senior researchers

- [PhD Day](#)

- [BIOTOP Seminars](#)
- [SPARK Europe Webinar Series](#)
- Grant Breakfasts
- Principal Investigator [Seminars](#) (organized by CEITEC MU, participation of our PIs)

e) Management skills development

- CERPEK [management skills courses](#)
- Courses on conducting evaluation interviews - initial specialized workshop before starting this proces within the R&D Forum and all managers (evaluators) trained each time before the start of a new evaluation phase. In case of need individual consultations are provided.
- [Research group leaders attended the EMBO Laboratory Leadership Course](#) organised by the Personnel Office and the Office for Research and Quality. The course fees were mostly covered by the internal project of Masaryk University to support strategic management.

f) Mentoring

- Information on the [Employee Portal](#) and analysis of interest
- Inclusion of FM MU in the [international EUMENT network](#) (3/2021)
- Regular offer of [CERPEK Mentoring](#)
- Cooperation and sharing of CEITEC MU mentoring events
- SPARK [Joint Mentoring Events](#)
- Gradual expansion of mentoring in individual doctoral programmes

g) Talent management

- [Talent program CERPEK](#)

h) University activities

Career Code at the university level has not been developed, there was established a working group under the lead of the Vice-rector for personnel and academic affairs at MU, and will be developed and published in 2024

The university has now approached this area by creating a methodology to support the career pathways for researchers. MU published at the end of 2022 [the Guideline Career system at Masaryk University](#), which provides information and guidance for employees on career development and career growth. It offers motivational elements, counselling, consultancy support, and self-assessment tools for career development and growth.

A [PostDoc Policy has been developed](#) and a university methodological sheet Principles and Recommendations for PostDoc Management at MU has been issued, which sets out procedures and criteria for the employment of staff working in postdoctoral positions in accordance with the principles of The European Charter & Code for Researchers.

8. Recruitment and selection

a) Creation of a faculty recruitment policy

- The Personnel Office of FM MU has been strengthened by the addition of a recruitment specialist - ensures compliance with recruitment standards, assistance with the preparation and conduct of the entire selection procedure.
- Cooperation on the [Regulations on Competitive Selection Procedures at Masaryk University](#) (published as of 1.1.2023)
- In 2022, the faculty was developing an internal methodology for recruiting new employees according to the OTM-R. A faculty recruitment policy was developed following the university Regulations on Competitive Selection Procedures. Created methodology respecting the OTM-R recruitment policy has been issued in [Dean's Directive 3/2023 Rules of Selection procedures at FM MU in Czech](#) and [English](#). An internal handbook has also been created for this policy to guide the work of personnel office staff. Information about the selection procedure is published on the [FM MU official notice board](#) and on the [faculty website](#).
- The content and wording of advertisements have been cultivated and regular consultations are provided in this area by recruitment specialist.
- Development of HR marketing:
 - Advertisements on social media in line with MU's standard visual style.
 - Advertising on foreign portals
 - Participation at the job trade fairs

b) Recruitment quality control system

- A system for evaluating candidates using criteria was created.
- Ongoing collection of feedback from candidates in selection procedures
- A system for reporting recruitment data has been developed. Ongoing on an annual basis from 2022.

c) Training of members of selection committees

- Training of committee members in the new way of conducting the selection process and competency assessment takes place in person by the recruitment specialist from 3/2022 (started with recruitment of postdocs)
- Collaboration on the preparation of university-wide e-learning for members of selection committees, the completion of which is mandatory for each committee member from 2023.
-

9. Education (Training and development)

a) Establishment and implementation of a system of training and development

- The Personnel Office expanded in 2021 with the addition of an Training Coordinator.
- A training needs mapping has been carried out and the training plan is continuously implemented together with the activities of the HR Award Action Plan.
- Created a system of development and training, description of processes and its evidence – process maps.
 - Process maps non-academic: <https://is.muni.cz/go/4b07n0>
 - Process maps academic: <https://is.muni.cz/go/j0zbzs>
- [Created an information page on the Employee Portal](#), where all available trainings and courses for FM MU employees are communicated.
- Training offers are regularly communicated through mass emails, newsletters, news on the website and Portal and Yammer, also the UKB premises are used (screens).
- Providing and gradual implementation of training of academic staff according to AP HRA.
- Collaboration on the implementation of a university-wide platform for education, which will enable systematic work in the field of development and education at the university, including the establishment of rules for uploading educational offers, rules of access and registration of the activities carried out.
- Created IS application "Training" for embedding simple training videos (for now, support of technicians is needed).

Education at university level

[Institutionalisation of development and training at MU level and creation of a common platform for staff training at MU](#)

In March 2022, the existing MU Centre for the Development of Pedagogical Competences was transformed into a new Centre for the Development of Competences (CERPEK). This expanded the educational portfolio in terms of the form and content of the courses provided so far, in line with existing and transferable foreign practice and in relation to the needs of individual target groups.

b) Evidence of training and courses provided/offered

Summary of relevant in-person/online trainings and courses related to AP HRA activities in 2020 - 2022 in total number with the number of participants for FM MU.

Training offered and provided to employees:

Training offered and provided to employees	2020		2021		2022	
	Number of trainings	Number of participants	Number of trainings	Number of participants	Number of trainings	Number of participants
Academic Writing and Publishing	11	163	17	166	36	158
Data and IT security	2	6	1	0	5	9
Dissemination of Research Results and Open Access Policy	2	6	6	14	8	42
Grant Applications and FundingProject Standards and Project Management,	4	6	59	150	35	64
Knowledge Sharing Activities, Interdisciplinary Workshops	4	25	21	140	44	272
Lanugage Competencies for Dean's Office			2	57	3	59
Language Competencies for Teaching	4	8	3	16	4	3
Publication Ethics, Co-authorship, Intellectual Property and Plagiarism	7	29	5	3	2	3
Teaching	15	1	34	20	15	5
Training for PGS Supervisors	4	21	11	19	2	0
Managerial Skills Development	1	5	12	15	10	13
Ethical and Professional Aspects (MU Code of Ethics)					6	6
Evaluation Interview Training for Evaluators and Admins			1	11	11	27

Online courses offered to employees:

Area of training	TOTAL NUMBER OF COURSES
Publication Ethics, Co-authorship, Intellectual Property and Plagiarism	11
Training for PGS Supervisors	1
Data and IT security	4
Ethics in Biomedical Sciences	7
Project Standards and Project Management	1
Internal ORM-R Methodology	1
Dissemination of Research Results and Open Access Policy	5

10. Adaptation

a) Adaptation process for new employees

- Adaptation process at FM MU is described in process maps:
 - Process maps non-academic: <https://is.muni.cz/go/4b07n0>
 - Process maps academic: <https://is.muni.cz/go/j0zbzs>
- Created a new employee onboarding support template "[Adaptation Plan and To Do List](#)", a new colleague onboarding and adaptation guide that managers can use to facilitate the onboarding process for new employees in their department.
- Developed an "Adaptation List" for new employees ([CZ](#) and [EN](#)), which contains important introductory information, contacts and links.
- Adaptation training for new non-academic staff (organised in CZ from 2021, EN from 2022 based on individual demand)
 - Information about the faculty
 - Orientation on campus
 - Benefits
 - IT services
 - Ethical values
 - Information sources (websites, Employee Portal, Yammer) and IT systems (Inet, IS)
- Professional adaptation training for academic and research employees was held for the first time in February 2023 - 62 participants. From September 2023 it will take place at the beginning of each semester and will also be open to existing staff. Training Curriculum:
 - Operational and administrative information from the Dean's Office
 - Publications and plagiarism
 - Open Science and Data Management
 - Intellectual Property
 - Introduction to the student agenda (working with IS for lecturers)
- Work is underway to electronize the adaptation process in cooperation with the RMU and the Institute of Computer Science (UVT) MU.

b) Information materials for employees

- [Handbook for Heads](#)
- [Employee Portal](#)
- Collaboration on university information materials and their updating
 - [Brochure for new employees](#)
 - [Handbook for parents](#)