



unIMC
UNIVERSITÀ DI MACERATA

l'umanesimo che innova

STRATEGIC ACTION

**Human Resources Strategy for Researchers incorporating
the Charter and Code and the OTM-R principles**



HR EXCELLENCE IN RESEARCH

Years 2021-2024

Area 1

Ethical and professional aspects

Action 59: to organize an event (workshop, webinar, etc..) on the topic of Research freedom and elaborate a UNIMC Manifesto on the theme.

GAP Principle(s): Research Freedom

Timeframe for implementation: December 2021

Indicator(s)/target value(s):

- event organized (on/off)
- N° of participants / 60
- UNIMC Manifesto on research freedom elaborated (on/off)

Responsibility for implementation: Grant Office, in collaboration with Vice Rector for Research

Action 60: to organize an event (workshop, webinar, etc..) named “Build your future as European Researcher” with the aim of promoting the pillars of the EU research policy. This event will target graduates, Early Stage Researchers and experienced researchers.

GAP Principle(s): Professional responsibility, Professional attitude

Timeframe for implementation: December 2021 + tutorial (March 2022)

Indicator(s)/target value(s):

- no. of events organized / 1
- no. of participants / 50

Responsibility for implementation: Vice Rector for European Charter and Code for Researchers, in collaboration with Grant Office

Action 61: to purchase anti-plagiarism software in order to support Research integrity and tackle the practice of plagiarism. This action will be conducted in synergy also with the student administration offices (in order to check degree thesis, doctoral thesis, research outputs).

GAP Principle(s): Professional responsibility

Timeframe for implementation: March 2022

Indicator(s)/target value(s): software acquired (on/off)

Responsibility for implementation: Vice Rector for University Library System in collaboration with University Center for Library Services.

Action 62: to adopt UNIMC policy on Open science

GAP Principle(s): Accountability

Timeframe for implementation: December 2021

Indicator(s)/target value(s): UNIMC policy on Open Science adopted (on/off)

Responsibility for implementation: Vice Rector for University Library System, in collaboration with Vice Rector for European Charter and Code for Researchers and Vice Rector for IT services (Grant Office, IT Service Centre and University Center for Library Services)

Action 63: to elaborate a Vademecum (guidelines), intended for researchers, on how to manage and store research data, in compliance with the GDPR regulations and FAIR principles.

GAP Principle(s): Accountability, Good practice in research

Timeframe for implementation: December 2021

Indicator(s)/target value(s): Vademecum elaborated (on/off)

Responsibility for implementation: Vice Rector for University Library System, in collaboration with Vice Rector for Research, IT Service Centre and DP Office

Action 64: to set up a support service for researchers for the drafting of the Data Management Plan, which is often requested in research funding programs

GAP Principle(s): Accountability, Good practice in research

Timeframe for implementation: December 2022

Indicator(s)/target value(s): support service established and appointment of contact person at UNIMC (on/off)

Responsibility for implementation: Vice Rector for University Library System, in collaboration with University Center for Library Services

Action 65: to elaborate a policy on the theme of Responsible Research and Societal engagement (i. e. stakeholder engagement, citizen engagement and science communication).

GAP Principle(s): Professional responsibility/Dissemination, exploitation of results

Timeframe for implementation: June 2022

Indicator(s)/target value(s): UNIMC policy on Responsible Research and Societal engagement elaborated (on/off)

Responsibility for implementation: Grant Office, supported by Vice Rector for European Charter and Code for Researchers

Action 66: to elaborate a Vademecum for all newly hired researchers, which make explicit rights and duties in terms of research approach, including the European research policy which UNIMC is inspired by.

GAP Principle(s): Contractual and legal obligations

Timeframe for implementation: December 2022

Indicator(s)/target value(s): Vademecum elaborated (on/off)

Responsibility for implementation: Research Office, in collaboration with Human Resources Office and Grant Office

Action 67: to organize at least 3 institutional initiatives or events, aimed at communicating research and Third mission results and targeting professionals and businesses.

GAP Principle(s): Dissemination, exploitation of results + Public engagement

Timeframe for implementation: December 2023

Indicator(s)/target value(s):

- No. of events organized / 3
- No. of participants /100

Responsibility for implementation: Industrial Liaison Office, supported by Communication and Media Office

Action 68: to create in the weekly UNIMC newsletter a specific section describing prizes /recognitions/awards achieved by UNIMC researchers

GAP Principle(s): Recognition of the profession + Public engagement + Dissemination, exploitation of results

Timeframe for implementation: December 2023

Indicator(s)/target value(s): specific section created (on/off)

Responsibility for implementation: Communication and Media Office

Action 69: to launch a periodic appointment as part of the programming of UNIMC Radio station (Radio RUM) dedicated to science communication, including communication of the main research activities to the general public

GAP Principle(s): Public engagement + Dissemination, exploitation of results

Timeframe for implementation: December 2021

Indicator(s)/target value(s): n° of radio plays/1 per month

Responsibility for implementation: Communication and Media Office, in collaboration with Vice Rector for Communication

Action 70: to encourage researchers to specify the relevance of their research outputs with regard to Sustainable Development Goals (within the specific institutional repository of research outputs named IRIS)

GAP Principle(s): Professional responsibility

Timeframe for implementation: December 2022

Indicator(s)/target value(s): % of new research outputs included in the institutional repository with definition of relevant SDGs/30%

Responsibility for implementation: Research Office, in collaboration with Vice Rector for strategic planning, accounting and management control.

Action 71: to launch a call for proposals aimed at promoting teaching in a foreign language, preferably in official courses and in English, at foreign universities, in order to enhance the teaching capacity and internationalisation of the UNIMC Faculty (in synergy with on-going Erasmus programs)

GAP Principle(s): Value of mobility, teaching

Timeframe for implementation: December 2022

Indicator(s)/target value(s): call for proposal launched (on/off)

Responsibility for implementation: Internationalisation Area, in collaboration with Vice Rector for Internationalisation

Action 72: to define with UNIMC departments a common strategy for enhancing the international dimension of researchers' publications (for example through reward contributions or incentives or services such as proof-reading or coverage of submission fees).

GAP Principle(s): Research environment

Timeframe for implementation: December 2022

Indicator(s)/target value(s): common strategy elaborated (on-off)

Responsibility for implementation: Vice Rector for Research and Vice Rector for Internationalisation, in collaboration with departmental research offices.

Action 73: to strengthen measures for supporting with specific funding the international mobility of doctoral students through ad hoc calls for applications

GAP Principle(s): Funding and salaries + Research environment + Value of mobility

Timeframe for implementation: December 2023

Indicator(s)/target value(s): no. of calls for applications launched / 3

Responsibility for implementation: Doctoral School's Director, in collaboration with Vice Rector for Internationalisation

Action 74: to organize at least 3 training events about methodologies for conducting interdisciplinary research.

GAP Principle(s): Professional responsibility + Value of mobility

Timeframe for implementation: December 2023

Indicator(s)/target value(s):

- no. of training events organized / 3
- no. of participants /60

Responsibility for implementation: Grant office, in collaboration with Vice Rector for Research and Vice Rector for European Charter and Code for Researchers

Action 75: to promote interdisciplinary research or education projects and initiatives, with a particular focus on humanities and STEM collaboration and attention to the involvement of ESRs

GAP Principle(s): Professional responsibility + Value of mobility + Research environment

Timeframe for implementation: June 2022

Indicator(s)/target value(s): no. call for proposals launched / 1

Responsibility for implementation: Grant office, in collaboration with Vice Rector for European Charter and Code for Researchers and Vice Rector for Internationalisation.

Area 2

Selection and recruitment

Action 76: to elaborate a regulation for the recruitment of research fellows

GAP Principle(s): Recruitment + Recruitment (Code)

Timeframe for implementation: December 2021

Indicator(s)/target value(s): regulation approved by academic bodies (on/off)

Responsibility for implementation: Research Office, in collaboration with departmental research offices.

Action 77: Review the regulation for the recruitment of post-doc researchers (assegni di ricerca), so that it is in line with the principles of OTM-R (Open Transparent Merit based-recruitment)

GAP Principle(s): Recruitment + Recruitment (Code)

Timeframe for implementation: December 2021

Indicator(s)/target value(s): revised regulation approved by academic bodies (on/off)

Responsibility for implementation: Human Resources Office, in collaboration with departmental research offices.

Action 78: to standardize the recruitment process, at all stages of recruitment process and for all the various researcher positions.

GAP Principle(s): Recruitment, Recruitment (Code)

Timeframe for implementation: December 2021

Indicator(s)/target value(s): Quality Handbook released (on/off)

Responsibility for implementation: departmental research offices.

Action 79: to organize a training and awareness event on OTM-R principles aimed at both researchers and administrative staff, dealing with recruitment process.

GAP Principle(s): Recruitment + Recruitment (Code)

Timeframe for implementation: December 2022

Indicator(s)/target value(s):

- no. of organized events / 1
- no of participants / 30

Responsibility for implementation: Grant office, in collaboration with Vice Rector for European Charter and Code for Researchers

Area 3:

Working conditions and security provisions

Action 80: to ensure visibility on the University website of Early Stage Researchers (e.g. by expanding the Researcher Portal or setting up an ad hoc section within the institutional website (e.g. in the departments' or on the PhD School's webpages).

GAP Principle(s): Recognition of the profession

Timeframe for implementation: December 2022

Indicator(s)/target value(s): % of ESR with their own webpage in the institutional website/100%

Responsibility for implementation: Research Office, supported by Doctoral School's Director

Action 81: Identify a physical space dedicated to Early Stage Researchers (PhD students and postdocs), in order to facilitate networking and sharing of ideas and experiences.

GAP Principle(s): Recognition of the profession, Research environment

Timeframe for implementation: December 2022

Indicator(s)/target value(s): space identified (on/off)

Responsibility for implementation: Doctoral school's Director

Action 82: to set up and promote a psychological support service also aimed at Early Stage Researchers

GAP Principle(s): Research environment + Working conditions

Timeframe for implementation: December 2021

Indicator(s)/target value(s): psychological support service established (on/off)

Responsibility for implementation: Research office, in collaboration with Vice Rector for Equal Opportunities Policies

Action 83: to adopt a UNIMC Gender equality Plan

GAP Principle(s): Non discrimination + Gender Balance + Selection (Code)

Timeframe for implementation: December 2021

Indicator(s)/target value(s): Gender Equality Plan adopted (on/off)

Responsibility for implementation: Vice Rector for Equal Opportunities Policies

Action 84: to elaborate a gender budgeting of the University of Macerata

GAP Principle(s): Non discrimination + Gender Balance + Selection (Code)

Timeframe for implementation: December 2022

Indicator(s)/target value(s): no. of Gender budgeting elaborated /1

Responsibility for implementation: Vice Rector for Equal Opportunities Policies

Action 85: to organize a training course on "Gender Equality in Academia", both in the dimension of research (gender-oriented research) and for recruitment (possibly also within the training course "Gender, politics, institutions", already organized by UNIMC or as a brand new Summer School).

GAP Principle(s): Non discrimination + Gender Balance + Selection (Code)

Timeframe for implementation: December 2022

Indicator(s)/target value(s):

no. of organized training events / 1

no. of participants / 50

Responsibility for implementation: Vice Rector for Equal Opportunities Policies in collaboration with Vice Rector for Research

Area 4:

Training and professional development

Action 86: provide all staff with fundamental transversal skills with regard to the crucial aspects related to research. This will be done through the elaboration and dissemination of specific tutorials (also relying on Art. 11 project (national funds) recently won by the University) on the following topics:

- Ethics
- Research integrity
- Open access
- Research integrity / plagiarism
- International research standards
- how to generate impact research / stakeholder engagement
- exploitation / IPR
- communicating research to stakeholders and general public

GAP Principle(s): Continuing professional development + Access to research training and continuous development + Ethical principles

Timeframe for implementation: December 2022

Indicator(s)/target value(s): no. of tutorials / 8

Responsibility for implementation: Grant Office and Industrial Liaison Office, in collaboration with Vice Rector for Research

Action 87: to organize specific sessions for PhD students within the framework of the University Career Day. The sessions have a two-fold purpose: to showcase of their research outputs and to support job placement of PhD students.

GAP Principle(s): Access to career advice + Public engagement + Dissemination and exploitation of results

Timeframe for implementation: December 2023

Indicator(s)/target value(s):

- no. of organized sessions / 3
- no. of participants / 100

Responsibility for implementation: Industrial Liaison Office and Doctoral school, in collaboration with Vice-Rector for Placement

Action 88: To organize training events or tutorials regarding career orientation for PhD students at the end of the course (in collaboration with the Mentor club).

GAP Principle(s): Access to career advice, Career development

Timeframe for implementation: December 2023

Indicator(s)/target value(s):

- no. of organized events or tutorials / 3
- no. of participants / 70

Responsibility for implementation: Doctoral school, in collaboration with Industrial Liaison Office