

ACTION PLAN HRS4R STRATEGY

OCTOBER 2020

HOCHSCHULE FULDA UNIVERSITY OF APPLIED SCIENCES

<i>Proposed ACTIONS</i>	<i>GAP Principle(s)</i>	<i>Timing (at least by year's quarter/semester)</i>	<i>Responsible Unit</i>	<i>Indicator(s) / Target(s)</i>
1.3 Revision of Fulda University's Guidelines for Safeguarding Good Scientific Practice and translation in English	C&C Principle 2 Ethical principles	Q1 - Q3 2021	Legal Department and Research and Transfer	<ul style="list-style-type: none"> • Legal situation and other obligations of Fulda University • Continued prevention of bad scientific practice
1.4 + 3.16 Appointment of an ombudsperson as a contact person in the event of scientific misconduct	C&C Principle 2 Ethical principles C&C Principle 32 Co-authorship C&C Principle 34 Complaints/ appeals procedure	Q4 2021	Presidential Board	<ul style="list-style-type: none"> • Appointment of an ombudsperson and deputy at Fulda University Of Applied Sciences
1.5 Good scientific practice, part of further education programmes for researchers; creation of a curriculum	C&C Principle 3 Professional responsibility	Q2 - Q3 2022	Research and Transfer	<ul style="list-style-type: none"> • Events that are positively rated by researchers (including multimedia formats) and curricula
1.6 Introduction of new multimedia formats in the form of courses on e-learning platforms on the subject of good scientific practice and other subjects	C&C Principle 3 Professional responsibility	First courses Q3 2019, one further course each semester until Q4 2020	Office for Learning and Teaching and academic departments or experts	<ul style="list-style-type: none"> • Various e-learning courses on subjects relating to good scientific practice <p>Additional remark October 2020:</p> <ul style="list-style-type: none"> • AGGW and ZFH e-learning courses with the subject areas: <ul style="list-style-type: none"> ○ leadership skills, university didactics, university development, methodological skills and social skills
1.7 Research funding, part of further education programmes for doctoral students; creation of a curriculum	C&C Principle 4 Professional attitude	Q2 - Q3 2022	Research and Transfer	<ul style="list-style-type: none"> • Successfully completed doctoral degrees • Understanding of the reasons for unsuccessful doctorates • Positively rated curricula measures
1.8 Research funding, part of further education programmes for researchers (professors, research associates, doctoral students)	C&C Principle 4 Professional attitude	Q3 - Q4 2021	Research and Transfer – research funding, Press Office, research communication	<ul style="list-style-type: none"> • Development of a concept and provision of an extended range of services for researchers as a complete package on the Fulda University website
1.11 Minimisation of IT downtimes through extended monitoring	C&C Principle 7 Good practice in research	Ongoing process	IT Support, infrastructure	<ul style="list-style-type: none"> • Classic KPIs (Key Performance Indicators) based on the ITIL standard are used as the measurement variable. These include the definition of response times in the service desk (response times) as well as the introduction of firmly

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				defined service levels, which are controlled via availability on a monthly basis. Based on 42,300 minutes over 30 days per month, the downtimes are put in relation to each other (42,300 minutes - downtime in minutes / 42,300 minutes). This results in a monthly availability analysis in percent according to availability management according to ITIL.
1.13 Introduction of a current research information system (CRIS)	C&C Principle 8 Dissemination and exploitation of results	Beginn Q4 2018 final Q3 2021	Research and Transfer, library	<ul style="list-style-type: none"> Professional collection and structuring of research information and dissemination with the help of reports
1.14 Improvement of research communication	C&C Principle 8 Dissemination and exploitation of results C&C Principle 9 Public engagement	Q2 – Q3 2021	Press Office, Research and Transfer funding, open access	<ul style="list-style-type: none"> online provision of the services for researchers on a central website of hs-fulda.de
1.15 Intensification of public relations work at Fulda University	C&C Principle 9 Public engagement	Q4 2020 – Q1 2022	Research and Transfer	<ul style="list-style-type: none"> Visualisation (e.g. through exhibition participations) of the results of research work carried out by professors and students Reaching an international audience
1.19 + 3.2 Participation in the Female Professor Programme of the Federal and Länder Governments 2018	C&C Principle 10 Non-discrimination C&C Principle 27 Gender balance	Q1 2018 - Q4 2022	Office for Gender Equality and Office for Diversity, Human Resources Management	<ul style="list-style-type: none"> Increase the number of female professors at Fulda University Improve equality-promoting structures by implementing the University's Strategy Paper on Equality and specific measures based on this
1.20 Repeat bid for the TOTAL E-QUALITY award 2021	C&C Principle 10 Non-discrimination	Q2 2021	Office for Gender Equality and Office for Diversity	<ul style="list-style-type: none"> Retention of TOTAL-EQUALITY award for the period 2021 to 2024
1.24 Revision of assessment tools for performance-related bonuses	C&C Principle 11 Evaluation/appraisal systems	Q3 2020	Human Resources Management	<ul style="list-style-type: none"> Guarantee the award of performance-related bonuses based on objective and transparent procedures
2.3 Greater use of job advertisement portal EURAXESS	C&C Principle 13 Recruitment	From Q4 2020 Continuous	Human Resources Management	<ul style="list-style-type: none"> Increase number of job advertisements on EURAXESS website Make job offers at Fulda University more accessible for international researchers
2.4 Ongoing adjustment of the Human Resources Development Concept, including support/training	C&C Principle 14 Selection	Q4 2020 – Q4 2021	Human Resources Management	<ul style="list-style-type: none"> Regular evaluation and, if applicable, adjustment of Human Resources Development Concept

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of appointment committees by Human Resources Management				(every two years) <ul style="list-style-type: none"> Implementation of needs analysis as part of a further education concept to ensure employees are offered targeted, needs-based further education
2.5 Support of mobility through participation in ERASMUS+ funding for a five-day English language course, which can be taken as educational leave, or the opportunity to visit an Erasmus partner university in Europe. Visits to partner universities aim to promote professional exchange, for example through job shadowing or participation in workshops,	C&C Principle 18 Acknowledgement of mobility experience	Ongoing process until Q4 2020	Human Resources Management, International Office	<ul style="list-style-type: none"> Continued support of Erasmus+ staff mobility Approx. 6 to 10 staff mobilities annually, depending on available resources
2.6 Evaluation/adjustment of postdoc concept	C&C Principle 21 Postdoctoral appointments	Q2 2020	Vice-President for Personnel and Finance, Human Resources Management	<ul style="list-style-type: none"> Goal: to offer academic staff good employment conditions and training opportunities Ensure a responsible approach to limiting the term of employment contracts Consistent expansion of human resources development measures to improve qualifications and consolidate the employability of academic staff in the next few years
2.7 Development of events for junior researchers - Survey of requirements (https://nacaps-datenportal.de/) - research into current offers for training courses for graduates with Master's degrees - Creation of a forum of persons responsible for training courses - Creation of a forum of persons responsible for training courses	C&C Principle 21 Postdoctoral appointments	Q1 - Q3 2022	Research and Transfer	<ul style="list-style-type: none"> Promote the interdisciplinary skills of doctoral candidates, especially with a view to preparing them for subsequent professional success
3.2 + 1.19 Participation in the Female Professor Programme of the Federal and Länder Governments 2018	C&C Principle 27 Gender balance, C&C Principle 10 Non-discrimination	Q1 2018 - Q4 2022	Office for Gender Equality and Office for Diversity, Human Resources Management	<ul style="list-style-type: none"> Increase number of female professors at Fulda University Improve equality-promoting structures through the implementation of the University's Strategy Paper on Equality and specific measures based on this

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3.4 Support of female students with their career and personal development with the frauen@hs-fulda series of events	C&C Principle 27 Gender balance	Ongoing process	Office for Gender Equality and Office for Diversity	<ul style="list-style-type: none"> • High level of demand and participation in the series of events frauen@hs-fulda
3.7 Formation of a moderated network to implement the measures, including career development	C&C Principle 28 Career development	Q4 2020 - Q1 2021	Research and Transfer	<ul style="list-style-type: none"> • Degree of implementation of the individual measures, including for career development
3.8 Review and, if necessary, adjustment of the number of available places in the respective funding lines of the collaborative "Mentoring Hesse" project to promote the careers of women on the basis of current demand	C&C Principle 28 Career development	From Q3 2018 Continuous	Office for Gender Equality and Office for Diversity	<ul style="list-style-type: none"> • Potential female participants should be offered optimum career advancement opportunities through a place on the respective funding line • Expansion of strategic career planning of outstanding young female researchers aiming at UAS professorship with the help of the funding lines
3.10 Information event, benchmarking and advice on career development, creation of an advisory service	C&C Principle 30 Access to career advice	Q2 2021	Research and Transfer	<ul style="list-style-type: none"> • Coverage ratio of demand for these services • On a broader perspective: proportion of successful careers in all career paths
3.11 Review of equal opportunities for researchers in terms of career opportunities and, if appropriate, promotion of equal opportunities	C&C Principle 30 Access to career advice	Q1 - Q2 2021	Presidential Board, Research and Transfer, PhD Coordinating Office, officer	<ul style="list-style-type: none"> • Drafting a final report on measures • Degree of equal opportunities at Fulda University dependent on personal attributes on the basis of which nobody may be discriminated
3.12 Development of academic advisory and support services for researchers	C&C Principle 30 Access to career advice	Q1 –Q2 2022	PhD Coordinating Office in collaboration with research centres and networks	<ul style="list-style-type: none"> • Regular active information of doctoral candidates about opportunities to participate in research centres and networks (at least once a year)
3.13 Advice on the protection of intellectual property in the form of information events and personal consultations	C&C Principle 31 Intellectual property rights	Q4 2021	Research and Transfer, Legal Department	<ul style="list-style-type: none"> • Level of awareness and security among researchers in the area of intellectual property • Number of violations
3.14 Development of a transfer strategy to improve, for example, the protection of intellectual property	C&C Principle 31 Intellectual property rights	Q1 - Q2 2022	Research and Transfer, Legal Department	<ul style="list-style-type: none"> • Depending on prioritisation: increasing number of trade fair participations and their success, increase in invention disclosures, patents, licences, spin-offs, start-ups, participants in further education
3.16 + 1.4 Revision and implementation of Fulda University's Guidelines on Good Scientific Practice of 22 May 2002, specifically	C&C Principle 32 Co-authorship C&C Principle 34 Complaints/ appeals	Q4 2021	Presidential Board, Research and Transfer, Legal Department	<ul style="list-style-type: none"> • Appointment of an ombudsperson and deputy at Fulda University

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with regard to the ombudsperson for appeals/objections	C&C Principle 2 Ethical principles			
4.1 Supervision agreements should be extended or adapted in order to comply with certain standards. This applies only to students of cooperative doctoral programmes and, if applicable, researchers not taking a doctoral degree. To encourage the above to implement these adjustments, supervision agreements should be a prerequisite for obtaining certain benefits at Fulda University	C&C Principle 36 Relation with supervisors	Q2 2022	Decision by Presidential Board after participation of the Extended Presidential Board, doctoral research centres and academic departments and implementation, supported by Vice-President for R and D of the Research and Development department	<ul style="list-style-type: none"> • Increase the number of supervision relationships with contractually agreed, written supervision
4.3 Help postdocs publish work, obtain third-party funding and learn leadership responsibility (heading junior research groups) through career development and continuing education plans	C&C Principle 36 Relation with supervisors	Q2 2021	Research and Transfer, Human Resources Management, academic departments	<ul style="list-style-type: none"> • Level of professional success stimulation for Fulda University graduates
4.6 Development of concept for the establishment of junior researcher groups with regular reports in the Departments and throughout the university	C&C Principle 37 Supervision and managerial duties	Q4 2020 - Q1 2021	Doctoral research centres and academic departments and implementation, supported by the Vice-President for R and D, Research and Transfer, if applicable decision by Presidential Board	<ul style="list-style-type: none"> • Prepared successful concept
4.7 The Doctoral Degrees working group specifies the supervision standards of Fulda University and makes them available to researchers and supervisors	C&C Principle 37 Supervision and managerial duties	Q2 2022	Research and Transfer	<ul style="list-style-type: none"> • Actually experienced high quality of supervision
4.9 Development of internal and external continuing education offers with different formats, e.g. workshops, training	C&C Principle 38 Career development	From Q4 2019 Continuous	Human Resources Management	<ul style="list-style-type: none"> • Evaluation of internal and external seminars already conducted in terms of

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<p>courses etc., at Fulda University</p> <p>The following courses are offered in the following subject areas: 8 - 12 participants per course</p> <p>Social and methodological skills 5 courses per year 2020/21 and 2021/22</p> <p>Leadership and management 2 courses per year 2020/21 and 2021/22</p> <p>Interculturality / Internationality / Language 2 courses per year 2020/21 and 2021/2022</p> <p>Personnel selection 1 course per year 2020/21 and 2021/2022</p> <p>Health 2 courses per year 2020/2021 and 2021/2022</p> <p>IT courses 5 courses per year 2020/2021 and 2021/2022</p>				<p>participant numbers and assessment of content</p> <ul style="list-style-type: none"> • using the feedback forms, Frequency of the course
4.10 Preparation of a selection of career development and continuing education plans for junior researchers (doctoral candidates, research associates, postdocs) with specific measures, schedules, and regular reports on their implementation for deans.	C&C Principle 38 Career development, C&C Principle 36 Relation with supervisors	Q2 - Q3 2021	Research and Transfer, doctoral research centres, academic departments	<ul style="list-style-type: none"> • Proportion of successful careers in all career paths
4.11 Creation of central offers for the career and development plans of researchers; if applicable, this task could be taken on by representative of junior researchers in the departments	C&C Principle 38 Career development	Q3 2021 - Q1 2022	Research and Transfer, Human Resources Management	<ul style="list-style-type: none"> • Level of professional success
4.12 Offering regular internal training at Fulda University, implementation of needs analyses in the form of surveys on continuing education offers	C&C Principle 39 Access to research training and continuous development	Q3 2019 – Q1 2020, Q4 2020 – Q1 2021 then annually	Human Resources Management	<ul style="list-style-type: none"> • Organisation of 10 to 15 internal trainings every September to March of the following year • Regular repetition of seminars
4.14 The focus of a central graduate support programme is on preparing	C&C Principle 39 Access to research training and	Q4 2020	Research and Transfer, PhD	<ul style="list-style-type: none"> • High proportion of successful careers in all career paths

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graduates for a successful career by means of information days, contact forums and individual counselling	continuous development		Coordinating Office	
4.15 Offer of internal courses on the subject of "Open Science" (open access, open data, open innovation), e.g. to raise awareness of selection committee in the professorial appointment procedure	C&C Principle 39 Access to research training and continuous development C&C Principle 16 Judging merit	Q1 2022	University and State Library, jointly responsible Research and Transfer, RIGL for the area of open innovation	<ul style="list-style-type: none"> • Participants are familiarised with the concepts and principles of the "open" approach, different "open science" schools of thought, requirements and funding opportunities with national and international research funding agencies
4.16 Review of various options to ensure that all researchers can benefit from supervisory services, possibly in the form of the pro-dean	C&C Principle 40 Supervision	Q4 2020	Academic departments, advice from Research and Transfer	<ul style="list-style-type: none"> • Success of doctoral candidates and postdocs
4.17 Offer of further education measures for supervisors and mentors of junior researchers	C&C Principle 40 Supervision	Q4 2020 – Q1 2021	Human Resources Management	<ul style="list-style-type: none"> • Organisation of seminar "Doctoral candidates as Mentor and Coach" Q4 2020 till Q1 2021