ACTION PLAN UJEP 2024-2026

	action	follow-up to AP 21-23	event guarantor	indicators	target/s	schedule
1	**Increasing employee competences (educational Competence Centre)**	Action No. 1 Development of the UJEP educational portal	Head of HR Department	elaborated see below on 2nd page	Increasing staff competences, setting up a Competence Centre	Project submission in 2Q2024 (OP JAK, U21+), implementation from 1Q2025 to 4Q2028.
2	**Implementation of the evaluation system for academic staff (HaP) at all faculties of UJEP**	Action No. 2 Academic staff evaluation systém	Vice-Rector for Development and Digitalisation	1. HAP implementation - evaluation of the implementation of personal development plans (analyses, outputs), computerization of agendas (improvement of internal evaluation) 2. Use of the HAP system at faculties	Setting up a system of evaluation of scientific staff using relevant tools, electronic information systems, internal regulations and standards.	3Q2026
3	**Centre for Technology and Knowledge Transfer UJEP (CTKT)**	Action No. 4 Innovation activities of students, development of the Centre for Technology and Knowledge Transfer UJEP (CTKT)	Vice-Rector for Science and Research	A1. Developed UJEP policy on technology and knowledge transfer (incl. commercialization) A2. Functioning CTKT office incl. staffing. B1. UJEP Incubator. B2. Establishment of a spin-off company.	A.Conceptual development of CTKT. B. Increase the commercial potential of the results of creative activity at UJEP	A1- VI/2025 B1- XII/2025 A2- XII/2025 B2- XII/2026
4	**Centre for the care of children of UJEP employees and students (UJEPÁČEK)**	Action No. 9 of Action Plan UJEP 2019-20	Head of HR Department	Number of children 21 (max. number).	Opening and functioning of the Children's Group.	Submission of the project 2Q 2024 (call from OPZ+),Reconstruction of the premises from 4Q 2024, rather year 2025. Start of operation 09/ 2025.
5	**Gender Issues (GEP, ombudsperson)**	part of Action No. 8 Strategic management of the HRS4R implementation process at UJEP and addressing gender issues	Vice-Rector for Science and Research	A1. Equal remuneration strategy of UJEP. B1. Career system. C1. Evaluation of staff appraisal systems, C2. Summary of good practice examples. D1. Policy for reconciling work and private life and fostering a safe and stimulating environment. E1. Preparation of strategic projects OP JAK (Research Environment), OP JAK ESF+ (U21+).	A. Develop an equal pay strategy. B. Set up a career system. C. Coordinate staff appraisal systems between faculties (HAP). D. Implement a work-life balance system and foster a safe and stimulating environment. E. Support the agenda from external sources.	A- III/2025 B- III/2025 C1- III/2025, C2- XII/2025 D- III/2025 E- XII/2024
6	**Development of the UJEP Counselling Centre**	Action No. 3 Development of the UJEP Counselling Centre	Vice-Rector for Studies	1. Development and validation of the concepts of: a) Student Adaptation Days b) Psychology Summer School c) University-wide Career Days. 2. Annual implementation of at least two training activities for the staff of the Centre and cooperating coordinators at the units (trainings, workshops, round tables for sharing good practices, etc.).	1. Ensuring the development of all components of counselling provided by the Counselling Centre of UJEP. 2. Increasing the professional competence of the staff of the Counselling Centre of UJEP and cooperating coordinators at the units.	3Q2026
7	**Internationalization and promotion of R&D at UJEP**	Action No. 6 Internationalization and promotion of R&D at UJEP	Vice-Rector for Internationalisation	(A) increase the number of male and female staff who have completed at least one short-term stay abroad (min. 3 per year). (B) Implementation of support seminars to engage in international creative activity programs (min. 2 per year). (C) involvement of male and female staff in international networks in science, research and creative activity (min. 1 new involvement per year). (D) completion of at least one international mobility for each full-time PhD student. (E) Increase in the number of international students in doctoral programmes conducted in a foreign language (min. 5 per period 2024-2026). (F) evaluation of outputs and awarding of Rector's prizes in the field of R&D and other creative activities (once a year) (G) presentation of personalities in science, research and other creative activities in the framework of the University's campaigns (min. 1 person per year) (H) presentation of R&D outputs at popularization events (min. 1x per year)	(1) Increased competences for the involvement of science and research teams and other creative activities in the international research area (Indicator A, B and C). (2) Increased competence of male and female doctoral students to engage in the international research area (Indicator D and E) (3) Increased awareness of excellence in science, research and other creative activities (Indicator F, G and H).	ad 1) each semester a separate call for mobility support, support seminars linked to the dates of international programmes. Evaluation of all indicators once a year. Target is met throughout the period 2024-2026. ad 2) Depending on the individual study plan of the students, in case of an increase in the number of male and female students in PhD programmes through intensive promotion according to the dates of the admission procedure. Evaluation of all indicators once a year. The target is met throughout the period 2024-2026. ad 3) according to the schedule of actions defined in the Communication Strategy of UJEP. Evaluation of all indicators once a year. The target is met throughout the period 2024-2026.
8	**Support for doctoral studies**	Action 7 Support for doctoral studies	Vice-Rector for Science and Research	**A**1. Updated strategy document., A2. Portfolio of courses and other activities., A3. Pilot testing, A4. Implementation. **B**1. Evaluation of the study load within the existing curricula and with regard to the subject standards, B2. Evaluation of the admission requirements, B3. Onboarding strategy, B4. Evaluation of the progression in studies and innovation of the state final exam format, B5. Evaluation of the work of the subject councils with the Supervisor's Standard. **C**1. Evaluation of the elements of internationalisation in studies, C2. Evaluation and design of the system of support for students' R&D activities, C3. Evaluation of the impact of SGS and IGA projects on students' creative activities, C4. Design of a system for the development of competences (for research, for teaching, for popularisation of science, etc.), C5. v. Evaluation of the work of the disciplinary councils with the Supervisor's Standard. **D**1. Development of a methodology for managing doctoral intake., D2. Evaluation of the role of the student in the workplace., D3. Proposal for the alignment of student requirements within full-time and combined forms of study., D4. Evaluation of graduate profiles within degree programmes.	A. Development of doctoral schools. B. Increasing student success rates. C. Establish a system for the development of doctoral students. D. Define the status of the student and his/her position in the department.	A1. III/2025, A2. VI/2025, A3. XII/2025, A4. XII/2026 B1. XII/2024, B2. XII/2024, B3. VI/2025, B4. IX/2025, B.5 XII/2025 C1. VI/2025, C2. XII/2025, C3. IV/2025, C4. III/2025, C5. XII/2025 D1. III/2025, D2. IX/2025, D3. III/2025, D4. VI/2025

Elaboration of Action No.1, see next page

Elaboration Action No. 1: Centre of Competence

the field of education	targets by faculty	indicators by faculty	indicators by guarantor	targets by quarantor	schedule of performance
1. Development of digital competences in the field of artificial intelligence (AI)	Develop and implement training programmes for staff and researchers on AI tools and applications relevant to their fields.	conducting workshops and seminars with AI experts to keep up-to-date with the latest developments and practical applications in AI.	Each faculty, workplace min 30 people/year.	Increasing staff competences, setting up CC (Centre of Competences).	First half of 2025 and beyond, including online programs, videos, etc.
2. Telework and digital collaboration	Build an infrastructure to support effective teleworking and digital collaboration, taking into account global trends towards a flexible working environment (some of this is already happening, e.g. BBB - formalise these activities and seek to deepen knowledge in this area).	Implementation of training for staff and researchers on effective tools for remote communication and collaboration.	Each faculty, workplace min 30 people/year.		First half of 2025 and beyond, including online programs, videos, etc.
3. Development of soft-skills in managers (academics), i.e. management training	Introduce a system of training for AP leaders - e.g. improving communication skills, conflict prevention and resolution, etc. Training system for academics, consider whether to provide as part of the career plan for these APs.	implementation of workshops and seminars	senior staff		2nd quarter of 2025 and beyond (i.e. 2026,2027,2028...), multi-year programme, gradual build-up of topics. Tailor-made programme for individuals, close management groups
4. Increasing competences in the field of ethics of science and resistance of (not only) academic environment to misinformation	increasing competence in this area	implementation of lectures and workshops on this topic	mass actions		We will try to include in 2024 within the PPRO Human Resources Objective 4.Implementation of the policy of reconciliation of private and working life, ensuring equal opportunities and gender balance of all employees. Otherwise, it will be implemented from 2025 onwards.
5. Support for improving language skills (primarily English)	raising the level of a foreign language	realization of lectures, courses and workshops	Each faculty, department min 15 people/year		First half of 2025 and beyond, this is an individual lesson, multi-year program for individuals and small groups.
6. Time management_organization of working and non-working time to increase efficiency	increasing the employee's skills and competences in this area	workshops	Each faculty, department min 15 people/year		From the second half of 2025 onwards. Gradual training of a large number of people in each faculty.
7. Multi-day workshops for employees.	The aim of the multi-day workshops for UJEP staff is to strengthen their professional skills and competences through a wide range of training modules (e.g. administrative matters, first aid, managerial competences, etc.)	implemented actions	Mass events, group events.		We will include individual themes up to 2025 and beyond.
8. Health promotion programme for UJEP employees.		seminars/workshops - number of participants	Mass events, group events		2nd quarter of 2025 and beyond (i.e. 2026,2027,2028...), on the basis of free registration of candidates and a tailor-made programme according to the specific workplace.
9. Promoting mental health and well-being.	work-life balance, life balance	regular mental health awareness campaigns and stress management workshops	Mass events, group events		2nd quarter of 2025 and beyond (i.e. 2026,2027,2028...), the principle of free enrolment of candidates and a tailor-made programme according to the specific workplace.