

EURAXESS

GAP Analysis (Charter and Code Checklist)

Case number

2018ES360970

Name Organisation under review

Universidad de Jaén

Organisation's contact details

Campus Las Lagunillas, Edif. Rectorado (OFIPI, B1-025), Jaén, 23071, Spain

Date endorsement charter and code

06/12/2018

Submission date to the European Commission

24/01/2020

GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

- **Status** : to what extent does this organisation meet the following principles?
- **Implementation (++ , +/- , -/+ , --)** :
 - ++ fully implemented
 - +/- almost but not fully implemented
 - -/+ partially implemented
 - -- insufficiently implemented
- **GAP** : In case of --, +/-, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status

Ethical and Professional Aspects

Status

1. Research freedom

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	The right to research freedom is written in UJA's statutes. https://www.ujaen.es/gobierno/secgen/sites/gobierno_secgen/files/uploads/A2.pdf

2. Ethical principles

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group suggested that UJA lacks an official manual of ethics in research.	• Researchers are committed to report to the Ethical Commission prior to sending a project for a call. https://www.ujaen.es/gobierno/viciniv/comision-de-etica. • The Ethical Commission is divided into three Committees: o Ethical Committee for Animal Research (CEEA) https://www.ujaen.es/gobierno/viciniv/comision-de-etica/comite-de-etica-en-experimentacion-animal-ceea o Ethical Committee for Human Research (CEIH) https://www.ujaen.es/gobierno/viciniv/comision-de-etica/comite-de-etica-en-investigacion-humana-ceih o Ethical Committee for the Experimentation in GMO and Biological Agents. (CIOMGAB) https://www.ujaen.es/gobierno/viciniv/comision-de-etica/comite-de-etica-en-investigacion-con-organismos-modificados-geneticamente-y • Suggestions for improvement: • Write a manual on ethics in research.

3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA has a plan for innovation and good teaching practices 2016-2019. https://www.ujaen.es/gobierno/consejogobierno/sites/gobierno_consejogobierno/files/uploads/consejo_gobierno_4to_periodo/CG13_ANEXO07_P07_PlanI2D-UJA2016.pdf • UJA uses Turniting antiplagiarism software. https://www.ujaen.es/servicios/biblio/turnitin-herramienta-antiplagio • Intellectual property courses are also provided. https://dv.ujaen.es/goto_docencia_cat_305487.html • UJA has an IP norm. http://otri.ujaen.es/es/content/normativa-sobre-propiedad-industrial-e-intelectual

4. Professional attitude

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• The research management service provides information to researchers about strategic issues of accountability, funding, research calls and intellectual property. https://www.ujaen.es/servicios/servinv/ • Researchers are committed to report to the Ethical Commission prior to sending a project for a call. https://www.ujaen.es/gobierno/viciniv/comision-de-etica

5. Contractual and legal obligations

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA provides courses concerning IP and technology transfer. https://dv.ujaen.es/goto_docencia_cat_305487.html • UJA has an IP norm. http://otri.ujaen.es/es/content/normativa-sobre-propiedad-industrial-e-intelectual • UJA has a Research Results Transfer Office. http://otri.ujaen.es/es/conocenos

6. Accountability

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	The internal control office assures that the accountability of the researchers follows the principles of legality, efficacy and efficiency. https://www.ujaen.es/servicios/cinterno/

Status

7. Good practice in research

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• The labour risk management service centralises UJA's security and protection plans. https://www.ujaen.es/servicios/prevencion/ • UJA provides a labour risks prevention policy. https://www.ujaen.es/servicios/utecnica/sites/servicio_utecnica/files/uploads/prevencion/POLITICA%20PRL-UNIVERSIDAD%20JAEN.pdf • And a labour risk prevention plan. https://www.ujaen.es/servicios/prevencion/sites/servicio_prevencion/files/uploads/Plan%20Prevencion%20Riesgos%20Laborales%202016.pdf • UJA has a committee of health and security. https://www.ujaen.es/servicios/prevencion/comite-de-seguridad-y-salud • Several courses about security and health were performed at UJA. https://www.ujaen.es/servicios/prevencion/formacion

8. Dissemination, exploitation of results

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA has a plan for supporting knowledge transference, entrepreneurship and employability. http://otri.ujaen.es/sites/default/files/plan_de_apoyo_2018/Plan_apoyo_2018_2019.pdf • UJA provides courses concerning IP and technology transfer. https://dv.ujaen.es/goto_docencia_cat_305487.html • UJA has an IP norm. http://otri.ujaen.es/es/content/normativa-sobre-propiedad-industrial-e-intelectual • UJA has a Research Results Transfer Office. http://otri.ujaen.es/es/conocenos • UJA provides a program for supporting the creation of knowledge-based companies. http://otri.ujaen.es/es/plan/2018-19/a7

9. Public engagement

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group suggested that researchers are concentrated on those issues that have a direct effect on their CV.	• UJA has a Scientific Culture Unit, https://www.ujaen.es/servicios/ucc/ and a research outreach plan, with 12 working lines including activities, workshops, prizes, training etc. https://www.ujaen.es/servicios/ucc/sites/servicio_ucc/files/uploads/PLAN%20DIVULGACION%202017%20INTERACTIVO.pdf • The Vice Rectorate of Communication supports research outreach. https://www.ujaen.es/gobierno/viccom/ • UJA is present on the most noticeable social networks. https://www.ujaen.es/gobierno/viccom/comunicacion/redes-sociales Suggestions for improvement: • Incentivise the performance of outreach activities, improving its impact on the recognition plan.

10. Non discrimination

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA's statute defines that all selection processes will be based on equality, merits and ability of the candidates. https://www.ujaen.es/gobierno/secgen/sites/gobierno_secgen/files/uploads/A2.pdf • UJA has an equality unit. https://www.ujaen.es/servicios/igualdad/unidad-de-igualdad/planes-de-igualdad • UJA has an equality plan. https://www.ujaen.es/servicios/igualdad/sites/servicio_igualdad/files/uploads/11%20PLAN%20IGUALDAD%20EFFECTIVA%20ENTRE%20MUJERES%20Y%20HOMBRES%20.pdf • Sensitisation events for equality issues are performed. https://www.ujaen.es/servicios/igualdad/i-seminario-mujeres-uja-de-exito-internacional • There is a guide for the use of non-sexist language. https://www.ujaen.es/servicios/igualdad/sites/servicio_igualdad/files/uploads/Guia_lenguaje_no_sexista.pdf

Status

11. Evaluation/ appraisal systems

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group stated that teacher's evaluation by the Docentia software and evaluation of the researchers for the sexenios and quinquenios national calls is voluntary.	• R1 researchers are evaluated annually by the Doctorate School and by the funding institution. This evaluation is required to continue the doctorate studies. https://escueladoctorado.ujaen.es/sites/centro_escueladoctorado/files/uploads/Normas%20de%20permanencia%20UJA1.pdf • Students evaluate the teaching abilities and performance of the teaching staff using Docentia software. https://www.ujaen.es/gobierno/secord/sites/gobierno_secord/files/uploads/CG22_ANEXO12_PROGRAMA%20DOCENTIA_ACTUALIZADO.pdf • The professional development of functionary teaching staff is demonstrated by the external positive evaluation of their research performance by sexenios https://sexenios.com/acreditaciones/normativa-aneca/ and internally by quinquenios. https://www.ujaen.es/servicios/servpod/evaluacion-de-meritos-docentes-quinquenios#Normativa de aplicaci3n • The department leader writes a report about the associate professors that were recruited over the year. • Researchers are evaluated by the regional Ministry of Knowledge, Research and Universities for the granting of the autonomic economic complements. http://deva.aac.es/include/files/profesorado/complementos/guia.pdf?v=2019118121855 • A new legislation has been approved, setting the "sexenio de Transferencia", which evaluates the transference of results to companies and society. http://www.ciencia.gob.es/portal/site/MICINN/menuitem.dbc68b34d11ccb5d52ffeb901432ea0/?vgnextoid=9f4c678112f77610VgnVCM1000001d04140aRCRD&vgnextchannel=4ff9678112f77610VgnVCM1000001d04140aRCRD&lang_chosen=en • Research groups are also evaluated by the regional Ministry of Knowledge, Research and Universities. http://deva.aac.es/include/files/investigacion/grupos/CRITERIOS_GRUPOS_PAIDI.pdf?v=2019118123118 • The teaching management plan evaluates teachers annually to determine the number of teaching hours that will be commissioned for the next year. https://www.ujaen.es/gobierno/secord/sites/gobierno_secord/files/uploads/plan_docente%202017-18/Criterios%2018_19_DEF_CG.pdf • Suggestions for improvement: • Provide an official certificate of evaluation and research accreditation to R2 researchers funded by research projects. • Compulsory evaluation of the teachers using the Docentia software.

Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.

12. Recruitment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group stated that the recruitment of disadvantaged collectives is not favoured in UJA's self-funded programs.	• Specific calls could be accessed by researchers coming from the industrial sector. https://www.ujaen.es/investigacion-y-transferencia/accion-8-ayudas-para-la-incorporacion-temporal-de-personal-investigador-postdoctoral • Scores for the selection of research and teaching staff include experience of the researchers in the same research field within the private sector. https://www.ujaen.es/servicios/servpod/sites/servicio_servpod/files/uploads/normativa/baremo%20contratacion_aprobado_CG_21_06_2013%20MODIF%20%2019-5-17.pdf • Suggestions for improvement: • Include the belonging to disadvantaged groups in UJA's selection scores.

13. Recruitment (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group suggested that: • There is not a unique website that centralises all the calls for researchers. • The job calls are not published on EURAXESS, are not written in English and some of them demand foreign researchers to have their residence in Spain.	• The job calls that are dependent on UJA are transparent, and the professional profiles demanded are adequate for the positions offered. The call for application and deadline is 15 days, and 7 days in case of an urgent call. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • https://www.ujaen.es/investigacion-y-transferencia/sites/segundonivel_investigacion_y_transferencia/files/uploads/plan-apoyo-investigacion/Accion6/Convocatoria%20Acci%cc3%b3n%206.pdf • Suggestions for improvement: • Centralise all the job offers for teaching and research staff in one website. • Include less specific profiles in the job call. • Include the calls for associate professors in EURAXESS.

14. Selection (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• A selection committee, whose composition is written in the call's documentation, chooses the candidates for UJA's teaching and research staff job calls. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • The calls for UJA's self-funded programs are evaluated both internally by an internal evaluation commission, and externally, by the Evaluation and Accreditation Office (DEVA) of the Andalusian Knowledge Agency. https://www.ujaen.es/investigacion-y-transferencia/sites/segundonivel_investigacion_y_transferencia/files/uploads/node_seccion_de_micrositio/2019-01/Plan%20de%20Apoyo%20a%20la%20Investigacion%202019_2020.pdf • A selection committee chooses the candidates for the calls for researchers funded by research projects. https://www.ujaen.es/gobierno/segcen/sites/gobierno_segcen/files/uploads/normativas/volumen1/investigacion/F2.pdf

Status

15. Transparency (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group stated that the scoring of the candidates' merits is not published for the calls for researchers funded by research projects.	• R3 and R4 researchers are recruited by public calls not dependent on the University. R2 researchers recruited by competitive calls follow the norms established by the funded organisms. • The calls for associate professors are published, including the number of open positions and the scoring criteria. The admission lists are also published, and a complaints period is established. Finally, the candidate list is published together with the final score obtained. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf UJA's self-funded calls for the recruitment of R1 and R2 researchers include the number of open positions, the selection criteria, and a complaints period; however, they do not automatically report the individual scoring of the candidates. The score of each candidate is communicated upon request. https://www.ujaen.es/investigacion-y-transferencia/sites/segundonivel_investigacion_y_transferencia/files/uploads/plan-apoyo-investigacion/Accion6/Convocatoria%20Acci%c3%b3n%206.pdf • The calls for the researchers funded by research projects includes the number of open positions. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-10/UJAEN2018-1636-1635.pdf Suggestions for improvement: • Communicate the results of their scoring to the researchers funded by research projects.

16. Judging merit (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	The researchers involved in the survey and working group suggested that candidates' evaluations are heavily dependent on teaching and the number of their publications, not considering many other factors.	• For the functionary staff (R3 and R4), the evaluation criteria is defined in the Ministry of Education's call. • Candidates for associate professors are evaluated following a comprehensive scale that is accessible in the call. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • R1 and R2 researchers funded by research projects are evaluated using fixed merits that are valued with a different score according to the position offered. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/normativas/InstruccionesInterpretacionREGLAMENTO_COLABORADORES.pdf • UJA has a norm for the evaluation of R2 researchers recruited by UJA's self-funded programs. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/INDICADORES%20Y%20BAREMO%20Accion%202%20FINAL.pdf • R1 and R2 researchers recruited by competitive calls were evaluated according to the scores of the calls. Suggestions for improvement: • Increase the total score of independence, funds acquisition etc., in the current UJA scores.

17. Variations in the chronological order of CVs (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	The researchers involved in the survey and working group suggested that: • Researchers are not familiar with the possibility of having variations in the chronological order of CVs. • The career breaks are not included specifically in UJA's scores, although the selection committee takes them into consideration.	• The recruitment of the functionary staff is regulated by the public recruitment offers. • Experience in prestigious research centres is included in UJA's scores for the recruitment of teaching staff. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • Scores for the selection of research and teaching staff include experience of the researchers in the same research field within the private sector. https://www.ujaen.es/servicios/servpod/sites/servicio_servpod/files/uploads/normativa/baremo%20contratacion_aprobado_CG_21_06_2013%20MODIF%20%2019-5-17.pdf Suggestions for improvement: • Disseminate information concerning the variations of the professional career in the Welcome Manual. • Consider these criteria in the scores.

18. Recognition of mobility experience (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• Mobility experiences are included in the scores for the selection of teaching staff. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • Mobility is also included in the scores of the self-funded programs and the researchers funded by research projects. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/normativas/InstruccionesInterpretacionREGLAMENTO_COLABORADORES.pdf https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/INDICADORES%20Y%20BAREMO%20Accion%202%20FINAL.pdf

Status

19. Recognition of qualifications (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The researchers involved in the survey and working group suggested that the accepted qualifications should be homologated or accepted in Europe.	- The calls require that only qualifications homologated by the Ministry of Education should be accepted. https://www.ujaen.es/gobierno/secgen/sites/gobierno_secgen/files/uploads/normativas/volumen1/investigacion/F2.pdf https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • In some instances, non-official qualifications could be provided to justify knowledge of the project. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/normativas/InstruccionesInterpretacionREGLAMENTO_COLABORADORES.pdf

20. Seniority (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	- The evaluation criteria for the functionary staff (R3 and R4) are defined in the Ministry of Education's call. • Candidates for associate professors are evaluated following a comprehensive scale that is accessible in the call. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • R1 and R2 researchers funded by research projects are evaluated using fixed merits that are valued with a different score according to with the position offered. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/normativas/InstruccionesInterpretacionREGLAMENTO_COLABORADORES.pdf • The recruitment of R2 funded by UJAS self-funded programs is performed following a norm. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/INDICADORES%20Y%20BAREMO%20Accion%202%20FINAL.pdf • R1 and R2 researchers recruited by competitive calls were evaluated according to the scores of the calls.

21. Postdoctoral appointments (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The researchers involved in the survey and working group suggested that researchers are not familiar with postdoctoral appointments.	- The length of the contract is mentioned in all UJA's contracts. • Assistant professor calls. https://www.ujaen.es/servicios/servinfo/sites/servicio_servinfo/files/uploads/node_anuncio/2018-11/BOJA18-227-00019-19100-01_00146346.pdf • R1 and R2 funded by research projects. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/normativas/InstruccionesInterpretacionREGLAMENTO_COLABORADORES.pdf • R2 recruited by self-funded calls. https://www.ujaen.es/gobierno/viciniv/sites/gobierno_viciniv/files/uploads/INDICADORES%20Y%20BAREMO%20Accion%202%20FINAL.pdf • For the R1 and R2 researchers funded by competitive calls, the length of the contract is specified in the call. • UJA provides special contracts that fund researchers in the time lag between two successive funding calls. https://www.ujaen.es/investigacion-y-transferencia/accion-7-ayudas-para-la-cofinanciacion-de-contratos-laborales-posdoctorales-contratos-puente - Suggestions for improvement: • Include UJA's initiatives regarding postdoctoral appointments in the Welcome Manual.

Working Conditions and Social Security

22. Recognition of the profession

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	The Spanish law recognises researchers as professionals. https://www.boe.es/boe/dias/2011/06/02/pdfs/BOE-A-2011-9617.pdf https://www.boe.es/eli/es/l/2011/06/01/14/con as well as in UJA's statutes. https://www.ujaen.es/gobierno/secgen/sites/gobierno_secgen/files/uploads/A2.pdf

Status

23. Research environment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA provides financial support to boost the participation of UJA's researchers in international research projects and national strategic consortia for the elaboration of projects for the national public R&D calls. https://www.ujaen.es/investigacion-y-transferencia/accion-11-ayudas-para-incentivar-la-participacion-en-proyectos-de-investigacion-internacionales-y • In addition, UJA also provides calls for the support of research infrastructures to foster its research competitiveness. https://www.ujaen.es/investigacion-y-transferencia/accion-1-apoyo-las-estructuras-de-investigacion-de-la-universidad-de-jaen-para-incrementar-su • UJA has an Office of International Projects that helps in the management of international funds. https://www.ujaen.es/servicios/ofipi/about-us • UJA has a Central Research Services Department. https://www.ujaen.es/servicios/scail/

24. Working conditions

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• There is an agreement in the Universities of the Andalusian region to set a general plan of measures for work-life balance. https://www.ujaen.es/servicios/servpod/sites/servicio_servpod/files/uploads/normativa/acuerdos%20conciliacion.pdf • UJA has an equality plan. https://www.ujaen.es/servicios/uiigualdad/sites/servicio_uiigualdad/files/uploads/II%20PLAN%20IGUALDAD%20EFFECTIVA%20ENTRE%20MUJERES%20Y%20HOMBRES%20.pdf • A nursery for UJA's staff has been opened recently. http://www.guarderiauja.com/ • Teleworking is accepted in UJA. https://www.ujaen.es/servicios/spe/sites/servicio_spe/files/uploads/SGAU-UJA/EJEMPLO_PDFacesible.pdf

25. Stability and permanence of employment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA fosters, within its capabilities, the stability and permanence of employment. UJA's self-funded programs include the following calls: • Grants for the co-funding of postdoctoral contracts. https://www.ujaen.es/investigacion-y-transferencia/accion-7-ayudas-para-la-cofinanciacion-de-contratos-laborales-posdoctorales-contratos-puente • Grants for the temporary recruitment of postdoctoral researchers. https://www.ujaen.es/investigacion-y-transferencia/accion-8-ayudas-para-la-incorporacion-temporal-de-personal-investigador-postdoctoral • Grants to foster the recruitment of excellence research staff to UJA. https://www.ujaen.es/investigacion-y-transferencia/accion-9-ayudas-para-incentivar-la-incorporacion-de-personal-investigador-de-excelencia-la • Recruitment of staff that has exceeded 85% of the maximum rating of the Ramón y Cajal call. https://www.ujaen.es/investigacion-y-transferencia/accion-10-contratacion-de-personal-investigador-que-haya-superado-el-85-de-la-puntuacion-maxima-en • UJA provides special contracts that fund researchers in the time lag between two successive funding calls. https://www.ujaen.es/investigacion-y-transferencia/accion-7-ayudas-para-la-cofinanciacion-de-contratos-laborales-posdoctorales-contratos-puente

26. Funding and salaries

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA fosters, within its capabilities, the stability and permanence of employment. UJA's self-funded programs include the following calls: • Grant for the co-funding of postdoctoral contracts. https://www.ujaen.es/investigacion-y-transferencia/accion-7-ayudas-para-la-cofinanciacion-de-contratos-laborales-posdoctorales-contratos-puente • Grants for the temporary recruitment of postdoctoral researchers. https://www.ujaen.es/investigacion-y-transferencia/accion-8-ayudas-para-la-incorporacion-temporal-de-personal-investigador-postdoctoral • Grants to foster the recruitment of excellence research staff to UJA. https://www.ujaen.es/investigacion-y-transferencia/accion-9-ayudas-para-incentivar-la-incorporacion-de-personal-investigador-de-excelencia-la • Recruitment of staff that has exceeded 85% of the maximum rating of the Ramón y Cajal call. https://www.ujaen.es/investigacion-y-transferencia/accion-10-contratacion-de-personal-investigador-que-haya-superado-el-85-de-la-puntuacion-maxima-en • UJA provides special contracts that fund researchers in the time lag between two successive funding calls. https://www.ujaen.es/investigacion-y-transferencia/accion-7-ayudas-para-la-cofinanciacion-de-contratos-laborales-posdoctorales-contratos-puente

Status

27. Gender balance

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• UJA has an equality unit. https://www.ujaen.es/servicios/uigualdad/unidad-de-igualdad/planes-de-igualdad • UJA has an equality plan. https://www.ujaen.es/servicios/uigualdad/sites/servicio_uigualdad/files/uploads/II%20PLAN%20IGUALDAD%20EFFECTIVA%20ENTRE%20MUJERES%20Y%20HOMBRES%20.pdf • Equality sensitising events are performed. https://www.ujaen.es/servicios/uigualdad/i-seminario-mujeres-uja-de-exito-internacional

28. Career development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	The researchers involved in the survey and working group stated that: • Researchers were not familiar with the career development initiatives within UJA. • Mentorship is not used at UJA. • There aren't any specific programs for the professional and personal life balance support.	• Job orientation is included in the transversal training program for doctorates. https://escueladoctorado.ujaen.es/actividades-de-formacion-transversal • In addition to the thesis directors, UJA also provides tutors to R1 researchers. https://escueladoctorado.ujaen.es/sites/centro_escueladoctorado/files/uploads/Asignaci%C3%B3n%20de%20tutor%20y%20director%20de%20tesis.pdf • Suggestions for improvement: • Establish a pilot mentorship program for R1 and R2 researchers funded by self-funded projects. • Professional counselling for novel teachers is scheduled in the teacher's academic dedication plan.

29. Value of mobility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	The researchers involved in the survey and working group suggested that Researchers are not familiar with the mobility options.	• Calls to foster the mobility of R1 researchers are included within UJA's self-funded programs. https://www.ujaen.es/investigacion-y-transferencia/accion-6-ayuda-complementaria-la-accion-4-ayudas-para-estancias-breves-del-personal-investigador-en • National or regional calls foster mobility of researchers Salvador de Madariaga (R3 y R4) http://www.educacionyf.gob.es/servicios-al-ciudadano-mecd/eu/catalogo/general/educacion/998759/ficha/998759-2018.html Jose Castillejo (R2) http://www.educacionyf.gob.es/servicios-al-ciudadano-mecd/catalogo/general/educacion/995678/ficha.html • UJA has a norm for sabbaticals. https://www.ujaen.es/servicios/servpod/sites/servicio_servpod/files/uploads/normativa/CG15_ANEXO03_P03_REGLAMENTO_SABATICOS.pdf • The International Doctorate School in Agro-Food fosters doctorates by the involvement of regional companies with R&D activities. http://www.ceia3.es/es/eida3 • Erasmus grants for teachers. http://www.ujaen.es/serv/vicint/home/page/58/115 • Except for the grants of self-funded programs, grants could be transferred to other institutions if the funded researcher leaves UJA, following the norms described in each call. Suggestions for improvement: • Show all the international, national or regional mobility calls in a single webpage. • Create a protocol and a Welcome Manual for foreign researchers.

30. Access to career advice

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	The researchers involved in the survey and working group suggested that the strategy for the professional development of researchers is not centralised.	• UJA has a labour integration service. https://empleo.uja.es/empleo • Job orientation is included in the transversal training program for doctorates. https://escueladoctorado.ujaen.es/actividades-de-formacion-transversal • UJA provides an intranet course for novel research leaders for R2 researchers. Suggestions for improvement: • Create the professional development unit.

31. Intellectual Property Rights

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• Courses about Intellectual property and transference of results are provided. https://dv.ujaen.es/goto_docencia_cat_305487.html • UJA's IP norm. http://otri.ujaen.es/es/content/normativa-sobre-propiedad-industrial-e-intelectual • UJA's has a results transfer unit. http://otri.ujaen.es/es/conocenos • UJA provides a course to foster the creation of companies based on knowledge. http://otri.ujaen.es/es/plan/2018-19/a7

Status

32. Co-authorship

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	The right to being recognised as co-author of a publication or invention is written in the Doctorate School norms. The adscription of UJA to the HRS4R norms recognises the right to co-authorship. https://www.ujaen.es/gobierno/vicinv/sites/gobierno_vicinv/files/uploads/doctorado/buenas_practicas_doctorado_UJA.pdf

33. Teaching

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	- The number of teaching hours assigned to each professional level is documented in the Academic Organisation Plan. This also documents the number of teaching hours deduced by different criteria, including research. https://www.ujaen.es/gobierno/secord/sites/gobierno_secord/files/uploads/plan_docente%202017-18/Criterios%2018_19_DEF_CG.pdf - The maximum number of teaching hours assigned to R1 and R2 researchers is written in the call. - UJA provides teaching training courses.

34. Complains/ appeals

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group suggested that researchers are not familiar with the complaints' mechanisms.	- UJA's university ombudsman is accredited to mediate in the conflicts among research staff. https://www.ujaen.es/servicios/defensor/ - If the ombudsman does not reach a consensus, the corresponding vice rectorate will facilitate the solution of the conflict. - R1 researchers and their supervisors sign an official supervision agreement with the Ph. D director. https://www.ujaen.es/estudios/acceso-y-matricula/sites/segundonivel_acceso_y_matricula/files/uploads/doctorado/compromisodocumentalsupervision_1.pdf - UJA provides a complaints mailbox. http://administracionelectronica.ujaen.es/node/129 - Suggestions for improvement: - Include a chapter in the R1 and R2 researchers' agreement stating that complaints' resolution will be performed by the university ombudsman. - Disseminate information about the university ombudsman.

35. Participation in decision-making bodies

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	- The teaching staff is represented in the staff-PDI board. https://www.ujaen.es/representacion/jppdi/ - The Works Council of Teaching and Research Staff (PDI) is the collective representation body of teaching and research staff with a work contract from UJA. https://www.ujaen.es/representacion/cempdi/

Training and Development

36. Relation with supervisors

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	- R1 researchers are evaluated annually by the Doctorate School and by the funding institution. This evaluation is required to continue the doctorate studies. https://escueladoctorado.ujaen.es/sites/centro_escueladoctorado/files/uploads/Normas%20de%20permanencia%20UJA1.pdf - There is a signed compulsory agreement for R1 and their Ph.D supervisor. https://www.ujaen.es/estudios/acceso-y-matricula/sites/segundonivel_acceso_y_matricula/files/uploads/doctorado/compromisodocumentalsupervision_1.pdf - The R2 are supervised by the department leader.

Status

37. Supervision and managerial duties

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No GAP	• R1 researchers are supervised by their thesis director and tutor; both figures have accredited research experience. https://www.ujaen.es/servicios/sga/sites/servicio_sga/files/uploads/normativa/pc092/reglamento_doctorado_UJA.pdf https://escueladoctorado.ujaen.es/sites/centro_escueladoctorado/files/uploads/Asignaci%C3%B3n%20de%20tutor%20y%20director%20de%20tesis.pdf • There is a signed compulsory agreement for R1 and their Ph. D supervisor. https://www.ujaen.es/estudios/acceso-y-matricula/sites/segundonivel_acceso_y_matricula/files/uploads/doctorado/compromisodocumentalsupervision_1.pdf • The R2 are supervised by the department leader. Suggestions for improvement: • Establish a pilot mentorship program for R1 and R2 researchers funded by self-funded projects. • Professional counselling for novel teachers is scheduled in the teacher's academic dedication plan.

38. Continuing Professional Development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The researchers involved in the survey and working group suggested that senior scientists are not motivated to follow training courses.	• UJA has a complete spectrum of training courses. https://www.ujaen.es/servicios/servpod/portal-de-formacion-del-pdi • UJA has a digital platform for training. https://dv.ujaen.es/goto_docencia_cat_305487.html • Researchers recruited by research projects could access UJA training courses. Suggestions for improvement: • Design a teachers' training plan, detecting and prioritising the minimum requested training needs, aligning them with the "researcher training needs for professional career plan". • Include the completion of training courses among the positive criteria of UJA's acknowledgement plan, for the achievement of extra funding for scientific meetings, etc.

39. Access to research training and continuous development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The researchers involved in the survey and working group suggested that training access is more limited in the Linares Campus than in the Jaen Campus.	• UJA has a complete spectrum of training courses. https://www.ujaen.es/servicios/servpod/portal-de-formacion-del-pdi • UJA has a digital platform for training. https://dv.ujaen.es/goto_docencia_cat_305487.html - Suggestions for improvement: • Facilitate the remote access of training courses at the Linares campus.

40. Supervision

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The researchers involved in the survey and working group suggested that no external career orientation is received.	• R1 researchers are evaluated annually by the Doctorate School and by the funding institution. This evaluation is required to continue the doctorate studies. https://escueladoctorado.ujaen.es/sites/centro_escueladoctorado/files/uploads/Normas%20de%20permanencia%20UJA1.pdf • There is a signed compulsory agreement for R1 and their Ph. D supervisor. https://www.ujaen.es/estudios/acceso-y-matricula/sites/segundonivel_acceso_y_matricula/files/uploads/doctorado/compromisodocumentalsupervision_1.pdf • The R2 are supervised by the department leader. • Conflicts among researchers are mediated by the university ombudsman. https://www.ujaen.es/servicios/defensor/ • R2 funded by research projects are supervised by the IP of the project. Suggestions for improvement: • Create a professional orientation unit.