

## **GAP ANALYSIS – University of Skövde, Sweden**

Case number: 2020SE526196

Name Organisation under review: Högskolan I Skövde, University of Skövde

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### **GAP ANALYSIS**

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.

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

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Ethical and Professional Aspects			
<p>1. Research freedom</p>	<p>++</p>	<p><b>National legislation</b>            The university is legally bound by the following national legislation:</p> <p>Research freedom in Sweden is enshrined in the Swedish Higher Education Act 1992:1434, chap 1 §6.  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a></p> <p>The following general principles are applicable:</p> <ul style="list-style-type: none"> <li>• research issues may be freely selected,</li> <li>• research methodologies may be freely developed,</li> <li>• research results may be freely published.</li> </ul> <p>In addition, there are a number of statutes that regulate the publication of research data:</p> <ul style="list-style-type: none"> <li>• Freedom of Speech Act  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/yttrandefrihetsgrundlag-19911469_sfs-1991-1469">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/yttrandefrihetsgrundlag-19911469_sfs-1991-1469</a>            The purpose of freedom of expression under this Act is to secure the free exchange of opinion, free and comprehensive information, and freedom of artistic creation.</li> <li>• Freedom of Press Act  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/tryckfrihetsforordning-1949105_sfs-1949-105">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/tryckfrihetsforordning-1949105_sfs-1949-105</a></li> </ul>	<p>No further internal initiatives planned at present.</p>

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		<p>Freedom of press is understood to mean the right of every Swedish citizen to publish written matter, without prior hindrance by a public authority or other public body, and not to be prosecuted thereafter on grounds of its content other than before a lawful court, or punished therefore other than because the content contravenes an express provision of law, enacted to preserve public order without suppressing information to the public.</p> <p><b>Organisational regulation</b>            Research freedom is one of the pillars of research in Sweden. As a public-funded university, HS is committed to comply with national legislation. Researchers are free to publish their results; furthermore, researchers own their findings, which they can individually benefit from. However, since most of the university-based research carried out in Sweden is externally financed, research topics are increasingly determined or at least guided by external actors. Furthermore, Vice-Chancellors can use discretionary funds to support research determined by the university leadership.</p> <p>HS follows the National legislation and any changes made thereto and advises incoming international researchers of the legislation and researchers’ rights and obligations. This will be facilitated in the future through an online manual for incoming researchers (discussed later).</p>	
<p>2. Ethical principles</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Relevant external information does not always reach incoming researchers upon arrival.</li> <li>• HS Research Ethics Council has limited outreach.</li> <li>• Management and Staff Policy document at HS is missing.</li> </ul> <p><b>National legislation</b>            The university is legally bound by the following national legislation:</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Distribute the Swedish Research Council’s guide to Good Research Practice to all new incoming researchers.  <a href="https://www.vr.se/english/analysis/reports/our-">https://www.vr.se/english/analysis/reports/our-</a></li> </ul>

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		<ul style="list-style-type: none"> <li>• The Act (2003:460) concerning the Ethics Review of Research Involving Humans. (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2003460-om-etikprovning-av-forskning-som_sfs-2003-460">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2003460-om-etikprovning-av-forskning-som_sfs-2003-460</a>)</li> <li>• Animal Welfare Act (SFS 1988:534, <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/djurskyddslag-1988534_sfs-1988-534">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/djurskyddslag-1988534_sfs-1988-534</a>). This Act applies to the care and treatment of domestic animals and laboratory animals. It also applies to other animals if they are kept in captivity. Not relevant for HS at present.</li> <li>• The Swedish Research Council (Sw. Vetenskapsrådet, VR, <a href="https://www.vr.se/english/about-us.html">https://www.vr.se/english/about-us.html</a>) is an authority under the Ministry of Education and Research. It has a key role in developing Swedish research of the highest scientific quality, thereby contributing to the development of society. It is also a significant research financing agency.</li> <li>• Swedish Ethical Review Authority (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://etikprovningssmyndigheten.se/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://etikprovningssmyndigheten.se/</a>) is a government agency under the Ministry of Education that conducts ethical reviews of research on humans, but also of research on biological materials and sensitive personal data. The Authority started operations in 2019, replacing the previous regional ethics review boards.</li> <li>• The Board for the Review of Misconduct in Research (<a href="https://oredlighetsprovning.se/in-english">https://oredlighetsprovning.se/in-english</a>) began its operations on 1 January 2020 when the Act (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2019504-om-ansvar-for-god-forskningssed_sfs-2019-504">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2019504-om-ansvar-for-god-forskningssed_sfs-2019-504</a>) on responsibility for good research practice and the examination of misconduct in research came into force. The Board has the task of examining questions of misconduct in research and contributes to maintaining good research practice, thereby contributing to a high level of confidence in Swedish research and Sweden as a leading research nation.</li> </ul>	<p><a href="https://www.hs.se/reports/2017-08-31-good-research-practice.html">reports/2017-08-31-good-research-practice.html</a></p> <ul style="list-style-type: none"> <li>• Make HS internal document "Good scientific practice – a short overview with recommendations" (Dnr 2014-06-69, currently being updated) more widely available.</li> <li>• Increase visibility and outreach of HS Research Ethics Council.</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• For incoming researchers, reference will be made to the CODEX website for ethical rules and guidelines for research <a href="https://codex.uu.se/?languageId=1">https://codex.uu.se/?languageId=1</a></li> <li>• HS also has a webpage with a collection of links regarding ethics. This webpage needs to be highlighted better.</li> <li>• Management and Staff Policy at HS needs to be developed and published.</li> <li>• Document HS2019/814 regarding the HS Research</li> </ul>

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		<p><b>Organisational regulation</b>            As a public-funded university, HS is committed to comply with national legislation, as laid out above. Regular auditing by government authorities is in place to ensure that the university remains compliant.</p> <ul style="list-style-type: none"> <li>The Swedish government publishes recommendations and guidelines regarding good governance, as well as organising seminars and courses. Based on these national guidelines, HS has its own specific guidelines for the management of suspicion of misconduct in research or other serious deviations from good research practice (<a href="https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/forskning-och-utbildning-pa-forskarniva/riktlinjer-for-hantering-av-oredlighet.pdf">https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/forskning-och-utbildning-pa-forskarniva/riktlinjer-for-hantering-av-oredlighet.pdf</a>, document is in Swedish).</li> <li>There is a doctoral education course at HS on research ethics.</li> <li>HS Research Ethics Council (described in HS 2019/814) has a proactive and reactive assignment in relation to research ethics issues and works to maintain good research practice at the University. For the council's proactive activity and related control documents, there is collaboration with the Faculty Board. For reactive issues related to misconduct in research and related control documents, matters are referred to the Vice-Chancellor.</li> </ul>	<p>Ethics Council needs to be made available in English.</p>
<p>3. Professional responsibility</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            The university is legally bound by the following national legislation:</p> <p>The Swedish Higher Education Act 1992:1434, § 3a  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>)</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>Ensure that sufficient administrative training is given to those to whom responsibility is delegated, e.g. Research group leaders.</li> </ul>

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		<p>Higher education institutions shall uphold academic credibility and good research practice.</p> <p>The Administrative Procedure Act (1986:223, <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forvaltningslag-1986223_sfs-1986-223">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forvaltningslag-1986223_sfs-1986-223</a>) applies to the handling of administrative matters by public authorities (e.g. public universities).</p> <p><b>Organisational regulation</b>            Professional responsibility is expected as part of the regulations and recommendations for state employees. The following policies and boards ensure that employees fulfil their professional responsibilities:</p> <ul style="list-style-type: none"> <li>• Advisory documents issued by HS Research Ethics Council.</li> <li>• Multidisciplinary courses in third-cycle studies in research methodologies, collaborations with non-academic partners, research communication and research presentation, etc. <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/forskning/utbildning-pa-forskarniva/kurser-pa-forskarniva/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/forskning/utbildning-pa-forskarniva/kurser-pa-forskarniva/</a></li> <li>• There are lunch seminars held by support functions at HS on research-support related topics.</li> <li>• The HS Staff Disciplinary Committee shall initiate an internal inquiry if an employee at the university is acting in a manner that is not compatible with their employment. This committee applies to researcher levels R1-R3.</li> <li>• Regulations for Third-Cycle Education (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/en/research/phd-programmes/regulations-forms-and-templates/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/en/research/phd-programmes/regulations-forms-and-templates/</a>) regulate the roles and responsibilities of both the doctoral student and their supervisors, including assessment criteria for both.</li> <li>• As and when new national legislation and guidelines are developed, HS will ensure compliance by the university.</li> </ul>	<p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>• Management and Staff Policy at HS needs to be developed and published (see point 2).</li> </ul>

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<p>4. Professional attitude</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            Professional attitude and Professional responsibility are inseparable and are closely governed by the contractual and legal obligations to which each researcher must adhere (see point 3).</p> <p>Professional attitude is thus a prerequisite for universities to fulfil Swedish legislation.</p> <p><b>Organisational regulation</b>            Processes and services (functions) to ensure a professional attitude towards research activities at HS include:</p> <ul style="list-style-type: none"> <li>• Professional attitude is to some extent covered in the introductory programme for incoming staff (currently only on the HS intranet) and is included in other staff courses.</li> <li>• A multidisciplinary seminar series is offered in popular science, research presentation, communication, communication tools, impact and utilisation of research, external collaboration, funding strategies etc.</li> <li>• Research Leader Programme is offered together with two other university colleges for a limited number of participants.</li> <li>• Advice from the Office for Research, Innovation and External Relations (AFSI) for researchers regarding research funding and the requirements of funding agencies.</li> <li>• Post-award and post-contract support are centralised at the central administration (legal, administrative structures, project finance, etc.). Each School has their own contact person with central administration to ensure good communication.</li> <li>• In the Individual Study Plan, the doctoral student and the supervisors must annually inform the Director of PhD Studies and the Dean at the University about the status of the PhD project.</li> <li>• No research projects may be started without the necessary ethical approvals. Such approvals may also cover the use of personal information, biological materials, etc.</li> </ul>	<p><b>Initiatives underway:</b></p> <ul style="list-style-type: none"> <li>• Ensure that internal document "Quality activities within research" (Kvalitetsarbete inom forskning Dnr HS 2020/544) is distributed to all researchers.</li> </ul>

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		<p>A number of HS' research environments and funding mechanisms are linked to the Knowledge Foundation (<a href="https://www.kks.se/om-oss/in-english/">https://www.kks.se/om-oss/in-english/</a>), including the university's research and education environment INFINIT. The quality processes that have been developed within INFINIT, based on the Knowledge Foundation's guidelines, are included in the University's general quality systems (<a href="https://www.his.se/en/about-us/facts-and-figures/quality-management/">https://www.his.se/en/about-us/facts-and-figures/quality-management/</a>). These include strategic decisions from the board and vice-chancellor, as well as instruction forms for applications for research funding and a structure for follow-up of research projects. As a result of the quality assurance, both researchers, decision makers and administrative staff at HS are well acquainted with how different research projects are developed. Within INFINIT, if research projects in the continuous follow-ups do not meet set goals, then there is a structure and practice of procedure for dealing with such circumstances.</p>	
<p>5. Contractual and legal obligations</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>Poor knowledge of obligations among researchers.</li> </ul> <p><b>National legislation</b>            The following national legislation applies depending on the research area:</p> <p>Act (1960:729) on Copyright in Literary and Artistic Works  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1960729-om-upphovsratt-till-litterara-och-sfs-1960-729">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1960729-om-upphovsratt-till-litterara-och-sfs-1960-729</a>)</p> <p>The Patent Act (1967:837)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/patentlag-1967837-sfs-1967-837">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/patentlag-1967837-sfs-1967-837</a>)</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>Better information on contractual and legal obligations on web, in English as well.</li> <li>Develop an HS IPR policy.</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>Systematise legal review of contracts prior to signature and start of project.</li> <li>Draw up subcontracts with researchers where necessary ensuring understanding of</li> </ul>



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		<p>Act (1949:345) on the Right to Employee Inventions  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1949345-om-ratten-till-arbetstagares_sfs-1949-345">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1949345-om-ratten-till-arbetstagares_sfs-1949-345</a>)</p> <p>Design Protection Act (1970:485)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/monsterskyddslag-1970485_sfs-1970-485">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/monsterskyddslag-1970485_sfs-1970-485</a>)</p> <p>The Trademark Act (2010:1877)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/varumarkeslag-20101877_sfs-2010-1877">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/varumarkeslag-20101877_sfs-2010-1877</a>)</p> <p>The Trade Names Act (1974:156)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/firmalag-1974156_sfs-1974-156">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/firmalag-1974156_sfs-1974-156</a>)</p> <p>The Names Act (1982:670)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/namnlag-1982670_sfs-1982-670">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/namnlag-1982670_sfs-1982-670</a>)</p> <p>The Swedish Higher Education Act (1992: 1434), Chapter 1 § 6  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>)</p> <p>The Act (2003:460) concerning the Ethics Review of Research Involving Humans  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dok">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dok</a></p>	<p>consequences of contractual non-compliance.</p> <ul style="list-style-type: none"> <li>• Translate, publish and distribute an existing handbook/checklist for new projects.</li> <li>• Develop routines for informing researchers in existing and new projects.</li> <li>• Run course in understanding IP management.</li> <li>• Systematise contractual review/follow-up during project.</li> <li>• Carry out additional GDPR training.</li> <li>• Ensure widespread knowledge and understanding of Public Procurement regulations.</li> </ul>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p><a href="https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2003460-om-etikprovning-av-forskning-som-sfs-2003-460">ument-lagar/dokument/svensk-forfattningssamling/lag-2003460-om-etikprovning-av-forskning-som sfs-2003-460)</a></p> <p>The Act on Public Procurement  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-20161145-om-offentlig-upphandling-sfs-2016-1145">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-20161145-om-offentlig-upphandling sfs-2016-1145)</a></p> <p>The General Data Protection Regulation (GDPR)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2018218-med-kompletterande-bestammelser-sfs-2018-218">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2018218-med-kompletterande-bestammelser sfs-2018-218)</a> applies throughout the European Union. Its purpose is to create a uniform and harmonised level for the protection of personal data so that the free movement of personal data within Europe is not hindered.</p> <p><b>Organisational regulation</b>            AFSI and other central support units assist researchers in keeping up to date with funding bodies’ requirements.</p> <p>The following processes and services (functions) ensure that contractual and legal obligations are complied with:</p> <ul style="list-style-type: none"> <li>• AFSI offers support in contractual and legal obligations that may emerge when a funding proposal is granted, including IPR.</li> <li>• External legal support is available for more complex contractual questions.</li> <li>• Post-award and post-contract support are centralised at the central administration (legal, administrative structures, project finance, etc.). Each School has their own contact person with central administration to ensure good communication. Larger projects also have a dedicated “Key Account Manager” at AFSI who keeps contact with the project leader regarding IPR, utilisation, communication etc.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• In the annual update of the Individual Study Plan, the doctoral student and the supervisor follow up and record the doctoral student's progress.</li> <li>• Researchers can obtain advice and support from specialists at the Marketing and Communications Office, as well as the University Library, regarding doctoral theses, publications, articles and questions regarding Open Access Data services.</li> </ul> <p>Work is ongoing within the university support units to oversee processes, identify overlap of responsibilities and set up smoother procedures for research support. This work is expected to take time but will hopefully result in better support for researchers while maintaining contractual and legal obligations.</p>	
<p>6. Accountability</p>	<p>++</p>	<p><b>National legislation</b>            The Swedish Higher Education Act 1992:1434, § 4,  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>            The operations of higher education institutions are organised to ensure that high standards are attained in courses and research.</p> <p>The principle of public access to official records <a href="https://www.government.se/how-sweden-is-governed/the-principle-of-public-access-to-official-documents/">https://www.government.se/how-sweden-is-governed/the-principle-of-public-access-to-official-documents/</a> is expressed in different ways in the Swedish Basic Law. The principle encourages the free exchange of opinion and availability of comprehensive information, every Swedish citizen shall be entitled to have free access to official documents.</p> <p>Open Access of publications is usually a prerequisite in research contracts with foundations, research councils, EU etc.</p> <p>The Swedish Higher Education Authority (<a href="https://english.uka.se/">https://english.uka.se/</a>) is a government agency that evaluates the quality of higher education and research in Sweden.</p>	<p>No further internal initiatives planned at present.</p>

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		<p>The Association of Swedish Higher Education Institutions (SUHF) (<a href="https://suhf.se/in-english/">https://suhf.se/in-english/</a>) is a joint framework that aims at promoting sector interests to external actors and at strengthening internal cooperation. SUHF provides an arena for exchange of views and cooperation among its member institutions and safeguard their interests. SUHF has coordinated the joint HRS4R application work carried out by Swedish universities.</p> <p><b>Organisational regulation</b>            The requirement of transparency is of great importance when being both a state authority and having state funding agencies as the largest contributors. The major research funding agency for HS is the Knowledge Foundation, which is a state funding agency. Therefore, there should be transparency and availability of the research carried out at HS.</p> <p>Previously mentioned Swedish legislation governs the right to freedom of expression, freedom of information for officials and availability of public documents. Further, higher education institutions are organised to ensure that high standards are attained in educational courses and study programmes as well as in research. Also, the resources available shall be used effectively to sustain a high standard of operation.</p>	
<p>7. Good practice in research</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Problem with secure, European-based data storage that researchers trust and use.</li> <li>• Reliable and secure backup systems.</li> <li>• IT infrastructure needs general upgrading and better adaptation to research use.</li> <li>• Lack of updated safety regulations, e.g. within robotics.</li> <li>• Courses are necessary to increase knowledge about GDPR and compliance in the university.</li> <li>• More visible policies and guidelines for data storage, open data and GDPR are required.</li> </ul>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Get regular feedback from researchers on the usability and relevance of existing policies and guidelines for data storage, open data and GDPR</li> <li>• Introduce improved data backup systems and inform researchers about restoring data.</li> </ul>

		<p><b>National legislation</b>  Relevant national legislation includes:</p> <ul style="list-style-type: none"> <li>• Work Environment Act (1977:1160)  (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljola-19771160_sfs-1977-1160">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljola-19771160_sfs-1977-1160</a>)</li> <li>• GDPR legislation  (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2018218-med-kompletterande-bestammelser_sfs-2018-218">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2018218-med-kompletterande-bestammelser_sfs-2018-218</a>)</li> <li>• Archives Act (1990:782)  (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arkivlag-1990782_sfs-1990-782">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arkivlag-1990782_sfs-1990-782</a>)</li> <li>• Public Access to Information and Secrecy Act (2009:400)  (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/offentlighets--och-sekretesslag-2009400_sfs-2009-400">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/offentlighets--och-sekretesslag-2009400_sfs-2009-400</a>)</li> <li>• The Swedish Higher Education Act  (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>) has recently been updated to state that higher education institutions shall uphold academic credibility and good research practice.</li> <li>• The Act on responsibility for good research practice and the examination of research misconduct  (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2019504-om-ansvar-for-god-forskningssed_sfs-2019-504">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2019504-om-ansvar-for-god-forskningssed_sfs-2019-504</a>) contains provisions on the responsibility held by researchers and the entity responsible for research for research being conducted in accordance with good research practice and on an independent board that must examine allegations of research misconduct.</li> </ul> <p><b>Organisational regulation</b>  The university has an office (Service, IT, Security (SITS)) that is responsible for ensuring the university's compliance with regulations, including but not restricted to REACH (<a href="https://ec.europa.eu/environment/chemicals/reach/reach_en.htm">https://ec.europa.eu/environment/chemicals/reach/reach_en.htm</a>).</p>	<ul style="list-style-type: none"> <li>• Upgrade of IT infrastructure has been initiated with change to a new operating system.</li> <li>• Update and translate document “Good scientific practice – an overview with recommendations”.</li> <li>• Repeat courses about GDPR and compliance regularly.</li> <li>• Distribute Good Practice in Research document (<a href="https://www.vr.se/download/18.5639980c162791bbfe697882/1555334908942/Good-Practice_VR_2017.pdf">https://www.vr.se/download/18.5639980c162791bbfe697882/1555334908942/Good-Practice_VR_2017.pdf</a>)</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• Initiate cloud data storage (trusted archive) available outside of university in a GDPR-approved way, even for large files without allowing data access to third countries.</li> <li>• Update safety regulations.</li> </ul> <p>See also points 23 and 24.</p>
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		<p>SITS also has the central responsibility for electronic data storage. Some data is stored on university servers that are thoroughly monitored and backed up, other data is stored in the cloud using a central service provided by SUNET (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.sunet.se/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.sunet.se/</a>, Swedish University computer Network, a unit within the Swedish Research Council, VR). Local data storage, on individual computers, is firmly discouraged.</p> <p>SITS is responsible for ensuring that the documents are archived in a form that complies with current legislation.</p> <p>Guidelines for the handling of research data have recently been published by HS (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/4.-mot-hogskolan/sa-har-fungerar-hogskolan/styrdokument/riktlinjer-forskningsdata.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/4.-mot-hogskolan/sa-har-fungerar-hogskolan/styrdokument/riktlinjer-forskningsdata.pdf</a>)</p> <p>The European General Data Protection Regulation (GDPR) is an area where there has been initial training, but new training is necessary. At SITS, there is a service responsible for IT security, including GDPR.</p> <p>The Board of Research and Education at HS has issued a document “Good scientific practice – an overview with recommendations” (<a href="https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/forskning-och-utbildning-pa-forskarniva/god-vetenskaplig-praxis.pdf">https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/forskning-och-utbildning-pa-forskarniva/god-vetenskaplig-praxis.pdf</a>, in Swedish) giving researchers a starting point for how good research should be carried out.</p> <p>Further, good research practice means that:</p> <ul style="list-style-type: none"> <li>• before the research is started or a researcher is recruited to the group, the researcher should have defined and documented, the rights and the responsibilities and obligations of the members of a research group, as well as copyright issues to the research results and the preservation of materials (see also point 5).</li> </ul>	

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		<ul style="list-style-type: none"> <li>• funding and other constraints of significance to conduct research are communicated to those who participate in the research and report when the research results are published.</li> <li>• good scientific and financial management practice is observed.</li> </ul>	
<p>8. Dissemination, exploitation of results</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            The Swedish Higher Education Act (1992:1434), Ch. 1, 2 and 3§§  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>            The mandate of higher education institutions includes third-stream activities and the provision of information about their activities, as well as ensuring that benefit is derived from their research findings.</p> <p><b>Organisational regulation</b>            See also point 9.</p> <p>Essentially all research funding bodies now require a dissemination plan in funding applications. This plan must detail dissemination to peers as well as to all levels in society, from national and international decision-makers to the general public.</p> <p>Furthermore, in other funding applications, commercialisation plans (innovation management) are also required. At HS, these requirements are handled in a number of ways:</p> <ul style="list-style-type: none"> <li>• AFSI advises researchers on the requirements for dissemination and commercialisation plans for individual funding bodies and also maintains close contacts with such funding bodies. AFSI's services are available to all levels of researchers, R1 to R4.</li> </ul>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Upgrade the content of the English version of the university website.</li> <li>• The Swedish Research Council, together with Örebro University, is currently investigating how research communication can be incorporated as a standard part of doctoral training  <a href="https://www.vr.se/english/just-now/news/news-archive/2021-01-11-expert-group-to-propose-including-more-communication-in-third-cycle-education.html">https://www.vr.se/english/just-now/news/news-archive/2021-01-11-expert-group-to-propose-including-more-communication-in-third-cycle-education.html</a>). This discussion is currently being followed at HS and results will be incorporated where relevant.</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• More active follow-up by AFSI and Marketing and</li> </ul>

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		<ul style="list-style-type: none"> <li>• AFSI, together with the Marketing and Communications Office, jointly advises researchers regarding communications plans.</li> <li>• Marketing and Communications Office assists in the practical production of press releases, presentations etc.</li> <li>• Both offices provide media training so that researchers are more able to handle questions from journalists and to be able to present their research in a succinct and easy-to-understand way.</li> <li>• AFSI assists researchers in innovation management, advising on product development, licencing, company formation and providing some levels of funding for commercialisation. In Sweden, rights to research results are owned by the individual researcher, not the employer, which means that commercialisation through an own company is a normal process.</li> </ul> <p>While the university has made significant advances in the dissemination and exploitation of results, there is always more work to do in optimising the processes and ensuring that all researchers are aware of what is available to them.</p>	<p>Communications Office to highlight and exploit results.</p> <ul style="list-style-type: none"> <li>• Develop more media training for researchers.</li> </ul>
<p>9. Public engagement</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• No structured system for public engagement, depends largely on personal interest.</li> </ul> <p><b>National legislation</b>            The Swedish Higher Education Act (1992:1434), Ch. 1, 2 and 3§§  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>            The mandate of higher education institutions shall include third-stream activities and the provision of information about their activities, as well as ensuring that benefit is derived from their research findings.</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Develop training activities for researchers to provide information and make presentations suitable for the general public.</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• Develop Public Engagement action plan with targets.</li> <li>• Discuss with university management about how more</li> </ul>



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		<p><b>Organisational regulation</b>            Public engagement is often an essential requirement for researchers. Since most research is funded by public funds, it is necessary to inform the general public of research results and offer the possibility of interaction.</p> <p>Some of the reasons for public engagement include:</p> <ul style="list-style-type: none"> <li>• building the university's brand with society and industry, both nationally and internationally.</li> <li>• using the medium of wide-reaching discussion, identify upcoming research questions.</li> <li>• enabling new mutually interesting collaborations with society and industry.</li> <li>• networking with potential new stakeholders for research grants.</li> <li>• showing our students that what we teach is relevant to reality/practice.</li> <li>• having positive examples of where research/science/academia makes a difference.</li> </ul> <p>AFSI and the Marketing and Communications Office advise researchers regarding communication plans. The Marketing and Communications Office assists in the practical production of press releases, presentations etc. Both offices provide media training so that researchers are more able to handle questions from journalists and to be able to present their research in a succinct and easy-to-understand way.</p> <p>HS is collaborating with other local actors and platforms in order to reach non-academic target groups.</p> <p>HS has been very active in the Marie Skłodowska-Curie European Researchers' Night as well as in the Science Slam in Gothenburg.</p> <p>Other events where HS' research activities are highlighted include Science Festivals, Innovation Days, Popular Science Cafés in Skövde and Almedalen Week (<a href="https://almedalsveckan.info/english">https://almedalsveckan.info/english</a>) where various presentations are routinely given.</p>	<p>time can be allocated to researchers to become involved in public engagement activities.</p> <ul style="list-style-type: none"> <li>• Systematise better recognition of public engagement activities.</li> <li>• Make public engagement more systematic in operational activities.</li> </ul>

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<p>10. Non-discrimination</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            The Discrimination Act (2008: 567)  <a href="http://www.government.se/contentassets/6732121a2cb54ee3b21da9c628b6bdc7/oversattning-diskrimineringslagen_eng.pdf">http://www.government.se/contentassets/6732121a2cb54ee3b21da9c628b6bdc7/oversattning-diskrimineringslagen_eng.pdf</a></p> <p>Work Environment Act  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolaag-19771160_sfs-1977-1160">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolaag-19771160_sfs-1977-1160</a></p> <p>Civil Service Act (1994: 260)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260</a></p> <p>The Equality Ombudsman (DO) (<a href="https://www.do.se/other-languages/english/">https://www.do.se/other-languages/english/</a>) is a government agency that works on behalf of the Swedish parliament and government to promote equal rights and opportunities and to combat discrimination.</p> <p>Swedish Gender Equality Agency (<a href="https://www.jamstalldhetsmyndigheten.se/en">https://www.jamstalldhetsmyndigheten.se/en</a>) contributes to effective implementation of Swedish gender equality policy. The work of the agency requires close cooperation with other government agencies, municipalities, county councils, regions, civil society and business and industry. The main task of the gender equality agency is to coordinate, follow up and provide various forms of support regarding gender equality.</p>	<p><b>Initiatives underway:</b></p> <ul style="list-style-type: none"> <li>• Translate webpages to English.</li> <li>• Ensure machine-readable webpages and documents.</li> <li>• Ensure regular oversight of HS governing documents. Ensure that such documents are easy to find on the HS web. (Note: at HS, steering documents are known as governing documents.)</li> </ul> <p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>• The HS language policy, currently only available on the HS intranet, needs to be made more easily available.</li> </ul>

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		<p>The Swedish Secretariat for Gender Research (<a href="https://www.gu.se/en/nsfg">https://www.gu.se/en/nsfg</a>). The secretariat is a Nordic knowledge hub specialising in sustainable conditions for education, research and working life. We produce research driven knowledge on gender, power and sustainability to address global societal challenges. We operate in collaboration with and conduct commissioned research for a range of actors at national, Nordic and international level.</p> <p><b>Organisational regulation</b>            Equality and gender equality shall be embodied at all levels at HS. An approach and an atmosphere that promote equality and gender equality as fundamental values are paramount in the University's efforts to realise its vision of quality education, prominent research and dynamic business and community engagement.</p> <p>HS works in accordance with legislation of the Equality Ombudsman (<a href="https://www.do.se/other-languages/english/">https://www.do.se/other-languages/english/</a>). An annual report is produced regarding equality activities and actions, considering HS both as an employer and an education provider.</p> <p>A new Coordination group for equal conditions, accessibility and broadened recruitment at HS was initiated at the end of 2020 (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/likavillkor/samordningsgrupp-likavillkor-tillganglighet-breddad-rekrytering.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/likavillkor/samordningsgrupp-likavillkor-tillganglighet-breddad-rekrytering.pdf</a>). This new organisation has made it easy to handle questions regarding equality.</p> <ul style="list-style-type: none"> <li>• Overall policy for the University's systematic work environment activities (Övergripande policy för Högskolans systematiska arbetsmiljöarbete (SAM) (Dnr HS 2016/295).</li> <li>• Procedure for handling discrimination, harassment and violations (Handlägningsordning vid diskriminering, trakasserier och kränkningar) Dnr HS 2018/193.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Action plan against discrimination and harassment/sexual harassment at the University of Skövde (Handlingsplan mot diskriminering och trakasserier/sexuella trakasserier vid Högskolan i Skövde 2018) Dnr HS 2018/75.</li> <li>Equal opportunities guidelines (Riktlinjer för lika villkor) Dnr HS 2018/192.</li> <li>Terms of mission for equal opportunities coordination group (Uppdragsbeskrivning för samordningsgrupp för lika villkor) Dnr HS 2018/192.</li> <li>The government has tasked (in its letter of appropriation) all universities and university colleges in Sweden to work with Gender mainstreaming. The HS Gender mainstreaming 2020-2022 action plan (Jämställdhetsintegrering 2020-2022, HS 2020/931) is followed up annually in the university's annual report as one of five impact goals.</li> </ul> <p>Every year, HS performs an employee survey where questions regarding discrimination are taken up. Any detected anomalies can then be addressed. Furthermore, there is a regular survey of salaries and salary structures.</p>	
<p>11. Evaluation/ appraisal systems</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>Current individual evaluation and appraisal system considers research output more than research quality.</li> <li>Previous external research evaluation of the whole HS was conducted in 2013.</li> </ul> <p><b>National legislation</b>            From an employer's point of view, there is no national legislation regarding evaluation/appraisal systems.</p> <p>However, from the funder's perspective, the Swedish Research Council (Sw. <i>Vetenskapsrådet</i>, VR) conducts various types of evaluations of research, both evaluations of research topics and evaluations of government-initiated research efforts, the latter more frequent.</p>	<p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>Improve individual appraisal systems of researchers, especially at upper levels (R3/R4).</li> <li>Link future evaluations to research activity, more emphasis on quality of research rather than output.</li> <li>Plan and carry out a new external research evaluation.</li> </ul>

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		<p>The focus of the evaluations is on scientific quality, though aspects such as strategic management at the university level and research impact may occur.</p> <p>Responsibility for the compliance with ethical guidelines rests with the academic institution at the university.</p> <p>In addition, the Knowledge Foundation assesses the INFINIT environment annually with regard to scientific development, co-production, staffing and processes for quality assurance.</p> <p>Ordinance (2007: 603) on Internal Control (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-2007603-om-internstyrning-och-sfs-2007-603">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-2007603-om-internstyrning-och-sfs-2007-603</a>) and Internal Audit Ordinance (2006 : 1228 ), 1 and 2 §§ (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/internrevisionsforordning-20061228-sfs-2006-1228">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/internrevisionsforordning-20061228-sfs-2006-1228</a>) give guidance about internal steering mechanisms.</p> <p>The Swedish Higher Education Authority (UKÄ) has been given the responsibility of quality assurance of research at Swedish universities (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.uka.se/kvalitet--examenstillstand/granskning-av-larosatenas-kvalitetssakring-av-forskning.html">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.uka.se/kvalitet--examenstillstand/granskning-av-larosatenas-kvalitetssakring-av-forskning.html</a>) and <a href="https://english.uka.se/about-us/news--events/nyheter/2017-08-08-extended-assignment-quality-assurance-of-research.html">https://english.uka.se/about-us/news--events/nyheter/2017-08-08-extended-assignment-quality-assurance-of-research.html</a>.</p> <p><b>Organisational regulation</b>            At HS, there are/have been a number of different evaluations and/or appraisals, including:</p> <ul style="list-style-type: none"> <li>• Research evaluation ARC13 was carried out in 2013.</li> <li>• The internal application for advancement to Docent (Associate Professor), Professor and Lecturer involves an external evaluation process.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Each year, every employee at HS, including researchers at all stages, has an individual appraisal with their direct manager. Much of these discussions are based on performance but also training and career plans, working environment etc. This is an opportunity for the researcher to discuss personal development, conference attendance etc. It is normal to set goals, for both parties, which are followed up during the next appraisal.</li> <li>• On a frequent basis (every 2-3 years), there is a general employee survey at HS. The results of this survey are used to follow up factors such as working environment, management's success in disseminating policies/guidelines, etc.</li> </ul>	
<b>Recruitment and Selection</b>			
<p>12. Recruitment</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made. These are listed under point 13.</p> <p><b>National legislation</b></p> <p>The Instrument of Government  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/en/Ho-w-the-Riksdag-works/Democracy/The-Constitution/The-Instrument-of-Government/">(https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/en/Ho-w-the-Riksdag-works/Democracy/The-Constitution/The-Instrument-of-Government/)</a>            Chapter 11, Section 9 states: "When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account."</p> <p>The Public Employment Act (1994:260)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-1994260-om-offentlig-an_sfs-1994-260/">(https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-1994260-om-offentlig-an_sfs-1994-260/)</a> states: "When making appointments only objective factors such as service merits and competence shall be taken into account. Competence shall be a primary consideration, unless specific reasons otherwise exist."</p>	

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		<p><b>Other relevant national legislation</b>            The Swedish Higher Education Act (1992:1434) (<a href="https://www.uhr.se/start/laws-and-regulations/Laws-and-regulations/The-Swedish-Higher-Education-Act/">https://www.uhr.se/start/laws-and-regulations/Laws-and-regulations/The-Swedish-Higher-Education-Act/</a>)</p> <p>The Higher Education Ordinance (SFS 1993:100) (<a href="https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/">https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/</a>)</p> <p>Discrimination Act (SFS 2008:567)  <a href="http://www.regeringen.se/contentassets/df39920121c94604a615c32644d27024/oversattning-diskrimineringslagen_eng.pdf">http://www.regeringen.se/contentassets/df39920121c94604a615c32644d27024/oversattning-diskrimineringslagen_eng.pdf</a></p> <p><b>Organisational regulation</b>            HS has a policy that all recruitment shall be open, transparent and attractive for the best qualified people who, with their competence, can contribute to the university's development. Recruitment is nationally regulated for openness and transparency through the legislation listed above. In addition, national agencies are legally bound to take into account merits and ability in their recruitments.</p> <p>HS uses the web-based <i>Reach Mee</i> recruitment system.</p> <p>In addition to legislation, the following also guide recruitments at HS:</p> <ul style="list-style-type: none"> <li>• Appointments procedure for doctoral students <a href="https://www.his.se/en/research/phd-programmes/interested-in-becoming-a-phd-student/">https://www.his.se/en/research/phd-programmes/interested-in-becoming-a-phd-student/</a></li> <li>• Recruitment policy at University of Skövde (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/anstallning/anstallningsordning-vid-hogskolan-i-skovde.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/anstallning/anstallningsordning-vid-hogskolan-i-skovde.pdf</a>)</li> <li>• Career paths in the Appointments Procedure are provided to applicants (update underway).</li> </ul>	

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		<ul style="list-style-type: none"> <li>• A recruitment process with standardised routines and templates for advertising, recruitment and employment. The job profile must be agreed prior to recruitment and is used in the assessment process.</li> <li>• Action Plan for gender equality (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/lika-villkor/201215-handlingsplan-jamstalldhetsintegrering-2020-2022.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/lika-villkor/201215-handlingsplan-jamstalldhetsintegrering-2020-2022.pdf</a>).</li> </ul>	
<p>13. Recruitment (Code)</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Adverts are not always in English (however, Swedish is often a requirement for teaching).</li> <li>• Oversee and update Appointments Procedure document.</li> <li>• Better advertising of positions, avoiding customised adverts, is needed.</li> </ul> <p><b>National legislation</b> Listed in point 12.</p> <p><b>Organisational regulation</b> See point 12.</p> <p>In spite of the fact that no gaps were identified under point 12, a number of gaps were identified under point 13, partly due to different wording in the guide texts. There was also a discrepancy in views between academic staff and administrative staff.</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Better explanations of processes, requirements and evaluation in English. Publish on website.</li> <li>• Update guidelines for the recruiting process.</li> <li>• Improve process description for personnel who are recruiting.</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• Describe Swedish and HS recruitment processes clearly for international applicants.</li> <li>• More use of Euraxess for publishing jobs where relevant.</li> <li>• Incorporate HRS4R texts in updated guidelines.</li> <li>• Ensure that ongoing review of recruitment process takes into account HRS4R principles.</li> </ul>



<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
<p>14. Selection (Code)</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>Academic staff and administrative staff had different views on the selection process.</li> <li>Composition of internal selection committees needs to be reviewed.</li> </ul> <p><b>National legislation</b>            The Swedish Higher Education Act (SFS 1992:1434)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a></p> <p>The Higher Education Ordinance (SFS 1993:100)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a></p> <p><b>Organisational regulation</b>            The composition of the Academic Appointment committees is regulated in the university's recruitment policy  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tilfalliga-dokument/styrdokument/anstallning/anstallningsordning-vid-hogskolan-i-skovde.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tilfalliga-dokument/styrdokument/anstallning/anstallningsordning-vid-hogskolan-i-skovde.pdf</a>.</p> <p>These documents will be translated into English.</p> <p>Experts and members are, where possible, evenly distributed in terms of gender, faculty, etc. Members of the student union (including the doctoral section) and the unions are always invited.</p> <p>Different selection methods are applied such as interviews, test lectures and contacting of referees. External experts review the documentation.</p>	<p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>Regular quality assessment of recruitment and selection processes.</li> <li>Publish information on how the process works (also in English). Link to be included in job adverts.</li> <li>Oversee internal composition of selection committees.</li> </ul>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p>Applicants are assessed on the basis of the criteria set forth in the job vacancy advertisement and the general requirements of the individual type of academic post.</p> <p>A project on competence-based recruitment is due to start in autumn 2021 and work on processes for international recruitments is underway.</p>	
<p>15. Transparency (Code)</p>	<p>++</p>	<p><b>National legislation</b>            The Swedish Higher Education Act (1992:1434)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a>)</p> <p>According to the Higher Education Ordinance (SFS 1993:100) Chapter 2, § 2  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>), the University Board shall determine employment regulations (Sw. <i>anställningsordning</i>) that the university must apply, together with the rules of appointment and promotion of lecturers.</p> <p>Employment Ordinance (1994:373)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373</a>)</p> <p>Public Access to Information and Secrecy Act (2009:400)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/offentlighets--och-sekretesslag-2009400_sfs-2009-400">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/offentlighets--och-sekretesslag-2009400_sfs-2009-400</a>)</p>	<p>No further internal initiatives planned at present.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p><b>Organisational regulation</b>            HS uses a web-based recruitment system called <i>Reach Mee</i>, which offers a standardised application process. Applicants are continually informed about the recruitment process by e-mail via <i>Reach Mee</i>. The system is also used for various internal promotion processes.</p> <p>Applicants are informed, in the job advertisements as well as on HS' website (see point 12), about guidelines for recruitment. Links to supporting documents and guidelines are referred to in job adverts.</p> <p>The Public Access to Information Act also applies to recruitments.</p>	
<p>16. Judging merit (Code)</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• During the work with the gap analysis, HR staff considered this point to be completely fulfilled while some academic staff saw flaws in how the process is handled.</li> <li>• Possible gaps in the assessment of academic documentation of international candidates, particularly of non-European candidates.</li> </ul> <p><b>National legislation</b>            The Public Employment Act (SFS 1994:260) §4 Merits and competence  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260</a></p> <p>The Higher Education Ordinance (SFS 1993:100), chapter 4  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a></p>	<p><b>Initiatives underway:</b></p> <ul style="list-style-type: none"> <li>• Improve internal communication regarding judging merit – project underway.</li> <li>• Better methodology for the recognition and evaluation of qualifications from other countries and publications not in English or Nordic languages.</li> </ul>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p><b>Organisational regulation</b>            Documents from recruitment processes are official/public documents according to The Public Access to Information Act can be requested by anyone for transparency.</p> <p>HS' Appointments Procedure details general assessment criteria, starting points for assessing scientific and artistic skills, pedagogical skills and other relevant (e.g. industrial) skills.</p> <p>The Swedish Council for Higher Education (UHR) offers assistance to international job applicants applying for academic jobs in Sweden  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.uhr.se/bedomning-av-utlandsk-utbildning/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.uhr.se/bedomning-av-utlandsk-utbildning/</a>).</p>	
<p>17. Variations in the chronological order of CVs (Code)</p>	<p>++</p>	<p><b>National legislation</b>            There are a number of acts and ordinances that cover this subject including:</p> <p><a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373</a></p> <p><a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260</a></p> <p><a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373</a></p>	<p>No further internal initiatives planned.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p><a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567</a></p> <p>For employment, attention shall be paid only to objective factors such as merits and skills. Skills must be considered foremost unless there are specific reasons for doing otherwise.</p> <p><b>Organisational regulation</b>            In accordance with Swedish legislation, time periods for sick leave, parental leave, work outside academia, military/civil service etc. may not be penalised. Applicants have a great freedom to refer to merits of their choice.</p> <p>Apart from the standardised forms to complete in <i>Reach Mee</i>, applicants submit their own CVs and letters of application. This leaves great freedom to the applicant to express their experience in their own way, e.g. evidence-based. However, career breaks should be explained, as stated in the instructions for application.</p> <p>Applicants may submit their CVs either in an evidence-based or time-based format. The time-based format is more common within academia.</p>	
<p>18.            Recognition of mobility experience (Code)</p>	<p>++</p>	<p><b>National legislation</b>            See also points 10, 13, 16, 19, and 29.</p> <p>Instrument of Government Ch. 12 5§  <a href="https://www.riksdagen.se%2Fen%2FSysSiteAssets%2F07.-dokument--lagar%2Fthe-instrument-of-government-2015.pdf%2F&amp;usg=AOvVaw3mRQJ-BPvSqm27W6uEGPIb">https://www.riksdagen.se%2Fen%2FSysSiteAssets%2F07.-dokument--lagar%2Fthe-instrument-of-government-2015.pdf%2F&amp;usg=AOvVaw3mRQJ-BPvSqm27W6uEGPIb</a></p> <p>The Public Employment Act (1994:260) 4§.  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dok">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dok</a></p>	<p>No further internal initiatives planned at present for this point but related initiatives can be found in points 10, 13, 16, 19 and 29.</p>

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		<p><a href="https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260">ument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260</a>)            For employment, attention shall be paid only to objective factors such as merits and skills. Skills must be considered foremost unless there are specific reasons for doing otherwise.</p> <p>Employment Ordinance (1994:373) 4-5§ Assessment grounds for employment 6-8 §  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373</a>) Procedures for employment</p> <p><b>Organisational regulation</b>            HS views mobility, both transnational and transdisciplinary, as advantageous and valuable. In the current HS International Strategy Document, staff mobility is recognised as important, and the goal is to increase the number of incoming- and outgoing staff.</p> <p>AFSI supports researchers in writing proposals for outgoing and incoming researchers, for instance through Marie Skłodowska-Curie Individual Fellowships. The International Office provides support for the Erasmus and Linnaeus-Palme programmes.</p>	
<p>19. Recognition of qualifications (Code)</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Possible gaps in the assessment of international candidates (see point 16).</li> </ul> <p><b>National legislation</b>            The Higher Education Ordinance (SFS 1993:100)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>) Ch. 2, § 2 states that the University Board shall set employment regulations that the university applies together with the rules of appointment and promotion of teachers.</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Better methodology for the recognition and evaluation of qualifications from other countries and publications not in English or Nordic languages. See point 16.  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://</a></li> </ul>

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		<p>The Public Employment Act (1994:260) 4§ (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260</a>) states that for employment, attention shall be paid only to objective factors such as merit and skills. Skills must be foremost unless there are specific reasons for doing otherwise.</p> <p><b>Organisational regulation</b>            The Appointments Procedure at HS (Dnr HS 2019/486) details clear criteria for when and how assessments of qualifications should be carried out. Non-formal qualifications cannot replace formal qualifications but are perceived as positive in many research subjects. The following are therefore also taken into account:</p> <ul style="list-style-type: none"> <li>• Publications, using bibliometrics.</li> <li>• Pedagogic merits.  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/mot-hogskolan/jobba-hos-oss/lediga-jobb/vetenskaplig-pedagogisk-och-konstnarlig-skicklighet/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/mot-hogskolan/jobba-hos-oss/lediga-jobb/vetenskaplig-pedagogisk-och-konstnarlig-skicklighet/</a></li> <li>• Patents/inventions.</li> <li>• Leadership skills of various levels, experience in third-cycle teaching/supervision, etc.</li> </ul> <p>In the majority of cases, external specialist assessors review the applications in accordance with guidelines given by HS.</p>	<p><a href="http://www.uhr.se/bedomning-av-utlandsk-utbildning/">/www.uhr.se/bedomning-av-utlandsk-utbildning/</a></p> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• Review guidelines for evaluators.</li> </ul>
<p>20. Seniority (Code)</p>	<p>++</p>	<p><b>National legislation</b>            The Instrument of Government (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/en/Ho-w-the-Riksdag-works/Democracy/The-Constitution/The-Instrument-of-Government/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/en/Ho-w-the-Riksdag-works/Democracy/The-Constitution/The-Instrument-of-Government/</a>)</p>	<p>No further internal initiatives planned at present.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p>The Public Employment Act  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-1994260-om-offentlig-an_sfs-1994-260/">(https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-1994260-om-offentlig-an_sfs-1994-260/)</a></p> <p>Discrimination Act (SFS 2008:567)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567"> (https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567)</a></p> <p>The Higher Education Act  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100"> (https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100 )</a> Chapter 2, § 2, the University Board shall set employment regulations (sw. anställningsordning) that the university applies.</p> <p>Collective agreement for Post-docs  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.arbetsgivarverket.se/globalassets/avtal-skrifter/centralaavtal/avtal.pdf"> (https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.arbetsgivarverket.se/globalassets/avtal-skrifter/centralaavtal/avtal.pdf )</a></p> <p><b>Organisational regulation</b>            HS as a state university, is bound by the Discrimination Act and the Higher Education Ordinance.</p> <p>HS has an Action Plan for Equality and Equal Opportunities (see point 10) as well as an Appointments Procedure and Guidelines for recruitment.</p> <p>There are also guidelines for employment once pension age (currently 65 years old) is reached, e.g. Emeritus/Emerita Professor. Full information about pensions is given on the University intranet.</p>	



<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
<p>21. Postdoctoral appointments (Code)</p>	<p>++</p>	<p><b>National legislation</b>            Employment Protection Act 1982:80 (LAS) § 5  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-198280-om-anstallningss_sfs-1982-80/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-198280-om-anstallningss_sfs-1982-80/</a></p> <p>Collective Agreement for Post-doc positions  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.arbetsgivarverket.se/globalassets/avtal-skrifter/centralaavtal/avtal.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=http://www.arbetsgivarverket.se/globalassets/avtal-skrifter/centralaavtal/avtal.pdf</a>            The agreement applies to employees employed as post-docs and who shall primarily carry out research. Teaching can also be included in the duties, but at most 20 per cent of working hours.</p> <p>A prerequisite for the application of this agreement is that the employee has not previously been employed as a post-doc under this agreement for more than a year within the same or related subject area at the same institution/authority.</p> <p><b>Organisational regulation</b>            At HS, the national collective agreement on post-doctoral positions is followed. See <a href="https://sulf.se/en/work-salary-and-benefits/post-doc/">https://sulf.se/en/work-salary-and-benefits/post-doc/</a> for further information.</p> <p>Post-doctoral appointments are also regulated in the HS Appointments Procedure. This includes the recruitment process with standardised routines and templates for advertising always includes clear qualification requirements, project description, duties and length of employment.</p>	<p>No further internal initiatives planned at present.</p>
<b>Working Conditions and Social Security</b>			
<p>22. Recognition</p>	<p>++</p>	<p><b>National legislation</b>            The Swedish Higher Education Act 1992:1434, chapter 1, §6 and chapter 2 §6.  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dok">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dok</a></p>	<p>No further internal initiatives planned at present.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
<p>of the profession</p>		<p><a href="#">ument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search)</a></p> <p><b>Organisational regulation</b>            See also points 3, 4, 19 and 21.</p> <p>Doctoral students at HS are employed on standard work contracts.</p> <p>All research staff at HS are recognised as professionals and treated accordingly at all levels of their careers.</p> <p>As part of their professional development, research staff (particularly at the R2 stage) are encouraged to apply for their own research funding. To help them with applications, AFSI offers courses and individual assistance in applying to specific funders.</p>	
<p>23. Research environment</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Information about research support, equipment and training at HS often not easily available, especially not in English.</li> <li>• IT and equipment infrastructure need to be updated and extended.</li> <li>• Senior lecturers have too little time for research, applying for research funding and professional development.</li> <li>• Doctoral students sometimes lack regulation of the amount of teaching work they carry out.</li> </ul> <p><b>National legislation</b>            The following national legislations govern, amongst others, health and safety issues at work and thereby at universities:</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Implement research support to a greater extent (improved, accessible, coherent, coordinated, and presented in English).</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• Equipment, list on website what is openly available and training.</li> <li>• Make available tools for project management (e.g. follow up goals, economic progress)</li> </ul>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<ul style="list-style-type: none"> <li>• The Work Environment Act (SFS 1977:1160)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolaag-19771160_sfs-1977-1160">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolaag-19771160_sfs-1977-1160</a></li> <li>• The Work environment ordinance (SFS 1977:1166)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljoforordning-19771166_sfs-1977-1166">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljoforordning-19771166_sfs-1977-1166</a></li> <li>• Discrimination Act (SFS 2008:567)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567</a></li> <li>• Social Insurance Act (SFS 2010:110)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/socialforsakringslag-1999799_sfs-1999-799">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/socialforsakringslag-1999799_sfs-1999-799</a></li> <li>• Flammable and explosive goods act (SFS 2010:1011)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-20101011-om-brandfarliga-och-explosiva_sfs-2010-1011">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-20101011-om-brandfarliga-och-explosiva_sfs-2010-1011</a></li> <li>• Flammable and explosive goods ordinance (SFS 2010:1075)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-20101075-om-brandfarliga-och_sfs-2010-1075">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-20101075-om-brandfarliga-och_sfs-2010-1075</a></li> <li>• Protection against accidents act (SFS 2003:778)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2003778-om-skydd-mot-olyckor_sfs-2003-778">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2003778-om-skydd-mot-olyckor_sfs-2003-778</a></li> <li>• Protection against accidents ordinance (SFS 2003:789)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-2003789-om-skydd-mot-olyckor_sfs-2003-789">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-2003789-om-skydd-mot-olyckor_sfs-2003-789</a></li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate knowledge about research training opportunities</li> <li>• Develop administrative routines for ethics and legal regulations</li> <li>• Ensure doctoral students receive unified support from management and faculty.</li> <li>• Oversee research time available for teaching staff.</li> </ul>

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		<p><a href="https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-2003789-om-skydd-mot-olyckor_sfs-2003-789">okument-lagar/dokument/svensk-forfattningssamling/forordning-2003789-om-skydd-mot-olyckor_sfs-2003-789</a></p> <ul style="list-style-type: none"> <li>The Environmental Code (SFS 1998:808)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-1988808-med-instruktion-for_sfs-1988-808">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-1988808-med-instruktion-for_sfs-1988-808</a></li> <li>Parental leave act (SFS 1995:584)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/foraldradighetslag-1995584_sfs-1995-584">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/foraldradighetslag-1995584_sfs-1995-584</a></li> </ul> <p><b>Organisational regulation</b>            See also points 7 and 24.</p> <p>Besides following the National legislation regarding the work environment, HS considers the following points as important for a stimulating research environment:</p> <ul style="list-style-type: none"> <li>All staff are provided with office space, as well as lab space, including all necessary IT facilities and telephone access.</li> <li>Research staff have free-of-charge access to many different national and international databases and journals through the University Library.</li> <li>Video conferencing facilities are available throughout the university in special rooms and individual computers supplied to staff contain video conferencing software. This enhances the researchers' flexibility regarding their own work and supports networking and worldwide collaborations.</li> <li>HS has issued guidelines on a follow-up of research environments every six years (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/mot-hogskolan/sa-har-fungerar-hogskolan/kvalitetsarbete/kvalitetsarbete-inom-forskning/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/mot-hogskolan/sa-har-fungerar-hogskolan/kvalitetsarbete/kvalitetsarbete-inom-forskning/</a>)</li> <li>External research evaluations are regularly made at the university.</li> <li>Co-production with industry, healthcare and society, through interdisciplinary projects, is common at HS, allowing researchers to apply their work to real-life problems.</li> </ul>	

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		<p>Examples of such collaborations are ASSAR (together with Gothia Science Park and Volvo, <a href="https://assarinnovation.se/en/">https://assarinnovation.se/en/</a>), and agreements with Skövde municipality, Skaraborg Hospital and other regional actors.</p> <ul style="list-style-type: none"> <li>• Research support functions at HS (AFSI, Marketing and Communications Office, Finance office, HR and the University Library) offer courses and provide support in grant writing, commercialisation of research, project finance, recruitment, research communication, data management, publishing and collaboration projects (industry and academia) etc.</li> </ul>	
<p>24. Working conditions</p>	<p>++</p>	<p><b>National legislation</b>            See also point 23.</p> <p>The following legislation covers working conditions in Swedish workplaces:</p> <ul style="list-style-type: none"> <li>• The Work Environment Act (SFS 1977:1160)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolak-19771160_sfs-1977-1160">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolak-19771160_sfs-1977-1160</a></li> <li>• The Work environment ordinance (SFS 1977:1166)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljoforordning-19771166_sfs-1977-1166">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljoforordning-19771166_sfs-1977-1166</a></li> <li>• Discrimination Act (SFS 2008:567)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567</a></li> <li>• Social Insurance Act (SFS 2010:110)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/socialforsakringslag-1999799_sfs-1999-799">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/socialforsakringslag-1999799_sfs-1999-799</a></li> <li>• The Environmental Code (SFS 1998:808)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/miljokod-1998808_sfs-1998-808">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/miljokod-1998808_sfs-1998-808</a></li> </ul>	<p>No further internal initiatives planned at present for this point but related initiatives can be found in point 29.</p>

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		<p><a href="https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forordning-1988808-med-instruktion-for_sfs-1988-808">okument-lagar/dokument/svensk-forfattningssamling/forordning-1988808-med-instruktion-for_sfs-1988-808</a></p> <ul style="list-style-type: none"> <li>Parental leave act (SFS 1995:584)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/foraldradighetslag-1995584_sfs-1995-584">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/foraldradighetslag-1995584_sfs-1995-584</a></li> </ul> <p>Sweden is renowned for its generosity in adapting work to the needs of family life. Paid maternity leave and paternity leave are governed by law. Researchers in the public sector with children have right to work part-time. This is regulated by the Parental Leave Act.</p> <ul style="list-style-type: none"> <li>Holiday allowances in Sweden are very generous, compared to other countries. The allowances vary between at least 25 and 35 days per year, depending on the age of the person.</li> </ul> <p><b>Organisational regulation</b>            In addition to the national legislation, the following apply at HS:</p> <ul style="list-style-type: none"> <li>Access to university facilities for disabled researchers is governed by national legislation. HS has a specific group that handles such questions. For other researchers, it is the responsibility of the researcher's supervisor and the head of school to discuss solutions for accessibility and other necessary aids.</li> <li>There are Safety Officers at each office and school, whose roles are partly to handle work environment questions.</li> <li>Research by nature is not a profession with standard working hours (e.g. "9 to 5") and HS allows great flexibility in working times. Such flexibility has to be agreed in advance with the researcher's line manager. There are local collective agreements that govern employees' working time that also offer flexibility in planning working time.</li> <li>Where necessary and depending on the type of research, teleworking is possible following agreement with the researcher's line manager.</li> <li>Secondments as well as adjunction (Sw. adjungering) with other employers outside of the academic field or companies, as well as guest professorships, are encouraged.</li> </ul>	

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		<p>Incoming guest professors are one way of bringing new perspectives and knowledge to HS, supporting staff in their efforts of outgoing mobility is another one. AFSI and the International Office inform about funding opportunities and supports researchers during stays abroad.</p> <ul style="list-style-type: none"> <li>On a regular basis, the university carries out a major employee survey that covers subjects including leadership, health, safety, discrimination, management, understanding of university goals, working environment etc. This gives the individual employee a chance to give an opinion. However, the results at an individual employee level are not identifiable.</li> </ul>	
<p>25. Stability and permanence of employment</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            Employment Protection Act (SFS 1982:80)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-198280-om-anstallningsskydd_sfs-1982-80">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-198280-om-anstallningsskydd_sfs-1982-80</a></p> <p>General temporary employment - ALVA (SFS1982:80 §5a)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-198280-om-anstallningsskydd_sfs-1982-80">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-198280-om-anstallningsskydd_sfs-1982-80</a></p> <p>A worker may be employed for a defined time on a general temporary employment, ALVA. There are no specific conditions for employment according to ALVA. Though, when a worker has been employed with the support of the ALVA in aggregate more than two years during the last five years, the employment is transformed by law to a permanent employment.</p> <p>Further, the following legislation covers employment in Sweden:</p>	<p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>Clarify the regulations at the R1 level.</li> <li>Investigate any other short-term contracts at HS as this is not conducive to a good working environment.</li> </ul>

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		<p>Employment Regulation (1994:373)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373</a>)</p> <p>Act 2002:293 prohibits discrimination against part-time workers and workers with fixed-term contracts  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2002293-om-forbud-mot-diskriminering-av_sfs-2002-293">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2002293-om-forbud-mot-diskriminering-av_sfs-2002-293</a>)</p> <p>Regulation of higher education (SFS 1993:100, chapter 4-5)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>)</p> <p>The Swedish Higher Education Act (1992:1434)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search</a>)</p> <p>The Public Employment Act (1994:260)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1994260-om-offentlig-anstallning_sfs-1994-260</a>)</p> <p><b>Organisational regulation</b>            HS follows Swedish legislation. Permanent employment contracts are of indefinite duration. Contracts for temporary employment are allowed in the cases listed below:</p>	



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		<ul style="list-style-type: none"> <li>• Probationary period, not exceeding six months.</li> <li>• General temporary-term employment (ALVA). After two years of temporary employments (ALVA), employment becomes permanent.</li> <li>• Substitute employment.</li> <li>• Seasonal work.</li> <li>• R1 researchers: all doctoral students are employed and are not on stipends. The salary levels for such researchers are fixed and have a standard progression based on performance targets. The salary levels are quite competitive. Doctoral studies in Sweden have a mandatory duration of four years, rather than three years in most other EU countries. Doctoral students are expected to devote 20 per cent of their time to teaching activities. Any further time devoted to teaching above this 20 per cent will extend the period of the doctoral studies.</li> <li>• R2 researchers: HS has been striving to stop multiple, short-term employments of recently graduated PhDs. This is limited to 731 days in a five-year period. National legislation and collective agreements forbid multiple short-term employments in the same role.</li> <li>• For R3 and R4 researchers, employment is usually permanent from the beginning, apart from semi-mandatory probation periods of six months (does not apply to professorial appointments).</li> </ul>	
<p>26. Funding and salaries</p>	<p>++</p>	<p><b>National legislation</b>            National collective agreements (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.arbetsgivarverket.se/avtal--skrifter/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.arbetsgivarverket.se/avtal--skrifter/</a>) exist between employers and the unions SACO - S and OFR / S, P, O. that ensure researchers receive a contractual salary and equitable social security provisions.</p> <p>The social insurance system is an important part of the Swedish system. Swedish social insurance covers almost everyone who lives or works in Sweden. It provides financial protection for families and children, people with disabilities and illness, work injury and old age. For those not covered by the social insurance system, HS provides insurance through</p>	<p>No further internal initiatives planned at present.</p>

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		<p>The Legal, Financial and Administrative Services Agency (Kammarkollegiet) (<a href="https://www.kammarkollegiet.se/engelska/start/all-services">https://www.kammarkollegiet.se/engelska/start/all-services</a>).</p> <p>Sweden offers very generous social security benefits for employees at all levels. Payment for sickness leave is between 80 and 90 per cent. Parental leave is about 90 per cent of the person's salary for a period of 365 days. See <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.arbetsgivarverket.se/jobba-statligt/karriar-o-utveckling/Formaner-och-villkor/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.arbetsgivarverket.se/jobba-statligt/karriar-o-utveckling/Formaner-och-villkor/</a> for more details.</p> <p>Pension payments by the university are also generous, see <a href="https://www.spv.se/en/about-your-pensions/">https://www.spv.se/en/about-your-pensions/</a>. The Swedish Pensions Agency (<a href="https://www.pensionsmyndigheten.se/other-languages/english-engelska">https://www.pensionsmyndigheten.se/other-languages/english-engelska</a>) administers and disburses the national pension, but also provides both general and individual information about pensions.</p> <p>Through Sweden's membership in the EU, EU citizens have the right to social security benefits.</p> <p>Unemployment benefits and help with unemployment are provided by the Swedish Public Employment Service (<a href="https://arbetsformedlingen.se/other-languages/english-engelska">https://arbetsformedlingen.se/other-languages/english-engelska</a>).</p> <p>The Swedish Employment Protection Act (1982:80) (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-198280-om-anstallningsskydd_sfs-1982-80">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-198280-om-anstallningsskydd_sfs-1982-80</a>).</p> <p><b>Organisational regulation</b>            HS follows Swedish legislation and collective agreements. Doctoral students are employed for five years for PhD studies. This comprises 80 per cent research and 20 per cent teaching. Doctoral students and have salary and social benefits as previously described.</p>	

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		<p>At HS, all R1-level researchers are employed and are not on stipends. The salary levels for such researchers are fixed and have a standard progression based on achieving performance targets. The salary levels are quite competitive compared to other countries. However, salary levels at HS (and other academic institutions in Sweden) are often below those levels in industry, which is why researchers at all levels can be “lost” to industry. Doctoral studies in Sweden are based on four years’ full-time research, rather than three years in many other EU countries.</p> <p>Salary analyses are conducted annually. Salary revisions are usually made on an annual basis and depend on agreements made with the unions represented at the university and at national level.</p>	
<p>27. Gender balance</p>	<p>++</p>	<p><b>National legislation</b>            For legislation, see point 10.</p> <p>The Higher Education Act states that higher education institutions should always observe and promote gender equality.</p> <p><b>Organisational regulation</b>            The most recent full statistical data (2019) informing on gender balance levels at HS are (in FTE):</p> <ul style="list-style-type: none"> <li>• All employees: 51% female, 49% male</li> <li>• Research and teaching personnel: 43%, 57% male (not including third-cycle students)</li> <li>• Doctoral students: 38% female, 62% male</li> <li>• Professors: 28% female, 72% male</li> <li>• Administrative and technical personnel: 67% female, 33% male.</li> </ul> <p>More information can be found under point 10.</p>	<p>No further internal initiatives planned at present for this point, but related initiatives can be found under point 10.</p>

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<p>28. Career development</p>	<p>-/+</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>Limited access to local and national networks and mentoring.</li> <li>Difficult to establish at HS for R2 and R3 level researchers.</li> </ul> <p><b>National legislation</b>            See also points 12, 29 and 30.</p> <p>The Higher Education Ordinance (SFS 1993:100), chapter 6, §§28, 29  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a></p> <p>Section 29 states that an individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan shall be adopted after consultation with the doctoral student and his or her supervisors. The individual study plan shall be reviewed regularly to the extent required after consultation with the doctoral student and his or her supervisors. Such grounds may comprise leave of absence because of illness, leave of absence for service in the armed forces or an elected position in a trade union or student organisation, or parental leave.</p> <p><b>Organisational regulation</b>            All employees at HS have the right to at least one annual individual development dialogue with their immediate supervisor/manager or together with the Director of Studies.</p> <p>A number of internal documents regulate career development for doctoral students at HS (HS 2011/483-111 (Guidelines for Supervision), HS 2017/526 (General study plan), HS 2018/796 (employment regulations)). See <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/forskning/utbildning-pa-forskarniva/forskarutbildnings-styrdokument-blanketter-och-checklistor/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/forskning/utbildning-pa-forskarniva/forskarutbildnings-styrdokument-blanketter-och-checklistor/</a>.</p>	<p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>Develop career mentor programme for all levels, including mentors from different sectors (academia, industry, public sector). Benchmark with other universities, e.g. <a href="https://www.oru.se/english/collaboration/alumni-and-friends/offer-support/be-a-volunteer/mentor-match/">https://www.oru.se/english/collaboration/alumni-and-friends/offer-support/be-a-volunteer/mentor-match/</a></li> <li>Offer specific support for R2/R3 level to help them establish and remain at HS.</li> </ul>

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		<p>A course in academic leadership is offered to employees at R2/R3 level together with the University of Borås (HB) and University West (HV). In addition, HS is offering career guidance and training for teachers (to become merited/excellent teacher or associate professor (docent)).</p> <p>For all levels of researchers, various complementary courses are available, e.g. grant writing, entrepreneurship, statistics etc. In addition, media training programmes are available for researchers to learn how to handle media requests.</p>	
<p>29. Value of mobility</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Information about outgoing mobility often not systematic.</li> <li>• Structures for incoming international researchers as well as application support for competitive funding only established to a low degree.</li> <li>• Mobility must be seen as something positive. However, mobility is not always compatible with family life.</li> </ul> <p><b>National legislation</b>            See also points 10, 12, 16, 18 and 19.</p> <p>The following legislations apply:</p> <p>Act (1974:981) on workers' rights to time off for studies (Study Leave Act)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1974981-om-arbetstagar-es-ratt-till_sfs-1974-981">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1974981-om-arbetstagar-es-ratt-till_sfs-1974-981</a></p> <p>Act (1997:1293) on the right to time off to conduct business  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-19971293-om-ratt-till-ledighet-for-att_sfs-1997-1293">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-19971293-om-ratt-till-ledighet-for-att_sfs-1997-1293</a></p>	<p><b>Initiatives underway:</b></p> <ul style="list-style-type: none"> <li>• More efficient dissemination of information regarding outgoing mobility (funding opportunities, support by HS) to all employees.</li> </ul> <p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>• Structures for support for incoming international mobility (support with housing, language, migration issues) need to be improved or established, and information in English needs to be available.</li> <li>• Specific efforts by researchers and research support functions are needed to attract competitive funding for mobility (MSCA IF, MSCA ITN,</li> </ul>

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		<p>Act (2008:565) on the right to leave in order to, because of illness, try another job (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2008565-om-ratt-till-ledighet-for-att-pa_sfs-2008-565">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2008565-om-ratt-till-ledighet-for-att-pa_sfs-2008-565</a>)</p> <p>Leave for employees in the governmental sector - for employees of authorities subordinated the government there are special rules in the Ordinance respecting Leave of Absence (1984:111) (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/tjanstledighetsforordning-1984111_sfs-1984-111">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/tjanstledighetsforordning-1984111_sfs-1984-111</a>) and in collective agreements. Ordinance respecting Leave of Absence also includes rules of right to leave for governmental employees during service abroad.</p> <p><b>Organisational regulation</b>            All employees have the possibility to participate in different staff exchange programmes within the EU and with some associated countries. Most schools at HS have assigned one responsible coordinator for internationalisation and there is a Deputy Vice-Chancellor for internationalisation.</p> <p>Intersectoral mobility is supported by HS, as demonstrated by a significant number of affiliations to and from other universities, industry and the public sector.</p> <p>Mobility is further enhanced by the internal industrial graduate school within Informatics. Another industrial graduate school within "Smart Industry" has just been started, together with Jönköping University, Halmstad University, University West and Mid Sweden University. A similar approach with the same partners is planned within Health Innovation.</p>	<p>strategic mobility grants from national funding bodies) Clear plan and guidance for external research visits to other organisations (academic, industry etc.).</p>

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<p>30. Access to career advice</p>	<p>--</p>	<ul style="list-style-type: none"> <li>• No overarching structures in place for career advice at higher levels (above R1).</li> <li>• Systematic support, advice and information is missing for all career stages.</li> </ul> <p><b>National legislation</b>            The Higher Education Ordinance (SFS 1993:100), chapters 4, 5, 6  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>)</p> <p><b>Organisational regulation</b>            While career advice on R1 level researchers at HS is mostly in place, including frequent contact to researchers working in other sectors, disciplines and countries, there are currently no overarching structures in place for career advice at higher levels.</p> <p>In addition, a number of unions with university personnel as members offer career advice, e.g. the Swedish Union of University Graduates of Law, Business Administration and Economics, Computer and Systems Science, Personnel Management, Professional Communicators and Social Science, and the Swedish Association of Professional Scientists.</p> <p>Careers for researchers span many different areas – academia, academic administration, industry/private enterprises, European Commission/WHO and such, banks such as World Bank, NGOs, healthcare, teaching etc. It is important for researchers to understand what choices are available to them. It is also important that researchers wishing to remain within academia are offered a natural career pathway to pursue.</p>	<p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>• Reduce the large reliance on ad hoc advice that may miss out on valuable opportunities, especially outside of academia.</li> <li>• Improve information on career paths and available support for career guidance (collect information and make it easily available to all employees).</li> <li>• Career planning advice for doctoral students, postdocs and junior researchers – offer more courses such as generic skills in project management, leadership, languages (English and Swedish) and career planning.</li> <li>• Build up in-house competence (or establish collaboration with external partners) to provide good and relevant career advice at all stages.</li> <li>• Set up a local branch of National Junior Faculty of Sweden together with University of Borås and University West  <a href="http://www.nationaljf.se/">http://www.nationaljf.se/</a>)</li> </ul>

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			<ul style="list-style-type: none"> <li>Set up collaboration with Young Academy of Sweden (<a href="https://www.sverigesungaakademi.se/en-GB/11.html">https://www.sverigesungaakademi.se/en-GB/11.html</a>)</li> </ul>
<p>31. Intellectual Property Rights</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            See also point 5.</p> <p>Act (1949: 345) on the Right to Employee Inventions (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1949345-om-ratten-till-arbetstagares_sfs-1949-345">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-1949345-om-ratten-till-arbetstagares_sfs-1949-345</a>)</p> <p>The Swedish Higher Education Act (1992:1434 §3a) (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search</a>)</p> <p>Principles for managing intellectual property in research agreements (<a href="https://suhf.se/app/uploads/2019/12/SUHF-Principles-for-managing-intellectual-property-in-research-contracts-Recommendation-2016-3.pdf">https://suhf.se/app/uploads/2019/12/SUHF-Principles-for-managing-intellectual-property-in-research-contracts-Recommendation-2016-3.pdf</a>) issued by the Association of Swedish Higher Education Institutions is recommended as praxis for Swedish higher education institutions.</p> <p>The exemption for teachers, applicable in Swedish higher education institutions, applies with regard to patentable inventions. Researchers are exempted from otherwise enforceable principles in the 1949 law on the right to an employee's inventions. As a</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>Develop and implement an IPR policy with structured support regarding IPR issues and improve information flow towards researchers.</li> </ul>



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		<p>starting point, a researcher therefore has full ownership rights to their research results, unless another agreement has been reached. According to custom, this exemption has been extended to cover copyright-protected material.</p> <p><b>Organisational regulation</b>            HS follows Swedish legislation and encourages employees to consider protection of intellectual property rights for their research. AFSI offers courses and support in intellectual property rights, patent search and patent application via collaborations with the Swedish Patent and Registration Office (PRV), <a href="https://www.prv.se/en/">https://www.prv.se/en/</a></p> <ul style="list-style-type: none"> <li>• AFSI offers courses in innovation in research and handling of IPR.</li> <li>• AFSI supports oversight of agreements made with third parties with regard to how intellectual property rights are handled. This regards contracts for external financing involving collaborative research, particularly involving companies.</li> <li>• AFSI offers services to researchers regarding innovation and utilisation of research results. AFSI proactively approaches researchers to inform them of how research can be utilised, either commercial or socially (social innovations).</li> <li>• There is collaboration with Science Park Skövde (<a href="https://scienceparkskovde.se/en/">https://scienceparkskovde.se/en/</a>)</li> </ul>	
<p>32. Co-authorship</p>	<p>++</p>	<p>Although no actual gaps have been identified, there are some improvements that can be made.</p> <p><b>National legislation</b>            There is no Swedish legislation regarding co-authorship in research. As a response to the recommendation of the European Commission in April 2008 on the management of intellectual property in knowledge transfer activities and Code of Conduct for universities and other public research organisations, the Association of Swedish Higher Education (SUHF) has developed “Principles for handling intellectual property in research agreements” <a href="https://suhf.se/app/uploads/2019/12/SUHF-Principles-for-managing-">https://suhf.se/app/uploads/2019/12/SUHF-Principles-for-managing-</a></p>	<p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• Develop a clear policy regarding co-authorship. This must also take into account national and international guidelines, e.g. ALLEA (<a href="https://allea.org/code-of-conduct/">https://allea.org/code-of-conduct/</a>)</li> <li>• Inform about other initiatives, such as CRediT (<a href="https://casrai.org/credit/">https://casrai.org/credit/</a>) and</li> </ul>

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		<p><a href="#">intellectual-property-in-research-contracts-Recommendation-2016-3.pdf</a> This is recommended as praxis for Swedish Higher Education Institutions.</p> <p><b>Organisational regulation</b>            Co-authorship with international collaborators is an explicit goal of the Development Plan at HS (Our Vision, HS 2015 /1011).</p> <p>Co-authorship with industrial partners is an essential part of the co-production that is implemented into projects funded for example by KKS and is therefore encouraged.</p> <p>In addition, the University Library together with AFSI has started a project for benchmarking research groups against other groups in their field, considering publications as well as patents. The University Library also offers courses on scientific publishing.</p> <p>HS strives to follow the recommendation in the Vancouver Convention as regards co-authorship. However, there is a difference in praxis between the various subject areas in the university.</p> <p>Co-authorship is discussed during the obligatory course in supervision of doctoral students as well as in the guidelines for assistant/associate professorships.</p>	<p>encourage researchers to publish in journals that follow these guidelines.</p>
<p>33. Teaching</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Teaching time at R1 level can be higher than foreseen.</li> <li>• Researchers find it difficult to participate in pedagogic training courses due to timing and availability.</li> <li>• For R2-R4, teaching expectations and requirements are often too high to allow for research time within the framework of employment.</li> <li>• Supervision of R1 and R2 researchers is considered as research time, not teaching time.</li> </ul> <p><b>National legislation</b></p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>• Courses in higher educational pedagogics in English.</li> <li>• Workshops on teaching portfolios in English.</li> </ul>

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		<p>The Swedish Higher Education Act (1992:1434) Chapter 3 §2  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434&amp;prev=search</a>            For education and research, there shall be professors and lecturers employed as teachers at the higher education institutions.</p> <p>The Higher Education Ordinance (SFS 1993:100), chapter 5, section 2  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>            Those appointed to doctoral studentships shall primarily devote themselves to their studies. Those appointed to doctoral studentships may, however, work to a limited extent with educational tasks, research and administration. Duties of this kind may not comprise more than 20 per cent of a full-time post.</p> <p><b>Organisational regulation</b>            HS is aiming to build complete academic environments, where teaching and research are of a high standard. Teaching experience is therefore essential for all academic staff and is encouraged at all levels.</p> <p>R1 researchers can be involved in teaching activities to a maximum amount of 20 per cent of full-time (see above). The research activity rate for doctoral students must not be less than 50 per cent, based on the fact that the doctoral education is to be carried out for a maximum of eight years (doctoral degree) according to national regulations.</p> <p>The involvement in teaching by R2 and R3 researchers is not regulated and depends on the terms of employment for the researcher in question and individual wishes.</p>	<p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>• Oversee the staffing of pedagogics at HS with respect to long-term targets.</li> <li>• Identify and offer more educational courses.</li> <li>• Experienced teaching staff can hold seminars several times a year, in Swedish and English, aimed at international staff on Swedish teaching modalities.</li> </ul>

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		<p>R4 researchers are also expected to carry out teaching (some professors have a greater amount of teaching than others). As stated in the Work Time Contract (Arbetsstidsavtalet, Dnr HS 2018/578), R4 researchers have at least 10 per cent competence development time, which is expected to be devoted to their own development.</p> <p>At HS, the time that R3 and R4 researchers spend supervising R1 (and R2) researchers is calculated as research time, not teaching time. This system is applied at most Swedish universities and is therefore regarded as national praxis.</p> <p>There is a Supervisor Collegium at HS and courses in pedagogics for higher education and for supervision of doctoral students are provided.</p>	
<p>34. Complaints/appeals</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Rules and procedures are often unclear, especially at R1 level and for non-Swedish speakers.</li> <li>• Knowledge of complaint follow-up and consequences of a complaint is missing. For example, many researchers believe that there will be reprisals after a complaint, which needs to be clarified.</li> </ul> <p><b>National legislation</b></p> <p>Various articles of national legislation and guidelines cover complaints and appeals:</p> <ul style="list-style-type: none"> <li>• The Work Environment Act (SFS 1977:1160)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolaag-19771160_sfs-1977-1160">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/arbetsmiljolaag-19771160_sfs-1977-1160</a></li> <li>• Systematic work environment activities (AFS 2001:1), SAM, regulations  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.av.se/arbetsmiljoarbete-och-inspektioner/publikationer/foreskrifter/systematiskt-arbetsmiljoarbete-afs-20011-foreskrifter/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.av.se/arbetsmiljoarbete-och-inspektioner/publikationer/foreskrifter/systematiskt-arbetsmiljoarbete-afs-20011-foreskrifter/</a></li> </ul>	<p><b>Initiatives underway:</b></p> <ul style="list-style-type: none"> <li>• Better and more effective procedures for complaints/appeals, published online and in English.</li> </ul> <p><b>New proposals:</b></p> <ul style="list-style-type: none"> <li>• More information on this subject in an online guide for doctoral students.</li> <li>• Clarify that there will be no reprisals after a complaint.</li> <li>• Improve transparency in complaint follow-up.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Organisational and social working environment (AFS 2015: 4)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.av.se/arbetsmiljor/bete-och-inspektioner/publikationer/foreskrifter/organisatorisk-och-social-arbetsmiljo-afs-20154/?hl=Organisatorisk%20och%20social%20arbetsmilj%C3%B6%20(AFS%202015:4)">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.av.se/arbetsmiljor/bete-och-inspektioner/publikationer/foreskrifter/organisatorisk-och-social-arbetsmiljo-afs-20154/?hl=Organisatorisk%20och%20social%20arbetsmilj%C3%B6%20(AFS%202015:4)</a></li> <li>• Discrimination Act (SFS 2008:567)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567</a></li> <li>• Act on specific protection against victimisation of employees reporting on serious deficiencies (2016:749)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2016749-om-sarskilt-skydd-mot-repressalier_sfs-2016-749">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/lag-2016749-om-sarskilt-skydd-mot-repressalier_sfs-2016-749</a></li> <li>• The Higher Education Ordinance (SFS 1993:100), chapter 12, § 2  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>            This paragraph lists the types of decisions of the public university (as public authority) that gives grounds for appeal, including the recruitment process of staff. There is an appeal process against the process of the appointment, and the appointment <i>per se</i>. This does not apply to doctoral student positions.</li> </ul> <p>The Public Administration Act (1986:223)  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forvaltningslag-1986223_sfs-1986-223">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forvaltningslag-1986223_sfs-1986-223</a>) describes the complaints procedure itself in case of a complaint based on the Higher Education Ordinance (1993:100), chapter 12 §2.</p>	

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		<p><b>Organisational regulation</b>            At HS, there are a number of channels for handling complaints, appeals and grievances.</p> <ul style="list-style-type: none"> <li>• For R1 researchers, there is an ombudsman for doctoral students. There is also a Doctoral Student Council and a Director of Studies.</li> <li>• R1 researchers can also take up their grievances with the doctoral student section of the Student Union.</li> <li>• R1 researchers also have the right, after providing motivation, to exchange their supervisor (see also point 36).</li> <li>• During the recruitment process of staff, there is an appeal process (also national) against the process of the appointment, and the appointment per se. This does not apply to doctoral student positions.</li> <li>• There is a Working environment policy at HS, which is followed up during individual annual appraisals and during the regular employee surveys.</li> <li>• There is an Equal opportunities policy where complaints are handled by the university lawyers.</li> <li>• The HR office provides support in cases of conflict, as does the occupational health service at the university.</li> </ul>	
<p>35. Participat-ion in decision-making bodies</p>	<p>++</p>	<p><b>National legislation</b>            The Swedish Higher Education Act 1992:1434 chapter 2 §6  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434</a></p> <p>The Higher Education Ordinance (SFS 1993:100) Chapter 2, §7a  <a href="https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/">https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/</a></p> <p><b>Organisational regulation</b>            Collegially elected governing bodies govern HS at all levels. Academic staff are eligible for election and are encouraged to participate. Students, including doctoral students, have the</p>	<p>No further internal initiatives planned at present.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p>right to be represented in all elected governing bodies at HS. This structure is regulated in Rules of Procedure at the University of Skövde (Arbetsordning vid Högskolan i Skövde, HS 2019/512), which is not yet translated into English but some information can be found online (<a href="http://his.se/en/about-us/Facts-and-figures/Organization/boards-councils-and-other-bodies/">http://his.se/en/about-us/Facts-and-figures/Organization/boards-councils-and-other-bodies/</a>).</p> <p>Participation in decision-making bodies is seen as a merit by HS and the main problem for participation is lack of time among the researchers, rather than lack of opportunity.</p> <p>As a researcher at HS, it is possible to become involved with decision-making bodies at many levels:</p> <ul style="list-style-type: none"> <li>• Becoming a member of the board of the PhD student council.</li> <li>• Representation (collective) on a faculty board.</li> <li>• Becoming a member (through voting) of the university board (collective).</li> <li>• Becoming a safety officer, with responsibility for safety and the working environment (including psychosocial).</li> </ul>	
<b>Training and Development</b>			
<p>36. Relation with supervisors</p>	<p>++</p>	<p><b>National legislation</b>            See also points 37 and 40.</p> <p>The Higher Education Ordinance (SFS 1993:100), chapter 6, §28, §29 (<a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>)            An individual study plan (ISP) shall be drawn up for each doctoral student.</p> <p>At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the principal supervisor. The doctoral student is entitled to supervision</p>	<p>No further internal initiatives planned at present.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p>during his or her studies unless the vice-chancellor has decided otherwise by virtue of Section 30 of the ordinance. A doctoral student who so requests shall be allowed to change supervisor.</p> <p><b>Organisational regulation</b>            The relation between doctoral students enrolled at HS and their supervisors is described in the Guidelines for supervision (HS 2011/483-111, only in Swedish) and the General Syllabus for the PhD Programme in Informatics (HS 2017/526).</p> <p>Professional supervisor and managerial training programmes are offered to all teaching staff at HS holding a PhD, together with the University of Borås and University West. In addition, a local Supervisor Collegium offers PhD supervisors within the PhD programme of informatics possibilities to exchange experiences and to participate in seminars related to supervision  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/forskning/utbildning-pa-forskarniva/handledarkollegium/">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/forskning/utbildning-pa-forskarniva/handledarkollegium/</a></p> <p>Other guidelines are available on <a href="https://www.his.se/en/research/phd-programmes/regulations-forms-and-templates">https://www.his.se/en/research/phd-programmes/regulations-forms-and-templates</a></p>	
<p>37. Supervision and managerial duties</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>Information available to doctoral students is not always up to date and in English.</li> <li>Supervisors are sometimes lacking sufficient time, training, correct background or external funding to guide the doctoral student without problems.</li> </ul> <p><b>National legislation</b>            Legislation is discussed in points 36 and 40.</p>	<p><i>Initiatives underway:</i></p> <ul style="list-style-type: none"> <li>Translate all relevant documents to English and distribute to all doctoral students.</li> </ul> <p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>Establish structures to follow up on the supervisory burden for</li> </ul>



<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
			<p>senior researchers to ensure that they have sufficient time for each student.</p> <ul style="list-style-type: none"> <li>Review and update Guide for doctoral students.  <a href="https://www.his.se/en/research/phd-programmes/regulations-forms-and-templates/">https://www.his.se/en/research/phd-programmes/regulations-forms-and-templates/</a></li> <li>Oversee the training of supervisors to ensure that it is sufficient.</li> </ul>
<p>38. Continuing Professional Development</p>	<p>++</p>	<p><b>National legislation</b>            The Higher Education Ordinance (SFS 1993:100), Chapter 6, §29  <a href="https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/">(https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/)</a></p> <p><b>Organisational regulation</b>            See also points 28 and 39.</p> <p>A minimum 10 per cent of the annual working hours of each teacher at HS is allocated (praxis) for professional development and competence development  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/anstallning/lokalt-arbetstidsavtal-for-larare.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/anstallning/lokalt-arbetstidsavtal-for-larare.pdf</a>.</p> <p>The employee and their supervisor discuss individual development during the annual employee interview. HS offers among other courses in research ethics, supervision, university pedagogics but also possibilities for international exchange and certified personal development ("docent", "excellent teacher").</p>	<p>No further internal initiatives planned at present for this point, but related initiatives or new proposals can be found at point 28.</p>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>            ++ = <b>fully</b>            +/- = <b>almost but not fully</b>            -/+ = <b>partially</b>            -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>            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.</p>	<p><b>Initiatives undertaken/new proposals</b>            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.</p>
		<p>At HS, continuing professional development is encouraged and is seen as a merit in future employments.</p> <ul style="list-style-type: none"> <li>• There is a monthly seminar series from the support units to inform researchers about support they can receive. This series addresses for example project management and strategy development for research, collaboration, entrepreneurship, communication, funding, project management, and career planning.</li> <li>• New courses and training available to researchers are continually under development. New courses can be developed both at the request of researchers or as a national requirement.</li> <li>• Researchers can apply for funds, internal and also Erasmus funds obtained by the university, to attend external courses and seminars.</li> <li>• Advice is provided for researchers who wish to continue their research careers outside of academia.</li> </ul>	
<p>39. Access to research training and continuous development</p>	<p>+/-</p>	<p><b>Identified gaps</b></p> <ul style="list-style-type: none"> <li>• Systematic support, advice and information is missing for all career stages.</li> </ul> <p><b>National legislation</b>            The Higher Education Ordinance (SFS 1993:100), Chapter 6, §29  <a href="https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/">(https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/)</a></p> <p><b>Organisational regulation</b>            This point is closely related to points 28 and 38 and is discussed there.</p>	<p><i>New proposals:</i></p> <ul style="list-style-type: none"> <li>• See point 28.</li> </ul>

<p>Status: to what extent does this organisation meet the following principles?</p>	<p><b>Implementation</b>          ++ = <b>fully</b>          +/- = <b>almost but not fully</b>          -/+ = <b>partially</b>          -- = <b>insufficiently</b></p>	<p><b>GAP / Implementation impediments</b>          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.</p>	<p><b>Initiatives undertaken/new proposals</b>          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.</p>
<p>40. Supervision</p>	<p>++</p>	<p><b>National legislation</b>          The Higher Education Ordinance (SFS 1993:100) Ch. 6, section 28  <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100</a>   <b>Organisational regulation</b>          Points 36, 37 and 40 are discussed jointly under point 37.</p>	<p>No further internal initiatives planned at present.</p>

### OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/- Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/-	See: <a href="https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/anstallning/anstallningsordning-vid-hogskolan-i-skovde.pdf">https://translate.google.com/translate?hl=en&amp;sl=sv&amp;u=https://www.his.se/globalassets/tillfalliga-dokument/styrdokument/anstallning/anstallningsordning-vid-hogskolan-i-skovde.pdf</a>

	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
					Indicators: <ul style="list-style-type: none"> <li>Updated appointments procedure (in Swedish) published online.</li> <li>Updated appointments procedure (in English) published online.</li> </ul>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> <li>Comprehensive document regarding employment regulations and processes (dated 13 June 2018). There are templates and guides (dated 19 January 2020) of activities to be carried out during the recruitment process. Available at the HR office in Swedish.</li> <li>Document as above available at HR office in English.</li> <li>Documents sent to all researchers when they are involved with recruitment activities.</li> </ul>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> <li><u>Updated</u> training programme developed for those in selection committees.</li> <li>Information on OTM-R in Swedish and English scheduled when updated.</li> <li>Statistics available on the number of people receiving training.</li> </ul>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	Indicators: <ul style="list-style-type: none"> <li>Completion of review of texts and templates in web-based <i>ReachMee</i> tool.</li> </ul>
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> <li>The evaluation group for employment processes at HS (HS 2017/748) is responsible for making suggestions for improvements and changes to the employment process and ensuring that it is up-to-date. This group meets several times a year.</li> </ul>

	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/+	Yes
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	Indicators: <ul style="list-style-type: none"> <li>Where relevant, by using Euraxess and other relevant channels, our advertisements will encourage candidates from abroad.</li> <li>HS will compile statistics on the trend of applications from people outside of Sweden.</li> </ul>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	Indicators: Underrepresented groups vary in each subject area. <ul style="list-style-type: none"> <li>A text regarding HS and its anti-discrimination work is included in all job advertisements.</li> <li>Definition and investigation of underrepresented groups.</li> </ul>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Yes
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	Indicators: Advertisements are written in such a way as to attract the best and most suitable applicants. <ul style="list-style-type: none"> <li>Report on applicants for certain positions with regard to their suitability.</li> <li>Action plan if there is a necessity to make improvements.</li> </ul>
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	Indicators: <ul style="list-style-type: none"> <li>All advertisements include links to an HS webpage containing all necessary documents related to the appointment.</li> </ul>

	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/-	Indicators: <ul style="list-style-type: none"> <li>Where relevant, job advertisements will be placed on Euraxess.</li> <li>HS will compile annual statistics on the percentage of jobs advertised on Euraxess.</li> </ul>
14. Do we make use of other job advertising tools?	x	x		++	Yes
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Yes
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Yes
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	These are stated in the Appointment Procedure (HS 2019/486).
18. Are the committees sufficiently gender-balanced?		x	x	+/-	The gender balance is often dependent on the subject area and therefore difficult to affect.
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/-	Indicators: <ul style="list-style-type: none"> <li>Publication of definition In English. Swedish version (with machine translation) (<a href="https://translate.google.com/translate?hl=en&amp;sl=s&amp;t=sv&amp;u=https://www.his.se/mot-hogskolan/jobba-hos-oss/lediga-jobb/vetenskaplig-pedagogisk-och-konstnarlig-skicklighet/">https://translate.google.com/translate?hl=en&amp;sl=s&amp;t=sv&amp;u=https://www.his.se/mot-hogskolan/jobba-hos-oss/lediga-jobb/vetenskaplig-pedagogisk-och-konstnarlig-skicklighet/</a>)</li> </ul>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes
21. Do we provide adequate feedback to interviewees?		x		+/-	Indicators: <ul style="list-style-type: none"> <li>Process for providing feedback to applicants.</li> <li>Individual feedback via telephone or e-mail.</li> </ul>

	Open	Trans- parent	Merit- based	Answer: ++ <i>Yes, completely</i> +/- <i>Yes, substantially</i> -/+ <i>Yes, partially</i> -- <i>No</i>	*Suggested indicators (or form of measurement)
22. Do we have an appropriate complaints mechanism in place?		x		++	Yes, every candidate receives the employment decision by mail with information on how to appeal.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	HR has a control function, but this could be overseen.