

Updated Action Plan – Self Evaluation

<i>Principle C&C</i>	<i>Type of Action</i>	<i>Responsible Unit</i>	<i>Planned date of Completion</i>	<i>Current Status</i>	<i>Deliverables</i>	<i>New Planned Activities</i>
<p>1. Research Freedom</p> <p>Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances -including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p>	Legal Amendment	Rectorate University Council	End 2016	<p>New Action</p> <p>Estimated to be delivered by the end of 2016. Action depends on parliamentary procedures & approval</p>		<p>Amendment of UCY legal framework to ensure research results can be commercially exploited. The revised law is to allow the establishment of spin offs / starts ups etc, and other research profit oriented activities.</p> <p>This task is under the supervision of the Vice Rector for Finance and Administration. The new legislation must be approved by the Council of Ministers and the Parliament</p>

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# 3 Professional responsibility Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of <i>intellectual property</i> and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.	Setting up an ad hoc committee to revise the internal Circular 4.8 according to the current and upcoming needs.	Rectors Council	September 2013	Completed - October 2012	Updated internal circular(Policy) # 4.8 / Intellectual Property Rights are now included in the Policy.	Circular 4.8 to be amended to reflect the changes regarding IPR. Adoption of specific principles from the work on Responsible Research and Innovation (RRI) by the EC.
	Approval of the updated Circular Promotion of the new Circular by: 1.Email messages to academic /research staff 2.UCY Webpage 3.Researcher's Manual	Personnel and Regulations Committee / Senate / UCY Council Office of Finance and Administration Directors' HR Service	Completed – September 2013 Completed / Ongoing			
	Draft an Intellectual Policy Rights Policy	Research Service /	May 2015	Completed – June 2014	Intellectual Rights Policy	Enhance the awareness of the Code of Conduct / Meetings with the department Councils will be scheduled in 2016.
	Dialogue on drafted policy and approval by the Patent's Committee	Patents Committee		Completed – January 2015		
	Final Approval and adoption	Rectors Council / Senate		Completed – May 2015		
	Staff briefing	Director of Administration		Completed		
	Presentation to Research Community	Research Service				

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<p># 5. Contractual and legal obligations Researchers at all levels must be familiar with the national, sectoral or Institutional I regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports new products development, etc) as set out in the terms and conditions of the contract or equivalent document.</p>	<p>Bringing together all existing research policies, circulars, procedures-rules and regulations and classifying them accordingly to subjects i.e. funding, financial issues, recruitment etc.</p> <p>Publication of the manual :</p> <ol style="list-style-type: none"> 1.Email messages to academic /research staff 2.UCY Webpage 	<p>HR Service</p> <p>HR Service – Research Service</p> <p>HR Service / Schools Officers / TLC</p> <p>HR Service</p>	<p>September 2012</p>	<p>Completed- August 2013</p>	<p>Researcher’s Manual</p>	<p>Researcher’s Manual review on a biannual basis.</p> <p>New legislation providing the right to researchers to engage in active collaboration with industry while focusing on transparency and standards of quality in their research, teaching collaboration .</p>
<p># 7. Good practice in research Researchers should at all times adopt safe working practices, in line with</p>	<p>Setting up a manual for health and safety issues</p>	<p>Health and Safety Sector / Departments</p>	<p>September 2012</p>	<p>Completed – September 2012</p>	<p>Raise awareness of Health and Safety issues in working</p>	<p>Seminars on “Health and Safety : Theory and Practise”</p>

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national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.	<p>Publication of specialized health and safety manuals on departmental/laboratories webpage</p> <p>Staff briefing on health and safety issues</p>	<p>Health and Safety Sector /Webpage administrators</p> <p>Health and Safety sector</p>		<p>Completed – June 2012</p> <p>Ongoing</p>	environment and improving existing practises.	Started – October 2014 / ongoing
<p>#8. Dissemination, exploitation of results</p> <p>All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</p>	<p>Plan - proposal to establish a Centre for Entrepreneurship</p> <p>Approval of the plan</p> <p>Council Recommendation</p> <p>Operation of the Entrepreneurship Center</p> <p>Evaluation of the Center</p>	<p>Ad hoc Committee</p> <p>University Council</p> <p>Senate</p> <p>CEO of the Center</p> <p>Academics and Entrepreneurs members of the Management Committee</p> <p>Senate and Council</p>	January 2015	Completed – 1 st half 2015	Modernization and Development of the UCY Entrepreneurship Center	Amendments in UCY Legal framework especially on income generating activities i.e. spin- offs, start-ups and other commercial activities.
<p>#8. Dissemination, exploitation of results</p>	Online platform liaising 7 public and private Universities in	Research Service-University	June 2013	Completed – September 2014	Online Business Platform	New Project funded by the ESF Structural funds expected to be

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	Cyprus with Business (companies and organizations) facilitating cooperation in research, exchange of knowledge and short term placements of students in Business. Funded by the Structural Funds	Business Liaison Office				approved to further enhance the rapprochement of UCY and Business while actively forming sound relations with the other HEI's in Cy
#8. Dissemination, exploitation of results	Design of a new online page to promote and disseminate research results to various stakeholders and the community at large via a.	Research Service	December 2015	Completed – December 2015 Ongoing	Webpage/ Portal for research results	Available in Greek at the moment
#8. Dissemination, exploitation of results	Presentations on open access to the research community. Introduction of the OA National Depository at UCY library.	UCY Library and Research Service	December 2015	Completed / Ongoing – explaining the basics on OA to researchers at every research presentation.	Training sessions	Active contribution in forming and adopting the National Open Access Policy. Hosting the OA National Depository at UCY Library
#8. Dissemination, exploitation of results	Establishing networks of cooperation between UCY and	University Business Liaison Office and	2 nd half of 2013	Completed / Ongoing Procedure	Bilateral Agreements of Cooperation	Entrepreneurial education, expanding boundaries,

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	<p>enterprises.</p> <p>Researchers and Business working together</p> <p>Placing students in Business</p>	academic departments		Completed June 2013	between the University and the Business Sector	establishing productive cooperation networks with Business.
<p>#9. Public engagement</p> <p>Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.</p>	<p>Promoting the value of Research to the community at large and especially to the young people</p> <p>Active participation in exhibitions nationwide aiming at demonstrating research results to the general public and especially to the youth.</p>	Research and International Relations Service, Academic Departments and Research Centers	Ongoing	Completed Yearly / Ongoing procedure	<p>Mediterranean Science Festival UCY had 12 stands at the exhibition where UCY Researchers explained their work to the public in an interesting and appealing manner. They demonstrated their research equipment and carried out live experiments.</p> <p>UCY Researchers attained all of the 5 National Research Prizes in 2015, in recognition of their scientific contribution and for achieving "excellence in science"</p>	Ongoing / new events are planned.

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<p># 15. Research environment Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.</p>	<p>Develop and renovate infrastructures including the Medical School, the Engineering School, the Library and IT Center and the Biology Department etc. UCY has been funded by the European Development Bank of a 176 million loan.</p>	<p>UCY technical Services / Council / Rector Council / Ministry of Financial</p>	<p>Time of completion varies among different buildings and laboratories, starting from 2016 until 2022</p>	<p>In process</p>	<p>New Infrastructures</p>	<p>Restructuring of the Research Services for enhancing their role by creating a more effective environment. Strategy based on the “One-stop- Shop” approach. OTM-R to be implemented in cooperation with HR by forming a dedicated HRS4R unit in the new Research Services Unit. The restructuring is under the responsibility of the Director of Finance and Administration and it’s fully supported by the Leadership. Expected to be finalized by December 2016.</p>
	<p>Media alerts on new research developments.</p>	<p>Section for Promotion and Communication</p>	<p>Ongoing</p>	<p>In process</p>	<p>Regular news alerts</p>	<p>Monitoring of readership response.</p>

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	Standard newspaper (online and print) weekly column presenting a researcher, their background and their work.	Section for Promotion and Communication	April 2016	First article in column has just appeared	Sustainable column	Steady stream of articles. Monitoring of readership response.
# 15. Research environment	Info days to the research community on upcoming funding opportunities		Ongoing / Yearly	Ongoing	Information Days Seminars- Ongoing	
#19. Gender balance Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.	Committee on gender balance & career development Exposing unequal treatment (if any) Development of gender balance circular Approval and adoption of circular Staff briefing	HR Service + legal officer Personnel and Regulations Committee Office of Director of Finance and Administration	January 2014	Postponed /was not considered as a priority at the time due to the scarce economic situation. With the contribution of the UCY Unesco Centre for Gender Studies a new policy outline is being drafted to be submitted to the Senate for approval in 2016-7.	Development of gender balance circular	Gender Balance Principle to be submitted to the Senate for adoption.
#20 Career development					Establishment of a	

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Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.	Defining mentoring process and its main philosophy (goals and purposes) Development of a "mentoring policy" Approval and adoption of a policy	Research Committee	January 2014	Postponed / Mentoring is implemented but not in an official manner. It was decided to remain this way for the time being. We estimate that the matter will be reconsidered soon likely during the next academic year.	Mentoring – Coaching policy for all new research staff	
# 22. Access to research training and continuous development Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.	Training sessions for academic staff and young researchers Development of a Strategy order to encourage undergraduate and postgraduate students to become active in various research programmes – New policy for seminars Approving,	Teaching Learning Center (TLC) Vice Rector Office Senate	Ongoing September 2015	Ongoing / Yearly In process	Linking research and teaching and increasing the involvement of post graduate students in research	Training researchers/ post docs / to improve their employability* new policy development / research committee

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	promoting and implementing the new policy					
# 22. Access to research training and continuous development	Presenting European good practises to the research community i.e. HEInnovate tool	Research Service	Ongoing	Completed Yearly / On going	Presentations and Training	
#27. Teaching Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers	Teaching training sessions for academic staff emphasising the needs of young teaching staff Teaching opportunities introduced in all internally funded post-doctoral positions (one course per semester, 3 hours per week)	TLC Rectorate Senate HR Service	Ongoing February 2016	In process Implemented February 2016	Teaching and administrative Training Sessions Post-doc taught courses in all Departments.	Launching the "Best Teaching" award (bi annually) among UCY academic staff. Monitoring teaching quality and student evaluations. Same policy will be repeated in 2016-2017.
	Teaching Evaluation Appraisal Performance System of all researchers (regardless the	Rectorate Council	February 2016	Completed / February 2016	Teaching Performance Appraisal System	Development of a Monitoring mechanism

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	status) is mandatory and will be considered among other criteria for their promotion.					
#28. Evaluation/appraisal systems Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.	Development of an evaluation policy for researchers Approval of the proposed policy Adopting the policy code "Info Day" presenting the appraisal form to researchers (new) Follow up	Work group(Researchers / HR service / Research Service / Vice Rector for Academic Affairs Office) Rectorate Council and Senate Project Coordinators HR service / Research Service HR Service – Research Committee	September 2013	Completed – May 2014	Evaluation Policy for young researchers and non -permanent research staff For permanent research staff, the University of Cyprus has a long-standing international evaluation process that works very well.	The policy has been communicated to the Departments, academic staff and project coordinators. The evaluation policy will be implemented for the first time with post-doctoral researchers. Meetings will be scheduled in 2016 to monitor implementation regarding other positions.

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<p>#29. Complaints/appeals Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/ appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>	<p>Development of the statute for the operation of the institution of the Ombudsman</p> <p>Submitting the proposal for approval</p> <p>Announcing the establishment of the institution of the Ombudsman</p> <p>Operating of the Ombudsman office.</p>	<p>Ad – Hoc Committee</p> <p>Senate</p> <p>Rectors Office</p>	<p>January 2014</p>	<p>Proposal for the Ombudsman office has been developed and finally approved by the Senate.</p> <p>Due to financial constraints, UCY has decided to postpone this action until the Economy and available resources improve.</p>	<p>Establishment of an Ombudsman Office.</p>	

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<p>#31. Recruitment</p> <p>Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers(of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers. The code of conduct for the recruitment of researchers consists of a set of general principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers. These principles and requirements should ensure observance of values such as transparency of the recruitment process and equal treatment of all applicants, in particular with regard to the development of an attractive, open and sustainable European labour market for researchers, and are complementary to those outlined in the European Charter for Researchers. Institutions and employers adhering to the Code of Conduct will openly demonstrate their commitment to act in a responsible and respectable way and to provide fair framework conditions to researchers, with a clear intention to contribute to the advancement of the European Research Area.</p>	<p>Finalizing the basic duties and responsibilities of researchers which will be attached to their contracts</p> <p>Recording any other special obligations/duties for a particular position</p> <p>Penalty Policy for those who don't fulfil their duties and obligations</p>	<p>HR Service</p> <p>Project Coordinator</p>	<p>September 2013</p>	<p>Completed – August 2013</p> <p><i>The Action has been permanently cancelled due to current legislative limitations. (internal regulations cannot override UCY Law)</i></p> <p>Plan to suggest legal amendments.</p>	<p>Employment Contracts amendment</p>	

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<p>#32. Recruitment</p> <p>Employers and/or funders should establish recruitment procedures which are open , efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.</p>	<p>Development of researchers' profile</p> <p>Submission for approval</p> <p>Adopting the new frame of vacant position announcement</p> <p>Expanding visibility of the vacant position announcements by using a wider range of communication media i.e. Euraxess webpage</p>	<p>HR Services / Academics</p> <p>Research Committee / Rectorate Council/ Senate</p> <p>HR Service</p> <p>HR Service</p>	<p>January 2013</p>	<p>Completed –May 2013</p>	<p>Researchers Profile index</p>	

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#32. Recruitment	OTM-R	HR service Vice Rector for Administration and Finance	First Quarter of 2017.	On going	E-recruitment tool	Introducing an electronic hiring tool to facilitate the recruitment procedure and the work of all stakeholders. Applications and all necessary documentation will be submitted on-line. Applicants will receive acknowledgment – automated-messages at each stage of the recruitment process.