



**Executive Staff**

Academic Affairs / Personnel & Organisation

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## HR excellence in research

Date

4 August 2014

authors

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Dear Madam, Sir,

The University of Amsterdam (UvA) endorses the principles of the European Charter for Researchers and of the European Code of Conduct for the Recruitment of Researchers.

As part of our endorsement of this Human Resources Strategy for Researchers, a project has been launched within our institution with the aim of implementing the principles of the Charter & Code. The UvA has established an action plan based on an internal analysis and we have posted this on the UvA website: <http://www.uva.nl/en/hrexcellence>.

We hereby kindly request acknowledgement of our adoption of the Human Resources Strategy for Researchers and the rewarding of the 'HR Excellence in Research' logo to the University of Amsterdam.

Enclosed is our formal application to this effect including appendices.

Yours faithfully,  
the Executive Board,

Dr Louise J. Gunning-Schepers  
President

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## Action Plan Human Resources Strategy for Researchers

*Proposal for achieving the HR Excellence in Research logo based on the Gap Analysis 2013/2014.*

### 1. Introduction: University of Amsterdam

The University of Amsterdam has its origins in the Athenaeum Illustre (1632) and, with almost 30,000 students, over 5,000 employees and an annual budget of 600 million euros, is one of the largest general research universities in Europe.<sup>1</sup>

The University of Amsterdam (UvA) has a strong international orientation. This is reflected in the curricula of the various degree programmes, the University's research activities and its organisational culture. The UvA's internationalisation strategy aims to tie in with the following aspects of 'comprehensive internationalisation':

Embedding the internationalisation strategy into the mission and objectives of the Strategic Plan of our institution, is an essential precondition for successful implementation. The UvA sees internationalisation as a policy domain that is closely linked to all of its core activities. Comprehensive internationalisation is a commitment, confirmed through action, to infuse international and comparative perspectives throughout the teaching, research and service missions of higher education. It shapes institutional ethos and values and touches the entire higher education enterprise. It is essential that it be embraced by institutional leadership, governance, faculty, students, and all academic service and support units. It is an institutional imperative, not just a desirable possibility. Comprehensive internationalisation not only impacts all of campus life but the institution's external frames of reference, partnerships and relations. The global reconfiguration of economies, systems of trade, research, and communication, and the impact of global forces on local life, dramatically expand the need for comprehensive internationalisation and the motivations and purposes driving.

Moreover the guiding principle of the internationalisation strategy is that internationalisation should be aimed at enhancing the quality of the University's core activities of teaching, research and service provision. The entire University commits to this strategy and its successful implementation since Internationalisation is a horizontal policy field. Given that the objectives of internationalisation span the areas of teaching, research and service provision, it is crucial to actively involve students, faculty members and support staff throughout the University.<sup>2</sup>

The globalisation of the labour market is creating growing demand for highly trained staff with international and intercultural competences, and international academic or work experience. The UvA prepares its students for a future career in this global labour market. To this end, the University offers numerous 'international classrooms' at the Master's level. These Master's programmes are taught entirely in English. The thematic and geographical focus of their curricula extends beyond the borders of the Netherlands, to include viewpoints and perspectives from around the world.

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<sup>1</sup> Staff 2013\*\* UvA employees:

- 2,320 academic members of staff (1,800 FTE), excluding doctoral candidates 40% of these positions held by women;
  - 2,374 members of staff in non-academic positions (1,862 FTE). Doctoral candidates: 1,212 (873 FTE)
- \*\* excluding the Amsterdam Medical Center (AMC).

<sup>2</sup> Strategic Framework for Internationalisation, University of Amsterdam.

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### **International research**

As a research-intensive institution, the UvA works in close collaboration with other national and international universities. These collaborations include joint research projects or research groups, in which use is made of each other's data, knowledge and infrastructure. This in turn creates synergy and improves the quality of research. There are also numerous socially-relevant research subjects – also known as ‘grand societal challenges’ – that transcend the borders of individual countries. Research on for example climate change, infectious diseases, urban development and similar issues yields considerably greater value when conducted in a larger, international context.

National and international collaboration also helps to ensure that projects can be conducted on the scale required by major research facilities, such as a particle accelerator or nanotechnology laboratories.<sup>3</sup>

### **International organization**

The UvA's international character is also reflected in its organizational culture. The UvA offers various services designed to help students, researchers and lecturers from other countries feel at home in Amsterdam and the Netherlands. The University also uses bilingual communications to help ensure that they feel or continue to feel part of the UvA community.

Like its students, UvA researchers are also expected to have explored the wider world and obtained international competences. The UvA stimulates them to teach for a semester at an international university, to take part in international conferences or to teach or attend a summer school abroad.

### **International talent**

As a research-intensive and internationally oriented university, the UvA ranks amongst the leading European institutions. The UvA is thus an appealing university for international talent seeking to complete a Master's programme or obtain a PhD degree. In turn, these talented international students help to enhance the international character of both the University and its programmes. They also contribute new insights and experiences that can eventually help us to provide broader or more in-depth education.

### **International networks**

The UvA is a member of prestigious international networks of collaborating universities and has been a member of LERU (League of European Research Universities) – a network of 22 research-intensive European universities that promotes the importance of fundamental research in Europe and stimulates collaboration – since 2006. LERU is one of the most important lobbyists within the European Union in the area of research and innovation. Together, the affiliated universities receive one-fifth to one-quarter of all European grants for fundamental research. Thanks to their collaboration within LERU, they form a serious discussion partner for the EU. In addition to the UvA, the LERU network also includes the universities of Utrecht and Leiden. LERU has signed a Memorandum of Understanding signed with the EC to promote the implementation of the Charter and Code).

On behalf of all the Dutch universities the VSNU (Association of Universities in the Netherlands) signed the Charter & Code and therefore take part in the HRS4R Strategy for Researchers and are committed in the promotion of the Charter. In October 2012, the Executive Board of the UvA expressed its commitment to the programme through a declaration of commitment (Annex 1).

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<sup>3</sup> See also: <http://www.uva.nl/en/about-the-uva>.

## 2. Human Resources Strategy for Researchers (HRS4R)

The HR goals of the UvA fall largely within the European Commission recommendation on the “European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers”, known as the Charter & Code. To support the further implementation of this recommendation a programme within the UvA has been set up with the name UvA HR Strategy for Researchers (HRS4R). The ultimate aim is to promote mobility of researchers within the European Research Area (ERA) and to maintain Europe’s attractiveness for the international researcher. Universities that make an effort and meet this aim can be recognized by the HR logo.

The Strategic Plan of the UvA formulates the ambitions of the University with respect to education, research and social responsibility.<sup>4</sup> The UvA is a research-intensive university and is internationally oriented. Quality of personnel is a key pre- condition for realizing these ambitions. In order to provide excellent research and teaching talent, the UvA must aim to attract and retain international researchers. The strategic HRM framework is a further elaboration of the themes identified in the Strategic Plan and the HR Strategic Plan: flexibility and security, diversity and lifetime employability.

As part of the UvA HRS4R Strategy, a project plan aimed at the further implementation of the principles laid down in the Charter and Code has been initiated. A temporary organization has been set up consisting of a Steering Group, several Sounding Groups and a Project Group has therefore been set up.

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<sup>4</sup> See: <http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/strategic-plan-2011-2014-eye-for- talent/strategic-plan-2011-2014-eye-for-talent.html>.

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**Steering Group:** Executive Board UvA

**Project group:**

Willem Eikelboom, Personnel & Organisation, Executive Staff

Sarah Benschop, Academic Affairs, Executive Staff

**Sounding Board Group** consisting of:

- Executive Staff:
  - Head of Academic Affairs<sup>5</sup>;
  - Head of Personnel and Organization<sup>6</sup>;
  - Head of Strategy and Information<sup>7</sup>;
  - Head of Finance and Control<sup>8</sup>;
  - Director of Communications Office<sup>9</sup>;
  - Head of Operational Management<sup>10</sup>;
  - General Manager of the Department of Legal Affairs<sup>11</sup>;
  - Director of Alumni Relations and Amsterdam University Fund<sup>12</sup>.
- Faculty policy advisors of the:
  - Faculty of Law;
  - Faculty of Dentistry;
  - Faculty of Science;
  - Faculty of Humanities;
  - Faculty of Social and Behavioural Sciences;
  - Faculty Economics and Business<sup>13</sup>.

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<sup>5</sup> Academic Affairs is responsible for formulating strategic policy on teaching, research and students, including policy on professorial appointments, doctorates and the internationalization of teaching and research.

<sup>6</sup> The P&O department formulates the strategic policy in terms of labour relations, HRM, organization development and social matters. In addition, the department interprets the employer responsibility of the Executive Board (including the CAO and specific rules relating to the legal position and terms of employment at the UvA). The department is responsible for the proper functioning of the entire chain of activities in the field of P&O.

<sup>7</sup> The Strategy and Information division is responsible for strategic governance, the provision of executive information (including the management and development of UvA data), the operational audit function and all Executive Staff matters which transcend departments.

<sup>8</sup> The Finance and Control division is responsible for the financial and managerial control, the UvA-wide financial planning and control cycle (budget, interim reports and annual accounts), and all dealings with the accountant and the tax office.

<sup>9</sup> The Director of the Communications Office is charged with managing and supervising the UvA's central communications division. The Communications Office supports the Executive Board, faculties and other shared service units in the formulation and execution of the UvA's communication policy.

<sup>10</sup> The Head of Operational Management is responsible for the coordination of financial, accommodation, ICT and personnel matters and for the associated internal communication. The Head of Operational Management is also responsible for the secretariats of the Executive Staff, the Joint Works Council for the shared service units (GOR), the Central Works Council (COR) and the Central Student Council (CSR). The Head of Operational Management also supervises the assistants of the University Professors. In addition, the Head of Operational Management also manages the Office of the Rector, which is comprised of the secretariats of the Doctorate Board and the Office of the Beadle.

<sup>11</sup> The Legal Affairs department provides support and advice to the University of Amsterdam's Executive Board, the management of the faculties and the central units. It is in charge of processing objections and appeals submitted by UvA staff and students, and advises the UvA's many and diverse departments on the implementation and interpretation of laws and regulations and of case law in a range of areas.

<sup>12</sup> The director of the Alumni Relations and Amsterdam University Fund (BAU) is tasked with the day to day management of the BAU, which is responsible for alumni relations, fundraising and management, and account management. In addition, BAU also provides advice and support to the Executive Board and the faculties.

<sup>13</sup> The group consisting of faculty staff policy advisors consisted of 12 persons in total: 6 working at the P&O departments and 6 working at the departments of Academic Affairs.

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- UvA PhD network representatives (UvA Pro)<sup>14</sup>
- assistant and associate professors of the UvA
- directors of research institutes of the UvA (full professors)

N.B. For methodological advice on the creation of the HR4R strategy the project group has consulted three UvA colleagues, specifically to receive advice on the set-up of the Gap analysis, in particular the (factual analysis) survey: one colleague is a policy adviser of the department of Strategy & Information, a division of the Executive Staff. Two are full professors of Psychological Methods at the Faculty of Social and Behavioural Sciences.

### 3. GAP analysis

In order to develop the action plan for the realization of a more attractive research environment for scientists an analysis of the situation at the UvA was made. This analysis consists of two parts: **a desk analysis** of the legislation (and specialized rules and regulations) and **a practical analysis** at the UvA. The latter part consisted of numerous interviews with the Sounding Board Groups that consisted of academic staff and policy advisors.

#### 3.1 Desk analysis

The 40 principles of the Charter & Code were compared with existing laws and regulations (Annex 2). A distinction was made between the more general state laws, regulations for the sector, science education, and specific regulations that apply to academic staff at the UvA. The general conclusion is that the applicable laws, rules and regulations are aligned with the Charter & Code and that the UvA for a large part complies with them. Rules and regulations are made available to all personnel through the UvA website in an A-Z list (Annex 3)

#### 3.2 Practical analysis

The UvA attaches great value to the proverb 'practice what you preach'. In order to examine whether- and to what extent the UvA implemented the applicable principles laid down in the Charter and Code a practical analysis was devised.

The Project Group initiated a practical analysis through the distribution of **a survey** to all UvA employed researchers.<sup>15</sup> It identified whether - and to what extent the 'written situation' actually translated into practice. This practical analysis aims to be comprehensive but is not meant to overlap with the annual monitoring surveys such as for example the Employee Monitor, a yearly survey conducted among UvA employees in order to understand their experience of work.

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<sup>14</sup> The PhD Researchers Association (UvAPro) comprises a group of PhD researchers who strive to ensure good terms of employment and the provision of information for PhD candidates at the University of Amsterdam (UvA). The researchers also help answer questions and solve any problems that candidates may have. UvAPro consults with various official bodies within the UvA, such as the Executive Board, and collaborates with associations at other universities within the PhD Network of the Netherlands (Promovendi Netwerk Nederland, PNN). In doing so, they form a united front in bringing important issues to the attention of government.

<sup>15</sup> In order to reach as many scientists the project group decided to hold an survey. The target group is composed of full professors, associate professors, assistant professors, researchers and PhD students. Given the wide area covered by the 40 principles a selection of topics is presented. That selection is determined by the relevance of science and HR policy at the University of Amsterdam.

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### **Employee Monitor 2014**

The annual Employee Monitor 2014 was launched on 24 March 2014. Employees of the UvA had approximately one month to participate in this UvA-wide internal survey. This year's Employee Monitor has dealt with the following two topics: the quality of internal service provision and work environment perception. The results of the survey, which will be relayed to the relevant organizational unit/department, will form the basis for tangible improvements.

### **Employee Monitor 2013**

In April 2013, almost 1,400 UvA employees gave their opinion of internal services via the fifth Employee Monitor 2013. It was the first time that employees of the Amsterdam University of Applied Sciences (AUAS/HvA) were also involved in the survey, which saw a 48% response. The Executive Board feels it is important that as many employees as possible participate in the Employee Monitor. In the case of the 2013 Monitor, the aim was to gain insight into their perception and evaluation of internal services. The UvA and AUAS/HvA aspire to provide reliable, affordable and sustainable services, which will receive a score of 7 from employees in 2014. The score to date at the UvA shows – just as in previous years – an upward trend in terms of evaluation in 2013.

The Employee Monitor is an important indicator for UvA services. For example the results of the 2012 Employee Monitor formed the basis for tangible improvements in a variety of areas:

#### ***Intensified collaboration***

In 2012, the service departments (Facility Services, IT Services, Student Affairs, Administrative Centre and Real Estate Development) stepped up collaboration in areas such as information management and communication.

#### ***Improved classroom logistics***

The faculties and shared service units took a number of measures aimed at improving support for the teaching process, including:

- expanding Student Information Services (SIS) training programmes and courses for specialists and key users;
- increasing knowledge sharing, for example through a conference on working with SIS held on 28 November 2012;
- additional staffing to provide teaching support, particularly over the summer period;
- better online communication about teaching support services via adaptations to UvA websites and intranet sites;
- launch of a new timetable website and enhanced stability and performance of the timetable application;
- new website.

Because the Employee Monitor is an important instrument and the results are indicators of the experience of working at the UvA the Project Group wants to mention it in the HRS4R. However, the Employee Monitor is also held among the non- academic staff of the UvA. Moreover the Employee Monitor focuses on general services rather than academic standards and therefore has a totally different focus (than the survey that was especially created for HRS4R).

### **3.2.1. The UvA Survey: Methodology**

The Project Groups' aim was to gather an in-depth understanding of the working environment- and working experience of UvA employed researchers before developing the UvA HRS4R Strategy. The project group decided to use a survey as an instrument for measurement. The underlying idea was that a survey would enable the UvA to conduct a self-assessment every few years in order to measure future progress on the chosen topics.



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Moreover the HRS4R programme emphasizes that a variety of stakeholders should be included in the Gap analysis. Therefore the Project Group organized a few exploratory meetings with the stakeholders comprising professors, associate professors, assistant professors, researchers and PhD students. Given the wide area covered by the 40 principles the Project Group decided to make a selection of the relevant topics that came out of these meetings.

Based on the outcome of the exploratory meetings with the stakeholders, a draft survey was created and focused on substantive issues such as the academic working environment (for example scientific integrity, research data management) and HR topics (such as career planning).

This draft survey was again discussed with a number of academics from the circle of professors, associate professors, assistant professors, researchers and PhD students. The Project Group received feedback from these stakeholders and made some adjustments based on the input received. Finally the survey was reviewed by two Methodologists. The feedback of the Methodologists mainly consisted of the following points: a) reduce the amount of open ended questions, b) rearrange some of the questions so they fit better into specific categories of questions, c) they emphasized that the outcome of the survey should be perceived as indicators for further discussion with academics. In other words the results of the survey alone would not be sufficient to draw major conclusions. All in all their feedback has again led to some minor adjustments in the survey and resulted in the final version (Annex 4).

In November 2013 the President of the Executive Board approached the academic staff via e-mail requesting that they complete the survey. A reminder was sent after a week and a half and after a total of three weeks the survey was concluded. The response rate of approximately 26%, was reasonably spread out over the faculties and the research institutes.

### **3.2.2. Limitation: Faculty of Medicine (AMC)**

The Faculty of Medicine (AMC) decided not to participate in this UvA survey and will submit a separate request for the HRS4R logo. There were two important reasons for this: first, all employees of the AMC are employers of the AMC and not of the UvA. They therefore fall within the domain of the AMC labor standards. Second, all of the AMC will be evaluated by the international standards for hospitals through of the Joint Commission International (JCI) which is a WHO - accredited organisation that assesses health care worldwide. Generally JCI applies medical accreditation standards. In addition to medical accreditation standards the AMC hospital will also be tested on *academic standards*, which means that more than 1,400 aspects of the quality of care, research and education will be evaluated. AMC-and UvA fellow staff members and colleagues of the Executive Staff keep each other informed of developments. Methodologically, this decision does not represent an obstacle to the analysis of the results.

*N.B.*

*The situation at the Faculty of Dentistry (ACTA) differs somewhat from the rest of the UvA since the staff members are employed either at the UvA or at the VU University Amsterdam but both fall under the responsibility of one dean. The dean of the Faculty of Dentistry (ACTA) had therefore requested that no distinction be made between UvA/VU staff since the rules/regulations/ academic standards apply to all ACTA staff members. Methodologically, this was not an obstacle for the analysis of the results.*

### **3.2.3. The results of the UvA Survey**

The response was somewhat skewed as there was relatively little response from the Faculty of Economics and Business, little response from higher academic functions and relatively little response from academic staff who have been working for more than 5 years at the UvA. To compensate for

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this distortion in the response distribution, the results were weighted for faculty, function and number of years at the university.

The survey was conducted in Dutch and English and the results are summarized with a view to faculty, function and age. After analyzing the results the main topics can be generally summarized in three points: **Scientific Integrity and Research Data Management in relation to the Standard Evaluation Protocol (SEP) and Career planning.**

A noteworthy result was that in terms of *Career development* (another principle belonging to the Charter) the outcome was that the great majority of the interviewed academic staff, neither foresaw a clear career path, nor were they aware of the professionals within our institution that could give them advice on these (career) matters.

A noticeable outcome of the survey regarding the principle: *Good practice in research, dissemination, exploitation of results* was that a great majority was not aware of the existence of requirements regarding research data management (in terms of (European) Regulations regarding Research Data Management Plans). Furthermore it became clear that regulations and procedures concerning scientific integrity must be brought more to attention.

Regarding the results in relation to the principles *public engagement, relation with supervisors, supervision and managerial duties* one of the conclusions to be drawn is that generally speaking staff were very satisfied with their relationship with their supervisors. Two faculties even scored above average so this could be an indicator for tools for other faculties in terms of strategic career planning. Opportunities for professional development were considered sufficient.

Concluding these results have been discussed with the Sounding Board Groups and the Steering Group and formed a basis to formulate the definite action plan.

### 3.2.4. Session to establish action plan

Because the members of the Project Group invested a great amount of time in the Gap analysis of the UvA and therefore conducted several interviews with members academic staff, there is an awareness among staff members regarding HRS4R subject matters. Moreover the outcome of the Gap analysis was not a surprise: the proposed action plan is based on the input given by the academic staff themselves since they are the objects of interest.

The Sounding Board groups consisted of a wide variety of academic staff that have been interviewed in order to get an idea of the experiences of HR related problems within the UvA. For example a great part of the directors of the several research institutes (approx. 30 persons) were interviewed by the members of the project group. They were asked whether they could recognize the outcome of the results of the survey and which points of improvement they would suggest for the action plan? Moreover the project group has discussed the outcome with the HR advisors, where the necessity to be more explicit in matters of career development was easily established. Finally the results were presented to the Chairman of the Board and the Deans of the Faculties.

Another important observation to be made is that the UvA aims for high quality standards in both research and academic working environment. By proposing several actions in the abovementioned areas, the UvA does not want to give the impression that in these areas lacking quality and/or control in the current situation. However, the UvA always aims for higher academic standards and improved working conditions since we identify these as belonging to the core values of our institution.

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#### 4 The Action Plan

Based on the outcome of the Gap analysis the Action Plan will focus on three major points: Scientific Integrity, Research Data Management in relation to the Standard Evaluation Protocol (SEP) and Career Planning.

##### 4.1. Scientific Integrity, Research Data Management in relation to the Standard Evaluation Protocol (SEP) 2015-2021

All research conducted at Dutch universities, university medical centres and NWO and Academy Institutes are assessed regularly in accordance with the Standard Evaluation Protocol (SEP). External assessment committees conduct these assessments for each unit or institute once every six years (not all at once, but on a rolling schedule). The institution decides how the unit will follow up on the external assessment committee's recommendations. The external assessment concerns a) research that the research unit has conducted in the previous six years and b) the research strategy that the unit intends to pursue going forward.<sup>16</sup>

Nr	Action	Participants	Planning
1a	<p>Development of a standard (SEP) UvA Research Evaluation Protocol 2015-2021.</p> <p><i>N.B. A draft version of the UvA protocol is being developed by the Executive Staff. The protocol is expected to be ready in September 2014.</i></p> <p><b>Principle: good practice in research</b></p>	Executive Staff, Faculties.	September 2014
1b	<p>Implementation of the standard (SEP) UvA Research Evaluation Protocol 2015-2021 by the faculties. The faculties will develop a self- assessment tool aligned with their specific (local) situation and will be publish this on their website.</p> <p><b>Principle: good practice in research</b></p>	Faculty, Research Departments.	September 2015
1c	<p><b>PhD Guide</b></p> <p>Graduate Schools should reflect on their own PhD programmes and on how they supervise PhD candidates within their research units.</p> <p><b>Principle: Supervision and managerial duties</b></p>	Executive Board, Faculty and Research Departments and Graduate Schools.	January 2015
1d	<p><b>Policy framework for Research Data Management</b></p> <p><b>Principle: Accountability / Research environment</b></p>	Executive Board, Faculty and Research Departments and Graduate Schools.	December 2014
1e	<p><b>Implementation of Policy framework for Research Data Management</b></p> <p><b>Principle: Accountability / Research environment</b></p>	Faculty and Research Departments and Graduate Schools.	September 2015

<sup>16</sup> This new Standard Evaluation Protocol (SEP) was published under the authority of the Association of Universities in the Netherlands (VSNU), the Netherlands Organization for Scientific Research(NWO), and the Royal Netherlands Academy of Arts and Sciences (KNAW).

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Nr	Action	Participants	Planning
2	<p><b>Internal UvA Communication Strategy for the abovementioned protocols but also other applicable regulations that should be posted on the faculty websites, such as the general principles of professional academic conduct (VSNU Gedragcode) and Academic Integrity Complaints Regulations.</b></p> <p><b>Principle: Professional responsibility</b></p>	Executive Board, Communication Office, Faculty and Research Departments, Graduate Schools.	December 2014

### 4.2. Career Development

Many elements of career development have been developed at the UvA. Several regulations can be found for the UvA as a whole and the faculties have developed good practices. But it is difficult to find an overview of all possibilities, both for the UvA as a whole and for the faculties.

The survey showed that though there are many different aspects of career development offered, a significant number of researchers don't seem to be aware of this. It is therefore very important not only to develop a coherent policy but also to ensure that everyone interested can easily find what his or her career perspective are. To this end actions number 3a and 3b have been adopted.

Central to career planning is the annual consultation. Although this consultation is always used, it generally lacks the longer term perspective of the research group as a whole.

Individual assessments should also be based on a strategic personnel planning. That gives a proper perspective for everyone concerned, including researchers who are less successful and may have to leave the UvA. By defining the future of the group there will be better transparency as to what future can be offered to whom. To this end actions numbers 4a and 4b have been adopted.

Specific attention is needed for PhD's and Post-doc's. They work on fixed term contracts and only a small percentage of them will be able to find a permanent job in academia. It is important to establish where they finally end up after their contract has finished. In relation to these findings a programme must be developed to enable those finding jobs outside of science. To this end actions numbers 5a and 5b have been adopted.

The UvA offers assistance to foreign employees of the UvA through its Staff and Immigration Office (SIO). This takes the form of help with visa and permits, and an elaborate website with useful information. The faculties have adopted a number of measures to ensure that these employees find a soft landing at the UvA. To ensure that the interested international researcher knows what the UvA has to offer, a minimum of services will be defined and published with a clear distinction being made between the UvA as a whole and those offered by the faculties (action number 6).

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Nr	Action	Participants	Planning
3a	Different elements of career development policy for researchers at the UvA are combined into one policy and this is published on the UvA website.  <b>Principle: Career development</b>	HR department, Communication Office	July 2015
3b	The faculties have, on the basis of the UvA policy, formulated a career policy adjusted to their specific situation and have published this on their website.  <b>Principle: Career development</b>	HR departments faculties, Communication Office	September 2015
4a	Pilot: Introduction of the instrument of strategic personnel planning in three faculties. On this basis the career perspective of the researchers is defined in the annual consultation and confirmed in writing.  <b>Evaluation/Appraisal system</b>	HR department UvA and faculties	January 2016
4b	Successful strategic personnel planning implemented in all faculties.  <b>Evaluation/Appraisal system</b>	HR department UvA and faculties	Continuing process for the next years
5a	Mapping the outflow of PhD's and post doc's.  <b>Principle: stability and permanence of employment</b>	HR departments UvA and faculties, Academic Affairs, Research dept. faculties, Adm. Centre	September 2015
5b	Identified necessary guidance in finding a job outside academia and organised assistance by the UvA and the faculties. Use of instruments like workshops on job orientation, networking, developing transferable skills.  <b>Principle: stability and permanence of employment</b>	HR departments UvA and faculties, Academic Affairs, Research dept. faculties	December 2015
6	A defined minimum of services offered to every foreign researchers, both employee and non-employee (soft landing material), such as: - website information on practical matters standard brochure/usb stick with useful information upon arrival; - introduction interview to check expectations; - introduction programme, including cultural aspects, reimbursement of costs.  <b>Principle: working conditions</b>	HR departments UvA and faculties, Academic Affairs, Staff International Office, dept. of Communication	September 2015



Annex nr. 1

College van Bestuur  
Bestuursstaf

Personeel & Organisatie

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1012 WX Amsterdam  
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To the European Commission  
Denis Clarke  
B2 "EURAXESS Rights Team"  
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Uw kenmerk  
-

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Subject  
Declaration of Commitment to the European  
Charter for researchers and the Code of Conduct  
for the recruitment of researchers

Dear Mr. Clarke,

We are pleased to inform you that the University of Amsterdam endorses the European Charter of Researchers and Code of Conduct for the Recruitment of Researchers of the European Commission of 2005.

The University of Amsterdam believes that Human Resource strategies are essential for the quality and continuity of excellent research. The general principles of the Charter and Code closely resemble those of our University and will serve as a reinforcement for our HR Strategy.

Practising the Charter and Code will make the European Research Area more attractive to international scientists by providing clarity on European research careers, to which the University of Amsterdam gladly contributes.

Yours Sincerely,  
the Board,

dr. Louise J. Gunning-Schepers,  
President

## Annex nr. 2

### HR Strategy for Researchers: implementation Charter and Code Gap analysis University of Amsterdam

	General principles researchers	National law	Rules of the combined universities (VSNU)	Rules University of Amsterdam	Source
1	Research freedom	Art 7 GW: vrijheid van meningsuiting	The Netherlands code of conduct for scientific practise 2012 National Committee on scientific integrity regulations (LOWI)	Academic integrity Complaints Regulation Ancillary activities	<a href="http://www.vsnul.nl/wetenschappelijke-integriteit.html">http://www.vsnul.nl/wetenschappelijke-integriteit.html</a> <a href="http://www.knaw.nl/Pages/DEF/28/514.bGFuZz1OT A.html">http://www.knaw.nl/Pages/DEF/28/514.bGFuZz1OT A.html</a> <a href="http://www.uva.nl/en/research/research-at-the-uva/academic-integrity">http://www.uva.nl/en/research/research-at-the-uva/academic-integrity</a> <a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/ancillary-activities.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/ancillary-activities.html</a>
2	Ethical principles		See above		
3	Professional responsibility		See above		
4	Professional attitude		See above		
5	Contractual and legal obligations	<ul style="list-style-type: none"> <li>- Wet op het Hoger Onderwijs</li> <li>- Auteursrecht</li> <li>- Rijksoctrooiwet '95</li> <li>- EU-Richtlijn 2004/48 voor handhaving intellectueel eigendomsrecht</li> </ul>	<ul style="list-style-type: none"> <li>- CLA (Collective Labour Agreement (cao) of Dutch Universities</li> </ul>	<ul style="list-style-type: none"> <li>- Regulations on the terms of employment Menu</li> <li>- Scientific sabbatical leave</li> <li>- Regulations governing Training and studies</li> <li>- Regulation for inventions made by staff of the UvA</li> </ul>	<a href="http://www.vsnul.nl/cao-universiteiten.html">http://www.vsnul.nl/cao-universiteiten.html</a> <a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/a-z/a-z/content/folder/collective-labour-agreement/uva-regulations-supplementary-to-the-cao/uva-regulations-supplementary-to-the-cao.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/a-z/a-z/content/folder/collective-labour-agreement/uva-regulations-supplementary-to-the-cao/uva-regulations-supplementary-to-the-cao.html</a> <a href="http://www.medewerker.uva.nl/service-point/terms-of-employment.cfm">http://www.medewerker.uva.nl/service-point/terms-of-employment.cfm</a>

HR Strategy for Researchers: implementation Charter and Code  
Gap analysis University of Amsterdam

6	Accountability		The Netherlands code of conduct for scientific practise 2012 National Committee on scientific integrity regulations (LOWI)	See principles 1-4 EU certificate on the methodology for actual personnel costs and indirect costs. Work in progress on “Virtual Research Environments” and “Research Data management”	See principles 1-4
7	Good practice in research	<ul style="list-style-type: none"> <li>- Arbowet</li> <li>- Wet bescherming persoonsgegevens</li> <li>- Wet Medisch Wetenschappelijk onderzoek met Mensen</li> <li>- Wet op de Dierproeven</li> </ul>	<ul style="list-style-type: none"> <li>- Arbocatalogus Nederlandse Universiteiten (VSNUI)</li> <li>- Codes of conduct</li> </ul>	<ul style="list-style-type: none"> <li>- ICT rules of conduct</li> </ul>	<a href="http://www.vsnui.nl/gedragcodes">http://www.vsnui.nl/gedragcodes</a> <a href="http://www.vsnui.nl/cao">http://www.vsnui.nl/cao</a> <a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/nav/keys/ict">http://staff.uva.nl/executive-staff-and-central-service-units/az/nav/keys/ict</a>
8	Dissemination, exploitation of results		University jobclassification system (UFO)	<p>Different combinations locally and regionally with the City of Amsterdam, commercial enterprises, other institutions of Higher Education (Amsterdam Academic Alliance, Amsterdam Economic Board, Amsterdam Transfer Office, Amsterdam Centre for Entrepreneurship). Public debating and lecturing venues, Museum collections, Amsterdam Academic Club</p>	<a href="http://www.vsnui.nl/CAO/Functieordeningssysteem-UFO.htm">http://www.vsnui.nl/CAO/Functieordeningssysteem-UFO.htm</a> <a href="http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/university-profile-and-performance-agreements/university-profile-and-performance-agreements.html">http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/university-profile-and-performance-agreements/university-profile-and-performance-agreements.html</a>



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9	Public engagement	EU Actionplan		Public debating and lecturing venues, Museum collections, University Professors	<a href="http://ec.europa.eu/research/science-society/action-plan/07_action-plan_nl.html">http://ec.europa.eu/research/science-society/action-plan/07_action-plan_nl.html</a> <a href="http://www.uva.nl/over-de-uva/uva-profiel/identiteit-en-missie/kernwaarden-en-ambities/hoglerarenbeleid/hoglerarenbeleid-uva.html">http://www.uva.nl/over-de-uva/uva-profiel/identiteit-en-missie/kernwaarden-en-ambities/hoglerarenbeleid/hoglerarenbeleid-uva.html</a>
10	Relation with supervisors		CLA NU art 6.8	Phd training and guidance plan. PHD councils	<a href="http://www.vsnul.nl/cao-universiteiten.html">http://www.vsnul.nl/cao-universiteiten.html</a> <a href="http://www.uva.nl/en/research/phd/support-for-phd-students">http://www.uva.nl/en/research/phd/support-for-phd-students</a>
11	Supervision and managerial duties		CLA, artikel. 6.8		<a href="http://www.vsnul.nl/cao-universiteiten.html">http://www.vsnul.nl/cao-universiteiten.html</a>
12	Continuing professional development		CLA, artikel 6.6	Annual consultation (assessment and development) PhD program in Graduate schools Veni Vidi course	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/nav/keys/arbeidsvoorwaarden/item/annual-consultation.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/nav/keys/arbeidsvoorwaarden/item/annual-consultation.html</a>
13	Recognition of the profession	-	University jobclassification system (UFO)	-	<a href="http://www.vsnul.nl/CAO/Functieordeningsysteem-UFO.htm">http://www.vsnul.nl/CAO/Functieordeningsysteem-UFO.htm</a>

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14	Non-discrimination	<ul style="list-style-type: none"> <li>- Grondwet</li> <li>- Algemene Wet Gelijke Behandeling</li> <li>- Wet Gelijke Behandeling mannen en vrouwen</li> <li>- Wet onderscheid arbeidsduur</li> <li>- Wet gelijke behandeling op grond van chronische ziekte of handicap</li> <li>- Wet gelijke behandeling op grond van leeftijd bij arbeid</li> </ul>	<ul style="list-style-type: none"> <li>- Code Nederlandse Vereniging voor Personeelsmanagement en Organisatieontwikkeling</li> </ul>	Confidential advisor Staff complaints regulations	<a href="http://wetten.overheid.nl/BWBR0001840/geldigheid_sdatum_22-11-2012">http://wetten.overheid.nl/BWBR0001840/geldigheid_sdatum_22-11-2012</a> <a href="http://wetten.overheid.nl/BWBR0006502/geldigheid_sdatum_22-11-2012">http://wetten.overheid.nl/BWBR0006502/geldigheid_sdatum_22-11-2012</a> <a href="http://wetten.overheid.nl/BWBR0003299/geldigheid_sdatum_22-11-2012">http://wetten.overheid.nl/BWBR0003299/geldigheid_sdatum_22-11-2012</a> <a href="http://wetten.overheid.nl/BWBR0008161/geldigheid_sdatum_22-11-2012">http://wetten.overheid.nl/BWBR0008161/geldigheid_sdatum_22-11-2012</a> <a href="http://wetten.overheid.nl/BWBR0014915/geldigheid_sdatum_22-11-2012">http://wetten.overheid.nl/BWBR0014915/geldigheid_sdatum_22-11-2012</a> <a href="http://wetten.overheid.nl/BWBR0016185/geldigheid_sdatum_22-11-2012">http://wetten.overheid.nl/BWBR0016185/geldigheid_sdatum_22-11-2012</a> <a href="http://www.nvp-plaza.nl/site/nl/kennis.phtml?p=sollicitatiecode">http://www.nvp-plaza.nl/site/nl/kennis.phtml?p=sollicitatiecode</a> <a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/complaints.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/complaints.html</a>
15	Research environment	<ul style="list-style-type: none"> <li>- ARBO-wet</li> </ul>	<ul style="list-style-type: none"> <li>- Arbocatalogus Nederlandse Universiteiten (VSNU)</li> </ul>	<ul style="list-style-type: none"> <li>- Rules about network- and computerfacilities (ICT rules of conduct)</li> </ul>	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/nav/keys/ict/item/wireless-internet.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/nav/keys/ict/item/wireless-internet.html</a>
16	Working conditions	Arbeidstijdenwet ARBO-wet Wet Arbeid & Zorg <ul style="list-style-type: none"> <li>- Wet aanpassing arbeidsduur</li> </ul>	CLA: H3 t/m 7 <ul style="list-style-type: none"> <li>- ABP, pensioenreglement</li> </ul>	<ul style="list-style-type: none"> <li>- Scientific sabbatical leave</li> <li>- Special leave</li> <li>- Parental leave</li> <li>- Pregnancy and maternity leave</li> </ul>	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/leave.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/leave.html</a>
17	Stability and permanence of employment	Wet flexibiliteit & zekerheid Uitvoeringswet EU-richtlijn 1999/70/EG	CLA, artikel 2.3		

HR Strategy for Researchers: implementation Charter and Code  
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18	Funding and salaries	Sociale zekerheids- wetgeving (WW, AOW, AWBZ, WIA etc.)	CLA, hoofdstuk 3		<a href="http://www.medewerker.uva.nl/service-point/terms-of-employment.cfm">http://www.medewerker.uva.nl/service-point/terms-of-employment.cfm</a>
19	Gender balance		Charter Talent to the Top	Local policy more women in higher scientific positions	
20	Career development		CLA, artikel 6.5.2	Strategic HRM policy Tenure Track Professionalisation and development	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/professional-development.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/professional-development.html</a>
21	Value of mobility		CLA, artikel 6.5.1 NWO grants for individuals	Strategic HRM policy internationalisation Staff Immigration Office	<a href="http://www.uva.nl/en/about-the-uva/uva-profile/internationalisation">http://www.uva.nl/en/about-the-uva/uva-profile/internationalisation</a> <a href="http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/policy-documents.html">http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/policy-documents.html</a> <a href="http://www.uva.nl/en/about-the-uva/organisation/organisational-structure/organisational-structure/organisational-structure-folder/central-service-units/administration-centre-ac/the-staff-immigration-office/the-staff-immigration-office.html">http://www.uva.nl/en/about-the-uva/organisation/organisational-structure/organisational-structure/organisational-structure-folder/central-service-units/administration-centre-ac/the-staff-immigration-office/the-staff-immigration-office.html</a>
22	Access to research training and continuous development		CLA, artikel 6.8 CLA, artikel 6.9. Basis Kwalificatie Onderwijs	Professionalisation and development Veni Vidi Course	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/professional-development.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/professional-development.html</a>
23	Access to career advice		CLA, artikel 6.5.3 en 6.5.4		<a href="http://medewerker.uva.nl/bestuursstaf-gde/az/nav/keys/p-o/item/professionele-ontwikkeling.html">http://medewerker.uva.nl/bestuursstaf-gde/az/nav/keys/p-o/item/professionele-ontwikkeling.html</a>
24	Intellectual property rights	Auteurswet, Rijksoctrooiwet	CLA, artikel 1.20 t/m 1.23	Ancillary activities	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/ancillary-activities">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/ancillary-activities</a>

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25	Co-authorship	Auteurswet				
26	Supervision		CLA, artikel 6.8	Opleidings-en begeleidingsplan promovendi	<a href="http://www.uva.nl/en/home_PhD_matters">http://www.uva.nl/en/home_PhD_matters</a>	
27	Teaching			Qualifications for teaching (BKO)	<a href="http://www.uva.nl/en/education/quality-of-education/policy/policy.html">http://www.uva.nl/en/education/quality-of-education/policy/policy.html</a>	
28	Evaluation/appraisal systems		<ul style="list-style-type: none"> <li>- CLA: art. 4.4.a, 6.5a, 6.6, 6.7</li> <li>- Standard Evaluation Protocol (SEP)</li> </ul>	Besturingsmodel Onderzoek	<a href="http://www.vsnw.nl/CAO/CAO-universiteiten.htm">http://www.vsnw.nl/CAO/CAO-universiteiten.htm</a> <a href="http://www.knaw.nl/content/Internet_KNAW/publicaties/pdf/20091052.pdf">http://www.knaw.nl/content/Internet_KNAW/publicaties/pdf/20091052.pdf</a>	
29	Complaints/appeals		CLA, art. 1.12 National Committee on scientific integrity regulations	Confidential advisor	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/content2/confidential-adviser-for-undesirable-behaviour/overview-of-staff-complaints-regulations/overview-of-staff-complaints-regulations.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/content2/confidential-adviser-for-undesirable-behaviour/overview-of-staff-complaints-regulations/overview-of-staff-complaints-regulations.html</a>	
30	Participation in decision-making bodies	WOR, WHW	CLA C7 t/m C11	Medezeggenschap	<a href="http://medewerker.uva.nl/bestuursstaf-gde/az/item/medezeggenschap.html">http://medewerker.uva.nl/bestuursstaf-gde/az/item/medezeggenschap.html</a>	
31	Recruitment		<ul style="list-style-type: none"> <li>- CLA-NU; art.6.1</li> <li>- Sollicitatiecode NVP</li> </ul>	UvA regeling Werving en Selectie Professorial appointment policy	<a href="http://www.nvp-plaza.nl/site/nl/kennis.phtml?p=sollicitatiecode">http://www.nvp-plaza.nl/site/nl/kennis.phtml?p=sollicitatiecode</a> <a href="http://medewerker.uva.nl/bestuursstaf-gde/az/item/werving-en-selectie.html">http://medewerker.uva.nl/bestuursstaf-gde/az/item/werving-en-selectie.html</a> <a href="http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/professorial-appointments-policy/professorial-appointments-policy.html">http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/professorial-appointments-policy/professorial-appointments-policy.html</a>	

HR Strategy for Researchers: implementation Charter and Code  
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	Code of conduct for the recruitment of researchers		-	-	
32	Recruitment		<ul style="list-style-type: none"> <li>- CLA art.6.4</li> <li>- Sollicitatiecode NVP</li> <li>- Academic Transfer</li> </ul>	UvA regeling Werving en Selectie; Professorial appointment policy	<a href="http://staff.uva.nl/executive-staff-and-central-service-units/az/item/recruitment-and-selection.html">http://staff.uva.nl/executive-staff-and-central-service-units/az/item/recruitment-and-selection.html</a> <a href="http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/professorial-appointments-policy.html">http://www.uva.nl/en/about-the-uva/uva-profile/mission-and-identity/policy-documents/professorial-appointments-policy.html</a> <a href="http://www.nvp-plaza.nl/site/nl/kennis.phtml?p=sollicitatiecode">http://www.nvp-plaza.nl/site/nl/kennis.phtml?p=sollicitatiecode</a>
33	Selection		- See nr 32		
34	Transparency		- See nr 32		
35	Judging merit		- See nr 32 University jobclassification system (UFO)		<a href="http://www.vsnul.nl/functie_orderingsystem_ufo.html">http://www.vsnul.nl/functie_orderingsystem_ufo.html</a>
36	Variations in the chronological order of CVs		See nr 32 and 35		
37	Recognition of mobility experience		See nr 32 and 35		
38	Recognition of qualifications		See nr 32 and 35		
39	Seniority		University jobclassification system (UFO)		<a href="http://www.vsnul.nl/functie_orderingsystem_ufo.html">http://www.vsnul.nl/functie_orderingsystem_ufo.html</a>

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40	Postdoctoral appointments	University jobclassification system (UFO)	<a href="http://www.vsnul.nl/functie_orderingsysteem_ufo.html">http://www.vsnul.nl/functie_orderingsysteem_ufo.html</a>
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**Abbreviations:**

VSNU: Vereniging van Samenwerkende Nederlandse Universiteiten: Association of Universities in the Netherlands

CLA: Collective Labour Agreement of Dutch Universities: Collectieve arbeidsovereenkomst (CAO) (<http://www.vsnul.nl/cao-universiteiten.html>)

NGW: Nederlandse Gedragscode Wetenschapsbeoefening (2005), also known as 'The Netherlands Code of Conduct for Scientific Practice' (reviewed in may 2012) (<http://www.vsnul.nl/codes.html>)

LOWI: Landelijk Orgaan Wetenschappelijke Integriteit: National Committee on scientific integrity regulations (<http://www.knaw.nl/Pages/DEF/28/514.bGFuZz1OTA.html>)

UFO: Universitair Functieorderingsysteem: ([http://www.vsnul.nl/functie\\_orderingsysteem\\_ufo.html](http://www.vsnul.nl/functie_orderingsysteem_ufo.html))

Note: Most of the information on the UvA website is available in Dutch and English. A large part is worldwide accessible. But the information specifically meant for personnel and working conditions is only accessible via intranet and by means of a password.

## Faculty of Humanities

Staff

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- ☐ Terms of employment (29)
- ☐ ICT (10)
- ☐ Education (15)
- ☐ Research (9)
- ☐ Personnel and Organisation (P&O) (4)
- ☐ Facilities (10)

## A-Z

This section contains information for staff on a wide range of topics including: terms of employment and personnel and organisation (P&O) matters, ICT support and facilities and the corporate identity of the UvA.

- > AMC Occupational Health and Safety Service

- > Academic calendar

- > Academic integrity

- > Allowances

- > Ancillary activities

- > Annual consultation

- > Appointment

- > Audio and video (Library)

- > Benefits

- > Blackboard

- > Boards of Studies

- > Boards of Studies Humanities

- > Citations and bibliographies (RefWorks)

- > Collective Labour Agreement

- > Company emergency response team

- > Complaints

- > Confidential adviser for undesirable behaviour

- > Corporate communication

- > Days off

- > Domain names

- > Editorial desk

- > Electronic publishing

- > Employability Fund

- > Employee Monitor

- > Employer's statement

- > Employment anniversary

- > Ethics Committee Faculty of Humanities

- > Expense claims and advance payments

- > Expenses compensation scheme

- > Grade registration: Pontifex

- > Grading scheme

- > Grants BKT/TTO

- > Insurance and financial services

- > Introductory meeting for new UvA employees

- > Invoice address and requirements

- > Job profiles

- > Leave

- › Literary reception ('Boekenborrel') FGw
- › Local Consultative Body
- › Mortgages for temporary employees
- › Moving expenses
- › My UvA Profile
- › New Year's reception FGw
- › New employees FGw
- › Notification of illness and recovery
- › Objections and appeals
- › Open access
- › Overtime
- › P&O department - Faculty of Humanities
- › Parking
- › Patents
- › Pension
- › Performance review
- › Personal information (changes)
- › Plagiarism detection
- › Printers
- › Professional development
- › Readers online
- › Recruitment and selection
- › Research Fund FGw
- › Research data
- › SIS
- › Salary
- › Self-Service Tool
- › Senior Employees Scheme
- › Social media
- › Software
- › Staff ID card
- › Staff Mobility (ERASMUS)
- › Termination of employment
- › Terms of Employment Menu
- › The 30% rule
- › Trade union activities
- › Translation
- › Travel expenses
- › UvA workstation
- › UvA-AUAS/HvA collaboration
- › UvA-net ID
- › UvAdata
- › VAT
- › VPN (Accessing the UvA network)
- › Whistleblowing
- › Windows 7 Migration Faculty of Humanities
- › Wireless Internet
- › Work pressure
- › Working hours
- › Works Councils

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Note: Most of the information on the UvA website is available in Dutch and English. A large part is worldwide accessible. But the information specifically meant for personnel and working conditions is only accessible via intranet and by means of a password. The relevant information is ordered in an A-Z list for the UvA, the faculties can supplement this list. As an example the A-Z list of the Faculty of Humanities is presented here.

#### **Annex nr. 4**

The English version of the electronic survey

*This questionnaire is designed to enable us to identify critical areas for improvement in the UvA's HR policy for researchers. The results of this survey and ensuing progress will be reported on UvA web. We would greatly appreciate your participation in this survey, which should take no more than 15 minutes to complete.*

**Which principles guide you in your research? (Select all that apply.)**

1. Transparency
2. Integrity
3. Honesty
4. Accountability
5. Other

**Indicate to what extent the following condition is important for a good academic climate.**

1. Collaboration with others
2. The ability to supervise researchers
3. Shared ethical and methodological standards
4. Open culture that facilitates the discussion of problems
5. Sufficient time for publishing

**Indicate to what extent the academic climate at the UvA fulfils the following condition.**

1. Collaboration with others
2. The ability to supervise researchers
3. Shared ethical and methodological standards
4. Open culture that facilitates the discussion of problems
5. Sufficient time for publishing

The international academic landscape is developing an increasingly multipolar character, with strong hubs centred around research groups in the United States, Europe and Japan and a growing number of nodes in emerging knowledge economies. On this new global playing field, competition amongst universities and research institutes is becoming more intense. (Source: UvA Strategic Framework on Internationalisation).

**What consequences will these developments have for you as a researcher?**

**In your view, does the Bachelor's programme place sufficient emphasis on academic and research skills?**

**In your view, does the Master's programme place sufficient emphasis on academic and research skills?**

**In your view, does the Doctoral programme place sufficient emphasis on academic and research skills?**

*The following questions relate to the principles set down in the European Charter for Researchers on Professional attitude, Contractual and legal obligations and Accountability.*

**Are you familiar with the following regulations/ schemes/ policies at the UvA?**

1. Collective Labour Agreement (CAO) for the Dutch universities.
2. Netherlands Code of Conduct for Scientific Practice
3. Academic Integrity Adviser and Complaints Regulations

Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.

4. Regulations on Ancillary Activities
5. Regulations governing Inventions by UvA Staff and Other Parties
6. Strategic Plan 2011-2014 of the UvA
7. Vision on Teaching and Learning (*Onderwijsvisie*)
8. Strategic Framework on Internationalisation

**To what extent are you informed about your department's strategic objectives?**

**Is your research part of one of the UvA's research priority areas?**

**Is your research part of one of the faculty research focal points?**

**Indicate if and where you experience tensions between the faculty objectives for your unit and your own personal ambitions.**

*The following questions relate to the principles set down in the European Charter for Researchers on Good practice in research, Dissemination, Exploitation of results.*

Research funding bodies (e.g. the NWO and EU Framework programmes) and the research councils tasked with distributing public funds for research are imposing more stringent requirements on the treatment and use of research data.

**Are you familiar with these requirements?**

**To what extent do you meet these requirements?**

**How frequently are data shared within your research group?**

**How often are data shared between your research group and other research groups outside the UvA?**

**How often does the following aspect play a role in opting not to share data?**

1. Sharing data would be unethical
2. Laws (e.g. Personal Data Protection Act (*Wet bescherming persoonsgegevens*))
3. Personal career prospects
4. Prohibited by the client's terms and conditions (contract research)

**Does the faculty have guidelines governing the use of data (e.g. written procedures for accessing data)?**

**How clear are the faculty guidelines on data use?**

**Are these guidelines consistent with your own views on data use?**

**Apart from peer review, what do you consider the key reasons to share research data?**

**A dataset contains ideas. How confident are you that your intellectual property rights are being protected?**

**How often is a dataset that resulted from your research used as a source for other publications?**

**How often do students use the data generated by researchers?**

*The following questions relate to the principles set down in the European Charter for Researchers on Public engagement, Relation with supervisors, Supervision and managerial duties.*

**How many hours of supervision do you receive, on average, per month (e.g. from your PhD supervisor, mentor, supervisor, project coordinator)?**

**Do you feel this is enough?**

**How many hours of supervision do you provide, on average, per month (e.g. in your role as PhD supervisor, mentor, supervisor, project coordinator)**

**Do you feel this is enough?**

**How many hours do you spend doing research, on average, per month?**

**Do you feel this is enough?**

**How satisfied are you with your relationship with your supervisor?**

*The following questions relate to the principles set down in the European Charter for Researchers on Continuing professional development.*

**Do you have sufficient opportunities for professional development (training, conferences, workshops, etc.)?**

**To what extent are you informed about the annual permanent staff agreements made between the Executive Committee Board and the management at your research institute?**

**Is there a clear career path for researchers (both beginning and established), extending to guidance and supervision?**

*Many thanks for completing this questionnaire!*