

Universidad de Extremadura's HRS4R Action Plan



	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)
<p>1 CREATE THE UEX OTMR POLICY BY UPDATING RECRUITMENT PROCEDURES TO HRS4R AND OTMR CRITERIA</p> <ul style="list-style-type: none"> •Analyze the UEx's procurement procedures and modify them in line with OTM-R procurement policy, for example: Training will be provided to the participants in the commissions. •Elaboration, negotiation and approval of specific regulations for the selection and hiring of research personnel associated with projects/agreements/contracts, including all the characteristics described in HRS4R and OTM-R. •Study of the equivalence in the case of qualifications required for selection processes of Scientific Research Staff for research projects. •Introducing modules for a more digital recruitment process •Use EURAXESS for the dissemination of job offers with a 	<p>12. Recruitment 13. Recruitment (Code) 14. Selection (Code) 15. Transparency (Code) 16. Judging merit (Code) 17. Variations in the chronological order of CVs (Code) 18. Recognition of mobility experience (Code) 19. Recognition of qualifications (Code) 20. Seniority (Code)</p>	1Q2025-2Q2025	Vice-Rector for Research and Transfer	<ul style="list-style-type: none"> • The recruitment procedure is published and is accessible by candidates and UEx's staff. • Number of researchers recruited after the recruitment procedure is published. • 100% of contracts comply with recruitment regulations. • 100% of selection committee members have received OTM-R training. • Digital recruitment platform is on use. • 100% of contracts are made using the recruitment platform. • Revision of the procedure in order to reduce the administrative burden. • Number of calls made since the administrative burden is reduced to a minimum. • 100% of offers with a contract's time length of more than 1 year are published on EURAXESS. • 25% increase in the number of CVs received from international researchers for UEX calls for applications. • % of the international candidates whose qualifications were considered

Universidad de Extremadura's HRS4R Action Plan



<p>recruitment period of more than 1 year.</p> <ul style="list-style-type: none"> •Include information on the tools, in the calls for proposals or on the website •Study alternatives to reduce the administrative burden on the applicant. •Include interviews at the selection process so that the candidate can give information not specified in the required documentation. 				<p>equivalent to other national degrees from the total number of international candidates evaluated.</p> <ul style="list-style-type: none"> • 100% of the calls include information on OTM-R tools. • % of recruitments where interviews have taken place is more than 50%. • 70% satisfaction rate in recruitment procedure's satisfaction surveys of successful candidates.
<p>2. COLLECT THE DISPERSED INFORMATION FOR THE RESEARCHERS IN A SINGLE WEBSITE.</p> <ul style="list-style-type: none"> •Unification in a single part of the UEx website of the different contents of interest for the Research Staff •Carry out different dissemination actions about current programs to improve the working conditions of researchers within the University. •Write a Guide for the preparation and presentation of research projects, to disseminate information on the steps to be followed at the university when requesting a research project 	<p>04. Professional attitude 15. Transparency (Code) 24. Working conditions</p>	<p>1Q2026</p>	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Vice-Rector for Digital Transformation</p>	<ul style="list-style-type: none"> • Web page published • Number of visits to the webpage • Number of dissemination events performed • Guide for presentation of research projects published • Number of the guide's downloads.
<p>3. PROVIDE INFORMATION ON</p>	<p>21. Postdoctoral</p>	<p>1Q2025-4Q2029</p>	<p>Vice-Rector for</p>	<ul style="list-style-type: none"> • Webpage collecting job calls

Universidad de Extremadura's HRS4R Action Plan



<p>CAREER DEVELOPMENT OPTIONS.</p> <ul style="list-style-type: none"> •Specific section on the University's website with current calls for different categories •Develop a document that summarizes career options for researchers of different categories. •Distribution lists of calls for proposals. •Dynamize and publicize the resources that already exist in career counseling. Analyze the level of integration in the same area of the web. •Explore tools that can outline and channel the most significant information for each group. •Disseminate mechanisms for collecting and analyzing feedback from junior researchers on the effectiveness of career development initiatives and adjust strategies accordingly. 	<p>appointments (Code)</p> <p>25. Stability and permanence of employment</p> <p>28. Career development</p> <p>30. Access to career advice</p>		<p>Research and Transfer (leader)</p> <p>Vice-Rector for Digital Transformation</p> <p>Vice-Rector for Quality and Strategy</p>	<p>published.</p> <ul style="list-style-type: none"> • Number of visits to the webpage. • Document in professional careers published. • Number of R1 and R2 researchers attending to dissemination events is over 70%. • Junior researchers' feedback is obtained and analyzed
<p>4. WRITE A GUIDE TO GOOD RESEARCH PRACTICES.</p> <ul style="list-style-type: none"> •Write a Code or Manual of Good Research Practices and adapt the Guide to Good Practice for Doctoral Students to reflect the 	<p>01. Research freedom</p> <p>02. Ethical principles</p>	<p>3Q2025-4Q2025</p>	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Director of the</p>	<ul style="list-style-type: none"> • Document in good research practices written • Provide information of the manual at the welcome manual • At least two annual events concerning the dissemination of

Universidad de Extremadura's HRS4R Action Plan



<p>application of this principle in detail.</p> <ul style="list-style-type: none"> •As concrete actions, training and informing the research community of their responsibilities regarding ethical issues. 			International Doctoral School	responsibilities regarding ethical issues
<p>5. IMPROVE THE ACCESS AND RECOGNITION TO MOBILITY OPPORTUNITIES.</p> <ul style="list-style-type: none"> •Appoint a related International Relations Committee to manage and promote doctoral student mobility. •Clearly define the recognition options: Document of doctoral activities, International Mention, European Doctoral Supplement, etc. •Include ERASMUS stays in recognition regulations. •Include all the mobility opportunities at a single web page •Regulate the participation of doctoral students in mobility programs. •Coordination with the International Doctoral School and with the Vice-Rectorate for Research and Transfer 	<p>18. Recognition of mobility experience (Code)</p> <p>29. Value of mobility</p>	2Q2026	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Director of the International Doctoral School</p> <p>Vice-Rector for Students, Employment and Mobility</p>	<ul style="list-style-type: none"> • International Relations Committee created • At least the committee meets quarterly. • Set a list of recognition options. • The mobility options webpage is published. • Number of visits to the mobility webpage. • Increase in a 70% the candidates for mobility experiences
<p>6. FOSTER GOVERNANCE ISSUES</p>	<p>04. Professional attitude</p> <p>29. Value of mobility</p>	1Q2025	Vice-Rector for Research and	<ul style="list-style-type: none"> • Publication of the new strategic plan • Number of dissemination events

Universidad de Extremadura's HRS4R Action Plan



•Approval of the Strategic Plan.			Transfer (leader) Vice-Rector for Quality and Strategy Manager	concerning the new strategic plan.
7. COORDINATE COMPLAINTS PROCEDURES. •Propose coordination measures with other services and units, especially regarding claims and complaints made to the University Ombudsman, the Inspection Service and the Legal Office. •Promoting the services and activities carried out by the coexistence committee to foster a culture of mediation.	34. Complaints/ appeals	1Q2027 2Q2027	Vice-Rector for Research and Transfer (leader) Head of the Legal Services University Ombudsman Secretary-General Manager	<ul style="list-style-type: none"> • Create of a coordination committee between the different bodies responsible of mediating and solving the claims • Include information about the responsibility of each body in the solution of complaints
8.DISEMINATE GENDER ISSUES •Improve the number, dissemination and impact of the gender equality events organized at the university.	27. Gender balance	1Q2025-4Q2029	Director of the Equality Office	<ul style="list-style-type: none"> • The gender dissemination events have increased in a 50%
9. DEFINE CLEAR CO-AUTHORSHIP INSTRUCTIONS	32. Co-authorship	4Q2026	Director of the Library Service	<ul style="list-style-type: none"> • Write a guide in co-atorship • Number of downloads of the

Universidad de Extremadura's HRS4R Action Plan



•Development of a guide or instructions on co-authorship				document
<p>10. IMPROVE PRESENT TRAINING ACTIVITIES</p> <ul style="list-style-type: none"> •To make known, on a regular basis, the training offer available from the different services and platforms (SOFD, G-9, MOOC, ...) to the research staff for their continuous professional development. •Collect the demands and requests for training proposals from Research Staff. •Organize training courses and seminars to cover the demands and requests collected. •Increase the number of places available in training courses, especially in virtual courses, by 5-10%. 	<p>38. Continuing Professional Development</p> <p>39. Access to research training and continuous development</p>	3Q2025-4Q2029	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Vice-Rector for Academic Planning</p> <p>Director of the International Doctoral School</p>	<ul style="list-style-type: none"> • Publish a webpage that contains information about all the training opportunities at the UEx. • Include a training suggestion box at the webpage • Number of new courses organized • Increase the number of places available in training courses, especially in virtual courses, by 5-10%.
<p>11. CREATE A MENTORING PROGRAM</p> <ul style="list-style-type: none"> •Create a mentoring program for R2 researchers to help them focus their professional careers 	28. Career development	2Q2027	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Vice-Rector for Students, Employment and Mobility</p>	<ul style="list-style-type: none"> • Design the UEx's mentoring program. • Number of R2 included at the program.
12 EVALUATION OF ALL THE	11. Evaluation/appraisal	3Q2026		<ul style="list-style-type: none"> • Designing a evaluation procedure and

Universidad de Extremadura's HRS4R Action Plan



<p>RESEARCHERS</p> <ul style="list-style-type: none"> •Carry out evaluations of these R2 funded by research projects through the reports they present on the activity carried out in the research projects in which they work. 	systems		<p>Vice-Rector for Research and Transfer (leader)</p> <p>Vice-Rector for Digital Transformation</p>	<p>template for R2 researchers</p> <ul style="list-style-type: none"> • Number of researchers evaluated
<p>13. WRITE A WELCOME MANUAL</p> <ul style="list-style-type: none"> •Write and update annually the welcome manual (in digital version), available in Spanish and English. •Present its contents in the welcome sessions for new researchers. 	ALL	3Q2025	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Director of the International Doctoral School</p> <p>Vice-Rector for Students, Employment and Mobility</p>	<ul style="list-style-type: none"> • Welcome manual is published at the website. • Number of downloads or visits to the website done. • 2 yearly updates to the manual • 70% satisfaction in the quality survey.
<p>14. LAUNCH, AWARENESS RAISING, COMMUNICATION IN HRS4R AND OTM-R AND EVALUATION.</p> <ul style="list-style-type: none"> •Kick off of the project. •Awareness-raising seminar for researchers and managers. •Develop content in Spanish and English for the HRS4R website. 	ALL	1Q2025-4Q2029	<p>Vice-Rector for Research and Transfer (leader)</p> <p>Vice-Rector for Digital Transformation</p>	<ul style="list-style-type: none"> • All UEx researchers have been informed about the awareness session and encourage to attend, either live or watching a video of the session. • All the documents generated plus other related documents could be downloaded from the webpage.

Universidad de Extremadura's HRS4R Action Plan



<ul style="list-style-type: none">•Periodically assess the level of knowledge and involvement of researchers.			Vice-rector for Quality and Strategy Director of the Library Service	
---	--	--	---	--