

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

Process Description

Case number: 2020SK574179

Name Organisation under review: Slovak University of Technology

Organisation's contact details: Vazovova 5, Bratislava, 812 43

Date endorsement charter and code: 04/11/2020

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation: How do you know?

Name	Position	Steering Committee	Working Group	Management line/ Department
Dr. h. c., prof.h.c., prof. Dr. Ing. Oliver Moravčík	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Management
prof. Ing. Ján Híveš, PhD.	Vice-rector for Science and Research	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	University Management
doc. Ing. Maximilián Strémy, PhD.	Vice-rector for Strategic Projects and Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Management
prof. Ing. Marián Peciar, PhD.	Chairman of the Academic Senate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Management
doc. Ing. Anna Ujhelyiová, PhD.	Chairman of the University Trade Union	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Management
Mgr. Rastislav Iglar	Entrusted with the function of bursar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Management
Bc. Andrej Majstrík	Chairman of the student section of the Academic Senate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Management
Mgr. Ing. Mária Búciová	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Science and International Scientific Cooperation (Rectorate)
Ing. Zuzana Čirková	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Human Resources (Rectorate)
JUDr. Lucia Rybanská	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Technology transfer office
Ing. Ivana Mrázová, PhD.	Entrusted with the function of Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Projects Centre (Rectorate)

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Name	Position	Steering Committee	Working Group	How do you know? Management line/ Department
prof. Ing. Kamila Hlavčová, PhD.	Vice-Dean for Science and Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Civil Engineering
doc. Ing. Katarína Gajdošová, PhD.	Vice-Dean for Public Relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Civil Engineering
doc. Ing. Peter Kyrinovič, PhD.	Vice-Dean for Development of the Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Civil Engineering
prof. RNDr. Ivona Škultétyová, PhD.	Chairman of the Academic Senate of the Faculty of Civil Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Civil Engineering
Ing. Alena Marečková	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Human Resources (Faculty of Civil Engineering)
Erika Kanalová	Researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Office (Faculty of Civil Engineering)
Ing. Miloslav Štujber	Chairman of the Independent Trade Union the Faculty of Civil Engineering employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Civil Engineering
prof. Ing. Stanislav Ďuriš, PhD.	Vice-dean for Science, Research and Doctoral Degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Mechanical Engineering
doc. Ing. Karol Prikkel, CSc.	Vice-dean for Personnel and Social Administration, Faculty Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Mechanical Engineering
doc. Ing. František Ridzoň, CSc.	Chairman of the Academic Senate of the Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Mechanical Engineering
Mgr. Veronika Blahová	Personnel worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean's Office (Faculty of Mechanical Engineering)
Ing. Juraj Sklenár	Foreign Relations Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean's Office (Faculty of Mechanical Engineering)

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Name	Position	Steering Committee	Working Group	How do you know? Management line/ Department
PaedDr. Ing. Ingrid Součková, PhD.	Chairman of the Primary Trade Union Organization at the Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Mechanical Engineering
prof. Ing. Milan Polakovič, CSc.	Vice-dean for Science and Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Chemical and Food Technology
doc. Ing. Boris Lakatoš, PhD.	Vice-dean for Faculty Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Chemical and Food Technology
prof. Ing. Miloslav Drtil, PhD.	Vice-dean for International Relations, Mobilities and Public Relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Chemical and Food Technology
prof. Ing. Vladimír Lukeš, DrSc.	Chairman of the Academic Senate of the Faculty of Chemical and Food Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Chemical and Food Technology
Ing. Zuzana Klempová	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Human Resources Department (Faculty of Chemical and Food Technology)
Ing. Martin Grančay, PhD.	Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Center (Faculty of Chemical and Food Technology)
doc. Ing. Dušan Berkeš, PhD.	Chairman of the Faculty Trade Union at the Faculty of Chemical and Food Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Chemical and Food Technology
Ing. arch. Ján Legény, PhD.	Vice-Dean for Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of of Architecture and Design
Ing. Michal Brašeň, ArtD.	Vice-Dean for Strategy projects and PR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of of Architecture and Design
Ing. arch. Peter Morgenstein, PhD.	Vice-Dean for Foreign Affairs and Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of of Architecture and Design
Ing. arch. Milan Andráš, PhD.	Chairman of the Academic Senate of the Faculty of Architecture and Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of of Architecture and Design

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**Steering
Committee** **Working
Group**

How do you know?

Name	Position			Management line/ Department
Ing. Alica Horňáková	Labor economics worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wage and Human Resources Department of the Faculty of of Architecture and Design
RNDr. Juraj Paučula	Researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Science and Research of the Faculty of of Architecture and Design
prof. Ing. Peter Šugár, CSc.	Vice-dean for Science and Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Material Sciences and Technology
prof. Ing. Pavol Tanuška, PhD.	The first Vice-dean for Strategic Development, Information Technologies, Cooperation with Industry, Business Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Material Sciences and Technology
doc. Ing. Maximilián Strémy, PhD.	Vice-dean for International Relations and Projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Material Sciences and Technology
doc. Ing. Milan Naď, CSc.	Chairman of the Academic Senate of the Faculty of Material Sciences and Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Material Sciences and Technology
PhDr. Kvetoslava Rešetová, PhD.	Division chief official	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Division of Knowledge Management of the Faculty of Material Sciences and Technology
Ing. Jaroslava Ďurišová, PhD.	Department chief official	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personnel Office and Legal Affairs of the Faculty of Material Sciences and Technology
Ing. Peter Cuninka	Department chief official	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Division of International Projects and International Relations of the Faculty of Material Sciences and Technology
doc. Ing. Valentino Vranić, PhD.	Dean's Advisors in charge of science and research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Informatics and Information Technologies

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Name	Position	Steering Committee	Working Group	How do you know?
				Management line/ Department
Ing. Katarína Jelemenská, PhD.	Vice-dean in charge of studies, abroad, mobility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Informatics and Information Technologies
Ing. Ján Lang, PhD.	Chairman of the Academic Senate of the Faculty of Informatics and Information Technologies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Presidium of the Faculty of Informatics and Information Technologies
PhDr. Erika Nižnanská	Department chief official	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deanship - Personal Resources of the Faculty of Informatics and Information Technologies
Mgr. Andrea Lengyelová, PhD.	Professional administrative worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centre for Industry-Oriented Research of the Faculty of Informatics and Information Technologies
doc. Ing. Marián Zajko, PhD.	Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Management of the Slovak University of Technology
prof. Ing. arch. Maroš Finka, PhD.	Vice-director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Management of the Slovak University of Technology
Mgr. Silvia Ondrejčková, PhD.	Scientific secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute of Management of the Slovak University of Technology
Ing. Andrej Takáč	Foreign Relations Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department of Science and International Scientific Cooperation (Rectorate)

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions

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How do you know?

Stakeholder group	Consultation format	Contributions
R1 - First Stage Researchers (Up to the point of PhD)	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
R2 - Recognised Researchers (PhD holders or equivalent who are not yet fully independent)	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
R3 - Established Researchers (Researchers who have developed a level of independence)	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
R4 - Leading Researchers (Researchers leading their research area or field)	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
Teachers	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
Human Resources Workers or Heads of HR Departments	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
Research project administration staff	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
Members of an academic or self-governing body of the University	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
Members of an academic or self-governing body of a Faculty	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement

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How do you know?

Stakeholder group	Consultation format	Contributions
Trade union representatives	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement
Intellectual Property Workers	Questionnaire	- Evaluation of the level of implementation of the 40 Charter and Code principles - Commenting on the gap between the principle and the current practice - Suggestions for improvement

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

Following the university's intention to strengthen its international dimension on 12 June 2019, the Slovak University of Technology (STU) management declared its interest in applying for the HRS4R brand by approving a proposal to launch the process of implementing the Human Resources Strategy for Researchers and obtaining the European HR Excellence in Research Award.

During the period June 2019 to September 2019, the process of stakeholder identification took place (university and faculties management, researchers, doctoral students, human resources workers, research administrators, union representatives, academic senate, etc.) Based on the identification of stakeholders, a steering and monitoring committee proposal was created, as well as individual faculty working groups and working group of the Rectorate and the Institute of Management representing university-wide workplaces.

Members of the Steering committee were selected from the relevant members of university management to allow a frictionless implementation of decisions related to the Human Resources Strategy for Researchers.

The Steering committee consists of the Rector of the university (as head of the Steering committee), the Vice-rector for Science, Research and Doctoral Degree, the Vice-rector for Strategic Projects and Development, the Vice-Rector for Cooperation with Practice, the Chairman of the Academic Senate, the Chairman of the University Trade Union, the Bursar and the Chairman of the student section of the Academic Senate.

The Monitoring committee consists of the heads of individual faculty working groups, the working group of the Rectorate, the Institute of Management and the head of the HR Department of the Rectorate, the head of Department of Science and International Scientific Cooperation and a Foreign Relations Officer as advisors. Its main responsibility is the communication and reporting between the Steering committee and the working groups, as well as the integration of working groups inputs and comments.

The head of the Monitoring committee - the Vice-rector for Science, Research and Doctoral Degree - is also a member of the steering committee. He is the one responsible for reporting of the progress towards the Steering committee during regular biweekly meetings of the STU management and for communicating decisions towards the working groups through the Monitoring committee.

Please describe how the Working Group doing the Gap Analysis was appointed:

As the STU consists of 7 faculties, the Rectorate and the Institute of Management, 9 working groups were appointed.

In December 2019, the Rectorate Working Group submitted the first general version of the university GAP analysis, which was subsequently commented on by the members of the Steering Committee. During the period from March 2020 to June 2020, the GAP analysis (also due to the pandemic situation) took the form of extensive inquiries by commenting on working groups of faculties, the Institute of Management and researchers of the university. A total of 192 respondents took part in the survey (of which 142 researchers participated in the survey on a voluntary basis). During the month of July 2020, the comments and suggestions of stakeholders were incorporated and the resulting GAP analysis of STU was prepared. In October 2020, the Rectorate Working Group submitted the first general version of the University Action Plan, which was being commented on and refined by members of the Steering Committee, Faculty Working Groups and a working group of the Institute of Management.