



# Moravian Business College Olomouc

## Action Plan HRS4R 2023 – 2025 Evaluation and Review

for the Implementation of the Principles of European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

## Actions (Action Plan 2023–2025)

### Career Development

	Proposed ACTIONS	Action description	Timing / Responsible Unit	Indicator(s) / Target(s)
1.	Development of the activities of the Academic Careers Centre	Establishment of the PhD Students Club	Academic Careers Centre (06/2023) <b>Deadline extended</b> 10/2023	<ul style="list-style-type: none"> <li>- <b>The PhD Students' Club is established</b></li> </ul> <p>In October 2023, a new head of ACC was appointed, who launched the centre's activities, including the PhD Students' Club.</p>
2.	Development of the activities of the Academic Careers Centre	Implementation of the activities of the PhD Students Club	Academic Careers Centre (06/2023) <b>Deadline extended</b> 10/2023	<ul style="list-style-type: none"> <li>- <b>Number of PhD students involved</b> 6 employees (2023) 4 employees (2024) 4 employees (2025)</li> <li>- <b>Number of meetings carried out</b></li> </ul> <p>After the club was launched, meetings took the form of consultations within the newly created mentor-mentee system (associate professor and Ph.D. student).</p> <p>Consultations took place once every two months. 12 consultations (2023) 24 consultations (2024) 24 consultations (2025)</p>
3.	Development of the activities of the Academic Careers Centre	Deepening the existing cooperation with habilitants	Academic Careers Centre (12/2024)	<ul style="list-style-type: none"> <li>- <b>Number of habilitants and associate professors involved</b> 1 habilitant 6 associate professors (2023) 7 associate professors (2024) 7 associate professors (2025)</li> <li>- <b>Number of meetings carried out</b></li> </ul>

				<p>The meetings were conducted as consultations with colleagues who had already successfully completed their habilitation process.</p> <p>6 meetings</p> <p>- <b>Number of new employees with habilitation</b> No employees completed the habilitation process during the reporting period. The habilitation process is a long-term process that extends beyond the time frame of the Action Plan 2023–2025 and is significantly influenced by external factors (requirements of habilitation committees, publishing activities, capacity of guarantor workplaces). The ACC has created a supportive environment and set up a system of expert consultations, the results of which will only become apparent later. This activity will be continuously developed in the follow-up Action Plan.</p>
4.	Development of the activities of the Academic Careers Centre	Scientific seminars - establishment of regular seminars for all academic staff	CAK (12/2024)	<p>- <b>Number of seminars/ workshops carried out</b> 7 workshops (2024) 17 workshops (2025)</p> <p>- <b>Number of trained participants</b> 17 participants trained (2024)</p>
5.	Personal development plans	Creation of pilot individual personal development plans for academic staff	Vice-Rector's Office for Research, Development and Innovation (12/2023)	<p>- <b>A template for individual plans is created</b> The template was developed within the deadline.</p> <p>- <b>Number of individual plans created</b> The objective was fulfilled.</p> <p>Justification: In the period 2023–2025, MVSO implemented the internal EVAK evaluation system, which comprehensively covers academic staff evaluation,</p>

				<p>including planning their personal and career development. The EVAK system integrates the evaluation of teaching, research, project, and other professional activities, while also enabling the formulation of individual development goals in line with MVS0 strategic priorities and the career stage of individual academic staff members.</p> <p>Launching the EVAK system fulfilled the goal of systematically introducing personal development plans for academic staff. In this sense, EVAK represents a comprehensive and institutionally anchored tool that replaced the originally envisaged separate form of personal development plans and expanded their scope and integration with the overall employee evaluation system.</p> <p>Personal development plans are regularly updated within the EVAK system and used as a basis for HR management, career development of academic staff members, and planning further education.</p>
--	--	--	--	--

### Employee adaptation and a Welcome Office

	Proposed ACTIONS	Action description	Timing / Responsible Unit	Indicator(s) / Target(s)
1.	New employees' adaptation	Create a methodology for the process of adaptation of new employees and a form for an individual adaptation plan. Start implementing the onboarding training for new employees "Welcome to MVS0 "	HR Department (06/2023)	<p>Activities related to the adaptation of new employees have been completed.</p> <ul style="list-style-type: none"> <li>- <b>A methodology for the adaptation process of new employees is developed</b> A methodology for the adaptation process for new employees (Welcome Office) has been created.</li> <li>- <b>A form for an individual adaptation plan is created</b> A form has been created in which development tasks and training are recorded.</li> </ul>

				<ul style="list-style-type: none"> <li>- <b>"Welcome to MVSO" onboarding training is implemented</b></li> </ul> <p>Each department (rectorate units) has prepared a presentation to familiarize new employees with the relevant agenda. These presentations are available on the internal W storage, which all staff members have access to.</p>
2.	Welcome office	Strengthen the care for new employees (both Czech and foreign). Strengthen pre- and post-employment care. Translate other relevant governing documents into English	HR Department (05/2023)	<p>Activities related to Welcome Office have been completed.</p> <ul style="list-style-type: none"> <li>- <b>Welcome Office provides maximum care for new employees</b></li> </ul> <p>The Welcome Office is part of the HR department. A new room for welcoming new employees has been set up and fully equipped. Employees can access a Welcome Office document in the internal storage for employees – the Welcome Office folder is kept up to date. New employees also receive a printed copy of the document.</p> <ul style="list-style-type: none"> <li>- <b>Other relevant documents are translated into English</b></li> </ul> <p>The relevant document has been translated into English.</p>

## Employee involvement in the implementation of HRS4R

	Proposed ACTIONS	Action description	Timing / Responsible Unit	Indicator(s) / Target(s)
1.	Employees involvement in the implementation of HRS4R	Raising awareness; identification and involvement of MVSO staff in the implementation of HRS4R through meetings and other forms of communication.	HR Department, MVSO management (12/2023)	<p>The objective has been completed.</p> <ul style="list-style-type: none"> <li>- <b>Number of meetings carried out</b> 3 informational meetings about the HR Excellence in Research Award Employees are regularly informed about the HR AWARD at MVSO company-wide meetings.</li> <li>- <b>Update of information about HRS4R on the MVSO website</b> The MVSO website has been updated.</li> <li>- <b>Inclusion of information on HRS4R in the training of new employees within the adaptation process</b> New employees are briefed on the HR Excellence in Research Award and the strategy as part of their onboarding training.</li> </ul>

## Gender aspects

	Proposed ACTIONS	Action description	Timing / Responsible Unit	Indicator(s) / Target(s)
1.	Development of the Gender Equality Plan	Creation of the Gender Equality Plan, implementation of the gender audit, implementation of the Gender Equality Plan	<p>HR Department, MVSO management (12/2024)</p> <p><b>Deadline extended</b> Activity partially moved to the new Action Plan 2026–2028</p> <p>The gender analysis was originally planned for December 2024 in the Action Plan 2023–2025. However, during 2024, MVSO underwent systemic changes to its HR management and internal processes, the results of which were not yet fully stabilized by the originally planned deadline. Conducting the analysis during this period would therefore not have provided a sufficiently informative analytical basis.</p>	<p>- <b>The Gender Equality Plan is developed</b></p> <p>Following a strategic decision by MVSO management, the analysis was carried out in June 2025 to reflect the stabilized institutional framework and serve as a quality basis for finalizing the document.</p> <p>Based on a decision by the MVSO management, an Equal Opportunities Plan (EOP) was drawn up instead of the specified GEP. This plan is more comprehensive and, in addition to gender equality, also considers equal opportunities (in terms of age and work-life balance).</p> <p>The outputs of the gender analysis were subsequently used in the finalization of the EOP, which systematically elaborates these findings into specific measures and recommendations. The EOP was discussed internally and approved by the MVSO management and became a strategic document in equal treatment and employee support.</p> <p>The plan also extends gender aspects to other key areas of equal treatment, in particular age, work-life balance, and support for different career stages of employees. The chosen approach made it possible to link the analytical outputs of the gender analysis to a broader and more sustainable framework for managing equal treatment and better reflects the size of the institution, its personnel structure, and its HR development strategy.</p> <p>- <b>The Gender Equality Plan is audited</b></p>

				<p>The plan has been created. Auditing of the plan has been moved to the upcoming period (Action Plan 2026–2028).</p> <ul style="list-style-type: none"> <li>- <b>The Gender Equality Plan is published</b></li> </ul> <p>Implementation and publication The principles of the EOP are gradually being implemented into MVSO's internal regulations and HR processes, particularly in recruitment, career development, working conditions, and support for work-life balance. The Equal Opportunities Plan was published in both Czech and English in 01/2026.</p> <ul style="list-style-type: none"> <li>- <b>The Gender Equality Plan is translated into English</b></li> </ul> <p>The Equal Opportunities Plan has been translated into English.</p>
2.	Implementation of the Gender Equality Plan	Promotion of the principles of gender equality, informing employees	HR Department, MVSO management (03/2025)  <b>Deadline extended</b> 02/26	<ul style="list-style-type: none"> <li>- <b>Informative meetings and briefings are carried out</b></li> </ul> <p>The implementation has been launched by informing employees at a company-wide meeting, gradually incorporating the principles of equal treatment into HR processes, particularly recruitment, evaluation, and professional development of employees.</p>
3.	Publishing job offers on EURAXESS	All job offers concerning the positions of research workers will be published in English on EURAXESS	HR Department (06/2023)	<ul style="list-style-type: none"> <li>- <b>Job offers published on EURAXESS</b></li> </ul> <p>The objective is being achieved on an ongoing basis. Job offers for research positions are published in English on the EURAXESS portal, thereby promoting transparency in recruitment and the international mobility of researchers.</p>