

## TEMPLATE 1 – GAP ANALYSIS

Name Organisation under review: Jönköping University

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**DATE ENDORSEMENT CHARTER AND CODE:** JU's former president Anita Hansbo endorsed the Charter and the Code on the 4<sup>th</sup> of February 2016, The Association of Swedish Higher Education made a national compliance review of how the Swedish laws and other regulations meet the requirements from the EC regarding the Charter and the Code . during Januari to December 2016 and the HRS4R was added as one of the identified enablers within the roll out plan for the JU strategies 2017-2020 during a strategic workshop the 21<sup>st</sup> of November 2016. <https://ju.se/download/18.18cc74615a96a5ed4ec02c/1520578835315/Endorsement%20-%20Jonkoping%20University.pdf>

### PROCESS

#### Process description:

Ingrid Estrada-Magnusson, Chief HR Officer, introduced the Charter and the Code as well as the HRS4R work for the Jönköping University Management Team in January 2016. The University Management Team comprises the President, Vice president, Chief HR Officer, Chief Financial Officer, Deans and MD's of the six subsidiaries and the President of Jönköping Student Union. They all agreed Jönköping University should endorse the Charter & Code and JU President Anita Hansbo signed the endorsement letter on the 4<sup>th</sup> of February 2016.

The Association of Swedish Higher Education (SUHF) made a national compliance review of how the Swedish laws and other regulations meet the requirements from the EC regarding the Charter and the Code . (Januari to December 2016)

Information about the Charter and the Code and the HRS4R has been a topic at JU's Management Team's meetings the following dates: February 15 and 29, 2016, December 5 and 19, 2016, August 21, October 30 and December 11, 2017 when the Executive team made a prioritization of the development areas. Furthermore the HRS4R was added as one of the identified enablers within the roll out plan for the JU strategies 2017-2020 during a strategic workshop the 21<sup>st</sup> of November 2016.

In March 2017, JU published a HRS4R web site and the 8<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> of March, Ingrid Estrada-Magnusson and Anna Savic conducted workshops with the University lawyer, to go through current laws, policies and other regulations for Jönköping University in order to investigate how JU meets the European Commissions principles and requirements.

Ingrid Estrada-Magnusson and Anna Savic, HR strategist and project leader for the HRS4R's work at JU had a work meeting the 16<sup>th</sup> of February with the Associate Deans of Research at the schools. The Associate Deans of Research then provided names of research representatives in R1 to R4 levels to participate in the HRS4R work. The Associate Deans of Research have served as a committee overseeing the process and as a working group responsible for implementing the process.

On the 21<sup>th</sup> of February, Anna Savic attended a SUHF conference on the HRS4R work. Ingrid Estrada-Magnusson has attended SUHFs support meetings for HRS4R project leaders.

The 30<sup>th</sup> and 31<sup>st</sup> of March 2017 JU had two workshops regarding the HRS4R with 40 people

- the Associate Deans of Research from the four schools,
- the selected representatives R1 to R4 from the research community which would be interviewed

- representatives from the University Management Team
- representatiaves from HR

During the period 25<sup>th</sup> of April 2017 to 16<sup>th</sup> of May 2017, Anna Savic and Ingrid Estrada-Magnusson met all the participating researchers (R1 to R4) in individual meetings for 1 hour. The meetings aimed to let the reserachers give their points of view on the Charter & Code principles and to talk about the current situation at JU in order to identify areas of development within the 40 aspects, as a part of the work with the GAP-analysis.

On the 22<sup>nd</sup> of May 2017, Anna Savic and Ingrid Estrada-Magnusson conducted a workshop with the operations managers at the schools and representatives from the HR department. On the 30<sup>th</sup> of May 2017, Anna Savic and Ingrid Estrada-Magnusson conducted a workshop with the control group, the Associate Deans of Research in order to get further input as part of the GAP-analysis.

All the input from the interviews and the workshops was summarized and structured during June to August 2017 by Ingrid Estrada-Magnusson.

During a workshop the 4<sup>th</sup> of September 2017, the outcome from the interviews and workshops was discussed and the 40 aspects were then divided into three groups giving the responsibility to make further investigation to 1) the Associate Deans of Research, 2) the Associate Deans of Research Education and 3) HR. Each one of the 3 groups got the mission to: revise each one of the assigned aspects and add any missing areas of improvement or development.

Each one of the groups had separated meetings and the three groups had common meetings the 31<sup>st</sup> of October 2017 and the 8<sup>th</sup> of November 2017 to summarize and calibrate. The Associate Deans of Research, and the Associate Deans of Research Education were then asked to anchor the development areas in their own schools/faculties and together with their colleagues prioritize the development areas in four levels: 1 - needs to be done imediateley (20 activities), 2 – should be done as soon as there is time and resourses (28 activities), 3 – less prioritized (2 activities), 4 – can be removed (3 activities)

The Associate Deans of Research, and the Associate Deans of Research Education had a meeting the 23<sup>rd</sup> of November 2017 in order to synchronize the prioritization from the schools.

During a meeting with the University Management Team, the 11th of December 2017, a decision was taken to move forward with the 20 prioritized activities, level 1. A decision has also be taken to merge some of the activities into larger activities, ensure the ownership and responsibility for each of the prioritized activities, move the responsibility of some of the development activities to the Vice President of Research that has been recruited, plan each of the activities with a project group and reference groups, as well as a defined timeschedule.

The new Vice president for Research started her new position the 15<sup>th</sup> of February 2018 and the work with the development plans has the continued. The 18<sup>th</sup> of May 2018 the gap analysis, action plan, OTM-R analysis and the development plans for each one of the prioritized activities for 2018-2020 was submitted. Developments plans for the two activities that will start later on will be uploaded to the website durin the autumn of 2018.

The documents can be found in the following website: [www.ju.se/en/HRS4R/documents](http://www.ju.se/en/HRS4R/documents)

## **Preamble - Clarification regarding the basic conditions for researchers working in Sweden**

### **Jönköping University**

Unlike the majority of Swedish universities and institutions of higher education, Jönköping University (JU) is not a governmental authority. JU is one of three Swedish private, non-profit institutions of higher education with

the right to award doctorates. JU operates on the basis of an agreement with the Swedish Government and conforms to national degree regulations and quality requirements.

The university is organised as a non-profit corporate group with Jönköping University Foundation as the parent organisation and six wholly owned subsidiaries: the School of Health and Welfare (HHJ), the School of Education and Communication (HLK), Jönköping International Business School (JIBS), the School of Engineering (JTH), University Services (HS) and Jönköping University Enterprise (JUE).

The conditions for state-funded higher education and research at Jönköping University are regulated by a long-term framework agreement with the Swedish government and by annual agreements on educational and research mission (*Långsiktigt ramavtal mellan svenska staten och Stiftelsen Högskolan i Jönköping om utbildning och forskning and Avtal för 2016 om utbildnings- och forskningsuppdrag*).

The Swedish Higher Education Act (*Högskolelagen*) (1992: 1434) and The Higher Education Ordinance (*Högskoleförordningen*) (1993:100), that includes provisions for state universities, does not apply to Jönköping University, with some exceptions. However, JU has the same mission as a state university and some laws that apply to the governmental sector even apply to Jönköping University.

### **Swedish labour law in general**

The Swedish labour legislation generally applies to all sectors in the Swedish labour market. The legislation assures employees' fundamental rights, such as employment security, vacation and regulated working hours. Swedish citizens are insured special rights based on the Swedish Constitution, for example, a broad right to criticize their employer. An employer is not entitled to inquire who has provided information or impose the person who has provided information with reprisals.

In comparison with many other European countries, the Swedish labour legislation is not particularly extensive or detailed. It is mainly to be seen as protective legislation guaranteeing employees a basic protection. Instead, the employees' terms of employment are governed mainly by collective agreements. The Swedish labour market is characterized by a high degree of organisation and a low level of organisational fragmentation.

### **Collective agreements**

Collective agreements complement the labour law. There are both central and local collective agreements. The central collective agreements apply either within the entire government sector or part of it, for instance the higher education sector. Jönköping University is a part of the government sector as an employer, since JU is a voluntary member of the Swedish Agency of government employers (*Arbetsgivarverket*). That means JU is covered by the same central collective agreements as the state universities, which regulate among others, pensions, holiday pay during leave and compensation for personal injury. There are also central collective agreements that allow specific grounds for temporary employment.

In addition to the central collective agreements, the employer and the local unions may conclude local collective agreements. The space for what can be regulated by local collective agreements is determined by law and the central collective agreements. Among the issues more closely regulated by local collective agreements is the distribution of working hours. Sweden has chosen to regulate by law that the terms of collective agreements also apply to unorganised workers. That means that an individual worker who is not a union member, is still embraced by the regulations of the collective agreement.

In the personal employment contract, the parties may more closely regulate the conditions of employment, provided that it does not contradict law or collective agreements. It is common that the parties in the individual contract specify the conditions for the initial basic salary and where the work is to be performed.

### **Transparency**

Although JU is not a state university, JU is covered by principle of Public access to Information and [The Secrecy Act \(Swedish Code of Statutes 2009: 400\)](#) (*Offentlighets- och sekretesslagen*) (2009:400) and the [Freedom of Press Act \(Tryckfrihetsförordningen\)](#) (1949:105).

Application documents are public documents and therefore other candidates, as well as the public, have the right to access the documents.

### **The principle of public access to official documents**

The principle of public access to official documents is a basic principle of our constitution. It means that the public and the media have the right to inspect state and municipal activities. The principle is expressed in various ways;

- everyone is entitled to read the documents of public authorities: access to official documents;
- officials and others who work for the state or municipalities are entitled to say what they know to outsiders: freedom of expression for officials and others
- officials and others in the service of the state or municipalities are normally entitled to disclose information to newspapers, radio and television for publication or to personally publish information: right to communicate and publish information;

However, there are provisions on confidentiality according to Swedish law, limiting the right to access official documents as well as in the public officials' right to freedom of expression.

These provisions can be found in

- The Public access to Information and [The Secrecy Act \(Swedish Code of Statutes 2009: 400\)](#) (*Offentlighets- och sekretesslagen*) (2009:400)
- The [Freedom of Press Act](#) (*Tryckfrihetsförordningen*) (1949:105)
- The [Freedom of Speech Act](#) (*Yttrandefrihetsgrundlagen*) (1991:1469)

### **Definitions researcher**

The definition of researcher follow the definition set by the European commission, thus the Frascati definition according to below link, <http://ec.europa.eu/euraxess/index.cfm/rights/definitions>

For the purpose of this Recommendation the internationally recognised Frascati definition of research will be used. Consequently, researchers are described as; "Professionals engaged in the conception or creation of new knowledge, products, processes, methods and systems, and in the management of the projects concerned." More specifically, this Recommendation relates to all persons professionally engaged in R&D at any career stage, regardless of their classification. This includes any activities related to "basic research", "strategic research", "applied research", experimental development and "transfer of knowledge" including innovation and advisory, supervisory and teaching capacities, the management of knowledge and intellectual property rights, the exploitation of research results or scientific journalism.

A distinction is made between Early-Stage Researcher and Experienced Researchers: The term Early-Stage Researcher refers to researchers in the first four years (full-time equivalent) of their research activity, including the period of research training. Experienced Researchers are defined as researchers having at least four years of research experience (full-time equivalent) since gaining a university diploma giving them access to doctoral studies, in the country in which the degree/diploma was obtained or researchers already in possession of a doctoral degree, regardless of the time taken to acquire it.

See Jönköping University's appointment procedures where the different research positions are described. [https://jonkopingsuniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227\\_eng.pdf](https://jonkopingsuniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf)

## European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview

Status: to what extent does this organisation meet the following principles?	+=fully implemented +/- = almost but not fully implemented -/+ = partially implemented - = insufficiently implemented	In case of -, +/-, or +/-, please indicate the actual “gap” between the principle and the current practice in your organisation. If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives already undertaken and/or suggestions for improvement  The activities that have been prioritized by the executive team for development from 2018-20 marked with a <span style="background-color: red; color: white;">Ⓢ + number in the action plan</span>
<b>Ethical and Professional Aspects</b>			
1. Research freedom	+/-	<p><b>Relevant organisational regulation:</b>  <b>Regulations for Jönköping University Foundation</b> (<i>Stadgar för Stiftelsen Högskolan i Jönköping</i>)                      2 § Research freedom - Freedom of research and education should be a basic principle for the University. This will be ensured through the participation and responsibility of those who participate in education and research. University activities must respect the intellectual, political, ideological and economic independence.                      The following general principles shall apply to research:                      research issues may be freely selected, research methodologies may be freely developed, and research results may be freely published.</p> <p><b>Relevant national legislation:</b>  <b>Fundamental Law on Freedom of Expression</b> (<i>Yttrandefrihetsgrundlagen</i>) (1991:1469) In Sweden, you have the right to have an opinion on anything and say almost anything you want.  <b>The Freedom of the Press Act</b> (<i>Tryckfrihetsförordningen</i>) (1949:105) - The freedom of the press is an important democratic right in Sweden. It means that you are free to publish books, journals and newspapers as you wish.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>Even if our steering documents are in accordance with the principle, we need to clarify for our researchers which rules and practices apply for research within Jönköping University.</li> </ul>	i. <span style="background-color: red; color: white;">Ⓢ</span> A need of a research policy containing rules and practices which apply for research within Jönköping University. Action plan <span style="background-color: red; color: white;">1a</span>  ii. A new process needs to be put in place for the development of new strategies giving researchers the possibility to influence when developing new strategies  iii. <span style="background-color: red; color: white;">Ⓢ</span> A research committee for the whole JU is planned. <span style="background-color: red; color: white;">2a</span>
2. Ethical principles	-/+	The Swedish legislation embraces ethical aspects in a number of laws and regulations, referred to in this document under each paragraph, and thus set the frames for each researcher's personal accountability.	iv. <span style="background-color: red; color: white;">Ⓢ</span> Formulate and implement an ethics policy at JU (JU Ethics Policy). <span style="background-color: red; color: white;">1b</span>

	<p>Jönköping University complies with the ethical principles of <b>The Swedish Research Council</b> (Swedish: <i>Vetenskapsrådet, VR</i>) for researchers.</p> <p>The Jönköping University Foundation has established 'the Board of Misconduct at Jönköping University' to assure the uniform and legally secure handling of matters of suspected research misconduct.</p> <p><b>Relevant organisational regulation:</b>  <b>Rules and regulations for dealing with research misconduct at Jönköping University</b> (<i>Regelverk för hantering av vetenskaplig oredlighet vid Jönköping University</i>) 2.1 Definition of Reserach Misconduct - At JU, the term 'research misconduct' should always be assessed on the basis of a general ethical policy, understood as the fundamental values on which society is based and that enjoy consensus in our society as rules of fair play and moreover that citizens are expected to respect and with which they are expected to comply. These fundamental values are rooted in human rights and respect for human dignity and are concretised in key concepts such as respect and tolerance, honour and honesty, consideration and involvement and also solidarity and equality. JU employees are naturally included in the task of complying with the general rules of society. The term 'research misconduct' is an outflow from these general fundamental ethical concepts, and is ultimately to be interpreted on the basis of these concepts and in this context particularly honour and honesty in relation to the scientific process.</p> <p>The Jönköping University Foundation has established 'the Board of Misconduct at Jönköping University' to assure the uniform and legally secure handling of matters of suspected research misconduct.</p> <p><b>Relevant national legislation and national regulations:</b>  <b>The Swedish Research Council</b> (<i>Vetenskapsrådet, VR</i>) is a state agency under the authority of the Ministry of Education and Research. It has a leading role in developing Swedish research of the highest scientific quality, thereby contributing to the development of society. Jönköping University complies with the ethical principles of  <b>The Act concerning the Ethics Review of Research Involving Humans</b> (<i>Lagen om etikprövning av forskning som avser människor</i>) (2003:460)  <b>Animal Welfare Act</b> (<i>Djurskyddslag</i>) (SFS 1988:534)  <b>Personal Data Act</b> (<i>Personuppgiftslagen</i>) (1998:204)  <b>Patient Data Act</b> (<i>Patientdatalagen</i>) (2008:355)  <b>Medicines Act</b> (<i>Läkemedelslagen</i>) (2015:315)  <b>The Act on biobanks in the health service</b> (<i>Lag om biobanker i sjukvården</i>) (2002:297)  <b>The Swedish Radiation Safety Authority's Regulations on General Obligations in Medical and Dental Practices using Ionising Radiation.</b> (<i>Strålskyddsmyndighetens föreskrifter om allmänna skyldigheter vid medicinsk och odontologisk verksamhet</i></p>	<p>v. © Build an Ethics committee at JU providing advice and information to researchers. 2b)</p> <p>vi. Compulsory seminar on ethics for all employees. 2b)</p> <p>vii. Compulsory seminars for all newly recruited, regardless position. 2b)</p>
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		<p><i>med joniserande strålning) (SSMFS 2008:35)</i></p> <p>In 2004, independent authorities of ethical vetting were established; The Central Ethical Review Board and six local boards. The authorities are under supervision of the Parliamentary Ombudsman and the Chancellor of Justice, and ensure the supervision of compliance with the Ethical Review Act and the regulations issued under the Act .</p> <p><a href="http://www.epn.se/en/start/">http://www.epn.se/en/start/</a>  <a href="http://codex.vr.se/omcodex.shtml">http://codex.vr.se/omcodex.shtml</a>  <a href="https://publikationer.vr.se/produkt/good-research-practice/">https://publikationer.vr.se/produkt/good-research-practice/</a></p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• JU lacks ethical principles of its own today, and rely on national policies and practices.</li> <li>• JU researchers doing research in Sweden follow VRs guidelines, yet our researchers are a bit unsure what is meant in practice.</li> <li>• JU researchers, doing research in other countries are often not aware of ethical rules and guidelines in those countries or, if aware, may not know how to get ethical approval.</li> </ul>	
3. Professional responsibility	+/-	<p><b>Relevant legislation</b></p> <p>The professional attitude is unambiguously linked to the professional responsibility and the contractual and legal obligations to which each researcher must adhere.</p> <p>The Swedish legislation embraces ethical aspects in a number of laws and regulations, referred to in this document under each paragraph, and thus set the frames for each researcher's personal accountability. Each university/research institute must describe the specific section of the law relating to their specific activities.</p> <p><b>Relevant organisational regulation:</b></p> <p><b>Regulations for Jönköping University Foundation</b> (<i>Stadgar för Stiftelsen Högskolan i Jönköping</i>)</p> <p>1 § The Foundation purposes - ...“to work for that [the JU Schools] in their respective fields of science conduct education and research at a high international level. To work for that the University resources are used efficiently to achieve this purpose“</p> <p>The annual agreement 2016 with the government on education and research mission (<i>Avtal för 2016 om utbildnings- och forskningsuppdrag</i>) - Quality in operations - The activities of the Foundation should hold an internationally high quality, featured by development force and relate to society's needs.</p>	Aspects related to professional responsibility should be included in a JU Ethical Policy. see iv. <b>1b)</b>

		<p><b>Rules and regulations for dealing with research misconduct at Jönköping University</b> (<i>Regelverk för hantering av vetenskaplig oredlighet vid Jönköping University</i>)</p> <p>1. Introduction - The Foundation [thus] has the overall responsibility for maintaining high quality within the research pursued at JU. This responsibility includes assuring the quality of the activities, firstly through a clear social disapproval of various forms of abusive practice in conjunction with research, second through actively investigating and, when applicable, taking measures against research misconduct.</p> <p>Research at JU is mainly carried out in close collaboration with relevant partners ensuring professional responsibility. Many funding agencies require co-production with external partners which support the achievement of relevant research results.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• A need of ethical policy containing rules and practices which apply for research within Jönköping University.</li> </ul>	
4. Professional attitude	+/-	<p><b>Relevant legislation</b></p> <p>The professional attitude is unambiguously linked to the professional responsibility and the contractual and legal obligations to which each researcher must adhere.</p> <p>The Swedish legislation embraces ethical aspects in a number of laws and regulations, referred to in this document under each paragraph, and thus set the frames for each researcher's personal accountability. Each university/research institute must describe the specific section of the law relating to their specific activities.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Regulations for managing projects within research activities at Jönköping University, President's decision § 647</b> (<i>Föreskrifter för projekthantering inom forskningsverksamheter vid Högskolan i Jönköping, rektorsbeslut § 647</i>) Regulations regarding criterias for research projects, budget, accounting during the project and internal controls. The regulation also concerns the application of external funding, start of project, authorization powers and conclusion of projects requiring feedback to clients and funders. Local adjustments are documented for each school.</p> <p><b>Jönköping University vision</b></p> <p>The vision, "on our way to Jönköping International University 2025", gives the overall direction for the university's future development and contains mission, vision, value propositions and key success factors for</p>	Aspects related to Professional attitude should be included in a research policy and a JU Ethical Policy. See i. and iv. <b>1a)</b> <b>1b)</b>

		<p>Jönköping University. It was decided by the Foundation Governing Board in February 2013. During the upcoming four years, we will focus on the following strategic goals:</p> <ul style="list-style-type: none"> <li>• We shall increase student attraction and satisfaction</li> <li>• We shall increase international education across the University</li> <li>• We shall increase internationally competitive research</li> <li>• We shall improve external engagement</li> </ul> <p>The vision and the strategic goals are well-known among all the employees. Professional attitude is governed by research groups and bigger research programs within JU. All schools work with these questions and development of employees where these matters can be handled. Doctoral students are trained to obtain a professional attitude.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Missing research policy and ethical policy where these questions are clarified</li> </ul>	
5. Contractual and legal obligations	-/+	<p><b>Relevant organisational regulations:</b>  <b>Information, Rules and Regulations for sideline occupation at Jönköping University</b> (<i>Bisysslor – Information, riktlinjer och regler gällande bisysslor för anställda vid Jönköping University</i>)  Jönköping University think it is important and positive that the employees have contacts with the business community and the society in general. Researchers and teachers have an extended right to perform sideline occupation regarding research and education in their own subject. The main rule is that a sideline occupation is allowed. If the sideline occupation is not allowed it depends on that the confidence for JU can be damaged, the sideline occupation that affect the work at JU or if the sideline occupation will compete with JU.</p> <p><b>Relevant national legislation and national regulations:</b>  <a href="#">The Patent Act (1967:837)</a>(<i>Patentlag</i>) - An invention can be patentable if it meets certain conditions. The invention must be new, inventive and industrially applicable.  <b>The Trademark Act</b> (<i>Varumärkeslag</i>) (2010:1877) - The Swedish Trademarks Act lays down the general provisions for the procedures and requirements for the registration of trademarks.  <a href="#">The Trade Names Act (1974:156)</a> (<i>Firmalag</i>)  <a href="#">Act ( 1949: 345) on the Right to Employee Invention</a>(<i>Lag om rätten till arbetstagares uppfinningar</i>)  <a href="#">Design protection Act ( 1970: 48)</a> (<i>Mönsterskyddslag</i>)  <a href="#">Act (1960 : 729) on Copyright in Literary and Artistic Work</a>(<i>Lag om upphovsrätt till litterära och konstnärliga verk</i>)</p> <p><b>The Names Act (1982:670)</b> (<i>Namnlag</i>) (1982:670)</p>	<p>viii. A structure for support in legal and financial matters needs to be developed in the area of contractual and legal obligations</p> <p>ix. Legal competence of agreements and Intellectual Property Rights need to increase among researchers.</p> <p>x. Workshops and regular information about contractual matters is needed.</p>

		<p><a href="#">Act ( 1992: 1685 ) on the protection of topographies of semiconductor products</a> (<i>Lag om skydd för kretsmönster för halvledarprodukter</i>)</p> <p><b>The Plant Breeders' Rights Act</b> (<i>Växtförädlarerättslag</i>) (1997:306)</p> <p><b>!Please note: see preamble!</b></p> <p>A Grants Officer and legal counselors have been recruited and need to develop the area so that JU researchers can get the right support.</p> <p><b>Identified gaps:</b></p> <ul style="list-style-type: none"> <li>• Competence gap regarding contractual and legal obligations among researchers.</li> <li>• A structure for decisionmaking and support is missing</li> </ul>	
6. Accountability	+/-	<p><b>Relevant organisational regulations:</b></p> <p><b>Regulations for Jönköping University Foundation</b> (<i>Stadgar för Stiftelsen Högskolan i Jönköping</i>)</p> <p>1 § The Foundation purposes - ...“to work for that [the JU Schools] in their respective fields of science conduct education and research at a high international level. To work for that the University resources are used efficiently to achieve this purpose“</p> <p>2 § Research freedom - Freedom of research and education should be a basic principle for the University. This will be ensured through the participation and responsibility of those who participate in education and research.</p> <p>11 § Revision - The Foundation Board shall appoint at least one and at most two accountants with more than two deputies.</p> <p><b>The annual agreement 2016 on education and research mission</b> (<i>Avtal för 2016 om utbildnings- och forskningsuppdrag</i>)</p> <p>Appendix 2 and 3 regulates the requirements for accounting and reporting requirements to the government.</p> <p><b>Regulations for managing projects within research activities at Jönköping University, President’s decision § 647</b> (<i>Föreskrifter för projekthantering inom forskningsverksamheter vid Högskolan i Jönköping, rektorsbeslut § 647</i>)</p> <p>Regulations regarding criterias for research projects, budget, accounting during the project and internal controls. The regulation also concerns the application of external funding, start of project, authorization powers and conclusion of projects requiring feedback to clients and funders.</p> <p>Local adjustments are documented for each school.</p> <p><b>Decision on the National Archives' regulations and general recommendations on deletion of documents in</b></p>	<p>xi. Information of how the financial resources are distributed.</p> <p>Aspects related to accountability and financial responsibility should be included in a JU Research Policy and a JU Ethical Policy. See i. and iv. <b>1a) 1b)</b></p>

		<p><b>government agencies research. President’s Decision § 539</b> (<i>Tillämpningsbeslut avseende Riksarkivets föreskrifter och allmänna råd om gallring av handlingar i statliga myndigheters forskningsverksamhet. Rektorsbeslut § 539</i>)</p> <p><u>When you archive at JU:</u></p> <p><b>Administration:</b> Project Matters (application for funds, decisions, funders decisions, contracts, reports, etc.) and permissions (ethics review, etc.) are registered.</p> <p><b>Research data</b> (primary materials): researcher keeps the data until any submission for filing</p> <p><b>Research results:</b> Researcher submits for filing. Publication e.g. in DiVA</p> <p><b>Relevant national legislation:</b></p> <p>The principle of public access to official documents is a basic principle of our constitution.</p> <p><b>The Public access to Information and Secrecy Act</b> (<i>Offentlighets- och sekretesslagen</i>) (2009:400)</p> <p><b>!Please note: see preamble!</b></p> <p><b>Archives Act</b> (<i>Arkivlag</i>) (1990:782)</p> <p><b>Archives ordinance</b> (<i>Arkivförordningen</i>) (1991:446)</p> <p>Our researchers get support from the financial department to make sure they fulfill with the accounting requirements. Our researchers are cautious with the financial resources and JU has well defined process that ensures transparency. JU has external auditors.</p> <p>We have a well established process for the introduction of new employees and new researchers. When researchers get their first grants get special support. The financial department has specific resources that support researchers.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• A need of a research policy and ethical policy where these matters are clarified</li> </ul>	
7. Good practice in research	+/-	<p><b>Relevant organisational regulations:</b></p> <p><b>Recommended data Storage at JU - staff</b> (<i>Rekommenderad datalagring vid JU – personal</i>)</p> <p>Regulates where you can store your own data and your shared data. Special regulation for sensitive data, e.g. confidentiality within research (assignments, patents, collaborations, statistics, transfers), confidentiality to protect financial interests (Business and operating conditions, tenders/procurements) and sensitive personal details (race or ethnic origin, political views, religious or philosophic convictions, trade union membership or</p>	Aspects related to Professional attitude should be included in the coming JU Ethical Policy. See iv. <b>1b)</b>

	<p>personal details relating to the individual's health or sex life).</p> <p><b>Relevant national legislations:</b></p> <p><b>Work Environment Act</b> (<i>Arbetsmiljölagen</i>) (1977:1160)</p> <p><b>Personal Data Act</b> (<i>Personuppgiftslagen</i>) (1998: 204)</p> <p><b>Archives Act</b> (<i>Arkivlag</i>) (1990:782)</p> <p><b>The Freedom of the Press Act</b> (<i>Tryckfrihetsförordningen</i>) (1949:105)</p> <p><b>The Public access to Information and Secrecy Act</b> (<i>Offentlighets- och sekretesslagen</i>) (2009:400)</p> <p>Information that should not be stored in Office365 is information that is covered by confidentiality, according to the Public access to Information and Secrecy Act or violates the law and sensitive personal data, according to the Personal Data Act. With the current conditions for Office365, there is a risk of information being given out in such a way that it is not protected to the extent required by Swedish law. If confidential information is made accessible in an improper way, the consequences are serious as the damages cannot be predicted nor repaired in retrospect, as the confidentiality has already been compromised.</p> <p>Every user is responsible for ensuring that the information stored in Office365 does not break any rules, regulations or laws. If any uncertainty, employee can first contact his/her manager and second the University's legal counsel.</p> <p>Secrecy and confidentiality issues (example):</p> <ul style="list-style-type: none"> <li>• Confidentiality for personnel and students Health status, redeployment, protected addresses, separation issues</li> <li>• Confidentiality for protection of financial interests Business and operating conditions, tenders/procurement</li> <li>• Confidentiality in research</li> </ul> <p>Researchers and doctoral students are trained in good practice in research.</p>	
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<p>8. Dissemination, exploitation of results</p>	<p>+/-</p>	<p><b>Relevant organisational regulations:</b>  <b>Regulations for Jönköping University Foundation</b> (<i>Stadgar för Stiftelsen Högskolan i Jönköping</i>)  2 § Research freedom - The foundation and the subsidiaries should endeavor as much transparency as possible, restricted only by consideration to the foundation, the university, the employees, students and third parties.  <b>Policy for Open Access</b>, President's decision § 391 (<i>Policy för Open Access och elektronisk registrering av publicerat material, Rektorsbeslut § 391</i>)</p> <p><b>Information, Rules and Regulations for sideline occupation at Jönköping University</b> (<i>Bisysslor – Information, riktlinjer och regler gällande bisysslor för anställda vid Jönköping University</i>)  Jönköping University think it is important and positive that the employees have contacts with the business community and the society in general. Researchers and teachers have an extended right to perform sideline occupation regarding research and education in their own subject. The main rule is that a sideline occupation is allowed. If the sideline occupation is not allowed it depends on that the confidence for JU can be damaged, the sideline occupation that affect the work at JU or if the sideline occupation will compete with JU.</p> <p>At Jönköping University, there is a policy where the university's researchers are encouraged to publish their research Open Access. By Open Access is meant that research publications are made freely available online, which is a way to make the university's research more visible. Everything registered in DiVA should be able to be presented on the web sites of each researcher and research centre of each school.</p> <p>Related to the concept of Open Access is parallel publishing, that is, the publication of full text articles that have already been published in a journal, and the pertaining copyright issues .</p> <p>The Swedish Research Council has, on behalf of the government, produced a draft for national guidelines for open research. On the grounds that research data should be available to be re-used in new research projects and that published research results should be easy to verify, the pilot tests begin with storage of data for secondary use. Transparency is also a question of democracy; everyone should have the right to access and learn more about projects financed by public funds. As soon as a researcher publish something, the underlying data should be archived and - as long as there is no confidentiality - given open access. The results should be verifiable on the basis of your data. The researchers own notes and processing material, however, are not public documents.</p>	<p>xii. A working and well-known web page where researchers easily could present results could further support dissemination to the society, and thereby increase public engagement.</p> <p>xiii. Support from the marketing department in dissemination of results. Impact cases should be presented</p> <p>xiv. Methods/KPIs for how to measure and evaluate impact and exploitation of results need to be developed</p> <p>xv. Incentives for dissemination and exploitation of results, financial and meritbased should be put in place.</p> <p>Meritbased – should be taken into account in the career paths and needs to be included in the Appointments Procedures at JU, see xix.</p> <p>xvi. More cooperation with Science Park in finding results and exploiting results</p>
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9. Public engagement	+	<p><b>Relevant organisational regulations:</b>  <b>Regulations for Jönköping University Foundation</b> (<i>Stadgar för Stiftelsen Högskolan i Jönköping</i>)  2 § Research freedom - The foundation and the subsidiaries should endeavor as much transparency as possible, restricted only by consideration to the foundation, the university, the employees, students and third parties.</p> <p><b>Information, Rules and Regulations for sideline occupation at Jönköping University</b> (<i>Bisysslor – Information, riktlinjer och regler gällande bisysslor för anställda vid Jönköping University</i>)  Jönköping University think it is important and positive that the employees have contacts with the business community and the society in general. Researchers and teachers have an extended right to perform sideline occupation regarding research and education in their own subject. The main rule is that a sideline occupation is allowed. If the sideline occupation is not allowed it depends on that the confidence for JU can be damaged, the sideline occupation that affect the work at JU or if the sideline occupation will compete with JU. There are many projects and initiatives where our research is visible.</p>	A working and well-known web page where researchers easily could present results could further support dissemination to the society, and thereby increase public engagement. See xii.
10. Non discrimination	+	<p><i>JU has a number of steering documents and regulations all according to the Swedish government's requirements and to our own goal to constantly work proactively and improve within this area. The steering documents are therefore continuously updated.</i></p> <p><b>Steering documents:</b></p>	xvii. A language policy needs to be developed.

		<p><b>Gender equality policy</b> (<i>Jämställdhetspolicy</i>)</p> <p><b>Diversity policy</b> (<i>Mångfaldspolicy</i>)</p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p><b>Routines and guidelines regarding victimization and harassments</b> (<i>Rutiner och riktlinjer för medarbetare och chef vid kränkande särbehandling och trakasserier</i>)</p> <p><b>Gender mainstreaming plan at Jönköping University</b> (<i>Jämställdhetsintegreringsplan</i>)</p> <p>A strategy towards realising gender equality.</p> <p><b>Equal treatment plans at each subsidiary</b> (<i>Likabehandlingsplaner på respektive bolag</i>)</p> <p><b>Equal treatment plan for students</b> (<i>Plan för likabehandling av studenter vid Högskolan i Jönköping 2016/2017</i>)</p> <p><b>Relevant national legislation and regulations:</b></p> <p><b>Discrimination Act</b> (<i>Diskrimineringslagen</i>) (2008:567)</p> <p>All our webpages and documents can be found in both Swedish and English. An idea that has arisen during the HRS4R work is if our documents should have both languages next to each other.</p> <p>Every two years JU performs an employee survey where questions regarding discrimination are asked. Eventual anomalies can in that way be detected and be taken care of.</p> <p><b>Identified gap:</b></p> <p>Some of our steering documents need to be updated:</p> <ul style="list-style-type: none"> <li>• <b>Gender equality policy</b></li> <li>• <b>Diversity policy</b></li> <li>• A language policy needs to be developed.</li> </ul>	
11. Evaluation/ appraisal systems	+/-	<p><b>Relevant organisational regulations:</b></p> <p><b>Local collective agreements regarding salaries</b> (<i>Lokala löneavtal</i>) based on the central collective agreements – RALS.</p> <p><b>Salary setting principles</b> (<i>Principer för lönesättning</i>)</p> <p>Salaries at Jönköping University shall be individual, objective and differentiated. Individual salary setting is based on a link existing between salary and results. Salaries are set at salary reviews based on an assessment of how the work is carried out, i.e. the employee's results and proficiency in relation to the demands and the responsibility placed by the work tasks and in relation to operational targets. In order to be able to carry out an</p>	<p>xviii.  The planned ARC evaluation will be executed. </p> <p>xix.  A need for more systematic evaluation of research. </p>

	<p>assessment of the individual employee’s performance when reviewing salary in an objective and open manner, salary setting shall be based on Jönköping University’s university-wide salary-setting principles. The assessment of each employee should be based on his or her duties and work tasks and the set individual targets agreed on during the performance review.</p> <p>In the salary-setting principles there are scientific proficiency, such as:</p> <ul style="list-style-type: none"> <li>• ability to carry out, develop and lead high quality research</li> <li>• own nationally and internationally published work and assignments</li> <li>• ability to apply for and obtain external research funding</li> <li>• ability to supervise research students for third-cycle qualifications</li> <li>• guest research at other educational institutions, nationally and internationally</li> <li>• participation in national and international research collaboration</li> <li>• initiating and participating in interdisciplinary collaboration</li> </ul> <p><b>The long-term framework agreement with the Swedish government about teaching and research at Jönköping University</b> (<i>Långsiktig ramavtal mellan svenska staten och Stiftelsen Högskolan i Jönköping om utbildning och forskning</i>)</p> <p>5 § .....it is the responsibility of Jönköping University to show that such quality is achieved by participating in national and international assessments.</p> <p><b>The annual agreement 2016 on education and research mission</b> (<i>Avtal för 2016 om utbildnings- och forskningsuppdrag</i>)</p> <p>Appendix 2 and 3 regulates the requirements for accounting and reporting requirements to the government.</p> <p><b>Regulations for managing projects within research activities at Jönköping University, President’s decision § 647</b> (<i>Föreskrifter för projekthantering inom forskningsverksamheter vid Högskolan i Jönköping, rektorsbeslut § 647</i>) Regulations regarding criterias for research projects, budget, bookkeeping during the project and internal controls. The regulation also concerns the applications of external funding, start of projects, authorization and conclusion of projects requiring feedback to clients and funders.</p> <p><b>Relevant national regulations:</b></p> <p><b>The Swedish Research Council</b> (<i>Vetenskapsrådet, VR</i>) conducts various types of evaluations of research, both about research topics (such as mechanics or Literature) and evaluations of government -initiated research efforts, the latter more frequent.</p> <p>Two specific examples are the evaluation of strategic research (SFO) and several evaluations of Linnaeus supports. Focus of the evaluations are set on the scientific quality, though aspects such as strategic management at the university level and research impact may occur.</p>	
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		<p>Jönköping International Business School is accredited by both <b>EQUIS and AACSB</b>. The accreditation process assesses all the activities including research, e-learning units, executive education provision and community outreach.</p> <p>Internal research funding is distributed in accordance to performance.</p> <p>JU has a planned ARC (Research Assessment Exercise) evaluation 2018.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• A need for more systematic evaluation of research.</li> </ul>	
<p>Recruitment and Selection – please be aware that the items listed here correspond with the Charter and Code. <b>In addition</b>, your organisation also needs to complete the checklist on <b>Open, Transparent and Merit-Based Recruitment</b> included below, which focuses on the operationalization of these principles.</p>			
<p>12. Recruitment</p>		<p>Regulations regarding employment can be found partly in the collective agreements, and partly in the Employment Protection Act (LAS). Routines for employment of researchers and teaching staff can be found in the university's appointments procedure and in the HR department's service catalog, the service "recruitment". Each school has set up a Recruitment Committee to participate in the drafting of appointments of teachers in cases when expert opinion is called for and to ensure the quality of the recruitment process at each school.</p> <p>Regulations for employment of doctoral students can be found in the university's regulations and guidelines for first, second and third cycle education. The Board of Education and Research Education (<i>Nämnden för utbildning och forskarutbildning, NUF</i>) is responsible for the quality assurance of education and research education at JU.</p> <p><b>Relevant organisational regulations:</b>  <b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)  "Teaching position" refers to any post in which teaching or research, with concomitant administrative responsibilities, constitutes a significant portion of the duties. Appointments procedures shall meet the formal requirements needed for quality assurance and academic credibility. Appointments of doctoral students are subject to other procedures.</p>	<p>xx.  The Appointment procedure for teachers at Jönköping University need to be updated and further developed to meet the OTM-R with the following:</p> <ul style="list-style-type: none"> <li>- Eligibility requirements for each teacher-/research category</li> <li>- Transparency about possible career paths</li> <li>- Recruitment process including,</li> </ul>

	<p>Actual qualification requirements for the following position is listed in the appointments procedure:</p> <ul style="list-style-type: none"> <li>- Professor</li> <li>- Associate professor</li> <li>- Senior Lecturer/Assistant professor</li> <li>- Lecturer</li> <li>- Post-doctoral research fellow or Post-doc</li> <li>- Visiting teacher</li> <li>- Adjunct teacher</li> </ul> <p><b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b> (<i>Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University</i>)</p> <p>A doctoral student may be employed as a doctoral student or may finance his or her studies in some other way if the university is of the opinion that finance can be ensured throughout the entire education and that the applicant can devote enough time to his or her studies so that they can be completed within four years for a licentiate degree and eight years for a doctoral degree.</p> <p>4.3 Eligibility - An applicant meets the basic eligibility requirements for education at third-cycle level if he or she has:</p> <ul style="list-style-type: none"> <li>- Passed a degree at second-cycle level, or</li> <li>- Fulfilled course requirements worth at least 240 credits, of which at least 60 are at second-cycle level, or</li> <li>- Acquired substantially corresponding knowledge in some other way, either in Sweden or abroad</li> </ul> <p>In order to be admitted for education at third-cycle level, the applicant must meet the basic eligibility requirements and must also meet the special eligibility requirements that may have been prescribed for a certain subject. A school may make an exception from the basic eligibility requirements for an individual applicant if special reasons exist.</p> <p>4.4 Admission and selection - An applicant who wishes to be admitted for education at third-cycle level shall apply within the time period and in the manner determined by the school in question.</p> <p><b>Regulations for Jönköping University Foundation</b> (<i>Stadgar för Stiftelsen Högskolan i Jönköping</i>)</p> <p>7 § Employment of postdoctoral teaching staff at the University shall be submitted to the Foundation's President prior to being confirmed. No such employment can be valid without the approval of the President.</p> <p><b>Relevant national legislation and regulations:</b></p>	<p>advertising, application, evaluation, feedback to applicants, as well as quality assurance mechanisms <b>4a)</b></p> <p>xxi. <b>Ⓞ</b> Develop recruitment tools (guidance, templates, instructions) that meet the OTM-R <b>4c)</b></p> <p>xxii. Training for everyone involved in the recruitment process</p> <p>xxiii. <b>Ⓞ</b> Procure relocation services to be able to give support to our international recruits. <b>5)</b></p> <p>xxiv. Our internal auditors will go through the recruiting process at the schools and make a report. We will after that go through other needs of improvement. <b>4b)</b></p>
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13. Recruitment (Code)	+/-	<p>All types of employments at Jönköping University are handled through the web-based recruitment system Varbi. In the recruitment system, we use templates for the advertisements to ensure a uniform appearance. The system makes the recruitment procedures open and efficient. The HR specialists review and verify the requirement profile/job description and ad text before publication.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>) 4.  Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment. The job description shall include the job title, current duties, qualification requirements and the qualification</p>	xxv. A process description for the recruitment (a formalised recruitment procedure) of doctoral students should be developed for JU.

	<p>selection criteria.</p> <p>5. Open advertising and direct recruitment - The general policy is for vacant teaching positions to be advertised through open advertising. Direct recruitment may be applied for strategic reasons. In the case of direct recruitment, the assessment of qualifications is carried out with the same attention to detail as when recruiting openly.</p> <p>The design of the advertisement and other steps in the process leading to a decision about employment shall have the job description as their point of departure. Advertisements shall be published on the University's Swedish and English websites and in any other appropriate media.</p> <p>6. External experts - [...] In order to create an incentive, remuneration to the experts can be incremental, with a shorter processing period resulting in a higher level of remuneration. The School may also, in agreement with prospective experts, establish a schedule for the qualification assessment and selection and inform the applicants about this. The very existence of such an agreement means that delays in the expert assessment can be avoided, thus facilitating monitoring and reminders.</p> <p>7. Qualification assessments - The report [from external experts] of applicants' eligibility is a public document received by the School that is registered.</p> <p><b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b> (<i>Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University</i>)</p> <p>4.2 The schools' responsibilities and authorities - The school shall organise and communicate the distribution of responsibility and decision-making authority for the third-cycle level within the school.</p> <p>The school's decisions about supplementary regulations for admission, selection, accreditation, implementation, procedures for changing subjects or supervisors, and organization of the education at third-cycle level shall be made available to staff and doctoral students as well as notified to the Board of Education and Research Education.</p> <p>4.4 Admission and selection - An applicant who wishes to be admitted for education at third-cycle level shall apply within the time period and in the manner determined by the school in question.</p> <p><b>The HR department's service catalog, recruitment process</b> (<i>HR-avdelningens tjänstekatalog, tjänsten "Rekrytering"</i>) Before recruiting begins, the skills needs are identified in the job description/recruitment profile. This is done to ensure respect to business conditions and needs. The job description/recruitment profile is the basis for advertising, selection and assessment.</p> <p>Further, a plan for the recruitment with specification of tasks and a time schedule can be established.</p>	
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		<p>Recruiting Manager is responsible for participation of field experts in a relevant discipline when necessary in the preparation of job description/requirement profile.</p> <p><b>Relevant national legislations:</b>  <b>The Public access to Information and Secrecy Act</b> (<i>Offentlighets- och sekretesslagen</i>) (2009:400)  <b>The Freedom of the Press Act</b> (<i>Tryckfrihetsförordningen</i>) (1949:105)  <b>The Discrimination Act</b> (<i>Diskrimineringslagen</i>) (2008:567)</p> <p>Recruitment of doctoral students follow the same procedure as other positions, regulated by the above mentioned <i>Appointment procedure for teachers at Jönköping University</i>, although not included in the description. All positions as doctoral student are announced. A recruitment group, composed for each occasion, is responsible for the recruitment. When composing this group, an appropriate balance between gender should be strived for. A requirement profile is compiled as a foundation for the ad, and the coming selection process.</p> <p><b>Identified gap</b></p> <ul style="list-style-type: none"> <li>• There is no process description available for the recruitment of doctoral students.</li> </ul>	
14. Selection (Code)	+/-	<p>It is stipulated in the appointment procedure at Jönköping University that each school shall establish a recruitment committee participating in the preparation of recruitment matters when hiring teachers. The composition of the recruitment committees is decided at each school.</p> <p><b>Relevant organisational regulations:</b>  <b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>) 3. Organisation and delegation within the schools - The School shall set up a Recruitment Committee to participate in the drafting of appointments of teachers in cases when expert opinion is called for.</p> <p>6. External experts - External experts shall be commissioned in the appointment of all teacher categories except for lecturers, unless it is evidently unnecessary.</p> <p>... External experts shall be appointed among teachers who are not employed within the Jönköping University Group. At least two experts shall have the competence needed for the subject in the actual job description in order to be able to assess scientific and teaching proficiency of the applicants.</p>	<p>xxvi. Professional help for tests needs to be procured for the recruitment of all category of teachers/researchers</p> <p>xxvii. Evaluate the “prowood project’s” selection process to give inspiration to a new selection process for doctoral students</p>

	<p>External experts must not have a conflict of interest with any of the applicants.</p> <p>7. Qualification assessment - The external experts shall, individually or collectively, submit a written report of their assessment of the applicants' qualifications. The report shall specify, for each of the eligible applicants, the qualifications that constitute the criteria for the assessment.</p> <p>8. Selection among applicants - Prior to the selection among applicants, referee checks, interviews and other steps necessary to assess other qualifications relevant for the employment and the individual suitability of candidates must be made.</p> <p><b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b> (<i>Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University</i>)</p> <p>4.4 Admission and selection - A selection from among those applicants who meet the eligibility requirements shall be carried out with regard to their ability to benefit from the education. The school in question decides which grounds for assessment shall be applied when examining the benefit from the education.</p> <p><b>The HR department's service catalog, recruitment process</b> (<i>HR-avdelningens tjänstekatalog, tjänsten "Rekrytering"</i>) The recruiting manager is responsible for that the selection is made on objective grounds based on the requirement profile and in consultation with a field expert.</p> <p>The purpose of the interview is to obtain as much relevant information as possible to assess the applicant's suitability for the post. The job description/requirement profile is the basis for the interview and assessment of future job performance of the applicant. Similarly, the job description/requirement profile and the interview are the basis for references. The recruiting manager is responsible for involving field experts if necessary. He/she is also responsible for taking references.</p> <p>The selection process when recruiting doctoral students could be further supported. Various tests should be available, for test of analytical skills, writing skills, etc. Doctoral students is a vulnerable group in terms of stress, and apart from test of skills there should also be professional tests available. Since the recruitment group is composed for each situation there is a need for suggestions of tests, questions to ask, etc. to facilitate for less experienced participants in the recruitment group.</p> <p>A new process for the election of doctoral students has been used for a project "the prowood project" A suggestion is to evaluate the outcome of the selection process used and get some ideas for a generic process for the recruitment of doctoral students.</p>	
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		<p><b>Identified gap</b></p> <ul style="list-style-type: none"> <li>Professional help for tests needs to be procured for the recruitment of all category of teachers/researchers</li> <li>Evaluate the “prowood project’s” selection process to give inspiration to a new selection process for doctoral students</li> </ul>	
15. Transparency (Code)	+/-	<p>The recruitment system Varbi supports a transparent process. Everyone involved can easily access all applications. Varbi facilitates easy communication with all applicants. It also gives an overview of communication with the candidates.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>4. Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment. The job description shall include the job title, current duties, qualification requirements and the qualification selection criteria.</p> <p>5. Open advertising and direct recruitment - The general policy is for vacant teaching positions to be advertised through open advertising. ... The design of the advertisement and other steps in the process leading to a decision about employment shall have the job description as their point of departure. Advertisements shall be published on the University’s Swedish and English websites and in any other appropriate media.</p> <p><b>The HR department’s service catalog, recruitment process</b> (<i>HR-avdelningens tjänstekatalog, tjänsten “Rekrytering”</i>)</p> <p>Communicating a vacant job properly in text and pictures is crucial for attracting candidates. Advertising can be done on the web, through social media and print media. The recruiting manager and HR agree on the content of the ad based on the designed job description/requirement profile.</p> <p><b>Identified gap</b></p> <ul style="list-style-type: none"> <li>When recruiting doctoral students the number of positions might not be stated beforehand.</li> <li>The information afterwards, about strenght and weaknesses in an application as arguments for not being selected, is not communicated when there are many applicants.</li> <li>People applying for job oppurtunities at JU do not get information about the number of people that have applied for the job, who will be the external experts and when the process will be completed.</li> </ul>	xxviii. Improve the information to people applying for jobs at JU. 4c)

<p>16. Judging merit (Code)</p>	<p>+/-</p>	<p>In the appointment procedure, There are a specific qualification requirements for each position, as well as general requirements for tpositions as teachers/researchers at Jönköping University. For the positions Professor, Associate professor, Senior Lecturer/Assistant professor and Lecturer it is a requirement to have “completed specific courses in teaching and learning in higher education or acquired equivalent knowledge in some other way and have demonstrated teaching proficiency” beyond the research requirements.</p> <p>For every position, there are also general requirements within the research area on how the applicants should have demonstrated scientific skills or have appropriate professional experience from outside the higher education sector and have demonstrated professional skills of particular significance to the subject content and the functions of the post.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>) 2. Qualifications requirements - “completed course in teaching and learning in higher education or acquired equivalent knowledge in some other way and has demonstrated teaching proficiency”</p> <p>4. Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment. The job description shall include the job title, current duties, qualification requirements and the qualification selection criteria...Qualification selection criteria normally include the level of skills required to be eligible, other qualifications relevant to the job duties and the long-term development of the work as well as personal suitability. The term “personal suitability” refers to efficiency, proficiency, leadership qualities, etc.</p> <p><b>HR department’s service catalog, recruitment process</b> (<i>HR-avdelningens tjänstekatalog, tjänsten “Rekrytering”</i>)</p> <p>Selection of candidates is done as quickly as possible to avoid the risk of losing potential candidates in competition with other employers. The recruiting manager is responsible for that the selection is made on objective grounds based on the job description/requirement profile and in consultation with a field expert.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• The Appointment procedure for teachers at Jönköping University needs to be updated and further developed with the eligibility requirements for each teacher-/research category. In that way the requirements will be more transparent for candidates, recruiting groups and external experts.</li> <li>• There is a need of training for everyone involved in the recruitment process.</li> </ul>	<p>Update the Appointment procedure with eligibility requirements. (See xx) 4a)</p> <p>Training for everyone involved in the recruitment process (see xxi) 4c)</p>
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<p>17. Variations in the chronological order of CVs (Code)</p>	<p>+/-</p>	<p>In the appointment procedure, there are general requirements on how the applicants should have demonstrated scientific skills or have appropriate professional experience from outside the higher education sector and has demonstrated professional skills of particular significance to the subject content and the functions of the post.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>) 1. Premises -The starting point for the recruitment of teaching staff shall be in the development of the quality of the education and successful research environments. Those responsible for recruiting teaching staff shall further work to promote a policy of equal opportunity and diversity among the teachers. Appointments procedures shall meet the formal requirements needed for quality assurance and academic credibility.</p> <p>4. Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment. The job description shall include the job title, current duties, qualification requirements and the qualification selection criteria.... Qualification selection criteria normally include the level of skills required to be eligible, other qualifications relevant to the job duties and the long-term development of the work as well as personal suitability. The term “personal suitability” refers to efficiency, proficiency, leadership qualities, etc.</p> <p><b>HR department’s service catalog, recruitment process</b> (<i>HR-avdelningens tjänstekatalog, tjänsten “Rekrytering”</i>) The purpose of the interview is to obtain as much relevant information as possible to assess the applicant's suitability for the post. The job description/requirement profile is the basis for the interview and assessment of future job performance of the applicant. Similarly, the job description/requirement profile and the interview are the basis for references.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• A need of clear instructions to external experts</li> <li>• A higher level of knowledge about the recruitment process within JU is necessary. External experts work differently from each other.</li> </ul>	<p>Training for everyone involved in the recruitment process (see xxi)</p> <p>xxix. Improve the instructions to the external experts <b>4c)</b></p>
<p>18. Recognition of</p>	<p>+/-</p>	<p>Research mobility is seen as an opportunity and a merit. Sectorial &amp; geographical mobility is a merit value in</p>	<p>xxx. JU needs to develop</p>

<p>mobility experience (Code)</p>	<p>recruitments.</p> <p>Jönköping University gives the opportunity to appoint any person whose principal professional occupation is outside the university sector as adjunct teacher (including adjunct professor, adjunct associate professor, adjunct senior lecturer/assistant professor and adjunct lecturer). The appointment is normally time-limited and max 20 % of full-time. The purpose of this appointment is to provide such expertise not normally found in the organisation and which is necessary for a high-quality education.</p> <p>In the appointment procedure, there are general requirements on how the applicants should have demonstrated scientific skills or have appropriate professional experience from outside the higher education sector and has demonstrated professional skills of particular significance to the subject content and the functions of the post.</p> <p>Jönköping University sometimes appoint adjunct teachers to</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>1. Premises - The starting point for the recruitment of teaching staff shall be in the development of the quality of the education and successful research environments. Those responsible for recruiting teaching staff shall further work to promote a policy of equal opportunity and diversity among the teachers.</p> <p>Appointments procedures shall meet the formal requirements needed for quality assurance and academic credibility.</p> <p>2. Qualification requirements - Adjunct teachers, appointments to the post of adjunct teacher require that the person eligible for the post has recognised professional skills of significance considering the subject content of the post and the duties that it will involve. The person eligible for the post shall have also demonstrated proficiency in promoting the learning of individuals within or outside the university sector if the duties include teaching. Adjunct posts afford an opportunity for the University to engage qualified people who have posts that are principally outside the university sector. Consequently, the assessment criteria may vary depending on the entire proficiency requested. These assessment criteria should therefore be indicated by the requirement profile for the post in question. However, an adjunct professor must always be a specialist within the field in question</p> <p>4. Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment.</p>	<p>KPIs that show the mobility among researchers</p>
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19. Recognition of qualifications (Code)	+/-	<p><b>Relevant organisational regulations:</b>  <b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>1. Premises - Those responsible for recruiting teaching staff shall further work to promote a policy of equal opportunity and diversity among the teachers. Appointments procedures shall meet the formal requirements needed for quality assurance and academic credibility. Credibility is based on the knowledge that those employed as teachers at the University have the scientific and teaching competence and proficiency required to be qualified according to national practice.</p> <p>3. Organisation and delegation within the schools - The School shall set up a Recruitment Committee to participate in the drafting of appointments of teachers in cases when expert opinion is called for. The Chairperson of the Recruitment Committee shall be appointed for at least one year at a time.</p>	<p>Update the Appointment procedure with eligibility requirements. (See xix)</p> <p>Training for everyone involved in the recruitment process (see xxi) <b>4c</b></p>

	<p>6. External experts - External experts shall be commissioned in the appointment of all teacher categories except for lecturers, unless it is evidently unnecessary.... External experts shall be appointed among teachers who are not employed within Jönköping University. An expert whose sole duty is to assess teaching proficiency may be someone employed within the Group. At least two experts shall have the competence needed for the subject in the actual job description in order to be able to assess scientific and teaching proficiency of the applicants.</p> <p>If an applicant is to be assessed for professional skills as a basis of qualification for employment as senior lecturer/assistant professor, at least two of the experts shall in addition have the competence needed to assess the professional skills. External experts must not have a conflict of interest with any of the applicants.</p> <p><b>The HR department's service catalog, recruitment process</b> (<i>HR-avdelningens tjänstekatalog, tjänsten Rekrytering</i>) - The purpose of the interview is to obtain as much relevant information as possible to assess the applicant's suitability for the post. The job description/requirement profile is the basis for the interview and assessment of future job performance of the applicant. Similarly, the job description/requirement profile and the interview are the basis for references. The recruiting Manager is responsible for involving field experts if necessary. He/she is also responsible for taking references.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• The Appointment procedure for teachers (and researchers) at Jönköping University needs to be updated and further developed with the eligibility requirements for each teacher-/research category in that way the requirements will be more transparent for candidates, recruiting groups and external experts.</li> <li>• There is a need of training for everyone involved in the recruitment process.</li> </ul>	
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20. Seniority (Code)	<p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>1. Premises - Those responsible for recruiting teaching staff shall further work to promote a policy of equal opportunity and diversity among the teachers. Appointments procedures shall meet the formal requirements needed for quality assurance and academic credibility. Credibility is based on the knowledge that those employed as teachers at the University have the scientific and teaching competence and proficiency required to be qualified according to national practice.</p>	<p>Training for everyone involved in the recruitment process (see xxi) <b>4c</b></p> <p>Update the Appointment procedure with career paths. (See xix) <b>4a</b></p>
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	<p>3. Organisation and delegation within the schools - The School shall set up a Recruitment Committee to participate in the drafting of appointments of teachers in cases when expert opinion is called for. The Chairperson of the Recruitment Committee shall be appointed for at least one year at a time.</p> <p>4. Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment. The job description shall include the job title, current duties, qualification requirements and the qualification selection criteria.... Qualification requirements in the job description constitute the absolute requirements to be eligible for employment. These requirements shall include the minimum requirements as regulated above and may also include additional specifications or supplements as warranted by the duties.</p> <p>Qualification selection criteria normally include the level of skills required to be eligible, other qualifications relevant to the job duties and the long-term development of the work as well as personal suitability. The term "personal suitability" refers to efficiency, proficiency, leadership qualities, etc.</p> <p>6. External experts- External experts shall be commissioned in the appointment of all teacher categories except for lecturers, unless it is evidently unnecessary....External experts shall be appointed among teachers who are not employed within the Jönköping University Group. An expert whose sole duty is to assess teaching proficiency may be someone employed within the Group. At least two experts shall have the competence needed for the subject in the actual job description in order to be able to assess scientific and teaching proficiency of the applicants. If an applicant is to be assessed for professional skills as a basis of qualification for employment as senior lecturer/assistant professor, at least two of the experts shall in addition have the competence needed to assess the professional skills. External experts must not have a conflict of interest with any of the applicants.</p> <p><b>The HR department's service catalog, recruitment process</b> <i>(HR-avdelningens tjänstekatalog, tjänsten "Rekrytering")</i></p> <p>Selection of candidates is done as quickly as possible to avoid the risk of losing potential candidates in competition with other employers.</p> <p>The recruiting manager is responsible that the selection is made on objective grounds based on the job description/requirement profile and in consultation with a field expert.</p> <p>The purpose of the interview is to obtain as much relevant information as possible to assess the applicant's suitability for the post. The job description/requirement profile is the basis for the interview and assessment of future job performance of the applicant. Similarly, the job description/requirement profile and the interview are the basis for references.</p>	
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21. Postdoctoral appointments (Code)		<p><b>Relevant organisational regulations:</b>  <b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>2. Qualification requirements - Post-doctoral Research Fellow or Post-doc, appointment to the post of postdoctoral research fellow or post-doc requires that the applicant has been awarded a PhD or possesses equivalent scientific proficiency. The principal function shall be research oriented. In addition, the special qualification requirements set out in the job description must also be met.</p> <p><b>Relevant national legislation and regulations:</b>  The Instrument of Government Chapter 11, Section 9 <a href="#">The Instrument of Government</a></p> <p><b>Agreement on time-limited employment for post-doc</b> (<i>Avtal om tidsbegränsad anställning av postdoktor</i>)</p> <p>Swedish universities have the opportunity to appoint any applicant that has been awarded a PhD within the last three years or possesses equivalent scientific proficiency as post-doc. The appointment is time-limited to maximum 2 years. The principal function shall be research oriented, teaching can be included with maximum 20% .</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>JU could use post-doc positions more strategically</li> </ul>	The Appointment procedure needs to be updated with career paths and guidelines for the recruitment and appointment of postdoctoral researchers. (See xix) <b>4a)</b>
Working Conditions and Social Security			
22. Recognition of	+/-	All researchers, including doctoral students, are employees at JU and covered by our collective agreements and social insurances with the exception of some few exceptions: some research students who finance their own	Aspects related to recognition of the profession should be

the profession	<p>studies in their own way, and some researchers that are employed by some other organizations that JU has agreements with. At JU all researchers are treated as professionals, including doctoral students.</p> <p>At Jönköping University, researchers have the opportunity to make research with internal or external funding and are eligible for election to academic bodies.</p> <p>The distribution of work tasks and working hours are set in the local working hours agreement for academic staff.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>1. Premises .- "Teaching position" refers to any post in which teaching or research constitutes a significant portion of the duties. "Teachers at the University" refers to teaching staff employed at any of the Schools within the Jönköping University Group. Appointments of doctoral students are subject to other procedures.</p> <p>Appointments procedures shall meet the formal requirements needed for quality assurance and academic credibility. Credibility is based on the knowledge that those employed as teachers and/or researchers at the University have the scientific and teaching competence and proficiency required to be qualified according to national practice.</p> <p><b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i>) Guiding principles - High-quality education implies close collaboration between teaching and research.</p> <p>Research and third-cycle study programmes are therefore of the greatest importance for the growth of the University as an academic institution and for an increased share of scholarly teachers. The aspiration is to promote and increase in total working hours for research, development work and continuing professional development over several years and across all teacher categories at Jönköping University.</p> <p>4 § Distribution of working hours - The main work tasks of teachers are to carry out research and teaching with a disciplinary foundation and proven experience with third stream activities....Research and third-cycle courses: The task primarily includes own research and supervision in third-cycle courses. This includes, among other things, composing one's own and assessing others' research applications and research reports, disseminating research information to the general public and researchers, serving as external expert and faculty examiner as well as carrying out requisite administrative and other developmental work.</p> <p>Distribution of work tasks among teachers...The following starting points form the basis for the distribution of work tasks among teachers in a field:</p>	included in the coming JU Ethical Policy and Research Policy. See ii. and iv. <b>1a) 1b)</b>
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		<ul style="list-style-type: none"> <li>• objectives and outcome of the activities</li> <li>• financial prerequisites for the activities</li> <li>• competence profile of the group of teachers</li> <li>• professional development needs in the activities</li> <li>• other duties such as management and functional responsibilities</li> </ul> <p>The distribution shall be organised in a perspective of several years in which the scope of different work tasks can vary over time....Research is normally included in work tasks of teachers with academic competence..</p> <p><b>Relevant national legislation</b>  <b>The Employment Protection Act</b> ( Lag om anställningsskydd, LAS) (1982:80)</p>	
23. Research environment	+/-	<p>The infrastructure for doctoral students and other researchers is very good. There are several research environmental factors important for establishing and continuous work at Jönköping University. There is for example a program, created in 2014, between the Jönköping University and Region Jönköping County with the aim of increasing the volume of research in the region and to develop cooperation between university and regional business. A ten-year agreement with the KK Foundation (KKS) to develop the area of “Knowledge Intensive Product Realisation”.</p> <p>Jönköping University is as well included in several national collaboratives with support from Vinnova, to strengthen cooperation between universities and the outside world. The framework of Jönköping University's joint research and development strategies states that funding is to be distributed annually by the Governing Board of Research to the individual schools. The annual prerequisites are presented partly via assignments by the Governing Board to the schools and partly via the budget decision. From 2017, Jönköping University has a ten-year agreement with the KK Foundation (KKS) to develop the area of “Knowledge Intensive Product Realisation”. Jönköping University’s aim with the collaboration is to create a nationally leading and internationally competitive research and education environment within knowledge intensive product realisation, based on continuous co-production between the university and partner companies.</p> <p>A program was created in 2014 in Jönköping University and Region Jönköping County with the aim of increasing the volume of research in the region and to develop cooperation between university and regional business. Research is conducted in close cooperation with the participating companies. It provides good conditions for a true cooperation between researchers and businesses. Since the program was created, five research projects</p>	<p>xxxi. The quality system for research should be made explicit <b>3)</b></p> <p>Collaboration between the different schools of JU needs to be improved in all levels. A research board is to be established. <b>2a)</b></p> <p>A recently established Grants office will improve the possibility to attract more financial resources and gives opportunities to grow and develop. <b>2c)</b></p>

		<p>have started in close cooperation with companies.</p> <p>University Services (one of the subsidiaries) work with administration and other support within Jönköping University. University Services offer several services that promote a stimulating research environment e.g. the university library, services focused on IT, finances, marketing department and education support and international relations.</p> <p><b>Relevant organisational regulations:</b>  <b>Working Environment Policy</b> (<i>Arbetsmiljöpolicy</i>)  <b>Responsibility and Decision Chains of Command at JU</b> (<i>Ansvars- och beslutsordningar vid Högskolan i Jönköping</i>)</p> <p><b>Iniciated actions that can develop:</b></p> <ul style="list-style-type: none"> <li>• The collaboration between the schools can be stronger. Among others, resources could be better utilized, the schools can share important information and experiences.</li> <li>• The recently established Grants office should be further developed in order to improve the possibility to attract more financial resources.</li> </ul>	
24. Working conditions	+/-	<p><b>Relevant national legislation and regulations:</b>  <b>Central collective agreement</b> (<i>Villkorsavtal</i>)  <b>Social Insurance Code</b> (<i>Socialförsäkringsbalken</i>) (2010:110)  <b>The Parental Leave Act</b> (<i>Föräldraledighetslagen</i>) (1995:584)  <b>Discrimination Act</b> (<i>Diskrimineringslagen</i>) (2008:567)  <b>Prohibition of Discrimination of Employees Working Part Time and Employees with Fixed-term Employment Act</b> (<i>Lag om förbud mot diskriminering av deltidsarbetande arbetstagare och arbetstagare med tidsbegränsad anställning</i>) (2002:293)  <b>The Work Environment Act</b> (<i>Arbetsmiljölagen</i>) (1977:1160)  <b>Organisational and social work environment</b> (<i>Organisatorisk och social arbetsmiljö</i>) (AFS 2015:4)  <b>The Working Hours Act</b> (<i>Arbetstidslagen</i>) (1982:673)  <b>The Annual Leave Act</b> (<i>Semesterlagen</i>) (1977:480)  <b>Agreement on time limited employment for doctoral students</b> (<i>Avtal om tidsbegränsad anställning av doktorander vid vissa statliga myndigheter</i>)  <b>Employment (Co-Determination in the Workplace) Act</b> (<i>Lag om medbestämmande i arbetslivet, MBL</i>) (1976:580)</p> <p><b>Relevant organisational regulations:</b>  <b>Working Environment Policy</b> (<i>Arbetsmiljöpolicy</i>)</p>	<p>xxxii. Doctoral students need to get information concerning the collective agreements, the regulation of working time and environment.</p> <p>xxxiii. Information and support to doctoral students concerning career options after dissertation  - in the study guide of each school</p>

	<p><b>Staff Policy</b> (<i>personalpolicy</i>)</p> <p><b>Gender equality policy</b> (Jämställdhetspolicy)</p> <p><b>Diversity policy</b> (Mångfaldspolicy)</p> <p><b>Gender mainstreaming plan at Jönköping University</b> (Jämställdhetsintegreringsplan)</p> <p><b>Routines and guidelines regarding victimization and harassments</b> (<i>Rutiner och riktlinjer för medarbetare och chef vid kränkande särbehandling och trakasserier</i>)</p> <p><b>Equal treatment plans at each subsidiary</b> (<i>Likabehandlingsplaner på respektivebolag</i>)</p> <p><b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i> 5 § Distribution of an individual teacher's work tasks, 9 § Holidays, 10 § Additional time, 11 § Overtime)</p> <p>Teaching and research staff (including doctoral students) have annual working hours in accordance to the working hours agreement for teachers. Working hours should be planned according to the organization's needs and with an overall view of the employee's tasks and work situation during the entire year. Employees can perform their work where and when the employee chooses, after consultation with the head/supervisor - but the employee has to be in the workplace to the extent that the tasks require.</p> <p>Matters related to the work environment are treated in collaboration between the employer and the employees. The employer has the main responsibility for questions regarding the work environment and to ensure that necessary measures are taken. At Jönköping University, all subsidiaries have a work environment committee with representatives from both the employer and the employees to meet the requirement of managing the work environment responsibilities in collaboration. The work environment encompasses all factors and relationships at work, technical, physical, organisational, social, work content. A positive work environment comprises also that no employee should be exposed to discrimination or victimization. Jönköping University does not tolerate degrading treatment of any kind at work.</p> <p>Jönköping University has an agreement with a health care organisation, Previa, regarding occupational health. The occupational health care includes visits to medical doctors, nurses, physiotherapists or behavioral scientists when the symptoms can be work-related.</p> <p>Provided that the expense is covered within the social security limits (<i>högkostnadsskydd</i>), reimbursement for medical treatment/medications is given for medical care, physiotherapy, hospital care as well as for expenses for medicals on prescription. All employees at Jönköping University are insured by business travel insurance, personal injury insurance, group life insurance - a life insurance policy which protects the surviving spouse, partner and/or children in the event of the employee's death.</p>	<ul style="list-style-type: none"> <li>- during introductory meetings</li> <li>- during the course of their studies</li> </ul> <p>xxxiv. Give support to those doctoral students that aren't JU employees, that is, who are employed at another organisation.</p> <p>xxxv. Help doctoral students with life balance, giving them information and support on how to cope with workload and private life demands in order to have a manageable stress level.</p> <p>xxxvi. Follow up and make sure that the self-financed doctoral students, get access to the insurances for doctoral students from The Legal, Financial and Administrative Services Agency (Swedish:</p>
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		<ul style="list-style-type: none"> <li>- Union mission</li> <li>- Graduation or exams</li> </ul> <p>In accordance with the Employment Co-determination Act, employees, via the unions, have the right to co-determination in working life when it comes to things such as the right of association, the right to negotiate, and the obligation to maintain industrial peace.</p> <p>Doctoral students follow the same collective agreement as other employees at JU, except for the length of their employment and excluding them from the Employment Protection Act. There is also a special agreement for doctoral students concerning their salaries. The working conditions include a room or other workplace for the doctoral student. The working time related to the research education (confidence working hours) is determined in accordance with the individual study plan of the doctoral student, and normally corresponds to 50%-80% of full time/4 years. A doctoral student employed by JU is allowed to work at a maximum 20 % with duties related to the school, e.g. education and administration. It is the responsibility of the main supervisor and head of department (or equivalent) to control that this amount is not exceeded in total during the PhD education. The situation is planned and followed up annually in the ISP and in the working plan respectively. Doctoral students may, as everyone else, apply for positions advertised at JU, however there is no guarantee, that a former doctoral student will be employed after taking his/her degree. On the contrary, doctoral students are often encouraged to seek employment elsewhere, since mobility is considered important.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Information concerning the collective agreements, the regulation of working time, working environment and concerning options for a career after finishing the research education needs to be improved.</li> <li>• Doctoral students need to get information concerning the collective agreements, the regulation of working time and environment.</li> <li>• Information and support to doctoral students concerning career options after dissertation is insufficient.</li> <li>• Doctoral students that aren't JU employees, that is, who are employed at another organisations, need to get better support.</li> <li>• Doctoral students need to get support with life balance. They need information and support on how to cope with workload and private life demands in order to have a manageable stress level.</li> </ul>	
25. Stability and permanence		<p><b>Relevant national legislation and regulations:</b></p> <p><b>Employment Protection Act</b> (<i>Lag om anställningsskydd</i>) (1982:80)</p>	xxxix. © We need to negotiate and write an agreement with

<p>of employment</p>	<p><b>Agreement on time limited employment for doctoral students</b> (<i>Avtal om tidsbegränsad anställning av doktorander vid vissa statliga myndigheter</i>)</p> <p><b>Agreement on time-limited employment for post-doc</b> (<i>Avtal om tidsbegränsad anställning av postdoktor</i>)</p> <p><b>Agreement on time limited employment for adjunct teachers</b> (<i>Avtal om tidsbegränsad anställning av adjungerade lärare vid vissa statliga myndigheter</i>)</p> <p><b>Prohibition of Discrimination of Employees Working Part Time and Employees with Fixed-term Employment Act</b> (<i>Lag om förbud mot diskriminering av deltidsarbetande arbetstagare och arbetstagare med tidsbegränsad anställning</i>) (2002:293)</p> <p>Regulations regarding employment can be found partly in collective agreements, and partly in the Employment Protection Act. Collective agreements and legislation comprises all employees, whether full-time or part-time or permanent or temporary positions.</p> <p>In accordance with the Employment Protection Act, employment contracts apply for an indefinite term. However, fixed-term employment contracts may be entered in some cases.</p> <p>In addition to what is regulated in the law there are also regulations in collective agreements to employ for a limited time:</p> <ul style="list-style-type: none"> <li>- Doctoral student (<i>maximum 5 years within an 8 year-period</i>)</li> <li>- Postdoc (<i>maximum 2 years</i>)</li> <li>- Adjunct teacher</li> </ul> <p>An employee may be employed for a defined time on a general fixed-term employment, ALVA, or a substitute positions. When an employee has been employed with the support of the ALVA or substitute position in aggregate more than two years during the last five years, the employment is transformed to a permanent employment.</p> <p>Other temporary employments besides ALVA or substitute positions do not qualify for a permanent position.</p> <p>Employment contracts that are valid for an indefinite term may be terminated by the employer or the employee with effect following a certain notice period. Notice of termination by the employer must be based on objective grounds. Objective grounds can be economic, technical or organisational reasons that include changes to the workforce, it can also be personal reasons if the employee misbehave or can't perform his or her work. Swedish labor law is regulated in both law and collective agreements with strong protection for employees.</p> <p><b>Identified gaps:</b></p> <ul style="list-style-type: none"> <li>• In order to be an attractive research organization and be able to attract young promising researchers, we need to be able to offer a qualification appointment with tenure track that gives the employee possibility to develop both pedagogically and scientifically. JU needs therefore to write an agreement with the central unions to be able to offer an appointment as Associate Senior Lecturer limited in time.</li> </ul>	<p>the unions that give us the opportunity to attract and recruit young promising researchers and offer a qualification appointment with tenure track that gives the employee possibility to develop both pedagogically and scientifically. This position need to be part of the career paths stated at the Appointments procedure, see xx. 4d)</p> <p>xi. © We also need to negotiate and write an agreement with the unions to be able to offer interesting temporary assignments as visiting professors to international researchers. 4e)</p>
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26. Funding and salaries	+/-	<p><b>Relevant organisational regulations:</b></p> <p><b>Local salary agreements</b> (<i>Lokala löneavtal</i>)</p> <p><b>Local collective agreements</b> (<i>Lokala kollektivavtal</i>)</p> <ul style="list-style-type: none"> <li>Travel compensation</li> <li>Sideline occupations</li> <li>Vacation pay</li> <li>Parental pay</li> <li>Healthcare benefit</li> <li>Award for long and faithful service</li> <li>Compensation and payment of wages</li> </ul> <p><b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i>)</p> <p><b>Relevant national legislation and regulations:</b></p> <p>National collective agreements exist between employers and the unions SACO - S and OFR / S, P, O. that ensure that researchers receive a contractual salary and equitable social security provisions.</p> <p><a href="https://www.arbetsgivarverket.se/avtal--skrifter/">https://www.arbetsgivarverket.se/avtal--skrifter/</a></p> <p><b>Agreement on time limited employment for doctoral students</b> (<i>Avtal om tidsbegränsad anställning av doktorander vid vissa statliga myndigheter</i>)</p> <p><b>Agreement on time-limited employment for post-doc</b> (<i>Avtal om tidsbegränsad anställning av postdoktor</i>)</p> <p><b>Agreement on time limited employment for adjunct teachers</b> (<i>Avtal om tidsbegränsad anställning av adjungerade lärare vid vissa statliga myndigheter</i>)</p> <p><b>Social Insurance Code</b> (<i>Socialförsäkringsbalken</i>) (2010:110)</p> <p>The basic parts of the insurance cover sickness and parental insurance, elderly pension, survivors' pension, sickness compensation and activity compensation and work injury insurance. Under the Social Insurance Code, social insurance is divided into a residence-based insurance providing guaranteed amounts and benefits and a work-related insurance against loss of income. Both categories apply equally to everyone who is habitually resident or working in Sweden. Swedish citizenship is no condition of the insurance.</p>	<p>Make sure that the self-financed doctoral students, get access to the insurances for doctoral students from The Legal, Financial and Administrative Services Agency (Swedish: Kammarkollegiet). This would give the doctoral students access to work based benefits from the social insurances see xxxvii.</p> <p>Make sure that all foreign scientists get access to The Legal, Financial and Administrative Services Agency's national group insurance covering all foreign scientists doing research, see xxxviii.</p>

		<p><b>The Parental Leave Act</b> (<i>Föräldraledighetslagen</i>) (1995:584)</p> <p>An employee has the right to parental leave for maximum 480 days in connection with the birth of a child and may not be affected by differential treatment. A parent also have the right to work 75 % of full-time until the child is eight years old.</p> <p>All employees are employed in accordance with the relevant laws and agreements and are covered by the terms for employment and salaries.</p> <p>All employees are eligible for social security benefits from the Swedish society, including sickness and parental benefits and pension rights up to a certain level of income. JU compensate for the amount above the income level.</p> <p>Doctoral students employed by JU are also covered by collective agreements and social security benefits. JU has a wage review for the doctoral students with steps based on the progress.</p> <p>In Sweden, all citizens are entitled to receive benefit from unemployment benefit funds, known as A-kassan during the period when they are looking for a job.</p> <p>Doctoral students that aren't employed at JU but employed by any other organization in Sweden are also covered by the same social benefits.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the self-financed doctoral students, get access to the insurances for doctoral students from The Legal, Financial and Administrative Services Agency (<i>Kammarkollegiet</i>). This would give the doctoral students access to work based benefits from the social insurances.</li> <li>• Make sure that all foreign scientists get access to The Legal, Financial and Administrative Services Agency's national group insurance covering all foreign scientists doing research</li> </ul>	
27. Gender balance	+/-	<p><i>Starting points</i></p> <p>Work on gender equality is a strategically important element of the University's long-term quality work. At Jönköping University, all employees shall have the same rights, opportunities and obligations, regardless of gender. The same also applies for all students.</p> <p>Jönköping University strives to achieve an even gender distribution within all groups of employees and students, and at all levels and in all areas of the organisation.</p> <p><i>Strategy</i></p> <p>In order to achieve an even gender distribution, the University shall strive actively to increase the proportion of the under-represented gender. "Under-represented" means that the proportion of men or women is below 40%. It is not sufficient to offer equal opportunities; work shall also be carried out to ensure that these are</p>	<p>xli. Inform about the current steering documents</p> <p>xlii. The gender equality policy needs to be updated</p> <p>xliii.  The diversity and equal treat policy needs to get updated </p>

		<p>utilised.</p> <p>A gender equality perspective shall prevade all activities at Jönköping University, and all employees shall therefore possess basic knowledge of gender equality.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Working Environment Policy</b> (<i>Arbetsmiljöpolicy</i>)</p> <p><b>Gender equality policy</b> (<i>Jämställdhetspolicy</i>)</p> <p><b>Gender mainstreaming plan at Jönköping University</b> (<i>Jämställdhetsintegreringsplan</i>)</p> <p><b>Diversity policy</b> (<i>Mångfaldspolicy</i>)</p> <p><b>Routines and guidelines regarding victimization and harassments</b> (<i>Rutiner och riktlinjer för medarbetare och chef vid kränkande särbehandling och trakasserier</i>)</p> <p><b>Equal treatment plans at each subsidiary</b> (<i>Likabehandlingsplaner på respektive bolag</i>)</p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>Jönköping University aims for a equal gender balance in all positions. The gender distribution is uniform among the teaching staff. The proportion of women among the staff with doctoral degree is 49 %. In 2016, 38 % of new hires and promoted professors were women. The gender distribution among managers almost equal and the proportion of women in management level is 54 %.</p> <p>A good gender balance is aimed for among the doctoral students and their supervisors. Selection and evaluation committees are aimed to have equal representation of gender.</p> <p>In the Appointment procedure for teachers at Jönköping University (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>) and the recruitment guidelines at each school, it is stipulated that efforts shall be made to have a balance in terms of gender among the external experts.</p> <p>Every year, each subsidiary has to make a workforce plan to ensure the competence and skills needed. Within this plans, gender balance is an aspect to look at.</p> <p><b>Identified gaps:</b></p> <ul style="list-style-type: none"> <li>• The steering documents are not always well known in the organisation, we need to make sure that everybody knows about this steering documents and their content.</li> <li>• This steering documents need to be updated continuously.</li> </ul>	
28. Career development	+/-	A performance review is a well-prepared and annually planned meeting between an employee and his/her manager. A dialogue in regards to the employees activities, work tasks and results, the organisation and work	xliv. JU needs to give better support to our

	<p>environment, collaboration and mutual demands and expectations as well as competence and career development. In the performance review the manager and employee set individual targets and develop a skills development plan.</p> <p>Doctoral students are expected to continuously have discussions with their supervisors about their future career.</p> <p>Apart from the dialogue with the supervisor, a mandatory conversation is carried out between the research student, the supervisor and the CEO of the school /the head of department (or equivalent) one year before the dissemination. Topics to be discussed are:</p> <ul style="list-style-type: none"> <li>- the research student's career development</li> <li>- application for postdoc financing at universities in Sweden or abroad</li> <li>- application for postdoc positions, e.g. within programs financed by the Swedish Research Council or as a post doctoral fellow</li> <li>- application for research funding</li> <li>- career possibilities at JU or other universities</li> <li>- career possibilities within the private business world, research institutes or within the public sector affiliation.</li> </ul> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Doctoral students experience a lack of discussion about career development, which indicates a need for improvement in this area.</li> </ul> <p>Better strategies are therefore being developed to strengthen the work life perspective of the research education at JU. Different measures are being applied, sometimes depending on the character of the third cycle subjects offered:</p> <ol style="list-style-type: none"> <li>1. development talks between the research student and the supervisor about the future career and about how research can be of benefit both for a future employer and for the career of the research student</li> <li>2. an annual follow up discussion with the associate dean of doctoral programmes/the director of studies, where among other topics career options can be brought up</li> <li>3. an annual staff appraisal of doctoral students employed at JU carried out by the head of department</li> <li>4. a mandatory conversation between the doctoral student, the CEO of the school /the head of department (or equivalent) one year before the research education comes to an end</li> <li>5. inclusion of the contribution of alumni in the introductory course of research education</li> </ol>	<p>teachers and researchers in their career development by for example coaching within several areas as research, pedagogics, leadership as well as within their own areas of expertise.</p> <p>xlv.  Doctoral students need to get better advice within career development. This area is already under development. </p>
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29. Value of mobility	+/-	<p>Before recruiting begins, the skills needs are identified in the job description/recruitment profile. This is done to ensure respect to business conditions and needs. The manager needs to think about the qualifications criterias, which include mobility and knowledge of different sectors, organisations and countries.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Appointment procedure for teachers at Jönköping University</b> (<i>Anställningsordning för lärare vid Högskolan i Jönköping</i>)</p> <p>4. Job description - Before advertising and in the case of direct recruitment a job description shall be drawn up. The job description shall be the basis of assessment of qualifications, selection and decision about employment. The job description shall include the job title, current duties, qualification requirements and the qualification selection criteria.... Qualification selection criteria normally include the level of skills required to be eligible, other qualifications relevant to the job duties and the long-term development of the work as well as personal suitability. The term "personal suitability" refers to efficiency, proficiency, leadership qualities, etc.</p> <p><b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i>) - 5 § Planning of annual work hours in consultation with an individual teacher - In addition an individual plan for continuing professional development shall be drawn up in consultation between the employee and the employer. Collation and revision of the plan shall be done in connection with the annual developmental conversation. Wishes of and opportunities for an individual teacher to deepen or broaden his or her qualifications by participating in research projects, accepting duties within the frame of the activities that facilitate keeping abreast of the development in his or her subject and following practice in related professions in working life should be promoted.</p>	<p>xlvi.  JUs teachers and researchers should be more encouraged to move within the schools, to other universities within Sweden and abroad as well as to other sectors. </p> <p>xlvii. Support to researchers so they are able to get sabbaticals and make shorter and longer stays at universities abroad.</p>

		<p><b>Relevant national legislation:</b>  <b>!Please note: proposal in progress!</b><sup>1</sup>  <b>Identified gaps:</b></p> <ul style="list-style-type: none"> <li>JU values mobility when recruiting new employees, but we should encourage mobility the same way.</li> </ul>	
30. Access to career advice	-/+	<p>A performance review is a well-prepared and annually planned meeting between an employee and manager which is in regards to the activities, organisation, work tasks and results, work environment and collaboration, mutual demands and expectations as well as possible ways to develop further. In the performance review the manager and employee set individual targets and develop a skills development plan.</p> <p>Measures to ensure this could include support by senior researchers as mentors and networking.  A former research student has been appointed representative of the junior faculty of Sweden. The representative is currently investigating ways to improve the situation for junior faculty at JU. The research education council of each school has been contacted and there is an ongoing discussion as to whether parallel structures with for instance a specific web site and a specific research fund for junior faculty would support junior faculty best, or rather more engagement in the ongoing research of the relevant research area  See comments above, nr. 28</p> <p><b>Relevant organizational regulations:</b>  <b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i>) - 5 § Planning of annual work hours in consultation with an individual teacher - an individual plan for continuing professional development shall be drawn up in consultation between the employee and the employer. Collation and revision of the plan shall be done in connection with the annual developmental conversation. Wishes of and opportunities for an individual teacher to deepen or broaden his or her qualifications by participating in research projects, accepting duties within the frame of the activities that facilitate keeping abreast of the development in his or her subject and following practice in related professions in working life should be promoted.</p> <p><b>Relevant national legislation and regulations:</b>  <b>Job Security Agreement</b> (<i>Omställningsavtalet</i>)  If an employment is terminated, including time-limited employments, the employee (if fulfilled certain</p>	<p>The need for support of doctoral students goes beyond the research education. Support is needed for junior researchers as well, both in connection with research and with other aspects of academic life. See xxxv. and xlv.</p>

<sup>1</sup> Ds 2016:29, ibid

		<p>requirements) is entitled to support from the Job Security Foundation (<i>Trygghetsstiftelsen</i>). Their job is to support the employee on his/her way to finding a new job. To get a clear picture of the support needed by a particular individual, the Job Security Foundation assists in preparing a profile of his/her background, qualifications, skills and interests. This is a good basis for an individual action plan, which should be worked out for each redundant employee. A job coach is also available.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>The need for support of doctoral students goes beyond the research education. Support is needed for junior researchers as well, both in connection with research and with other aspects of academic life.</li> </ul>	
31. Intellectual Property Rights	-	<p><b>Relevant national legislation and regulations:</b></p> <p><b>Act ( 1949: 345) on the Right to Employee Inventions</b> (<i>Lag om rätten till arbetstagares uppfinningar</i>) (1949: 345)</p> <p>1 § This law refers to this country patentable inventions of employee in the public or private employment. Teacher at universities, colleges or other establishments belonging education system shall not be regarded as employees' in this Act.</p> <p>3 § Is research or inventive activity the employee's main task and an invention substantially has come as result of this activity or comprises an invention otherwise solution of a service assigned specified task, owns employer, if the use of the invention fall within his business, completely or partially enter as the employee's right holders for the invention.</p> <p><b>The Patent Act</b> (<i>Patentlag</i>) (1967:837) An invention can be patentable i fit meets certain conditions. The invention must be new, inventive and industrially applicable.</p> <p><b>Principles for handling intellectual property in research agreements</b> (<i>Principer för immaterialrättslig hantering i forskningsavtal</i>) by the Association of Swedish Higher Education (SUHF) which is recommended as praxis for Swedish Higher Education Institutes.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Information, Rules and Regulations for sideline occupation at Jönköping University</b> (<i>Bisysslor – Information, riktlinjer och regler gällande bisysslor för anställda vid Jönköping University</i>) At Jönköping University it is important and positive that the employees have contacts with the business community and the society in general. Researchers and teachers have an extended right to perform sideline occupation regarding research and education in their own subject. The main rule is that a sideline occupation is allowed but there are some exceptions, flr example if there is a conflict of interest and the confidence for JU can be damaged or will compete with JU.</p>	<p>xlvi.  JU needs to set up an organisation that can give support within the area of intellectual property rights </p> <p>xlix.  A policy within the area of intellectual property rights is needed in order to clarify how we handle with several questions within this area, ensure that we have a code of conduct. </p>

		<p>Jönköping University primarily wants to use research data to perform further research. Therefore, we write in some research contracts for the projects which results generated within the project are considered to be generated by JU.</p> <p>At externally funded research should ownership and use issues be regulated in writing before the research begins. Given that the researchers, graduate students and students who are employed by the University and participate in research projects themselves often own results they create should they approve the research conditions before carrying out work in projects where those individuals are rights holders.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• JU needs to set up an organisation that can give support within the area of intellectual property rights</li> <li>• A policy within the area of intellectual property rights is needed in order to clarify how we handle with several questions within this area, ensure that we have a code of conduct.</li> </ul>	
32. Co-authorship	-/+	<p>There is no Swedish legislation regarding co-authorship in research.</p> <p>In the plan for resources allocation at Jönköping University within the financial and economic framework, extra resources are distributed to the schools to reward citations. We know from experience that citations increase at co-authorship.</p> <p><b>Relevant organisational regulations:</b>  <b>Budget frames and commissions to the companies 2017-2020</b>, decision in the Foundation Governing Board 2016-12-13 (Ekonomiska ramar och uppdrag till bolagen 2017-2020, beslut i Stiftelsestyrelsen 2016-12-13)</p> <p><b>Identified gap:</b>  Co-authorship is more and more common and is in general positive. However some issues to reflect upon: What do we mean with co-authorship? For example, between a supervisor and PhD candidate, there are many grey zones where supervision sometimes tends to become co-authorship</p> <p>More and more authors on one paper – this can have implications where the authors are not aware of each other’s method, data etc and can be held responsible for text that is false. Some journals demand a statement</p>	<p>i.  A co-authorship document where each author certifies their contribution. This should be used for compilation theses and other articles in general. </p> <p>ii. A supervision policy at each JU school that includes the implications of co-authorship.</p> <p>- requirement to be a main supervisor, and a cosupervisor</p>

		<p>of which author has contributed with what at submission.</p> <p>For promotion and when the applicant refers to articles with many co-authors, it is hard, or even impossible, for an expert evaluator to evaluate the contributions of the applicant.</p>	<ul style="list-style-type: none"> <li>- Matching supervisors and research students</li> <li>- Guidelines for supervisors</li> <li>- Phd students responsibility</li> <li>- Follow up <b>9a)</b></li> </ul> <p>The JU Ethics Policy should refer to potential supervision policy and co-authorship document at each school. See iv. <b>1b)</b></p>
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33. Teaching	-/+	<p>At Jönköping University, teaching is of great importance and is normally allocated to teachers/researchers of all categories. To safeguard the quality and the research basis of the education, work hours for planning, development, implementation, related administration and follow-up of first- and second-cycle teaching are normally allocated to teachers/researchers of all categories. The distribution of working hours varies between all teachers/researchers and is planned individually in accordance to the local working hours agreement.</p> <p>All teachers at JU have the possibility to get suitable training for their teaching and coaching activities since at least 10 % of the annual work hours normally are dedicated to professional development.</p> <p>All research students at Jönköping University are encouraged to complete a pedagogical course in teaching and learning in higher education.</p> <p>Pedagogical training, teaching, and study periods abroad are included in the ISP and yearly working plans and are thus decided together by the supervisor, the head of department (or equivalent/ director of studies ) and the PhD student.</p> <p><b>Relevant national legislation and regulations:</b></p> <p><b>Agreement on time limited employment for doctoral students</b> (Avtal om tidsbegränsad anställning av doktorander vid vissa statliga myndigheter)</p> <p><b>Agreement on time-limited employment for post-doc</b> (Avtal om tidsbegränsad anställning av postdoktor) Those appointed to a post-doctoral position shall primarily devote themselves to their research. Those appointed to post-doctoral positions may, however, work to a limited extent with educational tasks and administration. Duties of this kind may not comprise more than 20 per cent of a full-time post.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Local working hours agreement for teachers at Jönköping University</b> (Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping)</p> <p><b>Joint supplementary material to the local working hours agreement at Jönköping University</b> (Partsgemensat stödmaterial till lokalt arbetstidsavtal vid Högskolan i Jönköping)</p> <p>A person employed as a research student shall primarily pursue his or her own studies. A research student may, however, to a limited extent work with teaching and administration. Such work may not, before a</p>	<p>Research and teaching should be worth equally and thus both be part of the eligibility requirements of each and every research/teacher category in the Appointment procedure document, see xx</p> <p>iii. There are difficulties in the distribution of working tasks between research and teaching- there is a need of a more clear planning in the schools through a better dialogue between the responsible for teaching and the responsible for research.</p>
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		<p>doctoral degree has been awarded, amount to more than 20 % during a five-year employment.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Research and teaching should be evaluated equally and thus be clear in the Appointment procedure document</li> <li>• There are difficulties in the distribution of working tasks between research and teaching- there is a need of a more clear planning in the schools through a better dialogue between the responsible for teaching and the responsible for research.</li> </ul>	
34. Complains/ appeals	+/-	<p><b>Relevant national legislation and regulations:</b></p> <p><b>The Work Environment Act</b> (Arbetsmiljölagen) (1977:1160) The purpose of this Act is to prevent occupational illness and accidents and to otherwise ensure a good work environment.</p> <p><b>Systematic Work Environment Management</b> (Systematiskt arbetsmiljöarbete) (AFS 2001:1) The systematic work done by the employer to investigate, carry out and follow up activities in such a way that ill-health and accidents at work are prevented and a satisfactory working environment achieved. Systematic work environment management shall comprise all physical, psychological and social conditions of importance for the work environment.</p> <p><b>Organisational and social work environment</b> (Organisatorisk och social arbetsmiljö) (AFS 2015:4) These regulations concretise the Swedish Work Environment Act, which is a general legislation, and clarify – as well as supplement – the systematic work environment management that all employers are obliged to carry out.</p> <p><b>Discrimination Act</b> (Diskrimineringslagen) (2008:567) The Discrimination Act protects all people against discrimination at work, at school, at university or college and in other public contexts. The purpose of this Act is to combat discrimination and in other ways promote equal rights and opportunities regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.</p> <p>At every School there is an organization that deals with complaints/appeals from doctoral students. Through annual follow-up meetings the research study advisor collects the status for each doctoral student. The research study advisor is also available as an impartial support for the doctoral students if there are conflicts. The other body is the doctoral student ombudsman, to be contacted if conflicts cannot be resolved within the ordinary routines.</p>	<p>liii. Improve the information about the doctoral student ombudsman</p> <p>liv. An investigation about the need of a common ombudsman for the whole university that also takes care of other kinds of conflicts/complains/appeals</p>

	<p>If an employee has been exposed to any victimization or harassment, there are support and guidance available. The employer is obliged to investigate when aware that an employee feels victimized or harassed. Also, if there is a conflict or disagreement, it can be addressed to the manager who will investigate and try to find a solution.</p> <p>Any research misconduct is handled in accordance to the Rules and regulations for dealing with research misconduct at Jönköping University.</p> <p>Doctoral students are covered by the equal treatment plan for students at Jönköping University. Those who feel they have been exposed can turn to a special ombudsman for equality (OLIK). The Disciplinary Committee (DAN) deals with and is deciding when it comes to disciplinary and expulsion cases involving students at undergraduate, graduate and third cycle level at Jönköping University.</p> <p>A doctoral student can change supervisor if he or she wants.</p> <p><b>Relevant organisational regulations:</b></p> <p><b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b>  <small>(Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University)</small></p> <p>4.7 Supervision - A decision on the appointed supervisor may be changed on request from the doctoral student or the supervisor, or from other reasons.</p> <p><b>Rules and regulations for dealing with research misconduct at Jönköping University</b> <small>(Regelverk för hantering av vetenskaplig oredlighet vid Jönköping University)</small></p> <p>3. The Foundation has established the Board of Misconduct at Jönköping University to assure the uniform and legally secure handling of matters of suspected research misconduct. The Board of Misconduct is an independent body common to all units within JU (the Foundation and its subsidiaries).</p> <p>4. The objective of the Board of Misconduct is to process and investigate matters relating to suspected research misconduct ('Misconduct Matters') in accordance with the provisions of these rules and regulations. Final decisions relating to Misconduct Matters are to be made by the President following a final statement of opinion and presentation of the matter by the Board of Misconduct.</p> <p><b>Gender equality policy</b> <small>(Jämställdhetspolicy)</small></p>	
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35. Participation in decision-making bodies	+	<p>As a teacher at Jönköping University, you have the possibility to participate in relevant information, consultation and decision-making bodies. There are teacher representatives in the Foundation Governing Board, the Board of Education and Research Education (NUF), The Disciplinary Committee (DAN), the Board of Misconduct and there are also teacher representatives in Electoral Collages when appointing President or Dean/Managing Director and other counsels. The teacher representatives are elected at each school.</p> <p>In addition, there are boards and councils at each school with teacher representatives:</p> <p><b>School of Health and Welfare</b></p> <ul style="list-style-type: none"> <li>• Appointment Committee</li> <li>• International Council</li> <li>• Work Environment Group</li> <li>• Board of the Research School of Health and Welfare</li> <li>• Education Committee</li> </ul> <p><b>School of Education and Communication</b></p> <ul style="list-style-type: none"> <li>• Research Board</li> <li>• Recruiting committee</li> <li>• Work Environment Committee</li> <li>• Research- and educational board</li> <li>• Research council</li> </ul> <p><b>School of Engineering</b></p> <ul style="list-style-type: none"> <li>• Council of Education</li> <li>• Recruiting Committee</li> <li>• Council of IT</li> <li>• Work Environment Committee</li> <li>• Group of Researchers</li> <li>• Pedagogical Development Group</li> <li>• Council of Research and Doctoral programmes</li> <li>• Council of Education and Research Education (RUF)</li> </ul>	

		<p><b>International Business School:</b></p> <ul style="list-style-type: none"> <li>• Research Faculty Board</li> <li>• Work Environment Committee</li> <li>• Council of Undergraduate and Master Education (CUME)</li> </ul> <p>All teachers that are members in the union have the right and possibility to be union representatives. Research students are members of the Doctoral programmes board. Issues from the research students are communicated to the board.</p> <p><b>Relevant organizational regulations:</b></p> <p><b>Regulations for Jönköping University Foundation</b> (Stadgar för Stiftelsen Högskolan i Jönköping)</p> <p><b>Rules and regulations for dealing with research misconduct at Jönköping University</b> (Regelverk för hantering av vetenskaplig oredlighet vid Jönköping University)</p> <p><b>Instructions for the Board of Education and Research Education</b> (Instruktioner för Nämnden för utbildning och forskarutbildning, NUF)</p> <p><b>Instructions for the Disciplinary and Expulsion Committee</b> (Instruktion för Disciplin- och Avsklijandenämnden, DAN)</p> <p><b>Appointment procedure for teachers at Jönköping University</b> (Anställningsordning för lärare vid Högskolan i Jönköping)</p> <p><b>Instructions for the process regarding Appointment of MD, President’s decision § 642</b> (Processbeskrivning vid anställning av VD, Rektorsbeslut § 642)</p>	
Training and Development			
36. Relation with supervisors	+/-	<p><b>Relevant organisational regulations:</b></p> <p><b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b> (<i>Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University</i>)</p> <p>4.7 Supervision - For each research student admitted for education at third-cycle level, the school shall appoint at least two supervisors, at least one of whom shall have completed supervision training or have equivalent competence. One of the supervisors shall be appointed main supervisor, and shall be qualified as associate professor or professor. The other supervisor shall have a doctoral degree or be qualified as associate professor or professor. The choice of supervisors shall be made in view of all fields/subjects/methods to intended to be covered by the thesis.</p>	<p>In addition to the ISP, a supervision policy should be made at each School where it is stated what is expected from the supervisors and the different roles, main- and the co supervisor. See li. 9a)</p>

		<p>Research students are entitled to supervision during the total time that may be deemed necessary for the prescribed education of 120 or 240 credits. Exceptions apply in accordance with 4.10 (Withdrawal of the right to supervision and other resources)</p> <p>A structured and regular relationship between research students and their supervisors is established with support from the individual study plan. The individual study plan includes information on planned work and completed work, and all activities aligned with the qualitative targets. The study plan also includes milestones, deliverables, research output etc. and is followed-up annually.</p> <p>At Jönköping University, a research student is either employed or self-financed. All research students belong to either a department (at two schools) or a special group or “research school” for research students (two schools). All employed research students have a manager in addition to his/her supervisor with possibility to raise issues about both the supervision and other questions.</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Information to research students can be better on what they should expect from the supervisors.</li> <li>• It is also important that the research students know that they are able to change supervisor.</li> </ul>	
37. Supervision and managerial duties	+/-	<p><b>Relevant organisational regulations:</b></p> <p><b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b> (<i>Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University</i>)</p> <p>Senior researchers strive to succeed with their multi-faceted roles as supervisors, mentors, leaders, project managers, etc. to the highest professional standards. They are supported in their role through fellow researchers in the supervisor’s faculty. If there are issues with the supervisor, it is possible for the doctoral student to change supervisor.</p> <p>All teachers at Jönköping University participate in working groups, projects or other collaborations with other researchers from both inside and outside JU.</p> <p>JU provides training for supervisors.</p> <p>Managers at Jönköping University participate in managerial education for all managers at JU.</p>	<p>The expectations on supervisors, including having time for mentoring unexperienced supervisors, need to be clarified. Time allocated for supervision must be communicated and how it is distributed between main and co supervisors. See li.</p> <p>iv. Resources should be allocated to senior researchers allowing them to devote enough</p>

		<p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• The expectations on supervisors, including having time for mentoring unexperienced supervisors, need to be clarified. Time allocated for supervision must be communicated and how it is distributed between main and co supervisors.</li> <li>• Resources should be allocated to senior researchers allowing them to devote enough time for their different tasks.</li> </ul>	time for their different tasks.
38. Continuing Professional Development	+	<p><b>Relevant organisational regulations:</b></p> <p><b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i>)</p> <p>10 % of the annual working hours of each teacher at Jönköping University are allocated for professional development and competence development. The employee and his/her manager are to draw up an individual development plan for each year.</p> <p>JU promotes opportunities for an individual teachers to participate in research projects or accept duties within the frame of their subject area, in order to deepen or broaden his or her qualifications, as well as keeping well informed and ahead of the development within his or her subject area and following practice in related professions.</p> <p>Courses are offered to all employees including Basic Communication and teaching, Project management, language-courses, etc.</p>	
39. Access to research training and continuous development	+	<p><b>Local working hours agreement for teachers at Jönköping University</b> (<i>Lokalt arbetstidsavtal för lärare vid Högskolan i Jönköping</i>) 5. Planning of annual work hours in consultation with an individual teacher - The need for short- as well as long-term professional development shall be taken into consideration and at least 10 % of annual work hours shall normally be dedicated to professional development excluding the time set aside for research and third-cycle studies.</p> <p>... An individual plan for continuing professional development shall be drawn up in consultation between the employee and the employer.</p> <p>Courses are offered to all employees including Basic Communication and teaching, Project management, language-courses, etc.</p>	

<p>40. Supervision</p>	<p>+/-</p>	<p><b>Relevant organisational regulations:</b>  <b>Regulations and guidelines for first, second and third cycle education at Jönköping University</b>  <i>(Bestämmelser och riktlinjer för utbildning på grundnivå, avancerad nivå och forskarnivå vid Jönköping University)</i>  A supervisor faculty is established, aiming at knowledge transfer and development of supervisors. The workforce plan should cover future need for supervision in each subject area.  Follow-ups of the supervision is made continuously through the format that is decided at each school</p> <p><b>Identified gap:</b></p> <ul style="list-style-type: none"> <li>• Structured mentorship is needed for unexperienced supervisors and researchers.</li> <li>• A more structured approach for training activities for new supervisors and more experienced supervisors needs to be developed, as well as workshops where more experienced supervisors can share their experiences.</li> <li>• A web based course for international supervisors is needed</li> </ul>	<p>lvi. Structured mentorship is needed for unexperienced supervisors and researchers</p> <p>lvii. A more structured approach for training activities for new supervisors and more experienced supervisors needs to be developed, as well as workshops where more experienced supervisors can share their experiences.</p> <p>lviii.  A web based course for international supervisors is needed </p>
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