

Action Plan

GAP list:

Ethical and professional aspects

- 2. Ethical principles
- 5. Contractual and legal obligations
- 9. Public engagement
- 11. Evaluation/appraisal systems

Recruitment & Selection

- 12. Recruitment + actions based on the OTM-R checklist

Working conditions

- 28. Career development
- 29. Value of mobility
- 30. Access to career advice
- 31. Intellectual Property Rights
- 32. Co-authorship
- 33. Teaching

Training & Development

- 39. Access to research training and continuous

Proposed Actions	GAP Principle(s)	Timing <small>(at least by year's quarter/semester)</small>	Responsible Unit	Indicators/Target(s)
<p>Action # 1:</p> <p>To enhance our support for researchers in their professional development, we should adapt, test, and refine the template for the annual appraisal talk.</p> <p>This template should be customised to encompass both teaching and research, better fulfilling the needs of researchers, aligning with BTH's and the department's objectives, as well as its work environment and culture. It should consider perspectives on mobility, collaborations, public engagement, research training, and</p>	11, 29, 39, 9	<p>Target 1: Q4/2024</p> <p>Target 2: Q2/2025</p> <p>Target 3: Q2/2027</p>	Head of the Human Resources Office	<p>Target 1: Develop a revised template for the annual appraisal talk, incorporating aspects of teaching and research. Template must explicitly address perspectives on mobility, collaborations, public engagement, research training, and continuous competence development to cater to diverse researcher needs.</p> <p><i>Indicator:</i> New template produced.</p> <p><i>Timing:</i> Q4/2024</p> <p>Target 2: Test revised template on researcher groups R1-R4. Revise as necessary.</p> <p><i>Indicator:</i> New template tested in at least one department.</p> <p><i>Timing:</i> Q1/2025</p>

<p>continuous competence development.</p> <p>At the same time, we need to secure that all researchers including PhD students have the opportunity for an annual appraisal talk.</p>				<p>Target 3: New template implemented at all departments and used in annual appraisal talks. Feedback on the template obtained through the annual employee survey known as “BTH Barometern”.</p> <p><i>Indicators:</i></p> <ol style="list-style-type: none"> 1. New template has replaced previous template. 2. Information about new template are published. 3. Quantitative and qualitative feedback from “Barometern” collected and an analysis report produced. 4. Necessary changes made. <p><i>Timing:</i> Q2/2027</p>
<p>Action # 2:</p> <p>To enhance internal understanding of the opportunities and value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility. The following actions will be undertaken:</p> <ol style="list-style-type: none"> 1. Improve the appraisal talks (see action 1). 2. Facilitate the exchange of best practice examples and opportunities through suitable communication channels. The objective is to harness positive experiences from different departments to encourage greater involvement in mobility initiatives. 	29, 11	<p>Target 1: Q2/2025</p> <p>Target 2: Q4/2025</p> <p>Target 3: Q4/2026</p>	Head of the Student Affairs Office	<p>Target 1: Establish a dedicated platform or forum for departments to share successful mobility experiences.</p> <p><i>Indicator:</i> Dedicated platform/forum launched.</p> <p><i>Timing:</i> Q2/2025.</p> <p>Target 2: Gather feedback from a diverse group of researchers regarding the content and usability of the communication channel.</p> <p><i>Indicators:</i> At least two employees per Faculty actively engaged in sharing their mobility initiatives.</p> <p><i>Timing:</i> Q4/2025.</p> <p>Target 3: Conduct at least one workshop or seminar, with a broad representation of all departments and at least 25 % of R1 and R2 researchers, focused on promoting mobility initiatives and sharing successful practices.</p> <p><i>Indicator:</i> Workshop/seminar conducted. Qualitative evaluation with the participants on perceived value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility.</p> <p><i>Timing:</i> Q4/2026.</p>

<p>Action #3:</p> <p>To enhance career guidance for researchers, our plan is to establish a framework for mentorship programs. Initially, we aim to assess mentorship programs available at other higher education institutions for benchmarking purposes. Subsequently, our objective is to design and introduce our own mentorship program (or equivalent), exploring the option of involving external mentors.</p>	30, 28	<p>Target 1: Q2/2025</p> <p>Target 2: Q4/2025</p> <p>Target 3: Q2/2026</p>	<p>Dean of the Faculty of Computing and the Dean of the Faculty of Engineering</p>	<p>Target 1: Initiate a deeper analysis about the need of a mentorship program (or equivalent) including benchmarking mentorship programs from at least four different higher education institutions and outline best practices derived from the benchmarked programs. <i>Indicator:</i> An analysis report as a basis for decision on providing a mentorship. Mentorship programs benchmarked, and best practices outlined. <i>Timing:</i> Q2/2025.</p> <p>Target 2: Development of a mentorship program (or equivalent) including recruiting mentors both external and internal. <i>Indicator:</i> Developed mentorship program. <i>Timing:</i> Q4/2025.</p> <p>Target 3: Offer of a mentorship program (or equivalent) to all departments. <i>Indicator:</i> Mentorship program offered. <i>Timing:</i> Q2/2026.</p>
<p>Action #4:</p> <p>Enhancing support for Intellectual Property Rights (IPR) at BTH involves strengthening internal resources and offering clearer guidance regarding the accessibility of external resources, such as the comprehensive information available at the Swedish Intellectual Property Office (prv.se/eng).</p> <ul style="list-style-type: none"> • Documentation regarding IPR should be integrated into contractual management routines and provided as a component of general guidance. • Improving information related to IPR is essential in both the introductory course for doctoral students and the 	31, 5	<p>Target 1: Q4/2024</p> <p>Target 2: Q2/2025</p>	<p>Head of the Vice-Chancellor's Office</p>	<p>Target 1: Incorporate IPR documentation into the University's existing routines for reviewing research contracts for external funding as well as providing general guidance on research contracts and IPR management for researchers. <i>Indicator:</i> Updated contractual management routines including assessment of IPR. <i>Timing:</i> Q4/2024</p> <p>Target 2: Update the content of the introductory course for doctoral students and the research supervision course to include IPR-related information. <i>Indicator:</i> Content of the introductory course for doctoral students and research supervision course updated to include IPR-related information. <i>Timing:</i> Q2/2025</p>

research supervision course.				
<p>Action #5:</p> <p>Improve the dissemination of information to researchers at BTH regarding individuals with expertise in ethical aspects, as well as the accessibility of external support personnel.</p> <p>Additionally, encourage and foster departments to integrate discussions on ethical principles into their routine research seminars.</p>	2	<p>Target 1: Q4/2024</p> <p>Target 2: Q2/2025</p>	<p>Dean of the Faculty of Computing and the Dean of the Faculty of Engineering</p>	<p>Target 1: Ensure the internal website comprehensively covers information about experts in ethical aspects for easy access by researchers.</p> <p><i>Indicator:</i> Reviewed and updated information about experts in ethical aspects on the internal website.</p> <p><i>Timing:</i> Q4/2024</p> <p>Target 2: Obtain feedback on researchers' awareness of available expertise and support on research ethics within the annual employee survey known as the "BTH Barometer".</p> <p><i>Indicator:</i> Feedback obtained and analysed for improvements and possible new actions on researchers' awareness of available expertise and support on research ethics through the "BTH Barometer" survey.</p> <p><i>Timing:</i> Q2/2025.</p> <p>Target 3: A proposed format for a recurring research seminar on ethics across disciplines.</p> <p><i>Indicator:</i> A seminary held and evaluated.</p> <p><i>Timing:</i> Q4/2025</p>
<p>Action #6.1:</p> <p>Develop internal communication strategies focused on promoting and enhancing popular science communication. This will entail collaborative efforts to organise events such as popular scientific talks, science cafes, and similar initiatives.</p> <p>Action #6.2:</p> <p>Provide support in writing popular science texts, i.e. texts aimed at people outside the research community. The support includes e.g. creating templates, making presentation</p>	9	<p>Target for action 6.1: Q4/2025</p> <p>Target 1 for action 6.2: Q4/2025</p> <p>Target 2 for action 6.2: Q1/2026</p>	<p>Responsibility for Action 6.1: Head of the BTH Library</p> <p>Responsibility for Action 6.2: Head of the Communication Office</p>	<p>Target for Action 6.1: Organise a minimum of 4 popular scientific talks or science cafes within the specified time frame.</p> <p><i>Indicator:</i> 4 organised popular scientific talks or science cafes.</p> <p><i>Timing:</i> Q4/2025</p> <p>Target 1 for action 6.2: Develop and distribute templates to communicate research popularly (e.g., press releases, social media posts, or articles).</p> <p><i>Indicator:</i> Templates developed and distributed.</p> <p><i>Timing:</i> Q4/2025</p>

materials, and giving training in communication on social media.				<p>Target 2 for action 6.2: Inform researchers about guidance and assistance in writing popular science texts.</p> <p><i>Indicator:</i> Dissemination of information to researchers in the beginning of each semester.</p> <p><i>Timing:</i> starting from Q1/2026.</p>
<p>Action #7: Develop contact and counselling services provided by the HR office by:</p> <ol style="list-style-type: none"> 1. Creating a dedicated career webpage and establishing a dedicated email address (career@bth.se) to handle inquiries and questions from all interested parties, including international contacts. <p>Actions from the OTM-R checklist:</p> <ol style="list-style-type: none"> 2. Develop a training program for new Recruitment Committee (RC) members and other employees involved in the recruitment process. 3. Increase visibility of the university to new possible candidates on social media platforms, websites and other digital recruiting platforms. 	12 + OTM-R checklist	<p>Target 1: Q4/2024</p> <p>Target 2: Q4/2025</p> <p>Target 3: Q4/2025</p>	Head of the Human Resources Office	<p>Target 1: Increase visibility and promotion of the dedicated webpage and email address across multiple channels such as the website, social media, and newsletters.</p> <p><i>Indicator:</i> Documentation of promotional efforts and visibility across channels.</p> <p><i>Timing:</i> Q4/2024</p> <p>Target 2: Develop a comprehensive training program tailored for new and existing recruitment committee (RC) members, in total 11 participants.</p> <p><i>Indicator:</i> 75% of the RC members have attended the training program.</p> <p><i>Timing:</i> Q4/2025.</p> <p>Target 3: Increase visibility on social medias within the next two year through the creation of films, images, and written content for advertising purposes.</p> <p><i>Indicator:</i> Researched, developed, and launched new films, image, and written content for advertising purpose. Monitor the growth in metrics such as website traffic and candidates who has applied through seeing the advertises in social medias.</p> <p><i>Timing:</i> Q4/2025</p>
<p>Action #8: The publishing guidelines for researchers at BTH will be revised to include recommendations emphasising the fundamental principle that all individuals listed as authors in a scientific work must meet the</p>	32	<p>Target 1: Q2/2025</p> <p>Target 2: Q2/2026</p>	Head of the BTH Library	<p>Target 1: Update and disseminate the publishing guidelines.</p> <p><i>Indicator:</i> Updated publishing guidelines finalised and distributed to the departments with information on the guidelines published on the internal website to all research staff.</p>

<p>requirements for authorship.</p> <p>Additionally, it will be highlighted that anyone meeting these requirements should not be excluded from authorship.</p>				<p><i>Timing:</i> Q2/2025</p> <p>Target 2: Obtain feedback and suggestions on improvements regarding the effectiveness and understanding of the revised guidelines via the annual employee survey, known as the “BTH Barometer”.</p> <p><i>Indicator:</i> Feedback obtained through the “BTH Barometer” survey. Feedback obtained and analysed for improvements and possible new actions in next action plan.</p> <p><i>Timing:</i> Feedback obtained Q2/2026.</p>
<p>Action #9</p> <p>Investigate the current departmental guidelines regarding how time is allocated between research and education for researchers by research level (R1-R4).</p> <p>Propose and decide on clarified university guidelines for the allocation of research time.</p>	33, 11	<p>Target 1: Q2/2025</p> <p>Target 2: Q4/2025</p>	Head of the Human Resources Office	<p>Target 1: Conduct interviews with researchers at all levels to gather insights on existing guidelines for the allocation of research time and their preferences for proposed guidelines.</p> <p><i>Indicator:</i> Interviews conducted with researchers at various levels.</p> <p><i>Timing:</i> Q2/2025</p> <p>Target 2: Develop a draft proposal for guidelines for the allocation of research time for researchers based on feedback and insights gathered from interviews and benchmark comparisons.</p> <p><i>Indicator:</i> Draft proposal developed, tested, and evaluated in at least one department. The evaluation will serve as a basis for decision on how to proceed.</p> <p><i>Timing:</i> Q4/2025</p>
<p>On Action #10</p> <p>Compile information on available courses and networking opportunities for all level of researchers, ensuring visibility for all level of researchers.</p> <p>Additionally, proactively explore potential collaborations among higher education institutions to expand the range of courses and networks</p>	39, 11	<p>Target 1: Q4/2025</p> <p>Target 2: Q4/2025</p> <p>Target 3: Q2/2026</p>	Pro Dean of the Faculty of Computing	<p>Target 1: Gather information on a platform with available courses, network and other opportunities for skills development.</p> <p><i>Indicator:</i> Developed platform for skills development.</p> <p><i>Timing:</i> Q4/2025</p> <p>Target 2: Establish collaborations with other universities on skills development through courses and networks.</p>

available.				<p><i>Indicator:</i> One successful collaboration with at least one other university, made visible on the platform.</p> <p><i>Timing:</i> Q4/2025</p> <p>Target 3: Utilise the annual employee survey, known as the "BTH Barometer", for the evaluation of the developed shared platform for competence development.</p> <p><i>Indicator:</i> Feedback collected on the effectiveness and satisfaction with the shared platform through the "BTH Barometer" survey. Feedback analysed for improvements and possible new actions.</p> <p><i>Timing:</i> Q2/2026</p>
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