The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

"A Human Resources Strategy for Researchers incorporating the Charter and Code"

Annex 1 : Example of a standard template for the internal analysis –
http://ec.europa.eu/euraxess/rights

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
Ethical and professional aspects				
1. **Research Freedom**	Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.	As detailed in the University Strategic Plan (2013-2017) UCC is committed to strengthening our capacity for research to meet national economic and social development needs, to engage critically with major national and global challenges and to contribute to excellent scholarship. Our strategies include: • prioritising research resources in areas that are producing research at the highest international levels • consolidating cognate research activities through clustering to establish critical mass in organised research units while enabling the individual researcher. UCC researchers work in a wide range of disciplines in the humanities and the sciences: it is the diversity of our intellectual efforts across traditional disciplinary boundaries that enable and foster innovation. • promote and support large scale interdisciplinary research projects and new emerging areas of research that are consistent with national and international priorities UCC embraces the traditional principles of academic freedom and recognises that members of the academic staff of the university, whether working collaboratively or individually, shall have, within the law, the freedom to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions. In this regard, the University operates within the context of the Universities Act 1997, which states: Section 14 (1): A university, in performing its functions shall— (a) have the right and responsibility to preserve and promote the traditional principles of academic freedom		No action required

in the conduct of its internal and external affairs, and (b) be entitled to regulate its affairs in accordance with its independent ethos and traditions and the traditional principles of academic freedom, and in doing so it shall have regard to— (i) the promotion and preservation of equality of opportunity and access, (ii) the effective and efficient use of resources, and (iii) its obligations as to public accountability.

Section 14 (2): A member of the academic staff of a university shall have the freedom, within the law, in his or her teaching, research and any other activities either in or outside the university, to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions and shall not be disadvantaged, or subject to less favourable treatment by the university, for the exercise of that freedom.

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2. **Ethical Principles**	Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.	UCC maintains the highest standards of integrity in its research activity. Ethical standards are given paramount importance in the University's Research Strategy and the institution is committed to promoting consistent ethical behaviour as an integral element of its research culture. The University has systems in place that promote and regulate ethical practice in research. In brief, the research ethics framework within UCC comprises the University Ethics Committee (UEC) and the three Research Committees that report to it. The function of UEC is to formulate and monitor the University's policy on research ethics. UEC has four main responsibilities: • To promote an ethical approach to research across UCC; • To develop and refine research ethics governance policy and strategy; • To liaise with University management, staff and students with regard to research ethics; • To ensure the establishment and oversight of Research Ethics Committees in UCC.	For additional information please refer to http://www.ucc.ie/research/rio/ethics.html	Action 1, UCC HRS4R Action Plan: Ethical and Professional Aspects

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3.Professional Responsibility	Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.	UCC is committed to the highest standards of research conduct and integrity and recognise the imperative of having in place robust mechanisms to protect and ensure the integrity of the research system.

Education and promotion of good research practice are key to enhanced awareness of research integrity and seeking to prevent serious cases of research misconduct arising. In order to help embed the principles and practice of research integrity within the University, relevant education programmes are convened that are aimed at postgraduate students at the beginning of their research career.

In addition, the University has a *Code of Good Conduct in Research* policy (available at http://www.ucc.ie/research/rio/policies.html), which applies to (amongst other staff) researchers (including academic staff, research assistants, research fellows and academic-related staff) and other staff involved in the research process employed by the University. UCC expects all of its researchers to work within the spirit of the Code.

With regard to the academic regulations associated with PhD degree, they state that the degree will only be awarded upon original and substantial contribution to knowledge and where the candidate has demonstrated the capacity to pursue original research and scholarship.

Currently, any issues that arise in terms of research misconduct are addressed under the university's disciplinary procedures. http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/HumanResources/EmployeeRelations/DisciplinaryProcedures/ | For further information please refer to http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/HumanResources/EmployeeRelations/DisciplinaryProcedures/ | Action 1, UCC HRS4R Action Plan: Ethical and Professional Aspects |

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4.Professional Attitude	Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.	UCC has established internal processes that must be adhered to by all researchers when applying for external research funding. These standard operating procedures (SOPs) are detailed in the Research Support Services section of the UCC website (http://www.ucc.ie/research/rio/index.html). The website also provides an overview of research activity in UCD and included detailed information on research ethics, IP, and guidelines as to how to manage all stages of the research grant lifecycle from research opportunity to close out of awards. Processes have also been implemented to ensure that oversight and monitoring of research project deliverables takes place on an ongoing basis to ensure: • Project deliverables are being met as agreed with the Funding Agency • Potential issues arising are identified and resolved on a timely basis These processes are managed by UCC Research Support Services. On taking up employment in UCC, new researchers are fully informed of these processes via the New Staff Orientation Information Sessions organised by UCC Human Resources, by complementary UCC Research Support Services Information Sessions, and via 1:1 meeting with Research Support Services staff.	For further information please refer to (http://www.ucc.ie/research/rio/index.html).	No action required

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5.Contractual and Legal Obligations	Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.	UCC has established internal processes that must be adhered to by all researchers when applying for external research funding and when notification of an award has been received. These standard operating procedures (SOPs) are detailed in the Research Support Services section of the UCC website (http://www.ucc.ie/research/rio/index.html) The website also provides an overview of research activity in UCD and included detailed information on research ethics, IP, and guidelines as to how to manage all stages of the research grant lifecycle from research opportunity to close out of awards. When the Principle Investigator (PI) accepts an award, s/he makes the following declarations in writing: • They have read and understand UCC's policy on Conflict of Interest, have made all required disclosures and will comply with any conditions or restrictions imposed by UCC to manage, reduce or eliminate conflicts of interest. • They, and all participants in the project, have signed a statement agreeing to UCC's IP Policy. • They confirm that the work will be undertaken has not already been funded and that any implications for health and safety have been adequately considered. • They confirm that the work will be undertaken within the agreed budget and that they will take responsiblility for the financial administration of the project. • They agree to inform UCC Research Support Services of any issues/problems that arise with both the management of the project and fulfilling the agreed deliverables. Although detailed information and comprehensive support is provided, it is the responsibility of all researchers to adhere to all legal requirements associated with their research. Furthermore, it is the responsibility of each individual researcher to adhere to the principles of good research practice and other ethical requirements. In particular, researchers ought to ensure that all relevant guidelines and regulations are followed, and that they	For further information please refer to (http://www.ucc.ie/research/rio/index.html	No action required

		abide by any directions from UREB.		
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6.Accountability	Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees. Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.	UCC have policies in place covering records management, record retention, finance and ethics. The PI accepts financial responsibility and accountability when the grant is approved for registration in the University's grant management system, prior to any budget being available to the researcher. UCC also have robust financial systems in place to assist the researcher with the financial management of the grant and controls that ensure that only personnel authorised to spend from the grant do so and that expenditure remains within budget. There is a dedicated unit within the UCC Finance Office — Office of Research Grants & Contracts [http://www.ucc.ie/en/financeoffice/research/] — to assist researchers with the administrative management of their grants, including claims and reports to funding agencies. The Office has published a detailed procedures document covering all aspects of the research grant life-cycle. To improve efficiency and reduce bureaucracy/redundancy, UCC Research Support Services acts as liaison and a single point-of-contact between researchers and central administrative offices (including the Office of Research Grants & Contracts).	For further information please refer to http://www.ucc.ie/en/financeoffice/research	Action 1, UCC HRS4R Action Plan: Ethical and Professional Aspects

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7. Good Practice in Research	Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data	UCC Health & Safety Office provides guidance to the greater university population to help ensure compliance with health and safety legislation. The Office prepares guidance documents, carries out risk assessments, conducts safety audits and provides safety training in order to ensure that the activities of the university do not pose an undue risk to the health and safety of staff, students and all other third parties.		No action required

		protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.	UCC Radiation Protection Office (RPO) is focused on the protection of all persons who may be exposed to ionizing radiations arising within University facilities. UCC Computer Centre maintains the relevant policies and procedures relating to IT services and systems. Relevant policies include: • Acceptable Use Policy • Peer-to-Peer (P2P) Policy • Communications Policy • Data Management Policy • IT Security Policy UCC Office of Corporate & Legal Affairs (OCLA) have developed policies that have formalized professional procedures for the management of University records. These encompass the collection, management, use and disclosure of information to ensure organisational compliance with all relevant legislation and standards including the Data Protection Act (1988), the Data Protection (Amendment) Act (2003), and the Freedom of Information Acts (FOI) (1997 and 2003). The Office advises the university in the management of university records, including the formulation of corporate standards and practices in records management in keeping with best practice. Provision of information, assistance, and training to staff is also delivered by the Unit. The OCLA also advises the University on all areas relating to insurance and risk management.		

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8. Dissemination, exploitation of results	All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results 14 are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.	Publication is a key criterion in various evaluations applied to staff (e.g., in promotion or establishment of academic staff, hiring or contract renewal of research staff) and in PhD examinations presentation of work publishable in whole or in part as a work of serious scholarship is the key examination criterion. UCC has developed and implemented a web-based platform — Institutional Research Information System (IRIS; http://www.ucc.ie/research/rio/iris) — that allows researchers to maintain, update and publicize their research profiles including scholarly publications. This information can then be re-used in multiple formats for different purposes including internal review submissions, grant applications, job applications etc. In addition, when published, a researcher's profile is available for viewing via their Department/School/Institute website. A key benefit of IRIS is that it significantly enhances the efficient and timely dissemination of UCC research strengths to key national and international stakeholders. IRIS also provides a framework for meeting the requirements of funding bodies with respect to disseminating research outputs. CORA (Cork Open Research Archive; http://cora.ucc.ie) is UCC's open access Institutional Repository. It was set up as part of a national project, influenced by the wider Open Access movement, to provide free access to the research output of Ireland's seven Universities through a single portal, RIAN [http://rian.ie/] CORA supports the preservation, dissemination and promotion of UCC's research and will improve scholarly communication in UCC and externally. CORA showcases the wide range of research taking place within UCC, especially research that is publicly funded, and assists in raising the profile of researchers via improved web visibility. For ease of use by the UCC research community, CORA is seamlessly integrated with IRIS. UCC Technology Transfer Office is responsible for the commercialisation of intellectual property arising from UCC research and for the development of co-operation with industry and business. *gatewayUCC* is a state of the art Innovation and Incubation Centre based at UCC. gatewayUCC's mission is to support and develop successful knowledge-based indigenous companies arising from UCC's research, transforming knowledge into commercial success and providing the critical linkage between the university and enterprise.		No action required.

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9. Public engagement	Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.	Significant developments have been put in place for PhD students to be encouraged to communicate their work in non-specialist language (i.e., a Doctoral Research Showcase and an on-line journal, The Boolean) and parallel procedures for research staff are being explored. Outreach and public communication activities are recognised within promotion and workload schemes for academic staff.		No action rquired

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10. Non discrimination	Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.	In accordance with national legislation, the University has developed extensive policies to ensure that equal opportunities are available to both potential and existing staff. One of the aims of the Equal Opportunities and Diversity Policy in particular is to "take all reasonable steps to identify and eliminate unlawful direct, indirect and systematic discrimination from its structures and practices." The ethos of UCC, which is grounded in its policies, is one that appreciates the diversity of the community as the strength of the University: "*By incorporating a broad range of human experiences and a rich variety of human perspectives, the University community enlarges its capacity for learning, enriches the quality and texture of campus life*" – Equal Opportunities and Diversity Policy, UCC. UCC's Equality Committee is responsible for promoting equality of access and equality in employment and opportunity for staff and students of UCC, for overseeing the implementation of Equality Legislation in the University and for making recommendations to the University Management Team on all matters relating to Equality. The UCC Equality Strategy 2010–2012 was prepared to identify strategic priorities for the Equality Committee and to present the contribution of the Committee to the achievement of the five strategic imperatives identified in UCC's strategic framework plan: a) Improve the student experience; b) Improve the staff experience; c) Increase research output; d) Strengthen external engagement and e) Strengthen the resource base.		No action required

UCC is committed to Equality of Opportunity for all staff and students under the nine grounds outlined in UCC's Equal Opportunities & Diversity Policy. This policy sets out the context in which the University will work to eradicate unfair discrimination which will not be tolerated in the University. UCC affirms the right of all staff and students to work and study in an environment free from harassment and bullying which is outlined in UCC's Duty of Respect & Right to Dignity Policy. UCC is committed to ensuring that people who are capable of effective performance in the posts which they hold or to which they aspire are not disadvantaged or discriminated against by reason of having a disability.

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11. Evaluation/ appraisal systems	Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.	The management of performance remains a focus for UCC. Comprehensive guidelines on career planning for research staff have been developed. The University Performance and Development Review System (PDRS) allows for a structured discussion around performance and development and the agreement of future performance objectives at an individual level. However, a gap has been identified in that reviews are compulsory for all University staff who have more than one year remaining on a contract of employment. This means researchers with shorter term contracts less than 1 year have been exempt from the process. It is intended to give this consideration and make it a mandatory requirement for all researchers to participate in the process and complete a review discussion. Furthermore it has been identified that the documentation and paperwork to support the process requires some revision to ensure it meets the needs of research staff. It is noted that the University has additional policies underpinning our research activity i.e. a Research Integrity policy has been drafted nationally and we have implemented a Research Quality Review, with phase two due to be implemented in 2014.	For further information please refer to http://www.ucc.ie/en/hr/pdrs/policy/ http://www.ucc.ie/en/researchcareers/career-mgt/guidelines-career-planning/	UCC HRS4R Action Plan 3.7, Revise the Performance and Development Review Policy and supporting documentation to ensure all researchers are included in the process and complete a developmental review.

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II. Recruitment

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12. Recruitment	Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.	The University Policy on the Employment and Career Management Structure for Researchers provides clear guidelines on the recruitment and appointment of researchers. The University has developed clearly defined position specifications for research roles, which set out the minimum standards and requirements for the post. Job descriptions clearly outline identified person and vacancy specifications and the skills required for the role. The Higher Education Access Route (HEAR) and Disability Access Route to Education (DARE) are in place in UCC for undergratuate level students and researchers from socio-economically disadvantged backgrounds and for those with a disability. In the area of Disability, UCC has a Code of Practice for the Employment of People with disabilities. The purpose of the Code of Practice is to provide a clear statement of policy in relation to people with disabilities. At undergraduate level, UCC welcomes applications from students with disabilities and there are over 800 students registered with the Disability Support Service at present. Detailed information on policies and guidelines in relation to the employment of people with a disability is published on the University website.	For further information please refer to **http://www.ucc.ie/en/dss/**	No action required

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13. Recruitment (Code)	Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and	The University Employment and Career Management Policy for Researchers sets out the provisions and guidelines for the employment of researchers. It provides clear comprehensive principles on recruitment and selection for research funded staff. Detailed information on recruitment of researchers in on the University website	For further information please refer to http://www.ucc.ie/en/researchcareers/recruitment/	UCC HRS4R Action Plan 2.4, Review and update of recruitment process as appropriate.

| | | competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic. | The University policy is that research positions must be advertised for a minimum of one week to ensure an open, transparent and competitive process. Generic job descriptions have been developed for research roles, which outline the minimum requirements, skills and competencies, as well as terms and conditions of employment. The Principal Investigator has the ability to include duties or skills considered necessary and relevant to the the specific post.

It has been highlighted not everyone considers this to be fully reflective of the routeways through which all researchers are recruited and specifically within the College of Arts, Celtic Studies and Social Sciences, where researchers frequently secure individual funding awards through the Irish Research Council and Marie Curie. It is considered the recruitment policy should include provisions to develop structures for pre-mentoring applicants to funding bodies and agencies.

Generic job descriptions have been developed for the following roles:
Research Professor
Senior Research Fellow
Research Fellow
Senior Postdoctoral researcher
Postdoctoral researcher

The University identified approximately 25% of researchers are employed in roles which support research projects in an administrative, technical and clinical capacity. Staff Categories and Job Descriptions have been developed in the University for these roles and include:
Research Support Officer
Research Support Officer Lab Manager
Research Support Officer Admin
Research Support Officer Clinical
Research Assistant
Research Assistant Admin
Research Assistant Technical

The University Training and Development website provides comprehensive information on skills development for different categories of research staff and the necessary criteria to progress through levels in the research career path. | | |

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14. Selection (Code)	Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.	The University recognises the need for Research Centres to be in a position to recruit research staff in as expeditious a manner as possible while adhering to best practice methods of recruitment and selection and in compliance with legislation. The Human Resources Department (HR) will assist and advise those involved in recruitment in Research Centres, Institutes and Units in managing recruitment of research staff. The University provides training in the recruitment and selection process to promote diversity, integrity and fairness. University policy requires selection decisions to be made objectively and not solely by the Principal Investigator (PI). It is mandatory that not less than one other individual who has knowledge of the research position and area is involved in making decisions at short listing and interview. The University Code on Conflict of Interest in relation to Recruitment applies to all members of selection committees. It is University policy that candidates are short-listed for interview based on the criteria identified in the advertisement for the post. A record must be maintained of how selection decisions were made for candidates requesting feedback on their application. Written applications and CVs form the basis of the selection process. The Department of Human Resources provides training courses as well as one-to-one advice on equality in recruitment for those involved in the recruitment process.	For further information please refer to http://www.ucc.ie/en/researchcareers/recruitment/	No action required

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15. Transparency (Code)	Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.	Candidates are notified at application stage about the process for recruitment. Selection criteria are detailed in the role description and relate specifically to the requirements for the position. Applicants are assessed based on the selection criteria identified for the post. Full particulars relating to the terms and conditions of employment, including the number of positions available are included in the advertisement for the post. Rational for decisions are recorded following short listing and interview	For further information please refer to http://www.ucc.ie/en/researchcareers/recruitment/ http://www.ucc.ie/en/researchcareers/career-	No action required

| | | so that feedback can be provided to candidates on their application and follow up done in a timely manner. The Principal Investigator must complete a 'Recommendation for Appointment Form' after interview and submit to HR confirming compliance with the University policy on the recruitment of researchers and that no conflict of interest has arisen and any issues have been dealt with in accordance with University Policy on Conflict of Interest in relation to Recruitment and Promotions. | mgt/#d.en.141585 | |
| | | The University Research Website contains a section on training and development for researchers which provides detailed information on targeted training and development initiatives for research funded staff. | | |

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16. Judging merit (Code)	The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.	Generic descriptions for research roles describe the range of skills and experience required at the different levels. Mandatory requirements for Postdoctoral researchers include: • PhD qualification • Appropriate research experience • Appropriate technical competence and accomplishment • Capability of working within a project team to achieve results • Good communication, organisation and interpersonal skills • Commitment to gaining practical experience working on a research project. • Those appointed as Research Fellow will be measured against the following criteria: • A PhD qualification and significant relevant research experience. • The capacity to work independently on research projects. • The ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in research methodologies. • Track record of high quality peer reviewed publications. • Experience in post graduate and Post-Doctoral supervision. • Strong project management experience. • Ability to provide leadership to small research teams. • Ability to secure independent external research funding. • Ability to contribute to broader organisational and management processes. • Knowledge transfer and commercialisation experience is highly desirable.	For further inormation please refer to http://www.ucc.ie/en/hr/recruitment/guidelines/GenericJobDescriptions/	No action required

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17. Variations in the chronological order of CVs (Code)	Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.	Candidate assessment is based on evidence in CVs of where qualifications and experience meet the selection criteria identified in the advertisement for the post. Interviews are skill based, competency interviews and selection is based on judging merit against the criteria identified for the post. The University Career Break policy identifies eligibility criteria to apply for a career break in the university.	For further information please refer to http://www.ucc.ie/en/researchcareers/recruitment/	No action required

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18. Recognition of mobility experience (Code)	Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.	Please refer to Section 29 There is a fully comprehensive Human Resources Recruitment and Selection Policy for Research Funded Staff including agreed standard job descriptions for postdoctoral and research fellow positions. These contain set criteria which have been developed and must be included in the job description. There is also the ability to include further competencies which are deemed necessary and relevant to the post. If mobility experience is deemed to be one of the criteria necessary for the post then it will be considered by the board of assessors in the same manner as the other criteria and scored accordingly in line with the recruitment procedure based on experience for the competency. Mobility at postgraduate level is considered as an added-value when there is a clear scientific justification.		Action 2.6, UCC HRS4R Action Plan: UCC will support mobility of researchers through provision of up-to-date relevant information and resources.

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19. Recognition of qualifications (Code)	Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.	While qualifications are required for all posts,equivalencies may be considered i.e.certain applicants may not have completed qualfications in Ireland so alternatives may be deemed suitable.		No action required

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
20. Seniority (Code)	The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.	Generic job descriptions have been developed for recruitment of research staff. The person specification outlines the skills, qualifications, knowledge, behavior, competencies and experiences required of the person being sought. The person specification contains the selection criteria against which applicants will be assessed and can be identified as essential or desirable. It is University policy that selection/rejection criteria, both job and person specific, relate only to the requirements of the job. They are the sole basis of candidate assessment. While qualifications are required for all posts, equivalencies may be considered i.e. certain applicants may not have completed qualifications within Ireland so alternatives may be deemed suitable. The setting of selection criteria, short-listing, interviewing, and selection shall, in general, follow the recommendations set out in the document UCC Policy on Equality in Recruitment and shall be conducted in a manner compliant with the Employment Equality Act 1998 and other relevant legislation.	For further information please refer to http://www.ucc.ie/en/hr/recruitment/guidelines/GenericJobDescriptions/	No action required

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
21. Postdoctoral appointments (Code)	Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.	The University Employment and Career Management Structure for Researchers identifies clearly defined levels within the researcher career path which includes Research Assistant, Postdoctoral researcher, Senior Postdoctoral researcher, Research Fellow, Senior Research Fellow and Research Professor. The development of policy in this area is a joint initiative between the Office of the Vice President for Research and Innovation and the Department of Human Resources. In accordance with the development of national recommendations and the Advisory Science Council (ASC) report 'Towards a Framework for Research Careers', the Postdoctoral phase has been implemented as an early stage career role and is a period of training and development where the researcher gains practical experience working under the direction of a Principal Investigator. The Postdoctoral/Senior Postdoctoral phase has an expected duration that lasts generally to a maximum of six years, inclusive of postdoctoral experience gained elsewhere. It is University policy to offer as much security of employment as possible and to ensure the optimum duration of contract is determined at the outset. The University provides a structured programme of training and career development, to enable Postdoctoral researchers to acquire the skills and experience necessary to move through the research career pathway to become independent researchers or to pursue careers outside of the university in private enterprise or other areas of the public sector. The next stages in the research career path are Research Fellow and Senior Research Fellow, these roles are typically independent where the researcher has an opportunity to manage his/her research programme and in many cases is the recipient of an independent funding award that covers the cost of their salary or has been appointed by the University following a competitive process. The University policy for Research Professor is for those who have attained a clear international standing in the research field, with significant experience in developing and running research groups and programmes and have obtained research grants to cover his/her salary and that of their research team. Progress through the levels in the research career path is through an open, competitive, transparent process that is based on research excellence and merit. Some concerns have been highlighted that the research policy framework implemented in UCC does not provide stability of employment for research staff. However, the reality is that Postdoc is not envisaged as a permanent career role, it enables researchers to complete their doctoral development to pursue a	**http://www.ucc.ie /en/researchcare ers/recruitment/**	Action 2.1, UCC HRS4R Action Plan: Review and update the Employment and Career Management Structure for Researchers as appropriate.

		number of career trajectories, such as to become independent, to transition to private enterprise or to obtain an academic position. The University is aware of concerns in this regard and is fully committed to supporting career development for research staff and to reviewing the framework as appropriate within the context of internal and external developments.		

III. Working conditions and social security

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
22. Recognition of the profession	All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).	The University has developed a comprehensive Skills and Career Development Framework for research staff. In recent years, there have been significant developments in doctoral education in UCC, with the development of PhD training designed specifically for postdoctoral students. The training framework for research staff will build on the training and developments in PhD training and ultimately form a continuum of training from primary graduation to independent careers in research. The framework of training will initially focus on the development of Post-Doctoral and Senior Post-Doctoral researchers and will continue to be developed with regard to Research Assistant, Research Fellow and Senior Research Fellow. The framework supports the professionalization of researchers and recognises that the researcher career path has levels with different roles; responsibilities and remuneration are based on experience and skills.		Action 4.6, UCC HRS4R Action Plan, University. Policy will continue to be developed with regard to Research Assistants, Research Fellows, Senior Research Fellows and Research Professor.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
23. Research environment	Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.	Improving UCC's agility to adapt to the rapidly changing external research environment and proactively anticipate new opportunities is a strategic imperative. Ensuring that the University has the tools to thrive in this environment and that the constraints that impact on competitiveness are removed dictated the need for a major revision of internal UCC policies relevant to the research mission. In the context of the strategically important role of research staff, a project led by the Department of Human Resources was undertaken to develop policies and procedures that support the development of research staff in the institution. New initiatives implemented include comprehensive career development and training for research staff, a recruitment policy for researchers, a new career structure for		Action 3.9, UCC HRS4R Action Plan, Access to space and facilities will be addressed through appropriate College committees.

researchers and an enhanced research contract management policy. Other policy initiatives include the introduction of a simpler, more transparent overhead allocation methodology and the creation of a Strategic Research Fund to support research activity. This resource will allow the University to stimulate new research areas that are aligned with local, regional and national priorities, and will help to ensure the sustainability and development of existing research strengths so that the UCC continues to build critical mass in areas that underpin economic growth.

Additional recent developments included the implementation of a revised research support organisational structure to deliver an enhanced, targeted support to the UCC research community and provide effective leadership of the University research support function into the future.

UCC's policy on funded research activity stipulates that the Head of Unit must be made aware of the costs and resources required to conduct the research and must approve the proposal before it is submitted to the funding agency / sponsor.

UCC Health & Safety Office also provides guidance to the greater university population to help ensure compliance with health and safety legislation. The Office prepares guidance documents, carries out risk assessments, conducts safety audits and provides safety training in order to ensure that the activities of the University do not pose an undue risk to the health and safety of staff, students and all other third parties.

A gap identified was at times researchers are recruited without sufficient consideration of the facilitates and space which is available. It is identified that appropriate facilitates (computer, room space) need to be made available to researchers.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
24. Working conditions	Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-	UCC is committed to ensuring that people who are capable of effective performance in the posts which they hold or to which they aspire are not disadvantaged or discriminated against by reason of having a disability as outlined in the UCC Code of Practice on the Employment of People with Disabilities. The University Unpaid Leave/Reduced Working Week Policy accommodates personal requirements of staff. All UCC employees are entitled to apply for unpaid leave of absence or a reduction in their contracted working week. Uncertainty was highlighted regarding the implications of maternity leave and if it	For further information please refer to http://www.ucc.ie/en/media/CodeofPracticeontheEmploymentofPeoplewithDisabilities.pdf	Action 3.5, UCC HRS4R Action Plan, Ensure research staff and PIs are informed of relevant policies and procedures and that they are communicated effectively.

	working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.	could negatively impact on the term of contract for Postdoc and Senior Postdoc and the need to ensure researchers are aware of their employment entitlements. It has been highlighted that the issue of maternity leave entitlements and PhD students is unclear and clarity should be sought from Dean of Graduate Studies in this regard.		

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
25. Stability and permanence of employment	Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the *EU Directive on Fixed-Term Work.*	The University Contract Management Policy for Research Staff sets out provisions for issuing contracts of employment in line with best practice and legislative requirements. It is University policy to offer as much security of employment as possible and to ensure the optimum duration of contract is determined at the outset. The PI is required to issue the contract for the longest duration possible subject to the actual need and/or term of the project subject to funding available. The Postdoc/Senior Postdoc phase is established as a period of training where the researcher while working under the direction of a Principal Investigator will undertake a structured programme of training and development to complete their doctoral training. It is anticipated the Postdoc/Senior Postdoc phase will generally last to a maximum of 6 years. The University will provide structured training to enable researchers to move through the research career path to become independent researchers. It was highlighted that researchers feel stability of employment is not addressed by the framework. However, the reality is there are significant differences in the duration of contracts and levels of remuneration across the various funding agencies. There is a need for consultation and cooperation between HEIs and funding agencies in this regard and funding programmes will need to ensure coherence with the proposed researcher career structure.		Action 3.1, UCC HRS4R Action Plan: The development of an agreement between the employers and funding bodies to support the career development of researchers would be advantageous.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
26. Funding and salaries	Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment	The University has implemented a salary scale for research staff. It is a requirement that researchers are paid on a point on the scale and Principal Investigators are required to budget to provide for annual increments. Contracts of employment issued to research staff include provisions on employment entitlements such as annual leave, sick leave, pension entitlements etc.		Action 3.0, UCC HRS4R Action Plan: Working Conditions and Recognition of the Profession

| | | benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities. | 25% of researchers are employed in positions supporting research projects including administrative, technical and clincal roles. Salary bands have been created for appointment of new staff to these positions to given an indication of salary placement. However, this does not provide a mechanism for awarding annual salary increments during the period of the contract and is causing some anomalies. In order to address these issues and ensure that all staff engaged in research are recognised as professionals and treated accordingly, it is intended develop a clearer and a more open policy for staff appointed to research support positions. | | |

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
27. Gender balance	Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.	Equal opportunity is ensured for all employees and applicants for employment without discrimination. The UCC Equal Opportunities and Diverstiy Policy outlines provisions to ensure all staff are treated fairly in the University. UCC is also an EU Partner in the Genovate research project, involving partners in seven European Universities. It is an action research project based on the promotion of a Gender Equality Action Plan in each partner university.	For further information please refer to http://www.ucc.ie/en/SupportandAdministration/PoliciesandProcedures/HumanResources/General/EqualOpportunitiesandDiversityPolicy/	No action required

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
28. Career development	Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.	The Staff Welfare & Development Unit supports the University's goal of ensuring staff have every opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to achieve their full potential. A comprehensive framework of Training & Development is provided in the University including career planning, training in CV's, job applications and interview techniques. *"As part of a continuous professional development process, researchers at all levels of their careers should also be encouraged to manage their own careers with the support of career advice such as provided by the UK Grad programme. Within the initial postdoctoral researcher phase, there should be an emphasis on ensuring that the expectations of postdoctoral researchers are realistic and that information and support is provided in order to ensure that they are aware of the opportunities to progress within the HEI, enterprise and public sector research*		Action 4.7, UCC HRS4R Review and modify the Performance Development Review System in the University.

systems. Having a HR-led systematic and continuous career development process extended to all contract researchers within HEIs could be supported by Principal Investigators and Deans of Research, where appropriate, contributing to a managed and peer-reviewed system of appraisal and development.", Towards A Framework for Researcher Careers. Advisory Science Council Report (2008).

In light of the above report from Forfas and the Advisory Science Council as well as the recent introduction of the Employment and Career Management Structure for Researchers in UCC, it has been identified that there is a need to develop and provide career management resources and supports to Contract Research Staff in UCC.

It has been identified that career development opportunities for researchers needs to include training in making funding applications for purposes of structured career development. Moreover many researchers and PIs are unaware of University policy on Professional Development Planning and the requirements under the policy.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
29. Value of mobility	Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.	UCC acknowledges the important role that research leave and mobility plays in supporting opportunities to pursue research interests, scholarship and the generation of publications. Research leave is governed by the University Sabbatical Research Leave Policy and all permanent and temporary members of academic staff have the right to apply for research leave [http://www.ucc.ie/en/CollegesandDepartments/MedicineandHealth/SabbaticalResearchLeavePolicy/] The UCC Strategic Research Fund (SRF), which was established as a competitive source of funding to support and develop research at the University, also funds research leave and shorter-term travel grants — all members of the UCC research community are eligible to apply to the SRF for funding. Additional funds are available to University researchers at the College-level. In terms of postgraduate student mobility, the SRF is used to sponsor PhD studentships including a travel allocation. [http://www.ucc.ie/research/rio/finding_funding/strategic_research.html]. Early stage researcher mobility is also facilitated by student participation in over 10 multi-institutional structured PhD programmes that UCC leads or is a partner. In terms of experienced researcher mobility, UCC Research Support Services actively promotes and supports all Marie Curie programme opportunities and have developed and implemented an institutional strategy that specifically targets this programme. For example, the University has been awarded a number of Marie Curie International Outgoing Fellowships that aim to reinforce	http://www.ucc.ie/research/rio/finding_funding/strategic_research.html	No action required

| | | the international dimension of our researchers' careers by giving them the opportunity to receive training at world-class research organisations. In addition, UCC is a partner in a recent Marie Curie COFUND proposal focusing on Assistive Technologies for Autism and Intellectual Disability. | | |

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
30. Access to career advice	Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.	See point 28 above		Action 4.2, 4.3, 4.4 UCC HRS4R Action Plan: Support and integrate career development planning for Postdoctoral research staff emphasising diversity of career paths.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
31. Intellectual Property Rights	Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.	UCC recognises and encourages the principle that University intellectual property (IP) should be used for the greatest public benefit. Commercialisation is often the most efficient means of promoting the widest possible dissemination and use of University IP. In such circumstances, it is appropriate and desirable for the University and the originator to benefit from the commercial exploitation of IP produced at the University. Examples of benefits to the originator of University IP include financial gain, academic recognition, possible generation of spin-off companies, and increased research income. To achieve the above objectives, UCC has developed and implemented policies and procedures for technology transfer and management of IP. The University Policy on IP provides a consistent framework within which University IP is generated through the activities of University researchers (postgraduate and undergraduate) and is managed for the benefit of the University, the originator and the public good. The Policy is in accordance with normal practice in which the University, as employer, owns the IP and proceeds to exploit the discovery. The Policy also provides for any royalties and/or other income resulting from the invention to be equitably distributed between the originator, the originator's Department and the University itself As research is recognised as a career involving mobility, the associated intellectual property and data aspects, for researchers coming into UCC and leaving UCC requires	For more information, please refer to: http://techtransfer.ucc.ie/university/policies1.html	No action required

| | | management. Mobility and associated data management and intellectual property aspects, have been indicated as one of the areas for action as part of the UCC HRS4R Action Plan. | | |

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
32. Co-authorship	Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).	Co-authorship ensures the right of researchers to be recognised for their research contribution, a principle that is fully supported and endorsed by the University.

Regarding funding applications, postdoctoral researchers within research teams across the University often contribute extensively to writing research grants. It is University policy to recognise researchers who make a significant contribution to the preparation (>20% of the writing) and submission of research grant applications.

UCC also intends to implement the recommendations of the national protocol on research integrity currently in development. | | Action 1, UCC HRS4R Action plan: Ethical and Professional Aspects |

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
33. Teaching	Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.	Teaching is recognised as valuable professional skill development category within the university researcher development framework. However, opportunities for researchers to contribute to teaching can depend on the nature of the research project or area in which a researcher is based. Generally, it seems easier for researchers based in academic departments to obtain experience in teaching. It has been identified there is a need to develop policy in this regard and provide researchers with opportunities to obtain experience in teaching if that is a skill which they wish to develop and to progress their careers.

It has been identified clarify is required on researchers contributing to teaching and the University policy in this respect. | | Action 4.8, UCC HRS4R, Action Plan, Establish a Working Group to identify requirements and policy for researchers to contribute to teaching. |

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
34. Complains/ appeals	Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.	The University grievance procedure can be used to resolve any issues or difficulties and to ensure that grievances are handled in accordance with the principles of natural justice and fairness and that a good employee relations atmosphere is maintained in the workplace. The Staff Ombudsman is a designated independent, neutral person who provides confidential and informal assistance in resolving University-related concerns, complaints or conflicts. It was highlighted not all researchers are clear on the supports available in this regard.		Action 3.5, UCC HRS4R, Action Plan, Clarity on the role of Staff Ombudsman

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
35. Participation in decision-making bodies	Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.	Postdoctoral researchers within research teams across the university often contribute extensively to writing research grants. It is University policy to recognise researchers who contributed substantively to the preparation of the proposal (>20% of the writing), in the internal grant approval process. At local level researchers are represented on departmental/school committees in the University. It has been highlighted that researcher participation on College committees is ad-hoc and uncommon.		Action 3.9, UCC HRS4R Promote participation of researchers on College and School Committees.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
36. Relation with supervisors	Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.	The University Researcher Careers Framework stresses regular meetings between PI and research staff members, with recording of actions and minutes to be handled via an on-line system. PI involvement is a key element of the researcher development framework. It was identified this is quite an informal process and needs to happen in a more structured way.		Action 3.7, UCC HRS4R, Define the probation process for research staff including setting work objectives.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
37. Supervision and managerial duties	Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.	For academic staff, supervision both of research students and early-stage researchers is a key criterion in schemes for promotion and establishment. A programme of professional development for research supervisors has been established (currently involving five half-day workshops addressing different stages of the research student life-cycle, from recruitment to examination and beyond), and participation by staff has been strong.		No action required

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
38. Continuing Professional Development	Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.	A framework for professional development for researchers, based around principles of Training Needs Analysis and Professional Development Plans has been developed, with activities and outcomes to be recorded using an electronic portfolio system. This framework recognises both formal (e.g., workshops and short courses) and informal (i.e., experiential) learning and skill development. It has been identified that an on-line system is required to support the process.		Action 4.1, UCC HRS4R, Provide resources to support career development of researchers.

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
39. Access to research training and continuous development	Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.	See point 38 above.		No action required

Charter & Code Principle	Description of Charter & Code Principle	Current Practice/Rules in UCC	Link to UCC Policy	Actions Required
40. Supervision	Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.	For all early-stage researcher, a Principal Investigator (PI) to whom they report, and who supports them in their professional development, must be identified. Staff are provided with opportunities to develop supervision skills in a structured manner as described in point 37 above.		No action required