

HR Excellence in Research

GAP Analysis (Charter and Code Checklist)

GAP Analysis (Charter and Code Checklist)

Case number

2023CZ158003

Name Organisation under review

Skoda Auto University

Organisation's contact details

Na Karmeli 1457, Mladá Boleslav, 29301, Czech Republic

Date endorsement charter and code

17/11/2023

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GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the GAP Analysis principles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

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

- **Status** : to what extent does this organisation meet the following principles?
- **Implementation (++, +/-, -/+, --)** :
 - ++ fully implemented
 - +/- almost but not fully implemented
 - -/+ partially implemented
 - -- insufficiently implemented
- **GAP** : In case of --, -/+, or +/-, please **indicate the actual "gap"** between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status**Ethical and Professional Aspects**

Status**1. Research freedom**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Škoda Auto Vysoká škola fully respects the principle of research freedom as defined by the European Charter for Researchers. Academic and research staff are guaranteed the freedom to choose research topics, methodologies and approaches within the framework of ethical and legal standards. This principle is enshrined in the institution's internal regulations, in particular in the ŠAVŠ Code of Ethics, which sets out core values, principles of ethical conduct and respect for human rights in the academic environment. The Code of Ethics is binding on all staff and students and is publicly available on the institution's website: https://www.savs.cz/en/official-documents-and-accreditation ŠAVŠ adheres to the principles of research integrity and European standards of responsible research. The institution promotes open, impartial and independent research and creates an environment that enables researchers to carry out their professional activities without undue restrictions or interference. This approach is in line with Act No. 111/1998 Coll. on higher education (§4 Academic freedoms and academic work), which defines academic rights and freedoms in the Czech Republic, as well as with the "Ethical Framework for Research" (Government Resolution No. 1005 of 17 August 2005).	Škoda Auto Vysoká škola is committed to continuing, in accordance with the principles of the Charter and Code, to regularly monitor and evaluate the conditions for research freedom. The organisation will further strengthen the role and visibility of the Ethics Committee within the institution and raise awareness of ethics and research integrity amongst academic staff through targeted training activities. ŠAVŠ will also ensure that information on ethical principles and research freedom is available in English in order to support international staff.

Status

2. Ethical principles

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Since 2021, Škoda Auto Vysoká škola has had a Code of Ethics, with its third section specifically addressing the ethical principles of scientific work. The Code of Ethics is binding on all academic staff, who are required to comply with its provisions. The Code of Ethics establishes the framework for the functioning of the Ethics Committee of ŠAVŠ, which has been operating effectively since its establishment. The institution has also implemented a whistleblowing system as part of its ethical infrastructure. Škoda Auto Vysoká škola has appointed two ombudspersons, available to both staff and students: https://www.savs.cz/en/contacts In addition, ŠAVŠ uses the NNTB (Nenech to být – “Don’t Let It Be”) platform, which allows for the reporting of breaches of the Code of Ethics: https://www.savs.cz/en/faceup-223lp Since its establishment in 2021, the Ethics Committee has held seven meetings and, as of 1 March 2025, has addressed a total of four cases. The Code of Ethics builds upon the “Ethical Framework for Research” (Government Resolution No. 1005 of 17 August 2005), which itself is based on the European Code of Conduct for Research Integrity. At the same time, ŠAVŠ adheres to the principles set out in the European Code of Conduct for Research Integrity.	Škoda Auto Vysoká škola will further strengthen its approach to addressing identified breaches of ethical principles. The functioning of the Ethics Committee is governed by the Statute and Rules of Procedure of the Ethics Committee. This document sets out the rules for appointing committee members, submitting and assessing complaints relating to breaches of the Code of Ethics, as well as procedures for meetings, decision-making and communication with the parties concerned. Complaints must be submitted in writing, preferably by email, and may be lodged by any member of the academic community, employee or trade union representative. The Committee may also initiate proceedings on its own initiative. Each complaint must include a description of the case, the identity of the person concerned, and the grounds for the alleged breach. Upon receiving a complaint, the Committee has three months to issue a decision. If this timeframe cannot be met, the complainant, the person concerned and the Director are informed. The Committee may reject complaints that fall outside its remit and may invite additional participants (e.g. witnesses) where necessary. In addition, ŠAVŠ will continue to promote the role of ombudspersons, who provide support to both staff and students. Their activities are set out in the Methodology for addressing sexual harassment and other inappropriate behaviour, available at: https://www.savs.cz/en/sexual-discrimination-and-other-harassing-behavior-206lp Any student, employee or member of academic staff may contact an ombudsperson, who provides support, listens to the complainant and suggests further steps. A record of the

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
		complaint is kept, and the confidentiality of the process is ensured. Depending on the nature of the case, it is referred to the Ethics Committee, the Disciplinary Committee or the relevant supervisor. In serious cases, public authorities may also be involved. Škoda Auto Vysoká škola also provides access to external psychological counselling and continues to promote a safe, inclusive and respectful environment for all.

3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Part 3 of the ŠAVŠ Code of Ethics also includes principles of professional responsibility, which address plagiarism and forms of research duplication. ŠAVŠ has also adopted the Intellectual Property Protection Policy OS.8.04, which applies to all academic and research staff at Škoda Auto Vysoká škola and is also binding on students.	The principle of professional responsibility is set out in the document 'ŠAVŠ Code of Ethics'. The full text of every final thesis (bachelor's and master's theses) is submitted to theses.cz (https://theses.cz/?lang=en), a system operated by Masaryk University for the detection of plagiarism. Professional responsibility is closely linked to a basic understanding of intellectual property protection, copyright and conflicts of interest. Intellectual property protection complies with legal regulations and is governed by the internal guideline 'Intellectual Property Protection OS 8.04

Status

4. Professional attitude

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	All project investigators have the opportunity to familiarise themselves with Škoda Auto Vysoká škola's payment procedures. For projects funded from internal sources, this information is available in the Guidelines for individual calls; projects funded by public funding bodies are governed by the rules of the respective funding body. For contract research projects, this information is set out in the Contract Research Projects Directive OS. 52.01; for projects receiving public funding, the rules are set out in the Public Funding Utilisation Directive OS.67.02. Each project under way has its own administrator within the Department for Research and Development Activities, who informs the Vice-Rector for Science and Research of any changes to the project's implementation or delays (with the exception of contract research projects, which, due to their simplicity and short duration, do not require an administrator). The same applies in the event of a project being suspended or terminated prematurely. The Vice-Rector then informs Škoda Auto Vysoká škola management and initiates the necessary steps both within Škoda Auto Vysoká škola and vis-à-vis the provider of the project in question. Regulations, system and operational documents, and their updates, are sent to all ŠAVŠ staff by the system integrator, who manages all such validly issued documents. Familiarisation with Škoda Auto Vysoká škola's current documentation is based on an electronic record, where the employee confirms their understanding of the text of the document in question. All internal documents are accessible to all staff via the staff portal and also via the academic information system, where the electronic record of familiarisation with the documents is maintained. The long-term objectives of Škoda Auto Vysoká škola are set out in its strategic plan, which is updated annually and published on Škoda Auto Vysoká škola's website. Annual reports are published on Škoda Auto Vysoká škola's website in the 'Annual reports' section. https://www.savs.cz/en/official-documents-and-accreditation This document serves as a key tool for planning and managing Škoda Auto Vysoká	Act No. 130/2002 Coll., on the support of research, experimental development and innovation. Act No. 218/2000 Coll., on budgetary rules and amending certain related acts. Act No. 23/2017 Coll., on the rules of budgetary responsibility. From June 2025, a project form will be used for the approval and record-keeping of projects; this form contains basic project information (project description, grant provider, programme, budget, amount of funding and level of co-financing). Academics are informed by the R&D department about relevant project calls; information on R&D is also published in a monthly internal newsletter. Academics receive the necessary administrative support when submitting a project.

Status

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	škola's development and aligns with national and European strategies for higher education and research. The delegation of responsibilities and powers within the management of research projects falls within the remit of senior academic and research staff.	

Status

5. Contractual and legal obligations

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Škoda Auto Vysoká škola ensures that all academic and research staff are properly familiarised with all relevant legal, contractual and institutional obligations upon joining the organisation and throughout their employment. Staff are obliged to comply with national legislation, internal regulations and the contractual terms and conditions of project funders. Škoda Auto Vysoká škola is governed in particular by the following legal provisions: • Act No. 106/1999 Coll., on Free Access to Information • Act No. 121/2000 Coll., the Copyright Act • Act No. 89/2012 Coll., the Civil Code • Act No. 527/1990 Coll., on Inventions, Industrial Designs and Utility Models • Act No. 441/2003 Coll., on trade marks • Government Regulation No. 397/2009 Coll., on the information system for research, experimental development and innovation • Act No. 130/2002 Coll., on support for research, experimental development and innovation • Act No. 341/2005 Coll., on public research institutions • Act No. 111/1998 Coll., on Higher Education Institutions These legal provisions primarily regulate the handling of research results, the rights and obligations of authors, the protection of intellectual property, contractual relationships with students, the conditions of employment for staff from third countries, and obligations regarding the management of public funds. ŠAVŠ's internal regulations further specify employees' obligations in the areas of labour relations, intellectual property protection, health and safety at work, and the handling of research results. Key documents include: • Guideline OS 8.042 on the Protection of Intellectual Property, which governs the handling of research results and authors' rights, • Work Regulations NO.2.03, which sets out rules on the performance of work, working hours, annual leave, obstacles to work, work discipline, ethical conduct, personal data protection, health and safety at work, and equal treatment, • Internal Pay Regulations, which govern a transparent remuneration system. Their purpose is to establish clear and transparent rules for the payment of wages, allowances, bonuses and other pay components in accordance with the Labour Code and the collective agreement. This regulation applies to all ŠAVŠ	ŠAVŠ already has a system in place for familiarising staff with their legal and internal obligations. ŠAVŠ's practice is well-structured and meets the basic requirements of the Charter. Further development should focus primarily on greater interactivity and the practical applicability of the information. Due to workload or personal preferences, staff may fail to familiarise themselves with new or updated regulations in good time; however, Škoda Auto Vysoká škola has a mechanism in place for regular annual checks and subsequent individual reminders. As part of its support for science and research, it would be advisable to include, for example, systematic information on obligations relating to project work, the popularisation of science and publication ethics.[

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	employees who are in employment, and distinguishes between academic and operational/administrative staff. It sets out not only basic pay scales according to pay grades, but also the possibility of negotiating a contractual salary for selected positions, performance-related pay, allowances for specific working conditions (e.g. overtime, weekend work, work on public holidays), as well as company bonuses and reward funds for exceptional performance. The document also includes qualification requirements for individual job roles and rules for testing professional English. All staff have access to all valid internal documents via the staff portal and the Academic Information System, where their acknowledgement of the documents is also recorded electronically. All staff are informed of changes to internal regulations or new internal regulations via their work email, with a link to the relevant document. They then confirm their understanding of the document electronically in the Academic Information System.	

Status

6. Accountability

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Škoda Auto Vysoká škola places great emphasis on the responsible, transparent, and efficient management of financial resources, whether in the context of internal projects, projects funded by public sources, or contract research. The obligation to cooperate with internal and external inspections and audits is already enshrined in contracts for projects funded by public bodies and will now also be explicitly included in contracts for internal projects funded from the state budget. Škoda Auto Vysoká škola is governed by the following legislation governing financial accountability, control and transparency: • Act No. 563/1991 Coll., on Accounting • Act No. 320/2001 Coll., on financial control in public administration • Act No. 262/2006 Coll., the Labour Code Projects funded from internal sources are governed by the Principles of individual calls for proposals; projects funded by public funding bodies are governed by the rules of the funding body. Contract research is governed by the Contract Research Projects Guidelines (OS 52.01), whilst projects receiving public funding are governed by the Guidelines on the Use of Public Funding (OS 67.02). The institution has established a system of internal regulations governing processes related to project activities, including the Project Charter, which contains basic information about the project, the supervisor responsible for leading the research team, the methodological approach to the project and adherence to the approved project budget; it also defines responsibilities based on the approval of the relevant departments of ŠAVŠ, including the organisation's statutory representative. Procurement procedures are set out in the guidelines on the Purchase of Capital Expenditure and Overhead Materials and the Purchase of Literature for the Library. The contract approval process is managed by the relevant departments; one-off contracts are subject to review by the legal department and recording by the controlling department. A directive on public	The obligation to cooperate during both internal and external audits is not yet expressly enshrined in contracts for internal projects funded from the state budget. It is necessary to examine whether existing internal regulations adequately cover the obligation to make data collection and analysis methods, research results and other relevant information available for the purposes of both internal and external review. Initiatives and proposals for improvement: • Include the obligation to cooperate with internal and external audits in contracts for internal projects. • Ensure that all processes related to project activities are described in a single, up-to-date internal regulation. • Prepare guidelines for public procurement where required for the implementation of projects funded by international programmes.

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	procurement has not yet been necessary, as the school has not awarded any public contracts. Should the need arise (e.g. within the framework of Horizon Europe projects), the relevant directive will be drawn up.	

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7. Good practice in research

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Škoda Auto Vysoká škola applies the principles of responsible, transparent and auditable management of research activities in accordance with the Charter and the Code. The institution complies with national legislation and European regulations, in particular: • Regulation (EU) 2016/679 (GDPR) • Act No. 262/2006 Coll., the Labour Code • Act No. 412/2005 Coll., on the Protection of Classified Information • Act No. 89/2012 Coll., the Civil Code (Section 504 – trade secrets) All academic and research staff receive regular training in health and safety at work and have been made aware of the Personal Data Protection Policy (OS 41.01), the ŠAVŠ Code of Ethics (No. 24.02) and the Policy on the Collection and Handling of Scientific Research Results (OS.73.01). These documents set out principles of responsible conduct, the protection of intellectual property, the secure handling of data and the transparent publication of results. The Department for Research and Creative Activity forms part of the central project register, which is shared with the International Department and other relevant operational units of ŠAVŠ. This ensures that all parties are kept up to date on project activities and that related processes are effectively coordinated across Škoda Auto Vysoká škola. Project approval takes place via the newly introduced Project Card, which serves as a unified tool for recording, assessing, approving and documenting project activities. The Project Card also enables the systematic tracking of key information about the project, its progress, financial aspects and associated obligations, thereby contributing to the transparent and effective management of Škoda Auto Vysoká škola's project portfolio. The project support system also includes ongoing collaboration with the relevant departments at Škoda Auto to share information on projects both in the planning stage and those currently being implemented. The aim of this collaboration is to monitor externally funded projects across the group and to identify in good time any risks associated with public funding, particularly with regard to the use of de minimis aid, collaboration with unsuitable or high-risk	ŠAVŠ applies and further develops elements of good practice, in particular: • systematic staff training in health and safety, GDPR and ethical principles, • mandatory familiarisation with the Code of Ethics and the guidelines on the collection and handling of scientific research results, • a standardised project record-keeping system using Project Cards and shared repositories, • a transparent project approval process, • regular submission of results to RIV and their archiving in the repository, • an internal quality assurance and internal quality assessment system, • shared responsibility between the project supervisor, the R&D department, the controlling department and the legal department. To further improve compliance with the principle of 'Good Practices in Research', Škoda Auto Vysoká škola plans to draw up a

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	partners, or potential reputational impacts. On Škoda Auto Vysoká škola's side, this agenda is coordinated by the Department for Research and Creative Activity in collaboration with the Vice-Rector for Research and Development, who also acts as the coordinator of public funding at ŠAVŠ. This coordination ensures that project activities comply with internal rules, the requirements of funding providers and the principles of responsible management of research and innovation activities. Academic staff enter the results of their scientific and creative work into the ŠAVŠ AIS (Academic Information System); selected results are also published in the institutional repository. Once a year, relevant results are submitted to the national RIV (Register of Information on Results) database as part of the IS VaVal (Research, Development and Innovation Information System), which ensures the transparency, traceability and long-term archiving of research outputs. The top 1–2 results are subsequently selected from the RIV for inclusion in the System of High-Quality Results (SKV), where they are evaluated by both Czech and international reviewers. This makes it possible to compare the quality of results from individual research organisations in the Czech Republic at a national level. The accountability system also includes an internal standard entitled 'Rules of the Quality Assurance System of educational, creative and related activities and the internal evaluation of the quality of educational, creative and related activities', which: • defines the concept of quality in accordance with the institution's mission, vision and strategic documents, • sets out preventive, corrective and developmental measures, • regulates the internal quality assessment process, • is based on national and international quality standards for higher education institutions, • promotes cooperation with public authorities, the founding body, employers, professional bodies and other institutions. This document thus significantly strengthens accountability and transparency in the field of creative activity.	binding – internal regulation governing the strategic management and administration of projects, including all processes related to project activities.

Status**8. Dissemination, exploitation of results**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Škoda Auto Vysoká škola systematically ensures the dissemination and exploitation of the results of scientific and creative activities in accordance with the principles transparency, accountability and social relevance. Research findings are published in specialist journals, monographs and conference proceedings, and are made available via the institutional repository and the VaVal information system (RIV), which were mentioned earlier in the text. ŠAVŠ also actively supports the transfer of knowledge into practice and collaboration with industrial partners, particularly in the fields of the automotive industry, digital transformation, economics and management, logistics and consumer behaviour. According to the ŠAVŠ Annual Report for 2025 (pp. 69–72): • 27 scientific and creative projects were carried out, of which 9 were international and 18 national, • more than 60 academic outputs were produced, including articles in impact-factored journals, monographs and conference papers; • the school participated in the Horizon Europe, TA ČR Beta 2 and OP JAK projects; the results were presented, for example, at the International Conference on Sustainable Mobility in Prague, as part of the 'E Mobility Adoption Across Generations'. The ŠAVŠ Annual Report is published every year published on the school's website (https://www.savs.cz/uredni-deska), thereby ensuring public access to information on the institution's research and creative activities. This method of disseminating results is in line with the principles of open science and enables their use in both the academic and applied spheres.	Škoda Auto Vysoká škola will continue to apply and develop established approaches such as: • regular publication of an annual report containing comprehensive data on scientific and creative activities, • systematic uploading of results into the Academic Information System (AIS), the institutional repository and the national RIV database (Register of Information on Results), • active participation in international conferences and projects, • collaboration with industrial partners • supporting the transfer of knowledge and innovation in line with national and European strategies. Furthermore, we consider it appropriate to strengthen the promotion of research results in English for an international audience, clearly identify the persons responsible for communication (whom the media, schools and partners can contact) in the ŠAVŠ contacts.

Status

9. Public engagement

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Škoda Auto Vysoká škola actively communicates the results of its scientific and creative activities to both the professional community and the general public, and has long supported society's involvement in discussions on current topics relating to research, innovation and the development of the automotive industry. These activities are in line with the principle of Public Engagement, which emphasises the responsibility of research organisations to share knowledge with society. The results of research activities are regularly presented at Research Open Days (ROD), which ŠAVŠ organises annually in a hybrid format (on-site + online). The event is aimed at the professional community, students and the general public alike, and facilitates direct dialogue with researchers. ŠAVŠ also helps organise both specialist and popular science conferences, such as mŠVOK, CLC (Carpathian Logistics Congress), GERPISA and COMSYS, which bring together the academic world, industry partners and the public. ŠAVŠ organises hybrid seminars open to the public, focusing on current topics related to the automotive industry, sustainability and digital transformation. Working with secondary school pupils is also a significant part of its public engagement. Academic staff prepare bespoke specialist lectures designed to foster an interest in science and technical disciplines. ŠAVŠ students are actively involved in research projects, student competitions and specialist activities as part of the Student Grant Competition, contract research projects, and through publications in specialist journals and participation in conferences. Automotive Studie is a long-standing project focused on research in the automotive sector, examining it not only from technical and technological perspectives but also from financial and marketing angles, with an overlap into the field of sustainable development. The publication is freely available on the school's website. (https://www.savs.cz/en/sau-annual-study-94lp). Information on ongoing projects, research outputs and achievements is also published regularly on Škoda Auto Vysoká škola's website:	Good practices will continue to be reviewed and developed in the future: • annual organisation of Research Open Days in a hybrid format, • publicly accessible specialist seminars organised by ŠAVŠ, • organisation of scientific conferences (e.g. mŠVOK, CLC – Carpathian Logistics Congress), GERPISA, METAL and COMSYS, • active communication on social media and regular website updates, • involving students in research projects and outreach activities, • specialist lectures for secondary schools, • participation in nationwide outreach events (e.g. Researchers' Night), • a brochure on R&D, a Linktree and a dedicated research section. However, it is necessary to focus on the overall systematisation of this area and incorporate it into Škoda Auto Vysoká škola's overall strategic framework: •

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	(https://www.savs.cz/en/general). A marketing tool has been created for the professional community and to facilitate networking within the international research community – a BOOKMARK featuring a QR code linking to R&D activities, which is available for distribution at ŠAVŠ events and activities. Information on research topics and areas of focus is also disseminated via a brochure on science and research, which serves as targeted specialist material for potential interested parties and partners seeking collaboration in the field of science and research. The above-mentioned tools are available entirely in English. ŠAVŠ also actively communicates on social media (Facebook, Instagram, LinkedIn), where it shares updates on Škoda Auto Vysoká škola's activities, including research initiatives. To help the public easily navigate the information, Linktree is also used, bringing together all relevant links to research activities. The school has joined in a nationwide public engagement event called 'Researchers' Night'. In preparation for this major event, a pilot event entitled 'An Afternoon with Science' – a public engagement event for the general public – has already taken place, during which the principles, approaches and results of research were presented through workshops, lectures and interactive activities.	internal regulation needs to be drawn up to systematise and methodically regulate public engagement activities, their planning, responsibilities and impact assessment, • there are no formal provisions setting out how the effectiveness of outreach activities and their benefits to the public are monitored, • it is advisable to strengthen the presentation of research results in English for an international audience.

Status

10. Non discrimination

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	The requirement for a non-discriminatory approach is enshrined in the preamble and in Section 1) of the ŠAVŠ Code of Ethics. Škoda Auto Vysoká škola has also adopted the GEP (https://www.savs.cz/en/without-difference-180lp); furthermore, whistleblowing is handled via a dedicated reporting application, which is available to all on Škoda Auto Vysoká škola's website. Škoda Auto Vysoká škola is committed to combating sexual discrimination. The 'Guidelines for Dealing with Sexual Harassment and Other Inappropriate Behaviour' (OS. 61.01) have been published. https://www.savs.cz/en/sexual-discrimination-and-other-harassing-behavior-206lp These set out procedures for dealing with cases of sexual harassment, discrimination and other forms of inappropriate behaviour within Škoda Auto Vysoká škola's academic environment. Its aim is to create a safe, equitable and respectful environment for all staff and students at the school. The document defines key terms such as sexual harassment and gender discrimination, describes the options for reporting inappropriate behaviour, the role of contact persons, the procedure for handling individual cases and the availability of external psychological counselling. The guidelines emphasise the importance of discretion and confidentiality on the part of all those involved in order to prevent secondary victimisation. In the event of a serious breach of the rules, the case may be referred to the Ethics or Disciplinary Committee, or to the relevant state authorities. The document applies to all	The following documents form the basis for non-discrimination at Škoda Auto Vysoká škola: Constitutional Act No. 23/1991 Coll., CHARTER OF FUNDAMENTAL RIGHTS AND FREEDOMS The Labour Code, Act No. 262/2006 Coll. Anti-Discrimination Act No. 198/2009 Coll. Act No. 435/2004 Coll., on Employment. Conditions for a bilingual environment are created by organising language courses, which are free of charge for staff. Staff may use the language training provider Edoo. Information on language training is provided by the HR department, which also handles enrolment in language courses and the subsequent administration of the system through which the language training takes place. Access to further training is available to all employees without distinction. Once a year, an employee appraisal is carried out by their line manager; see No. 11 Evaluation/appraisal systems. Employee remuneration is governed by the Pay Regulations ŠAVŠ. The system for claiming benefits is entirely transparent, and an entire section on the staff portal is dedicated to them, which also includes contact details for the HR department should an employee have any queries. Positions are filled through open recruitment processes. Suggestions for improvement: The creation and publication of English translations of ŠAVŠ's key regulations. Škoda Auto Vysoká škola has long supported the principles of equal treatment, diversity and inclusion. These principles are enshrined in internal regulations

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	persons associated with ŠAVŠ – both staff and students.	and are actively developed through the Gender Equality Plan (GEP), which is publicly available in both Czech and English. The GEP is systematically implemented in line with the set objectives, and its implementation has been supported by a gender audit. The organisation is thus actively contributing to the creation of an inclusive and equitable working environment. Further development in this area lies primarily in the deeper integration of the principles of diversity and inclusion into specific HR processes, particularly in the areas of recruitment and career development, in line with the updated requirements of the Charter (2023).

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11. Evaluation/ appraisal systems

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	At Škoda Auto Vysoká škola, a systematic approach to evaluating academic performance, including research, is in place. Evaluations take place annually at the level of department heads and the head of the research centre. Each academic staff member draws up and regularly updates a personal development plan (PDP), which includes a retrospective section (an assessment of results achieved) and a prospective section (definition of objectives for the coming period), with significant attention being paid to publication and project activities. The basis for the annual assessment is also the quantification of performance in the field of research and development in accordance with Annex 2 of the Guidelines for Determining the Personal Assessment of Academic Staff (OS.28.03). Performance standards are set for academic and research staff, expressed in terms of so-called 'countable hours', which reflect their teaching and research activities. The results achieved subsequently serve as the basis for determining the amount of the personal performance-related pay. At the institutional level, the quality of research activity is regularly assessed both externally and internally. Every five years, Škoda Auto Vysoká škola participates in the national evaluation of research organisations (Ministry of Education, Youth and Sports of the Czech Republic), conducted with the involvement of an international evaluation panel. In 2025, ŠAVŠ underwent this evaluation for the second time; the results, published in June 2026, confirmed an overall rating of D (on a scale of A–D), with improvements achieved in two of the five modules assessed, and the international panel identified progress	ŠAVŠ aims to maintain and further develop the existing evaluation system, in particular by strengthening its transparency, motivational function and links to the institution's strategic objectives. In the coming period, it plans to: • further develop Personal Development Plans (PDPs) as a key tool for individual career management, including greater alignment with institutional priorities in the areas of research, internationalisation and collaboration with the applied sector, • to strengthen the qualitative component of performance appraisal alongside quantitative indicators, in particular through discussions between staff members and their line managers during annual appraisal interviews, • systematically utilise the findings of external evaluations (Ministry of Education, Youth and Sports, National Audit Office) and the recommendations of international panels, and incorporate them into internal processes and the strategic management of research activities, • develop data support for evaluation (records of research output, project activities, publication results and also R&D outreach activities aimed at the general public) with the aim of simplifying administration and improving the clarity of data for decision-making, • strengthen feedback to academic staff so that evaluation is perceived not only as a control mechanism but, above all, as a tool for professional development. This approach

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Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	across a number of qualitative criteria. Internally, the research area is included in the regular assessment conducted by the Internal Evaluation Council as part of the Internal Evaluation Report and its annual updates. Another source of external feedback is the evaluation by the National Accreditation Authority, which in 2024 granted ŠAVŠ institutional accreditation for its economics degree programmes at Bachelor's level, confirming the effectiveness and reliability of the institution's internal quality assurance mechanisms.	enables ŠAVŠ to maintain a functional and transparent evaluation system in the long term, in accordance with the principles of the European Charter for Researchers, whilst continuing to adapt it to the changing demands of the research environment.
Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.		

Status**12. Recruitment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	At present, there is no distinction between the recruitment of academic staff and that of science and research staff. Recruitment is carried out in accordance with the guideline 'Recruitment Process for New Employees' (OS.62.01), which sets out the precise procedure, including non-discrimination provisions and a detailed description of the training provided to the selection panel, which is duly trained. Prior to each selection process, members of the selection panel are sent a presentation setting out the Ethical Principles, non-discrimination principles and examples of appropriate and inappropriate questions. There is no OTM-R policy.	Create and implement an OTMR policy. A Career Policy will be drawn up. We also comply with the following regulations: Act No. 262/2006 Coll., the Labour Code Act No. 110/2019 Coll., the Personal Data Processing Act. Given the size of the organisation, no international portal is currently used to advertise job vacancies. In the future, as part of a greater focus on international collaboration with foreign researchers, we plan to use foreign-language portals to advertise career opportunities at our institution. We currently post job vacancies on our careers website and also use social media (Facebook, LinkedIn, Instagram).

Status**13. Recruitment (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	We do not use any international websites to advertise job vacancies. Given the size of the organisation, prospects for career progression are limited. Vacancies are posted on the website in the careers section and on a job portal. The advert lists key requirements in line with the job description, as agreed with the head of the department where the vacancy is available. The job advertisement includes: - job title - Job requirements - Job description - list of benefits - Expected start date - List of documents required to apply - contact details for the HR officer	When recruiting research staff, a job advertisement containing the relevant details will be posted on https://www.euraxess.cz

Status

14. Selection (Code)

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	Guideline on the Recruitment Process for New Employees OS.62.01. The head of the department for which the position is being recruited and the HR officer are present during the selection process. If necessary (depending on the job specification), another member of staff in a similar role with relevant experience in the position being recruited for may also be present. The selection process is led by a selection panel (the head of the department, a human resources officer, and, where applicable, a researcher in a similar role). All members of the selection panel receive training prior to the face-to-face interview on the correct procedures to follow during the selection process.	A balanced ratio between men and women will now be enshrined in the guideline 'Recruitment Process for New Employees OS.62.01', taking into account the size of the organisation. The HR officer will propose the composition of the selection panel, taking into account the specialist knowledge of the panel members, including the sectors in which they operate. We support gender diversity; we do not discriminate against foreign nationals, nor do we discriminate against job applicants on the basis of age. In the event of an increase in the number of research staff, it will be necessary to take into account and incorporate the ŠAVŠ Career Regulations. Admissions procedure: The HR officer will publish a job advertisement on Škoda Auto Vysoká škola's website and, where appropriate, on other platforms (e.g., LinkedIn, JOBS.cz), including the requirements for qualifications and experience, as well as the deadline for submitting applications. Based on the CVs received, the HR officer will assess candidates based on their work history, experience, and fulfilment of the requirements. They will select the most suitable candidates for the next round. Selected candidates will be contacted by telephone, informed that they have been shortlisted for the selection process and invited to a face-to-face interview. Candidates are sent an email containing: the date and venue of the interview, a list of the selection panel members, information on the interview process and the required documents. Before the interview, HR briefs the panel members on: the rules of the selection process, the principles of equal treatment, non-discrimination and objective assessment. Interviews are conducted according to pre-determined criteria and a set structure; the panel assesses candidates on the basis of their competencies and experience. Feedback is provided to each candidate via a telephone call with a recruitment officer, who always states the reason for any rejection. The selection process must be completely transparent.

Status**15. Transparency (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Currently, candidates are informed immediately after submitting their application for a vacancy. The HR officer then sends the candidate information regarding the format, provisional time, venue and conditions of the selection process. Once the selection process has concluded, feedback is provided, including the reason for not being successful in the selection process.	We state the number of vacancies in the job advertisement. The selection criteria reflect the qualification requirements. We provide information on the next steps, deadlines and so on as early as the first round. We provide feedback to applicants – we inform everyone of the conclusion and outcome of the selection process, and provide more detailed feedback on request.

16. Judging merit (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	As part of the selection process, candidates are assessed on the basis of their experience to date, including professional experience, publications and significant achievements throughout their career. Fulfilment of the individual criteria is assessed both qualitatively and quantitatively. There is no distinction made in the selection process between the recruitment of academic staff and science and research staff. All candidates are treated equally and under the same conditions.	We assess previous experience in similar roles. We use references from previous employers with the candidate's consent. We do not plan to introduce any measures in this area.

Status**17. Variations in the chronological order of CVs (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	The principle is fully implemented, but is not set out in internal documents. Applicants submit a professional CV and, where applicable, a list of publications. A career break (for any reason) is not viewed negatively. Only experience, professional practice, publications, etc. are taken into account.	Update to the guideline 'Recruitment Process for New Staff' (OS.62.01) and update to the presentation for the selection committee, which is sent to all members of the selection committee prior to each interview. The selection committee will now also receive training on non-discrimination in the event of a career break for a research staff member. We ask about your career history. A career break is not grounds for discrimination or exclusion from the selection process.

18. Recognition of mobility experience (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	All ŠAVŠ staff members have the opportunity to take part in international mobility under the Erasmus+ programme. Participation in mobility programmes or other international experience is taken into account during the selection process, but this is not explicitly set out in the Recruitment Process for New Staff OS.62.01 guideline.	Update of the 'Recruitment Process for New Staff' guideline OS.62.01 and update of the presentation for the selection panel – the selection panel will be trained to take international mobility into account. Experience of mobility within workplaces or interdisciplinary mobility is regarded as an important aspect of a candidate's professional development. We recognise and view favourably professional experience gained abroad.

Status**19. Recognition of qualifications (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The recognition of qualifications is based on legal provisions, primarily Act No. 111/1998 Coll., on Higher Education Institutions, and the so-called Lisbon Convention of 2007 (Convention on the Recognition of Qualifications). The qualification requirements for candidates are determined by the position on offer, form part of the published vacancy notice, and are always assessed objectively by the selection committee.	The level of professional qualification is assessed on the basis of an evaluation of all documents required for the selection procedure We view relevant studies undertaken abroad favourably and fully recognise work experience gained abroad.

20. Seniority (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	During the selection process, candidates are assessed solely on the basis of the criteria announced in advance, as set out in the job advertisement.	Update to the OS.62.01 Recruitment Process for New Employees guideline and update to the presentation for the selection panel, which is sent to all members of the selection panel prior to each interview. The level of qualification required always fully corresponds to the demands of the post. We do not discriminate against employees on the basis of the reputation of the institution where they achieved their previous results or the required length of experience.

Status**21. Postdoctoral appointments (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Given the size of the institution and the absence of a doctoral programme, the recruitment of postdoctoral researchers does not take place very often, and this principle is therefore not enshrined in any internal regulations. However, if a young researcher is admitted to Škoda Auto Vysoká škola, they are offered support as part of their academic career (in accordance with the guidelines set out in the 'Rules for the Competence Development System for Academic Staff' (OS. 34.01).	Škoda Auto Vysoká škola will address this issue in depth should it obtain accreditation for a doctoral programme. In that case, the recruitment of postdoctoral researchers will be enshrined in internal regulations, including the OTM-R policy.

Working Conditions and Social Security

Status**22. Recognition of the profession**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	All research staff are recognised as members of the professional group. Škoda Auto Vysoká škola enables them to pursue further training and gain experience through mobility schemes, and provides them, via the Department for Research and Creative Activity, with all essential information on research opportunities, etc. (Guideline: Rules for the Competence Development System for Academic Staff OS.34.01. Membership of departments and individuals in trade unions and professional associations is encouraged, as is their interdisciplinary and international mobility and participation in specialist conferences or placements. An overview of institutional and individual memberships is always included in the annual report.	No additional measures are planned, as this principle is already fully implemented.

Status**23. Research environment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The employer provides researchers with all the equipment they need for their work – IT equipment and access to classrooms and specialist laboratories (within the new Na Hejdovce Technical Education Centre, where new specialist laboratories have been established in line with the focus of Škoda Auto Vysoká škola's technically oriented departments); the library offers a wide range of specialist texts for loan, regularly updates its collection in line with the needs of academic staff, and also provides access to verified e-databases containing specialist journals and books. All staff undergo regular training in occupational health and safety (Fire Safety NO. 4.02, Occupational Health and Safety NO. 5.02).	Health and safety training is conducted via an online system, which every employee logs into. The system contains OHS training materials, available in both Czech and English according to the employee's preference. The employee works through the training materials and must then complete an online test; upon successful completion, they receive a certificate, which they sign and submit to the HR department. The system monitors compliance with the training schedule and, in conjunction with the HR department, sends employees a reminder when their training certificate is due to expire. On this basis, the employee repeats the training and, upon successful completion, submits a signed training certificate to the HR department.

Status

24. Working conditions

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The general framework for these conditions is set out in legislation – the Labour Code, the Employment Act and the Higher Education Act. These laws, together with the collective agreement, define the working conditions for all employees. Employees have several options for flexible working arrangements, ranging from part-time roles to working from home.	Act No. 262/2006 Coll., the Labour Code Act No. 435/2004 Coll., on Employment Act No. 119/1998 Coll., the Higher Education Act and on amendments and supplements to other acts Every year, a survey – the Employee Satisfaction Survey – is conducted across the entire organisation. Every comment regarding the working environment is addressed individually, and all suggestions and management's responses are discussed at an annual workshop held in January, which is compulsory for all employees and at which the survey results are presented to all staff. At the same time, the Slido app is used during the workshop, and all employees can ask any questions – even anonymously – directly at the workshop in the presence of all senior managers. If, due to time constraints, not all questions can be answered, the answers are subsequently sent by email to all employees. An annual staff appraisal takes place – satisfaction with the working environment and suggestions for improvement form the basis of the discussion between the manager and the employee The staff portal provides all staff with a graphical overview of flexible working arrangements. We currently offer flexible working hours, the option to work from home, reduced working hours, a compressed working week and flexible shift planning. Set out in the Internal Regulations: Working Hours OS.59.03, Work Regulations NO.2.03 Health and Safety at Work NO.5.02 Fire Safety NO.4.02) Škoda Auto Vysoká škola supports work-life balance and employee wellbeing through various flexible working arrangements and an individualised approach to staff. Flexible working conditions (e.g. flexible working hours or the option to adapt one's working pattern) contribute to creating a supportive working environment and long-term employee satisfaction. In line with the updated principles of the Charter (2023), this area is being further developed, particularly with a view to more systematic monitoring of staff satisfaction and wellbeing.

Status**25. Stability and permanence of employment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Škoda Auto Vysoká škola operates in the area of employment relationships in accordance with current legislation (the Labour Code) and standard practice in the academic environment. Newly recruited staff enter into fixed-term employment contracts, which serve to assess mutual cooperation and professional competence. The subsequent development of the employment relationship is based on a long-term employment perspective, with contracts being converted to permanent terms or extended in justified cases, depending on the organisation's needs and the nature of the work performed. In the case of project-based roles, the duration of the employment contract is naturally linked to the duration of the specific project. Škoda Auto Vysoká škola also promotes stability and long-term cooperation with employees through: - systematic support for their professional development, - involvement in research projects (e.g. GAČR, TAČR, Horizon Europe), - support for publishing activities, - and benefits linked to service anniversaries in accordance with the collective agreement.	No additional measures are planned, as this principle is already fully implemented.

Status**26. Funding and salaries**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The pay system for academic staff is set out in the current collective agreement, which is valid for a period of four years. In addition, an Agreement on the Pay of Academic Staff is negotiated with the trade unions annually, setting out in detail the levels of the individual pay scales and the amounts of all pay supplements. On 1 July 2024, a new version of the Guidelines for Determining the Personal Remuneration of Academic Staff came into force. 28 March, which introduced new academic positions that better reflect the scope and activities of academic staff: “researcher”, “academic staff member with a predominant research focus”, and “lecturer”. New ratios for work performance (teaching/science and research) were also established. A standard academic staff member has a set ratio of teaching to research and development (R&D) activities of 60:40; an academic staff member with a predominant research focus has a ratio of teaching to R&D activities of 30:70; a research fellow is assessed solely on their performance in the field of R&D; and a lecturer, conversely, is assessed solely on their performance in the field of teaching.	Newly appointed academic staff will receive information on the current rates of pay and allowances before commencing their employment. Furthermore, as part of the induction process, they are required to familiarise themselves with the current collective agreement. Existing staff are always informed of the currently valid pay agreements following collective bargaining. The collective agreement and related pay agreements are available to all staff on the staff portal and in the internal academic information system (AIS). Ongoing monitoring of research staff’s satisfaction with their workload is carried out as part of the annual appraisal interview with their line manager. All staff are entitled to a contribution towards supplementary pension savings/supplementary pension insurance after three months’ employment. A canteen is available to all staff in the Škoda Auto Vysoká škola building, and a meal allowance is provided to every member of staff immediately upon joining. A satisfaction survey is also organised once a year in the canteen. All staff members receive an employer’s contribution towards holiday leave immediately upon joining, as well as entitlement to the employer’s healthcare benefits. An overview of all staff benefits is available to staff on the staff portal, and individual benefits are presented in more detail in monthly internal newsletters sent out regularly to all staff.

Status**27. Gender balance**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The criteria for recruiting new staff are gender-neutral. Emphasis is placed on candidates' experience and skills, regardless of gender. This is enshrined in the guideline 'Recruitment Process for Academic Staff' (OS.62.01) and in the ŠAVŠ Code of Ethics (NO.24.02), https://www.savs.cz/en/official-documents-and-accreditation). At the same time, a Gender Equality Plan (GEP) (link) has been established, setting out specific objectives and procedures for achieving gender equality at all levels of the workforce.	Act No. 262/2006 Coll., the Labour Code Constitutional Act No. 1/1993 Coll., the Constitution of the Czech Republic Act No. 198/2009 Coll., on equal treatment and legal remedies for protection against discrimination, and amending certain acts Currently, 56 per cent of the organisation's staff are women. The school's management comprises 2 women and 3 men. In our gender equality plan, we are committed to the long-term goal of gender equality. At the same time, the school, in collaboration with the Marketing Communications Department, is committed to promoting technically oriented study programmes among female prospective students, with a view to increasing the number of female students in technical fields in the future and, consequently, the number of female researchers. Every year, ŠAVŠ also organises the Lean-In programme for talented female students who are identified as having the potential for future careers, whether in industry or academia, thereby supporting equal opportunities and the development of future female researchers and professionals.

Status

28. Career development

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	At present, there is no clearly defined procedure for the career development of individual staff members. Each staff member has only a personal development plan, which is drawn up in accordance with the Guidelines for the Personal Appraisal of Academic Staff OS.28.03, but the link to the training system and the training plan is unclear.	Drafting of internal regulations for academic staff regarding their career development. Linking this to the training plan. To this end, a Career Charter will be drawn up. Research assistants have plans to obtain habilitation[kG1.1] in their ORP plans, whilst associate professors aim for full professorships. Conditions for a bilingual environment are being created through the organisation of language courses, which are free of charge for staff. Staff have the opportunity to use the Edoo language learning platform. Information on language training is provided by the Human Resources Department, which also facilitates enrolment in language courses and the subsequent administration of the system through which the language training takes place. Once a year, a training plan for the following year is drawn up in collaboration with senior staff and the Škoda Auto Vysoká škola management. The basis for drawing up the training plan is the annual interviews between the line manager and the staff member, during which development needs are identified. Most departments employ interns, who are selected from among our students through a competitive selection process. This involves close cooperation with the Student Affairs Department, which sends details of vacant internship positions to all students and also posts them on social media (LinkedIn, Facebook, Instagram). The ŠAVŠ Library and staff of the R&D Department have access to major databases via the KNAV paid subscription service and, upon request, can help academics locate the information they need. ŠAVŠ is involved in a national project providing preferential access to electronic information resources: https://www.savs.cz/uzitecne-elektricke-informacni-zdroje-s-pristupem-zdarma-useful-information-resources-with-free-access-17lp . Furthermore, the library provides research assistance on request to support the preparation of publications. Each year, the library allocates a significant portion of Škoda Auto Vysoká škola's budget to the renewal of its book collection.

Status**29. Value of mobility**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Researchers have the opportunity to gain experience through mobility in several ways. The Personal Development Plan includes, amongst other things, a mobility plan, which is reviewed and updated every two years. In addition, a Plan for Travel to Scientific Conferences is drawn up annually, under which Škoda Auto Vysoká škola supports academic staff in attending relevant conferences both domestically and abroad, as well as trips for the purpose of networking in the field of research. Academics also participate in mobility projects with a scientific and research focus (e.g. COST, BTHA).	We fully support international and interdisciplinary mobility, including mobility within our own organization.

30. Access to career advice

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Academic staff have access to advice from their line manager or, where applicable, the HR department, which can also provide guidance on drafting CVs, etc. This is not enshrined anywhere in the internal regulations. Škoda Auto Vysoká škola lacks a mentoring scheme.	The Career Regulations will enshrine the right of staff members to discuss their career development with their line manager. In the field of science and research, staff members' activities in this area can be supported through consultations with the Research and Creative Activities Department.

Status**31. Intellectual Property Rights**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Intellectual property is dealt with in the Intellectual Property Protection Directive OS.8.04, which was revised this year. Intellectual property is generally treated as a work created in the course of employment; if a researcher is not employed by the organization, appropriate license agreements are concluded. Should public-law protection be required, the R&D Department is prepared to provide all necessary assistance, including covering the costs of patent registration, etc. When final qualification theses are submitted, the extent to which their content matches that of other texts is checked using the Theses system.	Intellectual property rights at Škoda Auto Vysoká škola are governed by the following documents: Intellectual Property Protection OS.8.04 Act No. 106/1999 Coll., on Free Access to Information Act No. 121/2000 Coll., on copyright, rights related to copyright and amending certain acts Act No. 89/2012 Coll., the Civil Code · Act No. 527/1990 Coll., on inventions, industrial designs and utility models

Status

32. Co-authorship

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	ŠAVŠ applies the principle of co-authorship as a standard and natural part of research and publication activities in accordance with the principles of the European Charter for Researchers. Co-authorship is promoted as a tool for sharing knowledge, developing skills and enhancing the quality of scientific outputs, both at the national and international levels. Although it is not explicitly enshrined in a separate internal regulation, its application is based on standard academic practice, ethical principles and relevant legislation. More experienced academic staff actively involve their junior colleagues in publishing activities, based on the principles of voluntariness, mutual benefit and professional guidance. This approach contributes to the professional development of early-career researchers and to strengthening teamwork. Support for co-authorship is also provided at the level of department management. Another tool for this support is the regular meetings held as part of the Research Club platform, which creates an open space for sharing knowledge, discussing current research topics and forging professional links. During these meetings, staff have the opportunity to actively discuss their research plans, share experiences from project work and publishing activities, and develop the potential for joint outputs, including co-authored publications. Each meeting focuses on a currently relevant topic – such as announced research calls, institutional processes or examples of good practice – which helps to bring experts together in a targeted manner and identify opportunities for collaboration. Škoda Auto Vysoká škola creates a motivating environment for co-authorship through financial instruments, in particular the system of so-called open calls. Each co-author is entitled to an appropriate share of the financial reward for publications meeting the conditions of the call, with the amount of the reward reflecting both the quality of the publication and the author's contribution. In the case of co-authorship, the reward is distributed proportionally according to the size of the author's contribution. Open calls, issued regularly by Škoda Auto Vysoká	The current system at ŠAVŠ provides a good foundation, particularly thanks to motivational tools (open calls) and support for internationalization. Further development should focus primarily on greater formalization of the rules, enhanced transparency, and systematic support for early-career researchers and international collaboration. • Strengthen support for junior researchers, for example through training focused on publication processes, ethics and co-authorship. • Focus on projects leading to the formation of international research teams (ideally long-term ones). • Raise awareness of Research Club as a suitable platform for sharing research topics and potential co-authorship opportunities. • To raise awareness of the Ethical Framework and the prevention of unethical practices (e.g. the prevention of so-called 'gift

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	škola's rector, represent a key tool for strategic management in the field of research and development. They are aimed at supporting high-quality publication outcomes and, at the same time, significantly encourage international co-authorship. For example, the open call for the period 2025–2026 sets out financial rewards for publications in prestigious databases (WoS, Scopus) and includes bonuses for, amongst other things, the participation of foreign co-authors or the involvement of institutions with a high international reputation. In this way, Škoda Auto Vysoká škola systematically supports the internationalisation of research and engagement with global scientific networks. Co-authorship is also encouraged within the framework of interdisciplinary collaboration – both across departments and in cooperation with external institutions. These activities often lead to the creation of intellectual property (e.g. patents, utility models and industrial designs), which are registered in national and international databases. The order of authorship in publications is governed by the conventions of the relevant discipline and publishers' guidelines, whilst always reflecting the actual contribution of individual co-authors. This practice is in line with the principles of transparency and fair recognition of contribution, as required by the Charter. The legal framework for co-authorship and the protection of creative works is based primarily on: • Act No. 121/2000 Coll., the Copyright Act, • Act No. 527/1990 Coll., on Inventions and Industrial Designs, • Act No. 89/2012 Coll., the Civil Code, • Act No. 106/1999 Coll., on Free Access to Information, • Government Regulation No. 397/2009 Coll., on the R&D&I Information System. A positive approach to co-authorship, including an emphasis on fair recognition of contributions and ethical conduct, is firmly embedded in the institution's processes. Overall, the principle of co-authorship at ŠAVŠ is applied in accordance with the requirements of the Charter as a means of supporting open, collaborative and internationally oriented science.	authorship' or 'ghost authorship'). • Monitor the impact of open calls on the quality and structure of publishing activity. • Use data for further strategic management of R&D

Status**33. Teaching**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Academic staff have the option to choose a category based on the balance between their teaching and research activities, and are subsequently assessed and remunerated according to this classification. Academic assessment is carried out once a year and covers a wide range of activities related to teaching, research, and creative work. This principle is enshrined in organisational guideline OS.28.03: Guidelines for Determining the Personal Remuneration of Academic Staff. A new system of training for teaching staff has been introduced, focusing on the sharing of best practices in the field of teaching skills. Academic staff train one another through internal workshops, and external trainers are also invited to Škoda Auto Vysoká škola. This principle is enshrined in Directive OS.34.01: 'Rules for the System of Competence Development for Academic Staff to Ensure the High Quality of the Educational Process'.	No additional measures are planned, as this principle is already fully implemented.

Status**34. Complains/ appeals**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The complaints process for academic staff is not precisely codified, but Škoda Auto Vysoká škola has processes and procedures in place for handling complaints generally applicable to all staff. These are set out in the Methodology on Sexual and Other Harassing Behaviour (OS.61.01), the Whistleblower Protection Directive, and the Ethics Committee (https://www.savs.cz/en/sexual-discrimination-and-other-harassing-behavior-206lp) The impartiality of the Ethics Committee has been strengthened by the inclusion of external members who have insight into the academic environment, thereby preventing conflicts of interest when colleagues assess one another.	No additional measures are planned, as this principle is already fully implemented.

Status**35. Participation in decision-making bodies**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Academic and research staff are members of bodies involved in decision-making regarding Škoda Auto Vysoká škola affairs. In our case, these are primarily: Academic Senate: 6 out of 10 members. Academic Board: 14 out of 28 members. Internal Evaluation Board: 10 out of 11 members. Internal Grants Committee: 6 out of 6 members. Ethics Committee: 2 out of 6 members. Councils of 6 study programmes: 26 out of 76 members. Editorial Board: 5 out of 5 members. Disciplinary Committee: 2 out of 4 members. The aforementioned bodies were established in accordance with Act No. 111/1998 Coll., on Higher Education Institutions, the Statutes of ŠAVŠ https://www.savs.cz/uredni-deska and the institution's internal regulations: Rules of Procedure of the Academic Senate, Election Rules of the Academic Senate, Rules of Procedure of the Academic Council, Rules of Procedure of the Internal Evaluation Council, Rules of Procedure of the Study Programme Council, Principles of the Student Grant Competition (Grant Committee), Statutes and Rules of Procedure of the Ethics Committee, Rules of Procedure of the Editorial Board, Rules of Procedure of the Disciplinary Committee.	No additional measures are planned, as this principle is already fully implemented.

Training and Development

Status**36. Relation with supervisors**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	This principle is being implemented and falls within the remit of the heads of the individual departments, as set out in their job descriptions. Department heads continuously supervise all staff in their departments, provide them with support and feedback, and once a year also assess their performance in accordance with the criteria set out in the guidelines on the determination of personal remuneration for academic staff (OS.28.03).	No additional measures are planned, as this principle is already fully implemented.

37. Supervision and managerial duties

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	This principle is being fulfilled and falls primarily within the remit of the heads of individual departments, as set out in their job descriptions. However, it is common for other, more experienced researchers to involve their less experienced colleagues in research projects and other creative activities. Administrative and information support in this area is also provided by the Department for Research and Creative Activities (publishing information on research opportunities, assistance in finding a suitable specialist journal for publishing an article, etc.).	No additional measures are planned, as this principle is already fully implemented.

Status**38. Continuing Professional Development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	ŠAVŠ supports the systematic development of researchers through individual Personal Development Plans, which all academic staff complete annually as part of their personal appraisal. At present, these plans are not monitored centrally, and specific information is available primarily to line managers (heads of departments, Škoda Auto Vysoká škola management).	Although Personal Development Plans already exist, their further potential lies primarily in their closer integration with specific strategic management tools or administrative activities, such as conference attendance plans, publication strategies or planning for open access costs (APCs). Strengthening this integration will enable more effective management of career progression, increase the transparency of development goals and contribute to targeted support for the quality and internationalization of research activities. The aim is also to reduce the administrative burden on academic staff, who will no longer be repeatedly and haphazardly asked about their research activities. This will free up time for them to focus, for example, on their own research work. As a further measure to support professional development, training courses will be organised for all academic and research staff, focusing on current topics in science and research, with an emphasis on publishing, project work and ethical principles.

Status**39. Access to research training and continuous development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	There is no clearly defined central system for recording training requirements. Training needs are addressed between the line manager and the individual staff member. However, there is no link to a central, systematic assessment of the needs of individual staff members.	A central training system linked to the HR software will be established. The training strategy will be incorporated into Škoda Auto Vysoká škola's overall strategy, and regular meetings will be held with line managers to draw up individual training plans with regard to teaching, science and research. Each year, Škoda Auto Vysoká škola draws up a training plan for all staff entitled 'Community Learning', under which training sessions reflecting current topics – such as training on the use of AI, wellbeing, healthy lifestyles, etc. – take place every month during the current semester.

40. Supervision

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	This principle falls partly within the remit of department heads, as set out in their job descriptions; administrative support may also be provided by the Department for Research and Creative Activity. However, given the absence of a doctoral programme, there are virtually no early-career researchers at Škoda Auto Vysoká škola, and so these matters are dealt with on an individual basis, without the need to introduce a comprehensive system.	Given the absence of a doctoral programme and the very low number of early-career researchers, no further measures will be taken.