

GAP ANALYSIS

HR Excellence in Research

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GAP Analysis (Charter and Code Checklist)

Case number:

2024PT233477

Name Organisation under review:

Instituto Politécnico de Setúbal/Polytechnic University of Setúbal

Organisation's contact details:

Campus do IPS-Estefanilha, Setúbal, 2910-761, Portugal

Date of endorsement of charter and code:

May 9th, 2024

Submission date to the European Commission:

September 30th, 2024 (first submission)

March 13th, 2025 (re-submission including minor changes)

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

Status: to what extent does the 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

1. Research freedom

Implementation	GAP/Implementation Impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Based on the responses to the survey and the results of the focus groups, researchers consider that they have freedom in choosing their research topics. However, they identify some constraints regarding the available time to dedicate to research (in the case of the academic staff) and the support they have available (equipment, laboratories, funding for mobility with the aim of establishing research networks) via the university's own revenues, which may, in part, restrict their activity. The situation may improve when the university's research centres start being funded by the national agency for research. The centres are at the present stage under evaluation by this agency. Meanwhile, the university provides some support its own revenues, through programme RAADRI – which supports participation in scientific conferences and publication in indexed journals in quartile 1 and	<p>A1. Create the “Researcher’s Guide”, to be made available on the IPS website, with all information on regulations, procedures and research support mechanisms available at IPS</p> <p>A2. Coordinate with the teaching and research organic units, the R&D&I office and the research centres to provide advice, support and guidance on applications and access to research projects that respect individual research freedom and contribute to the research strategy of the university</p> <p>A3. Internal dissemination of a</p>

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2 of Scopus or WoS; programme SABIN - which supports sabbatical leaves -, the reduction of teaching hours due to participation in research projects funded, and the possibility of allocating part of the balances and overheads of funded projects and services provided abroad for research purposes, which includes participation in events, publications, acquisition of equipment for laboratories, participation in networks, among others. It is worth mentioning that part of the teaching staff, and even though it is expected that part of their time is dedicated to research, face difficulty accessing some of this support because they are not directly involved in research activities on an ongoing basis.

REFERENCES

IPS programmes to support researchers can be found at:
https://www.ips.pt/ips_si/web_base.gera_pagina?P_pagina=30751

recently implemented platform (<https://investigacao-qua.ips.pt/>) that systematize information regarding ongoing applications for funding

2. Ethical principles

Implementation	GAP/Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	There is a Code of Ethics and Conduct at IPS which sets out the ethical principles to be followed by teachers, researchers and non-	A4. Periodic dissemination of IPS ethical principles and procedures to be adopted through online and/or in-

academic staff, students and external stakeholders. Moreover, there is an IPS Ethics Commission and information is publicly available at IPS website.

A researcher who intends to carry out research must submit the relevant information to the Ethics Committee for a consult and a procedure is in place. However, the results of the focus groups demonstrated that not all teachers/researchers are aware of or sufficiently informed about the conditions under which the request for a consult to the Ethics Committee and those who have already submitted a request for consult state that in some cases the time that elapses until receiving the response causes constraints in the development. Suggestions about simplifying the procedure taking into account the nature of the underlying study and the scientific area where research is developed have been made by some of the participants.

REFERENCES

Code of Ethics and Conduct can be found at: https://www.ips.pt/ips_si/web_gessi_docs.do?download_file?p_name=F-382043765/20220729_D_9382_CodigoEticaCondutalPS.pdf, published in the Portuguese official journal "Diário da República" on 29/07/2022.

person training

A5. Request all teachers/researchers to sign a declaration stating that they are aware of the IPS Code of Ethics and are committed to its principles

A6. Reformulation of the procedure for submitting a consult to the Ethics Committee in order to differentiate what is required depending on the nature of the research and its scientific field

A1. Create the "Researcher's Guide", to be made available on the IPS website, with all information on regulations, procedures and research support mechanisms available at IPS.

Ethics Committee and all relevant information available at the IPS webpage:
https://www.ips.pt/ips_si/web_base.gera_pagina?P_pagina=43702

3. Professional responsibility

Implementation	GAP/Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>There is an intellectual property regulation at IPS that is public and widely disseminate at IPS. The vast majority of agreements and funded research projects have clauses related to copyright and patents, GDPR, confidentiality, conflict of interest, etc. The plagiarism detection software provided by IPS is widely disseminated for academic purposes and has not been sufficiently promoted for use in a research context and can be useful for collaborative work, particularly for checking components of the work carried out by members of a research team, for example.</p> <p>REFERENCES</p> <p>IPS R&D policy: https://www.si.ips.pt/ips_si/conteudos_geral</p>	<p>A7. Raise awareness for the use, also in a research context, of the plagiarism checking tool made available by IPS</p> <p>A1. Create the “Researcher’s Guide”, to be made available on the IPS website, with all information on regulations, procedures and research support mechanisms available at IPS</p> <p>A2. Coordinate with the teaching and research organic units, the R&D&I office, and the research centres to provide advice, support and guidance on applications to research projects mostly for junior researchers that respect individual research freedom</p>

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.contendos _ver?pct_pag_id=38982&pct_parametros=p_ pagina=38982 &pct_disciplina=&pct_grupo=2002	and contribute to the research strategy of the university
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4. Professional attitude

Implementation	GAP/Implementation Impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Researchers who have recently joined IPS, and those who are employed for longer but are still at R1 and R2 stages, may not be familiar with the funding mechanisms and internal procedures regarding research and its administrative procedures. Information exists and is made public but sometimes it is spread out across multiple pages on the IPS website.	A1. Create the "Researcher's Guide", to be made available on the IPS website, with all information on regulations, procedures and research support mechanisms available at IPS A2. Coordinate with the teaching and research organic units, the R&D&I office and the research centres to provide advice, support and guidance on applications and access to research projects that respect individual research freedom and contribute to the research strategy of the university A8. Develop and implement a training program for researchers on project management, financial management,

human resources management and contractual obligations related to research projects

5. Contractual and legal obligations

Implementation

GAP/ Implementation Impediments

Initiatives undertaken/new proposals

-/+ partially implemented

There is an intellectual property regulation at IPS that is public and widely disseminated at IPS. The vast majority of agreements and funded research projects have clauses related to copyright and patents, GDPR, confidentiality, conflict of interest, etc. However, teachers/researchers who have recently joined the IPS, and those who are employed for longer but still at the R1 and R2 stages, may not be familiar with these. Researchers who participate in projects with allocated human resources sometimes face challenges following legal processes due to a lack of knowledge of the applicable legislation.

The regulations and relevant legislation applicable to working conditions and training can be found on the IPS website but sometimes spread across multiples pages.

REFERENCES

IPS regulation on IP:
https://www.ips.pt/ips_si/web_gessi_docs.down

A8. Develop and implement a training program for researchers on project management, financial management, human resources management and contractual obligations related to research projects

A9. Continue to provide regular training opportunities on Intellectual Property

A10. Continue to provide regular training opportunities on GDPR

A1. Create the “Researcher’s Guide”, to be made available on the IPS website, with all information on regulations, procedures and research support mechanisms available at IPS

[load_file?p_name=F-1847378512/20210517_Regulamento_436_ProprietadeIntelectualIPS.pdf](#), published in the Portuguese official journal "Diário da República" on 17/05/2021

IPS regulation on R&D projects:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F-1728444812/20200512_Regulamento_464_AlteracaoRegulamentoPSE.pdf, published in the Portuguese official journal "Diário da República" on 12/05/2020

Regulation for hiring teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=432&pv_cod=05aAaphaAw9q, published in the Portuguese official journal "Diário da República" on 18/02/2011;

Regulation for hiring non-permanent teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=431&pv_cod=05aT7a55UBa1, internal regulation issued by the IPS President on 18/09/2009;

Regulation for recruitment, hiring and evaluation

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of researchers:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf,
published in the Portuguese official journal
"Diário da República" on 26/08/2022

6. Accountability

Implementation	GAP/ Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	IPS, as a public institution, must comply with legal obligations regarding transparency, annual financial audits and financing reports. Researchers should be familiar with internal regulations and are supported by IPS services with regard to the principles of healthy, transparent and effective management of public funds.	<p>A2. Coordinate with the teaching and research organic units, the R&D&I office and the research centres to provide advice, support and guidance on applications and access to research projects that respect individual research freedom and contribute to the research strategy of the university</p> <p>A4. Periodic dissemination of IPS ethical principles and procedures to be adopted through online and/or in-person training</p> <p>A8. Develop and implement a training program for teachers/researchers on project management, financial</p>

management, human resources management and contractual obligations related to research projects

A1. Create the "Researcher's Guide", to be made available on the IPS website, with all information on regulations, procedures and research support mechanisms available at IPS

7. Good practice in research

Implementation

GAP/ Implementation Impediments

Initiatives undertaken/new proposals

-/+ partially implemented

Researchers are aware of safe working practices and take the necessary precautions for health and safety. Information on data protection is made available by the IPS but awareness should be reinforced. Actions on how to recover from information technology disasters are needed.

REFERENCES

IPS webpage on GDPR:
https://www.ips.pt/ips_si/web_base.gera_pagina?P_pagina=40723

A10. Continue to provide regular training opportunities on GDPR

A11. Development of a GDPR regulation that covers research

A12. Create a best practices guide on how to manage and protect data

A1. Create the "Researcher's Guide", to be made available on the IPS

website, with all information on regulations, procedures and research support mechanisms available at IPS

8. Dissemination, exploitation of results

Implementation	GAP/ Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>There is an intellectual property regulation at the IPS that is public and widely disseminated . The vast majority of agreements and funded research projects have clauses related to copyright and patents, GDPR, confidentiality, conflict of interest, etc. IPS has its own incubator (IPStartup) which supports researchers who seek to further exploit their research. IPStartup regularly raises awareness for these topics and offers training opportunities.</p> <p>A regional innovation hub has been launched under the European University Alliance Engaged and Entrepreneurial European University for European Smart and Sustainable Regions (E³UDRES²), for which IPS is a funding partner since 2020</p>	<p>A13. Further develop the regional innovation hub that was launched under the European University Alliance Engaged and Entrepreneurial European University for European Smart and Sustainable Regions (E³UDRES²) along with the researchers to find more opportunities for dissemination and exploitation of the results</p>
REFERENCES		
IPS regulation on IP:		

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https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F-1847378512/20210517_Regulamento_436_PropriedadeIntelectualIPS.pdf, published in the Portuguese official journal "Diário da República" on 17/05/2021

IPS incubator webpage:
<https://ipstartup.ips.pt>

E³UDRES² webpage: eudres.eu

9. Public engagement

Implementation	GAP/ Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>IPS regularly promotes opportunities for interaction with citizens in which its researchers are invited to communicate about their results. Since 2022, IPS has been organizing the European Researchers' Night in Setúbal. In its training plan, IPS includes training opportunities in the fields of Science Communication and Citizen Science.</p> <p>IPS has a policy on open science.</p>	<p>A14. Continue to provide regular training opportunities on open science, citizen science and science communication</p> <p>A13. Further develop the regional innovation hub that was launched under the European University Alliance Engaged and Entrepreneurial European University for European Smart and</p>

REFERENCES

Training plan 2023/2024:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F394938133/Plano%20de%20Forma%E7%E3o%20docente%202023-24_V2_signed.pdf

Open science policy at IPS:
https://www.si.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1854147495/20230130_D_32_Politica%20Ci%Eancia%20Aberta_IPS_signed.pdf, issued on 30/01/2023, by the IPS president

Sustainable Regions (E³UDRES²) along with the researchers to find more opportunities for dissemination and exploitation of the results

10. Non discrimination

Implementation	GAP/ Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>IPS follows the general labour law in Portugal regarding the principle of non-discrimination and also follows the Code of Ethics and Conduct at the IPS, published July 2022.</p> <p>In terms of gender equality, IPS has an Equality Committee and a Gender Equality Plan. IPS currently holds the third national position, according to the Times Higher Education (THE) Impact Rankings 2024, and the 89th position worldwide, a global instrument for evaluating</p>	

the performance of academia with regard to the Sustainable Development Goals (SDGs) defined by the United Nations and has carried out a wide range of activities at the level of SDG 5. IPS signed the Charter for Diversity | Portuguese Association for Diversity and Inclusion; the IPS joined the Alliance for Equality in ICT. All recruitment notices have a note regarding the principle of equal treatment.

REFERENCES

Code of Ethics and Conduct at IPS:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F-382043765/20220729_D_9382_CodigoEticaCondutalPS.pdf (Code published in the Portuguese official journal "Diário da República" on 29/07/2022)

Equality Committee and Gender Equality Plan:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F-1639677488/Plano%20para%20a%20Igualdade%20de%20G%E9nero%20IPS%202022-2023.pdf;

Activities organised under SDG 5:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F-1639677488/Plano%20para%20a%20Igualdade

%20de%20G%E9nero%20IPS%202022-2023.pdf.

11. Evaluation/ appraisal systems

Implementation	GAP/ Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>There are specific performance appraisal mechanisms for researchers. In compliance with legislation, the performance appraisal system for researchers includes rigorous and transparent procedures to assess researchers.</p> <p>REFERENCES</p> <p>Evaluation of academic staff: https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F-612565369/20201022_Regulamento_908_RAD.pdf, published in the Portuguese official journal "Diário da República" on 22/10/2020;</p> <p>Recruitment and evaluation of researchers: https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022;</p>	

Achieve gender equality and empowerment for all women and girls (SGD5):
https://www.ips.pt/ips_si/web_base.gera_pagina?p_pagina=42047.

Status

Recruitment and selection

12. Recruitment

Implementation	GAP/ Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>There are regulations for the recruitment of teaching staff and researchers that establish the necessary procedures for all phases of the process with respect to applicable national legislation; Information is available on the IPS website, both about the open positions and their results, as well as the relevant IPS regulations.</p> <p>REFERENCES</p> <p>Webpage with all open positions:https://www.ips.pt/ips_si/web_base.gera_pagina?P_pagina=39062</p> <p>Regulation for hiring teaching staff: https://www.ips.pt/ips_si/conteudos_service.conteudo</p>	

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s_cont?pct_id=432&pv_cod=05aAphaAw9q, published in the Portuguese official journal "Diário da República" on 18/02/2011;

Regulation for recruitment, hiring and evaluation of researchers:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022

13. Recruitment (Code)

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>The public notices contain the required knowledge and skills, as well as the category to which they relate and remuneration levels, respecting national legislation, with periods for submitting applications that are duly typified by the national legislation.</p> <p>REFERENCES</p> <p>Regulation for hiring teaching staff: https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=432&pv_cod=05aAphaAw9q, published in the Portuguese official journal "Diário da República" on 18/02/2011;</p>	<p>A15. Develop and publish online an OTM-R policy (in Portuguese and English)</p>

Regulation for hiring non-permanent teaching staff:

https://www.ips.pt/ips_si/conteudos_service.conteudos

_cont?pct_id=431&pv_cod=05aT7a55UBa1,
internal regulation issued by the IPS President
on 18/09/2009;

Regulation for recruitment, hiring and
evaluation of researchers:

[https://www.ips.pt/ips_si/web_gessi_docs.
download_file?p_name=F1085249730/2022082
6_R_832_RegulamentoInvestigadoresDoutorad
os.pdf](https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf), published in the Portuguese official
journal "Diário da República" on 26/08/2022

14. Selection (Code)

Implementation

GAP / Implementation Impediments

Initiatives
undertaken/new
proposals

++ fully implemented

The selection committees are gender balanced and have diverse expertise and competences, respecting the regulations in force at the IPS and the national legislation, which establishes strict rules regarding the composition of such committees.

REFERENCES

Regulation for hiring teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=432&pv_cod=05aAaphaAw9q, published in the Portuguese official journal “Diário da República” on 18/02/2011.

15. Transparency (Code)

Implementation

GAP / Implementation Impediments

Initiatives undertaken/new proposals

++ fully implemented

Candidates will be informed about the recruitment process, selection criteria, and the number of available positions through a public notice. After the final results are announced, they will have the opportunity to review their evaluation as well as the evaluation of other candidates. In terms of career development for professors and researchers, opportunities will always be based on competition. When these opportunities are made known internally, professors and researchers will be informed about their existence and the option to apply.

REFERENCES

Regulation for hiring teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=432&pv_cod=05aAaphaAw9q, published in the

Portuguese official journal "Diário da República" on
18/02/2011;

16. Judging merit (Code)

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>The selection process takes into consideration the whole range of experience of the candidates, according to pre-defined criteria which should account for professional experience, as well as the scientific activity carried out.</p> <p>The recruitment of researchers requires that candidates submit a scientific project, which allows the IES to evaluate creativity and the level of independence.</p>	

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

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>As the competitions are document-based, they are always based on demonstrating evidence in relation to experience and qualifications, which takes into account the different professional experiences.</p>	

18. Recognition of mobility experience (Code)

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Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>IPS develops international, physical or virtual mobility programmes for other higher education institutions, with its own regulations that establish the form of access to these mobility processes, with participation in these missions being an important factor in the professional development of a researcher, whether in an early stage in research or at a later stage in the research career.</p> <p>REFERENCES</p> <p>IPS mobility internal regulation for teaching/research staff and non-academic staff: https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F256808428/20240502_RegulamentoMobilidade.pdf, published in the Portuguese official journal "Diário da República" on 02/05/2024</p>	

19. Recognition of qualifications (Code)

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>Qualifications and diplomas obtained in foreign countries undergo through a recognition procedure regulated by law (Decree-Law no. 66/2018), and IPS website references</p>	

REFERENCES

IPS webpage on diplomas obtained in foreign countries:
https://www.si.ips.pt/ips_si/web_base.gera_pagina?P_pagina=39402

20. Seniority (Code)

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
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++ fully
implemented

The required qualification levels are very well regulated in internal regulations and do not discriminate in terms of the candidate's circumstances nor the reputation of the institutions where the candidate received his/her qualifications.

REFERENCES

Regulation for hiring teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=432&pv_cod=05aAaphaAw9q, published in the Portuguese official journal "Diário da República" on 18/02/2011;

Regulation for hiring non-permanent teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=431&pv_cod=05aT7a55UBa1, internal regulation issued by the IPS President on 18/09/2009;

Regulation for recruitment, hiring and evaluation of researchers:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022

21. Postdoctoral appointments (Code)

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>Postdoctoral appointments are well regulated at IPS, information is publicly available on its website. When a position is opened all relevant information and legal framework are provided in the call.</p> <p>REFERENCES</p> <p>Regulation for recruitment, hiring and evaluation of researchers: https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022</p>	

Status

Working Conditions and Social Security

22. Recognition of the profession

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	The assessment of this point was carried out during a focus group with researchers, which consider that the recognition of the research profession is not in a discriminatory way linked to the career stage or professional title of the researcher.	

23. Research environment

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	According to the online survey and the focus groups, researchers express the need to improve some working conditions, as in some cases they do not have portable equipments made available by IPS to support remote work and in some scientific areas, laboratories do not have the necessary equipment to conduct their research	<p>A16. Continue existing policy of granting portable equipment to staff.</p> <p>A2. Coordinate with organic unit the R&D&I office and the research centres to provide advice, support and guidance on applications and access to research projects that</p>

respect individual research freedom and contribute to the research strategy of the univers

24. Working conditions

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>IPS provides working conditions that allow its research staff, both men and women, to reconcile family and work, children and career, with a remote work policy applied to all researchers and research fellows. Professors can take sabbaticals under certain conditions. However, academic staff experience difficulty in reconciling research activities with academic and management activities.</p> <p>REFERENCES</p> <p>Internal regulation on sabbatical leaves: https://www.si.ips.pt/ips_si/web_base.gera_pagina?P_pagina=45882</p>	<p>A17. Study to assess the impact of building teaching schedules subject to constraints that allow more continuous time per week free of teaching to dedicate to research</p> <p>A16. Continue the policy of granting portable equipment to IPS staff</p>

25. Stability and permanence of employment

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	Academic staff, when hired for a permanent position,	

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have a 5 year trial period after which they are by a committee. Upon successful evaluation, they enter an open-end contract.

Fixed-term researcher contracts have a maximum duration of 6 years, and the IPS may open a competition for a tenure track. IPS has sought to improve the stability of researchers' employment conditions, implementing and respecting the principles and conditions established in the EU Directive on fixed-term employment contracts, with an open competition to respond to this need for stability on the part of a researcher who is reaching 6 years of contract.

26. Funding and salaries

Implementation

GAP / Implementation Impediments

Initiatives undertaken/new proposals

++ fully implemented

IPS ensures all legal aspects in terms of salary and social security, with salaries set out in national legislation, with different remunerations depending on the professional categories. These aspects are covered in the internal regulations.

REFERENCES

Regulation for hiring teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=432&pv_cod=05aAphaAw9q, published in the Portuguese official journal "Diário da República" on

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18/02/2011;

Regulation for hiring non-permanent teaching staff:
https://www.ips.pt/ips_si/conteudos_service.conteudos_cont?pct_id=431&pv_cod=05aT7a55UBa1, internal regulation issued by the IPS President on 18/09/2009;

Regulation for recruitment, hiring and evaluation of researchers:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022

27. Gender balance

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>IPS respects gender balance in evaluation committees.</p> <p>internal regulation to ensure gender balance in evaluation committees.</p> <p>REFERENCES</p> <p>https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1997627286/27.02.2023%20despacho%20paridade%20na%20constitui</p>	

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%E7%E3o%20de%20juris%20em%20recruta
mento_signed.pdf

internal regulation issued by the IPS President
on 27/02/2023.

28. Career development

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>IPS has supervisors of researchers to monitor research work.</p> <p>Career development is carried out within the category for different remunerated positions according to the performance evaluation.</p> <p>Progression to higher categories in the career is not automatic, nor does it depend on the IPS in terms of policy or strategy, given that it is carried out, in accordance with national legislation, always by competition that is open to both IPS teachers/researchers and teachers/researchers from outside the IPS. Career development in this way is subject to existing competitions and the ability to win competitions that are international in nature and always highly competitive.</p>	<p>A18. Supervisors should integrate mentoring/career guidance skills when monitoring researchers from a career development perspective.</p>

29. Value of mobility

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Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>IPS teaching/research staff and also non-academic staff have access to mobility programmes. Mobility missions are part of the performance assessment criteria, with a view to career progression. This is evident in the performance evaluation systems in place for the academic staff. However, that is not yet the case for the staff hired exclusively as researcher, given this is a very recent reality at IPS.</p> <p>REFERENCES</p> <p>Regulation on evaluation of teaching staff published in the Portuguese official journal "Diário da República" number 206, on 22/10/2020</p>	<p>A19. Review the performance evaluation of staff hired exclusively as researchers, incorporating mobility as a performance/career enhancement factor</p>

30. Access to career advice

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>IPS has mentoring and career guidance programs for students, but it does not yet have this service for researchers. The frequency of demand for this type of service by researchers in the current phase of the IPS should be considered.</p>	<p>A20. Prepare a study to analyze the feasibility of creating a support service (counseling) for the career development of Researchers together with the IPS Schools and IPS Research Centres and the engagement of the</p>

existing Alumni network which can complement the support by offering career advice outside the academia

31. Intellectual Property Rights

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	There is an intellectual property regulation at IPS that is public and widely disseminate at IPS. The vast majority of agreements and funded research projects have clauses related to copyright and patents, GDPR, confidentiality, conflict of interest, etc. IPS has its own incubator (IPStartup) which supports researchers. However, not all the researchers are fully aware of these topics.	<p>A8. Develop and implement a training program for teachers/researchers on project management, financial management, human resources management and contractual obligations related to research projects</p> <p>A9. Continue to provide regular training opportunities on Intellectual Property</p> <p>A1. Create the "Researcher's Guide", to be made available on the IPS website, with all information on regulations, procedures, research support mechanisms available at IPS.</p>

32. Co-authorship

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	IPS takes this aspect into account when promoting research support in which both individual and co-authored researchers can participate, as well as encouraging applications for research projects that promote joint activities.	

33. Teaching

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	Academic staff teach, time allocated to supervision of students is counted as part of their teaching commitment and taken into account in their evaluation. IPS encourages researchers to teach, with a maximum total of 3 teaching hours per week (a constraint from national legal framework). Currently, the majority of researchers hired as such teach at IPS, although it is not mandatory. Teaching is considered one of the elements for evaluating researchers performance. A training plan is made available to all academic staff and research staff.	

REFERENCES

Regulation for recruitment, hiring and evaluation of researchers:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F1085249730/20220826_R_832_RegulamentoInvestigadoresDoutorados.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022

Training plan 2023/2024:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F394938133/Plano%20de%20Forma%E7%E3o%20docente%202023-24_V2_signed.pdf

34. Complains/ appeals

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	National Law No. 93/2021 of December 20th established the general protection regime for whistleblowers of infractions. In compliance to this law, IPS implemented a complaints channel, public available to any person from the IPS community (teachers, non-teachers, researchers, scholarship holders, students and other interested parties) so that they can transmit, directly and anonymously, any irregularity. Every complaint has specific internal treatment that guarantees the protection of the complainant's anonymity.	

REFERENCES

IPS complaints channel:
https://www.ips.pt/ips_si/web_base.gera_pagina?P_pagina=44122

35. Participation in decision-making bodies

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>In accordance with the IPS and IPS schools statutes, researchers are represented in the institutions' consultation and decision-making bodies</p> <p>REFERENCES</p> <p>IPS webpage containing all statutes (IPS and Scholls) : https://www.si.ips.pt/ips_si/web_base.gera_pagina?P_pagina=39922</p>	

36. Relation with supervisors

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>Researchers establish a structured and regular relationship with their respective supervisors, which involves obtaining feedback on reports according to pre-defined calendars and preparing an in-depth report every 3 years of the contract for researchers hired on a fixed-term basis, in accordance with the IPS regulation.</p>	

REFERENCES

Regulation for recruitment, hiring and evaluation of researchers: Regulamento-Contratação-Pessoal-Docente-Especialmente-Contratado.pdf, published in the Portuguese official journal "Diário da República" on 26/08/2022

37. Supervision and managerial duties

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
++ fully implemented	Senior researchers accompany junior researchers and seek to create the conditions for an efficient transfer of knowledge and further successful development of their careers.	

38. Continuing Professional Development

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers have access to the opportunity for professional development and improvement of their employability through access to continuous development of skills and competencies through ongoing	A20. Prepare a study to analyze the feasibility of creating a support service (counseling) for the career development of Researchers together with the IPS Schools

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training that is available at IPS. All trainings are evaluated for their effectiveness in improving skills and abilities. However, there is no ambitious training plan for professional development in the research area.

REFERENCES

Training plan 2023/2024:
https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F394938133/Plano%20de%20Forma%E7%E3o%20docente%202023-24_V2_signed.pdf

and IPS Research Centres and the engagement of the existing Alumni network which can complement the support by offering career advice outside the academia

A21. Development of a diagnosis of training needs in the research area

39. Access to research training and continuous development

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	Researchers have access to the opportunity for professional development and improvement of their employability through access to continuous development of skills and competencies through ongoing training that is available at IPS. All trainings are evaluated for their effectiveness in improving skills and abilities. However, there is no ambitious training plan for professional development in the research area.	A21. Development of a diagnosis of training needs in the research area

REFERENCES

Training plan 2023/2024:
[https://www.ips.pt/ips_si/web_gessi_docs.
download_file?
p_name=F394938133/Plano%20de%20Forma%E7%
E3o%20docente%202023-24_V2_signed.pdf](https://www.ips.pt/ips_si/web_gessi_docs.download_file?p_name=F394938133/Plano%20de%20Forma%E7%E3o%20docente%202023-24_V2_signed.pdf)

40. Supervision

Implementation	GAP / Implementation Impediments	Initiatives undertaken/new proposals
-/+ partially implemented	IPS always provides researchers at the beginning of their careers with supervisors with high experience in the scientific area, in supervising research, with the time, knowledge, experience, specialization and commitment necessary to be able to offer the research intern adequate support and the necessary feedback.	A18. Supervisors should integrate mentoring/career guidance skills when monitoring researchers from a career development perspective.
