STRATEGIC ACTION

Human Resources Strategy for Researchers incorporating the Charter and Code and the OTM-R principles

Status implementation updated on 16th March 2025

HR EXCELLENCE IN RESEARCH

Years 2021-2024

Area 1
Ethical and professional aspects

Action 59: to organize an event (workshop, webinar, etc..) on the topic of Research freedom and elaborate a UNIMC Manifesto on the theme.
GAP Principle(s): Research Freedom
Timeframe for implementation: December 2021
Indicator(s)/target value(s):
- event organized (on/off)
- N° of participants / 60
- UNIMC Manifesto on research freedom elaborated

Responsibility for implementation: Grant Office, in collaboration with Vice Rector for Research
Status of implementation: completed
Remarks: On 16th March 2022 an event entitled "Research Freedom" was organized on University PhD Day. In order to maximize the impact, we decided to slightly postpone the event to March 2022 (instead of autumn 2021, so that we could organize it in conjunction with the UNIMC PhD Day). The event took place in hybrid mode: 32 people participated online, while around 20 people participated in person.

The main speaker was a leading international expert on this topic, prof. Fulvio Esposito, who is National representative in the Horizon Europe Program Committee and in the European Research Area Committee (ERAC).

Prof. Fulvio Esposito held a dialogue on Research Freedom with UNIMC PhD students about the following themes: a shared definition of "Research Freedom", with regard to national and international regulations and declarations; prerequisites, limitations and risks of Research Freedom; freedom and Social Responsibility of Research and of Researchers; Research Freedom and Doctorate (https://www.unimc.it/it/ricerca/finanziamenti-1/finanziamenti-internazionali/formazione/evento-la-liberta-di-ricerca/evento-la-liberta-di-ricerca).

As to the other activity foreseen within this action, instead of elaborating a UNIMC Manifesto on Research Freedom, we decided to endorse two relevant European documents on the theme: the Bonn Declaration on Freedom of Scientific Research and the Magna Charta Universitatum 2020. The endorsements were approved with a resolution of the Academic Senate and widely diffused. See:

- https://www.unimc.it/en/research-bck/research-policy-2/research-freedom/bonn-declaration-on-freedom-of-scientific-research
- https://www.unimc.it/en/research-bck/research-policy-2/research-freedom/magna-charta-universitatum-2020

Action 60: to organize an event (workshop, webinar, etc..) named "Build your future as European Researcher" with the aim of promoting the pillars of the EU research policy. This event will target graduates, Early Stage Researchers and experienced researchers.
GAP Principle(s): Professional responsibility, Professional attitude
Timeframe for implementation: December 2021 + tutorial (March 2022)
Indicator(s)/target value(s):
- no. of events organized / 1
- no. of participants / 50

Responsibility for implementation: Vice Rector for European Charter and Code for Researchers, in collaboration with Grant Office

Status of implementation: completed

Remarks: Instead of a single event, a cycle of nine workshops on European project design and planning was held by the UNIMC Grant Office in 2022, in which the topic of the EU research policy was also widely addressed (https://www.unimc.it/it/ricerca/finanziamenti-1/finanziamenti-internazionali/formazione/giornate-formative-phd-scuola-leopardi-set-2022/ciclo-di-workshops-in-europrogettazione). Each workshop was attended by an average of 27 researchers (mainly R1 and R2).

Furthermore, two tutorials have been created on these topics, particularly on the fundamental aspects of the EU research policy: namely the ERA, the European Charter for Researchers, international funding and mobility opportunities during and after the doctorate. The videos and slides are available to the entire academic community through this link, accessible with institutional credentials (https://www.unimc.it/en/research-bck/research-policy-2/introduction-to-european-research-policy).

Action 61: to purchase anti-plagiarism software in order to support Research integrity and tackle the practice of plagiarism. This action will be conducted in synergy also with the student administration offices (in order to check degree thesis, doctoral thesis, research outputs).
GAP Principle(s): Professional responsibility
Timeframe for implementation: March 2022
Indicator(s)/target value(s): software acquired (on/off)
Responsibility for implementation: Vice Rector for University Library System in collaboration with University Center for Library Services.
Status of implementation: completed
Remarks: Turnitin software (https://www.turnitin.com/it) has been purchased in 2022. Two specific modules of the Turnitin system were made available to academic, non-academic and library staff: Feedback Studio and iThenticate. Feedback Studio promotes excellence in writing and academic integrity by checking the similarities between students' works and a collection of academic content, providing meaningful and personalized feedback and standardizing assessment practices. iThenticate enables secure publishing while protecting authors' reputation by increasing publication opportunities and fostering comparisons with the best academic content. User guides (also in English) on how to use the two modules are available on the UNIMC website (https://biblioteche.unimc.it/it/servizi/prevenzione-del-plagio).

Action 62: to adopt a UNIMC policy on Open science.
GAP Principle(s): Accountability
Timeframe for implementation: December 2021
Indicator(s)/target value(s): UNIMC policy on Open Science adopted (on/off)
Responsibility for implementation: Vice Rector for University Library System, in collaboration with Vice Rector for European Charter and Code for Researchers and Vice Rector for IT services (Grant Office, IT Service Centre and University Center for Library Services)
Status of implementation: completed
Remarks: In November 2021 the UNIMC "Policy for Open Access to Scientific Publications and Research Data Management" was adopted and published in the UNIMC Open Science webpage (https://www.unimc.it/en/research-bck/research-policy-2/open-science; the document is available at https://www.unimc.it/en/research-bck/research-policy-2/open-science-1/open-access-policy.pdf).
In addition, a working group was also established in 2023, and integrated in 2024, to develop all the actions foreseen within the University Policy (https://www.unimc.it/it/ricerca/policy/dr-gruppo-di-lavoro-scienza-aperta_2024_integrazione.pdf).

Action 63: to elaborate a Vademecum (guidelines), intended for researchers, on how to manage and store research data, in compliance with the GDPR regulations and FAIR principles.
GAP Principle(s): Accountability, Good practice in research
Timeframe for implementation: December 2021
Indicator(s)/target value(s): Vademecum elaborated (on/off)
Responsibility for implementation: Vice Rector for IT services, in collaboration with IT Service Centre and Vice Rector for Research
Status of implementation: completed
Remarks: The guidelines have been elaborated and published on the UNIMC website (https://biblioteche.unimc.it/it/scienza-aperta/dmp-piano-di-gestione/come-gestire-i-dati). They provide information about what research data are and how to manage them, in compliance with the FAIR principles.

Action 64: to set up a support service for researchers for the drafting of the Data Management Plan, which is often requested in research funding programs.
GAP Principle(s): Accountability, Good practice in research
Timeframe for implementation: December 2022
Indicator(s)/target value(s): support service established and appointment of contact person at UNIMC (on/off)
Responsibility for implementation: Vice Rector for University Library System, in collaboration with University Center for Library Services
Status of implementation: completed
Remarks: A support service for writing the Data Management Plan was established in 2022. Initially, it was provided by the University Library System; however, due to organizational reasons, the responsibility was later assigned to the Grant Office.
A staff member from the Grant Office has been designated as a Data Steward and has received specialized, high-quality training (e.g., at Research Data Netherlands and the University of Vienna). The Data Steward currently assists researchers in drafting the Data Management Plan (DMP) section for national and EU funding applications and in preparing the project's DMP once funding has been secured.
In conclusion, researchers can now rely on this highly specialized support service. (https://www.unimc.it/en/research-bck/funding-fellowships-2/grant-office-support).

Action 65: to elaborate a policy on the theme of Responsible Research and Societal engagement (i. e. stakeholder engagement, citizen engagement and science communication).
GAP Principle(s): Professional responsibility/Dissemination, exploitation of results
Timeframe for implementation: June 2022
Indicator(s)/target value(s): UNIMC policy on Responsible Research and Societal engagement elaborated (on/off)
Responsibility for implementation: Grant Office, supported by Vice Rector for European Charter and Code for Researchers
Status of implementation: completed
Remarks: In light of the 2023-2025 Strategic Plan, which identifies the adoption of Open Science practices as one of the main research priorities, the University has decided to develop a policy on Responsible Research and Societal Engagement, specifically focusing on Open Science practices, with a particular emphasis on Citizen Science.
As part of this commitment, in 2024, the University released a Roadmap on Open Science, a document outlining a set of concrete measures to be implemented between 2025 and 2028, aimed

at fostering the adoption of Open Science practices. The Roadmap is structured into three main sections:
1) Actions on Open Access;
2) Actions on Research Data Management;
3) Actions on Citizen Science.
The Roadmap, approved by the Academic Senate, is published in the UNIMC Open Science webpage (https://www.unimc.it/en/research-bck/research-policy-2/open-science); the document is also available at https://www.unimc.it/it/ricerca/policy/2025-12069_all1-roadmap-open-science.pdf).

Action 66: to elaborate a Vademecum for all newly hired researchers, which make explicit rights and duties in terms of research approach, including the European research policy which UNIMC is inspired by.
GAP Principle(s): Contractual and legal obligations
Timeframe for implementation: December 2022
Indicator(s)/target value(s): Vademecum elaborated (on/off)
Responsibility for implementation: Research Office, in collaboration with Human Resources Office and Grant Office
Status of implementation: completed
Remarks: A "Researchers' Vademecum" was released and published on the UNIMC website (https://www.unimc.it/en/research-bck/work-with-us/researchers-vademecum).
The Vademecum provides information on the main topics of UNIMC research policy (e.g., pillars of EU research policies, the Human Resource Strategy for Researchers, and the Third Mission at UNIMC), as well as useful details about research tools and services, such as research centers, training opportunities, etc. It also offers practical guidance for researchers coming to Macerata (e.g., how to reach the city, residence permits for non-EU citizens, and information about healthcare services), along with the services and opportunities provided by the University (e.g., canteens, computing and Wi-Fi services, and similar resources).
Each link in the Vademecum directs users to a page - either internal or external to the UNIMC website - containing more detailed information on the relevant topic. The entire academic community has been informed about the Vademecum, and the HR offices will ensure that newly hired researchers are made aware of this resource.

Action 67: to organize at least 3 institutional initiatives or events, aimed at communicating research and Third mission results and targeting professionals and businesses.
GAP Principle(s): Dissemination, exploitation of results + Public engagement
Timeframe for implementation: December 2023
Indicator(s)/target value(s):
- No. of events organized / 3
- No. of participants /100
Responsibility for implementation: Industrial Liaison Office, supported by Communication and Media Office
Status of implementation: completed
Remarks: Three editions of the European Researchers' Night have been organized on
- September 24th and 25th, 2021 (https://www.unimc.it/it/unimc-comunica/events/notte-ricercatori/sharper2021; https://www.unimc.it/it/unimc-comunica/events/notte-ricercatori/sharper2021/locandina_sharper_unimc_ok_def-1.pdf);

- September 30th, 2022 (https://www.unimc.it/it/unimc-comunica/events/notte-ricercatori/sharper2022; https://www.sharper-night.it/wp-content/uploads/2022/09/Sharper2022_MACERATA_progr_web-OK.pdf);
- September 29th, 2023 (https://www.unimc.it/it/unimc-comunica/events/2023/sharper-night-2023-notte-europea-dei-ricercatori; https://www.sharper-night.it/wp-content/uploads/2023/09/Sharper2023_MACERATA_prog_web-min.pdf).

The European Researchers' Nights have been carried out under the EU-funded initiative SHARPER (SHAring Researchers' Passion for Education and Rights) with the aim to create opportunities, through meetings between researchers and the general public, in order to spread scientific culture and knowledge of the research professions in an informal and stimulating context. These events were open to all citizens, while several events were organized for professionals and businesses.

For example, within Sharper 2022 we organized the event "Artificial intelligence and Machine Learning: how Artificial intelligence and Machine Learning will impact the financial sector". Within Sharper 2023, we organized the event: "Football: what kind of business model for a winning society" and "New sustainable business models". Most of the events took place through all the streets of the historical centre of Macerata and they were highly attended, overtaking the 100 participants target value.

Action 68: to create in the weekly UNIMC newsletter a specific section describing prizes /recognitions/awards achieved by UNIMC researchers
GAP Principle(s): Recognition of the profession + Public engagement + Dissemination, exploitation of results
Timeframe for implementation: December 2023
Indicator(s)/target value(s): specific section created (on/off)
Responsibility for implementation: Communication and Media Office
Status of implementation: completed
Remarks: In 2022 a new section describing prizes, recognitions or awards achieved by UNIMC researchers has been included within the weekly official UNIMC Newsletter. This section, named "RicercaMag", aims to disseminate university's scientific research and third mission activities. All the articles of RicercaMag are also available in the university's website (https://www.unimc.it/it/unimc-comunica/news/ricercamag).

Action 69: to launch a periodic appointment as part of the programming of UNIMC Radio station (Radio RUM) dedicated to science communication, including communication of the main research activities to the general public.
GAP Principle(s): Public engagement + Dissemination, exploitation of results
Timeframe for implementation: December 2021
Indicator(s)/target value(s): n° of radio plays/1 per month
Responsibility for implementation: Communication and Media Office, in collaboration with Vice Rector for Communication
Status of implementation: completed
Remarks: Rather than a regular program as part of the UNIMC Radio station's schedule, various content has been produced in recent years to communicate research to the general public. As a result, several playlists have been created on UNIMC WebTV on YouTube (https://www.youtube.com/@UNIMCWebTV), including:

- "UniMc for Inclusion", "Focus on Education" and "Philosophy and surroundings" (https://www.youtube.com/c/UNIMCWebTV/playlists?view=50&sort=dd&shelf_id=1);
- "EUM Productions" - University of Macerata Editions (https://youtube.com/playlist?list=PLE2I_15bdpWYmLDc0v7fkrfofCnqiOp-p);
- "Orientation video" for high school students (https://www.youtube.com/playlist?list=PLE2I_15bdpWa7bl-g8Bkq2GMmesPiKp4A);
- "Roman Cities. Virtual Museums" (https://www.youtube.com/playlist?list=PLE2I_15bdpWa248QkYGUXKu5klaH_SJCp);
- "Social@b: scientific research narratives" (https://youtube.com/playlist?list=PLE2I_15bdpWZh0jY28_1WsUPFnIKI8V5W&si=YHYXbSasmLOOmwsI).

In addition, some playlists were created also on Facebook:
- Uninova. News from the Research environment (https://www.facebook.com/watch/209676172418229/658697194681115);
- Zoom. Into the news (with reports, experts and UNIMC professors), edited by Donato Mulargia, reporter and UNIMC student (https://www.facebook.com/watch/1443262635892965/1164653870730199).

Lastly, the importance that the University places on communication and public engagement is also reflected in its new organizational structure, launched in November 2024, which includes the establishment of a brand-new Research Communication Office. This new support office is expected to enhance the dissemination of research results to society in the coming years.

Action 70: to encourage researchers to specify the relevance of their research outputs with regard to Sustainable Development Goals (within the specific institutional repository of research outputs named IRIS)
GAP Principle(s): Professional responsibility
Timeframe for implementation: December 2022
Indicator(s)/target value(s): % of new research outputs included in the institutional repository with definition of relevant SDGs/30%
Responsibility for implementation: Research Office, in collaboration with Vice Rector for social budgeting.
Status of implementation: completed.
Remarks: In 2021 we modified the institutional repository of research outputs (IRIS U-Pad) by adding an additional field where researchers can indicate the Sustainable Development Goal linked to a given research output. We have also promoted the use of this field among researchers by sending e-mails on this topic.
The percentage of new research outputs with definition of relevant SDGs included in the UNIMC institutional repository IRIS during the year 2022 was 7,8%. Progresses have been made so far and the trend is still increasing. Indeed, 10,2% of the research outputs included in IRIS during 2023 have an association to one or more SDGs and the percentage for 2024 is 12,3%.
However, in order to further increase awareness on this topic and to better analyse the alignment of research at UNIMC with the SDGs, the university has decided to conduct additional initiatives, not originally foreseen.
First, we have mapped UNIMC research outputs, with an analysis of their relative internationalization, competitiveness and alignment with the Sustainable Development Goals, which was carried out in 2024 by SIRIS Academic (a higher education & research consulting company based in Barcelona). Results of this analysis were presented by the company to the Rector and to all the academic community during a meeting held on December 12th, 2024, which also aimed to raise awareness on the importance of this topic.

In addition, in 2023 the University of Macerata joined the European Reform University Alliance named ERUA, an Alliance with a very high transformative scope also in the research field (https://www.unimc.it/en/research-bck/research-at-erua). Within the activities carried out under the ERUA project, a mapping on alignment of publications, modules of bachelor's and master's degrees with the SDGs is currently on-going. The goal is to create by 2027 an inventory where publications and courses of all the European Alliance members (including obviously also UNIMC) are linked to the SDGs and an inventory of courses on sustainability.

Action 71: to launch a call for proposals aimed at promoting teaching in a foreign language, preferably in official courses and in English, at foreign universities, in order to enhance the teaching capacity and internationalisation of the UNIMC Faculty (in synergy with on-going Erasmus programs).
GAP Principle(s): Value of mobility, teaching
Timeframe for implementation: December 2022
Indicator(s)/target value(s): call for proposal launched (on/off)
Responsibility for implementation: Internationalisation Area, in collaboration with Vice Rector for Internationalisation
Status of implementation: completed
Remarks: The call for proposals for the "Professors Mobility Program Abroad" was launched in 2022 to provide financial support to UNIMC researchers wishing to conduct research or teaching activities at foreign universities or research institutions. The first call funded 13 researchers.
Due to its success, the program became an annual initiative. A second edition was launched in the 2023/2024 academic year, followed by another in 2024/2025, with 21 mobilities funded each year (https://www.unimc.it/it/internazionale/mobility/mobilita-personale-docente).
Most mobilities lasted one month, while some extended to three or four months, and a few lasted two months.

Action 72: to define with UNIMC departments a common strategy for enhancing the international dimension of researchers' publications (for example through reward contributions or incentives or services such as proof-reading or coverage of submission fees).
GAP Principle(s): Research environment
Timeframe for implementation: December 2022
Indicator(s)/target value(s): common strategy elaborated (on-off)
Responsibility for implementation: Vice Rector for Research and Vice Rector for Internationalisation, in collaboration with departmental research offices.
Status of implementation: completed
Remarks: The implementation of this action has been slightly adjusted due to a circumstance that impacted all the University's strategies. More specifically, rather than developing a research strategy common to all UNIMC departments, we adopted a research strategy shared with other EU institutions.
Indeed, as mentioned, in 2023, the University of Macerata joined the European University Reform Alliance (ERUA), which aims to foster international collaboration among partner universities and beyond. Within this framework, all partners adopted an ERUA roadmap on strategic policies (https://www.unimc.it/it/ricerca/research-at-erua/ms3-roadmap-erua-strategic-policies-pdf-nextcloud.pdf). This document serves as a shared strategic framework for ERUA members, covering key university sectors, including internationalisation of research.
As part of the activities carried out within the framework of this policy, a call for applications for the creation of ERUA Research Clusters was launched. Consequently, 20 interdisciplinary and international research clusters, including UNIMC researchers, were established, focusing on the

thematic areas of the European Reform University Alliance: Migration, Exile, and Refugees; Democracy, Human Rights, Inclusion & Gender Equality; Interculturality and Multilingualism; and Arts and Edges. More information is available at: https://erua-eui.eu/research-activities/research-clusters/

Action 73: to strengthen measures for supporting with specific funding the international mobility of doctoral students through ad hoc calls for applications
GAP Principle(s): Funding and salaries + Research environment + Value of mobility
Timeframe for implementation: December 2023
Indicator(s)/target value(s): no. of calls for applications launched / 3
Responsibility for implementation: Doctoral School's Director, in collaboration with Vice Rector for Internationalisation
Status of implementation: completed
Remarks: As part of the "UNIMC program of enhancing international mobility" (https://www.unimc.it/it/dottorato-di-ricerca/internazionalizzazione), 3 calls for proposals were launched (one per year from 2022 to 2024), to fund PhD students conducting research activities at international universities and research institutions within the framework of their doctoral training. See relevant links:
- https://www.unimc.it/it/dottorato-di-ricerca/internazionalizzazione/avviso_programma-mobilita-int-le-dottorandi_bando_2022.pdf;
- https://www.unimc.it/it/dottorato-di-ricerca/internazionalizzazione/cimi2023;
- https://www.unimc.it/it/dottorato-di-ricerca/internazionalizzazione/cimi2024.

Through these calls, 10-12 mobilities of PhD students were funded every year.

Action 74: to organize at least 3 training events about methodologies for conducting interdisciplinary research.
GAP Principle(s): Professional responsibility + Value of mobility
Timeframe for implementation: December 2023
Indicator(s)/target value(s):
- no. of training events organized / 3
- no. of participants /60
Responsibility for implementation: Grant office, in collaboration with Vice Rector for Research and Vice Rector for European Charter and Code for Researchers
Status of implementation: completed
Remarks: Instead of organizing three separate events, a two-day Masterclass on Inter- and Transdisciplinary Research was held. The Masterclass was led by Dr. Tobias Buser, a renowned international expert in collaborative research processes, with extensive experience in the design, implementation, and evaluation of inter- and transdisciplinary research initiatives.
Given the highly interactive and process-oriented nature of the Masterclass, a limited number of participants was selected to enhance the effectiveness and impact of the training. As a result, 15 participants were admitted, applying and reflecting on key concepts, methods, and processes for collaborative research (i.e. inter- and transdisciplinary research) within their own projects, with a particular focus on integration and cooperation across different forms of knowledge production. For more information: https://www.unimc.it/it/ricerca/finanziamenti-1/finanziamenti-internazionali/formazione/masterclass-on-interdisciplinarity/masterclass-training-for-inter-and-transdisciplinary-research

Action 75: to promote interdisciplinary research or education projects and initiatives, with a particular focus on humanities and STEM collaboration and attention to the involvement of ESRs
GAP Principle(s): Professional responsibility + Value of mobility + Research environment
Timeframe for implementation: June 2022
Indicator(s)/target value(s): no. call for proposals launched / 1
Responsibility for implementation: Grant office, in collaboration with Vice Rector for European Charter and Code for Researchers and Vice Rector for Internationalisation.
Status of implementation: completed
Remarks: In 2022, an internal Call for Proposals for university research projects was launched to support interdisciplinary and intersectoral research activities among university researchers, in synergy with other universities, research institutions, companies, associations, and other organizations.

The research areas of the projects aligned with those defined by the National Research Programme (PNR), such as Health, Culture and Creativity, and Social System Security. Regarding the involvement of Early Stage Researchers (ESRs), the call included four funding schemes, two of which (Lines C and D) were specifically designed to support collaborative research among young researchers and promote their independence and creativity.

Specifically, Line C aimed to fund projects coordinated by researchers who had obtained a PhD from the University of Macerata no more than three years before the application deadline, while Line D targeted postdoctoral researchers. Proposals submitted under all four funding schemes were also required to involve ESRs.

It is noteworthy that all five proposals submitted and coordinated by young researchers received funding.

The 16 funded projects started in June 2023 and ended in June 2024. More information at: https://www.unimc.it/it/ricerca/finanziamenti-1/bando-per-il-finanziamento-di-progetti-di-ricerca-di-ateneo-anno-2022

Area 2
Selection and recruitment

Action 76: to elaborate a regulation for the recruitment of research fellows
GAP Principle(s): Recruitment + Recruitment (Code)
Timeframe for implementation: December 2021
Indicator(s)/target value(s): regulation approved by academic bodies (on/off)
Responsibility for implementation: Research Office, in collaboration with departmental research offices.
Status of implementation: completed
Remarks: The "Regolamento per il conferimento di borse di studio per attività di ricerca" (i.e., a regulation for research fellows' recruitment) has been issued by Rectoral decree no. 26 dated 1° February 2022 and is available at https://www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/regolamento-conferimento-borse-di-ricerca-pubblicazione.pdf

Action 77: Review the regulation for the recruitment of post-doc researchers (assegni di ricerca), so that it is in line with the principles of OTM-R (Open Transparent Merit based-recruitment)
GAP Principle(s): Recruitment + Recruitment (Code)
Timeframe for implementation: December 2021
Indicator(s)/target value(s): revised regulation approved by academic bodies (on/off)

Responsibility for implementation: Human Resources Office, in collaboration with departmental research offices.

Status of implementation: completed

Remarks: The "Regolamento per il conferimento degli assegni di ricerca" (i.e., a regulation for the recruitment of junior post-docs) has been issued by Rectoral Decree no. 473 dated 2 November 2021. The regulation is in line with the OTM-R (Open Transparent Merit based-recruitment) principles and is available at https://www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/regolamento-conferimento-assegni-di-ricerca.pdf

Action 78: to standardize the recruitment process, at all stages of recruitment process and for all the various researcher positions.

GAP Principle(s): Recruitment, Recruitment (Code)

Timeframe for implementation: December 2021

Indicator(s)/target value(s): Quality Handbook released (on/off)

Responsibility for implementation: departmental research offices.

Status of implementation: completed

Remarks: A quality Handbook describing the recruitment procedures was released and is related to the following profiles: full and associate professors, fixed-term researchers, postdoctoral researchers, early-stage researchers, doctoral students.

The document is available at https://www.unimc.it/en/research-bck/hrs4r/quality-handbook_-otmr_r-unimc.pdf

Action 79: to organize a training and awareness event on OTM-R principles aimed at both researchers and administrative staff, dealing with recruitment process.

GAP Principle(s): Recruitment + Recruitment (Code)

Timeframe for implementation: December 2022

Indicator(s)/target value(s):
- no. of organized events / 1
- no. of participants / 30

Responsibility for implementation: Grant office, in collaboration with Vice Rector for European Charter and Code for Researchers

Status of implementation: completed

Remarks: UNIMC organised an in-person training event in Macerata on the principles of OTM-R, attended by 15 participants, primarily administrative staff from the HR department and the Research Area. The event was led by two experts from Politecnico di Torino: Dr Chiara Biglia, National Representative in the Standing Working Group on Human Resources and Mobility (ERAC – European Research Area Committee), and Francesca Manfroni from the HR department of Politecnico di Torino.

During the meeting, participants received an updated overview of European policies aimed at promoting attractive and sustainable research careers, with a particular focus on enhancing researcher recruitment through OTM-R procedures. The session also included examples of European best practices, as well as those implemented by Politecnico di Torino, with a specific emphasis on the digitalisation of researcher recruitment processes.

More information is available at https://www.unimc.it/it/ricerca/finanziamenti-1/finanziamenti-internazionali/formazione/recruitment-otmr/corso-contribuire-alla-realizzazione-dello-spazio-europeo-della-ricerca-attraverso-l2019otm-r

Action 80: to ensure visibility on the University website of Early Stage Researchers by expanding the Researcher Portal or setting up an ad hoc section within the institutional website (e.g. in the departments' or on the PhD School's webpages).
GAP Principle(s): Recognition of the profession
Timeframe for implementation: December 2022
Indicator(s)/target value(s): % of ESR with their own webpage in the institutional website/100%
Responsibility for implementation: Research Office, supported by Doctoral School's Director
Status of implementation: completed
Remarks: We have created within the Doctoral school's website a specific section aimed at giving more visibility to our PhD students. More specifically, each of the students enrolled since the 35th cycle up to now have an own short profile; see for example https://www.unimc.it/it/dottorato-di-ricerca/phd-students/ciclo-xxxv
Postdocs' profiles are regularly available in the Researchers' Portal, previously including only R3 and R4 profiles. See https://docenti.unimc.it/front-page?set_language=en&cl=en

Action 81: Identify a physical space dedicated to Early Stage Researchers (PhD students and postdocs), in order to facilitate networking and sharing of ideas and experiences.
GAP Principle(s): Recognition of the profession, Research environment
Timeframe for implementation: December 2022
Indicator(s)/target value(s): space identified (on/off)
Responsibility for implementation: Doctoral school's Director
Status of implementation: completed
Remarks: Co-working areas for Early Stage Researchers (PhD students and post-doc researchers) have been identified in different Departments of the University, such as in the Dep. of Humanities, in Dep. of the Economics and Law, and in the Dep. of Law, in order to foster networking and sharing ideas and experiences among ESRs.
For organizational reasons, it was not possible to identify a unique place for networking, therefore we opted for identifying co-working spaces in each of the 5 UNIMC departments.

Action 82: to set up and promote a psychological support service also aimed at Early Stage Researchers
GAP Principle(s): Research environment + Working conditions
Timeframe for implementation: December 2021
Indicator(s)/target value(s): psychological support service established (on/off)
Responsibility for implementation: Research office, in collaboration with Vice Rector for Equal Opportunities Policies
Status of implementation: completed
Remarks: The UNIMC psychological counselling service is free and available for students and Early Stage Researchers. In addition, starting from the academic year 2024-2025, the service has been increased, giving the Early Stage Researchers the opportunity to benefit from a high number of therapy sessions. (https://www.unimc.it/it/dottorato-di-ricerca/sda-comunica/consulenza-psicologica). More information at: https://www.unimc.it/it/servizi-agli-studenti/salute-sport-e-benessere/consulenza-psicologica

Action 83: to adopt a UNIMC Gender equality Plan
GAP Principle(s): Non discrimination + Gender Balance + Selection (Code)
Timeframe for implementation: December 2021
Indicator(s)/target value(s): Gender Equality Plan adopted (on/off)
Responsibility for implementation: Vice Rector for Equal Opportunities Policies
Status of implementation: completed
Remarks: The UNIMC Gender equality Plan 2021-2024 was adopted (https://www.unimc.it/it/ricerca/policy/gender/gep-25-10-2021.pdf) in October 2021 and was extended to June 2025. Five areas of intervention have been identified:

- Inclusive organizational culture and work-life balance
- Gender balance in governance
- Equality in recruitment and careers
- Gender approach in research and teaching
- Measures against stereotypes, violence, and harassment

In addition, "Guidelines for promoting gender balance in science events", developed by the National Conference of Equality Bodies of Italian Universities, were approved in 2022 (https://www.unimc.it/it/ateneo/organi-di-consultazione-garanzia-valutazione-e-controllo/cug/progetti/lineeguidaequilibriogenerieventiscientifici-2-1.pdf).

Lastly, we developed and promoted the use of "Guidelines for gender-inclusive language in academic and administrative contexts" (https://www.unimc.it/it/ateneo/organi-di-consultazione-garanzia-valutazione-e-controllo/cug/progetti/lineeguidausodelgenere_cug.pdf)

A dedicated working group is responsible for monitoring the progress of actions foreseen by the GEP and drafting an annual report.

Action 84: to elaborate a gender budgeting of the University of Macerata
GAP Principle(s): Non discrimination + Gender Balance + Selection (Code)
Timeframe for implementation: December 2022
Indicator(s)/target value(s): no. of Gender budgeting elaborated /1
Responsibility for implementation: Vice Rector for Equal Opportunities Policies
Status of implementation: completed
Remarks: The first UNIMC gender budgeting was elaborated in early 2023 (https://www.unimc.it/it/ateneo/organi-di-consultazione-garanzia-valutazione-e-controllo/cug/primo-bilancio-di-genere-1.pdf).

Action 85: to organize a training course on "Gender Equality in Academia", both in the dimension of research (gender-oriented research) and for recruitment (possibly also within the training course "Gender, politics, institutions", already organized by UNIMC or as a brand new Summer School).
GAP Principle(s): Non discrimination + Gender Balance + Selection (Code)
Timeframe for implementation: December 2022
Indicator(s)/target value(s):
no. of organized training events / 1
no. of participants / 50
Responsibility for implementation: Vice Rector for Equal Opportunities Policies in collaboration with Vice Rector for Research
Status of implementation: completed

Remarks: Every year UNIMC successfully organizes the training course "Gender, Politics, Institutions"; for example in 2022 the initiative was attended by approximately 70 students (https://spocri.unimc.it/it/didattica/post-lauream/corsi-di-formazione-1/2022.16536Avviso_selezione_GPI_Albo_18_2022.pdf).

Moreover, further lectures about the topics on gender equality were held by the President of the University's Equality Committees (Prof. T. Addabbo, University of Modena and Reggio) and the welfare officer of the University of Trento (Dr. P. Tomio) on April 9th, 2022 and May 2023. See https://www.unimc.it/it/unimc-comunica/events/2023/politiche-di-welfare-in-accademia

Area 4:
Training and professional development

Action 86: provide all staff with fundamental transversal skills with regard to the crucial aspects related to research. This will be done through the elaboration and dissemination of specific tutorials (also relying on Art. 11 project (national funds) recently won by the University) on the following topics:

- Ethics
- Research integrity
- Open access
- Research integrity / plagiarism
- International research standards
- how to generate impact research / stakeholder engagement
- exploitation / IPR
- communicating research to stakeholders and general public

GAP Principle(s): Continuing professional development + Access to research training and continuous development + Ethical principles

Timeframe for implementation: December 2022

Indicator(s)/target value(s): no. of tutorials / 8

Responsibility for implementation: Grant Office and Industrial Liaison Office, in collaboration with Vice Rector for Research

Status of implementation: completed

Remarks: 17 tutorials have been developed and published in the UNIMC website. Specifically, tutorials were realized on the following topics: Open Science, Open Access, FAIR Data, FAIR Data and Human Sciences, Data Management Plan, Open Access in Horizon Europe, Texts, Open Access to texts, Open Science and Innovation (all available here: https://www.unimc.it/en/research-bck/research-policy-2/open-science).

The other tutorials were realized, but they require access through university credentials. They were realized on the following topics: Exploitation, Impact in Horizon Europe, Scientific communication, Introduction to the use of research results, Data analysis. Moreover, 3 tutorials have been created for the training course "Pathways to impact" (https://www.unimc.it/it/ricerca/finanziamenti-1/finanziamenti-internazionali/formazione/corso-pathways-to-impact-planning-evidence-collection-and-beyond/corso-di-formazione-pathways-to-impact-planning-evidence-collection-and-beyond).

Action 87: to organize specific sessions for PhD students within the framework of the University Career Day. The sessions have a two-fold purpose: to showcase of their research outputs and to support job placement of PhD students.

GAP Principle(s): Access to career advice + Public engagement + Dissemination and

exploitation of results
Timeframe for implementation: December 2021
Indicator(s)/target value(s):
- no. of organized sessions / 3
- no. of participants / 100

Responsibility for implementation: Industrial Liaison Office and Doctoral school, in collaboration with Vice-Rector for Placement
Status of implementation: completed
Remarks: Within the framework of the University Career Day, a specific stand for PhD students was created, in a virtual way for 2021 and 2022 (since the whole Career Day was held virtually, due to pandemic restrictions) and physically in 2023. Therefore, PhD students had the opportunity to talk about their research outputs, to meet potential employers, to receive support for job placement. About 400 persons attended the three above mentioned events. More information available at:
- https://www.unimc.it/it/lavoro-territorio/career-day/archivio/virtual-career-day-2021
- https://www.unimc.it/it/lavoro-territorio/virtual-career-day-2022-1/virtual-career-day-2022
- https://www.unimc.it/it/unimc-comunica/events/2023/career-day-2023#:~:text=26%20ottobre%202023%20(%20dalle%20ore,presentazioni%20aziendali%20e%20Career%20Caf%C3%A8.

Action 88: To organize training events or tutorials regarding career orientation for PhD students at the end of the course (in collaboration with the Mentor club).
GAP Principle(s): Access to career advice, Career development
Timeframe for implementation: December 2021
Indicator(s)/target value(s):
- no. of organized events or tutorials / 3
- no. of participants / 70

Responsibility for implementation: Doctoral school, in collaboration with Industrial Liaison Office
Status of implementation: completed
Remarks: In 2021 PhD students had the opportunity to participate to the "FindYourDoc" training events, i.e. 4 orientation sessions aimed at providing reflection on professional future, research skills and how to leverage them, and resources in their professional network (https://www.unimc.it/it/dottorato-di-ricerca/mentor-club/copy_of_mentor-club). The orientation sessions were attended by 52 participants.
In addition, since 2022 UNIMC organizes every year, in collaboration with ISTAO (Adriano Olivetti Institute, one of the oldest managerial schools in Italy which offers high education paths to young entrepreneurs and managers), a training and career orientation program entitled "La formazione umanistica in ambito aziendale" (Humanistic Education in the Corporate Sector), a series of training events about strategies for successfully approaching the labor market. Another edition of the training program was held between the end of 2023 and the beginning of 2024, and the following one was held between April and May 2024. The current edition is held between December 2024 and April 2025.
More information is available as follows:
- 2022 edition: https://www.unimc.it/it/unimc-comunica/events/eventi-2022/orientamento-al-lavoro
- 2023-2024 edition: https://www.unimc.it/it/unimc-comunica/events/2024/la-

formazione-umanistica-in-ambito-aziendale-percorso-di-formazione-e-orientamento-al-lavoro

- 2024 edition: https://www.unimc.it/it/unimc-comunica/events/2024/la-formazione-umanistica-in-ambito-aziendale-2024-percorso-di-formazione-e-orientamento-al-lavoro
- 2025 edition: https://www.unimc.it/it/lavoro-territorio/placement/attivita-formative