POLITECNICO SETÚBAL
POLYTECHNIC UNIVERSITY

ACTION PLAN

HR Excellence in Research

ACTION PLAN

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 Comission:

September 30th, 2024 (first submission)

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

PROPOSED ACTIONS

Action 1	GAP principle(s)	Timing
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.	(-/+) 1. Research Freedom (+/-) 2. Ethical principles (+/-) 3. Professional responsibility (-/+) 4.Professional attitude (-/+) 5. Contractual and legal obligations (-/+) 7. Good practice in research	2025 Q1
	Responsible unit(s)	Indicator(s)/Target(s)
	Research and International Cooperation Department (DICI)	Researcher's guide published

Action 2	GAP principle(s)	Timing
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	(-/+) 1. Research Freedom (+/-) 3. Professional responsibility (-/+) 4.Professional attitude (+/-) 6. Accountability (+/-) 23. Research environment (+/-) 31. Intellectual Property Rights	Ongoing

(+/-) 32. Co-authorship

Responsible unit(s)	Indicator(s)/Target(s)
Vice- President for Research	At least one meeting per semester of the research governance committee, composed of the presidents of the scientific councils of the 5 teaching and research organic units and the coordinators of the research centers, with participation of the R&D&I office, promoted by the Vice-President for research; Joint organisation of at least one networking activity per year to bring together researchers from the various teaching and research units and research centres with the aim of sharing best practices and identifying needs for support. At the end, an anonymous questionnaire will be distributed all participant researchers to assess activity The results will be analysed by the organisers to improve the future actions.

Action 3	GAP principle(s)	Timing
Internal dissemination of a recently implemented platform (https://investigacao-qua.ips.pt/) that systematize information regarding ongoing applications for funding	(-/+) 1. Research Freedom	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Research and International Cooperation Department (DICI)	One mass communication, reinforcement of communication in the Research and International Cooperation Department newsletter, distributed by all IPS community, at least once per quarter

Action 4	GAP principle(s)	Timing
Periodic dissemination of IPS ethical principles and procedures to be adopted through online and/or in-person training	(+/-) 2. Ethical principles (+/-) 6. Accountability	Once per semester
	Responsible unit(s)	Indicator(s)/Target(s)
	Pro-President responsible for IPS training plan, Ethics Commission, Human Resources Department (DGP), Communication Department (DCRE)	At least one action of dissemination/training per semester, included in the IPS training plan. As for any other training at IPS, the training is evaluated by all participants and the results are taken into

		account for continuous improvement of the training plan.

Action 5	GAP principle(s)	Timing
Request all teachers/researchers to sign a declaration stating that they are aware of the IPS Code of Ethics	(+/-) 2. Ethical principles	From Q2 2025 for the currently hired staff, ongoing for the new staff
	Responsible unit(s)	Indicator(s)/Target(s)
	Human Resources Department (DGP), Ethics Committee	Until the end of 2025, all currently hired staff will be asked to read the IPS Code of Ethics and sign a declaration acknowledging they are aware of such code; It will be part of the compulsory documentation to be submitted by the new staff the declaration acknowledging they are aware of the IPS Code of Ethics.

Action 6	GAP principle(s)	Timing
Reformulation of the procedure for submitting a consult to the Ethics Committee in order to	(+/-) 2. Ethical principles	2025 Q4
	Responsible unit(s)	Indicator(s)/Target(s)

differentiate what is required depending on the nature of the research and its scientific field	President, Ethics Comission	Procedure is reformulated and implemented

Action 7	GAP principle(s)	Timing
Raise awareness for the use, also in a research context, of the plagiarism checking tool made available by IPS	(+/-) 3. Professional Responsability	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Research and International Cooperation Department (DICI)	Include in the "Researchers Guide", to be available until the end of 2025, a section on the use of the plagiarism checking tool in the research context; In the webpage from where the plagiarism tool is available to all the IPS community, add as use case the use of it in the research context; At least once per year, it will be included in the newsletter distributed to all teachers/researchers, by the R&D&I office, a reminder that the plagiarism checking tool can also be used in the research context. An anonymous questionnaire will be distributed at each annual research networking event organised under "Action 2", to

		all participant researchers, in which one of the questions will be about the plagiarism adoption in the context of research in the past 12 months, as a means to monitor its use. The results will be analysed and further measures may be taken if a positive trend is not observed.

Action 8	GAP principle(s)	Timing
Develop and implement a training program for researchers on project management, financial management, human resources management and contractual obligations related to research projects	(-/+) 4. Professional attitude (-/+) 5. Contractual and legal obligations (+/-) 6. Accountability (+/-) 31. Intellectual Property Rights	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Pro-President responsible for IPS training plan, Research and International Cooperation Department (DICI), Human Resources Department (DGP)	The developed training programme will be offered to all researchers coordinating a research project before the project begins. It will be compulsory for the responsible researcher, optional to the research team

		members. At least one training per year, training in at least one of the modules of the above, will be included in the IPS training programme, and open to all researchers. As for any other training at IPS, the training is evaluated by all participants and the results are taken into account for continuous improvement of the training plan. Annualy, a questionnaire will be distributed to all teachers/researchers to identify training needs. The results will be assessed by the responsible units and, if needed, more trainings will be included in the training plan.

Action 9	GAP principle(s)	Timing
Continue to provide regular training opportunities on Intellectual Property	(-/+) 5. Contractual and legal obligations (+/-) 31. Intellectual Property Rights	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Pro-President responsible for	At least 1 training per year

	IPS training plan, Research and International Cooperation Department (DICI), Human Resources Department (DGP)	offered, included in the IPS training plan, disseminated by all teachers/researchers, at least 75% of all registered teachers/researchers concluding it and inclusion of a reference in the Researchers Guide to the MOOC on Intelectual Property and Transfer of Knowledge, produced by IPS and available from https://mooc-qua.ips.pt/course/index.php?categoryid=11 As for any other training at IPS, the training is evaluated by all participants and the results are taken into account for continuous improvement of the training plan.

Action 10	GAP principle(s)	Timing
Continue to provide regular training opportunities on GDPR	(-/+) 5. Contractual and legal obligations (-/+) 7. Good practice in research	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Pro-President responsible for	At least 1 training per year

	IPS training plan, Human Resources Department (DGP), Legal office	offered, included in the training plan, disseminated to all teachers/researchers, at least 75% of all registered teachers/researchers concluding it. As for any other training at IPS, the training is evaluated by all participants and the results are taken into account for continuous improvement of the training plan.

Action 11	GAP principle(s)	Timing
Development of a GDPR regulation that covers research	(-/+) 7. Good practice in research	2025 Q1
	Responsible unit(s)	Indicator(s)/Target(s)
	Legal office	New regulation produced

Action 12	GAP principle(s)	Timing
Create a best practices guide on how to manage and protect data	(-/+) 7. Good practice in research	2026 Q2
	Responsible unit(s)	Indicator(s)/Target(s)
	IT department (DI)	Guide produced, disseminated by email to all

		teachers/researchers and easily accessible in a shared environment (Moodle, Teams or any other shared plataform in use at the time of the publishing).

Action 13	GAP principle(s)	Timing
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 (E^3UDRES^2) along with the researchers to find more opportunities for dissemination and exploitation of the results	(+/-) 8. Dissemination, exploitation of results	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Research and International Cooperation Department (DICI)	At least 1 action organised per year involving researchers, each action engaging at least 25 IPS researchers. At the end, an anonymous questionnaire will be distributed all participant researchers to assess the action, their engagement and how useful they think it was for disseminating and exploiting their results. The results will be analysed by the organisers to improve the future actions.

Action 14	GAP principle(s)	Timing
Continue to provide regular training opportunities on open science, citizen science and science communication	(+/-) 9. Public engagement	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Research and International Cooperation Department (DICI), Human Resources Department (DGP), Libraries (DBAD)	At least 1 training per year offered, included in the IPS training plan, disseminated by all teachers/researchers, at least 75% of all registered teachers/researchers concluding it. As for any other training at IPS, the training is evaluated by all participants and the results are taken into account for continuous improvement of the training plan.

Action 15	GAP principle(s)	Timing
Develop and publish online an OTM-R policy (in Portuguese and English)	(+/-) 13. Recruitment (Code)	2025 Q1
	Responsible unit(s)	Indicator(s)/Target(s)
	Administrator	Policy produced and disseminated

Action 16	GAP principle(s)	Timing
Continue the policy of granting portable equipment to IPS staff	(+/-) 23. Research environment (+/-) 24. Working conditions	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	President, IT Department (IT)	By 2027, at least 75% of the staff has access to portable equipment (laptops).

Action 17	GAP principle(s)	Timing
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	(+/-) 24. Working conditions	2026 Q1
	Responsible unit(s)	Indicator(s)/Target(s)
	Vice- President for Teaching and Learning	Study produced

Action 18	GAP principle(s)	Timing
Supervisors should integrate mentoring/career guidance skills when monitoring researchers from a career development perspective	(-/+) 28. Career development (-/+) 40. Supervision	Once per year
	Responsible unit(s)	Indicator(s)/Target(s)
	Pro-President responsible for IPS training plan, Research and	Training per year, integrated in the training plan

	International Cooperation Department (DICI), Human Resources Department (DGP)

Action 19	GAP principle(s)	Timing
Review the performance evaluation of researchers for a fixed period of time, incorporating mobility as a performance/career enhancement factor	(+/-) 29. Value of mobility	2026 Q1
	Responsible unit(s)	Indicator(s)/Target(s)
	Administrator	Performance evaluation regulation revised

Action 20	GAP principle(s)	Timing
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 existing Alumni network which can complement the support by offering career advice outside the academia	(-/+) 30. Access to career advice (+/-) 38. Continuing Professional Development	2026 Q4
	Responsible unit(s)	Indicator(s)/Target(s)
	Research and International Cooperation Department (DICI), Human Resources Department (DGP)	Study is complete

Action 21	GAP principle(s)	Timing

Development of a diagnosis of training needs in the research area	(+/-) 38. Continuing Professional Development (+/-) 39. Access to research training and continuous development	Ongoing
	Responsible unit(s)	Indicator(s)/Target(s)
	Pro- President responsible for IPS training plan,, Research and International Cooperation Department (DICI), Human Resources Department (DGP), Coordinators of IPS research centres	Once per year