

EURAXESS

GAP Analysis (Charter and Code Checklist)

Case number

2022NO837474

Name Organisation under review

Western Norway University of Applied Sciences

Organisation's contact details

Postboks 7030, Bergen, Vestland, 5020, Norway

Date endorsement charter and code

03/10/2022

Submission date to the European Commission

25/09/2023

GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

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

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

Status

Ethical and Professional Aspects

Status

1. Research freedom

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. In general, Norway rank among the countries in the world with the highest levels of personal freedom, including freedom of thought and expression. This also applies to research freedom, which is embedded in the academic culture and well provided for in national legislation: • The § 1-1 and § 1-5 in The Act Relating to Universities and University Colleges [https://lovdata.no/dokument/NLE/lov/2005-04-01-15] promote and protect research freedom at institutional level and for the individual researcher. A report from a commission appointed by the Norwegian Ministry of Education and Research was released on 20 July 2021: "Academic freedom of expression — A good culture of free speech must be built from the bottom up, every single day." [https://www.regjeringen.no/en/dokumenter/nou-2022-2/id2905589/] Such a report substantiates the emphasis research/academic freedom has in Norway. HVL is one of several institutions engaging in the report and has replied with a consultative statement to the report. How Norwegian institutions are expected to further follow up on this report is yet not established. The Norwegian National Committees for Research Ethics` "General guidelines for Research Ethics" of 2014, [https://www.forskningsetikk.no/en/guidelines/general-guidelines/] states in pt. 2. Academic freedom that: "Research institutions shall assist in ensuring the researchers' freedom in their choice of topic and methodology, implementation of research and publication of results. In commissioned research, the commissioning agency has the right to define the topic, research questions and scope of the research assignment in cooperation with the person or institution undertaking the assignment. The commissioning agency should not seek to unduly influence choice of methodology, implementation or publication." Furthermore, the national Ethical Guidelines for the Public Service, which applies for HVL employees, emphasises the researchers role in contributing to critical debate, expressing expert opinions and 'make their research results known even if they run counter to adopted policy'. [page 13:</p>	

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	https://www.regjeringen.no/globalassets/upload/kilde/fad/bro/2005/0001/ddd/pdfv/281750-etiske_retningslinjer_engelsk_revidert.pdf	

Status

2. Ethical principles

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>HVL is considered to almost fulfill this principle through compliance with national legislation, institutional regulations and practices. It is a goal to further develop the institution's practice in this area through measures in the Action Plan. Ensuring high awareness concerning ethical principles and professional standards is continuous work, as is the case with professional responsibility and attitude, and HVL will continue ensuring that researchers have good knowledge about these issues through training and information. National regulations on ethical principles: • The purpose of the The Research Ethics Act (from 2017) [https://lovdata.no/lov/2017-04-28-23] is to ensure that public and private research is conducted in accordance with recognised norms of research ethics (§ 1). Furthermore, the law is the legal basis for the national research ethics committees. • The Norwegian Act on medical and health research [aka Health Research Act: https://lovdata.no/lov/2008-06-20-44] provides the framework for medical and health research on humans, human biological material and/or health data. The regulations pertaining to this area are largely compiled into a single Act, thus researchers can relate mainly to one authority when applying for approval of research projects. This authority consists of the Regional Committees for Medical and Health Research Ethics (REK). [https://rekportalen.no/#hjem/home] • The Norwegian Biotechnology Act [https://lovdata.no/lov/2003-12-05-100] ensures that medical use of biotechnology is utilized for the good of people in accordance with principles of respect for human dignity, human rights and personal integrity and without discrimination on the basis of hereditary qualities, based on the ethical norms embodied in our western cultural heritage. • The Norwegian Act relating to the production and use of genetically modified organisms is the Gene Technology Act [https://lovdata.no/lov/1993-04-02-38]. The purpose of this Act is to ensure that the production and use of genetically modified organisms and the production of cloned animals take place in an ethically justifiable and socially acceptable manner, in accordance with the principle of sustainable development and without adverse effects on health and the environment. • These Acts give mandates to the Norwegian</p>	<p>Initiative undertaken: HVL's Division of Research, Internationalisation and Innovation (AFII) has initiated a pilot project, "HVL SJEKKE", that will improve counseling on research projects in the initial phases, including assessment of research ethics in the projects. New proposals: Consider further development of HVL SJEKKE. HVL needs to establish systems that identify the academic staff's needs for training and competence within research ethics. There is a need for revision of training and courses on research ethics. HVL needs to assess whether the faculties have sufficient</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>National Research Ethics Committees, the Regional Research Ethics Committees (REK) [https://www.forskningsetikk.no/en/] and the National Commission for the Investigation of Research Misconduct. The Office of the Auditor General of Norway has performed a survey, which concluded that the state research institutions in the university and college sector have insufficient measures to ensure good research ethics. In the time after this report was published in November 2021, a working group at HVL has been discussing measurements to be taken to ensure good research ethics at HVL. Three main measures are now designated to be implemented at HVL, these are mentioned under Institutional regulations in the following. Sikresiden.no is a collaboration between 33 universities, colleges and research organizations in Norway. This website provides preventive training and advice on what to do in an emergency. One of the topics are Research Ethics:</p> <p>https://www.sikresiden.no/en/preventive/researchethics Institutional regulations on ethical principles: HVL has a web portal on Research Ethics (In both English and Norwegian) [https://www.hvl.no/en/research/research-ethics/] where researchers can find information on how ethical aspects of the research process are regulated by a number of values, norms, laws, regulations and institutional arrangements. HVL has a Research ethics committee which is chaired by the Vice-chancellor for Research. The committee “contributes to the development of a good culture for research ethics in accordance with research ethics norms, and a system for preventing breaches of research ethics rules.” The institution’s Strategy 2023-2030 states that "We set the agenda and communicate knowledge from and about our subject areas. We highlight the knowledge we generate by participating in public debate. Our staff and students have academic integrity and an awareness of research ethics." Since the aforementioned report from the Office of the Auditor General of Norway was published, HVL has decided upon three main measures to be taken to ensure good research ethics in the organisation. These are elaborated under “Initiatives undertaken / new proposals”. In addition to these, a pilot project “HVL SJEKKE” is initiated, a system for pre-assessment and advice on research ethics and privacy in</p>	<p>expertise and resources to meet the need for advice and administrative procedures on cases regarding research ethics and suspicions of misconduct.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>research projects and student assignments. Another measure taken is to establish Research Ethics Committees on all of the faculties. These committees shall contribute to the development of a good culture for research ethics in accordance with research ethics norms, and a system for preventing breaches of research ethics rules.</p>	

Status

3. Professional responsibility

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. National regulations on professional responsibility: 1. Act relating to universities and university colleges. [https://lovdata.no/NLE/lov/2005-04-01-15] In Section 1-5. Academic freedom and responsibility this is duly stated: "(1) Universities and university colleges must promote and safeguard academic freedom. The institutions are responsible for ensuring that teaching, research and academic and artistic development work maintain a high professional level and are conducted in accordance with recognized scientific, artistic, educational and ethical principles. (5) A person appointed to a position where research or academic or artistic development work is part of the duties, is entitled to choose the topic and method for his/her research or development work within the framework that follows from the employment contract or a special agreement. (6) Universities and university colleges must ensure transparency regarding the results of research or academic or artistic development work. Anyone appointed to a position as mentioned in the fifth subsection is entitled to publish their results and must make sure such publication takes place. The relevant research basis must be made available in line with good practice in the field. The board may consent to postponed publication when required for legitimate reasons. No permanent restrictions in the right to publish results can be agreed or stipulated beyond what follows from statute or pursuant to statute. Universities have a responsibility to society with respect to dissemination of results of research." 2. The Research Ethics Act [https://lovdata.no/lov/2017-04-28-23]. The act states that researchers must act with care to ensure that all research takes place in accordance with recognized research ethical norms, and that this also should apply during preparations for research, reporting of research and other research-related activities. The act also instructs the employing institution to provide training and guidance on how to conduct ethically responsible research. 3. The Norwegian Patent act [Norwegian only: https://lovdata.no/lov/1967-12-15-9] regulates intellectual property rights. 4. The Copyright Act [Norwegian only: https://lovdata.no/lov/2018-06-15-40] regulates copyright (text, audio, images), including citation. The national General Guidelines for Research Ethics [https://www.forskningsetikk.no/en/guidelines/general-guidelines/]</p>	

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>addresses social responsibility (§12), and states that: "It is absolutely essential that when participating in public debate, the researcher clearly distinguishes between professional comments made in his or her capacity as an expert on the one hand and statements of personal opinion on the other, and refrains from abusing his or her authority." PhD on Track [https://www.phdontrack.net/about/] is a national web resource for PhD candidates and early career researchers in Norway. The website aims to enable beginning researchers from all academic fields to easily access information on different aspects of the process towards a PhD degree. The main topics are: The research process: https://www.phdontrack.net/review-and-write/index.html Communicating results: https://www.phdontrack.net/share-and-publish/index.html Open science: https://www.phdontrack.net/open-science/index.html Institutional measures on professional responsibility: HVL provides information on professional responsibility on the web, especially for PhD-candidates [https://www.hvl.no/en/research/phd-programmes/]. Here is information on the following, and more: • Research work [https://www.hvl.no/en/research/phd-programmes/about-phd-education/research-work/], • Dissemination [https://www.hvl.no/en/research/phd-programmes/about-phd-education/dissemination/], • IPR [https://www.hvl.no/en/research/phd-programmes/intellectual-property-rights/], • Research ethics [https://www.hvl.no/en/research/research-ethics/], • Plagiarism and copyright [https://www.hvl.no/en/library/writing-and-referencing/academic-writing/plagiarism-and-copyright/] HVL participated in the collaborative project Research integrity in Norway (RINO, 2016-18) [https://www.uib.no/en/rino] which intended to survey the prevalence of dishonest and debatable research practices at Norwegian universities, university colleges and research institutions. The aim was to survey attitudes towards and experiences with ethically unacceptable and questionable practices, as well as to take a closer look at what can contribute to building good cultures for research ethics.</p>	

Status

4. Professional attitude

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. National and regional services and legislation on professional attitude: Sikt - Norwegian Agency for Shared Services in Education and Research [https://sikt.no/en/home]: Among other services, Sikt offers support on how to process personal data in research project. Sikt can carry out an assessment of the processing the scientist has planned, and can help finding solutions that fit the project and ensure that the planned processing is in accordance with data protection legislation. By filling out the notification form the institution will also have an overview of the processing, something it is legally required to have. Regional Committees for Medical and Health Research Ethics (REK) [https://www.forskningsetikk.no/en/about-us/our-committees-and-commission/rek/], provides preliminary approval to medical and health research projects, general research biobanks and exemption from the confidentiality obligation for other types of research. The Norwegian National Research Ethics Committees [https://www.forskningsetikk.no/en/about-us/] aims to ensure that all research is conducted in accordance with recognized research ethical norms. They do preventive work, counseling, publish general and specific decisions and investigate individual cases concerning possible misconduct. The National Research Ethics Committees are independent agencies for questions regarding research ethics, and investigation of misconduct, within all subject areas. The aforementioned national web resource PhD on Track aims to enable beginning researchers from all academic fields to easily access information on different aspects of the process towards a PhD degree. Main topics are the research process, communicating results, and open science. Internal legislation and services on professional attitude: HVL has dedicated web pages on Research Ethics [https://www.hvl.no/en/research/research-ethics/] providing information on guidelines, definitions of “personal data”, information on data archiving and so on. HVL`s own Guidelines for processing personal identifiable and health data in research are also to be found here. [https://www.hvl.no/en/research/research-ethics/guideline_personal_identifiable_and_health_data_in_research/]</p>	

Status**5. Contractual and legal obligations**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. National regulations on contractual and legal obligations: Working conditions for researchers are well regulated through national legislation: 1. The Norwegian Universities and University Colleges Act [https://lovdata.no/dokument/NLE/lov/2005-04-01-15] contains rules on academic freedom and the application of scientific and artistic methods and outcomes, both in the teaching of students in their own activities at large and in public administration, cultural life and business. 2. The Norwegian Act relating to Civil Servants [Norwegian only: https://lovdata.no/lov/2017-06-16-67] regulates the employment conditions for all employees in the state, thus also in the university sector. 3. The Personnel Handbook for State Employees [Norwegian only: https://lovdata.no/sph] is an encyclopedia for salary and personnel issues in the state. It contains information on the law, agreements, administrative provisions and other regulations that set the framework for and regulate the rights and obligations of everyone who is employed or applying for a position in the state: • HR policies, initiatives and priorities • An overview of and an interpretation of key laws, collective agreements and administrative provisions on appointment, pay and working conditions, termination of employment and co-determination in state employment relations • The Ministry's decisions of principle and guidelines drawn up on the basis of practice • Templates and guides. HVL employment contracts include reference to relevant legislation concerning working conditions. All information related to working conditions is available on the intranet through the Compendia portal for employees and in the Personnel Policy Guidelines (“Personalreglement”) for HVL. There are also dedicated webpages for phd-candidates in HVL, containing information on research ethics, research support, regulations and so on. [https://www.hvl.no/en/research/phd-programmes/] Intellectual property rights is addressed through https://www.hvl.no/en/research/phd-programmes/intellectual-property-rights/ where employees can find information.</p>	

Status**6. Accountability**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. National regulations on accountability: The Norwegian Research Ethics Act, Section 4 [https://lovdata.no/lov/2017-04-28-23/§4] applies to researchers' duty of care to ensure that all research is done in accordance with recognised research ethical norms, and that this also applies during preparations for research, reporting of research and other research-related activities. There are also subject specific guidelines on research ethics: https://www.forskningsetikk.no/en/guidelines/ Institutional regulations on accountability: The national General Guidelines for Research Ethics [https://www.forskningsetikk.no/en/guidelines/general-guidelines/] addresses both the accountability: § 3: Quality: "(...) The researcher and institution are required to possess the necessary competence, design relevant research questions, undertake suitable choices of methodology and ensure sound and appropriate project implementation in terms of data collection, data processing and safekeeping/storage of the material." and the relevance of research for society: § 12 Social responsibility: "Researchers have an independent responsibility to ensure that their research will be of benefit to research participants, relevant groups or society in general (...)".</p>	

Status

7. Good practice in research

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. National regulations on good research practices: The "Norwegian Act relating to working environment, working hours and employment protection, etc." (aka "Working Environment Act") [https://lovdata.no/NLE/lov/2005-06-17-62] has been drafted with the purpose of – amongst other things - to “secure a working environment that provides a basis for a healthy and meaningful working situation, that affords full safety from harmful physical and mental influences”. The aforementioned (see also NO 2 Ethical principles) Norwegian Act on medical and health research (aka "Health Research Act") provides the framework for medical and health research on humans, human biological material and/or health data, and regulates the storage and processing of health data. Sikt - Norwegian Agency for Shared Services in Education and Research [https://sikt.no/en/home]: Sikt offers support on how to process personal data in research project. Sikt can carry out an assessment of the processing the scientist has planned, and can help finding solutions that fit the project and ensure that the planned processing is in accordance with data protection legislation. By filling out the notification form the institution will also have an overview of the processing, something it is legally required to have. The Norwegian Personal Data Act [https://www.forskningsetikk.no/en/resources/the-research-ethics-library/legal-statutes-and-guidelines/the-personal-data-act/] incorporates the European Data Protection Regulation (GDPR) to Norwegian law. The Act also contains national special rules in certain areas where the GDPR allows it. PhD on Track (see also NO 3 Professional responsibility) is a national web resource for PhD candidates and early career researchers in Norway. The website aims to enable beginning researchers from all academic fields access to relevant information on different aspects of the process towards a PhD degree. Main topics are the research process, communicating results, and open science. Institutional regulations and initiatives on good research practices: HVL has a HSE Handbook on the intranet (in Norwegian only) with information and guidelines on HSE, working environment and more. SILAF is HVL’s research server. [https://www.hvl.no/en/hvl-students/it-tools-and-help-desk/secure-storage-of-research-data-silaf/] Since March 2023</p>	

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>HVL has an automated system where information on projects are collected to from Sikt with an API, for creating an area on SILAF for secure storage of personal data in research and student assignments. When the storage area is created, information on how to use the system is sent to the researcher and their supervisor.</p>	

Status

8. Dissemination, exploitation of results

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. As a state-owned institution HVL has a mandate and an obligation to enlighten and inform the public through dissemination and participation in the public debate. National regulations and sources on dissemination and exploitation of results: PhD on Track (see also NO 3 Professional responsibility) is a national web resource for PhD candidates and early career researchers in Norway, that aims to enable beginning researchers easy access to information on different aspects of the process towards a PhD degree. Main topics are the research process, communicating results, and open science. CRISTIN (Current Research Information System in Norway) is the national system for registering and reporting research activities. All employees at HVL are responsible for registering their academic publications, projects and research stays in Cristin, and for keeping their profiles updated. The library offers training and support. All academic publications must be registered in Cristin, one may also register other types of results and projects.</p> <p>[https://www.cristin.no/english/] CRISTIN will during 2023 be merged to a new system that shall provide an overview of Norwegian research like CRISTIN does, but in addition will make publications openly available and facilitate the reuse of metadata. Institutional regulations and information on dissemination and exploitation of results: HVL Strategy 2023-2030 states that "Responsible innovation is a key factor in developing a sustainable society with new, green and competitive jobs and in improving quality in the public sector. Our employees build innovation capacity through research and education, as well as in co-creation with our partners in society and the labour market. We make it easy for staff and students to apply their knowledge to produce new or improved products, services and methods." HVL has designated information on publishing on the website.</p> <p>[https://www.hvl.no/en/library/research-and-publish/publishing/where-to-publish/]</p>	<p>New proposals: Assess how to further develop the promoting on existing offers in HVL on support of dissemination and exploitation of results. Assess how to build a more robust culture on dissemination: "Why disseminate and how to disseminate." Investigate a possible expansion of HVL's existing offer of media training and targeted communication for researchers. There is an certain lack of knowledge about who in the organisation are responsible for conveying the expectations on dissemination to the researchers. This needs to be sorted out and cleared.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>The HVL's Division of Communications has designed webpages on HVL's intranet with a lot of information on communication, like media training, how to write columns in media, and help on visibility through social media. In the Charter and Code work shop on "Being a Scientist", dissemination and exploitation of results were discussed, and several proposals were mentioned. Some of these will be a part of HVL's measures, and are mentioned under proposals. See also NO 9 Public engagement.</p>	

Status

9. Public engagement

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. As a state-owned institution HVL has a mandate and an obligation to enlighten and inform the public through dissemination and participation in the public debate. Sciencenorway is the English version of Forskning.no, which is Norway's independent, online newspaper on science [https://sciencenorway.no/]. This news magazine covers science in the broadest sense – the human sciences as well as natural science, health and technology. It offers news and background stories written by science journalists, as well as blogs, opinions and popular science articles written by scientists and researchers. Forskning.no and ScienceNorway.no are owned by the non-profit-organization "Forening for drift av forskning.no", that is owned by 80 research institutions in Norway, whereas HVL is one. The institutions produce stories and press releases that are published on the sites, and HVL is an active participant. Forskningsdagene ("The National Science Week in Norway") is a national, annual festival coordinated by the Research Council of Norway. All types of research and knowledge-based institutions are invited to present their activities to the public. The festival is one of Europe's large, nationwide research festivals. The objectives of the festival are to create enthusiasm and understanding for research, to communicate what research and its results mean in our daily lives, to show the connection between research, innovation and business, to boost interest in the media for research and research results and last, to contribute to the recruitment of young people into research-related professions. The events range from open laboratories, exhibitions and debates to boat trips, quizzes and the Forsker Grand Prix show. HVL is an active participant in this festival. Institutional regulations and information on Public engagement: HVL Strategy 2023-2030 states that "We set the agenda and communicate knowledge from and about our subject areas. We highlight the knowledge we generate by participating in public debate." The HVL's Division of Communications has designed webpages on HVL's intranet with a lot of information on communication,</p>	<p>New proposals: Investigate a possible expansion of HVL's existing offer of media training and targeted communication for researchers. Assess how to even better promote all the existing offers on support of dissemination and exploitation of results.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>like media training, how to write columns in media, and help on visibility through social media. There is also a web page where media easily can find expertise within different scientific fields like Women's Health, Vaccines, E-Learning, Terrorism Management, Glaciers and more. [Norwegian only: https://www.hvl.no/om/presserom/finn-ein-forskar/]</p> <p>In the HVL's Charter and Code work shop on "Being a Scientist", the topic of Public engagement was discussed, and several proposals were mentioned. Some of these will be a part of HVL's measures, and are mentioned under proposals. See also NO 8 Dissemination, exploitation of results.</p>	

Status

10. Non discrimination

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. It is still a goal to further develop the institution's practice in this area through a few measures in the Action Plan. Non-discrimination is well safeguarded by Norwegian national legislation. National regulations on non-discrimination:</p> <p>1. The "Act relating to working environment, working hours and employment protection, etc." [aka "Working Environment Act": https://lovdata.no/NLE/lov/2005-06-17-6] relating to working environment, working hours and employment protection, etc. prohibits all forms of discrimination and harassment in Chapter 13: Protection against discrimination, and states in 13.1 (4) that: "(4) In the case of discrimination on the basis of gender, pregnancy, leave of absence in connection with childbirth or adoption, care responsibilities, ethnicity, religion, belief, disability, sexual orientation, gender identity or gender expression, the Equality and Anti-Discrimination Act shall apply." [https://lovdata.no/dokument/NLE/lov/2005-06-17-62/KAPITTEL_14#%C2%A713-1]</p> <p>2. The "Act relating to equality and a prohibition against discrimination" [aka "Equality and Anti-Discrimination Act": https://lovdata.no/NLE/lov/2017-06-16-51]: "The purpose of this Act is to promote equality and prevent discrimination on the basis of gender, pregnancy, leave in connection with childbirth or adoption, care responsibilities, ethnicity, religion, belief, disability, sexual orientation, gender identity, gender expression, age or other significant characteristics of a person. «Equality» means equal status, equal opportunities and equal rights. Equality presupposes accessibility and accommodation. This Act has the particular objective of improving the position of women and minorities. This Act shall help to dismantle disabling barriers created by society and prevent new ones from being created." (Section 1: "Purpose")</p> <p>3. The Act relating to the Equality and Anti-Discrimination Ombud and the Anti-Discrimination Tribunal regulates the process for handling of allegations of discrimination. [Equality and Anti-Discrimination Ombud Act: https://lovdata.no/NLE/lov/2017-06-16-50]</p> <p>Institutional regulations and initiatives on non-discrimination:</p> <ul style="list-style-type: none"> • HVL has a Council for Equality, Diversity and Inclusion (RLMI). The council's purpose is to promote real equality, diversity and inclusion at the HVL. The 	<p>New proposals:</p> <p>Ensure that information and documents that employees are supposed to be familiar with; is translated to English.</p> <p>Investigate how to help to write non-discriminatory advertisements:</p> <p>Better templates and more awareness.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>council must contribute to ensure that there is no discrimination against students and staff at the HVL based on gender, ethnicity, national origin, skin colour, language, religion and outlook on life, political views, organizational affiliation, sexual orientation, functional ability, age and other conditions. The council has an annual award for equality, diversity and inclusion, created to highlight and recognize the professional environment, individuals or students at HVL, who have excelled in gender equality, inclusion and diversity - in line with HVL's action plan in the area. • HVL has an Action Plan for Equality, Inclusion and Diversity at Western Norway University of Applied Sciences 2020–2023, written by the RLMI mentioned in the previous paragraph. The overall aim of the action plan for equality, inclusion and diversity (EI&D) is “to promote equality and prevent discrimination among staff and students. Everyone should be respected, regardless of gender, ethnicity, national identity, language, religion or belief, disability, sexual orientation, gender identity or age.” [https://www.hvl.no/en/about/documents/] • The institution’s Strategy 2023-2030 states that "We have a stimulating and accessible learning environment that is varied, international and inclusive". The Strategy further states that "High levels of expertise and diversity among our staff and students, (...) make us an important innovator". One of HVL’s three main values in the Strategy is Inclusion: "Everyone is treated with respect and consideration. By inclusion, we mean that we value diversity and promote academic development, well-being and a sense of security." [https://www.hvl.no/en/about/strategy-2023-2030/] 4. The HVL adheres to the Government’s Inclusive Workplace Initiative - "IA Agreement". [https://www.regjeringen.no/en/topics/labour/the-working-environment-and-safety/inkluderende_arbeidsliv/ia-avtalen-20192022/the-ia-agreement-20192022/id2623741/]. This initiative commits the institution to work actively against discrimination and to achieve a more inclusive working life: The overall aim of the IA Agreement is to create a working life with room for everyone by preventing sickness absence and dropouts and in this way contribute to an increasing employment rate. The IA Agreement's focus area, organization and tools should support the work that managers, union representatives, safety representatives and employees perform in the individual business. The initiative is about a good preventive work environment and to avoid sickness</p>	

Status

Implementation**GAP / Implementation impediments****Initiatives
undertaken/new
proposals**

absence, but also to raise competence by mapping, discussions and different efforts. The businesses' routines and efforts in these areas help to prevent and reduce sickness absence and drop-outs, and to augment inclusion. In one of the Charter and Code work shops, Non-Discrimination was on the agenda. The conclusion was that if discrimination occurs in HVL, it is probably mostly in the everyday situations and in more informal situations. There may occur unconscious discrimination too. Although English is seamlessly used in research and academic work, language barriers is sometimes still a challenge socially as employees recruited from abroad may not speak, or need time to learn, written and spoken Norwegian. Unconscious discrimination may also occur in job advertisements. Awareness on how to formulate non-discriminatory advertisements was proposed as a measurement in the work shop.

Status

11. Evaluation/ appraisal systems

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fully fulfill this principle through compliance with national legislation, institutional regulations and practices. National regulations on assessment systems: In the "Regulations concerning appointment and promotion to teaching and research posts" [https://lovdata.no/dokument/SFE/forskrift/2006-02-09-129], Chapter 2, we find the procedure and criteria for the composition of evaluation committees for appointments and promotions in teaching and research positions. As stipulated in these regulations, assessment of the individual researcher's overall research performance, including all publications, experience and results, is done either when the researcher applies for a position or if an already employed researcher apply for promotion. On these occasions the institutions are obliged to arrange a transparent assessment process done by an independent expert committee. The Regulations specify the composition of these committees, like representation of both women and men, and that the committee preferably should have a member working in a foreign university. Institutional regulations on assessment systems: HVL have the "Regulations for the degree of Philosophiae Doctor (PhD) at Western Norway University of Applied Sciences", where chapter 5 Completion contains a description of, and the regulations concerning the evaluation/appraisal system for assessing the PhD degree. [https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/regulations-for-the-degree-of-philosophiae-doctor-phd-at-western-norway-university-of-applied-sciences.pdf] At HVL, annual appraisal interviews with the employers respective line managers are also considered to be a step in targeted management and employee development. These appraisals are documented and conducted as structured conversations which addresses the recent researchers achievements, time and resource allocations for research projects the following year as well as career prospects. The interview is an important arena for clarifying expectations to achievements, providing mutual feedback and insight into each other's work situation and addressing the working environment in the workplace. These interviews are also being used to uncover competence needs, change and development.</p>	

Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.

Status

12. Recruitment

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. National regulations on recruitment: "Regulations concerning appointment and promotion to teaching and research posts" [https://lovdata.no/dokument/SFE/forskrift/2006-02-09-129] These regulations provide general criteria for appointment to teaching and research posts at institutions under the Act relating to universities and university colleges. Institutions may specify additional requirements for each type of post for the whole institution or parts of it. When advertising individual posts, more specific requirements may be stated. The appointing authority may require that the appointee shall undertake to undergo specific training within a given time limit. The regulations shall apply both to posts based on academic qualifications and to posts based on artistic qualifications. Appointments to positions as postdoctoral researcher and research fellow are regulated in the "Regulations on terms of employment for positions such as postdoctoral fellow, research fellow, scientific assistant and specialist candidate". [Norwegian only: https://lovdata.no/dokument/SF/forskrift/2006-01-31-102] The following have general recruitment regulations and guidelines for HVL as a public institution: • "The Act on State Employees etc./Civil Service Act" , chapter 2 on Employment ("Ansettelse") [Norwegian only: https://lovdata.no/dokument/NL/lov/2017-06-16-67#KAPITTEL_2], • "Regulations for the Act on State Employees etc" [Norwegian only: https://lovdata.no/forskrift/2017-06-21-838] • "The Personnel Handbook for State Employees", chapter 2 on Employment ("Ansettelse"). [Norwegian only: https://lovdata.no/dokument/SPH/sph-2023/KAPITTEL_2#KAPITTEL_2] Institutional regulations on recruitment: "Regulations for the degree of Philosophiae Doctor (PhD) at Western Norway University of Applied Sciences" These regulations apply to all aspects of education that contribute to degree of Philosophiae Doctor (PhD). The regulations provide rules on admission to and implementation and conclusion of the PhD programme, including joint degrees and cotutelle (joint supervision). [https://www.hvl.no/globalassets/hvl-internet/dokument/p.hd/phd-dokumenter-engelsk/regulations-for-the-degree-of-philosophiae-doctor-phd-at-western-norway-university-of-applied-sciences.pdf] HVL's job</p>	

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>advertisements explicitly take into account the needs of disadvantaged groups. This is stated through the aforementioned Regulations for the Act on State Employees etc. §4: "The employer must invite to an interview at least one qualified applicant who states that: 1. They have a disability And /or: 2. They are absent from work, education or training And /or: 3. They have an immigrant background" All these three groups of applicants are further elaborated in the regulations, for instance: "An applicant with an absence from work, education or training is defined as an applicant who, at the time of application, has been out of work, education or training for a total of at least two years in the last five years. The absence must be due to drug addiction, imprisonment or illness, including mental illness, or the applicant must have been actively looking for work during the period of absence." The Act on State Employees regulates that "The best qualified applicant must be employed or appointed to a vacant position or office, unless exceptions are made in law or regulations." Still the Regulations for the Act on State Employees states that applicants from group 1 or 2 may be employed even if they are not considered being the best applicant, so-called Positive Differential Treatment.</p>	

Status

13. Recruitment (Code)

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>HVL is considered to almost, but not fully fulfill this principle through compliance with national legislation, institutional regulations and practices. It is a goal to further develop the institution's practice in this area through measures in the Action Plan.</p> <p>National legislation on recruitment: The Civil Service Act [Norwegian only: https://lovdata.no/lov/2017-06-16-6] applies to recruitment procedures and The Personnel Handbook for State Employees [Norwegian only: https://lovdata.no/sph] presents legislation that regulates employment (and termination) in state positions. The Act relating to universities and university colleges, Chapter 6, regulates appointments to academic positions. [https://lovdata.no/NLE/lov/2005-04-01-15] The national Regulations concerning appointment and promotion to teaching and research posts provide general criteria for appointment to teaching and research posts at institutions under the Act relating to universities and university colleges. These regulations are vital and are thus referred to when announcing vacancies. [https://lovdata.no/SFE/forskrift/2006-02-09-129] Institutional legislation on recruitment: The Personnel Regulations for HVL (in Norwegian and on intranet only) and accompanying procedures, streamlines the recruitment process in order to making it transparent and open, as well as predictable for applicants. All job advertisements are approved by HVL's appointment board prior to publishing, and applicants, as well as the public, have access to information concerning the recruitment process. Advertisements provide an accurate description of qualifications required for the position according to HVL's templates and are published broadly according to national guidelines. Employee representatives are members of the appointment board and participates in the recruitment process (interviews, trial lectures, etc.). Academic recruitment is unfortunately often a lengthy process. This is both a necessity and a challenge and difficult to remedy. Expert committee evaluation of candidates' professional merits takes time, and even the appointing of committees can be a lengthy process since it generates a workload on scientist from other universities. There is thus a risks that qualified candidates may withdraw their</p>	<p>New Proposals: Revise templates for job announcements that recognises mobility experience as a qualifying merit (see NO 18 Recognition of mobility experience)</p> <p>Consider improving the communication with and information flow to applicants who are rejected. Start using EURAXESS as a platform for available positions. Revision of templates for job announcements to include descriptions on career development prospects.</p> <p>Implementing of these after the initiatives are established (see NO 28 Career development).</p> <p>Publish OTM-R policy in Norwegian and English.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>candidature during the process because they are offered another position during the time the process lasts. HVL has a internal audit programme together with 3 Norwegian universities. In 2022 the process for academic recruitment was revised. The conclusion suggests that HVL, by and large, carries out the processes in the same way as these other three Norwegian institutions. Some of the improvement suggested for HVL were:</p> <ul style="list-style-type: none">• To follow up on candidates whose applications are rejected• Expand international recruitment through tools and websites to reach international candidates• Consider measures to reduce the time it takes to appoint expert committees <p>Description of career development prospects in the advertisements is an area of improvement at HVL. Although career paths follow national regulations, career development is not currently described in advertisements, but is usually discussed during interviews. As elaborated in NO 28 Career development, the information on career development in advertisements will follow when HVL has established arrangements for this. The recruitment process in entirety is not presented in conjunction with the job advertisements. In accordance with EU's OTM-R policy HVL should establish a collective OTM-R policy and publish this online in Norwegian and English. This is further elaborated in the OTM-R Checklist.</p>	

Status

14. Selection (Code)

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fully fulfill this principle through compliance with national legislation, institutional regulations and practices. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. National regulations on selection: The composition of expert evaluation committees for evaluations of applicants to research positions is regulated in the The Universities and University Colleges Act Section 6-3 [Norwegian only: https://lovdata.no/lov/2005-04-01-15], and further described and regulated in "Regulations concerning appointment and promotion to teaching and research posts". [https://lovdata.no/SFE/forskrift/2006-02-09-129] These regulations agree with NO 14 Selection in terms of the composition of the evaluation committee on gender balance and the demand for including foreign members. In the HVL's Charter & Code workshop on Recruitment, the including of members for different sectors were discussed, as well as some different practices within the organisation. In some research fields it is not unusual to include members from other sectors, while this was experienced as a totally new, but quite intriguing approach in other environments. The process for appointing in positions as PhD and Postdoctor is regulated through the "Regulations on Employment of post-doctoral research fellow, research fellow, assistant lecturer, research assistant and resident". [Norwegian only: https://lovdata.no/forskrift/2006-01-31-102]. Institutional regulations on selection: All applicants to academic positions at HVL are part of a two step process: 1. The academic background of all applicants is subject to an expert assessment by an appointed committee . National regulations regulate the composition of the committee, hereunder number of members, gender balance, competence, relevant experience, nationality and position/employment. For guidance, HVL has internal procedures concerning the expert committee's work and report. Their final assessment is shared with all candidates, who then have the opportunity to return any comments they should have to the assessment. 2. The selection process always involves interviews, trial lectures and obtaining references from former employers. Supplementing national regulation, all managers who have been delegated the</p>	<p>New proposals: Enhance the information on the possibility of including members from other sectors in recruitment processes. Prepare training program for all involved in selection committees, especially those involved in the interviews. Consider different options, like online services, webinars and other. Revise guidelines to ensure that the expert committee uses the announcement text as the main basis for the assessment.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>authority to employ personnel, receive adequate training and support with regards to the selection process. There are specific guidelines for "Recruitment and appointment in fellowships and post-doctoral positions at the HVL". These guidelines also include the same two steps mentioned above, with only minor adjustments. [Available on HVL intranet only.] HVL have prepared Guidelines for committees and a template for Expert Committee assessment that is always shared with the committees, and have developed templates on how to carry out interviews. Most research positions include teaching. Hence, a part of the evaluation on the final candidates is to lead a short trial lecture, in addition to the interview. In the HVL's Charter & Code workshop on Recruitment, the need for further training for all involved in the recruitment processes was confirmed. The managers and the union representatives do receive some training, but in the processes also representatives of the research environment often are included, and they often desire some training on the process and regulations. The workshop also revealed that a relatively common deviation in the assessments is that the advertisement text is not sufficient extent being used as the main basis for the assessments. A revision on HVL's Guidelines for committees to address this is therefore recommended.</p>	

Status**15. Transparency (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>HVL is considered to almost, but not fully fulfill this principle through compliance with national legislation, institutional regulations and practices. It is a goal to further develop the institution's practice in this area through measures in the Action Plan. National regulations and legislation on transparency: Transparency is a fundamental principle in Norwegian public administration and the society as a whole. This area is thus considered well safeguarded nationally as well as institutionally. Transparency and applicants' access to information concerning the recruitment and selection process is regulated in "Act relating to procedure in cases concerning the public administration" [aka "Public Administration Act": https://lovdata.no/dokument/NLE/lov/1967-02-10] and "Act relating to the right of access to documents held by public authorities and public undertakings" [https://lovdata.no/dokument/NLE/lov/2006-05-19-16] Institutional regulations, legislation and guidelines on transparency: HVL's Personnel Regulations and the HVL templates on job advertisements ensure that information concerning the recruitment process, selection criteria as well as number of available positions are listed in announcements for positions. Applicants receive the written report from the external expert committee assessing the formal strengths and weaknesses of their application. To further assure full transparency, all applicants receive the assessment on all applicants. The applicants are allowed to reply with a formal comment on the report, a reply that then is considered to be a formal documents in the process. Career development prospects are usually not mentioned in the job advertisement. As stated in NO 13 Career development, this is an area where HVL needs new measures. When the career development prospects for researchers at HVL have been utterly established and implemented, these will be incorporated in the templates for job advertisements.</p>	<p>New proposals As listed under NO 13 Career development, the career development prospects should be included in revised templates and guidelines for announcements and interviews.</p>

Status

16. Judging merit (Code)

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. National regulations on suitability assessment: • In the "Act on state employees etc." [aka "Civil Service Act", Norwegian only: https://lovdata.no/dokument/NL/lov/2017-06-16-67] the Chapter 2, Employment, etc., regulates state employments. The Civil Service Act Section 3 contains the “qualification principle”, after which the emphasis in appointments should always be placed on the candidates’ education, experience and personal suitability, compared with the eligibility requirements set out in the announcement. • "Act relating to working environment, working hours and employment protection, etc." [aka "Working Environment Act": https://lovdata.no/dokument/NLE/lov/2005-06-17-62/KAPITTEL_15#%C2%A714-1] Chapter 14, Appointment, etc. contains regulations regarding all appointments in Norway. • "Act relating to universities and university colleges" Chapter 6 Employment, further regulates employments in universities and university colleges. [https://lovdata.no/dokument/NLE/lov/2005-04-01-15/%C2%A76#%C2%A76-1] • "Regulations concerning appointment and promotion to teaching and research posts" [https://lovdata.no/SFE/forskrift/2006-02-09-129] and "Regulations on terms of employment for positions such as postdoctoral fellow, research fellow, scientific assistant and specialist candidate" further regulates appointments in the different groups of researchers. [https://www.uhr.no/_f/p1/i83a1e613-4f72-4e3a-9852-5289d556871b/regulations_post_doctoral_and_research_fellow.pdf] Institutional regulations on assessment of suitability: The evaluation committees for appointments and promotions decides whether and to what extent the applicants fulfil the academic criteria for the position. Based on the Committee’s recommendation, the best qualified candidates are invited for interviews and trial lectures. During the interview, the wider range of qualification criteria are evaluated in accordance with internal interview and selection guidelines and templates. HVL then appoints the candidate considered to be the most qualified based on education, experience and personal suitability, in accordance to the aforementioned “principal of qualification” (Civil Service Act § 3). HVL is in the process of considering joining</p>	

Status

Implementation**GAP / Implementation impediments****Initiatives
undertaken/new
proposals**

the Norwegian initiative NOR-CAM [The Norwegian Career Assessment Matrix: https://www.uhr.no/en/_f/p3/i86e9ec84-3b3d-48ce-8167-bbae0f507ce8/nor-cam-a-tool-box-for-assessment-and-rewards.pdf]. These are the recommended guiding principles for the assessment and evaluation of research(ers) in light of the transition to Open Science, and are considered to be a more flexible and holistic framework for recognition and rewards in academic research assessment. The ambition for NOR-CAM has been to develop a guide that emphasizes more transparency, greater breadth, and comprehensive assessments as opposed to one-sided use of indicators. NOR-CAM is a systematic framework in which these elements are assessed and can be combined for different purposes and needs, and this should ultimately reward a broader range of academic activities, thus improve academic culture and the quality of research. If HVL joins the NOR-CAM, measures will be taken to implement these principles.

Status

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

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfil this principle through compliance with national legislation, institutional regulations and practices. Recruiting in HVL is subject to several laws and regulations as mentioned earlier. Among other things, these regulates that researchers are considered for appointments based also on their variety of achievements and qualifications. HVL is part of the national Inclusive Working Life initiative (IA-Agreement) which safeguards fair consideration of all applicants irrespective of career breaks. As a state institution, HVL is also part of a national effort specifically targeting such applicants with an explicit goal of ensuring that minimum 5% of all new employments do have career breaks or variations in the chronological order of CVs, enabling multidimensional career tracks.</p>	

Status**18. Recognition of mobility experience (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fully fulfill this principle through compliance with national legislation, institutional regulations and practices. In the HVL workshop on Recruitment, managers who are delegated the authority to employ personnel, agreed upon that there is a high level of recognition of international mobility experience in HVL. Still there was a discussion on how to strengthen cognizance within the organisation on the benefits of other mobility experiences like intersectorial mobility. NO 29 Value of mobility includes several matters of relevance to this point (NO 18) as well. The measure that also is mentioned in NO 13 Recruitment and NO 29 Value of mobility; to introduce "Mobility experience" in job announcement templates to be a standard desirable qualification when recruiting, is also applicable here in this principle (NO 18).</p>	<p>New proposal Revise templates for job announcements that recognises mobility experience as a qualifying merit.</p>

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

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. National initiatives of recognition on qualifications: In Norway recognition and accreditation of foreign higher education is conducted by Directorate of Higher Education and Skills [aka HK-DIR: https://hkdir.no/en]. The directorate is the executive agency for the Ministry of Education and Research within the higher education and higher vocational education sectors and is responsible for the national skills policy. Information on the recognition and accreditation of foreign higher education is available on their website. As described under the preceding principles, assessment and evaluation of applicants' academic and professional qualifications, non-formal qualifications and skills are well regulated under national legislation and supplementary internal guidelines.</p>	

Status**20. Seniority (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. The recruitment process at a Norwegian state-owned institution is in line with OTM-R principles and thoroughly regulated through the already mentioned "Appointment and promotion to teaching and research posts", and the "Employment of post-doctoral research fellow, research fellow, research assistant and resident". These set out criteria for appointments in teaching and research posts. The "Working Environment Act" stipulates that discrimination due to age is prohibited. This is also the case in terms of lifelong professional development which for instance is addressed through the national Inclusive Workplace initiative (IA-Agreement). Links: "Appointment and promotion to teaching and research posts": https://lovdata.no/dokument/SFE/forskrift/2006-02-09-129 "Employment of post-doctoral research fellow, research fellow, research assistant and resident": https://www.uhr.no/_f/p1/i83a1e613-4f72-4e3a-9852-5289d556871b/regulations_post_doctoral_and_research_fellow.pdf "Working Environment Act": https://lovdata.no/NLE/lov/2005-06-17-62 "IA-Agreement": https://www.regjeringen.no/en/topics/labour/the-working-environment-and-safety/inkluderende_arbeidsliv/ia-avtalen-20192022/the-ia-agreement-20192022/id2623741/</p>	

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

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fully fulfill this principle through compliance with national legislation, institutional regulations and practices. This area is addressed through "Regulations on Employment of post-doctoral research fellow, research fellow, assistant lecturer, research assistant and resident" [https://www.uhr.no/_f/p1/i83a1e613-4f72-4e3a-9852-5289d556871b/regulations_post_doctoral_and_research_fellow.pdf] set out by the Ministry of Education and Research. In addition, HVL has internal regulations for employment of PhD and postdoctoral candidates; Guidelines for recruitment and appointment in PhD- and postdoctoral positions at the HVL. In the last years, there has been a national discussion on postdoctoral positions. The Ministry of Education and Research is expected to adjust regulations in the area of postdoctoral positions. These adjustments will probably also impact HVL's regulations, thus HVL expect legislative changes in the coming years. HVL has recruited postdoctors only for the last few years. There are now about 30 postdoctors in the institution (official statistic per October 2022: 30,8 positions. In the workshop on supervision, a initiative on establishing a forum in HVL for postdoctors was introduced.</p>	<p>New proposal: Follow up on the initiative on establishing a forum for postdoctors in HVL.</p>

Working Conditions and Social Security

Status

22. Recognition of the profession

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. The aforementioned Universities and University Colleges Act, Section 1-5, safeguards the professional recognitions of researchers through the regulation of freedom and responsibilities for researchers. [https://lovdata.no/NLE/lov/2005-04-01-15/§1-5]	

Status

23. Research environment

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfil this principle through compliance with national legislation, institutional regulations and practices. National regulations and initiatives of Research Environment: In Norway, Health, Safety and Environmental (HSE) issues at the working place is thoroughly regulated by the comprehensive "Act relating to working environment, working hours and employment protection, etc.," ("Working Environment Act") which quite detailed specifies the standards for working conditions and responsibilities for both employees and the employer. The Chapters 3 and 4, concerns more specifically working environment measures and requirements for the working environment.</p> <p>[https://lovdata.no/NLE/lov/2005-06-17-62] Institutional regulations and initiatives of Research Environment The institution's Strategy 2023-2030 states that: "We will strengthen our research by further developing our existing research environments and by building more nationally and internationally competitive research environments. Interdisciplinary research will be developed and prioritised. We will engage in research in collaboration with professions and society at large, increase external research funding and intensify our efforts to promote open access to research. The research will be applied in our study programmes and make a difference in society and the marketplace in Norway, as well as internationally. Talented researchers and qualified research managers are given opportunities to develop and drive research forward in their fields, which in turn will make us more attractive both as an employer and as a partner." The Action Plan on HSE at HVL 2022-2023 (Intranet only) has HSE targets that are divided into sub-targets for the period 2022–2023. These must be realized through institutional measures, locally through local HSE action plans at the faculties/departments and institutes/centres, and in various forms of interaction between units and levels. HVL further has a HSE-Handbook (Intranet only) where information and guidelines on HSE is easily available for employees in Norwegian and English. HVL has appointed a Working Environment Committee and safety representatives, according to national regulations. The Working Environment Committee's responsibilities are the following, according to the Act relating to working environment, working hours and employment protection, etc: "The working environment committee shall make efforts to</p>	

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>establish a fully satisfactory working environment in the undertaking. The committee shall participate in planning safety and environmental work and shall follow up developments closely in questions relating to the safety, health and welfare of the employees. The working environment committee shall consider:</p> <ul style="list-style-type: none">• questions relating to the occupational health service and the internal safety service• questions relating to training, instruction and information activities in the undertaking that are of significance for the working environment• (...)"	

Status

24. Working conditions

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. National regulations on working conditions: The Norwegian "Act relating to working environment, working hours and employment protection, etc." ("Working Environment Act") safeguards a healthy and meaningful working situation for all employees, full safety from harmful physical and mental influences, and commands a standard of welfare at the working place which at all times is consistent with the level of technological and social development of society. More specifically it addresses the rights of disabled job applicants and employees and the corresponding obligations for the employer (§ 4-6), ensuring that for instance disabled researchers are given special adaptation of the work or working hours, alteration of work equipment, work-oriented measures or the like. [https://lovdata.no/NLE/lov/2005-06-17-62]</p> <p>The Governments Personnel Handbook is an encyclopedia on up-to-date information on the law, agreements, administrative provisions and other regulations that set the framework for and regulate the rights and duties of everyone employed or applying for a position in the state. [Norwegian only: https://lovdata.no/sph] The HVL adheres to the Governments Inclusive Workplace initiative (IA-Agreement). This is a voluntary endorsement and commitment to high standards within the working environment. The objective of this initiative is to facilitate conditions to ensure that as many as possible can work as much as possible, as long as possible. The enterprises shall help create good arenas for inclusion in working life through good and systematic work to prevent and reduce sick leave and withdrawal. [https://www.regjeringen.no/en/topics/labour/the-working-environment-and-safety/inkluderende_arbeidsliv/ia-avtalen-20192022/the-ia-agreement-20192022/id2623741/] "Regulations concerning amendments to the terms and conditions of employment for the posts of post-doctoral, research fellow, research assistant and resident." https://www.uhr.no/_f/p1/i83a1e613-4f72-4e3a-9852-5289d556871b/regulations_post_doctoral_and_research_fellow.pdf In Norway the parental benefit period is 49 weeks (15 weeks are reserved for each parent) with 100% coverage of the salary or 59 weeks weeks (19 weeks are reserved for each parent) with</p>	<p>New proposals</p> <p>Initiate a review of the institution's various guidelines for research time with the aim of establishing uniform guidelines for HVL.</p> <p>Investigate how to make room for more concentrated periods of research time, like sabbatical leave and others. Initiate an assessment on working conditions for disabled researchers at HVL.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>80% coverage. One is entitled to parental benefits if one has been employed with a pensionable income for at least six out of the last ten months prior to the start of the parental leave. Partners are entitled to two weeks of parental leave in connection with childbirth, in addition to the paternal quota. Institutional regulations and initiatives on working conditions: The Action Plan for Equality, Inclusion and Diversity at Western Norway University of Applied Sciences (HVL) 2020–2023 has, among other things, focus on inclusion on staff, like goals on universal design and on employing more employees with disabilities. An institutional Employee Handbook is available on HVL's intranet, both in English and Norwegian. This is a platform that contains a lot of information on working hours, ethical guidelines, HSE, regulations / support on sick leave, parental benefits and so on. HVL has an annual award for equality, diversity and inclusion. The award was created to highlight and recognize the professional environment, individuals or students at HVL, who have excelled in gender equality, inclusion and diversity - in line with HVL's action plan in the area. In the discussions on working conditions in the workshop on Working conditions, participation and complaints, the challenge of balancing teaching duties with research duties was a main part. Teaching duties often tend to be prioritized in the organisation at the expense on research. The framework conditions on this matter are also various within the HVL. Another aspect that was mentioned in the work shop was whether the working conditions for disabled researchers at HVL, provide the appropriate flexibility deemed essential for successful research performance. This should be further investigated.</p>	

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

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. National regulations on stable and long-term employment: The aforementioned Civil Service Act contains regulations for permanent and temporary employment, and also regulations on termination of employments. [Norwegian only: https://lovdata.no/dokument/NL/lov/2017-06-16-67] The Working Environment Act essentially safeguards the employments conditions for all employees, thus including researchers. [https://lovdata.no/dokument/NLE/lov/2005-06-17-62] In Norway, government employees shall be appointed in permanent positions, unless:</p> <ul style="list-style-type: none"> • when the work to be done is temporary • when the civil servant shall deputize for another for a specific period of time • for practice work* • for educational positions (i.a. PhD), or • for a period of up to six months in cases of unforeseen circumstances. <p>* "Practice work" is work in connection with training or qualification within a subject area. This provision covers i.a. the employment of a civil servant who must be an aspirant or student at a government school. At HVL employment based on these exceptions is discussed twice annually between the employer and union representatives in order to keep temporary employment at a minimum. Official Norwegian statistics on temporary employment in the universities and college universities, the proportion of temporary employees in teaching and research positions is on average 11,78% (2022) while the proportion in HVL was 11,66%. Efforts are made in the sector and thus within the HVL to keep the temporary employment to a minimum.</p>	

Status**26. Funding and salaries**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfil this principle through compliance with national legislation, institutional regulations and practices. It still is a goal to further develop the institution's practice in this area through measures in the Action Plan. National regulations on funding and salaries The Norwegian National Insurance Act provides financial security by securing income and compensating for special expenses in the case of unemployment, maternity, illness, injury, disability, etc. [Norwegian only: https://lovdata.no/dokument/NL/lov/1997-02-28-19] The Basic Collective Agreements for the Civil Service comprises agreements between the government and employees' organisations on pay and working conditions for civil service employees. [(Norwegian only: https://www.regjeringen.no/no/dokumenter/hta-2022-2024/id696502/)] The Norwegian Public Service Pension Fund ("Statens Pensjonskasse") is Norway's main provider of public occupational pensions, and in addition provides housing loans and insurance schemes. [https://www.spk.no/en/] As a public institution, HVL complies with national laws which regulates salaries at all career stages for researchers. This also applies for social security provisions which is thoroughly regulated and at a high level compared internationally. To supplement national legislation HVL has developed and implemented its own Local Salary Policy (on intranet only). The parties at HVL have established criteria that must be used in employee assessments. The criteria are grouped into three main groups with specified subsections: 1) Effort and quality in the performance of work tasks in the position 2) Contribution to the development and sharing of expertise 3) Contribution to organizational development and institution building. In the HVL's Charter and Code work shop where Funding and salaries were discussed, the question on whether foreign researches have enough information on the possibilities on salary negotiations was debated, and a need for revising information to candidates was acknowledged.</p>	<p>New proposal: Look into whether information on salary negotiations should be a part of information on recruitment processes.</p>

Status

27. Gender balance

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. National regulations on gender balance: Norwegian legislation is in general particularly aimed at inclusion and gender balance. The "Act relating to equality and a prohibition against discrimination" [aka "Equality and Anti-Discrimination Act": https://lovdata.no/dokument/NLE/lov/2017-06-16-51] promotes equal status, equal opportunities and equal rights, prohibits discrimination of any kind, and has the particular objective of safeguarding the working conditions and career opportunities regardless of gender and also for minorities. There are specific national Regulations on gender representation in state committees, boards, councils, delegations, etc. .These regulations applies to selection and evaluation committees. [Norwegian only: https://lovdata.no/dokument/SF/forskrift/1996-02-02-110] Institutional regulations and initiatives on gender balance: As mentioned in NO 10 Non-Discrimination, HVL has a Council for Equality, Diversity and Inclusion (RLMI), and a dedicated Action Plan for Equality, Inclusion and Diversity at Western Norway University of Applied Sciences 2020–2023. [https://www.hvl.no/en/about/documents/] Some of the research fields in HVL have poorer gender balance. There are initiatives to encourage the underrepresented gender to study both on national level and in HVL. An example is https://www.hvl.no/samarbeid/samarbeid-lararutdanning-og-kreative-fag/mangfoldlaerer/ , with the aim of recruiting both more men and also more students with a multicultural background for the teacher training courses. The aim of the awards is to strengthen diverse recruitment for teacher education and to promote positive publicity for the teaching profession. As a synergi, these efforts will ultimately also lay the foundation for a wider base of applicants for researcher positions within the fields. In HVL's Charter & Code workshop on "Having leadership responsibility", grants aimed at underrepresented genders were mentioned as a possible measure, in terms of qualification, promotion, writing applications, mobility and more. This may become a measure in HVL at a later stage of the process of HRS4R.</p>	

Status
28. Career development

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>HVL is considered to partly fulfill this principle through compliance with national legislation, institutional regulations and practices. It is a goal to develop the institution's practice in this area through measures in the Action Plan. Traditionally, researcher education at HVL has been directed towards a career in academia. There is yet to be developed a particular system within the HVL towards supporting researcher careers outside academia. The strengthening of the systems for researchers' career development is thus one of HVL's main areas where the institution needs initiatives and proposals to fulfill the principle. To develop the institution's practice in this area through measures in the Action Plan will be an important goal for the implementation phase. In Norwegian higher learning institutions there are two career development paths for academic staff: One path is to qualify to Associate Professor ("Førsteamanuensis") through a PhD program. Through the other path one does not write a doctoral thesis, but has substantial publication combined with contributions to the development of the profession (the latter named "Førstelektor"). While the further career path for the former, and most common, will be to qualify to Professor, the latter will be to further qualify as a Docent. National regulations on appointment and promotion in academia: The Norwegian Regulations concerning appointment and promotion to teaching and research posts provide general criteria for appointment to teaching and research posts at institutions under the Act relating to universities and university colleges, and procedure and criteria for promotion to teaching and research posts. Institutions may specify additional requirements for each type of post for the whole institution or parts of it. When advertising individual posts, more specific requirements may be stated. The appointing authority may require that the appointee shall undertake to undergo specific training within a given time limit.</p> <p>[https://lovdata.no/dokument/SFE/forskrift/2006-02-09-129] Institutional regulations on appointment and promotion: The competence teachers (and thus researchers) in higher education in Norway needs to achieve is named Educational competence ("Undervisningskompetanse") by the Norwegian Ministry of Education. HVL has developed institutional criteria for basic educational competence in respect of appointing and</p>	<p>New proposals: Pilot a local talent management center and evaluate. Initiate new courses on management. Evaluate Research groups' formalisation and development. Investigate how to structure HVL's grants for academic qualifying in a better and more predictable way.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>promoting associate professors and professors at HVL: https://www.hvl.no/en/alu/teaching-and-learning-in-higher-education/educational-competence/ Institutional initiatives: Meritorious teaching status [Norwegian only: https://www.hvl.no/om/merittering/] can be awarded to employees in educational positions who have shown significant efforts to ensure educational quality in the broadest sense. This initiative was introduced in 2022, and implies annual application processes. In 2022 five applicants were granted status as meritorious teachers. The awardees in 2022 received an individual salary increase, while their meritorious educational environment received an amount of money to stimulate to further development of educational quality. An educational academy where the merited employees can develop their own educational expertise and contribute to collegial knowledge sharing and transfer of experience to others, is being piloted at HVL, and will be considered to be introduced permanently after completion and evaluation of a second call for applicants in 2023. Faculties in HVL awards grants in order to stimulate further qualification as a Professor/Docent/ Associate Professor/"Førstelektor". Through these grants employees can allocate more of their working hours researching and prioritizing qualifying tasks. The possibility to qualify for a higher position is of course important for the researchers themselves, while it is also crucial for the institution to have highly qualified employees. HVL is in the process of developing a digital CV solution for employees, named KOMPIS. The application will give the management a systematic overview of HVL's employees' competence and experience, and contribute to more efficient processes where employee competence data is requested. The solution will enable employees to search and find competencies in other parts of the organization and to brand their work internally and externally. Local talent management center: As elaborated in NO 30 - Access to career advice, HVL will run a pilot on a local talent management center in 2023-24. How this pilot is being followed up will impact HVL's initiatives and proposals within career development. HVL needs to develop a specific career development strategy for all groups of researchers, and this will be a proposal for the future. For the implementation period the main work and initiatives on career development will be through the DocTalent4EU project. When HVL has decided</p>	

Status

Implementation**GAP / Implementation impediments****Initiatives
undertaken/new
proposals**

upon a specific career development strategy, sufficient training for managers will also be necessary to establish. The project workshop on "Career counseling and continuous professional development" emphasized the need for career counseling services both for employees aspiring for a career within academia, and also for careers outside of academia. The workshop further revealed a need for systematization of the existing courses, initiatives and such, since employees often find it hard locating information on such. More specific courses were also in demand, like Project management and Research Group Management. A further formalisation and development of the organisation of the organisation's research groups were also requested in the work shop. Another matter discussed was that the different qualifying grants in the organisation are not structured and informed on in a sufficiently predictable way. As elaborated under NO 13 Recruitment; career development opportunities should be communicated more systematically during recruitment processes.

Status

29. Value of mobility

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>HVL is considered to almost, but not fully fulfill this principle through institutional regulations and practices. It is a goal to develop the institution's practice in this area through measures in the Action Plan. HVL is an institution for applied sciences, thus intersectoral mobility is highly recognized in the organisation. The project workshop on Recruitment revealed that both mobility experience and international experience are highly recognized in HVL in recruitment processes. HVL's International Action Plan 2021-2023 states that HVL shall take an international position and work purposefully for education and R&D activities of high international quality. Through interaction with international partners and by participating in international networks, HVL will contribute to develop new knowledge and find new solutions to the challenges in society. [https://www.hvl.no/en/about/strategy/international-action-plan-2021-2023/] The plan further states that HVL shall be an attractive employer within prioritised disciplines and research fields and attract researchers and lecturers who maintain a high international level. One of the measures is: "When recruiting for academic positions, international experience should be emphasized." There are possibilities for all employees at HVL to apply for funding for international mobility through various Staff Mobility Programmes, the main are Erasmus+ and Nordplus. Administrative staff is available for any questions or support on how to apply. As a PhD candidate at HVL, one is expected to have a period of time abroad as part of the research education. HVL offers mobility grant for PhD fellows to ensure this. The grant was established in 2022 to stimulate fellows to gain international experience, but also to assure high quality in the doctoral programmes. https://www.hvl.no/en/research/phd-programmes/about-phd-education/study-abroad/mobility-grant-for-phd-fellows/ There are also other fundings available for PhD candidates for staying abroad: https://www.hvl.no/en/research/phd-programmes/about-phd-education/study-abroad/ In HVL's project workshop on having leadership responsibility, one of the challenges that were pointed out, was that the work assignments as a scientist in HVL, to a small extent are compatible to staying abroad for longer periods of time, because of the teaching assignments that often are spread</p>	<p>New proposals: Investigate if and how teaching can be planned to increase the researcher's opportunities for international mobilisation. Alternatively investigate other solutions on how to make room for more concentrated periods of research time, like sabbatical leave and others. Annual information meetings for researchers on mobility and funding of such. Investigate conditions and improvements for visiting researchers. Announce available positions at the EURAXESS portal.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>throughout the year. Some restructuring on the teaching plans making it more possible to have longer periods with research assignments only, was highly desired among several employees. Some of the faculties are already exploring this opportunity in their study programmes, but this should be further investigated. Another initiative that was proposed in the work shop was that the HVL's Division of Research, Internationalisation and Innovation should have annual information meetings to encourage researchers on mobility experiences. Information on funding possibilities will be important in these meetings. In the same workshop the infrastructure for visiting researchers was discussed, and a need for a better organisation and system on this aspect was revealed. As mentioned in NO 13 Recruitment (Code), HVL has not established the use of the Euraxess Portal to announce available positions. Measures will be taken to ensure a broad use of this portal in the future. NO 18 Recognition of mobility experience includes matters of relevance to this point (NO 29) as well. As mentioned under principle NO 28 Career Development above, HVL in general needs to improve on systematic career development planning. This existing lack of career development system also affects the formal recognition of the value of mobility through assistance, incentives and support.</p>	

Status

30. Access to career advice

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	<p>HVL is considered to partly fulfill this principle through compliance with national legislation, institutional regulations and practices. The strengthening of the systems for access to career advice is one of HVL`s main areas on where the institution needs initiatives and proposals to fulfill the principle. To develop the institution`s practice in this area through measures in the Action Plan will be an important goal for the implementation phase. At present time there is no career advice service for academic staff at HVL. Some career advice is offered from the supervisor, through the Research Groups and in annual appraisal interviews, still the institution has neither a specific career development strategy for researchers, nor individual career development plans, so there is no structured system on career advice. HVL`s schedule for annual appraisal interviews is also meant to be a tool for counselling and development. However, there is little focus on career development in the schedule. Institutional initiatives: DocTalent4EU: From January 2023 - December 2024 is HVL participating in the EU Project DocTalent4EU. The project`s aim is to enhance PhD employability through a strong, visible and innovative recognition-system of the most in-demand transferable skills (relying on the ESCO framework) that early-career researchers (ECRs) acquire or will acquire through their doctoral training and research activities. The consortium will adopt a multi-actor approach involving non-academic stakeholders (e.g. public authorities, industries or business) to improve transferable skills training and to develop local talent management centers. The project will also develop a new prototype based on machine learning to support ESCO in continuously updating and predicting the most in-demand skills on the labour market concerning the 8 European Qualifications Framework (EQF) level (Doctoral Degree), according to the expected skills from job offer collections. In the project HVL is leading the work on developing and implementing local talent management centers in each of the participating higher education institution. There will be a report on the pilot phase in the fall of 2024, after which HVL will decide upon further developments and/or initiatives. This initiative is directed towards early stage</p>	<p>New proposals The Participation in the DocTalent4EU will last until December 2024. The evaluation on the project and the local talent management centers will be important on the decisions for further initiatives, whether HVL will extend that service or develop another service.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>researchers. When the pilot is finalised, HVL should consider the further developing of the talent management center to support all researchers. In NO 28 Career Development the measure to evaluate Research groups's formalisation and development is proposed, and this initiative will also enhance the research groups positive impact on the scientists' needs for career advice.</p>	

Status**31. Intellectual Property Rights**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle by practicing in accordance with national legislation and institutional regulations. National legislation on intellectual property rights: The "Act relating to the right to employees' inventions" governs the right to inventions by employees in public or private service. This Act applies to patentable inventions in Norway made by employees in public or private service, and there are specifications on the matter of inventions made by scientists employed in a university or university college.</p> <p>[https://www.patentstyret.no/en/services/patents/Rules-and-regulations-patents/employees-inventions-act/] Provisions on patents are to be found in the Norwegian "Act on Patents". [Norwegian only: https://lovdata.no/lov/1967-12-15-9] Institutional guidelines on intellectual property rights: HVL has drawn up guidelines on this matter: "Policy for the administration of intellectual property rights generated at the Western Norway University of Applied Sciences and Guidelines for administration of intellectual property rights generated at the Western Norway University of Applied Sciences". These guidelines are available on HVL's intranet in Norwegian and in English. Upon admission PhD-candidates in HVL sign this document: "Agreement on Admission to the PhD Programme at Western Norway University of Applied Sciences ". All of chapter 9 in this agreement deals with IPR.</p> <p>[https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/agreement-on-admission-to-the-phd-programme-at-hvl.pdf/]</p>	

Status**32. Co-authorship**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfil this principle through compliance with national legislation, institutional regulations and practices. HVL is in compliance with national laws and national regulations in this area, which in turn is in accordance with the Vancouver regulations. Institutional initiatives on co-authorship: HVL's site on Research ethics has information on Publishing and co-authorship for the employees. https://www.hvl.no/en/research/research-ethics/ HVL's Library provides expertise on the subject of co-authorship. HVL's existing course on didactic specialisation in university pedagogics has several modules that are optional, of which one is "Research ethics and data protection". In this module co-authorship is one of the key concepts. This course is available for all employees, and it is taught in both Norwegian and English.</p>	

Status

33. Teaching

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fully fulfill this principle through compliance with national legislation, institutional regulations and practices. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. National guidelines and initiatives on teaching: The Regulations concerning appointment and promotion to teaching and research posts have in recent years been revised to include more criterias on teaching and educational competences, thus implementing a stronger, distinct focus on these matters and enhancing the focus on safeguarding high quality in teaching and coaching activities at universities. Institutional guidelines and initiatives on teaching: The academic staff at HVL are supposed to undertake four main tasks: Teaching-related work, Professional and pedagogical updating, Administrative tasks and Research, innovation, professional and artistic development work. HVL has guidelines for principles for all academic staff at HVL for the distribution of the working time. (On intranet only.) These principles ensure a basis for high quality in teaching, research and communication, and they should also ensure equality in working conditions between employees in scientific positions in different parts of HVL. The guidelines are supposed to give the institution a framework on an overarching level, and at the same time leave room for variations. The guidelines state how much time for research, innovation, professional and artistic development work the various positions professors and docents (see NO 28 Career development) are entitled to. Consequently the guidelines also outlines to what extent teaching tasks should form an employees full-time position. In Norway the doctoral education consist of three years of full-time study, but PhD candidates at HVL are usually appointed to a four-year fixed term position with 25 per cent of their workload defined as duty work. In the vast majority of cases this duty work consists of teaching tasks. Balancing the teaching tasks and the time to research is still considered a challenge for many academic staff. At discussions and group work during the workshops HVL researchers have signalled a lack of sufficient time allocations for research and too many teaching obligations as typical obstacles for their career development. Some participants in the workshops presented</p>	<p>Initiatives undertaken: HVL has developed a system for rewarding high excellence in teaching. New proposals Assess possible practical arrangements for concentrating in time both the teaching and the research assignments.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>what they found to be an existing impression in the organisation, that teaching should be prioritized over research. An assessment on possible practical arrangements for concentrating both the teaching and the research assignments, thus better facilitating for more concentrated research time, is a proposal to avoid/lessen this conflict between research and teaching. As mentioned in NO 28 Career development, HVL has developed institutional criteria for basic educational competence in respect of appointing and promoting associate professors and professors at HVL. In NO 28 there is also information on HVL's Merit scheme for outstanding teachers, which is also relevant here in NO 33 Teaching.</p>	

Status**34. Complains/ appeals**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through compliance with national legislation, institutional regulations and practices. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. National regulations on complaints: The "Act relating to working environment, working hours and employment protection, etc." (aka Working Environment Act) Chapter 6, regulates the safety officer scheme ("Verneombud") aimed at ensuring that the enterprise is organised and maintained, and that work is conducted in such a way that it protects employees' safety, health and welfare. [Working Environment Act: https://lovdata.no/dokument/NLE/lov/2005-06-17-62] Institutional regulations on complaints: HVL has regulations and guidelines on whistle-blowing, defined as "criminal offences conditions, violations of other legal regulations, internal rules, ethical guidelines and research ethics guidelines, as well as harassment, discrimination, substance abuse, unsafe working environment, violence, threats and other conditions that pose a risk people's lives and health, theft, fraud and financial infidelity in the service etc." The "Agreement on Admission to the PhD Programme" include thorough guidelines on how to change supervisors and what to do in cases of disputes. This agreement is signed by all involved when a candidate is admitted. The HVL workshop in this project, regarding Supervision, revealed on the other hand that this information is not easily available in the HVL's PhD-Handbook, so this was recommended as a measure. In the HVL workshop regarding "Working conditions, participation and complaints", an successful initiative excising in one of the faculties was recommended for the other faculties: To discuss HVL's existing routines for conflict resolution, as early as in the first meeting between the candidate and their supervisor - as a preventive measure.</p>	<p>New proposals Consider including information on how to proceed to change supervisor, in the PhD Handbook. Consider adding to routines for the first meeting between the supervisor and the PhD candidate; to discuss the existing routines for conflict resolution - as a preventive measure.</p>

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

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered fulfil this principle through institutional regulations and practices. The tripartite collaboration has been a distinct feature of the Norwegian society since the 1930s. The collaboration is between the main actors in the working life, notably the employers' and the employees' organisations, and the government. It is based on transparent collective negotiations and is fundamental for regulating the Norwegian labour market. The formalized agreement between the parties, which is considered the "constitution" of the working life, has a fundamental focus on deliberation among the concerned parties, thus safeguarding the involvement of all stakeholders. As a public university HVL is regulated by the Main Agreement in the Public Sector, which is included as chapter 8 in The Governments Personnel Handbook ["Statens personalhåndbok", Norwegian only: https://lovdata.no/dokument/SPH/sph-2023]. This "handbook" is an encyclopedia on up-to-date information on the law, agreements, administrative provisions and other regulations that set the framework for and regulate the rights and duties of everyone employed or applying for a position in the state. Chapter 8 stipulates which issues the employer can decide unilaterally and which are the issues that must be discussed or negotiated between employer and labour unions, in the regular meetings that usually take place every month. The agreement, which ensures employees' participation in decision-making bodies, safeguards researchers working environment and rights, contributes to transparency and employees' involvement in various processes, and generates ownership to the university college's strategic ambitions. The Universities and University Colleges Act § 9-3 regulates the composition of the university's board of which four out of eleven representatives is to be elected among researchers. At HVL, researchers participate in several relevant bodies, among others the Working Environment Committee, the Appointment Committees, the Learning Environment Committee and the Research and Innovation Committee.</p>	

Status

Training and Development

Status**36. Relation with supervisors**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fully fulfill this principle through institutional regulations and practices. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. PhD students in HVL are to have at least two supervisors, a main supervisor and a co-supervisor. The main supervisor should normally be from HVL. In cases of external main supervisor, a co-supervisor from HVL will be appointed. All supervisors must have a PhD and be active researchers. The distribution of the supervisor's responsibility between the main supervisor and the co-supervisor is specified in an agreement. There is a lot of information for PhD-candidates on HVL's website. The PhD education is meticulously outlined with project plans containing milestones, publishing plans, plans for coursework etc., and both candidate and principal supervisor report annually on the progress and status of the project. In HVL's digital PhD-Handbook all the different steps in the education is outlined, and this offers a practical collection of guidelines and regulations and more. [https://www.hvl.no/en/research/phd-programmes/about-phd-education/] Information about the supervisor's and candidate's duties when providing supervision is specified in the "Agreement upon admission to the PhD education at Western Norway University of Applied Sciences". [https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/agreement-on-admission-to-the-phd-programme-at-hvl.pdf/] HVL offers a course on PhD-supervision. This course is taught in English: https://www.hvl.no/en/studies-at-hvl/study-programmes/phd-supervision-module/ Two new proposals mentioned in NO 34 Complaints / appeals regarding information on how to change supervisor, and how to openly talk about routines for conflict resolution before you have a situation to solve, are also valid here in NO 36 Relation with supervisors.</p>	<p>New proposals Consider including information on how to proceed to change supervisor, in the PhD Handbook. Consider adding to routines for the first meeting between the supervisor and the PhD candidate; to discuss the existing routines for conflict resolution - as a preventive measure.</p>

Status**37. Supervision and managerial duties**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	<p>HVL is considered to fulfill this principle through institutional regulations and practices. It is still a goal to further develop the institution's practice in this area through measures in the Action Plan. HVL provides a course on PhD-supervision for 20 hours. This course provides theoretical and practical introductions to PhD supervision. One of the goals of the course is to share experiences and knowledge to strengthen the participants' own role as a supervisor. [https://www.hvl.no/en/studies-at-hvl/study-programmes/phd-supervision-module/] HVL has different offers like courses and support that are resources both for senior researchers and others. Research managers have in some of the faculties created their own networks. In HVL's workshop on Supervision, there were discussions evolving both supervision and managerial duties. The importance of involving senior researchers as a resource in the organisation was acknowledged. Ensuring that the research groups are well-functioning was also emphasized in the work shop, since these are important arenas for the exchange of opinions and the transfer of knowledge. In NO 28 Career development, an evaluation on the research groups' formalisations and development is mentioned as a measure, which also is easily transferable to this principle. In NO 39 Access to research training and continuous development and NO 40 Supervision several measures are mentioned, which will be of senior researchers benefit on the this principle (NO 37).</p>	<p>New proposals Evaluate Research groups' formalisations and development.</p>

Status

38. Continuing Professional Development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	HVL is considered to fulfill this principle through institutional regulations and practices. See NO 39 Access to research training and continuous development.	

Status

39. Access to research training and continuous development

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>HVL is considered to almost, but not fully fulfill this principle through institutional regulations and practices. It will be a goal to further develop the institution's practice in this area through measures in the Action Plan. Institutional initiatives: HVL have several offers on development of skills and competencies: • The development program for basic competence is for those who need to meet the minimum requirement for educational competence in connection with employment or promotion.</p> <p>[https://www.hvl.no/en/alu/teaching-and-learning-in-higher-education/] • HVL offers support on: o Writing applications o Publishing o Digital tools o Systematic literatur search o Academic writing • Some initiatives on mentoring are initiated, for instance for postdoctors • Training course for supervisors In some faculties the research group managers have established a network. In HVL's workshop on "Career counseling and continuous professional development", the need for better information on existing initiatives was confirmed. Some of the faculties offer grants to support employees to qualify to "Førstelektor" (see NO 28 Career development), still the need for a more systematic approach to these support grants for the HVL as a whole, to increase predictability for employees, was directed in the workshop. The need for some specific courses, like project management and research group management, was highlighted in the workshop. Also smaller measures like initiatives more or less just to make it natural to meet colleagues, were also in demand, since these occasions facilitate professional discussions. This could be achieved through arranging conferences, faculty meetings and the likes, but also through more awareness on designing, and the everyday use, of social zones in the working environment and other. Concerning researchers' opportunities to improve their employability, it is considered that HVL should implement measures in order to provide researchers with career counselling as elaborated under NO 30 Access to career advice. In NO 28 Career development initiatives on career are discussed and mentioned. These initiatives will also impact on this principle (NO 39). Existing initiatives are not regularly assessed. HVL should systemize the assessment of these, on accessibility, takeup and effectiveness in improving competencies, skills and</p>	<p>New proposals: Improve visibility on existing initiatives. Investigate how to structure HVL's grants for academic qualifying in a better and more predictable way. Consider initiating new offers like project management and research group management courses and more. More awareness on facilitation for more arenas to meet colleagues, is needed.</p>

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
	<p>employability. As mentioned in NO 28 Career development, HVL is in the process of developing a digital CV solution for employees, named KOMPIS. This solution will enable employees to search and find competencies in other parts of the organization and to brand their work internally and externally. This will also be a system for registering courses the scientist have finished, in a convenient way The project workshop on Supervision resulted in several ideas on new measures. Many of the ideas implies different approaches to collegial foras or arenas for discussing and simply the exchanging of experiences, advantageously also sometimes inviting external lecturers or speakers to these arrangements. Mentoring for PhD supervisors was also mentioned to be a appropriate measure, and also mentoring for those who have newly finished a PhD. Doctoral education consist of three years of full-time study, but PhD candidates at HVL are usually appointed to a four-year fixed term position with 25 per cent of their workload defined as duty work. This part of the appointment usually comprise education tasks. HVL should also investigate how to systemize assessment on the different measures on research training and continuous development; on accessibility, takeup and effectiveness in improving competencies, skills and employability. This measure is duly noted and will be a matter for the further work on HRS4R in HVL on a later stage, preferrably as a part of the evaluation on the pilot in the DocTalent4EU project (see NO 30 - Access to career advice).</p>	

Status

40. Supervision

Status

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully i...	<p>HVL is considered to almost, but not fully fulfill this principle through institutional regulations and practices. Institutional regulations: The Regulations for the degree Philosophiae Doctor (PhD) at HVL. The regulations provide rules on admission to, implementation and termination of the PhD education, including common degrees and Cotutelle. [https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/regulations-for-the-degree-of-philosophiae-doctor-phd-at-western-norway-university-of-applied-sciences.pdf/] PhD students in HVL must have at least two supervisors, one main supervisor and one co-supervisor. The main supervisor should normally be from HVL. If an external main supervisor have been assigned, a co-supervisor from HVL will be appointed. All supervisors must have a PhD and be active researchers. The distribution of the supervisor's responsibility between the main supervisor and the co-supervisor is specified in the agreement upon admission to the PhD programme at Western Norway University of Applied Sciences. Information about the supervisor's and candidate's duties when providing supervision is specified in the "Agreement upon admission to the PhD education at HVL". [https://www.hvl.no/globalassets/hvl-internett/dokument/p.hd/phd-dokumenter-engelsk/agreement-on-admission-to-the-phd-programme-at-hvl.pdf/] Disputes about the supervisor's and candidate's professional rights and duties can be brought by the parties for consideration and decision in the program committee. The programme committee may appoint a new supervisor, if the PhD candidate or the supervisor asks for it. The supervisor cannot resign before a new supervisor has been appointed. The procedure for changing supervisor is described in part B of the agreement for admission mentioned over. This information is available in HVL's webpages in both English and Norwegian. [https://www.hvl.no/en/research/phd-programmes/implementation-of-phd-education/supervisors/] A lot of other information on being a PhD candidate, like courses, rules on absence, operating funds, dissemination and duty work, is collected in HVL's PhD Handbook. [https://www.hvl.no/en/research/phd-programmes/] Institutional initiatives: • HVL provides a course on PhD-supervision for 20 hours. This provides</p>	<p>New proposals: Consider writing information on how to proceed to change supervisor, in the PhD Handbook. Conduct an investigation on how better to structure meeting places for supervisors and PhD candidates, both separatly and together. Initiate course on research management. Improve information for PhD Supervisors in the PhD Handbook.</p>

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	<p>theoretical and practical introductions to PhD supervision. One of the goals of the course is to share experiences and knowledge to strengthen the participants' own role as a supervisor. [https://www.hvl.no/en/studies-at-hvl/study-programmes/phd-supervision-module/] • A course that HVL offers on Research ethics and privacy focuses on research ethics and privacy through lectures, discussions and participants' own experiences, to present a general review of research ethics and privacy, but also to discuss the supervisor's role in research ethics and privacy and to explore how to meet conditions for making data available to others (open data and FAIR data). [https://www.hvl.no/en/studies-at-hvl/study-programmes/research-ethics-and-data-protection-module/] • The head of the department/unit where the PhD candidates are employed is appointed as their immediate superior. All PhD programmes have one academic and one administrative coordinator who have regular contact with the candidates. • One of the PhD-programmes offers annual sessions where supervisors and PhD candidates meet separately (the PhD Programme in Computer Science). The project workshop on Supervision resulted in several ideas on new measures. Many of the ideas implies different approaches to collegial foras or arenas for discussing and simply the exchanging of experiences, advantageously also sometimes inviting external lecturers or speakers to these arrangements. Mentoring for PhD supervisors was also mentioned to be a appropriate measure, and also mentoring for those who have newly finished a PhD. A course on research management was highlighted in the work shop, and an idea was to undertake such courses in cooperation with other academic institutions. The initiatives in HVL are primarily for PhD candidates and their supervisors, not for postdoctors. Initiatives for supervision for postdoctors is an area where HVL needs new measures, see NO 21 Postdoctors for more on this. The relation between the PhD candidate and the supervisor is not remarked in the PhD Handbook in relations to how a new supervisor can be appointed, in the workshop a measure on this was presented. The establishment of a PhD Supervisor Handbook was another measure mentioned.</p>	

