

# **Internal survey concerning the practical implementation of the principles stated by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C)**

This questionnaire has been designed in order to ascertain whether, and to what extent, the principles stated by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) are applied in our University.

The questionnaire is aimed at all the Researchers of our University (the term “Researchers” is to be interpreted in accordance with the European meaning, and thus it refers to all the various persons involved in the research sector: PhD candidates, research fellows, researchers and teaching staff). The questionnaire is entirely administered on-line through the CAWI system – Computer Assisted Web Interviewing.

The questionnaire is anonymous; the collected data will be processed aggregately, in compliance with the legislation concerning personal data protection and with the Charter of Fundamental Rights of the European Union. The introductory part addresses the necessity to understand which categories of individuals require improvement actions. The questionnaire is divided into the following four sections, which are consistent with the C&C principles:

1. Recruitment
2. Working conditions and social security
3. Professional recognition, non-discrimination and research environment
4. Improvement of Researchers’ training, competences, and professional experience

In each single section, there is a series of questions; the Researcher is invited to answer each single question by giving an evaluation, from a minimum – corresponding to “Completely Disagree” – to a maximum – corresponding to “Completely Agree”. The Researcher is also invited to identify the three most important questions, and to put them in order of priority.

Of course, each Researcher may fill in the questionnaire taking into account the peculiarities related to his/her career status and selecting “Non-applicable” for the questions which are not relevant to his/her position.

# Personal details

## Gender

*Please choose only one of the following options*

- Female
- Male

## Age

*Please choose only one of the following options*

Insert a drop-down menu including year of birth or age

## Macro-area

*Please choose only one of the following options*

- Biology and Medicine Area
- Social Science Area
- Science Area
- Technology Area
- Humanities and Education Area

## Reference ERC sector

*Please choose only one of the following options*

- Physical Sciences & Engineering
- Social Sciences and Humanities
- Life Sciences

## Post-graduate qualifications obtained

*Please choose one or more options*

- Second Level Master's Degree
- PhD
- Specialisation qualifying for high competency professional activity

### **Your position is**

*Please choose only one of the following options*

- Permanent
- Temporary

### **Your academic position is**

*Please choose only one of the following options*

- Professor
- Associate Professor
- Researcher
- Research Fellow
- PhD Candidate

### **Since when have you been carrying out research activity? (Please take into account the activity carried out after graduation)**

*Please choose only one of the following options*

- Since less than 4 years
- Since 4 years or more

### **Since when have you been carrying out research activity at the University of Florence? (Please take into account the activity carried out after graduation)**

*Please choose only one of the following options*

- Since less than 1 year

- 1 year – 3 years
- 4 years – 10 years
- Since more than 10 years

**In how many selection procedures for research positions have you already participate?**

*Please choose only one of the following options*

- From 1 to 3
- From 4 to 10
- More than 10

**Did you carry out any research activity outside the University of Florence during your career? (Please take into account periods of more than 6 months only)**

*Please choose only one of the following options*

- Yes
- No

**If yes, where? (It is possible to give more than one answer)**

*Please choose all the appropriate options*

- At other Italian universities
- At other universities abroad
- At Italian research institutes
- At research institutes abroad
- At a firm
- Other

## Section I – Recruitment

Employers and/or funders should establish open, effective, transparent, favourable recruitment procedures, which should be internationally comparable and appropriate to available positions. Notices should include a thorough description of the required competencies and skills, but they should not require competencies and skills which are so specific as to discourage potential applicants. Employers and/or funders should insert a description of working conditions and workers’ rights, including career advancement possibilities. The period of time from the publication of the notice – or of the call for applications – to the deadline for submitting the application should be reasonably long.

### Available positions at any level of career are adequately advertised

Please choose the appropriate option for each item

	Completely disagree	Moderately disagree	Neither agree nor disagree	Moderately agree	Completely agree	Non-applicable
Internationally						
Nationally						
Locally (University website)						

### Selection procedures are simple and easy to understand for the applicant (the calls specify the selection criteria and the number of available positions, and remain open for a reasonable period of time)

Please choose only one of the following options

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**As for the recruitment process, the University technical and administrative staff provide adequate support**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**The selection committees assess, besides the applicants' scientific production, the applicants' general experience, taking also into consideration:**

*Please choose the appropriate option for each item*

	Completely disagree	Moderately disagree	Neither agree nor disagree	Moderately agree	Completely agree	Non-applicable
Mobility						
Creativity						
Independence						
Professional experience (including knowledge transfer and public engagement activity)						

## Eligibility criteria encourage the participation of as many applicants as possible.

Please choose only one of the following options

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

## Selection committees

Please choose the appropriate option for each item

	Completely disagree	Moderately disagree	Neither agree nor disagree	Moderately agree	Completely agree	Non-applicable
are gender-balanced						
normally include members from outside the University						
are capable						
are adequately trained for the assessing process						

**The selection process is transparent. In particular, information about the assessment evaluations is available for each applicant**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Post-doctoral fellowships enhance the career development and prospects of the recipient(both in universities and in other institutions)and**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Please put the questions in order of priority**

*Please identify the 3 most important questions and enter them in order of priority (1 is the most important statement, and 3 the least important one)*

- Open vacancies at any level of career are adequately publicized internationally, nationally and locally
- Selection procedures are simple and easy to understand for the candidate (the calls specify the selection criteria and the number of available positions, and remain open for a reasonable period of time)
- As for the recruitment process, the University technical and administrative staff provide adequate support



- The selection committees assess, besides the applicants' scientific production, the applicants' general experience, taking also into consideration mobility, creativity, scientific independence and professional experience (including knowledge transfer and public engagement activity)
- Eligibility criteria encourage the participation of as many applicants as possible
- Selection committees are gender-balanced, normally include members from outside the University, are capable and adequately trained for the assessing process
- The selection process is transparent. In particular, information about the assessment evaluations is available for each applicant
- Post-doctoral fellowships enhance the career development and prospects of the recipient(both in universities and in other institutions)**

## Section II – Working conditions and social security

Employers and/or funders should guarantee that, if needed, working conditions for Researchers – including disabled Researchers – allow for the flexibility necessary to adequately carry out the research activity, in compliance with the national legislation in force and the national or sectorial collective agreements. They should provide working conditions allowing both men and women to reconcile family life with work activity, sons/daughters with career. They should also take into particular consideration flexible working hours, part-time work, work from home, sabbatical leaves and the administrative and financial provisions to regulate this range of possibilities.

**Researchers are aware of, and enjoy, the fundamental social security rights (sick leaves, maternity/parental leaves, welfare rights and unemployment benefits), pursuant to the national legislation in force**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Working conditions (flexibility, workload, sabbatical leaves opportunities, etc.) are suitable for all career levels, irrespective of the type of contract**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**The University technical and administrative staff provide support and information about the Researchers' fundamental social security rights (rights in case of sickness, insurance cover, welfare, etc.)**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**As for the working environment, compliance with the laws and/or the national and/or local legislation concerning health and safety is guaranteed**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree

- Completely agree
- Non-applicable

### **Please put the questions in order of priority**

*Please identify the 3 most important questions and enter them in order of priority (1 is the most important statement, and 3 the least important one)*

- Researchers are aware of, and enjoy, the fundamental social security rights (sick leaves, maternity/parental leaves, welfare rights and unemployment benefits) pursuant to the national legislation in force
- Working conditions (flexibility, workload, sabbatical leaves opportunities, etc.) are suitable for all career levels, irrespective of the type of contract
- The University technical and administrative staff provide support and information about the Researchers' fundamental social security rights
- As for the working environment, compliance with the laws and/or the national and/or local legislation concerning health and safety is guaranteed

## **Section III – Professional recognition, non-discrimination, research environment**

### **Professional recognition**

Each Researcher engaged in a research career should be recognised as a professional and treated accordingly, since the beginning of his/her career at a post-graduate level, and, subsequently, at all the successive levels, irrespective of his/her national career status (for example: graduate, PhD candidate, research fellow, temporary researcher, permanent researcher, associate professor, full professor).

### **Non-discrimination**

Employers and/or funders should not discriminate Researchers on the basis of gender, age, ethnic group, national origin, social origin, religion or faith, sexual orientation, language, disability, political opinions, socio-economic conditions.

### **Research environment**

Employers and/or funders should provide a research environment which offers adequate equipment, facilities, and opportunities, including remote cooperation by means of research networks; the research environment should also be in compliance with the national and/or local laws/regulations concerning

health and safety. Funders should ensure that adequate resources be appropriated for supporting the agreed research programme.

**Our University is sufficiently committed to avoiding discriminations on the basis of:**

*Please choose the appropriate option for each item*

	Completely disagree	Moderately disagree	Neither agree nor disagree	Moderately agree	Completely agree	Non-applicable
Gender						
Age						
Ethnic origin						
Religion						
Sexual orientation						
Political opinions						
Social/economic position						
Language						
Disability						

**Autonomy and creativity of all Researchers, including the younger ones (PhD candidates, research fellows, or equivalent), are actively encouraged**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Gender balance, in terms of equal opportunities, is actively pursued for all hierarchical levels, including the ones which entail supervision and management tasks**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**A pleasant and stimulating working environment, adequate equipment, and cooperation opportunities through research networks are provided by the University Departments**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Researchers' participation in decision and communication procedures of the University governing bodies (joint commissions, university course councils, department councils, academic bodies, etc.) is fostered**

*Please choose only one of the following options*

- Completely disagree

- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**The University Ombudsman (*Garante dei Diritti*) and/or the University Guarantee Committee (*Comitato Unico di Garanzia, CUG*) adequately deal with the possible Researchers' complaints concerning alleged infringements of rights and freedom as well as of activities' impartiality, transparency, and decency**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**The disputes between supervisors and younger Researchers are fairly and effectively handled, taking into account the scientific and management dynamics of group work**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**An effective Researchers' assessment is periodically carried out in terms of:**

*Please choose the appropriate option for each item*

	Completely disagree	Moderately disagree	Neither agree nor disagree	Moderately agree	Completely agree	Non-applicable
Didactic activity						
Research activity						

**The teaching workload of Researchers, particularly the ones at the beginning of their career, is compatible with the carrying out of their research activity**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Adequate measures to allow the access to working arrangements compatible with personal, family, or career needs (for example: part-time work, leaves, etc.) are currently underway**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree

- Completely agree
- Non-applicable

## **Please put the questions in order of priority**

*Please identify the 3 most important questions and enter them in order of priority (1 is the most important statement, and 3 the least important one)*

- Our University is sufficiently committed to avoiding discriminations on the basis of gender, age, ethnic origin, religion, sexual orientation, political opinions, social/economic position, language, disability
- Autonomy and creativity of all Researchers, including the younger ones (PhD candidates, research fellows, or equivalent), are actively encouraged
- Gender balance, in terms of equal opportunities, is actively pursued for all hierarchical levels, including the ones which entail supervision and management tasks
- A pleasant and stimulating working environment, adequate equipment, and cooperation opportunities through research networks are provided by the University Departments
- Researchers' participation in decision and communication procedures of the University governing bodies (joint commissions, university course councils, department councils, academic bodies, etc.) is fostered
- The University Ombudsman (Garante dei Diritti) and/or the University Guarantee Committee (Comitato Unico di Garanzia, CUG) adequately deal with the possible Researchers' complaints concerning alleged infringements of rights and freedom as well as of activities' impartiality, transparency, and decency
- The disputes between supervisors and younger Researchers are fairly and effectively handled, taking into account the scientific and management dynamics of group work
- An effective Researchers' assessment is periodically carried out in terms of didactic and/or research activity
- The didactic workload of Researchers, particularly the ones at the beginning of their career, is compatible with the carrying out of their research activity
- Adequate measures to allow the access to working arrangements compatible with personal, family, or career needs (for example: part-time work, leaves, etc.) are currently underway



## **Section IV – Improvement of Researchers’ training, competencies, and professional development experience**

### **Measures to foster a continuous professional advancement**

Employers and/or funders should provide each Researcher, irrespective of his/her career status and contractual position, with the possibility of professional development and work opportunities increase, by taking measures to offer continuous training. Such measures should be regularly assessed in terms of accessibility and effectiveness in improving competencies, capacities and work opportunities.

### **Researchers are provided with adequate training for didactic activity**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

### **Temporary mobility periods for Researchers and exchange possibilities (geographic, public/private sector) are guaranteed and actively fostered**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree

- Non-applicable

**The University clearly specifies strategies and procedures to promote Researchers' career advancement**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Supervisors and scientific managers are clearly identified, and provide support and assistance for cultural and professional development during the early stages of Researchers' training and career**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Researchers, irrespective of their career status, enjoy the opportunity to keep up to date and improve their competency and knowledge by means of training, workshops, lectures or e-learning activities, both formal and informal**

*Please choose only one of the following options*

- Completely disagree

- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Researchers are clearly informed about funding opportunities (University website, targeted e-mail communication)**

*Please choose only one of the following options*

- Completely disagree
- Moderately disagree
- Neither agree nor disagree
- Moderately agree
- Completely agree
- Non-applicable

**Please put the questions in order of priority**

*Please identify the 3 most important questions and enter them in order of priority (1 is the most important statement, and 3 the least important one)*

- Researchers are provided with adequate training for didactic activity
- Temporary mobility periods for Researchers and exchange possibilities (geographic, public/private sector) are guaranteed and actively fostered
- The University clearly specifies strategies and procedures to promote Researchers' career advancement
- Supervisors and scientific managers are clearly identified, and provide support and assistance for cultural and professional development during the early stages of Researchers' training and career
- Researchers, irrespective of their career status, enjoy the opportunity to keep up to date and improve their competency and knowledge by means of training, workshops, lectures or e-learning activities, both formal and informal
- Researchers are clearly informed about funding opportunities (University website, focused e-mail communication)

For further information or explanations, it is possible to consult the website Euraxess, which includes references to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers: <http://ec.europa.eu/euraxess/index.cfm/rights/index>