



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE



HR EXCELLENCE IN RESEARCH

**UNIFI**  
**GAP ANALYSIS**  
**MAY 2024**

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## SECTION A - ETHICAL AND PROFESSIONAL ASPECTS

### PRINCIPLE 1 – RESEARCH FREEDOM

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</i></p>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>Research Freedom is one of the most important principles included in the Constitution of the Italian Republic that foresees in Article 33 that "art and science are free, as well as teaching them is free".</p> <p>National Legislation for Universities and Higher Education restates this principle and each university, within the Italian system of public higher education institutions, is bound to abide by it.</p> <p>In particular, according to art. 7 of Legislative Decree 165/01 (Consolidated Law on Public Services) public administrations are bound to guarantee freedom of teaching and professional autonomy in teaching and research.</p> <p>Furthermore, the University of Florence Statute art. 2 paragraph 1 states that "the research activities must be performed within the University of Florence respecting research freedom and guaranteeing freedom in the choice of the research topic to be performed and in the research methodology [...]"</p> <p>Though the University fully guarantees research freedom, <b>lack of available funds</b> to support basic and applied research can prevent researchers from fully enjoying this right. The internal survey performed among UNIFI researchers has indeed strongly underlined dissatisfaction among researchers about the current research chances offered by available funds. Researchers underlined not being able to dispose of enough resources to effectively enforce their research freedom.</p>
Gap Identified in 2018	<p><b>Lack of available funds to perform research related activities.</b></p> <p>Since 2014 the University of Florence has created a central task force intended to promote researcher's participation in available national, European and International funding programmes. However, participation rates can still be improved.</p>
Gap Identified in 2020	<p>Though the measures included in the action plan 2018-2020 have been properly implemented by attaining the target foreseen, the Working Group and Steering Committee have decided to extend the actions foreseen and to continue making all needed efforts to maintain the level attained.</p>

Gap Identified in 2023	Thanks to the efforts made between 2018 and 2023 and to the strong support provided to the research community, the level of participation rates attained in available national, European and international funding programmes proves to be satisfactory. UNIFI Steering Group has decided to extend the actions undertaken so far in order to promote long term efforts in this field, as a key success factor in allowing researchers to fully enjoy their research freedom.
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Under this principle two correction measures have been foreseen in the Action Plan 2018-2020, 2021-2023 and 2024-2026, Actions number 1 and 2, as indicated here below:

<b>ACTION NUMBER 1: INCREASE OF FUNDS AVAILABLE FOR RESEARCH RELATED ACTIVITIES</b>	
<p><b>Goal:</b> Provide adequate support to UNIFI researchers to promote their participation in national, European, and international funding programmes.</p>	
<p><b>Remarks:</b> Participation in National, European and International funding programmes requires adequate skills and expertise. In order to promote success rates, researchers, starting from the younger ones, must be properly trained and receive adequate support. The University of Florence has foreseen dedicated measures in this field since the very first HRS4R Action Plan covering the period 2018-2020. The University Steering Group shares the firm belief that only long term efforts in this field can allow a proper fulfillment of this goal. Therefore this Action has been included in Action Plan 2021-2023 and it is going to be maintained as well in the new Plan for 2024-2026. The following Actions are going to be undertaken:</p>	
<ol style="list-style-type: none"> <li>1. internal communication and dissemination of available funding opportunities through dedicated internal newsletters, posts on the website and emails to the internal mailing list of interested researchers</li> <li>2. support services for proposals preparation provided by two dedicated offices of the University Infrastructures and Research Services Area: the European and International Research Office and the National Research Office. Both units can rely upon senior skilled personnel that has been working for several years in the field of research projects preparation and management (<a href="https://www.unifi.it/p11721.html">https://www.unifi.it/p11721.html</a>)</li> <li>3. organization of periodic info days, workshops and seminars dedicated to available funding opportunities, on average at least 2 or 3 each year</li> <li>4. training courses for researchers to learn correct techniques of proposal preparation. Each year two courses are offered to PhD students (R1): one providing a general overview of the funding programmes landscape (6 hours) and a second one to teach them basic techniques for proposal writing (6 hours). R2,R3 and R4 are going to rely upon an e-learning course that is currently under preparation, allowing personnel to follow the training path most convenient according to their level of expertise (basic, intermediate or advanced).</li> <li>5. For the most relevant funding schemes UNIFI web site offers to researchers dedicated web pages containing useful information (within the web site intranet)</li> </ol>	
<b>Status of Implementation</b>	EXTENDED
<b>Action Timing</b>	Q3 2026
<b>Responsible Unit</b>	Infrastructures and Research Support Area
<b>Indicator(s)/Target(s)</b>	<ul style="list-style-type: none"> <li>- To maintain an average of approximately 1000 subscribers to the University information service about funding opportunities</li> <li>- To maintain on average a level of 1000-1200 proposals submitted each year within available funding programmes</li> <li>- constant monitoring of relevant success rates and identification of possible corrective measures in case of need</li> <li>- at least two training courses offered each year to PhD students</li> </ul>

	- at least two events organized each year to promote participation in available funding schemes (info days, seminars, workshops, etc.)
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ACTION NUMBER 2: YOUNG RESEARCHERS CALL FOR GRANTS	
<p><b>Goal:</b> To promote at least one annual call to support young researcher's projects</p> <p><b>Remarks:</b> The University of Florence makes available each year its own resources to promote the effective research freedom and research independence for researchers especially in the first stages of their career.</p> <p>The funds made available are assigned through an open competition promoted annually. <a href="https://www.unifi.it/cmpro-v-p-10809.html">https://www.unifi.it/cmpro-v-p-10809.html</a>. Each participant is requested to submit a project proposal for a maximum duration of 24 months, to be evaluated under the three usual European evaluation criteria of excellence, impact and implementation.</p> <p>Each selected proposal gets a funding of approximately 40,000/50,000 EUR corresponding to at least 8 projects supported each year. The University of Florence has foreseen dedicated measures in this field since the very first HRS4R Action Plan covering the period 2018-2020. The University Steering Group shares the firm belief that only long term efforts in this field can allow a proper fulfillment of this goal. Therefore this Action has been included in Action Plan 2021-2023 and it is going to be maintained as well in the new Plan for 2024-2026.</p>	
<b>Status of Implementation</b>	EXTENDED
<b>Action Timing</b>	Q3 2026
<b>Responsible Unit</b>	Infrastructures and Research Support Area
<b>Indicator(s)/Target(s)</b>	at least one annual call to support young researcher's projects.

## PRINCIPLE 2 – ETHICAL PRINCIPLES

EUROPEAN PRINCIPLE	
<p><i>Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.</i></p>	
<b>Status of Implementation</b>	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>According to art. 54 of Leg. Decree 165/01, each public administration has been bound to define a code of conduct for its employees. Such principle has been restated and further detailed in art. 2 of National Law 240/2010, that has asked all Universities that had not already done so to adopt an ethic code for their university communities within 6 months from the entry into force of the law. Such Codes are intended to represent a declaration of principles and values shared by researchers, students and administrative personnel and any other personnel active within the university. The code is asked to identify the fundamental values of the university communities, to promote respect of individual rights as well as the acknowledgment of individual duties and responsibilities.</p> <p>The University of Florence has been endowed since 2008 with a Code of Ethics, which identifies values and responsibilities for Researchers, students and administrative personnel. In its last reviewed version adopted in 2011 art.6 states that "the members of the University of</p>

	<p>Florence are bound to promote freedom in research and teaching, avoiding any behaviour that could in any way limit this principle". Furthermore the same Code of Ethics binds researchers to make public as far as possible their research keeping into account the principle of intellectual property rights. In the same way the members of the university are asked in art. 5 to avoid any discriminatory attitude and to always keep a behaviour respectful of personal dignity.</p> <p>Furthermore, a behaviour code has been adopted by the Italian President of the Republic in 2013 (DPR 62/2013) on good and sound behaviour for employees within public administrations. Though such code is referred to a larger category than only researchers, it nonetheless contains useful general principles applicable as well to this category.</p> <p>With Rector's Decree n. 449/2016, the University of Florence has as well set up an <b>Internal Research Ethics Commission</b> to provide opinions on research ethics and integrity, as defined at a supranational level by documents such as The European Code of Conduct for Research Integrity. The Commission evaluates, from an ethical standpoint, studies that do not include clinical trials, governed by specific legislation, or that are not, in any case, the responsibility of the regional ethical committee for clinical trials.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	<p>The internal analysis carried out in 2023 along with the results of the new survey delivered at the end of the same year highlighted the need to update the status of implementation of this principle from "Fully Implemented" to "Almost Implemented". The evidence collected made clear the need for further actions to be taken in the field of ethics principles. Even though the ethics principles are strongly embedded in the University structure and many initiatives/actions have already been undertaken, it became evident the need of a twofold action:</p> <ol style="list-style-type: none"> <li>1. on the one side a revision of the current code of ethics that could properly take into account all ethics implications of the more recent scientific and technological developments (such as AI use ethics implications, etc.).</li> <li>2. on the other side an awareness raising campaign that could promote a proper implementation of ethical principles in the current context (including more training sessions about ethics issues)</li> </ol>

Under this principle the following corrective measure has been foreseen in the Action Plan 2024-2026:

ACTION NUMBER 3: RESEARCH INTEGRITY CODE	
<p><b>Goal:</b> To promote the update of existing internal guidelines on research integrity by taking into account ethics related implications of the more recent scientific and technological developments, promoting at the same time awareness about such principles.</p> <p><b>Remarks:</b> Even though the ethics principles are already strongly embedded in the University guidelines and guiding principles, recent scientific and technological developments (such as AI) made evident the need for an update of the current prescriptions.</p> <p>The following Actions are going to be undertaken:</p> <ol style="list-style-type: none"> <li>1. check on the existing regulations in order to update them and, if possible, to include them in one unique set of guidelines</li> <li>2. awareness raising about ethics issues, with a specific focus on the most recent updates in this field</li> <li>3. dedicated training courses on ethics issues, especially for young and newly appointed researchers including dedicated indications about ethics issues in the welcome kit foreseen under Action 5</li> </ol>	
<b>Status of Implementation</b>	NEW
<b>Action Timing</b>	Q3 2025
<b>Responsible Unit</b>	Infrastructures and Research Support Area
<b>Indicator(s)/Target(s)</b>	<ul style="list-style-type: none"> <li>- preparation and publication of revised internal guidelines for ethics</li> <li>- publication on the web site</li> <li>- communication and dissemination of the revised guidelines</li> <li>- at least one training course each year about ethics issues</li> <li>- publication of the University welcome kit including indications about ethics issues</li> </ul>

### PRINCIPLE 3 – PROFESSIONAL RESPONSIBILITY

EUROPEAN PRINCIPLE	
<p><i>Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out</i></p>	
<b>Status of Implementation</b>	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>Researchers should develop their research activities in respect of the Strategic Research Plans (PNR) published periodically by the Italian Ministry for University and Research (MUR). The aim of these plans is to define, without undermining the principle of freedom in research, the most strategic areas of intervention according to the needs of the society.</p> <p>As per the risk of duplication and plagiarism, national legislation provides a framework for preventing these kinds of outcomes. In the</p>



	<p>Civil Code specific rules are in place on Authorship in the Book V , art. 2575 a 2583 and on Joint Ownership in Book III, Title V, artt. from 1100 to 1139. Furthermore the legislative decree of 10 February 2005, n.30 and subsequent amendments contains fundamental rules on patents, the Royal Decree 21 June 1942, n. 929 on brands and Law 633/1941 on copyrights.</p> <p>The Statute and Ethics Code of the University of Florence restates the principle of responsible research and binds all researchers to a respectful behavior towards other researchers and relevant results already developed. Ethics code art. 6 states among other principles that: "researchers should make their research public, always keeping in mind the intellectual property rights and always quoting the results achieved by other researchers". The University Regulation on intellectual property rights protects the rights of the interested researchers and contains specific rules on the conditions for joint ownership. Further indications in this matter are provided under principle 31 on Intellectual Property Rights and Principle 32 on Co-authorship.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 4 – PROFESSIONAL ATTITUDE

<b>EUROPEAN PRINCIPLE</b>	
<i>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>The national Strategic Research Plans, issued by the Italian MUR mentioned under point 3, identify the strategic goals through a multi-annual plan and the funding opportunities available for researchers at national level. All researchers, independently from their career stage and status, are bound to perform their activities professionally and in a responsible way. They are all due to submit periodic reports about the activities they are carrying out. The timing of these reports varies according to the career stage each researcher belongs to. PhD students submit yearly reports, research fellows report every six months, professors and permanent researchers every three years (art.6 point 14 law 240/2010)</p> <p>Besides compulsory reports each researcher always performs their tasks in strong connection with their superiors and supervisors and periodically updates them on their outcomes. The University of Florence makes all necessary efforts to make all info available on its web site to researchers.</p>

	Furthermore the University is equipped with administrative permanent staff keeping researchers directly informed with dedicated newsletters on available national, European and International research opportunities. Researchers should always develop their research activities in a responsible way keeping into account the strategic goals fixed at national level and restated by the university Governing Bodies. The University internal regulation restates the obligation for research temporary staff to submit periodic detailed written reports on their research to be evaluated by their scientific supervisor.
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 5 – CONTRACTUAL AND LEGAL OBLIGATIONS

<b>EUROPEAN PRINCIPLE</b>	
<i>Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.</i>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>When dealing with contractual and legal obligations it is necessary to make a distinction based on the researcher category considered. Professors, permanent and temporary researchers are hired on the basis of a dedicated selection procedure, followed by a dedicated appointment decree. Their obligations are detailed in the dedicated national laws approved in this field. (Royal Decree 1592/1933, DPR 3/1957, DPR 382/1980, Law 230/2005, Law 240/2010 and subsequent amendments).</p> <p>Fellow researchers' working conditions are detailed in the hiring contract they subscribe upon appointment.</p> <p>General rules concerning public employment in Italy can be found in Law 165/01 and in Book V of the Civil Code on work relations.</p> <p>The University Statute, Regulations and any other rules governing its functioning are made public through the university website. At the beginning of each fellowship/contract the researcher is made aware of all national and local regulations applying to its role and provided with a copy of them by email. Such rules are mentioned inside the contract, where available, and appropriate indications are provided by the dedicated administrative staff.</p> <p>Research staff recruited are specifically informed on intellectual property rights and are made aware of the applicable local and national legislation in this matter. Researchers are offered dedicated training courses on authorship and intellectual property rights and can enjoy</p>

	dedicated assistance by administrative staff to get acquainted with relevant regulations.
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	The internal analysis carried out in 2023 along with the results of the new survey delivered at the end of the same year highlighted the need to update the status of implementation of this principle from “Fully Implemented” to “Almost Implemented”. The evidence collected made clear the need for further actions to be taken in this field. Even though applicable rights are clearly defined and appointed researchers are made aware about them, it became evident that it is not easy, especially for young researchers, to have a clear overview of applicable rules and above all about relevant contact persons they can address their queries to. Therefore a dedicated Action has been foreseen in the new Action Plan to promote awareness raising about relevant contractual and legal obligations.

ACTION NUMBER 9 : WELCOME KIT FOR EMPLOYEES	
<p><b>Goal:</b> To prepare a welcome kit including relevant information about applicable contractual and legal obligations, as long as practical advice on available support services</p> <p><b>Remarks:</b> The internal analysis carried out shows that all relevant contractual and legal obligations are mentioned in the appointment contracts or provided to the appointed researchers as separate annexes/documents.</p> <p>However, through the survey researchers underlined the complexity of orienting themselves among the huge number of regulations, rules and guidelines applicable to each different topic. The Steering Committee decided to include in the new Action Plan 2024-2026 a new Action consisting in the preparation of a welcome kit, a guide, including applicable rules and relevant contact persons for each one of the following topics:</p> <ul style="list-style-type: none"> <li>● contractual obligations</li> <li>● health and safety</li> <li>● social security rights</li> <li>● non discrimination, inclusion and gender related measures</li> <li>● research integrity principles- data protection</li> <li>● IPR</li> <li>● Complaints/Conflicts Management</li> <li>● Open Science (including open access, data management, etc.)</li> <li>● Mobility opportunities- Available research infrastructures and how to access them</li> <li>● Support for participation in funding schemes</li> <li>● Public Engagement Initiatives</li> <li>● HRS4R at UNIFI</li> </ul>	
<b>Status of Implementation</b>	NEW
<b>Action Timing</b>	Q3 2026
<b>Responsible Unit</b>	Working Group HRS4R
<b>Indicator(s)/Target(s)</b>	<ul style="list-style-type: none"> <li>- Finalization of the Welcome Kit</li> <li>- Publication of the Welcome Kit on the Website</li> <li>- Delivery of the welcome kit to each newly appointed researcher and to each University Department so that they can as well distribute them among their personnel in case of need</li> </ul>

## PRINCIPLE 6 - ACCOUNTABILITY

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.</i></p> <p><i>Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>Accountability within the public administration is a binding principle of the Italian Legislation. The principles of efficiency and transparency are fixed in national legislation, in particular in Law 2040/2010 and subsequent amendments, in Legislative Decree 15/2009 and in its most recent update with Legislative Decree 33/2013 stating the obligation for any public administration and employee to always inform its activity to these principles.</p> <p>The Decree of the Italian President of the Republic 62/2013 includes as well relevant rules for all public employees to guarantee their accountability, the prevention of any form of corruption and restates the duties of diligence, loyalty and impartiality. Further details are provided under principle 11 on the information and reports each university is due to submit to MUR to justify how the public funds received have been used.</p> <p>The University of Florence Regulation on Administration, Finance and Accounting restates the national principle of an efficient and transparent public administration. In addition a dedicated web page keeps all personnel informed and updated on national regulation in this matter. The university offers training courses on accountability and public employment sound behavior that all personnel are due to attend on a periodic and compulsory basis. Moreover the administrative staff of UNIFI supports researchers in managing received research funds transparently and efficiently, according to the applicable national legislation, local regulation and to the rules of the relevant funding scheme.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 7 - GOOD PRACTICE IN RESEARCH

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current</i></p>	

<i>national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>In Italy, health and safety at work are regulated by Legislative Decree 81/2008 recently modified by Law 214/2023 (known as the Testo Unico Sicurezza Lavoro). This decree identifies in detail rights, duties and responsibilities for researchers and administrative personnel by implementing relevant European Directives on the protection of safety and health of workers.</p> <p>National principles on health and safety at work are restated by the University of Florence dedicated Regulation (<a href="#">Regulation on safety and health of workers, Rectoral Decree 401/2017</a>). According to national and local regulation UNIFI is under an obligation to produce an analysis of all risks arising from any activity performed and to provide employees with all general information about the risks identified and with appropriate training/indications on how to manage them. A dedicated medical service periodically monitors each employee subject to any specific risk identified (biological, chemical and for computer operators). Every employee receives periodic compulsory training on this matter and can access an e-learning platform (Moodle) including all relevant information and providing certified additional training.</p> <p>Personal data are collected and treated abiding by the European General Data Protection Regulation (GDPR, EU Regulation 679/2016). Following the GDPR prescription the University <a href="#">Council of Directors on december 23rd 2020</a> has nominated the university data protection officer and identified the needed internal procedures to give proper implementation to GDPR. Applicable principles on data protection and confidentiality are as well restated within the UNIFI website in section "<a href="#">University Data Protection - Privacy</a>".</p> <p>All UNIFI personnel are bound to respect such prescriptions and are kept updated about them through periodic training courses. UNIFI administrative staff support as well researchers for specific needs for example by drafting dedicated confidentiality agreements.</p> <p>As far as technology disasters are concerned the University of Florence is endowed with an informatics central service (SIAF) in charge of performing all necessary activities to guarantee the smooth running of the university informatics services and prevent technology disasters.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	<p>The new European GDPR has introduced some very important news about data protection and confidentiality. The prescriptions included within the GDPR are enforced within the University of Florence. A Data Protection Officer has been identified. A dedicated web page within UNIFI web site includes detailed indications about news and applicable rules and all personnel are bound to attend dedicated elearning courses to be updated about the applicable rules in this field.</p> <p><a href="https://www.unifi.it/vp-11360-protezione-dati.html">https://www.unifi.it/vp-11360-protezione-dati.html</a></p>

	<p>As far as health and safety at work is concerned the survey promoted in 2020 has seen the research community confirming the satisfaction about the measures taken. Approximately 70% of the researchers interviewed agreed about the correct enforcement within UNIFI of applicable rules about health and safety at work (question C4)</p> <p>Health and safety at work are indeed a central issue in UNIFI Strategic Plan 2019-2021 as well as within the Integrated Plan including the identification of the implementation measures needed to attain the foreseen strategic goals:  <a href="https://www.unifi.it/vp-11396-piano-strategico-di-ateneo.html">https://www.unifi.it/vp-11396-piano-strategico-di-ateneo.html</a>  <a href="https://www.unifi.it/p9810.html">https://www.unifi.it/p9810.html</a></p>
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 8 – DISSEMINATION, EXPLOITATION OF RESULTS

<b>EUROPEAN PRINCIPLE</b>	
<i>All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>Since 2006 the Conference of Italian Rectors created an “Open Access” group to promote the activism of Italian Universities in this field and the identification of appropriate guidelines in this matter. In recent years, considered the series of initiatives and directives issued by the European Commission to support the dissemination of research results, the MIUR adopted in March 2013 a policy paper entitled “Horizon 2020 Italy” including relevant indications on how to decline Horizon 2020 in the Italian context, including specific indications on dissemination of research results. In this policy paper the MIUR has adopted the same goal identified by the Commission, i.e. making open the access to at least the 60% of the publications realized within research projects based on national public funds. The basic instrument to reach this goal is the portal “<a href="#">Research Italy</a>”, a gateway to combine all local initiatives in this field. The platform will include a national repository service and will as well provide links to the Universities local Repositories.</p> <p>The University of Florence confirmed its strong support to the open access trend from its very statute, approved on 25th July 11, where in art.8 it is stated that: “the University of Florence promotes the principle of open access to scientific literature and the free dissemination of the university research results online and within the International research community”. To attain this ambitious goal the University has adopted a dedicated <a href="#">Open Access Policy</a> and has created a new section within its website entirely devoted to <a href="#">Open Science</a> and has adopted an internal procedure to promote cooperation between the Library System, the</p>

	<p>Research Area and General Affairs/Legal Services to promote proper support to UNIFI researchers concerning open science issues.</p> <p>Among the instruments created it is important to recall the Florence University Press and <b>FLORE</b> its <b>institutional online repository</b> to allow researchers to publish their research results in open access.</p> <p>Furthermore the University constantly promotes any other strategy or action that may be necessary to guarantee open access publication of research results.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	<p>Since 2015 open access has become more and more important. New requirements have been introduced in the last years at European level making necessary a further adaptation at local level. Though UNIFI is still fully compliant with the open access European and national rules it has become more and more evident the need to properly support researchers guiding them in the correct management of their research results. Researchers need assistance in identifying the most suitable compromise between on the one side intellectual property rights protection and exploitation of results and on the other side the proper sharing of their results whenever possible.</p>
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 9 – PUBLIC ENGAGEMENT

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concern</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>It's a general and binding principle of the Italian legislation that any public administration has the duty of performing its tasks abiding by the principles of openness, impartiality and efficiency. These principles request public administration making known to the public with all possible means their activities and to promote adequate communication measures.</p> <p>The specific instruments that can be adopted are decided at the local level, according to the specific needs of the administration or organization considered. Research activities carried out within the University of Florence are made known to society through many different instruments. The University is endowed with a communication area whose aim is to disseminate all relevant information about the university to all interested parties. The dissemination is performed through for example the following instruments:</p> <ol style="list-style-type: none"> <li>1. Website dedicated section</li> <li>2. Periodic electronic newsletter</li> <li>3. Periodic seminars, workshops and events on research topic to be shared with citizens and non specialized public;</li> <li>4. Periodic open days aimed at promoting the interest of high school students in developing their careers in research;</li> </ol>



	<p>5. Participation in dissemination events such as the so called Researchers' night (funded by the European Commission). A dedicated laboratory, so called Open Lab, whose aim is to organize training and orientation events for students of any age and dissemination events to make the public in general aware of the ongoing research activities <a href="http://www.openlab.unifi.it/mdswitch.html">http://www.openlab.unifi.it/mdswitch.html</a></p> <p>In order to increase the level of institutionalisation of this principle and at the same time constitute a reference for all the University structures, a special office dedicated to "Public Engagement Initiatives and Events" was created in July 2019.</p> <p>The structure, which initially consisted of a single staff member, as of October 2023 has 5 staff members, 3 of whom are dedicated to public engagement: devising and implementing initiatives, co-designing the monitoring database, participating in national conferences and round tables, designing specific training activities, setting up agreements with local bodies and associations, coordinating and/or participating in regional events, issuing and overseeing funding calls, coordinating the University Communication and Public Engagement Commission, advising the University community on public engagement issues and overseeing the social channels and newsletters of the University Museum System.</p> <p>Since 2021 in particular, the office has actively participated in the establishment of the national association APENet <a href="http://www.apenetwork.it">http://www.apenetwork.it</a> (Association "Italian Network of Universities and Research Institutions for Public Engagement, in whose board of directors the office represents the University), it has activated monthly meetings with the University Communication and Public Engagement Commission, it has realised training courses for doctoral students, administrative staff and researchers, it has supported the release of a monitoring database and an upgrade version of it, it has issued the first two editions of the UNIFI EXTRA call for proposals dedicated to financing public engagement initiatives with a high social impact.</p> <p>The challenge of this office, four years after its creation, is to work for a greater awareness in the University components of the value of public engagement initiatives, for a positive social impact, professional growth and return in terms of funding.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 10 – NON-DISCRIMINATION

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	The non discrimination principle is one of the most important principles included in the Constitution of the Italian Republic that foresees under art. 3 that "all citizens have equal social dignity and are equal before



the law, without distinction of sex, race, language, religion, political opinion, personal and social conditions".

Art. 7 of legislative Decree 165/2021 states that "Public administrations guarantee equality and equal opportunities between men and women and the absence of any form of discrimination, direct or indirect, relating to gender, age, sexual orientation, race, ethnic origin, disability, religion or language, in access to employment, treatment and working conditions, professional training, promotion and safety at work. Public administrations also guarantee a working environment characterised by organisational well-being and undertake to detect, combat and eliminate all forms of moral or psychological violence within their own ranks". As far as recruitment within public administration is concerned, according to art. 35 of the same decree, recruitment procedures in public administrations must comply with the principles of impartiality and respect for equal opportunity between workers. According to art.57 on "equal opportunities" public administrations take any necessary measure to put into effect European Directives on equal opportunities anti-discrimination and moral or psychological violence. Art. 57 (as amended by Law 183/2010 art. 21) also states that Public administrations set up an internal 'Single Guarantee Committee for equal opportunities, the enhancement of the well-being of those at work and against discrimination'.

The principle of non discrimination is restated within UNIFI Statute, art. 1 foreseeing that "the university activities are independent from any religious, ideological, political or economic constraint". Furthermore the University Ethics Code, at art. 1 and 5, binds all personnel to adopt a behavior based on solidarity and abiding by the principle of non discrimination.

The University Strategic Plan for 2022-2024 (which is the act of political guidance that plans the objectives to be achieved in the medium and long term) dedicates an entire section to the Promotion of policies of inclusion and diversity, in particular: Implementation of a new organisational model of managing inclusion policies; Disability equity commitment; welfare and wellbeing.

According to Law 183/2010 art.21, as reported in Decree 165/2021 art. 57, previously mentioned, the University Statute at art. 22 establishes a Central Committee for Guaranteeing and promoting equal opportunities, workers' welfare and non-discrimination (CUG), one of whose main goals is the fight against any kind of discrimination. The Committee's functioning is aimed at the guarantee of the welfare and equal opportunities of workers, removing any possible direct or indirect discrimination based on gender, age, disability, religion, race, sexual orientation or gender identity.

According to the University General Regulation art. 54 (Rector Decree 991/2020) the Committee prepares every year by March 30th a detailed report on the status of implementation of the principle of parity, equal opportunities, workers welfare and fight against any form of discrimination, moral or psychological violence or mobbing at the

	<p>workplace. The Report is addressed to the Rector and to the Governing Bodies of the University and published on the web site. In 2022 report numerous actions were confirmed: Drafting of the Positive Action Plan - PAP 2022-2024; Promotion of Organisational and Individual Wellbeing; Study, monitoring and analysis activities related to the promotion of Equal Opportunities; Promotion and/or enhancement of initiatives that implement reconciliation policies, EU directives for the affirmation of equal dignity in the workplace; Prevention of and fight against violence and mobbing; Interventions in favour of the Right to Study; Response to requests from the university community; Training/Events on equal opportunities issues, on the prevention and fight against all forms of discrimination organised by the CUG; Promotion and development of gender culture and equal opportunities in terms of training and opportunities in terms of training and communication.</p> <p>The University of Florence places empowerment of inclusion at the centre of its policies, fostering sustainable growth and accessibility of the university community. The initiative “Unifi Include” brings together in an integrated approach all initiatives that promote equality and inclusion, according to the various fields of action. It consists of a web portal and a desk office. Main fields of intervention are: Students from foreign countries (Access for students seeking asylum and international protection: the University of Florence has adhered to the UNHCR Manifesto of the Inclusive University); Students with disabilities or learning difficulties; Students in detention; Gender issues; Sports and wellness.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 11 – EVALUATION/APPRaisal SYSTEM

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee. Such evaluation and appraisal procedures should take due account of their overall research creativity and research results, e.g. publications, patents, management of research, teaching/lecturing, supervision, mentoring, national or international collaboration, administrative duties, public awareness activities and mobility, and should be taken into consideration in the context of career progression.</i>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	Since 2006 a dedicated National Agency has been created in this field: ANVUR, National Agency for the Evaluation of the Academic System and Research. This Agency has been created according to Law 286/2006, with the following functions:

- to provide a continuous external evaluation of the research activities carried out by universities and by any other research center receiving public funding;

- to support, coordinate and constantly verify the functioning of the evaluation committees created within universities

- to evaluate the efficiency and efficacy of the public funding and supporting initiatives for research activities.

The Agency's functioning is based on the principles of independence, impartiality, professional responsibility and openness.

On a periodic basis (usually every four years) the ANVUR, following the guidelines provided by the Ministry of University and Research, requests all universities to provide relevant data to evaluate their research performance and products (VQR – Evaluation of Quality of Research). The data provided by universities are taken into account by the Ministry when deciding about the distribution among universities of available funds. In fact the FFO (fund of ordinary funding) is divided into two parts: a fixed quota attributed to each university according to its dimension and needs and a variable quota (“quota premiale”) attributed among others, for the results achieved in research related activities. Furthermore on an annual basis universities are requested to provide detailed data on research related results achieved by their departments/areas that will be later on as well included in the VQR.

It is as well to be noted that Law 240/2010 assigns as well to a dedicated “Evaluation Unit” the function of verifying, among others, the research activities carried out within Universities.

According to the University Statute, art. 7, the University puts in place adequate measures to self evaluate its research activities and perform additional evaluation through its “Evaluation Board”.

At central level the University Quality Assessment System is based on the three main bodies:

1. **Evaluation Board (Nucleo di Valutazione)**. Established by the University Statute, this external board is responsible for assessing research activities and related support activities. In line with ANVUR’s guidelines, it conducts evaluations of facilities and personnel to promote both organisational and individual performance ([link](#))
2. **Quality Praesidium (Presidio Qualità)**. This internal body oversees the implementation of the University's QA procedures, supports and enacts QA policies for training and research, and promotes a culture of quality. It carries out surveillance, monitoring, and internal auditing activities. Additionally, the Quality Praesidium organises information and training activities for personnel and contributes to the initiatives related to the implementation of quality policies linked to training and research ([link](#))
3. **Research Observatory (Osservatorio della Ricerca)**: Established by resolutions of the Academic Senate and the Board of

	<p>Directors in March 2018, the Research Observatory (<a href="#">link</a>) is composed of 10 high-profile scientific experts across the three main ERC fields (Physical Sciences and Engineering, Life Sciences, and Social Sciences and Humanities). The Observatory monitors research activities and quality of research outputs through a continuous improvement approach. It prepares periodic reports to verify the consistency and enhance the quality of research activities and inform the Departments' strategies, working closely with the Quality Praesidium, the Evaluation Board, and the Departments (see the next Paragraph).</p> <p>Besides general evaluation of the University results, mechanisms are as well in place for the evaluation of research activities carried out by individual researchers. As anticipated in previous principles young researchers (PhD students and fellow researchers) are committed to produce periodic reports to be evaluated by their supervisors. Temporary researchers are committed to produce not only periodic reports but to detail as well the activities performed in a dedicated register available within their Department for any need or any possible check by the Department Director. At the end of each year they need to produce a detailed report on research and didactic duties performed. As per professors, according to DPR 382/1980 art. 18 and Law 240/2010 art. 6, they are asked to produce reports on the activities carried out every three years. Such Reports are to be addressed to the Department each professor belongs to and they are to be made public. The University Senate will be able to take into account such reports when deciding which share of the available funds to attribute to each Department.</p> <p>The Research Observatory, established in 2018 for the surveying and systematic monitoring of the consistency and relevance of the research activities of the University and its results, monitors both the consistency and the type of research activities and the quality of the research products of the permanent and contract staff operating at the various University units. It guarantees the dissemination of the results of its activity in compliance with the principle of maximum transparency and the protection of personal data.</p> <p>The University of Florence participate to the Coalition for Advancing Research Assessment (CoARA), which brings together a wide range of organisations involved in research assessment and their respective associations, including research funding organisations, research performing organisations, national/regional assessment authorities and agencies, learned societies and researcher organisations, all willing to work together to enable systemic reform on the basis of common principles and commitments contained in the Agreement on Reforming Research Assessment, published on 20 July 2022.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	Since early 2022, the University of Florence (UNIFI) has adhered to the establishment of the European Coalition on the Reform of Research Assessment (CoARA). In November 2022, UNIFI signed the Agreement

	<p>on Reforming Research Assessment (ARRA), officially joining the Coalition.</p> <p>By endorsing the CoARA Commitments, the University of Florence aims to contribute to the reform of the assessment of research, researchers and research organisations, with proper recognition of the diverse outputs, practices and activities, to enhance the quality and impact of research.</p> <p>The University of Florence's contribution to the Coalition activities is twofold. On the one side this Action Plan outlines the activities to be implemented within the organisation to meet the CoARA commitments. On the other side, since 2023 UNIFI has adhered to three CoARA Working Groups and to the Italian National Chapter and it has been actively contributing to the activities and deliverables foreseen in each one of them.</p>
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Under this principle the following correction measures have been foreseen:

ACTION NUMBER 8 – COARA Coalition on Reforming Research Assessment	
<p><b>Goal:</b> Promoting an update of research assessment criteria</p> <p><b>Remarks:</b> The University of Florence has adhered since November 2022 to the newly established European Coalition on the Reform of Research Assessment deeming as crucial the need to promote an update in assessment practices for research and researchers, with the overarching goal to maximise the quality and impact of research.</p>	
<b>Status of Implementation</b>	NEW
<b>Action Timing</b>	Q1 2024 - Q2 2026
<b>Responsible Unit</b>	HRS4R Working Group
<b>Indicator(s)/Target(s)</b>	<p>Indicators/Targets:</p> <ul style="list-style-type: none"> <li>● Accession to the COARA Agreement</li> <li>● Preparation of a dedicated Action Plan- Dedicated measures to be finalized within 5 years to give proper application within the University of Florence to the COARA Commitments</li> </ul>

## **SECTION B – RECRUITMENT AND SELECTION**

### PRINCIPLE 12 - RECRUITMENT

EUROPEAN PRINCIPLE	
<p><i>Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career.</i></p> <p><i>Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</i></p>	
<b>Status of Implementation</b>	+/- FULLY IMPLEMENTED
<b>UNIFI Internal Analysis</b>	National Law 165/2001 details the general principles applicable to the recruitment of personnel within public administrations. In particular, according to art. 35 recruitment within public administration is subject to dedicated open selection procedures, abiding by the principles of

	<p>impartiality, openness and equal opportunities. Law 240/2010, recently updated by Law 79/2022, details for each researcher type (PhD, fellow researcher, temporary researcher and professors) the specific entry and admission standards, i.e. the typical duration and features of these appointments, the foreseen entry requirements, the standard remuneration, etc... (PhD also regulated by D.M. 226/2021).</p> <p>It is to be noted that national legislation is very attentive in guaranteeing equal opportunities within selection procedures avoiding any kind of discrimination (art. 57, Law 165/2001), though not specifically referring to disadvantaged groups.</p> <p>According to Min. Decree 963/2015, Universities are allowed as well to propose researchers to be directly appointed in a permanent position if they have already been selected within national, European or International reputable funding programs and have been recognized as outstanding and excellent researchers (such as the winners of ERC Grants). In any case it is always necessary for the researcher to have the necessary qualifications to access the category proposed. It is the Education Minister himself who evaluates the acceptability of the university proposals. For the implementation of national Law 240/2010 and its provisions for researchers, the existing internal decrees have been updated for each researcher category:</p> <p>PhD Students: <a href="#">Rectoral Decree 575/2022</a>  Research fellows: <a href="#">Rectoral Decree 550/2020</a>  Temporary Researchers: <a href="#">Rectoral Decree 1459/2023</a>  Ordinary and Associate professors: <a href="#">Rectoral Decree 1458/2023</a></p> <p>Such decrees include all relevant specific indications on the hiring, functioning and applicable rules to each researcher type and are made public through the university website. All advertisements of available positions are made public through all official channels (gazzetta ufficiale nazionale, Albo Ufficiale e sito di Ateneo, sito del Ministero dell'Istruzione, dell'Università e della Ricerca e Euraxess), they remain open for a reasonable period of time, usually 30 days and respect national prescriptions in terms of open, transparent and impartial selection procedures.</p> <p>Furthermore, in order to comply with the European Charter and Code Principles the University of Florence has adopted a dedicated <a href="#">OTM-R Policy</a> including a complete description of the basic principles and applicable recruitment procedures.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 13 – RECRUITMENT (CODE)

EUROPEAN PRINCIPLE
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<p><i>Employers and/or funders should establish recruitment procedures which are open , efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>For general principles applicable to recruitment procedures please see the information included under point 12, in particular the criteria public selection procedures must respect according to National Law 165/2001. It is to be noted as well that Law 240/2010 details further requirements for selection procedures to guarantee their openness and impartiality:</p> <ol style="list-style-type: none"> <li>1. art. 18 , paragraph 1 states that candidates with family relations till the fourth degree with the Rector, General Director or with any member of the governing bodies or professor of a university cannot be selected within that organization;</li> <li>2. art. 18 paragraph 4 states that at least 20% of the available resources included in the multiannual plan for human resources management are to employed for researchers external to the university performing the selection;</li> <li>3. Art. 5 paragraph 5 includes among the criteria for the distribution of FFO (Fund of ordinary funding for public universities) the percentage of temporary researchers hired who have not performed their PhD or Postdoc in the same university.</li> </ol> <p>Notices for admission at various levels of academic staff must comply with National laws in this field. Selection procedures always include a clear explanation of the entry requirements, procedures for participation, they remain open for a reasonable period of time and dedicated administrative staff is available to provide further support (each selection procedure has always one unit of personnel as main contact point for interested candidates). All selections are advertised on the university web site and on all other official channels (as indicated under point 12) to guarantee transparency of the selection and to facilitate access to the procedures of as many candidates as possible, also from foreign countries. All announcements always indicate the type of contract offered, the applicable legal, economic and social security provisions and, where applicable, the status of part-time or full time and the research project or program linked to the position offered.</p>
Gap Identified in 2018	The new UNIFI web site launched in 2014 has indeed foreseen that all sections are to be made available as well in English but at the moment the contents that satisfy this requirement are still very limited (approximately 2 %).
Gap Identified in 2020	The translation of the University web site and recruitment related information is ongoing. At the moment it is estimated that approximately 50% of the relevant information has been translated
Gap Identified in 2023	The translation of the relevant sections of the University web site has been completed. As foreseen approximately 70% of the relevant

	information has been translated, corresponding to all information useful for international/foreign candidates.
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## PRINCIPLE 14 – SELECTION CODE

<b>EUROPEAN PRINCIPLE</b>	
<i>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.</i>	
Status of Implementation	<b>+/+ FULLY IMPLEMENTED</b>
UNIFI Internal Analysis	<p>As explained under principle 12 and 13 national Law contains general principles on the criteria to be observed when selecting new personnel within public administrations. As far as Selection committees are concerned, according to National Law 165/2001, 240/2010 (recently updated by Law 79/2022) and the following regulations implementing them (like D.M. 226/2021), they should always include personnel with adequate competences to perform the requested evaluations, be gender balanced and perform their tasks impartially and in an open manner.</p> <p>Specific rules are in place for the criteria followed by the MUR within the procedure for granting to interested candidates the national scientific qualification as associate or full professor in Italian Universities. (Such qualification is a necessary precondition to participate in any open selection to become a professor in Italy). Within this procedure a unique selection committee is created at national level for each scientific field with a 2 years validity, including 5 members appointed for the drawing among the interested professors, one of which should belong to an organization from an OCSE country.</p> <p>For each researcher category, the dedicated internal decree (quoted under point 12) specifies in detail, among others, the selection procedure to be observed. Selection committees always include at least three members having adequate competencies for the ongoing selection. In each decree a dedicated article explains in detail the composition of each selection Committee.</p> <p>For temporary researchers according to art. 15 of Rectoral Decree 1459/2023 Selection Committees are nominated by the Rector among professors with adequate curricula. For each selection procedure the Committee includes three members, chosen among full and associate professors, including one member designated by the Department Council among professors internal or external to the University of Florence; and two members, external to the University of Florence and belonging to different universities, identified by drawing lots. The selection Committees should always be gender balanced.</p>



	The Selection process may vary according to the position offered, for example the selection of PhD students may foresee the evaluation of the candidate's qualifications, a written and an oral proof. Usually the selection of fellow researchers is performed on the basis of qualifications, publications and, whenever requested, on a project prepared by candidates.
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATED NEEDED

## PRINCIPLE 15 – TRANSPARENCY

<b>EUROPEAN PRINCIPLE</b>	
<i>Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>As anticipated in previous principles, according to National law, selection procedures are always open and transparent, in the announcements clear indications are always provided on the number of available positions, on the selection procedure and criteria.</p> <p>National legislation doesn't allow to develop career strategies for individual researchers given the binding principle of access to public workplaces, such as within public universities, only by open and competitive selection procedures. Therefore it's not possible to give indications in announcements on possible career developments.</p> <p>Nonetheless on the relevant web sites (MIUR, individual universities, ecc.) all necessary information is available to allow researchers to get acquainted on the type of contracts possible within public universities and their connection. This way they may be immediately aware of what kind of career prospects may lead each position covered. For example temporary researchers of type B (those that in the last year of their contract have the possibility to progress to a associate teacher position if they have adequate curricula) are requested to have already covered a position of temporary researcher of type A or to have been fellow researchers for at least three years.</p> <p>As previously anticipated for each researcher category a dedicated internal decree includes all relevant rules and information on entry requirements, selection procedures and their functioning.</p> <p>Selection procedures are always open and transparent, the announcements remain available for a satisfactory period of time (usually 30 days) and are made public through all available channels.</p> <p>For each selection procedure there is always clear indication on the announcement of the administrative officer that is responsible for the procedure and for providing any necessary information or assistance.</p>

	<p>The outcomes of each selection are always made public on official websites. For example for teachers and temporary researchers on the web site the evaluation of each candidate is made public.</p> <p>In any case , according to Law 241/90 and to the Regulation 781/02 implementing the above mentioned law, any candidate who wishes further information on the evaluation received by himself or by other candidates may ask for formal access to data through a specific procedure.</p>
Gap Identified in 2018	NO GAP IDENTIFIED
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 16 – JUDGING MERIT

<b>EUROPEAN PRINCIPLE</b>	
<p><i>The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>According to National Law 240/2010 and to Leg. Decree 165/2001, candidates are selected through an open and competitive selection procedure taking into account all relevant elements. In fact it's a usual practice to evaluate candidate's curricula and all other relevant elements on the experience acquired by candidates, also in terms of the creativity and spirit of initiative already shown by them in possible other contexts.</p> <p>Specific provisions are in place for granting the national scientific qualification, according to Min. Decree 76/2012. In this case as well, selection committees take into account all skills and experiences acquired by candidates formally and informally.</p> <p>According to UNIFI internal regulation, when performing selection procedures for professors, it's necessary for selection committees to take into account the candidates' publications, research results, teaching and other relevant activities previously performed.</p> <p>For temporary researchers the internal decree acknowledges what has been established in Min. Decree 242 and 243/2011, foreseeing the evaluation of all relevant experiences performed by candidates.</p> <p>For fellow researchers and PhD students it's as well common practice to take into account the global profile of the candidates.</p>
Gap Identified in 2018	NONE

Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	

## PRINCIPLE 17 – VARIATION IN THE CHRONOLOGICAL ORDER OF CVs

<b>EUROPEAN PRINCIPLE</b>	
<i>Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>For general principles regarding selection procedures please check what has been included under principles 12 and 13. As anticipated, national law includes general prescriptions to guarantee that selection procedures are open, transparent and equitable. Furthermore it requests for candidates to be judged fairly on the basis of the overall series of their experiences and qualifications.</p> <p>Local regulation restates national principles and guarantees a fair evaluation of candidates though there are no specific indications requesting not to judge unfairly candidates with unusual CVs or having experienced career interruptions.</p>
Gap Identified in 2018	Existing regulation doesn't include specific prescriptions on the evaluation of candidates having experienced career breaks or with unusual career paths. Nonetheless the principles included in national law requesting a fair, open and impartial selection protects such candidates from any prejudice that could arise from such circumstances. No gap has therefore been identified.
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 18 – RECOGNITION OF MOBILITY EXPERIENCE

<b>EUROPEAN PRINCIPLE</b>	
<i>Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>The internationalization principle is one of the main interests that has been arising within the Italian education system in the last decades. In selection procedures it has as well acquired growing importance if candidates have previously performed mobility periods, considered as an added value to their global profile of mature researchers.</p> <p>In particular for fellow researchers of type A (those recruited based on the funds provided by MUR) one of the preconditions to allow participation in recent selection procedures has been represented by mobility, i.e. having performed at least 15 days of research abroad during their career.</p>

	<p>For temporary researchers National Law (Ministerial Decree 243 of 2012) foresees the necessity for selection Committees to duly take into account the activities performed by the candidates both in Italy and abroad.</p> <p>As per permanent staff national scientific qualification requires appropriate experiences performed both in Italy and abroad and the cooperation with foreign and international organizations and research centers as a fundamental element in candidates' curricula.</p> <p>The University Internal Regulation reflects the National prescriptions. The University of Florence has made internationalization as one of its main strategic axes of intervention for several years.</p> <p>Selection procedures duly take into account the added value of mobility performed abroad and the fruitful cooperation developed or to be developed with foreign entities and research centers.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 19 – RECOGNITION OF QUALIFICATIONS

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>For a thorough description of National legislation applicable in this field please check the descriptions included in the previous principles, in particular from 13 to 17.</p> <p>At local level national and international regulations and standards are fully implemented and all selection committees members have the duty to know them and implement them when performing their evaluation.</p> <p>Dedicated administrative staff is devoted to the support of these selection procedures. It is their duty to provide selection committees with all relevant information on existing legislation and to update them on any new regulation adopted.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 20 - SENIORITY

<b>EUROPEAN PRINCIPLE</b>	
<i>The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than their circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>As explained in the previous principles, according to National legislation all announcements of available positions must contain a clear indication of the entry requirements, i.e. of the qualifications requested from candidates.</p> <p>Such qualifications are always to be defined according to the position offered needs, both in terms of formal qualification (the request for candidates to hold a degree or a Phd, ecc) and informal qualifications (having acquired experience in a certain field, having performed mobility periods, ecc).</p> <p>At local level it's common practice for selection committees to assess candidates impartially for the whole range of knowledge acquired and experiences performed independently from the candidates circumstances. Furthermore, according to national prescriptions, it is forbidden to be influenced by the institution where a qualification may have been obtained, the same type of qualification has always to be attributed the same level of evaluation.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 21 – POSTDOCTORAL APPOINTMENTS

<b>EUROPEAN PRINCIPLE</b>	
<i>Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of longterm career prospects.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>According to National Law 240/2010 post-doc appointments correspond in Italy to the research fellow position. Access to this position was regulated by art. 22 of the above mentioned law and further detailed in the dedicated regulation each University adopts in this matter.</p> <p>The whole duration of the grants allocated to the same person, taking into account all positions covered in whatever organization, was initially limited by the national law to 4 years and has been recently extended to 6 years. This limitation is indeed intended to underline that this kind</p>

	<p>of position should be intended only as a transition status preparing the researcher to acquire the necessary professional skills to become mature and independent researchers.</p> <p>Furthermore the national law expressly foresees the possibility to reserve part of these positions to candidates holding a PhD.</p> <p>As foreseen in the national law the University of Florence has adopted a dedicated internal regulation on Research fellows: <a href="#">Rectoral Decree 550/2020</a>. This regulation contains all relevant guidelines on post doc positions. In reference to the selection process the local regulation establishes that each selection advertisement should clearly describe the titles each candidate should hold, titles corresponding at least to a master university degree or a PhD according to the kind of position offered.</p> <p>Recently Law 240/2010 has been updated by Law 79/2022 introducing a new type of Post doctoral contract. However this forecast is still under finalization at national level and Universities are still allowed to activate the above mentioned post doctoral positions till the end of 2024.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## **SECTION C – WORKING CONDITIONS AND SOCIAL SECURITY**

### **PRINCIPLE 22 – RECOGNITION OF PROFESSION**

<b>EUROPEAN PRINCIPLE</b>	
<i>All researchers engaged in a research career should be recognised as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>National Law 240/2010 draws the general context for the regulation of the researchers positions at whatever level of the career.</p> <p>As anticipated under principle 2 on ethics, according to National Law 240/2010 each university is bound to adopt a code of ethics. According to UNIFI's code, it's expected from each university member to perform their tasks professionally.</p>

	Each member of the university is therefore expected to recognize all colleagues at whatever career level as professionals and to treat them accordingly.
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 23 – RESEARCH ENVIRONMENT

<b>EUROPEAN PRINCIPLE</b>	
Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Fundlers should ensure that adequate resources are provided in support of the agreed work programme.	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>National Law guaranteeing Research Freedom to Researchers has as well among its fundamental goals to offer researchers adequate working conditions. The MIUR every year distributes funds to each University (FFO – fund for ordinary funding) to provide each establishment with basic resources to face these needs.</p> <p>According to the funds available the University of Florence does its very best to guarantee to each researcher the appropriate equipment and facilities to perform their research. However it is to be noted that the lack of available funds strongly limits the University intervention.</p> <p>The University Central Offices and each Department plan periodically the use of their resources taking into account all relevant needs, nonetheless recent internal surveys have however stressed some possible improvement thanks to a reallocation/reorganization of available infrastructures.</p> <p>For health and safety issues, whenever any research implies any sort of risk (biological, chemical, for computer operators, etc.), a dedicated risk assessment is elaborated (Documento Valutazione Rischi – DVR) to identify appropriate and necessary measures to guarantee all personnel safety. According to national rules in this matter the concerned laboratory is bound to provide its personnel with all necessary protective equipment and to take all measures identified in the DVR. For detailed information on health and safety issues please check the description included under principle 7.</p>
Gap Identified in 2018	The University of Florence periodic strategic plan has identified among others the need to adopt a new regulation on the use of existing infrastructures
Gap Identified in 2020	Further analysis on the critical aspects concerning the capacity of offering to researchers the most stimulating research environment has been performed. Consultation of researchers in the surveys submitted (in 2015 and 2020), verification with internal structures about available infrastructures and conditions of access to them highlighted the need to redefine the corrective measures allowing a proper implementation



	of this principle. Rather than the adoption of a new regulation it appeared clear that what was most urgently needed was to allow a proper publicity of available infrastructures and facilities among researchers and to ease the access to them. Therefore a specific web page has been created including a detailed description of all available infrastructures.
Gap Identified in 2023	In order to gain a full understanding about the University strengths and weaknesses concerning its research environment, it was decided to deliver a dedicated survey to all researchers within the end of 2024 dedicated to this issue. In the meantime a first set of corrective measures has been foreseen under Action 5.

Under this principle the following correction measures have been foreseen:

<b>ACTION NUMBER 5 – RESEARCH ENVIRONMENT</b>	
<b>Goal:</b> Providing support to UNIFI research groups to access available research infrastructure and to access the needed research equipment	
<b>Remarks:</b> In order to improve UNIFI research environment the University the following implementation measures have been identified: <ol style="list-style-type: none"> <li>1. to identify all available research infrastructures and to create a dedicated catalogue available on the web site by providing indications on how to access them</li> <li>2. to include the above mentioned information in the welcome kit included under Action 9</li> <li>3. to promote each year an internal call to support the purchase of equipment for UNIFI interested research groups</li> <li>4. to promote each year public engagement initiatives such as the annual researchers night event and a dedicated call to support public engagement initiatives</li> </ol>	
<b>Status of Implementation</b>	EXTENDED
<b>Action Timing</b>	Q2 2026
<b>Responsible Unit</b>	Infrastructures and Research Services Area Public Engagement Office
<b>Indicator(s)/Target(s)</b>	Indicators/Targets: <ul style="list-style-type: none"> <li>- drafting and publication of the list of available infrastructures and access criteria within the Welcome Kit foreseen under Action 9</li> <li>- annual call to support the purchase of research equipment- annual public engagement call</li> </ul>

## PRINCIPLE 24 – WORKING CONDITIONS

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.</i>	
<b>Status of Implementation</b>	+/+ FULLY IMPLEMENTED



UNIFI Internal Analysis	<p>National legislation in Italy pays peculiar attention to promote adequate working conditions and, in so doing, guarantee reasonable compromises with family needs. Existing laws take into account many different possible situations.</p> <p>To start with, National Law 240/2010 in art.7 provides numerous possibilities for leave for study and scientific research both nationally and internationally.</p> <p>Furthermore all researchers can profit from existing regulation on maternity (D.Lgs 151/2001), parental leaves (D.Lgs. 151/2001), sickness and any serious circumstance that may make any interruption of the work activity necessary.</p> <p>In accordance with current legislation, the University has promoted the implementation of a series of initiatives aimed at improving the quality of life of its researchers, with particular reference to gender issues and for supporting staff, whenever necessary, in balancing family and work time, including flexible work schemes (diversified and flexible hours), economic support for families, etc.</p> <p>All researchers, including the young ones in the early stages of their career, may profit from the existing national prescriptions without any prejudice to their career prospects. For example female fellow researchers , in case of pregnancy have the right to a 5 months maternity leave with full salary.</p> <p>In order to verify the satisfaction of all university personnel in combining family and work, the University of Florence has recently decided to start launching periodic dedicated online surveys. According to the survey's outcomes it will be possible to implement any necessary corrective measure.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 25 – STABILITY AND PERMANENCE OF EMPLOYMENT

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work</i>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	National Law 240/2010, recently updated by Law 79/2022, sets out the rules concerning the duration of University staff contracts for conducting research. The law provides for all temporary positions (PhD, fellow researchers and temporary researchers) the minimum and maximum possible duration.

	<p>Given the binding principle of access to public workplaces, such as within public universities, only by open and competitive selection procedures, universities are not allowed to guarantee stability of employment. Therefore national prescriptions and available funds strongly limit the number of permanent positions that may be offered. For temporary positions the university applies the duration limits established at national level. Each contract always specifies its duration and in so doing guarantees to the researcher a period of stability to complete the foreseen research program.</p> <p>The decree 963 issued by the Ministry of University and Research on December 28th 2015 and recently updated by Decree 919 issued in July 2022 has also foreseen the possibility of direct access to permanent positions for researchers having been awarded grants within specific excellence programmes (such as ERC grants). This has introduced a new possibility of access to permanent positions.</p>
Gap Identified in 2018	<p>Even though the University of Florence as a public body is not allowed to offer employment positions directly without performing open selection processes it can nonetheless activate tenure track positions, meaning it can create stabilisation processes to be tendered among interested applicants. A first pilot call has been already promoted to support young researchers with the university internal resources.</p> <p>Furthermore, in recognition of the high-level profile of candidates funded under European excellence programmes such as MSCA and ERC the Italian MIUR has foreseen the possibility of direct appointment as permanent researchers of PI funded within such programmes. Therefore, UNIFI has identified the promotion of participation in such programmes as an additional tool to promote stability and permanence in employment.</p>
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

Under this principle the following correction measures have been foreseen:

<p><b>ACTION NUMBER 6 – PROMOTING STABILITY AND PERMANENCE OF EMPLOYMENT</b></p>
<p><b>Goal:</b> To promote as many tenure track positions as possible in order to support stable career paths</p> <p><b>Remarks:</b> The University of Florence as a public higher education institution is bound by national law to offer each position available through public open selections. Advancement in career is therefore possible only through participation within public selection procedures. According to national law 240/2010 it is however possible to promote tenure track positions.</p> <p>Therefore, the university, in order to promote as far as possible stability and permanence of employment, has decided since the first Action Plan proposed to commit itself to offer annually as many tenure track positions as possible to create paths of career stabilization.</p>

Since the strategy of tenure track positions seems from many points of views to have proven effective in promoting stability and permanence in employment the action originally foreseen has been extended also for Action Plan 2024-2026.	
<b>Status of Implementation</b>	EXTENDED
<b>Action Timing</b>	Q3 2024
<b>Responsible Unit</b>	Human Resources Area
<b>Indicator(s)/Target(s)</b>	Indicators/Targets:  - promoting 60/70 new tenure track positions

<b>ACTION NUMBER 7 – PROMOTING PARTICIPATION UNDER EXCELLENCE PROGRAMMES</b>	
<p><b>Goal:</b> Promoting Participation in EU funded excellence programme ERC and Marie Sklodowska Curie Actions</p> <p><b>Remarks:</b> Participation in EU funded excellence programme ERC and Marie Sklodowska Curie Actions has been identified by the University of Florence since its very first Action Plans as one of the key measures to be undertaken to promote excellence in research and to attract the most promising researchers from abroad. In recognition of the high level profile of candidates funded under European excellence programmes such as MSCA and ERC the Italian Ministry for Education and Research itself has foreseen the possibility of direct appointment as permanent researchers of PIs funded within such programmes.</p> <p>Therefore UNIFI has identified the promotion in the participation in such programmes as an additional tool to promote stability and permanence in employment. In order to continue supporting and promoting the participation of UNIFI researchers within such funding schemes and to attract the best talents from abroad to work at UNIFI under such funding schemes, the following Actions have been foreseen:</p> <ol style="list-style-type: none"> <li>1. Annual prize "An Idea for Excellent Science" to reward internal researchers with promising track records and competitive research projects in line with ERC selection criteria</li> <li>2. Annual call "UNIFI4Future" to support the best promising internal and external candidates to prepare an ERC Starting Grant Proposal</li> <li>3. Dedicated helpdesk for ERC projects: the European and International Research Office assists all applicants to MSCA and ERC grants by providing financial, administrative and technical counselling and mentoring</li> <li>4. Dedicated internal Task Force ERC including UNIFI Grant winners providing mentoring to future ERC applicants</li> </ol>	
<b>Status of Implementation</b>	EXTENDED
<b>Action Timing</b>	Q3 2026
<b>Responsible Unit</b>	Infrastructures and Research Services Area
<b>Indicator(s)/Target(s)</b>	Indicators/Targets:  <ul style="list-style-type: none"> <li>- Annual prize "An Idea for Excellent Science", three prizeS awarded each year</li> <li>- Annual Call for proposals "UNIFI4Future" to support up to 5 research projects of 50.000-70.000 EUR each providing each selected researcher with an employment contract of 18 months and dedicated research funds to prepare a ERC starting grant proposal</li> </ul>

## PRINCIPLE 26 – FUNDING AND SALARIES

EUROPEAN PRINCIPLE	
<p><i>Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.</i></p>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>Salaries and social security provisions are regulated in Italy at national level.</p> <p>For each researcher category the national law establishes the applicable salary levels. In particular for professors and researchers, salaries are established by categories, according to the level of career attained and updated, whenever necessary.</p> <p>For fellow researchers, following the indications provided by National Law, each year a dedicated Min. Decree establishes the minimum and maximum level of remuneration.</p> <p>For PhD students, a periodic Min. Decree establishes the applicable level of remuneration.</p> <p>As far as social security is concerned professors and researchers enjoy, according to national legislation, full social security assistance (including sickness, unemployment, maternity, parental leaves, retirement and so on).</p> <p>Young researchers, namely fellow researchers and PhD students, besides insurance coverage, can profit from “Gestione Separata INPS”, a form of social security coverage intended for temporary workers or workers in peculiar situations guaranteeing nonetheless the basic social security coverage, including sickness and maternity benefits.</p> <p>The University of Florence implements the National legislation guaranteeing to all its researchers wages and salaries in line with existing rules.</p> <p>For example for maternity leaves all researchers have the right to enjoy the national prescription of five months suspension of their working activities upon delivery. During this period of time researchers receive full salary paid partly by INPS and partly by the University.</p> <p>The University internal regulation allows its researchers to interrupt their working activities, while keeping their workplace, for up to five years (or three years for PhD students) for documented serious circumstances (such as serious illnesses, family problems, ecc.).</p>

Gap Identified in 2018	It is without saying that the wages of researchers in Italy are still significantly lower than if compared with other European countries. Nonetheless the University of Florence is not in a position to modify such a situation.
Gap Identified in 2020	For post-doctoral fellows Universities can indeed enjoy a certain autonomy and therefore UNIFI has committed itself (Senate Meeting of last 29 <sup>th</sup> April 2020) to promote an increase in the possible level of remuneration for this category by 10 %
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 27 – GENDER BALANCE

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>The legal basis for gender balance in this institution is the same reported in Principle 10 “Non-Discrimination), namely: Constitution of the Italian Republic art. 3; artt. 7, 35, 57 of Leg. Decree 165/2001 (as modified by Law 183/2010 art. 21); University of Florence Statute art. 1; University General Regulation art. 54 (Rector Decree 991/2020).</p> <p>The University Strategic Plan for 2022-2024 (described in Principle 10) explicitly foreseen the following actions on Gender equality:</p> <p>(a) Establishment of the figure of the Trust Adviser, who is called upon to prevent, manage and resolve cases brought to them in matters of bullying and harassment taking place in the study environment and work environment;</p> <p>(b) Alias procedure for students and employees transsexual and transgender;</p> <p>(c) Baby Ateneo: realisation of spaces for children from three months to three years of age, reserved preferentially to the children of those who work and study at university.</p> <p>Among the activities in charge of the CUG (as described in Principle 10), on top of the already mentioned ‘Promotion and development of gender culture and equal opportunities in terms of training and opportunities in terms of training and communication’, and the ‘Drafting of the Positive Action Plan - PAP 2022-2024’, we must highlight the contribution to the drafting of the Social Report and Gender Balance Sheet, interconnected with the Gender Equality Plan (GEP). The GEP for 2021-2024 sets out the following areas of action: Work-life balance; Gender balance in top positions and decision-making bodies; Gender mainstreaming in research and teaching programmes; Combating gender-based violence including sexual harassment.</p>

	Additional activities related to Gender issues are managed by the “Unifi Include” initiative (described in Principle 10), in particular: ALIAS Career; Gender Health and Medicine Coordination Centre; The Italian language from a gender perspective; “No Women No Panel”; Framework Agreement between UNIFI and the Metropolitan City; The Confidentiality Counselor; Guidelines for the maternity protection of female students and other female workers of the University. The University of Florence has a former Rector's Delegate for Inclusion and Diversity.
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 28 – CAREER DEVELOPMENT

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>According to art. 1 of Law 43/2005 Universities are requested to provide each year a multiyear program detailing their needs of permanent or temporary staff, including the use of staff mobility. In so doing they make their recruitment strategy public and allow researchers to get familiar with the positions that are going to be made available.</p> <p>As anticipated, each year the University adopts a multiyear personnel recruitment plan, including the strategy of recruitment for temporary and permanent staff.</p> <p>In order to promote career opportunities UNIFI is endowed with a placement office promoting a wide series of initiatives such as:</p> <ul style="list-style-type: none"> <li>- training on transversal competences</li> <li>- mentoring to access the labour market</li> <li>- simulations of individual and group selection interviews</li> <li>- support in the effective drafting of job search tools such as the CV and cover letter</li> </ul> <p>However these activities are mainly intended for students.</p> <p>As far as researchers are concerned it is one of the main duties of assigned supervisors to guide and mentor young researchers through their career paths supporting them on a daily basis in establishing short, medium and long term career goals and in guiding them through their training and professional growth.</p>
Gap Identified in 2018	NONE

Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 29 – VALUE OF MOBILITY

EUROPEAN PRINCIPLE	
<p><i>Employers and/or funders must recognise the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.</i></p>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>The value of mobility is widely recognized within the Italian public education system. Among other modifications the University reform introduced by Law 240/2010, recently updated by Law 79/2022, has as well supported this dimension through different measures. Here are a few examples.</p> <p>At national level, the Ministry of University and Research has introduced the possibility of mobility of full and associated professors among different Italian institutions. These secondments should allow, without undermining the correct functioning of the interested institutions, researchers to better profit from the added value of mobility.</p> <p>The internationalization principle, as anticipated under point 18, has been one of the main interests within the Italian education system in the last decades. The Italian Agency for the Evaluation of the Quality of Research (ANVUR) measures, among other indicators, the mobility of permanent staff of universities. In particular in the Evaluation Process of the Quality of Research (VQR) the outgoing mobility of professors and researchers who performed research abroad continuously for more than 3 months in the previous seven years is considered as a fundamental indicator of internationalization.</p> <p>Furthermore the level of internationalization of each university (measured for example on the basis of the mobility performed by their staff or by the number of collaborations promoted with foreign entities) is one of the criteria for the distribution by MIUR of the FFO, the fund for ordinary funding .</p> <p>It is one of the main strategic goals of each university to develop its own strategy to promote the value of mobility. The University of Florence Departments on an annual basis sets their internationalization goals and identifies the funds intended for the support of mobility, based on the general principles and guidelines set at central level.</p>

	<p>One of the main instruments to attain this goal is the mobility of the staff. According to the category each Researcher belongs to, specific instruments are put in place to promote their mobility. The Erasmus program covers almost all categories allowing both teachers and PhD students to perform periods of study and research abroad in reputable European partners. Mobility can as well take place within the frame of international cooperation agreements.</p> <p>Many possibilities are offered as well thanks to the funding provided by other European programs such the Marie Curie Actions that offer many kinds of mobility opportunities for researchers at all stages of career.</p> <p>In general PhD students are the category that is probably offered the most opportunities in this field. It's in fact widely recognized that performing mobility is a key element in the training of early stage researchers, as underlined as well in the recent reorganization of PhD courses introduced by National Law 240/2010, recently updated by Law 79/2022, and following decrees. These prescriptions have strongly promoted the creation of international PhD courses, i.e. courses based on the cooperation of different entities throughout the world, and on the exchange of PhD students among these organizations. However internal practice shows that other researchers such as postdocs have much less opportunities to perform mobility periods.</p>
Gap Identified in 2018	UNIFI strategic plan for 2016/2018 has taken into account the need to promote mobility opportunities.
Gap Identified in 2020	Even though the new 2020 survey shows that researchers may be wishing additional measures in this field, the COVID pandemic makes it impossible for the moment to imagine possible actions in this field.
Gap Identified in 2023	The University commitment to promote internationalization is restated in the UNIFI strategic plan for 2022-2024 under point 1.5 "To promote the University's international attractiveness". In 2024 this is going to take the form of an internal call to welcome incoming visiting professors, to increase the number of international cooperation agreements and to support internal students to perform exchanges with extra EU countries.

## PRINCIPLE 30 – ACCESS TO CAREER ADVICE

EUROPEAN PRINCIPLE



<i>Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>Access to advice for future career choices is regulated at local level within the limits provided by the National Legislation.</p> <p>Within the University of Florence it has been created since several years a centre called CSAVRI, whose main activity field is the technology transfer and innovation promotion and the support to the valorization of research.</p> <p>This centre is particularly specialized in promoting the relationship between the university of Florence and the region in which it is established, i.e. promoting constant relationships with society, local administrations and local enterprises to maximize the impact and the usefulness of the training and research activities performed within the University.</p> <p>Furthermore, in the University there's a Placement Office entirely dedicated to the job orientation and placement needs of students, graduates, doctoral students of the University of Florence, with the aim of providing solutions to the needs and expectations of its users. Placement Office offers counseling job training, relationship with the labor market, development of personal enterprise and entrepreneurship.</p> <p>The Office organizes career days and labs involving post graduate students and young researchers to make them aware about the opportunities and career prospects available, guiding them as well in the choice of further qualifications they may acquire within the University.</p> <p>As far as researchers are concerned it is one of the main duties of assigned supervisors to guide and mentor young researchers through their career path supporting them on a daily basis in establishing short, medium and long term career goals and in guiding them through their training and professional growth.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 31 – INTELLECTUAL PROPERTY RIGHTS

<b>EUROPEAN PRINCIPLE</b>
<i>Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&amp;D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including</i>

<i>external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>In addition to what has already been described for principle 3 on “Professional Responsibility”, Italian national legislation provides a framework for intellectual property rights. In the Civil Code specific rules are in place on Authorship in the Book V.</p> <p>Furthermore the legislative decree of 10 February 2005, n.30 (Industrial Property Code - CPI) contains fundamental rules on patents, the Royal Decree 21 June 1941, n. 929 on brands and Law 633/1941 on copyrights.</p> <p>With the Law of 24 July 2023, important changes were introduced to the CPI, in the field of protection of industrial property in universities and research institutions, abolishing the infamous "professor's privilege".</p> <p>On 15th December 2015 the European Parliament adopted a new Regulation on the Community Trade Mark that will come to belong to national legislation to be respected in this field.</p> <p>The protection of research results foreseen by national legislation, is restated by UNIFI Regulation on outcomes of research (Rectoral Decree n. 82735(526) 2019. Each researcher by contractual obligation is bound to perform their research activity respecting the principles of intellectual property rights and copyright.</p> <p>The regulation is also published on the web in English:  <a href="https://www.unifi.it/upload/sub/statuto_normativa/regolamento_brevetti_eng.pdf">https://www.unifi.it/upload/sub/statuto_normativa/regolamento_brevetti_eng.pdf</a>.</p> <p>Rectoral Decree n. 113882 (825)of 16 april 2018 on research and teaching activities commissioned by third parties in art. 6 deals with the Ownership of research results also in this situation of joint research. The Intellectual Property Guidelines for the composition and discussion of degree are published at the link  <a href="https://www.unifi.it/upload/sub/csavri/brevetti/linee_guida_tesi.pdf">https://www.unifi.it/upload/sub/csavri/brevetti/linee_guida_tesi.pdf</a></p> <p>KTO makes template confidentiality agreements available to researchers to protect confidential information.</p> <p>UNIFI is endowed with an office on intellectual property called KTO - Intellectual/Industrial Property and Joint Laboratories. Actually the office is endowed with four units of personnel and besides intellectual property issues deals as well with joint labs and commercial research activities performed on behalf of a third party.</p> <p>The University of Florence has been organizing periodic training sessions for young researchers on these topics for 10 years to try to spread the culture of industrial protection.</p> <p>It is to be noted that at national level there is a lack of legislation regarding the protection of unpublished works. UNIFI, in order to solve this issue, has promoted a dedicated internal repository FLORE-IRIS</p>

	<p>that, among others, requests to all Phd students publication of their PhD thesis in order to guarantee and protect their copyrights and the recognition of authorship.</p> <p>The KTO has recently registered some unpublished works with the Società Italiana Autori ed Editori (SIAE), the main organisation in charge of copyright protection, intermediation and management.</p> <p>UNIFI has an internal publishing house named FUP (Firenze University Press), to allow researchers for the easy publication of their works. The FUP publishes open access books and journals, working in line with the DOI system, thus enhancing the protection of digital works.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 32 - COAUTHORSHIP

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>In addition to what has already been described for principle 3 on “Professional Responsibility” and for principle 31 on “Intellectual Property Rights” Italian national legislation provides a framework as well for Joint Ownership.</p> <p>In the Civil Code specific rules are in place on Joint Ownership in Book III, Title V, artt. from 1100 to 1139.</p> <p>For internal regulation rules on these issues please check what has been included under principle 31. In fact UNIFI internal regulation in this domain include both rules on intellectual property rights and on co-authorship.</p> <p>In particular Rectoral Decree 858/2018 includes specific provisions on co-authorship according to which, in case of joint inventions, both inventors rights are to be protected and respected.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 33 - TEACHING

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers’ career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers,</i></p>	

<p><i>from carrying out their research activities. Employers and/or funders should ensure that Teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</i></p>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>According to National Law 240/2010, article 6, ordinary and associate professors are bound to devote part of their working time to teaching, mentoring and giving support to students and young researchers for at least 350 hours per year (for part time professors at least 200 hours).</p> <p>According to national law and to the university internal regulation for PhD students, doctoral candidates may be involved in limited and integrative teaching activities, in order not to affect their research activities.</p> <p>No such principle applies to fellow researchers who should devote themselves entirely to their research duties.</p> <p>The University didactic regulation includes all relevant and operative rules on the organization of teaching, of degree courses, their running and the tasks to be performed. As per the effort researchers should devote to teaching duties, national law art.6 provisions are reflected in the local regulation.</p> <p>Rectoral Decree 1459/2023 restates the national principle for temporary researchers to perform each year 350 hours of mentoring, tutoring and teaching activities (200 hours for part-time researchers).</p>
Gap Identified in 2018	In the survey originally submitted in 2015 researchers, especially at the first stages of their career, stressed the need for more focused training on training techniques.
Gap Identified in 2020	<p>In the survey submitted in 2020 researchers were asked again to assess their satisfaction about the training received to learn the best possible teaching techniques.</p> <p>Outcomes showed the need to continue working on this issue. In particular it seems that the initiatives undertaken with Temporary researchers and PhD students are beginning to show their effects. In fact newly employed temporary researchers are now automatically invited to attend a dedicated course about teaching techniques (APPI - Apprendere a Insegnare).</p> <p>At the same time PhD students are now offered on a regular basis a wide range of teaching courses dedicated to different kinds of possible soft skills such as communication skills, IPR related issues, etc.</p> <p>The survey underlined however also dissatisfaction among permanent professors. Since this category of personnel has already been performing teaching related duties for several years, it seems reasonable to interpret their criticism as a need for support with the</p>

	newly introduced elearning techniques made necessary by the recent pandemic.
Gap Identified in 2023	<p>In 2023 survey PhD students proved to be mostly satisfied about the newly introduced soft skills course offered that now includes training on many different topics, including among others:</p> <ul style="list-style-type: none"> <li>- scientific writing</li> <li>- open science</li> <li>- research impact</li> <li>- dissemination and communication</li> <li>- public engagement</li> <li>- research integrity</li> <li>- IPR</li> <li>- risk management</li> <li>- European projects writing</li> </ul>

## PRINCIPLE 34 – COMPLAINTS/APPEALS

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment</i>	
Status of Implementation	+/- ALMOST IMPLEMENTED
UNIFI Internal Analysis	<p>National Law 240/2010 provides for the establishment of a University Disciplinary Committee, in accordance with the principle of peer review and debate.</p> <p>Art. 20 of the Statute of the University of Florence establishes the creation of a Disciplinary Committee nominated by the University Senate.</p> <p>This Disciplinary Committee is in charge of the investigation stage of the University administration disciplinary procedures and it delivers binding opinions on the validity of the disciplinary action and eventually on the penalty to be issued.</p> <p>Furthermore the University Statute establishes as well a so-called “Garante dei Diritti”, the University <b>Ombudsman</b>, a citizen reputed for its impartiality and independence of judgment. Every member of the University may address their complaints to this figure. The Garante, after having verified the situation with all involved parties, provides their advice on the matter and suggests, whenever necessary, the activation of an official disciplinary procedure.</p> <p>The University, as already mentioned, has as well a <a href="#">Central Committee for Guaranteeing and promoting equal opportunities, workers' welfare and non-discrimination (CUG)</a>, one of whose main goals is the fight against any kind of discrimination. The Committee's functioning is</p>

	<p>aimed at the guarantee of the welfare and equal opportunities of workers, removing any possible direct or indirect discrimination based on gender, age, disability, religion, race, sexual orientation or gender identity.</p> <p>Following the indications provided by the European Directive (EU) 2019/1937 of 23 October 2019 and by Legislative Decree No. 24 of 10 March 2023 on ‘the protection of persons who report breaches of Union law and laying down provisions concerning the protection of persons who report breaches of national laws’ UNIFI has adopted a system of <a href="#">Whistleblowing</a>. Any breach can be reported through a dedicated online platform, reports can concern:</p> <ul style="list-style-type: none"> <li>● administrative, accounting, civil or criminal offences</li> <li>● unlawful conduct relevant under Legislative Decree 231/2001</li> <li>● prevention of money laundering and terrorist financing;</li> <li>● product safety and compliance;</li> <li>● transport safety;</li> <li>● environmental protection;</li> <li>● health safety;</li> <li>● food safety;</li> <li>● animal health and welfare;</li> <li>● public health;</li> <li>● consumer protection;</li> <li>● privacy and protection of personal data and security of networks and information systems.</li> </ul>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	<p>Even though the University has a dedicated Ombudsman, a Central Guarantee Committee for promoting equal opportunities, workers’ welfare and non-discrimination (CUG) and a Whistleblowing service, the researchers interviewed within 2023 survey appeared not to be properly aware about these bodies and not knowing how to access their services. 80% of the researchers interviewed declared not to be aware of the whistleblowing service, 60% about CUG and 50% about the Ombudsman. A new corrective measure has therefore been introduced in Action Plan 2024-2026 aimed at drafting a new Welcome Kit where newly employed researcher and more generally any researcher interested, can find guidance and specific indications about the bodies they can address their queries to, how to approach them and how to get counselling and advice. Further awareness raising initiatives and information campaigns are envisaged.</p>

Under this principle the following corrective measure is envisaged in Action Plan 2022-2024:

<b>ACTION NUMBER 11 – COMPLAINTS EFFECTIVE MANAGEMENT</b>
<p><b>Goal:</b> Promoting awareness about available services to manage complaints/conflicts</p> <p><b>Remarks:</b> The Action proposed consists in promoting the proper knowledge among young researchers of available services they can access to in case of complaints/conflicts with their supervisors. Even though the University has an internal Ombudsman (Garante dei Diritti), a Guarantee committee for equal opportunities, non-discrimination and the well-being of employees (CUG - Comitato Unico di Garanzia)</p>

and a Whistleblowing service, the survey made evident that many researchers are not aware about them nor how to access these services in case of need. 80% of researchers declared not being aware about the whistleblowing service, 65% not being aware about the CUG services and approximately 50% not being aware about the Ombudsman.

It was therefore decided to include an Action aiming at promoting awareness about these services and publicize the mechanisms to access them by undertaking the following actions:

1. including a full description of these services under the Welcome Kit foreseen in Action 9
2. promoting information campaigns and news about the three services
3. further check about the level of awareness attained in the survey that is going to be delivered within the end of 2026

<b>Status of Implementation</b>	NEW
<b>Action Timing</b>	Q1 2025 Q2 2026
<b>Responsible Unit</b>	Working Group HRS4R
<b>Indicator(s)/Target(s)</b>	Indicators/Targets: <ul style="list-style-type: none"> <li>- Full description about each one of the three services available included within the Welcome Kit foreseen in Action 9</li> <li>- Welcome kit delivered to each newly appointed researcher</li> <li>- Welcome kit delivered to each Department to be spread among their personnel</li> <li>- an internal news delivered about the services available</li> <li>- dedicated questions about this topic to be included in the survey delivered by the end of 2026</li> </ul>

## PRINCIPLE 35 – PARTICIPATION IN DECISION MAKING BODIES

<b>EUROPEAN PRINCIPLE</b>	
<i>Employers and/or funders of researchers should recognise it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution</i>	
<b>Status of Implementation</b>	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>National law leaves to the autonomy of each University internal regulation the definition of the terms of participation of its researchers in the foreseen decision-making bodies, within the limits fixed by National Law 240/2010.</p> <p>In accordance with national law the Statute and the General University Regulation establish the governance structure of the University and the Composition of its governing bodies.</p> <p>The structure of the University of Florence is based upon departments. It's within such structures that researchers perform their activities. The Departments are ruled by a Director and by a Board including all professors and permanent researchers of the department concerned, along with representatives of fellow researchers, PhD students (in addition to students and administrative staff).</p>

	At the central level the Senate is the governing body that represents the community of researchers. It is composed of permanent professors representing each scientific field of the university of Florence. These professors are elected within each Department by all permanent researchers and professors (each one contributing to the nomination of the representative within the category they belong to). Furthermore the Senate includes one representative of temporary researchers democratically elected by the members of this category and five students.
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## **SECTION C – TRAINING AND DEVELOPMENT**

### **PRINCIPLE 36 – RELATION WITH SUPERVISORS**

<b>EUROPEAN PRINCIPLE</b>	
<i>Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	Each young researcher, either PhD Student (R1) or fellow researcher (R2) is assigned an individual supervisor at the very beginning of their enrollment. The supervisor oversees mentoring of young researchers and supports them through their professional path. The first duty of each supervisor consists in monitoring scientific progress and providing advice where needed..



	<p>According to the Internal Regulation on PhD Courses (Rectoral Decree 858/2021) each PhD candidate works under the supervision of an academic tutor, to whom they report regularly on the progress of the research. At the end of each year the doctoral candidate is required to submit a detailed report on the activities performed.</p> <p>Approval of the submitted report is mandatory to proceed with the PhD course. Admission to the final PhD thesis discussion depends as well on the approval of the research activities developed during the PhD course.</p> <p>According to the Internal Regulation - Rectoral Decree 550/2020, fellow researchers develop their activities under the supervision of a dedicated tutor. As a contractual obligation they are requested to submit reports on the activities performed every six months plus a final report on the global outcomes of the fellowship.</p> <p>Besides compulsory reports the supervisor is the main reference for each early stage researcher. Through a day to day interaction with the supervisor each researcher receives constant advice, guidance and support for his/her career path. Specific short-, medium- and long-term goals are agreed upon with the respective supervisors and constantly updated whenever needed. In the case of MSCA fellows formalizing these goals in a dedicated career development plan is compulsory, for other type of researchers' flexibility is granted to allow R1 and R2 to establish with their supervisors the most suitable way to manage the needed goals</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 37 – SUPERVISION AND MANAGERIAL DUTIES

<b>EUROPEAN PRINCIPLE</b>	
<i>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</i>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis 2018	<p>The duty of supervision is a reputable activity that it is normally expected permanent researchers constantly perform. The number of researchers assigned to each supervisor may vary according to the general tasks and duties each experienced researcher performs.</p> <p>Senior researchers may propose themselves on a voluntary basis as supervisors or they may be identified to perform this task, usually by the board of the concerned department.</p> <p>The supervisor is requested to have scientific expertise in line with the project developed by the R1/R2 they assist and mentor.</p>

	<p>Furthermore it's strongly appreciated for these mentors to have as well previous experience in the training of researchers.</p> <p>Internal regulation references and the typical tasks of the supervisors have been described under principle 36 and are further detailed under principle 40.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 38 – CONTINUOUS PROFESSIONAL DEVELOPMENT

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies.</i></p> <p><i>This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>Strengthening and updating their own skills are common practices within Universities.</p> <p>According to the stage of career considered, different strategies are in place to promote life-long learning opportunities. It's common practice in any case for Departments to periodically organize formal occasions of training such as seminars, conferences, symposia and workshops for both upgrading and disseminating knowledge and skills.</p> <p>In recent years the University of Florence has as well promoted the creation of e-learning platforms to allow acquisition of new skills in a more interactive and efficient way.</p> <p>If for PhD students it is common practice to profit from formal learning occasions such as courses, for other already skilled researchers, from fellow researchers to professors, it's necessary to profit from more specific and personalized learning instruments.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

## PRINCIPLE 39 – ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT

<b>EUROPEAN PRINCIPLE</b>	
<p><i>Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability</i></p>	
Status of Implementation	-/+ ALMOST IMPLEMENTED
UNIFI Internal Analysis	Strengthening and updating their own skills are common practices within Universities.

	<p>As anticipated under principle 30 promoting continuous development of skills and competences in view as well as employability is one of the main tasks of CSAVRI, the university centre for the valorization of research.</p> <p>This centre among other initiatives promotes the so called “In progress entrepreneurship and work” including the career advice services previously described along with numerous initiatives to promote life-long learning through formal and informal training.</p> <p>Besides the University offers a wide range of training courses, especially devoted to soft skills covering many fields such as:</p> <ul style="list-style-type: none"> <li>- scientific writing</li> <li>- open science</li> <li>- IPR</li> <li>- research integrity</li> <li>- european projects</li> </ul>
Gap Identified in 2018	NO UPDATE NEEDED
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	<p>The University of Florence has invested a lot of effort in the last decade in promoting as far as possible soft skills training offer. Currently the University of Florence has a rich offer of training courses on soft skills but only for PhD students this set of courses has been organized in a unique annual catalogue with a centralized system for enrollment. For other researchers categories news about the courses available is promoted on a case-by-case basis.</p> <p>Within the recent survey delivered at the end of 2023, many researchers confirmed the need for an improvement of training courses offered about soft skills. The Steering Group therefore decided to rationalize the existing soft skills training offer also by cooperating with UNIFI Teaching and Learning Centre in order to update the training soft skills catalogue foreseeing the following courses to be offered on a systematic yearly basis to all researchers’ categories:</p> <ul style="list-style-type: none"> <li>- training on ethics</li> <li>- training on open science</li> <li>- training on IPR</li> <li>- training on research valorization through startup creation</li> </ul>

<b>ACTION NUMBER 10 – IMPROVING TRAINING ON SOFT SKILLS</b>	
<p><b>Goal:</b> To provide all researchers categories with high quality soft skills training</p> <p><b>Remarks:</b> Currently the University of Florence has a rich offer of training courses on soft skills but only for PhD students this set of courses has been organized in a unique annual catalogue with a centralized system for enrollment. For other researchers categories news about the courses available is promoted on a case by case basis.</p> <p>Within the recent survey delivered at the end of 2023, many researchers confirmed the need for an improvement of training courses offered about soft skills. The Steering Group therefore decided to rationalize the existing soft skills training offer also by cooperating with UNIFI Teaching and Learning Centre in order to update the training offer and identify suitable solutions for:</p> <ul style="list-style-type: none"> <li>- training on ethics</li> <li>- training on open science</li> <li>- training on IPR</li> <li>- training on research valorization through startup creation</li> <li>- training on European Projects</li> <li>- training on Public Engagement</li> </ul>	
<b>Status of Implementation</b>	NEW
<b>Action Timing</b>	Q2 2025
<b>Responsible Unit</b>	Working Group HRS4R
<b>Indicator(s)/Target(s)</b>	Indicators/Targets: <ul style="list-style-type: none"> <li>- drafting a general catalogue of soft skills courses offered</li> </ul>

	<ul style="list-style-type: none"> <li>- definition of the procedure for enrollment for each researchers' category</li> <li>- organization of at least one course on each one of the topic identified each year</li> </ul>
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## PRINCIPLE 40 - SUPERVISION

EUROPEAN PRINCIPLE	
<p><i>Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.</i></p>	
Status of Implementation	+/+ FULLY IMPLEMENTED
UNIFI Internal Analysis	<p>National law 240/2010 includes, as previously explained, basic national rules in this field.</p> <p>As explained under principle 36 in the Italian context only early stage researchers (i.e. PhD students and fellow researchers) are attributed a supervisor. Furthermore each supervisor is identified according to their knowledge and experience.</p> <p>Both Rectoral Decree DR 575/2022 for PhD Students and Rectoral Decree 550/2020 for fellow researchers provide specific guidelines on the attribution of a dedicated supervisor to each early stage researcher.</p> <p>The researcher is informed about the attributed supervisor at the very beginning of the fellowship and the supervisor represents for the whole duration of the fellowship their main contact point.</p> <p>It's important to note that in the case of PhD students each senior professor may participate only in the governing board of one local PhD course and one Doctoral Program of National Interest.</p>
Gap Identified in 2018	NONE
Gap Identified in 2020	NO UPDATE NEEDED
Gap Identified in 2023	NO UPDATE NEEDED

The following corrective measure, concerning all principles within the Charter and Code is envisage to promote awareness about the HRS4R process within UNIFI Academic Community:

ACTION NUMBER 4 – HRS4R SENSIBILISATION ACTIONS
<p><b>Goal:</b> To promote awareness raising within UNIFI about the HRS4R process</p> <p><b>Remarks:</b> During the first 24 months after getting the logo it was noted that the knowledge about the HRS4R principles within UNIFI was still limited. Within the updated Action Plan 2021-2023 a new action has been therefore foreseen specifically devoted to promote awareness about such principles.</p> <p>This Action is going to be maintained as well in Action Plan 2024-2026 including the following measures:</p>

1. Information and news about HRS4R in due evidence within the UNIFI website, from the very main page
2. maintaining the HR logo included within UNIFI headed paper
3. maintaining the HR logo included within email signatures of all personnel
4. Periodic meetings with Researchers Representatives in each Department spreading information and collecting feedback about the HRS4R process
5. Brochure or Leaflet about HRS4R to be distributed among researchers
6. Periodic surveys

<b>Status of Implementation</b>	EXTENDED
<b>Action Timing</b>	Q3 2026
<b>Responsible Unit</b>	HRS4R Working Group
<b>Indicator(s)/Target(s)</b>	<p>Indicators/Targets:</p> <ul style="list-style-type: none"> <li>- website to be updated annually</li> <li>- meetings with researchers representatives every two months</li> <li>- one additional survey within the end of 2026, including a check of the level of awareness about HRS4R attained</li> </ul>