



2019

Q4 2019 (September, October, November, December)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English2.- Nr of documents

translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Create a Manual of the diverse regulations existing in the Research Management Unit

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Unit

Indicators

Documentation elaborated

Action

Publishing at EURAXESS Portal UCO offers intended for researcher staff that belongs to a research project (managed in the Research Management Unit)

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Unit

Indicators

Publication of contracts at FURAXESS





2020

Q1 2020 (January, February, March)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Survey of satisfaction level of novel research staff about Supervision and mentoring

Responsible Party

Vice-Rectorate for Research and Territorial Development, Vice-Rectorate for Human Resources, Vice-Rectorate for Postgraduate Studies and Innovation

Units in charge

Service for Human Resources Research Management Service

Indicators

Survey

Action

Survey of satisfaction level of the interest of the seminars content

Responsible Party

Vice-Rectorate for Research and Territorial Development, Vice-Rectorate for Human Resources, Vice-Rectorate for Postgraduate Studies and Innovation

Units in charge

Service for Human Resources Research Management Service

Indicators

Survey

2020

Q2 2020 (April, May, June)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into
 English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office)
Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Include the EURAXESS offers in the main web page of the HR Strategy

Responsible Party

Vice-Rectorate for Human Resources
Vice-Rectorate for Research and
Territorial Development

Units in charge

Service for Human Resources; International Projects Office Research Management Service

Indicators

Insert offers in the Logo UCO web

Action

Supervision and mentoring of novel research staff

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Results of survey among novel researchers





2020

Q3 2020 (July, August, September)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development: Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Perform a report of the results of the survey of the supervision and mentoring of novel research staff

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Final report of the results of the survey

2020

Q4 2020 (October, November, December)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8. UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English 2 - Nr of documents translated into English

Action

Maintaining and updating the Central Database for research

Vice-Rectorate for

Infrastructure and Sustainability: Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

ORI (International

Update Database

Action

Continuous Training of

Responsible Party

Units in charge

Relations Office) Research Management Unit

Indicators

researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action Compulsory risk prevention courses before accessing the

labs Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Survey to human resources about the knowledge of the Welcome protocol for novel/visiting researchers

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability: Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Unit Accommodation Office Legal Advice Office Occupational Risk Prevention Service

Indicators Survey

Action

Promotion of advice on mobility by researchers returned at the UCO or UCO researchers currently abroad

Responsible Party

Vice-Rectorate for Students and Mobility Programs. Vice-Rectorate for Research and Territorial Development, Rectorate for Postgraduate Studies and Innovation

Units in charge

ORI (International Relations Office) Research Management Service

Indicators

Database Implemented: number of seminars

Action

Creation of the Employment and Entrepreneurial Culture Observatory

Responsible Party General Secretary Vice-Rectorate for Research and Territorial Development

Units in charge

OTRI (KTO, Knowledge Transfer Office) UCOPREM2 (Office for Student Placement and Employability)

Indicators

Implementation and Dissemination

Action

Inclusion of dedicated discussion fora and seminars in strategies for building a research career

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Results of survey among novel researchers





2021

Q1 2021 (January, February, March)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies)
Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial

Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Continue updating the Welcome protocol for novel/visiting researchers

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs;

Vice-Rectorate for Research and Territorial
Development

Units in charge

Research Management Unit; Accommodation Office; Legal Advice Office; Occupational Risk Prevention Service

Indicators

Documentation Dissemination

2021

Q2 2021 (April, May, June)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility

Programs Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies)
Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Establish a dedicated Relocation Support Service to help new members of staff, including research staff and their families to make the transition and settlement easier. This will include advice, information and links to relevant information

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Unit Accommodation Office; Legal Advice Office; Occupational Risk Prevention Service

Indicators

Relocation Support Service

Time Frame

S2 2021





2021

Q3 2021 (July, August, September)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office)
Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party Vice-Rectorate for Infrastructure and

Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Establish a dedicated Relocation Support Service to help new members of staff, including research staff and their families to make the transition and settlement easier. This will include advice, information and links to relevant information

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Unit Accommodation Office; Legal Advice Office; Occupational Risk Prevention Service

Indicators

Relocation Support Service

Time Frame

S2 2021

2021

Q4 2021 (October, November, December)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Establish a dedicated Relocation Support Service to help new members of staff, including research staff and their families to make the transition and settlement easier. This will include advice, information and links to relevant information

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Students and Mobility Programs; Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Unit Accommodation
Office; Legal Advice Office; Occupational Risk
Prevention Service

Indicators

Relocation Support Service

Time Frame

S2 2021





2022

Q1 2022 (January, February, March)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial

Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

2022

Q2 2022 (April, May, June)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability;
Vice-Rectorate for Research and Territorial
Development;
Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies) Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period





2022

Q3 2022 (July, August, September)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability;
Vice-Rectorate for Research and Territorial
Development;
Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action

Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies)
Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

2022

Q4 2022 (October, November, December)

Action

Comprehensive support for translation into English of all documents relevant to the HRS4R implementation process

Responsible Party

As regards principle Nr 8, UCO-IDIOMAS will give support to dissemination of research results through UCONews Portal (translation into English).

Units in charge

UCO-IDIOMAS (University of Cordoba's language center).

Indicators

1.- Documentation in English
 2.- Nr of documents translated into English

Action

Maintaining and updating the Central Database for research stays

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability; Vice-Rectorate for Research and Territorial Development; Vice-Rectorate for Student and Mobility Programs

Units in charge

ORI (International Relations Office) Research Management Unit

Indicators

Update Database

Action
Continuous Training of researchers

Responsible Party

Vice-Rectorate for Postgraduate Studies and Innovation, Vice-Rectorate for Research and Territorial Development

Units in charge

IDEP (Institute of Postgraduate Studies)
Research Management Service

Indicators

Planification of the courses (report) and number of dissemination activities implemented

Action

Compulsory risk prevention courses before accessing the labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Implementation of the courses

Action

Dissemination of the whole process of HR4RS

Responsible Party

Vice-Rectorate for Research and Territorial

Development

Units in charge

Research Management Service

Indicators

Nr attendees to sessions; Suggestions received through the webpage; survey

Time Frame

Annual meetings through the whole period

Action

Compulsory risk prevention courses before accessing labs

Responsible Party

Vice-Rectorate for Infrastructure and Sustainability

Units in charge

Occupational Risk Prevention Service

Indicators

Number of courses and participants