



UNIVERSITY OF SPLIT
UNIVERSITAS STUDIORUM SPALATENSIS

CLASS No.: 003-08/15-05/0010
REG. No.: 2181-202-03-01-15-0033
Split, 21. svibnja 2015. godine

Self-Assessment Report of the Action plan 2013 – 2015 for The Human Resources Strategy for Researchers of Split Incorporating The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

The European Charter for Researchers is defining rights and obligations of researchers and organizations in which they are working, and the Code of Conduct for the Recruitment of Researchers refers to equality of the employment procedure towards all researchers in Europe and transparency enhancement of recruitment procedure and employment.

University of Split was proud to receive the HR excellence in Research Award from the European Commission in September 2013 based on the proposal of the Centre of Quality at University of Split. As a holder of this award we have performed self-assessment of our progress in achieving actions set in The Human Resources Strategy for Researchers incorporating the Charter and Code in April 2015.

The self-assessment was conducted during March and April 2015 by working group (Dr. Igor Jerković, full prof. (head of Centre of Quality at University of Split), Dr. Alen Soldo, full prof. (vice-rector for science and international cooperation), Tonči Zakarija, MS, Ana Ćosić, MS and Petra Šimundić, MS) through Centre of Quality at University of Split that represents an university unit responsible for the implementation of European Standards and Guidelines for QA in Higher Education that involves representatives of all university members employing researchers: Academy of Arts, Faculty of Catholic Theology, Faculty of Chemistry and Technology, Faculty of Civil Engineering and Architecture, Faculty of Economics, Faculty of Electrical Engineering, Mechanical Engineering and Naval Construction, Faculty of Kinesiology, Faculty of Law, Faculty of Maritime Studies, Faculty of Natural Science, Faculty of Humanities and Social Sciences, School of Medicine, University Department of Marine Studies, University Department for Forensics, University Department for Health Studies and University Department of Professional Studies. According to the manual for quality assurance at University of Split, the Centre has been, among others, central place at university for discussion of all aspects of The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Stakeholders have been involved in preparation of self-

assessment of the action plan from each university member through institutional committees for science and/or quality that were receiving input regarding the aspects of The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers from the researchers employed in their institutions. The researchers have been actively involved in the process sending their proposals to the institutional committees on the ethical and professional aspects, recruitment, working conditions and social security, training. Representatives of the institutional committees presented researches observations and the Center incorporated them in overall outcome – self-assessment report.

Key achievements and progress according to the action plan 2013 – 2015

1. Ethical and professional aspects

9. Public engagement

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 concerns.

Actions required	When/Who	Status: Accomplished
<ul style="list-style-type: none"> -Organizing a larger number of public lectures and thematic round tables in order to inform public about the scientific achievements of the institution. - Presentation of scientific results in public, covered by media. - Expanding cooperation at the level of local community and civil society. - Developing a clear strategy of presenting the achievements of the University and timely informing the public. - Encouraging voluntary engagement of researchers and other University's employers in humanitarian and similar activities of civil society. -Organizing university workshops that will cover the themes of project registration, management and reporting. 	<ul style="list-style-type: none"> - University Senate - University Council - University constituents - PR office of University and its constituents - Technology Transfer Office - Project managers - University journal <i>Universitas</i> <p>4/4 2014.</p>	<p>1. Sector group meetings (selected ones):</p> <ul style="list-style-type: none"> • "Applied research in collaboration with industry in the civil engineering sector" at Faculty of Civil Engineering and Architecture in Split • "Health and Medicine" at School of medicine in Split • "ICT" at Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture in Split • "Modern materials and structures" at Faculty of Chemistry and Technology in Split • "Advanced and smart manufacturing systems" at University Library in Split • "Efficiency of the resources" at Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture in Split • "Management of technology and innovation of business models" at University Library in Split

		<p>2. Brokerage events (selected ones):</p> <ul style="list-style-type: none"> • "b2b@SASofair2013" • "b2b@SoftCOM2014" • "b2b@ Health and Medicine" <p>3. Workshops (selected ones):</p> <ul style="list-style-type: none"> • "Innovation in ICT" (FEMN) in Primošten • "How to prepare project in cooperation between researchers and entrepreneurs" (UL) in Split • Health and Medicine workshop at School of Medicine in Split • "Thematic Information Day for Horizon 2020" in Split • Marie Curie actions and Euroxess Jobs Info day • EU funding opportunities for Universities – Agency for Mobility and EU Programmes and Prof. dr. Dionysis Chionis, Democritus University of Thrace, Dr. Paris Kokorotsikos (Euroconsultants) <p>4. Open days (selected ones):</p> <ul style="list-style-type: none"> • "Science, Innovation and Economy" at FEMN in Split • "Engineering and advanced technology " at FCT in Split • "Smart manufacturing " at FEMN in Split • " Sustainable construction and eco-engineering " at FCA in Split <p>5. Conference on benefits of science to society and Workshop on science as the driver of economy</p> <p>6. Smart specialization conference and workshop</p> <p>-University magazine "Universitas" http://www.unist.hr/ostalo/sveucilisni-list-universitas) covers presentation of scientific results in public</p> <p>-Researcher's Night event 2013 and 2014, organized by and for researchers, advertised on public and social media</p>
--	--	---

11. Evaluation/ appraisal systems

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.

Actions required	When/Who	Status: Accomplished
<ul style="list-style-type: none"> - Exploring and accepting the criteria of evaluation performed at successful scientific institutions - Criteria and procedure of assessment should be transparent; introducing peer review system in titles election of responsible persons in scientific-research projects -Assessment and rank of scientific efficiency of the constituents within the science areas and branches 	<ul style="list-style-type: none"> -Centre for Quality of University of Split - Science manager - Science Office -University constituents <p>4/4 2014.</p>	<ul style="list-style-type: none"> • Evaluation criteria are defined at national level (Scientific Activity and Higher Education Act (N.N. 123/2003, 198/2003, 105/2004, 174/2004, 2/2007, 46/2007, 45/2009, 45/2009, 63/2011, 94/2013, 139/2013, 101/2014)) and several University constituents (e.g. School of Medicine, Faculty of Civil Engineering, Architecture and Geodesy) adopted internal regulations for evaluation criteria • Regulations on procedure of student evaluation of the quality of teaching for University of Split • Assessment and rank of scientific efficiency for university constituents is produced by University Science Office and published at University web site • Criteria and procedures of assessment are transparent including peer review by expert commission and approved by university constituents councils

II. Recruitment

<p>13. Recruitment (Code)</p> <p>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.</p>		
<p>Actions required</p> <ul style="list-style-type: none"> - Enacting rule of advertisement for recruitment on EUROAXESS network. - Advertising improvement, especially in defining conditions of titles election, description of work conditions and advancement possibilities (information package linked with advertisement). 	<p>When/Who</p> <ul style="list-style-type: none"> - University Senate - University constituents <p>1/4 2015.</p>	<p>Status: Accomplished</p> <ul style="list-style-type: none"> • job vacancies has been advertised on Euraxess Jobs portal with conditions of the titles election • Statute of University of Split - enacted in March 2015 (article 123.)
<p>15. Transparency (Code)</p> <p>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.</p>		
<p>Actions required</p> <ul style="list-style-type: none"> -Define election procedure, employment, and selection criteria. -Candidates should be informed in detail about the selection procedure, as well as about the outcome in written form. 	<p>When/Who</p> <ul style="list-style-type: none"> -University constituents <p>1/4 2014.</p>	<p>Status: Accomplished</p> <ul style="list-style-type: none"> • job vacancies advertised on Euraxess Jobs portal, web-pages of the university constituents, Official Journal ("Narodne Novine") and "Universitas" or other daily newspapers with conditions of the titles election • the candidates are informed about the outcome of the selection in written form

19. Recognition of qualifications (Code)

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.

Actions required	When/Who	Status: Partially accomplished
-Incing formation of legislature on the national level in the field of acknowledging competences acquired through non-formal education - Development of procedures for recognition of formal qualifications and non-formal qualifications (development of review system)	-Office for Recognition of Foreign Diplomas and Professional Qualifications -University constituents 4/4 2014.	<ul style="list-style-type: none"> • <i>Focus on Automatic Institutional Recognition (ERASMUS+) FAIR project is currently being implemented as European recognition practiced by higher education institutions by implementing elements of automatic recognition</i> • <i>Regulations of Evaluation of University of Split: Programmes Based on Principles of Lifelong Learning - enacted in January 2015</i>

III. Working conditions and social security

29. Value of mobility

Employers and/or funders must recognize 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.

Actions required	When/Who	Status: Accomplished

<ul style="list-style-type: none"> - Ensuring conditions and inciting mobility at all University levels - Covering progress in mobility improvement and its stimulation through reward system - Ensuring financial means from the EU funds and industry partnership projects - Fostering exchange schemes such as Erasmus 	<p>-University International Cooperation Office 1/4 2015.</p>	<ul style="list-style-type: none"> • Mobility is encouraged at all University levels • MSC scholarships and grants advertised at University level through mailing list and web site • two scholarships from European Social Fund granted for professional development of young researchers and three high scored applications on a waiting list • Erasmus has been implemented at UNIST since 2009. Followed by Erasmus+, it has grown into a widely used mobility scheme for students, professors and staff.
---	---	---

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&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 external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Actions required	When/Who	Status: Accomplished
<ul style="list-style-type: none"> - Continuing the regulation development for protection and Intellectual Property income allocation. - Developing mechanisms of informing and education on regulation application. 	<p>-Technology Transfer Office 2/4 2014.</p>	<ul style="list-style-type: none"> • University of Split Intellectual Property Policy entered into force • Event: Introduction to Intellectual Property Rights in China and Southeast Asia • First disclosure of intellectual creation on University of Split • Event: Open IP training • Event: Workshop on IPR management

33. Teaching

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, 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.

Actions required	When/Who	Status: Partially accomplished
<ul style="list-style-type: none"> - Encouraging and accelerating the making of the personal data collection, which will enable monitoring of teaching, science and mentoring share in overall work load. - Introduction of possibility of increased share of teaching or science in overall load, according to research needs, employee attitudes, and requirements of the institution. - Developing specialization and education mechanisms for all researchers in order to obtain teaching skills. 	<ul style="list-style-type: none"> - University constituents - Vice rectors <p style="text-align: center;">1/4 2015.</p>	<ul style="list-style-type: none"> • Database of researchers at University of Split (http://www.unist.hr/znanosost-i-tehnologija/ured-za-znanost/baza-znanstvenog-i-nastavnog-osoblja) • Organized workshops from CICRO centre for obtaining teaching skills • Formal workshop-style professional development sessions for PhD students to develop skills which can then be put to use in research and will be valuable in future careers (IPA- MODOC project)

IV. Training

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Actions required	When/Who	Status: Accomplished

<p>- Encouragement of researchers' education at other institutions.</p> <p>- Permanent trainings and seminars organized/carried out by the University and/or its constituents for their researchers</p> <p>- Enable financial instruments to encourage the development of skills and competencies.</p>	<p>-University International Cooperation Office</p> <p>-University constituents</p> <p>4/4 2014.</p>	<ul style="list-style-type: none"> • Guidelines to enable further implementation and development of doctoral students' professional and personal competences (IPA-MODOC) • Through various exchange programmes (Erasmus, Erasmus+, Erasmus Mundus, Ceepus etc.) researchers are given the opportunity to spend a shorter period at other foreign institutions for the purpose of conducting research and exchange of good practice. • Seminars and info days are organised on regular basis to promote possibilities for researchers
--	--	---

39. Access to research training and continuous development

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.

Actions required	When/Who	Status: Accomplished
<p>-More attendance and securing of financial resources will foster researchers' development and better exploitation of their potentials.</p>	<p>-University constituents</p> <p>4/4 2015.</p>	<ul style="list-style-type: none"> • Approved research projects at national level (21 project from Croatian Science Foundation) and international level (4 FP7 projects and 1 Horizon 2020 project)

RECTOR

Prof. Šimun Andelmović, Ph. D.

