



*The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers
"Human Resources Strategy for Researchers incorporating the Charter and Code"*

Action plan

Summary

February 2012



European Charter for Researchers and Code of Conduct for the Recruitment of Researchers **"Human Resources Strategy for Researchers Incorporating the Charter and Code"**

In May 2010 the Rector of Josip Juraj Strossmayer University of Osijek signed the Declaration of Commitment to The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers, with which the University obliges to adhere to the principles of Charter and Code. 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.

The Human Resources Strategy for Researchers is implemented through five steps:

1. Internal analysis - conducted by the institution that does the research; institutional practices are compared with Charter and Code principles for Recruitment of Researchers
2. Announcement of Internal analysis results on institutional website through "Human Resources Strategy for Researchers Incorporating the Charter and Code" (Action plan)
3. Introducing the European Commission with the abovementioned Strategy
4. Self-assessment - conducted every two (2) years by the institution that does the research, evaluation of Strategy implementation
5. External assessment - conducted every four (4) years, evaluation of Strategy implementation

Since some legal documents of Josip Juraj Strossmayer University of Osijek are not completely in line with the principles of mentioned documents, indicating the need for better information on national legislation and institutional rules and the need to adopt new institutional rules, are some of the reasons of the initiative for starting an internal evaluation at Josip Juraj Strossmayer University of Osijek.

The internal analysis was conducted during December 2011 and January 2012; observed institutional advantages, disadvantages and weaknesses have resulted with the Action plan activities and proposal of terms, professionals and departments of the University, which will realize planned activities in a given period.

Action plan of the University of Osijek plans to extend the scope of the Ethics Committee at University units, to enlarge the Career advising Office for students, to revise existing and propose new institutional regulations, procedures and instructions. University of Osijek plans to develop a scientists' data base, define the assessment criteria for the evaluation of different aspects of scientific success of University Units. The establishment of a Science fund at the University is also planned, one that would promote and finance different activities like young researchers' projects, publication of scientific papers, access to databases of magazines, post-doctoral training abroad, assure pre-financing of European projects etc. This Fund, to be created in the next two years, should in the future develop into a Science Foundation.

The Action Plan of the University of Osijek provides for creation of new jobs, which is currently disabled by Croatian Government's veto on job position opening. If the veto remains in force for a period that includes the Action Plan of the University, some of the planned activities will not be possible to be implemented.

The Action Plan (the European Charter for Researchers and Code of Conduct for the Recruitment) was adopted by Josip Juraj Strossmayer University of Osijek Vice-Rector's Collegium on 5th of March 2012, along with proposed time frames and University bodies and offices that will implement the proposed activities and in this way harmonize the principles of the University with the principles of the Charter and Code.

In the implementation of activities and internal analysis, and design of the Action Plan, these actors participated:

Vice-Rector's Collegium

- Prof. Dr. Dr.h.c. Gordana Kralik, *Rector*
- Prof. Dr. Drago Žagar, *Vice-Rector for education and students*
- Prof. Dr. Ivan Samardžić, *Vice-Rector for science, technology, projects and international cooperation*
- Prof. Dr. Rudolf Emert, *Vice-Rector for development strategy and spatial planning*
- Prof. Dr. Dražen Barković, *Vice-Rector for finance and business relations*
- Prof. Dr. Vladimir Sigmund, *Vice-Rector for finance and business relations*
- Zdenka Barišić, LLM, *Academic Secretary*

Office for the improvement and quality assurance of higher education at the Josip Juraj Strossmayer University of Osijek

- Prof. Dr. Sanja Lončar Vicković, *Advisor for the improvement and quality assurance*
- Marina Holjenko, LLM, *Research assistant for the improvement and quality assurance*

Focus group of Vice-Deans for Science (elected by regions) at Josip Juraj Strossmayer University of Osijek

- Prof. Dr. Ines Drenjančević, *Faculty of Medicine*
- Prof. Dr. Mirta Benšić, *Department of Mathematics*
- Prof. Dr. Mario Vinković, *Faculty of Law*
- Prof. Dr. Irella Bogut, *Assistant Professor, Faculty of Education*
- Prof. Dr. Ivanka Netinger, *Assistant Professor, Faculty of Civil Engineering*

International Relations Office, Josip Juraj Strossmayer University of Osijek

- Lidija Getto, Advanced Master of European Studies, *Head of International Relations Office*
- Martina Šuto, MA, *Institutional Erasmus coordinator, outgoing mobility*
- Klaudija Kulešević, M. Econ., *Bilateral cooperation and international projects*

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Action plan Summary**

1. Popularization of science and the level of information

Tasks	Who / responsible authorities	When / period of implementation
1.1. Introduction of researchers to the national legislation and relevant institutional policies regarding scientific researches, rights and obligations regarding employment and responsibility of researchers by developing an <i>information package for researchers</i> .	Committee of Vice-Deans for Science Office for Science Academic Secretaries Board	2013
1.2. Enlargement of the Career advising Office for students with the service of advising and guiding the careers of scientists and opening the service for planning and development of human resources at the University.	Office for Science Academic Secretaries Board Career Office	2014
1.3. Defining the strategy of presenting the achievements of the University in the community (University newspaper, <i>newsletter</i> , etc.), familiarization of the public with the scientific achievements of the institution – encouraging the public to have an interest in science, the presence of science in media.	Committee of Vice-Deans for Science Office for Science Academic Secretaries Board	2x per year

2. Ethics and professionalism

Tasks	Who / responsible authorities	When / period of implementation
2.1. Raising awareness on the respect of principle of research freedom, responsibility, ethical rules and norms, professionalism (round tables, forums, lectures, etc.) and development of specific codes of financial management.	Ethics Committee Academic Secretaries Board	Continuously
2.2. Development of the culture of law.		
2.3. Continuous motivation for scientific values.		
2.4. Organizing a universal course on Ethics at the University, with simultaneous broader offering of existing courses in the field of ethics.		2015
2.5. Extending the scope of the Ethics Committee at University units.		2013
2.6. Adjustment and improvement of University Code of Ethics on the regular basis regarding research freedom, University autonomy, financial management, transparency, integrity and dignity of a person.		Continuously

3. Employment

Tasks	Who / responsible authorities	When / period of implementation
3.1. Enabling the introduction of <i>peer-review</i> in procedures of informing, advertising and selecting scientists for research jobs at the University.	Rector Board of Vice-Rectors Office for Science Academic Secretaries Board	2014
3.2. Development of Action Plans of individual University units, based on a systematic and realistic planning of human resources and jobs.		2012 – 2016 Continuously
3.3. Opening of scientific jobs at the University for foreign researchers and post-doctoral students (project oriented) and defining the post-doctoral students status and role at the University.		
3.4. Placing job offering announcements on EURAXESS portal (extending this procedure to all University units).		

4. Working conditions and social security

Tasks	Who / responsible authorities	When / period of implementation
4.1. Development of a database (uniform files – CV database) of employees that could present both a global overview and specific details on teaching and scientific work, mentoring activities and participation in mobility of University's researchers.	Rector Committee of Vice-Deans for Science Office for Science Academic Secretaries Board Board for Statutory and Legal Issues Technology Transfer Office	2013
4.2. Revision of the existing and development of new institutional regulations, procedures and instructions (defining of the Rulebook on intellectual property, updating the Rulebook on disciplinary procedures, updating the Rulebook of recognitions of the University, defining the Regulation on recognition and evaluation of previous learning and of knowledge acquired through informal education, etc.).		2013 and 2014
4.3. Introducing the possibility of increasing the share of research or teaching within individual work schedules, in accordance with the needs of research, employees' attitudes and needs of the institution (initiative towards the MSES – Ministry of Science, Education and Sports).		2014

5. Ensuring of scientific excellence

Tasks	Who / responsible authorities	When / period of implementation
5.1. Creating a Science fund at the University that would promote and finance various forms of advancing of scientific development of the University - projects of young researchers, access to databases of magazines, new magazines on University level, pre-financing of projects, post-doctoral abroad training, continuous training of scientists, etc.	Rector Committee of Vice-Deans for Science	2014
5.2. Developing links with economy and industry (broader community) for the purpose of joint projects – Technology Transfer Office	Office for Science Academic Secretaries Board	2012 – 2016 Continuously
5.3. Encouraging the use of EU funds for scientific research through training and informing.	Technology Transfer Office Committee for Scientific Research Projects	
5.4. Initiative for the establishment of the Foundation for science.	Rector	
5.5. Defining criteria for evaluating the scientific success of the University units.	Board of Vice-Rectors Academic Secretaries Board	
5.6. Fostering cooperation with international research groups throughout joint projects and co-authorship and encouraging the practice of co-authorship in the social and humanity sciences.		

6. Enhancement – mentoring, mobility

Tasks	Who / responsible authorities	When / period of implementation
6.1. Launching initiative towards MSES (Ministry of Science, Education and Sports) for teaching jobs at the University thus allowing the creation of space for more intensive scientific research.	Rector Vice-Rector for Science	2012 – 2016 Continuously
6.2. The simplification of contractual employment and increasing job offer transparency for foreign nationals (initiative towards MSES).	Board of Vice-Rectors Academic Secretaries Board	from 2014
6.3. Internal analysis of the practice of mentoring at University units, creating and defining a plan or strategy for career development of young researchers, developing regulations/procedures that define the role of mentor and researcher, developing mechanisms for monitoring the progress of researchers and the efficacy of mentors.	Committee of Vice-Deans for Science	2013 - 2014
6.4. Defining an institutional support framework for doctoral and post-doctoral mobility at the University (introducing minimum quotes, definition of teaching obligations, Science fund).	Office for Science Academic Secretaries Board	from 2014
6.5. Facilitation of utilization of ERASMUS and other programs as well as projects with industry to encourage the mobility of researchers.	International Relations Office	from 2012
6.6. Stimulation of new programs of lifelong learning through creation of institutional possibilities for researchers' absence.		Continuously

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