



## Activity report – SELF-ASSESSMENT

### ***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"***

In May 2010, the Management of Josip Juraj Strossmayer University of Osijek (hereinafter: the University) signed the Declaration on accessing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, thereby the University committed itself to respecting the principles of the Charter and Code. European Charter defines the rights and obligations of researchers and organizations where they work, and the Code of Conduct for the Recruitment of Researchers refers to the equality of employment treatment for all researchers in Europe and to the increase of the transparency in process of their recruitment and employment.

Internal analysis at the University was conducted during December 2011 and January 2012, and the perceived institutional advantages, disadvantages and weaknesses resulted in activities of the Action Plan with the proposals of terms, professional bodies and departments of the University, that would carry out foreseen activities by the deadline.

Action Plan (European Charter for Researchers and the Code of the Recruitment of Researchers) was adopted by the Collegium of Vice-Rectors, held on 5 March 2012. It accepted the terms and bodies / departments that would implement proposed activities and thus harmonize the principles and practice of the University with the principles of the Charter and Code.

On August 1 2012, the University has received formal approval of the European Commission - "HR Excellence in Research logo".

At the beginning of the academic year 2013/2014, new management of the University was elected. New University management was aware of the ongoing activities related to the "Human Resources Strategy for Researchers applying the Charter and Code" and agreed with the proposed activities defined in the Action Plan.

This self-assessment activity report, as defined in the Action Plan in 2012, was finalized February 23 2015, and carried out by the working group consisting of the University Management, Head of the Quality Assurance Centre at the University, Head of the Quality Assurance Office of the University and Vice-Deans for science of scientific-teaching and artistic-teaching units of the University.

The self-assessment activity report contains review and analysis of activities defined in the 2012 Action Plan as well as an overview of activities to be carried out in the coming period. In the next two years, University Management and other members of the team engaged on implementing this Action Plan since 2012 will intensively seek to achieve those goals that were not fully accomplished, hoping that the financial situation in higher education and science at national and university level will improve.

**The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**  
**/ Human Resources Strategy for Researchers**  
**ACTIVITY REPORT**

**1. Popularization of science and the level of information**

TASKS	Who / responsible authorities	When / period of implementation	STATUS	
			NOT ACCOMPLISHED	COMMENT
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  Board for Statutory and Legal Issues	2013	NOT ACCOMPLISHED	COMMENT
			Task 1.1. has not been initiated so far.	Task 1.1. continues to have the same content defined in 2012. Task is planned to be carried out and implemented (year 2016). Creating the Information package for researchers has been postponed until implementation of other relevant activities defined in the Action Plan are accomplished (legal documentation adjustment at the University - see tasks 2.6 and 4.3)
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 advising Office	2014	PARTIALLY ACCOMPLISHED	COMMENT
			During 2013, 2014 and 2015, University has participated in implementation of MODOC project whose aim was to improve skills for independent project management, successful team management and professional development of doctoral candidates. Project's results ensure sustainability through the development of national guidelines for the implementation and further development of professional and personal competences of doctoral students. Therefore, University is planning to expand the scope of the activities of the Career Advising Service depending on financial and human resources (hiring new staff competent to educate scientists and guide their careers). Service currently provides an additional help to students in order to strengthen the competitiveness of the University in croatian educational area as well as in EHEA. - <a href="http://www.unios.hr/?g=1&amp;i=43">http://www.unios.hr/?g=1&amp;i=43</a>	
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	Committee of Vice-Deans for Science  Office for Science  Academic	2x per year	IN PROGRESS	COMMENT
			University Strategy was revised during 2013/2014 ; within, activities and strategic goals related to scientific research are closely defined. University and its units are included in popularization of science through: scientific forums, conferences, workshops, trainings, lectures, exhibitions, etc. In the 2009-2013 period, University units took part in over 850 activities with a goal to promote popularization of science so the broader public will be informed about scientific research and technological achievements. Considering all of the abovementioned, we hope that the general perception of scientists has been improved and	Task 1.3. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).

institution – encouraging the public to have an interest in science, the presence of science in media.	Secretaries Board		students have been motivated for more active involvement in scientific research. During academic year 2013/2014 data collecting mechanisms about scientists and scientific research at the University and its units have been defined for the purpose of creating an online database (University News). University News is regularly updated and available on - <a href="http://news.unios.hr/">http://news.unios.hr/</a> . Data collecting mechanisms are defined by Quality Management System (QMS) in procedure <b>UNI-PO-7.10</b> <i>Data collecting mechanisms for the purpose of creating an online database of scientists and scientific research.</i>	
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## 2.Ethics and professionalism

TASKS	Who / responsible authorities	When / period of implementation	STATUS	
			IN PROGRESS	COMMENT
2.1. Raising awareness on the respect of principles of research freedom, responsibility, ethical rules and norms, professionalism through forums and lectures but also by signing a declaration of ethics when employed at the University, along with handing out the University Code of Ethics and the Charter and Code.	Ethics Committee  Academic Secretaries Board  Board for Statutory and Legal Issues	Continuously	<p>Forums, discussions and simultaneous trials (moot - court at the Faculty of Law) are organized and conducted at various University units. Thematic faculty council sessions are held with the purpose of analyzing the scientific productivity, quotations, etc. (scientific research ethics is partially analyzed). Various lectures for young researchers, scientists and all other interested parties are also conducted. Teachers publicly present the results of their scientific research within participation at national and international scientific and professional conferences and workshops as well as during their lectures at their University units. Scientists in the related professions are gathered with the purpose of sharing the achieved results and opinions. At doctoral studies (at one of the University units) participants attend the course <i>Ethical standards of scientific work</i>. During the course doctoral students become familiar with ethical standards, authorship issues, hidden authorship, plagiarism, redundant publications, data fabrications, etc. Annual program of professional development of the teaching and non-teaching staff is carried out. Lectures relating to the responsibility and professionalism of scientists, research code of ethics and the freedom of scientific research are organized within the program.</p> <p><a href="http://web.ffos.hr/cjelozivotno_obrazovanje/dat/o_8/File/Plan%20strucnog%20usavsavani a.pdf">http://web.ffos.hr/cjelozivotno obrazovanje/dat/o_8/File/Plan%20strucnog%20usavsavani a.pdf</a>, <a href="#">Plan stručnoga usavršavanja za 2013. godinu</a>, <a href="#">Plan stručnog usavršavanja za 2015.</a></p> <p>In meetings with young researchers themes related to ethics and accountability in research implementation and papers publication are continuously processed. Decisions and regulations that basically strengthen the excellence and motivate on scientific values are adopted (Award regulation and the Dean's Award to students; Decision on Award for particularly eminent young scientist; Assessment criteria for assistants, junior researchers, senior assistants and post-doctoral students; Regulations on the criteria for teachers and mentors at postgraduate studies and Decision on the criteria for the allocation of part of funds that are intended for multi-year institutional financing of scientific activities for the purpose of scientific productivity promotion). The awareness of research freedom principles is raised through meetings with University units management on the subject of</p>	Task 2.1. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).

		<p>scientific ethics and responsibility. The research freedom principles, responsibility, ethics and professionalism are explained on lectures related to scientific methodology. University units' Scientific Forum organizes roundtables on recent scientific findings. Lectures that include introducing employees of the University units about the work of researchers at foreign institutions (where they spent some time for the purpose of their improvement and training) are held. Academy of Arts staff is encouraged to scientific and artistic research through tenders published by the: University, Ministry of Science, Education and Sports (MSES), Croatian Science Foundation (CSF), Croatian Academy of Sciences and Arts as well as foreign funds. The teaching staff is regularly informed about the abovementioned via Internet and through Academic Council meetings. Basic values and ways of monitoring the ethical behavior of teachers and associates (related to research, teaching and attitude towards students) are defined by the University Code of Ethics (April 11 2011). On grounds of ethical principles and values, ethical rights and obligations are established. Ethical rights and obligations refer to human and professional relationships among teaching, professional, administrative and other members of the academic community.</p>	
		<b>IN PROGRESS</b>	<b>COMMENT</b>
2.2. Development and promotion of the culture of law (forums, round tables).		<p>Regulation on Disciplinary responsibility of Teachers and Associates at the University regulates the disciplinary responsibility of teachers and associates at the University units. This Regulation elaborates types of violations of employment obligations, disciplinary actions, composition and modus operandi of the Disciplinary court and High disciplinary court, the implementation of disciplinary proceedings and other issues related to disciplinary responsibility. University Statute also regulates disciplinary responsibility of teachers and associates. Regulation on Disciplinary responsibility of Students at the University regulates the disciplinary responsibility of students at University units. Regulation on studies and studying at the University also regulate the disciplinary responsibility of students. Fundamental principles and values of the academic community such as justice and fairness, lawfulness, equality, freedom and academic excellence, scientific criticism, mutual respect, human rights and dignity, responsibility in science and higher education, responsibility in business and public relations are promoted.</p>	<p><b>Task 2.2. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b></p>
		<b>IN PROGRESS</b>	<b>COMMENT</b>
2.3. Promoting continuous motivation for scientific values.		<p><b>See Task 2.1. STATUS</b>  Motivation for scientific value has so far been based on transparent presentation of research results of University's employees. A scientific dana base has been established - online magazine University News - <a href="http://news.unios.hr/">http://news.unios.hr/</a>. Scientific research results are also published in the copyright books, scientific journals and conference proceeding. Special attention is paid to the publication in the highest quality international scientific journals.</p>	<p><b>Task 2.3. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b></p>

<p><b>2.4. Organizing a universal course on Ethics at the University, with simultaneous broader offering of existing courses in the field of ethics.</b></p>		<p><b>2015</b></p>	<p style="text-align: center;"><b>ACCOMPLISHED</b></p> <p>In the academic year 2012/2013 ethics courses have been conducted at 6 out of 17 University units: Faculty of Economics: <i>Business Ethics</i>; Faculty of Philosophy: <i>Ethics, Bioethics, Ethics in psychology, Ethical standards of scientific research</i> (the doctoral studies); Faculty of Civil Engineering: <i>Business ethics and culture of communication</i>; Catholic Faculty of Theology in Đakovo: <i>Ethics</i>; Faculty of Medicine: <i>Medical Ethics, Ethics and Philosophy in Nursing, Theory of ethics in the practice of health care, Ethics in biomedicine</i>; Department of Cultural Studies: <i>Ethics and media culture</i>.</p>	<p style="text-align: center;"><b>COMMENT</b></p>
<p><b>2.5. Extending the scope of the Ethics Committee at University units.</b></p>		<p><b>2013</b></p>	<p style="text-align: center;"><b>PARTIALLY ACCOMPLISHED</b></p> <p>The current scope of work of the Ethics Committee of the University (defined by the University Code of Ethics) includes the proposal of Code on professional and public activities of teachers, scientists, artists and other employees according to the dignity and reputation of the University. At all University units Ethics Committees were established according to the University Statute and University Code of Ethics - <a href="http://www.unios.hr/uploads/50EtickiKodeks.pdf">http://www.unios.hr/uploads/50EtickiKodeks.pdf</a>. Some University units did not expand the scope of work of their Ethics Committees (Faculty of Electrical Engineering, Faculty of Educational Sciences, Catholic Faculty of Theology in Đakovo, Department of Chemistry, Department of Cultural Studies, Faculty of Agriculture, Faculty of Mechanical Engineering) while some showed more activity than in previous period. At the Department of Biology Ethics Committee for the welfare of animals in research had met regularly. Previous activities of the Ethics Committee were mainly related to the assessment of fulfilment of requirement on ethical principles within the framework of applications for scientific projects. At the Faculty of Food Technology, Ethics in research is followed by the Ethics Committee for Research on the people. According to the Labour Regulation, Ethics Committee reviews the research proposals and then approves, conditionally approves, delays or refuses them. In the process of ethics evaluation, the work of the committees is based on Helsinki Declaration, the General Declaration on Bioethics and Human Rights (UNESCO, 2005), the Regulation on clinical trials and good clinical practice (Official Gazette 175/03) and other regulations. At the Academy of Arts, Ethics Committee annually reports to the Academy Council. There is the internal control at this University unit - assembly of the Ethics Committee of the Academy.</p>	<p style="text-align: center;"><b>COMMENT</b></p> <p><b>Task 2.5. defined by the Action Plan in 2012 is planned to be implemented after the adjustment and improvement of the University Code of Ethics (2016).</b></p>
<p><b>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.</b></p>		<p><b>Continuously</b></p>	<p style="text-align: center;"><b>NOT ACCOMPLISHED</b></p> <p>Task 2.6. has not been initiated so far.</p>	<p style="text-align: center;"><b>COMMENT</b></p> <p><b>Task 2.6. continues to have the same content defined in 2012. Task is planned to be carried out and implemented (year 2016).</b> Due to the fact that University Code of Ethics has been adopted in 2011 (just before the preparation of Action Plan in 2012) the finishing and adjustment of the document is in the plan for 2015 and 2016.</p>

### 3. Employment

TASKS	Who / responsible authorities	When / period of implementation	STATUS	
			NOT ACCOMPLISHED	COMMENT
<p><b>3.1. Enabling the introduction of <i>peer-review</i> in procedures of informing, advertising and selecting scientists for research jobs at the University.</b></p>	<p><b>Rector</b></p> <p><b>Board of Vice-Rectors</b></p>		<p>Task 3.1. has not been initiated so far.</p>	<p><b>Task 3.1. continues to have the same content defined in 2012. Task is planned to be carried out and implemented (year 2016).</b></p> <p>National Council for Science, Higher Education and Technological Development is in the process of defining the guidelines of new conditions/ regulations on elections in the scientific and scientific-educational titles (representatives of our University are engaged in these actions).</p> <p>Proposed ideas that are presented in this Action Plan have been implemented through the work of our representatives in the National Council.</p>
			<p><b>PARTIALLY ACCOMPLISHED</b></p>	<p><b>COMMENT</b></p>
<p><b>3.2. Development of Employment Action Plans of individual University units, based on a systematic and realistic planning of human resources and jobs.</b></p>	<p><b>Office for Science</b></p> <p><b>Academic Secretaries Board</b></p>	<p><b>2014</b></p>	<p>All of University units' are in the process of defining specific action plans, however, they are currently in different phases of their development.</p> <p>At the Department of Biology strategic program of scientific research defines goals which will result in increasing competitiveness. The goals are: continuing to enhance the quality of scientific research through networking of research teams and interdisciplinary approach; increasing the participation in national and international research projects; encouraging and rewarding excellence in scientific research; continuing with institutional care for the advancement and training of researchers and strengthening of human resources (research and associate staff) with the improvement of research infrastructure. Advancement of young scientific and professional staff is carried out systematically. The Faculty of Philosophy defined the Development Strategy from 2011 to 2015 and the Strategic program of scientific research for the period 2013 – 2017 - <a href="http://www.ffos.unios.hr/?id=44">http://www.ffos.unios.hr/?id=44</a>. Development Plan for the Department of Mathematics is described in documents: Development Strategy of the Department of Mathematics for the period 2011 - 2016, Strategic program of scientific research for the period 2015 -2019. Faculty of Food Technology has adopted a Development strategy for the period 2012/2013 - 2016/2017 - <a href="http://www.ptfos.unios.hr/index.php/dokumenti">http://www.ptfos.unios.hr/index.php/dokumenti</a>. Report on the Implementation of the Development Strategy of this University unit is available on - <a href="http://www.ptfos.unios.hr/index.php/kvaliteta">http://www.ptfos.unios.hr/index.php/kvaliteta</a>. On March 25, 2014, Strategic program of scientific research of this University unit for the period 2014-2018 has been adopted -</p>	

			<p><a href="http://www.ptfos.unios.hr/index.php/kvaliteta">http://www.ptfos.unios.hr/index.php/kvaliteta</a>. Faculty Council on Faculty of Electrical Engineering has adopted the Action Plan for improving the quality in teaching, research and professional activities and international cooperation. Activities, responsible persons and deadlines are defined in order to achieve the strategic objectives. Faculty of Educational Sciences has created Development Strategy for the period till 2015. The Strategy has set the objectives for improving competitiveness. Strategic plan for scientific research for the period 2014-2019 has also been adopted. Catholic Faculty of Theology has developed Strategic program of scientific research. It defines the Action Plan for the period 2015-2020. This University unit plans its human resources by sending students to postgraduate studies in cooperation with archdiocese and foundations which finance the cost of the study. Department of Chemistry (based on the Strategy adopted in 2012) defines the strategic objectives for Department as well as the strategic objectives for scientific research at the Department. Faculty of Medicine has a Development Strategy (2011-2020) as well as the Strategy for scientific research (2012-2020). Faculty of Agriculture has a Development Strategy, Development action plan and Strategic program of scientific research for the period 2014-2018. Faculty of Mechanical Engineering has a Strategic program of scientific research that includes goals, tasks and the authorities for realization of tasks and goals. According to the Strategic program of scientific research, Faculty of Mechanical Engineering once a year planes the required number of new/replacement work positions (priority is set on young researchers and scientist). Department of Physics adopted the Strategic program of scientific research for the period 2015-2020. This programme defines the areas in which scientific activity will be intensified. Work positions plan is generally made once a year. It is based on the analysis of needs according to the teaching load, available human resources and the projection on development of the University unit.</p> <p>Systematic planning of human resources and work positions on the University units mainly takes place within the limits of possibilities that depend on MSES approvals (optimal employment according to the plans, unfortunately, can not be achieved due to restrictions in hiring that MSES has set in year 2013).</p> <ul style="list-style-type: none"> <li>- MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (December 10 2013);</li> <li>- Addition to MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (February 4 2014);</li> <li>- Decision of Croatian Government regarding the new employment injunction of civil servants and employees in the public services (September 25 2014).</li> </ul>	
<p><b>3.3. Opening of project oriented scientific jobs at the University for foreign researchers and post-doctoral students and defining the post-doctoral students' status and role at the University.</b></p>		<p><b>IN PROGRESS</b></p>	<p><b>COMMENT</b></p>	
		<p><b>2012 – 2016 continuously</b></p>	<p>Scientific work positions for foreign researchers and post-doctoral students at our University are accomplished through specific projects at the University units. Faculty of Philosophy employs several foreign teachers, mainly lecturers for foreign languages (German, Hungarian, English, Polish) or Fulbright's scholars. Department of Mathematics plans two research post-doctoral work positions, intended also for foreign scientists, for the 2015-2018 period, within the projects application framework. In year 2014 Faculty of Food Technology registered 1 scientific project with a researcher from India - if the project gets the approval, this component shall be accomplished, too. Faculty of Electrical Engineering conducts a policy of equality on employment at scientific work</p>	<p><b>Task 3.3. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b></p>

			positions and is guided by the formal conditions for the election for scientific, scientific-educational and associate titles. Post-doctoral students are involved in teaching, practical work and in some lectures. They are also involved as co-mentors on final thesis, they have a special role in scientific research and are involved in scientific research projects. Department of Chemistry in 2014 obtained the consent of the MSES for the employment of 2 scientists returning from abroad. One PhD student has also been employed through Croatian Science Foundation (CSF) project. For now, the status of post-doctoral students at the University units is the same as the previous status of senior assistant. Other University units generally did not employ foreign researchers and post-doctoral students on projects. Post-doctoral students status is defined by the Act on Scientific Activity and Higher Education (Articles 39, 43, 72, 91, 94, 97, 119).	
3.4. Placing job offering announcements on EURAXESS portal (extending this procedure to all University units).		Continuously	<b>IN PROGRESS</b>	<b>COMMENT</b>
			The website of the University provides a link to access the EURAXESS portal - <a href="http://www.euraxess.hr/sitegenius/">http://www.euraxess.hr/sitegenius/</a> 15 of the 17 University units publish tenders on the EURAXESS portal.	<b>Task 3.4. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b>

#### 4. Working conditions and social security

TASKS	Who / responsible authorities	When / period of implementation	STATUS	
			<b>PARTIALLY ACCOMPLISHED / IN PROGRESS</b>	<b>COMMENT</b>
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	2014	All University units have uniformed employees' records that contain general data on education and life long learning, data of employee's scientific and academic career, mobility etc. However, those files are not completely standardised in form and content at University level. Faculty of Philosophy provides CVs of all teachers - <a href="http://web.ffos.hr/anglistika/?id=38">http://web.ffos.hr/anglistika/?id=38</a> , <a href="http://web.ffos.hr/hrvatski/?id=3">http://web.ffos.hr/hrvatski/?id=3</a> . Department of Mathematics created the base which contains: scientific and technical papers published in scientific journals, conference papers, manuscripts of works that are in preparation phase, books and textbooks - <a href="http://www.mathos.unios.hr/index.php/znanost/radovi">http://www.mathos.unios.hr/index.php/znanost/radovi</a> . This database will contain information on mobility, projects, conferences, activities related to popularization of science, etc. Records on staff mobility are conducted and every year teachers and researchers submit Science report for the previous year. Faculty of Electrical Engineering has a unique electronic database of all teachers. Data consists of: teaching commitments, participation in Committees and Boards at the University units, mentoring activities and published scientific papers. Mobility data is led by International Relations Office for scientific and professional projects. On the Faculty of Educational Sciences, Vice Dean for Science updates lists of published papers, books and conference proceeding. Vice Dean for International Cooperation and Management keeps records of incoming and outgoing staff and student mobility. Department of Chemistry is in the process of creating	<b>Task 4.1. continues to have the same content defined in 2012 and is planned to be implemented till 2016.</b>



	<b>Issues</b>		a new data base that will contain data on teaching, scientific research, mentoring and mobility. Faculty of Agriculture is in the final phase of constructing the database containing all the data of this University unit. Academy of Arts has unified lists (as directed by Agency for Science and Higher Education – ASHE) which have been completed by the proposals coming from the Academy staff and contain artistic domain considering the fact that the majority of teachers is in this area.	
4.2. The implementation of the pedagogical and psychological training of young researchers within three years of employment.	<b>Technology Transfer Office</b>		<b>ACCOMPLISHED</b>	<b>COMMENT</b>
4.3. 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.).		2015 - 2016	<b>IN PROGRESS</b>	<b>COMMENT</b>
			<p><i>Intellectual property rules</i> – In chapter III. "UNIVERSITY FUND FOR INTELLECTUAL PROPERTY PROTECTION AND COMMERCIALIZATION OF RESEARCH RESULTS" of the Technology Transfer Regulation of the University (July 2013), it is defined that University is establishing the Fund which is to be used to finance the protection of industrial property of the University and the commercialization of the research carried out by University Technology Transfer Office. Technology Transfer Regulation defines the composition of the Committee for the assessment of the results of research and development, ranking and selection of projects for commercialization, the process of commercialization of research and development, as well as the other tasks of the Technology Transfer Office. Along with the Technology Transfer Regulation, the model of technology transfer at the University was made, as well as the scheme of allocation of commercialization of research results and the Form for disclosure of research results/inventions.</p> <p><i>Instructions on Recognition of prior learning and knowledge acquired through non-formal education</i> - Round Table was held on assessment and recognition of informal and non-formal learning (ASHE, Zagreb, November 5 2014). Employee of the University Quality Assurance Center participated at the roundtable. Participants discussed key principles of recognition of prior learning in higher education in Croatia, the implementation process of evaluation, the implementation principles of recognition, about criteria and methods of quality assurance regarding recognition of prior learning in higher education. After the meeting it was decided that the proposal of the guidelines will be</p>	<p><b>Task 4.3. continues to have the same content defined in 2012. Further implementation is planned (year 2016).</b></p>

			delivered to all participants on comment. Thereafter 4 workshops are to be held at universities (University of Osijek as well) as well as the pilot implementation of evaluation and recognition in cooperation with foreign experts. This will be the basis for the establishment of a system for evaluation and recognition of informal and non-formal learning at the University. The final version of the guidelines was to be published in January 2015 (pending).	
4.4. Introducing the possibility of increasing the share of research or teaching within individual work schedules, in accordance with the needs of research, employees' choices and needs of the institution (initiative towards the MSES – Ministry of Science, Education and Sports).		2014	<b>NOT ACCOMPLISHED</b>	<b>COMMENT</b>
			Task 4.4. has not been initiated so far. Planning of work positions is done within the limits of possibilities that depend on MSES approvals. Optimal employment according to the plans can not be achieved due to restrictions in hiring that MSES has set in year 2013. - MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (December 10 2013); - Addition to MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (February 4 2014); - Decision of Croatian Government regarding the new employment injunction of civil servants and employees in the public services (September 25 2014).	Task 4.4. continues to have the same content defined in 2012. The task is planned to be accomplished in the context of the new pending guidelines regarding the financing of higher education institutions (lump sum financing) by which these decisions and possibilities can be accomplished at the University level.
4.5. Introducing the part time graduation thesis mentorship as a part of teachers' norm (initiative towards the MSES – Ministry of Science, Education and Sports).			<b>NOT ACCOMPLISHED</b>	<b>COMMENT</b>
			Task 4.5. has not been initiated so far.	Task 4.5. continues to have the same content defined in 2012. The task is planned to be accomplished in the context of the new pending guidelines regarding the financing of higher education institutions (lump sum financing) by which these decisions and possibilities can be accomplished at the University level.

## 5.Ensuring of scientific excellence

TASKS	Who / responsible authorities	When / period of implementation	STATUS	
5.1. Creating a Science fund at the University that would promote and finance various forms of advancing scientific development of the University - projects of young researchers, access to databases of magazines,	Rector  Committee of Vice-Deans for Science	2014	<b>ACCOMPLISHED</b>	<b>COMMENT</b>
			According to the Agreement on purposeful multi-annual institutional financing of scientific activities in public universities and public research institutes in the Republic of Croatia in years 2013, 2014 and 2015 (between the MSES and the University - July 18 2013), an Agreement on purposeful multi-annual institutional financing of scientific activities in the years 2013, 2014 and 2015 was signed. According to the Agreement on purposeful multi-annual institutional financing of scientific activities for the period 2013-	

<p>starting new magazines on University level, pre-financing of projects, post-doctoral abroad training, continuous training of scientists, etc.</p>	<p>Office for Science</p> <p>Academic Secretaries Board</p> <p>Technology Transfer Office</p> <p>Committee for Scientific Research Projects</p>		<p>2015, Croatian Government is committed to provide financing from the state budget for the mentioned period. Grants are awarded in relation to the standards and criteria for monitoring the success of scientific research in public universities and public research institutes in Croatia. By signing the Agreement MSES is committed to provide budgetary funds for long-term institutional financing of scientific activities of the institution (University) in years 2013, 2014 and 2015. During the academic year 2012/2013 several working meetings were held in order to develop the basis for the calculation of financial MSES support for the period 2013-2015. In order to increase the number and quality of scientific papers in scientific and professional foreign recognized journals, on July 2013, University has invited tenders for the young researchers who are currently in the research-teaching position of assistant professor and a substantial sum was awarded to a number of young scientists (approx. three per University unit) in February 2015. On September 30, 2013, University Senate passed a resolution on the allocation of funds from University Business Fund for scientific research projects. During the academic year 2013/2014, data collection mechanisms about scientists and scientific research at the University (University units) were defined with the aim of creating an online database - <a href="http://news.unios.hr/">http://news.unios.hr/</a>. Mechanisms are defined with QMS procedure <b>UNI-PO-7.10 Data collecting mechanisms for the purpose of creating an online database of scientists and scientific research.</b></p>	
<p>5.2. Emphasizing the principles of free and open access to scientific information, especially those incurred as a project results financed by the state resources.</p>			<p style="text-align: center;"><b>PARTIALLY ACCOMPLISHED / IN PROGRESS</b></p> <p>Projects are monitored through 3 categories:</p> <ul style="list-style-type: none"> <li>• International competitive research projects</li> <li>• National competitive research projects</li> <li>• Projects with industry (including foreign projects), state administration bodies and units of local government, civil society and non-governmental organizations.</li> </ul> <p><b>National competitive research projects</b> – Project that are observed are the ones financed by the Croatian Science Foundation and the Unity Through Knowledge Fund. With a review on purposeful financing of scientific activities at the University for year 2013, in Natural Sciences, Technical Sciences, Biotechnical Sciences and Biomedical Sciences, in the period from 2009 to 2013, 3 projects financed by the Croatian Science Foundation were accomplished and 2 project financed by the Unity Through Knowledge Fund. In the same period there is no accomplished projects in Social Sciences and Humanistic Sciences financed by the Croatian Science Foundation and by the Unity Through Knowledge Fund. With a review on purposeful financing of scientific activities at the University for year 2014, in Natural Sciences, Technical Sciences, Biotechnical Sciences and Biomedical Sciences, 7 projects were financed by the Croatian Science Foundation, and in field of Social Sciences and Humanistic Sciences 2 projects were financed - <a href="http://www.unios.hr/~albert/financiranje/index.php">http://www.unios.hr/~albert/financiranje/index.php</a></p>	<p style="text-align: center;"><b>COMMENT</b></p>
<p>5.3. Organizing university workshops primarily for young researchers that will cover the themes of project registration, management and reporting.</p>			<p style="text-align: center;"><b>ACCOMPLISHED</b></p> <p>University Quality Assurance Bord organized workshops called "<i>Presentation of international projects at the University of Osijek</i>" in order to increase the number of gained projects, enhance scientific excellence at the University, etc. Vice Deans for Science, project administrators and academic secretaries from all University units attended. Experiences in participating on international projects were presented by professors from the Faculty of Agriculture, the Faculty of Civil Engineering and the Faculty of Law etc. Useful information regarding project application, report writing, how to display the various</p>	<p style="text-align: center;"><b>COMMENT</b></p>

			activities, the implementation of public procurement for the necessary equipment and practices that may lead to the rejection of the project were presented. Deputy Director of the Regional development agency presented the work of the Agency and expressed willingness to help everyone in need of assistance regarding the implementation of international projects.	
5.4. Developing links with economy and industry (broader community) for the purpose of joint projects – Technology Transfer Office		2012 – 2016 continuously	<b>IN PROGRESS</b>	<b>COMMENT</b>
			<p>University collaborates with economy and industry through Technology Transfer Office. The activities of Technology Transfer Office were conducted by a specialized company with the non-profit clause, majority owned by the University, "TERA TEHNOLOGIJA Ltd.". - <a href="http://www.tera.unios.hr/">http://www.tera.unios.hr/</a>. The Company was founded in 2002 as a joint project of the University, City of Osijek and Osijek-Baranja County.</p> <p><b>Projects with economy, industry, government bodies and units of local government, civil society and non-governmental organizations</b> - With a review on purposeful financing of scientific activities at the University for year 2013, in Natural Sciences, Technical Sciences, Biotechnical Sciences and Biomedical Sciences (in the period from 2009 to 2013) the following University units accomplished a large number of this type of projects: Faculty of Agriculture (159 projects), Faculty of Mechanical Engineering (66 projects) and Faculty of Electrical Engineering (62 projects). A relatively small number of these projects are seen in the field of Social Sciences and Humanistic Sciences. Significant activity of the Faculty of Economics (13 projects) has to be noted. With a review on purposeful financing of scientific activities at the University for year 2014, in Natural Sciences, Technical Sciences, Biotechnical Sciences and Biomedical Sciences, other similar project were accomplished by the Faculty of Agriculture (35 projects) and the Faculty of Electrical Engineering (24 projects). In the field of Social Sciences and Humanistic Sciences Faculty of Agriculture has 7 projects, Faculty of Economics has 5 projects and Faculty of Philosophy 3 project - <a href="http://www.unios.hr/~albert/financiranje/index.php">http://www.unios.hr/~albert/financiranje/index.php</a></p>	<p><b>Task 5.4. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b></p>
5.5. Encouraging the use of EU funds for scientific research through training and informing.			<b>IN PROGRESS</b>	<b>COMMENT</b>
			<p>Info Day OBZOR 2020 was held on September 15 2014 at the University under the direction of senior expert advisor in the Agency for Mobility and European Union programs and in cooperation with professors from the Institute of Economics, from the Faculty of Philosophy in Osijek and from Faculty of Economics in Osijek. OBZOR 2020 (<i>Horizon 2020</i>) was introduced - the new EU program for research and innovation for the period from 2014 to 2020, which combines the activities of the Seventh Framework Program (FP7), innovation aspects of the Program for the Competitiveness and Innovation Program (CIP) and the EU contribution to the European Institute of Innovation and Technology (EIT). Experiences with two FP7 project were also presented. The new international scholarship and mobility program for experienced researchers (NEWFELPRO) is a scholarship project of the Croatian Government which is carried by MSES. The project is financed under the Marie Curie FP7-PEOPLE-2011-COFUND. The project will last until 2017. Presentation of the NEWFELPRO project and conditions of scholarships, the tendering process and project documentation was held by presenters from MSES. It was also spoken about personal experiences regarding the registration to Marie Curie scholarships and research that has been done while staying abroad. Marie Curie</p>	<p><b>Task 5.5. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b></p>

		individual scholarships were also mentioned, as well as the opportunities offered to researchers with a PhD or 4 years research experience through the Marie Curie scholarships.	
5.6. Initiative for the establishment of the Foundation for science.	Rector  Board of Vice-Rectors	<b>PARTIALLY ACCOMPLISHED / POSTPONED</b>	<b>COMMENT</b>
		<p>The establishment of the Foundation for science has been postponed to the next part of the implementation of the Action plan due to insufficient funds for the realization of this idea. This is a result of the recession and the reduction in financing of science at the national level. For professional development and training of the employees of the University financial resources under the Fund for the implementation of the mobility program of the University (ERASMUS) and under the University Development Fund are ensured.</p> <p><b>Fund for the implementation of the mobility program of the University</b> - Financial support for teaching and administrative staff who visit foreign higher education institutions is allocated from the Fund. The purpose of staying in foreign higher education institution for teaching staff is teaching or vocational training, while the purpose of staying for administrative staff is professional development. The tender is open to all members of the teaching and non-teaching staff of the University who are employed at the University based on employment contract.</p> <p><b>University Development Fund</b> - Part of the income that University and its units generate on the market by performing their own activities is put in University Development Fund. <i>Financial Regulation</i> defines the percentage amounts that makes the total income of the Fund. Within the Fund development programs relating to the promotion of scientific research, quality assurance, international cooperation, mobility of workers, the development of an integrated University, etc. are financed. Rector of the University decides upon the allocation of funds.</p>	<p><b>Task 5.6. defined by the Action Plan in 2012 is partially accomplished through the new established funds at the University level.</b></p> <p><b>The idea of establishing the Foundation, due to financial restrictions at national and University level, is currently postponed.</b></p>
5.7. Defining criteria for evaluating the scientific success of University units.	Academic Secretaries Board	<b>ACCOMPLISHED</b>	<b>COMMENT</b>
		This criteria were adopted at University level following national level guidelines. Evaluation form available at - <a href="http://www.unios.hr/~albert/financiranje/2014/index.php">http://www.unios.hr/~albert/financiranje/2014/index.php</a> .	
5.8. Fostering cooperation with international research groups throughout joint projects and co-authorship and encouraging the practice of co-authorship in social and humanity sciences.		<b>IN PROGRESS</b>	<b>COMMENT</b>
		<p>The University units perform this activity in a variety of ways: through the Scientific Research Fund (Faculty of Philosophy), contacts with universities and other scientific institutions abroad. Cooperation is also manifested through the exchange of teaching staff, scientific training, etc. Employees at the University units are encouraged to research and publishing in highly ranked scientific journals as well as to cooperation with experts from outside the country. At the Department of Mathematics, in the last 5 years, foreign scholars appear as coauthors on 38 of 112 scientific papers that are cited in the WoS base. Some of the foreign co-authors also were the comentors to assistants who defended their doctoral dissertation on the joint postgraduate doctoral study of Mathematics of the University of Zagreb, University of Osijek, University of Rijeka and University of Split. In the past five years, Faculty of Food Technology organized or coorganized 5 international congresses. At the Faculty of Law within the DUNICOP project "<i>Expanding academic cooperation Osijek - Pecs</i>" (Depening University Cooperation Osijek-Pécs - February 1 2013 to January 31 2014) joint educational curricula has been produced, a survey in the area of regional</p>	<p><b>Task 5.8. continues to have the same content defined in 2012. Further continuous implementation is planned (year 2016).</b></p>

		<p>development was conducted and the results were presented to the public at the international conference and in a book that was published in English, Croatian and Hungarian language. Cooperation is also encouraged at the Faculty of Economics (eg. projects: A.C.T.V.E., an example of co-authorship in joint book with the Faculty of Logistics in Celje). One of the goals of the Faculty of Electrical Engineering is to increase the mobility of staff and students, and to increase international cooperation. International Relations Office for scientific and professional projects that carries out the activities for the purpose of informing scientists about open calls for proposals and mobility, provides support during the application and implementation of projects and conducts administrative tasks related to mobility. Measures for encouraging the registration of projects involving the foreign research groups as well as the publication of papers in prestigious journals were adopted. The measures include the allocation of funds for institutional financing of science according to the number and quality of publications and the number and quality of applications of research projects (particularly competitive). They also include rewarding top young scientists and the best postgraduate students. Co-authorship in the Social Sciences and Humanistic Sciences on this University unit so far took place through the cooperation of scientists from the fields of computer science and electrical engineering and fields of philology on the topics of application of English language in the technical area. At the Faculty of Educational Science a number of scientists have published scientific papers in coauthorship with foreign researchers. Department of Chemistry achieves successful cooperation with researchers from the University of Pécs. The cooperation and co-authorship in the Humanistic Sciences exists within the methodological subjects. The Faculty of Agriculture has signed the project OBZOR 2020, in which the faculty is included as an associate (consortium is constituted of 9 countries from 25 institutions). Academy of Arts participated in the IPA projects (Pannonian way of art in cooperation with Serbian partners or oratorio Izajja in cooperation with Hungarian partners). Some of the University units do not have joint projects with foreign research groups, but the teachers accomplished various forms of cooperation with numerous institutions from Europe and USA.</p>	
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## 6. Enhancement – mentoring, mobility

TASKS	Who / responsible authorities	When / period of implementation	STATUS	
<b>6.1. Launching initiative towards MSES (Ministry of Science, Education and Sports) for creating a number of teaching jobs at the University thus allowing scientists more intensive research.</b>	<b>Rector</b>  <b>Vice-Rector for Science</b>	<b>2012 – 2016 continuously</b>	<b>NOT ACCOMPLISHED</b>	<b>COMMENT</b>
			Task 6.1. has not been initiated so far. Planning of work positions is done within the limits of possibilities that depend on MSES approvals. Optimal employment according to the plans can not be achieved due to restrictions in hiring that MSES has set in year 2013. - MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (December 10 2013); - Addition to MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (February 4 2014); - Decision of Croatian Government regarding the new employment injunction of civil servants and employees in the public services (September 25 2014).	<b>Task 6.1. continues to have the same content defined in 2012.</b> <b>The task is planned to be accomplished in the context of the new pending guidelines regarding the financing of higher education institutions (lump sum financing) by which these decisions and possibilities can be accomplished at the University level.</b>
<b>6.2. The simplification of contractual employment and increasing job offer transparency for foreign nationals (initiative towards MSES).</b>	<b>Board of Vice-Rectors</b>  <b>Academic Secretaries Board</b>	<b>from 2014</b>	<b>NOT ACCOMPLISHED</b>	<b>COMMENT</b>
			Task 6.2. has not been initiated so far. Planning of work positions is done within the limits of possibilities that depend on MSES approvals. Optimal employment according to the plans can not be achieved due to restrictions in hiring that MSES has set in year 2013. - MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (December 10 2013); - Addition to MSES Directive regarding the need to obtain the MSES consent before tendering for the purpose of employment (February 4 2014); - Decision of Croatian Government regarding the new employment injunction of civil servants and employees in the public services (September 25 2014).	<b>Task 6.2. continues to have the same content defined in 2012.</b> <b>The task is planned to be accomplished in the context of the new pending guidelines regarding the financing of higher education institutions (lump sum financing) by which these decisions and possibilities can be accomplished at the University level.</b>
<b>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.</b>	<b>Committee of Vice-Deans for Science</b>  <b>Office for Science</b>  <b>Academic Secretaries Board</b>  <b>International Relations</b>	<b>2013 - 2014</b>	<b>ACCOMPLISHED/ IN PROCESS</b>	<b>COMMENT</b>
			QMS procedure <b>UNI-PO-7.6 Mechanisms for monitoring the quality of scientific research</b> was adopted in 2013. It defines conducting the procedure regarding the work assessment of research assistants according to the Research Assistants Assessment Regulation. The main criteria for the research assistants' evaluation is their advancement on doctoral studies, and an additional criteria is their staying abroad for the purpose of training. The process of assistants' performance appraisal is carried according to the Assistants Assessment Regulations. The main criteria for the assistants evaluating is their advancement on doctoral studies, and the additional criteria is for them to have residence abroad for the purpose of training. Research assistants' performance appraisal and assistants performance appraisal is brought by the Faculty Council and Academy Council at the beginning of the calendar year for the previous year and submitted it to Department of Science, Technology, projects and programs of the University. Evaluation of the work of assistants, postdoctoral students and mentors is regulated by the Act on Scientific Activity and Higher Education in Article 97a (Official Gazette 94/13). Policy of the	

	<b>Office</b>		<p>Faculty of Law takes care of the scientific development of young scientists. Work and advancement of research assistants and assistants (in teaching and research) is monitored by mentors and project managers who submit their reports annually to the Management, approved by the Faculty Council. Young scientists, assistants and research researchers are allowed to involve in scientific research, from the date of their employment and enrollment in postgraduate university studies. Postgraduate study candidates have an obligation to publish paper(s) in scientific journals in Current Contents database and participate in scientific conferences. Faculty of Philosophy has the Handbook for doctoral students. Doctoral candidates enrolled in the PhD program are assigned to the study advisers whose task is to assist doctoral students in defining their career development plan. At the Department of Mathematics there is an internal analysis of the mentors' activities, based on compatibility of mentoring activities with precise instructions that describe and regulate the relationship between mentor and PhD student. These instructions are an integral part of the Strategic program of scientific research for the period 2015 -2019. Faculty of Electrical Engineering defines the relationship between mentor and student at the postgraduate level, as well as mentor obligations (selection of study courses, creation of the research plan, involvement of students in research projects and paper publishing). The success of the mentor is monitored through the requirements that scientist has to meet in order to be appointed as the teacher or mentor at the postgraduate study. Faculty of Educational Sciences is planning to define more clearly obligations of young researchers and obligations of mentors, as well as to create Rulebook on the evaluation of associates in associate positions and mentors (at the University). The Faculty of Medicine has instructions for mentors and the guide for students of doctoral study. That Faculty is also preparing documents which will define the monitoring mechanism of the progress of researchers and successfulness of mentors.</p>	
<p><b>6.4. Defining an institutional support framework for doctoral and post-doctoral mobility at the University ( introducing mimimum quotes, definition of teaching obligations, Science fund).</b></p>		<p><b>from 2014</b></p>	<p style="text-align: center;"><b>PARTIALLY ACCOMPLISHED</b></p> <p>Regulations on the Erasmus program of international mobility (Ordinance applies to all students and teachers at the University) defines the implementation of the Erasmus program of international mobility as well as the basic principles of the mobility of incoming and outgoing students, incoming and outgoing scientific-teaching and non-teaching staff at the University, the rights and obligations of students, scientific-teaching and non-teaching staff, the rights and obligations of the University Committee for Mobility Program, rights and obligations of the Erasmus coordinators at university units and other issues relevant to the implementation of the Mobility Program. Doctoral candidates may conduct research related to their doctoral dissertation in the framework of Erasmus Program at foreign universities. The research is also possible at the postdoctoral level. PhD students have student status and have the possibility to stay at a foreign university 2-12 months. Postdoctoral students have the status of employees and, thus, have the opportunity to carry out Erasmus mobility for up to 2 months.</p>	<p style="text-align: center;"><b>COMMENT</b></p>
<p><b>6.5. Facilitation of utilization of ERASMUS and other programs as well as projects with industry to encourage the mobility of researchers.</b></p>		<p><b>from 2012</b></p>	<p style="text-align: center;"><b>IN PROGRESS</b></p> <p>One of the priorities of international cooperation is the participation in project activities within the programs funded by European Commission. In the previous period 2007-2011 there were 7 Tempus international projects funded by the European Commission at the University. Database on international research projects, including those funded by the</p>	<p style="text-align: center;"><b>COMMENT</b></p> <p><b>Task 6.5. continues to have the same content defined in 2012. Further implementation is planned (year 2016).</b></p>



			<p>European Commission is under construction.</p> <p>University collaborates with industry through Technology Transfer Office. The activity of Technology Transfer Office is conducted by a specialized company with the non-profit clause, majority owned by the University, "TERA TEHNOLOGIJA Ltd.". "TERA TEHNOLOGIJA Ltd." is also a University unit. The Company was founded in 2002 as a joint project of the University, City of Osijek and Osijek-Baranja County - <a href="http://www.tera.unios.hr/">http://www.tera.unios.hr/</a>. Tera Tehnologija Ltd. is engaged in the commercialization of publicly financed research of Josip Juraj Strossmayer University of Osijek and also administrates the program called Development of companies based on knowledge-RAZUM (SENSE).</p>	
<p><b>6.6. Stimulation of new programs of lifelong learning through creation of institutional possibilities for researchers' absence.</b></p>		<p><b>Continuously</b></p>	<p><b>IN PROGRESS</b></p>	<p><b>COMMENT</b></p>
			<p>Within the concept of LLL, the program of pedagogical-psychological and didactic-methodical training is offered to all assistants and research assistants in order to get competencies necessary for the performance of university teaching. Completed program of lifelong learning is a certificate of eligibility of associates in associate positions (senior assistant and assistant) to participate in the performance of the teaching process. University units carry out various programs of professional training within the concept of lifelong learning, with the consent of the University Senate. In the previous period, about 40 different programs were approved.</p>	<p><b>Task 6.6. continues to have the same content defined in 2012. The task is planned to be accomplished in the context of the new pending guidelines regarding the financing of higher education institutions (lump sum financing) by which these decisions and possibilities can be accomplished at the University level.</b></p>

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