European Charter for Researchers
Code of Conduct for the Recruitment of Researchers
A Human Resources Strategy for Researchers incorporating the Charter
and the Code

ACTIVITY PLAN
REVISED
September 2013.

1. WORKING AND EDUCATION CONDITIONS OF RESEARCHERS				
Activity	Outcome / Output	Who / Responsibility and deadline	Achieved/Not Achieved	New deadline/Res ponsibility
1.1. Create and define a plan and strategy for young researcher career development.	In line with ref. 3.4. Strategy for young research career development finalised. Individual career planning procedure prepared.	Scientific Committee, University legal team February 2012.	Partially. The Rector in cooperation with heads of department analysed employment contracts of young researchers and in line with the Ministry planned the possibilities for their further engagement.	Continuously/ Rector team, Dean and Heads of Department.
1.2. Develop mechanisms for continuous training and education of young researchers for teaching activity – teaching competences courses.	Set as obligatory for all young researchers before teaching activity (as assistant professor) starts.	Senate, Teaching Committee September 2011.	Not Achieved. Explained in the point V. of the Self-assessment.	December 2013/Main Quality Assurance Boards, Rector team and experts within the University.

1.3. Introduce clear rules of PhD progress evaluation and mentoring role as well.	Create a policy for PhD progress evaluation and mentoring role with accompanying standards and procedure.	Committee for post doctoral studies February 2012.	Achieved. There are standardised procedures. Further achievements are expected by the end of the thematic evaluation of the postdoctoral studies in Croatia which has started in the end of 2012.	Continuously/ Committee for post doctoral studies, Main Quality Assurance Boards, Senate.
1.4. Introduce a contractual instrument that regulates the relationship between mentor and PhD student.	Creation of Contractual instrument to regulate mentor and PhD candidate relationship.	Committee for post doctoral studies, University legal team February 2012.	Achieved.	/
1.5. Introduce working hours flexibility at University level for researchers and teaching staff.	Amended ordinance of work, on working conditions with working hours flexibility legal framework.	University legal team, Rector September 2011.	Achieved. Point 11. of the Self-assessment.	Further improvements are possible through virtual distribution of work/ University legal team and dean and heads of department.
1.6. Construction of University Campus.	Financial support at national or EU level for University Campus obtained. The working conditions for researchers' activities are established.	Rector, Senate In phases, continuously* depends on government and EU funding.	Achieved - according to plan. Point 12. of the Self-assessment.	Continuously/ Rector, Senate.

2. ETHICS AND PROFESSIONALISM

Activity	Outcome / Output	Who / Responsibility and deadline	Achieved/Not Achieved	New deadline/Responsibility
2.1. Develop a way to encourage and reward researchers who achieve 'outstanding' results (define reward and recognition criteria to emphasis quality of work, not their number and funding source).	<u>Prepared Rulebook for researcher reward and recognition</u> due to 'outstanding' results (independently of regular promotion) and corresponding <u>criteria.</u> <u>Found funding scheme</u>.	Senate, University legal team, Quality Committee April 2012.	**Partially achieved. Basing on the Decision of the Ministry from 18 July 2013 allocated funds through public universities and institutes opened possibilities for defining criteria for fund distribution and renumeration. (Point 8., point 13 and point IV.3 of the Self – assessment).**	December 2013/ Senate, Rector team.
2.2. Establish the procedure of signing a statement when starting the contract, attesting the acceptance of the University of Pula Code of Ethics, The Charter and the Code.	<u>Prepared statement for signing</u> and <u>printed Code of Ethics and Charter and Code</u> to hand to researchers.	University legal team February 2012.	Achieved. (Point 1 of the Self-assessment).	/
2.3. Prepare a 'Handbook for researchers' (with basic national legislation and institutional rules)	<u>Handbook for researchers</u> finalised.	University legal team, Scientific Committee April 2012.	Achieved (Point 4 of the Self-assessment - in the meantime the new "Regulations of scientific vocation" is abolished and a new revision is necessary).	Continuously.
2.4. Strengthen the relationships with business environment and non profit sector.	Determined clear rules for cooperation and funding in a <u>Business – University cooperation</u> policy.	Rector, University legal team September 2012.	Partially achieved. (point 2. of the Self-assessment).	Continuously /Dean and heads of department, Rector and legal team.
2.5 Introduce a researcher	<u>Ombudsman role</u> established by	University legal team	Not achieved. (Due to student ombudsman role	September 2014/Experts and Rector.

ombudsman role.	engaging a person ad hoc, within or without the University	April 2012.	organisational difficulties) (point IV.3.1. in the Self-assessement).	

3. HUMAN RESOURCE DEVELOPMENT

Activity	Outcome / Output	Who / Responsibility and deadline	Achieved/ Not Achieved	New deadline/Responsibility
3.1. Introduction of professional role at University level of an expert of human resources (who would carry out a qualitative assessment of candidates and support the expert committees in selection procedures, do career development plans, improve the selection and recruitment process in line with current trends and be responsible for all processes in the area of HR) ***Needs approval form national level (Ministry) as new job position.**	Employed a professional HR at University level. Creation of recruitment and selection procedure, job announcement procedure by EU standards, HR policy, career development procedure, evaluation guidelines and forms. Support fellowship by organising thematic workshops on problem solving or brainstorming on institutional issues.	Rector, University legal team. Date*depends on Ministry approval.	Not achieved. (A new job position was not opened) (Point IV.2. in the Self-assessment).	Continuously/ Rector and University legal team.
3.2. Creation of database (in order to encourage professional development, monitor and evaluate other forms of researchers' mobility, professional development, track teaching activity, scientific work and mentoring activities in overall norm).	Created individual researcher file collection with HR data content.	Scientific Committee, University legal team (HR professional in charge - *depends on Ministry approval) March 2012., continuously	Partially achieved (Point 8 and IV.1, IV.3. of the Self-assessment).	November 2013 – continuously/Rector and Main Quality Assurance Board's.
3.3. Creation of an environment which promotes awareness of lifelong professional development importance (education and training, experience and knowledge exchange, getting acquaintance with good practices from abroad).	Preparation of education and training policy. Supportive role of HR professional in area of education and trainings.	Expert Councils' of each University department (HR professional in charge- *depends on Ministry approval) June 2012.	Partially achieved. A plan for education and training of young researchers was proposed to university bodies,	March 2014/Rector and Main Quality Assurance Board's.

			but has not yet been adopted.	
3.4. Creating development action plans for each University department (as basis for systematic and realistic planning of human resource development and associated jobs)	Prepared and authorised <u>Development action plans</u> for each University <u>department</u>. <u>University development strategy 2010.-2015. finalised.</u>	Rector, Heads of department September 2012.	Partially achieved. University library , Department of educational sciences and Department of humanities developed action plans (point 4.1. in the Self-assessment).	December 2013/Dean and heads of departments.
3.5. Stronger use of possibilities for short mobility (to learn from good practises of EU Universities, distant project networking, co-authorship encouraging and ecc.)	<u>Mobility programme expansion</u> (LLP, CEEPUS)	Rector, International Office December 2013.	Achieved (Point 15. of the Self-assessment)	/

4. FINANCING

Activity	Outcome / Output	Who / Responsibility and deadline	Achieved/ Not Achieved	New deadline/Responsibility
4.1. Strengthening the existing University Fund (to support new projects and their team leaders, training and education of researchers)	<u>Reorganized University Fund structure</u> and alternative finance source found (local business support through donation or research engagements, creation and selling of new LLP programmes for adults). Design	Rector, Senate Continuously	Partially achieved – the University fund is strengthened.	Continuously/ Rector team, Senate

	funding criteria.			
4.2. Encouraging the use of EU funds (through training and informing)	Posted project possibilities and founding opportunities on University official web. Hosting workshops organised by Agency and Ministry representatives.	Science office (in development) International Office Continuously	Achieved (Point 6 of the Self Assessment).	Continuously.
4.3. Creation of institutional capabilities to support researchers' absence.	Legal basis established for supporting sector and private / public mobility.	University legal team Continuously	Achieved. (Point 7 of the Self-assessment).	Continuous improvements.

5. POPULARISATION OF SCIENCE

5.1. Strengthening public relations affairs through University's public relation office.	Employed PR expert at University level responsible for all activities in the area of public relations.* **Needs approval form national level (Ministry) as new job position.** Release of press materials (news, interesting information and current affairs) about science to media (to acquaint the public with scientific achievements of the institution and science in general).	Rector, University legal team (PR expert) Date * depends on Ministry approval.	Not achieved. (A new job position was not opened) (Point Iv.4.3. in the self-assessment).	Continuously/ Rector and University legal team.
5.2. Enhancing public interest in science and strengthening the University identity and presence in the media.	Annual plan and organized public lectures and thematic round tables prepared	Heads of departments / divisions and chairs. Continuously, starting from October 2011.	Achieved. (Point 2. in the Self-assessment).	Continuously.

6. INITIATIVES AT NATIONAL LEVEL

Activity	Outcome / Output	Who / Responsibility and deadline	Achieved/ Not Achieved	New deadline/R esponsibilit y
6.1. Increase of fund allocation for science at national level (in order to encourage connections with industry and wider community for joint projects)	Initiate a new supportive law amendment. Adopt them <u>on the institutional level</u>.	Rector, Scientific Committee Continuously up to 2014.	**Decision of proclama tion of the amendme nts to the science and higher educatio n (18 July 2013).** **(point IV.4.2. in the Self-assessm ent)**	Continuous ly/Senate, Scientific Committee .
6.2. Creation of appropriate Institutional framework that would enable longer mobility for researchers (mobility semester or certain status of career stage reserved for mobility).	Initiate a <u>supportive framework</u> on the institutional level.	Rector, University legal team Scientific Committee Continuously up to 2014.	Partially achieved. (point IV.4.2. and IV. 4.4. of the Self-assessme nt).	November 2013/ Continuous ly.
6.3. Introduction of options at national level for researchers to opt for a predominantly scientific career or to work dominantly in teaching.	Initiate a new supportive law amendment. Adopt them <u>on the institutional level</u>.	Rector, University legal team, Scientific Committee Continuously up to 2014.	This initiative wasn't included in the Law amendme nt. (Point 14. in the Self-assessme nt).	Given up.
	<u>Established funding</u>	Rector,	Not achieved.	Continuous ly up to

		University legal team, Scientific Committee		
6.4. Further work on the initiative to define status and funding of post-doctoral employment.	scheme for post-doctoral employment at national level.	Continuously up to 2014.		2014.