



**Sveučilište Jurja Dobrile u Puli**  
Preradovićeva 1, 52100 Pula, Hrvatska  
Tel: 00385 52 377 024  
www.unipu.hr

## **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**

#### **Introduction**

In April 2005 the European Commission adopted the recommendations for the European Charter for Researchers (hereinafter: the Charter) and the Code of Conduct for the Recruitment of Researchers (hereinafter: the Code) setting a number of principles which define the roles, responsibilities and entitlements of researchers, their employers as well as funding in the field of research. The said documents aim at improving the research activities in the countries of the European Union.

Based on the National Program of the Republic of Croatia regarding the EU accession - in 2008 the Republic of Croatia made a commitment in this respect and in accordance with it drawn up an Action Plan for the mobility of researchers which is based on the Communication on the European Partnership for Researchers recommending all scientific organizations to sign and implement the Charter and Code for the purpose of improving the conditions for researcher mobility.

Today, more than 1000 institutions from 28 EU countries have adopted the principles of the Charter and Code. On 30 April 2010 Juraj Dobrila University of Pula signed the Declaration of commitment to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter: the Declaration). By the act of signing the Declaration Juraj Dobrila University of Pula accepted the initiative of the European Commission which had adopted these documents aiming at improving the possibilities of recruitment and increasing the value of research careers as vital elements for establishing the European Research Area.

In February 2011 the University of Pula appointed the Local Contact Point - LCP thus becoming a part of the Croatian EURAXESS network which today includes nine scientific organizations. In this way the University joined the family of over 200 service centers from all over Europe, thus strengthening the infrastructure for accepting foreign scientists. The Local Contact Points in collaboration with the EURAXESS service centre which is a part of the Agency for Mobility and the European Union Programs, provide the administrative, legal and other help to foreign scientists who wish to continue their careers in Croatia, as well as to Croatian scientists who wish to continue their professional training abroad. In this way the University of Pula shows that it considers the mobility of scientists as a means of raising the quality of scientific excellence and human resources management. The



**Sveučilište Jurja Dobrile u Puli**  
Preradovićeve 1, 52100 Pula, Hrvatska  
Tel: 00385 52 377 024  
www.unipu.hr

above said documents will also help with the implementation of the Charter and Code which the University signed and for the implementation of which a Strategy will be prepared.

After initiating the procedure of joining the LCP and holding the *Workshop on the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* in Zagreb on 7 December 2010 organized by the Ministry of Science, Education and Sports and the Agency for Mobility and the EU Programs, the University initiated the procedure consisting of six steps:

1. Preparation of an internal analysis implemented by the institution itself and through which the practices of the institution are compared to the principles of the Charter And Code. The internal analysis is drawn up based on the results of the research at the University of Pula, and it contains the data on the forty principles of the Charter and Code through the relevant legislation which enables or makes impossible to apply principles, institution rules and practices related to the principles, list of activities which are to be undertaken, holders of these activities and implementation deadlines.

2. Implementation of an on-line survey on the analysis of the situation in terms of observing the principles of the Charter and Code in the University practices. This research aims at determining the current level of acting in compliance with the principles of the Charter and Code at the University of Pula according to the questionnaire examining the following four dimensions: (a) the openness and objectivity of tenders and selection processes as well as the transferability of subventions, b) healthcare and retirement plan and additional income for researchers in mobility programs, c) desirable employment and working conditions, and d) improving European researchers' training, skills and experience. The survey was implemented online from 26 January until 1 February and from 9 February until 12 February of this year.

The University has recognized the importance for its researchers to join this process for the purpose of achieving objectivity of its internal analysis, as well as in terms of easier implementation of planned activities. For implementing the research a questionnaire was used that the University of Rijeka ceded to all institutions. The said questionnaire has been revised and adapted.

The research by way of survey as a research instrument and the research mentioned under step 1 were implemented parallelly:

3. Activity Plan (Strategy) is made and represents the summary of the internal analysis in several important steps.

All the above stated documents and results are published at the University web pages.



**Sveučilište Jurja Dobrile u Puli**  
Preradovićeva 1, 52100 Pula, Hrvatska  
Tel: 00385 52 377 024  
www.unipu.hr

4. The strategy is analyzed and acknowledged by the European Commission. With this acknowledgement the university obtains the right to use the logo "HR Excellence in Research" on its website and PR material.

5. Strategy is implemented within the institution based on planned activities described in the internal analysis and the action plan.

6. A self-assessment to check whether the implementation is on track is carried out at most two years after the acknowledgement; an external evaluation is implemented at most four years after the acknowledgement. Both are renewed every four years.

One of the strategic goals of Juraj Dobrila University of Pula, based on the Development Strategy which is being prepared, is to become a research University, therefore these documents will be an integral part of this strategy which, following the combination of descriptive and emergent approach, continually has to adapt to the new national and EU directives and regulations in the Research Area.

The overall procedure has been carried out by Prof. Marli Gonan Božac, PhD, Vice Rector for Science and Research along with the professional support of her associates: Greta Terman, University lawyer; Barbara Visintin, M.Sc., associate on international scientific projects and assistants Toni Milovan and Ana Grdović Gnip. The participation of scientists and employees has been realized by filling out the on-line questionnaire. All the outputs have been examined and approved by Prof. Robert Matijašić, PhD, Rector.

The course of procedure so far has gone through without difficulties.

## 2. Activity plan – summary

1. WORKING AND EDUCATION CONDITIONS OF RESEARCHERS		
Activity	Outcome / Output	Who / Responsibility and deadline
<b>1.1. Create and define a plan and strategy for young researcher career development.</b>	In line with ref. 3.4. <u>Strategy for young research career development</u> finalised. <u>Individual career planning procedure</u> prepared.	Scientific Committee, University legal team  February 2012.
<b>1.2. Develop mechanisms for continuous training and education of young researchers for teaching activity – teaching competences courses.</b>	<u>Set as obligatory</u> for all young researchers <u>before teaching activity</u>	Senate, Teaching Committee  September 2011.



	<u>(as assistant professor) starts.</u>	
<b>1.3. Introduce clear rules of PhD progress evaluation and mentoring role as well.</b>	Create a <u>policy for PhD progress evaluation and mentoring role</u> with accompanying <u>standards and procedure.</u>	Committee for post doctoral studies February 2012.
<b>1.4. Introduce a contractual instrument that regulates the relationship between mentor and PhD student.</b>	<u>Creation of Contractual instrument</u> to regulate mentor and PhD candidate relationship.	Committee for post doctoral studies, University legal team February 2012.
<b>1.5. Introduce working hours flexibility at University level for researchers and teaching staff.</b>	<u>Amended ordinance of work,</u> on working conditions with working hours flexibility legal framework.	University legal team, Rector September 2011.
<b>1.6. Construction of University Campus.</b>	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.



## 2. ETHICS AND PROFESSIONALISM

Activity	Outcome / Output	Who / Responsibility and deadline
<p><b>2.1. Develop a way to encourage and reward researchers who achieve 'outstanding' results</b> (define reward and recognition criteria to emphasis quality of work, not their number and funding source).</p>	<p><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>.</p>	<p>Senate, University legal team, Quality Committee  April 2012.</p>
<p><b>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.</b></p>	<p><u>Prepared statement for signing and printed Code of Ethics and Charter and Code</u> to hand to researchers.</p>	<p>University legal team  February 2012.</p>
<p><b>2.3. Prepare a 'Handbook for researchers'</b> (with basic national legislation and institutional rules)</p>	<p><u>Handbook for researchers</u> finalised.</p>	<p>University legal team, Scientific Committee  April 2012.</p>
<p><b>2.4. Strengthen the relationships with business environment and non profit sector.</b></p>	<p>Determined clear rules for cooperation and funding in a <u>Business – University cooperation policy</u>.</p>	<p>Rector, University legal team  September 2012.</p>
<p><b>2.5 Introduce a researcher ombudsman role.</b></p>	<p><u>Ombudsman role</u> established by <u>engaging</u> a person ad hoc, within or without the University</p>	<p>University legal team  April 2012.</p>



<b>3. HUMAN RESOURCE DEVELOPMENT</b>		
Activity	Outcome / Output	Who / Responsibility and deadline
<p><b>3.1. Introduction of professional role at University level of an expert of human resources</b>            (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)  <b>*Needs approval form national level (Ministry) as new job position.</b></p>	<p>Employed a <u>professional HR</u> at University level.            Creation of <u>recruitment and selection procedure, job announcement procedure</u> by EU standards, <u>HR policy, career development procedure, evaluation guidelines and forms.</u>  <u>Support fellowship by organising thematic workshops</u> on problem solving or brainstorming on institutional issues.</p>	<p>Rector,            University legal team</p> <p>Date*depends on Ministry approval.</p>
<p><b>3.2. Creation of database</b> (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).</p>	<p>Created <u>individual researcher file collection</u> with HR data content.</p>	<p>Scientific Committee,            University legal team            (HR professional in charge - *depends on Ministry approval)</p> <p>March 2012.,            continuously</p>
<p><b>3.3. Creation of an environment which promotes awareness of lifelong professional development importance</b> (education and training, experience and knowledge exchange, getting acquaintance with good practices from abroad).</p>	<p>Preparation of <u>education and training policy</u>. Supportive role of HR professional in area of education and trainings.</p>	<p>Expert Councils' of each University department            (HR professional in charge-*depends on Ministry approval)</p> <p>June 2012.</p>



<p><b>3.4. Creating development action plans for each University department</b> (as basis for systematic and realistic planning of human resource development and associated jobs)</p>	<p>Prepared and authorised <u>Development action plans</u> for each University department. <u>University development strategy 2010.-2015. finalised.</u></p>	<p>Rector, Heads of department  September 2012.</p>
<p><b>3.5. Stronger use of possibilities for short mobility</b> (to learn from good practises of EU Universities, distant project networking, co-authorship encouraging and ecc.)</p>	<p><u>Mobility programme expansion</u> (LLP, CEEPUS)</p>	<p>Rector, International Office  December 2013.</p>
<p><b>4. FINANCING</b></p>		
<p>Activity</p>	<p>Outcome / Output</p>	<p>Who / Responsibility and deadline</p>
<p><b>4.1. Strengthening the existing University Fund</b> (to support new projects and their team leaders, training and education of researchers)</p>	<p><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 funding criteria.</p>	<p>Rector, Senate  Continuously</p>
<p><b>4.2. Encouraging the use of EU funds</b> (through training and informing)</p>	<p>Posted <u>project possibilities and founding opportunities on University official web. Hosting workshops</u> organised by Agency and Ministry representatives.</p>	<p>Science office (in development) International Office  Continuously</p>
<p><b>4.3. Creation of institutional capabilities to support researchers' absence.</b></p>	<p>Legal basis established for supporting sector and private / public mobility.</p>	<p>University legal team  Continuously</p>



## 5. POPULARISATION OF SCIENCE

<p><b>5.1. Strengthening public relations affairs through University's public relation office.</b></p>	<p><u>Employed PR expert</u> at University level responsible for all activities in the area of public relations.*  <b>Needs approval form national level (Ministry) as new job position.</b></p> <p>Release of press materials (news, interesting information and current affairs) about science to <u>media</u> (to acquaint the public with scientific achievements of the institution and science in general).</p>	<p>Rector,          University legal team          (PR expert)</p> <p>Date * depends on Ministry approval.</p>
<p><b>5.2. Enhancing public interest in science and strengthening the University identity and presence in the media.</b></p>	<p>Annual plan and organized <u>public lectures and thematic round tables</u> prepared</p>	<p>Heads of departments / divisions and chairs.</p> <p>Continuously, starting from October 2011.</p>

## 6. INITIATIVES AT NATIONAL LEVEL

Activity	Outcome / Output	Who / Responsibility and deadline
<p><b>6.1. Increase of fund allocation for science at national level</b> (in order to encourage connections with industry and wider community for joint projects).</p>	<p>Initiate a new supportive law amendment.            Adopt them <u>on the institutional level</u>.</p>	<p>Rector,          Scientific Committee</p> <p>Continuously up to 2014.</p>
<p><b>6.2. Creation of appropriate Institutional framework that would enable longer mobility for researchers</b> (mobility semester or certain status of career stage reserved for mobility).</p>	<p>Initiate a <u>supportive framework</u> on the institutional level.</p>	<p>Rector,          University legal team          Scientific Committee</p> <p>Continuously up to 2014.</p>





**Sveučilište Jurja Dobrile u Puli**  
Preradovićeva 1, 52100 Pula, Hrvatska  
Tel: 00385 52 377 024  
www.unipu.hr

<b>6.3. Introduction of options at national level for researchers to opt for a predominantly scientific career or to work dominantly in teaching.</b>	Initiate a new supportive law amendment. Adopt them <u>on the institutional level</u> .	Rector, University legal team, Scientific Committee  Continuously up to 2014.
<b>6.4. Further work on the initiative to define status and funding of post-doctoral employment.</b>	<u>Established funding scheme</u> for post-doctoral employment at national level.	Rector, University legal team, Scientific Committee  Continuously up to 2014.

**Form completed by:** prof. dr. sc. Marli Gonan Božac, Vice - Rector for science and research

**Organisation:** Juraj Dobrila University of Pula

**Head of the institution:** prof. dr. sc. Robert Matijašić, Rector

**Address:** Preradovićeva 1/1, 52100 Pula

**Phone:** 00385 52 377 024

**E-mail:** mbozac@unipu.hr

**Date:** 16.02.2011.

**Signature:**