

Action Plan for the Human Resources Strategy for Researchers that Includes the European Charter and Code for Researchers

Date: 23.02.2017.

Legend: activities in red colour are milestones

Strategic Objective	Designation	Principle from C&C	Activity	Outcome/Result	Key Performance Indicator	Responsible services/ structures	Responsible coordinator for the realization of activity	End Date (month/year)	The Impact of the Institution (1 the least - 5 the highest)	Realization complexity (1 least - 5 the highest)	Explanation
SG1. Improving the education of researchers and strengthening mobility											
1	SG1.1	4	Maintenance of formal education and training of existing research project applications, the strategic objectives of the research areas, funding mechanisms and ways of reporting	Increased awareness of researchers on the possibilities of writing project applications, strategic objectives and priorities, different funding mechanisms and reporting obligations. The available presentations.	The number of trained researchers	Vice-rector for Science, Research and Development, Department for Science, Research and Development	Vice-rector for Science, Research and Development	Continuously	4	4	
	SG1.2	23	Provide researchers access to research databases	Registration of the University to research networks	Number of research databases	Management structures of the University	Rector	Continuously	5	2	
	SG1.3	28	Develop a strategy for career development of researchers	The strategy draft for the career development of researchers has been sent to the University Senate	The proposal was adopted/not adopted/in the procedure.	Management structures of the University, Commission for strategy	Vice-rector for Science, Research and Development	06/2019	4	4	
	SG1.4	13, 28, 30	Determine the position of career development adviser at the University for researchers and for students	Amended systematization of jobs for introduction of this workplace /jurisdiction	Number of initiatives undertaken in the direction of career counseling (training, education, information)	Management structures of the University, Legal department	Secretary general	06/2018	4	5	
	SG1.5	35	Inform teachers and staff of the University on the participation of researchers in the managerial bodies and the possibilities to offer proposals for improving research	Disseminated information about the participation of researchers in the managerial bodies and the possibilities of sending proposals for improving research	Number of sent e-mails to researchers	Legal department, University IT center	Secretary general	Continuously	1	3	
	SG1.6	38	Stimulate the mobility of researchers in order to improve existing skills and competences	Written project applications for the mobility of researchers	The number of mobile researchers. Number of research mobility programs.	Office for international cooperation, Office for Quality Assurance, Vice-rector for International Cooperation and Quality Assurance	Vice-rector for International Cooperation and Quality Assurance	Continuously	5	4	

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SG1. Improving the education of researchers and strengthening of mobility											
1	SG1.7	38, 39	Support of formal education and training of researchers towards achieving greater professionalization (entrepreneurship, project management, intellectual property rights, communication, ethics, etc.)	Developed training programs. Organized trainings.	The number of researchers who are educated	Vice-rector for Science, Research and Development, Vice-deans for Science and Research, Department for Science, Research and Development	Vice-rector for Science, Research and Development	Continuously	4	4	
SG2. Improvement of legislation related to research support											
2	SG2.1	1	Develop institutional regulations on the possibilities of projects co-ordination (establish hierarchical levels)	The proposed act is adopted	The total number of project coordinators at the University in relation to the number of ongoing projects	Vice-rector for Science, Research and Development, Legal department	Secretary general	12/2017	3	2	
	SG2.2	3	Making precise institutional regulations to support the detection of plagiarism	Proposed and adopted Rulebook	The number of detected plagiarism. Functionality of the Rulebook (Yes/No).	Management structures of the University, Legal department	Vice-rector for International Cooperation and Quality Assurance	12/2017	3	2	
	SG2.3	16, 17, 20, 29	Submit a proposal with the new broader and more stringent conditions for selection regarding the admission of researchers/candidates with score sheets, emphasizing the evaluation of professional qualifications during the life-long professional development, scientific mobility, foreign languages, etc.	Submitted proposal of new and wider conditions for selection with score sheet to the University Senate	The proposal was adopted/not adopted / in the procedure. Are the admission of candidates and the method of their evaluation done according to the new conditions?	Legal department, Vice-rector for Science, Research and Development, Vice-rector for Teaching, Vice-rector for Human and Material Resources	Secretary general	12/2019	5	4	
	SG2.4	14	Prepare and submit a proposal for amendments to the Rulebook on admission of researchers/candidates related to the appointment of members of the Commission for admission from other countries and outside the university system (private companies, research institutions, etc.) with gender equality	Submitted proposal to change the composition of the Commission for the admission of researchers/candidates to the University Senate	The proposal was adopted/not adopted/in the procedure.	Legal department, Vice-rector for Science, Research and Development, Vice-rector for Teaching, Vice-rector for Human and Material Resources	Secretary general	12/2018	3	3	The existing Rulebook refers to the Paragraph stating that at least one member of the Commission cannot be employed by the University, but there is no indication that members of the Commission should be from another country or outside the university system. Gender equality is not described.

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SG2. Improvement of legislation related to research support											
2	SG2.5	17	Incorporate into the existing Rulebook on the admission of researchers/candidate the Article stating that the Commission for admission should positively evaluated change of jobs (variations in the chronological order of CVs)	Submitted amendments to the Rulebook on the admission of researchers/candidates	Number of accepted candidates with variations in the chronological order of CV compared to other received candidates	Legal department	Chief of Legal Department	12/2018	2	4	
	SG2.6	19	Point out process of academic and professional recognition of qualifications (domestic and foreign) on the university web page, in Serbian and English languages	Publicly disclosed information about the process of recognition of formal and informal qualifications	Number of sent e-mail notifications to researchers on the process of recognition of qualifications. Number of downloaded documents on recognition	Legal department, University IT Center	IT coordinator	09/2017	2	2	
	SG2.7	12, 19	Speed up the process of recognition of qualifications at the University and faculties	Reduced time from the application for recognition to the issuance of the final decision on qualification recognition.	The number of days regarding the University procedures for recognizing qualifications	Legal department, Legal senior officers, Office for international cooperation	Secretary general	Continuously	2	3	
	SG2.8	26, 33	Defined percentage share of research in the overall workload of the teaching staff (60:40) put into practice	Determined ratio of teaching and research load in the structure of the salary	Percentage of research and teaching load	Management structures of the University, Legal department, Office for teaching process	Vice-rector for teaching process	06/2019	4	4	
	SG2.9	34	Determine the position of ombudsman for teachers and researchers at the university level	Amended systematization of jobs for introduction of this workplace /jurisdiction	The percentage of cases of the total number of complaints addressed	Management structures of the University, Legal department	Rector	09/2018	3	5	
	SG2.10	10	Adopt institutional transparent procedure on anti-mobbing	The proposed and adopted procedures	The number of reported cases of mobbing	Legal department	Chief of Legal Department	12/2017	3	2	
	SG2.11	13	Define unified number of days of public advertising for a job at the University	Established minimum days needed for public announcement of job vacancies	The average number of days for advertising job vacancies	Management structures of the University, Legal department	Secretary general	12/2018	3	3	
	SG2.12	18	Promote mobility programs and speed up the bureaucratic process	Reduced time from application to approval of mobility	The number of researchers in mobility	Office for international cooperation, Office for Quality Assurance	Vice-rector for International Cooperation and Quality Assurance	Continuously	3	3	
	SG2.13	29	Strengthen the mobility of researchers reformulating conditions to position elections	Mobility is treated during election	The number of mobile researchers	Legal department, Office for teaching process	Vice-rector for teaching process	10/2019	3	4	

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SG3. Strengthening research capacities (human, financial, material)											
3	SG3.1	3	Supply and implementation of the mechanism for automatic detection of plagiarism	Purchased mechanism (software) to detect plagiarism and installed at all faculties	The number of detected plagiarism. The total number of evaluated works via the mechanism for plagiarism	University IT center, Office for Quality Assurance	Vice-rector for International Cooperation and Quality Assurance	12/2017	3	1	
	SG3.2	3, 5, 8, 11, 14, 31, 28, 29, 32, 40	Develop and implement a university eSR database of scientific articles, doctoral dissertations, available mentors, projects, patents, scientific conferences, technical solutions, mobility	The installed eSR base at the University and all faculties	Number of scientific papers, projects, patents, technical solutions, doctoral dissertations, available mentors	Office for Science, Research and Development, University IT center	Vice-rector for Science, Research and Development	03/2019	5	3	
	SG3.3	19	Improve the scientific employee cardboard with informal qualifications of researchers at the University	Innovated scientific employee cardboard	Number of completed scientific employee cardboard forms, scientific conferences	QA department, University IT center	Quality Assurance coordinator	06/2018	4	4	
	SG3.4	21	Influence the various entities and national authorities regarding establishment and allocation of post-doctoral grant system	Report on post-doctoral system in the entity and state	The existence of post-doctoral system (Yes/No)	Management structures of the University and faculties	Rector	Continuously	3	5	
	SG3.5	23	Develop a informer on existing research equipment at the University, and disseminate information about it	Printed informer. Distributed informer to the teachers and researchers at the University. Informer available on website.	Number of pages in the informer. Number of copies of distributed informer. Download of informer from web page.	Vice-rector for Science, Research and Development, Department for Science and Research	Coordinator for Science, Research and Development	05/2018	3	2	
	SG3.6	23	Develop a database of research infrastructure of the University	Installed and functional application	The functionality of the database (low, medium, high)	University IT center, Vice-rector for Science, Research and Development, Vice-deans for Science, Research and Development	Coordinator for Science, Research and Development	03/2019	2	2	
	SG3.7	23	Influence the provision of additional research equipment through the presence of university representatives in committees and bodies of the Ministry of the Government of Republic of Srpska	Sent initiatives	Satisfaction of researcher with available equipment in the electronic survey	Management structures of the University	Rector	Continuously	3	4	
	SG3.8	23, 7	Develop guidelines on the protection and security for all research laboratories, plant and equipment used at the University	Instructions available in a visible place in a room with equipment	The total number of such instructions	Deans of the Organizational units, Laboratory personnel	Vice-rector for Science, Research and Development	05/2018	2	3	

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SG3. Strengthening research capacities (human, financial, material)											
3	SG3.9	24	Provide working conditions for disabled researchers	Provided access to research equipment for disabled researchers	Number of disabled researchers at the University	Management structures of the University	Officer for work with staff and students with disabilities	Continuously	4	3	
	SG3.10	26	Consolidate incentives to researchers from the funds and projects in which they participate and act as team members	Allocated adequate compensation for participation in the project and other activities in accordance with national/entity legislation	Number of teachers with a contract of indefinite and fixed-term	Project Co-coordinators, Legal department	Vice-rector for Science, Research and Development	Continuously	5	4	
	SG3.11	33	Develop a unified system of calculating teaching and associate loads at the University	Developed methodology for estimation of the teaching and associate load	The average number of hours of teaching and associate load	Vice-rector for Teaching, Department for Teaching, University IT center	Vice-rector for teaching process	10/2017	3	4	
	SG3.12	34, 37, 40	Making recommendations to the university and faculties related to the regulation of the legal obligations between student and supervisor to improve the quality of research	Made and submitted set of recommendations (informer) to regulate the relationship of student and supervisor at the University	The average score in an electronic questionnaire about the relationship between student and supervisor	Vice-rector for Science, Research and Development, Vice-rector for teaching process, Office for teaching process, Legal department	Coordinator for teaching process	12/2017	3	1	
	SG3.13	13	Create a form for submitting ads for employment in Serbian and English languages, and place this form on the university web page	Adopted form for submitting ads for employment in Serbian and English languages	Number of advertisements published in a new form in Serbian and particularly in English	Legal department, University IT center, EURAXESS	Quality Assurance coordinator	12/2017	3	2	
	SG3.14	13, 39	Develop, on university web page, listing of advertised jobs at all faculties and in the Rector's Office	Posted listing of advertised jobs on the university web page	The number of published job ads in web listing	University IT center, EURAXESS	IT coordinator	12/2017	3	2	
SG4. Quality assurance of research work											
4	SG4.1	4, 5, 37	Develop a unified reporting methodology for research projects and doctoral studies	Publicly announced form for project reporting. Publicly announced form for the doctoral promotion reporting.	Number of project reporting by faculties and the University. Number of reporting on doctoral studies.	Vice-rector for Science, Research and Development, Department for Science and Research	Coordinator for Science, Research and Development	06/2017	3	2	
	SG4.2	7, 10, 26, 1, 5, 12, 31, 34	Develop and implement a university system of communication that will ensure increased awareness of researchers on the existing national/entity and institutional regulations	The organization of seminars and workshops with researchers. The publication of the relevant documents on the website.	The number of participants on seminars and workshops. Number of related documents downloads. Number of sent emails to researchers.	Legal department, Department for Science, Research and Development	IT coordinator	12/2017	2	2	The communication system should provide basic information on the Labor Law, general and special collective agreement, the legal and institutional regulations related to the protection and confidentiality of research data, intellectual property rights, freedom of research, ethical principles, copyright law, regulations and the terms of the financiers and responsible institutions, legal protection, recognition of qualifications, regulations of health and safety in research, non-discrimination, criteria for researchers employment

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SG4. Quality assurance of research work											
4	SG4.3	10, 11, 36, 40	Conducting the online survey for doctoral candidates and other researchers. Implementation recommendation	Evaluation system developed and implemented	Average grades of different evaluation segments- Number of interviewed candidates compared to total number	Vice-rector for International Cooperation and Quality Assurance. Quality Assurance Department. University Computer Center	Quality Assurance coordinator	10/2017	3	2	
	SG4.4	11, 12, 40	Creation and regular administration of central data base for doctoral study programs and doctoral candidates	Central database developed and implemented	Number of entered doctoral study programs and doctoral candidates in the database. Is the central base used on the daily basis (yes/no)	University IT Center, Office for Teaching process	IT coordinator	09/2017	3	3	
	SG4.5	11, 32	Creation of the Rulebook on evaluation of science and research results	the Rulebook on evaluation of science and research results adopted	Compliance of the electronic Science and Research database with the Rulebook on evaluation of science and research results (yes/no)	Vice-rector for Science, Research and Development, Legal Service, Quality Assurance Committee	Quality Assurance coordinator	12/2017	4	4	
	SG4.6	15, 16	Creation of unified proposal of evaluation report for the University on the employment process, selection criteria and reporting upon the candidates selection process on good and bad sides of the application	Initiated proposal of evaluation report to the Senate of the University. Disseminate the report and train the faculties on its use and way of filling out.	Is the reporting carried out through the evaluation form (yes/no)	Legal Department	Secretary general	06/2018	1	4	
	SG4.7	22	Promotion of principles of Code of Conduct with the aim of recognition of researches, ie doctoral students, as professionals by conducting surveys and awareness raising	Conducted the online survey for researches. Code of Conduct distributed to the email addresses of all researches.	Average grade of researches on attitude and treatment of academic community toward the researches. Number of informed researches.	Management structures of the University	Vice-rector for International Cooperation and Quality Assurance	Continuously	3	1	
	SG4.8	33	Implementation of teaching obligations award system by the electronic grading system by students according to the representativeness of the sample	Amended the Rulebook on Award Criteria adopted by the Senate	Number of awarded teachers/researches on the University day. Number of actions taken according to negative results.	Vice-rector for International Cooperation and Quality Assurance, Quality Assurance Department	Quality Assurance coordinator	12/2017	3	3	
	SG4.9	2	Forming of Ethical Committee for Science	More efficient resolution of reported cases related exclusively to the research profession	Number of members of the Ethical Committee for Science. Number of ongoing cases	Management structures of the University	Rector	12/2018	3	4	
	SG4.10	2	Evaluation of previous cases of the Ethical Committee and assess the effects of the imposed measures	More efficient solving of reported cases	Number of previous solved cases. Number of previous unsolved cases	Legal Department, Ethical Committee	Vice-rector for International Cooperation and Quality Assurance	12/2018	3	2	
	SG4.11	8, 9, 39	Creation of official mailing list for dissemination of information to all researches at the University	Specified mailing list	Total number of researchers' e-mails	Science, Research and Development Department	Coordinator for Science, Research and Development	05/2017	2	2	

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4	SG4.12	35	Informing researches on all important decisions made within managerial bodies of University	Information on all important decisions of Management Board, Senate, and Permanent Councils of the University, same as of Councils of Faculties, are available.	Number of published news by categories	Legal Department, University IT Center	Coordinator for Science, Research and Development	Continuously	2	2	
SG5. Contribute to the recognition of the University as the initiator for local and regional development through the cooperation with surroundings											
5	SG5.1	8, 9	Introducing the results of science and research work to the social community	Media appearances organized	Number of media appearances	Management structures at the University	Web redaction coordinator	Continuously	2	3	
	SG5.2	23, 8	Increase the income form cooperation with industries	Created programs of cooperation with the industries	Amount of income provided from consulting services, science studies, attests, third persons' education, lab services, etc.	Management structures of the University	Vice-rector for Science, Research and Development	Continuously	4	4	
	SG5.3	23, 8	Record the doctoral work and research projects with the industry	Specification of doctoral work with the industry	Number of doctoral work with the industry	Vice-rector for Science, Research and Development, Science, Research and Development Department	Coordinator for Science, Research and Development	Continuously	2	3	
	SG5.4	24	By the presence of the University representatives to the meetings of commissions and bodies of the RS Government, to influence to the improvement of conditions for researches, related to the flexible working hours, paid leave, and financial commitment	Sent initiatives	Satisfaction of researches with research conditions expressed through electronic survey	Management structures of the University	Rector	Continuously	3	5	
	SG5.5	38	Enforcement of existing, and introduction of new lifelong learning programs.	Creation of feasibility study for lifelong learning program	Number of lifelong learning programs	Management structures of the University and faculties	Vice-rector for teaching process	Continuously	4	4	
	SG5.6	12	Promotion of establishment of alumni associations at the faculties	Alumni Associations legally established	Number of Alumni Associations at the University ad faculties	Management structures of the University and faculties	Quality Assurance coordinator	Continuously	3	4	