

Action Plan of Juraj Dobrila University of Pula

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

<https://www.unipu.hr/en/hrs4r>

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)
<p>1.1. Introduce the practice of signing the Declaration of Honour when starting the contract and handing the Code of Ethics along with the Charter and Code of the EURAXESS program.</p> <p>1.2. Design and conduct periodical analyses of the current state and evaluations of relevant legislation and The Code of Ethics regarding research freedom.</p>	(+/-) 1. Research freedom	<p>1.1. Continuously from June 2022</p> <p>1.2. Last quarter in 2022, then continuously once a year</p>	<p>1.1. Expert Associate from the Office for Human Resources</p> <p>1.2. Expert Associate from the Office for research, art and projects</p>	<p>1.1. Each new employee is introduced to the EURAXESS program and has brochures</p> <p>1.2. One analyse of the current state finished and available as PPT and PDF format at the official website in the section dedicated to researchers</p>
<p>2.1. Place the Code of Ethics in the central part of the University official website www.unipu.hr dedicated to researchers - in the area "Science And Research" as well as in the web area dedicated to the EURAXESS program.</p> <p>2.2. Hang the Code of Ethics at the visible places university facilities.</p> <p>2.3. Translate the Code of Ethics in the English language.</p>	(+/-) 2. Ethical principles (+/-) 10. Non discrimination (++) 22. Recognition of the profession (+/-) 27. Gender balance (+/-) 29. Value of mobility	<p>2.1., 2.2. and 2.3. Third quarter in 2022</p> <p>2.3. EURAXESS working group in collaboration with Ethical Committee</p>	<p>2.1. EURAXESS working group in collaboration with University Computing and Information Center in Pula</p> <p>2.2. Departments secretaries</p> <p>2.3. EURAXESS working group in collaboration with Ethical Committee</p>	<p>2.1. Materials published and available at the university official website (Science & Research)</p> <p>2.2. Physical placed materials at the university facilities</p> <p>2.3. Code of Ethics available in the English language</p>

<p>2.4. University and Ethical Board need to strengthen the working atmosphere of transparency, justice, non-discrimination, and open communication.</p>		<p>2.4. From June 2022 continuously</p>	<p>2.4. Ethical Board</p>	<p>2.4. Researchers work in the working atmosphere of transparency, justice, non-discrimination, and open communication: in the evaluation of achieved goals of the Development Strategy 2021-2026 (regarding comfortable working atmosphere) researchers evaluate this argument with agreement</p>
<p>3.1. Promote "A Foreign Researcher's Guide to Croatia" which includes regulation regarding this matter, with a special focus on working conditions in the area of intellectual property rights as well as requirements and conditions of all providers of financial resources. Disseminate it through the intranet and the university website in the area reserved for researchers/employers.</p> <p>3.2. Organize thematic workshops in the area of working conditions and financing</p> <p>3.3. Create and adopt a Rulebook on the disciplinary procedures regarding defining the procedures in situations of violation of the Code of Ethics</p>	<p>(-/+) 3. Professional responsibility (+/-) 5. Contractual and legal obligations (++) 31. Intellectual Property Rights</p>	<p>3.1. June 2022</p> <p>3.2. Last quarter in 2022, First quarter in 2023</p> <p>3.3. Second quarter in 2023</p>	<p>3.1. Researchers from the EURAXESS working group</p> <p>3.2, 3.3. Ethical Committee and Legal office</p>	<p>3.1. "A Foreign Researcher's Guide to Croatia" published on the HRS4R and EURAXESS dedicated area at the official university website https://www.unipu.hr/en/hrs4r</p> <p>3.2. Two workshops organized and implemented</p> <p>3.3. One Rulebook published and available on the EURAXESS dedicated area at the official university website</p>
<p>4.1. Strengthen the culture of applying for EU projects' funds in order to attract financial resources for the research & development activities by promoting the exchange of experience among researchers who have already participated/are currently participating in the R&D projects. Organize networking events.</p>	<p>(+/-) 4. Professional attitude (+/-) 6. Accountability</p>	<p>4.1., 4.2. and 4.3. from June 2022 continuously</p>	<p>4.1., 4.2. Expert Associate for international programs and projects from Office for partnership and projects in collaboration with EURAXESS working group</p>	<p>4.1. Evident increase in the project applications for national and EU funding in the Rector's Annual Report on the university activity (at least two international EU funded project per year) ; one networking event per year organized (the open possibility that the event is organized in the online format)</p>

<p>4.2. Put stronger efforts into informing the researchers about the available funding options:</p> <ul style="list-style-type: none"> - publish more information regarding funding on the official university website www.unipu.hr - distribute more information regarding funding through the university intranet - promote funding opportunities through the university departments' ECTS coordinators - promote funding opportunities at the official University social media pages (Facebook) - organize "Open Days" for researchers in order to promote national and international funding opportunities as well as possibilities of the EURAXESS network <p>4.3. Strengthen the collaboration of researchers with the business environment in order to attract capital through ALUMNI networks, offering innovations to the business community and popularization of science</p>			<p>4.3. ALUMNI networks (Faculty of Economics and Tourism "Dr. Mijo Mirković", Faculty of Educational Science, Musical Academy)</p>	<p>4.2. At least two published news regarding available funding options monthly at website www.unipu.hr in the section dedicated to researchers / At least two published news regarding available funding options monthly at the Facebook page of the Office for Partnership and Projects; one "Open days for researchers" per year</p> <p>4.3. Established communication with the ALUMNI offices (emails and held meetings)</p>
<p>5.1. Organize additional workshops for university researchers regarding data management, IT tools, and use of internal communication systems - intranet. Strengthen the researchers' knowledge regarding procedures of data safety and national legal obligations regarding data protection by participation in various workshops. Create PPT including basic information regarding</p>	<p>(+/-) 7. Good practice in research</p>	<p>First quarter in 2023, than once per year</p>	<p>University Computing and Information Center in Pula</p>	<p>1 workshop held per year, at least 50 participants</p>

<p>data protection and GDPR and publish it on the university official website in the area reserved for researchers.</p>				
<p>6.1. Strengthen efforts to popularize science through university constituents (departments and its researchers and other staff through the promotion of Research Journals and scientific conferences)</p> <p>6.2. Engage in national and international researchers networks and use their dissemination platforms, channels, and audiences (joining European Universities initiative, YUFE initiative)</p> <p>6.3. Established centers (VISIO, CERPU, CASTER) need to widen their activities to more target groups: children, young population, pupils, and students and offer interesting content; mathematics workshops, robotics workshops, computing workshops and raise interest in science in early-stage). This would help in adjusting the scientific themes to the non-scientific community.</p> <p>6.4. Strengthen collaboration with the local, regional, and international authorities and community (participation in fairs, round-tables, creation of policy papers, conferences, thematic events)</p> <p>6.5. The new systematization of workplaces introduces founding the Office for</p>	<p>(-/+) 8. Dissemination, exploitation of results (-/+) 9. Public engagement</p>	<p>6.1., 6.2., 6.3, 6.4, 6.5. Continuously from June 2022 6.6. By the end of 2024</p>	<p>6.1. university departments and R1-R4 researchers</p> <p>6.2. Office for Research, Art and Projects and Office for Partnerships and Projects in collaboration with scientists</p> <p>6.3. R1 - R4 researchers who are members of VISIO, CERPU, CASTER,</p> <p>6.4. University board and R1-R4 researchers</p> <p>6.5. Legal Office in collaboration with the University Board</p>	<p>6.1. Journals and conferences promoted at the university website and social media (3 articles per year)</p> <p>6.2. UNIPU is a member of at least one more international network per year</p> <p>6.3. 100 engaged pupils and students in activities of popularization of science organized by either VISIO, CERPU, CASTER per year (proofs are attendance lists, photos, reports)</p> <p>6.4. Active participation in events (at least 2 international events at UNIPU per year)</p> <p>6.5. Depending on the eventual change of legislation</p>

<p>strategic communication (yet not founded). This can assist researchers in the activities of dissemination and better exploitation of the results, but due to the official prohibition of new employments, this will not be yet possible.</p> <p>6.6. Achieving membership in EUPRIO - European Association of Communication Professionals in Higher Education</p>			<p>6.6. R1-R4 researchers</p>	<p>6.6. Four (4) UNIPU researchers joined EUPRIO</p>
<p>7.1. Explore and adopt evaluation criteria and ranking of the research efficiency within scientific areas and fields on the national level.</p>	<p>(++) 11. Evaluation/ appraisal systems</p>	<p>Continuously from June 2022</p>	<p>University Board, Faculty Councils, Office for Research, Art and Projects, Board for Research and Art</p>	<p>Open discussion on the evaluation criteria and ranking of the research efficiency within scientific areas and fields on the national level at the university (Minutes of meetings, Proceedings, and Protocols)</p>
<p>8.1. Promote the University openness to foreign researchers through various communication channels; as well as the benefits of participation in EURAXESS program, MSCA Actions within the Horizon Europe program and European Research Council Grants and of networking with the foreign researchers</p> <p>8.2. Create PPT and publish it in the English language on the university website regarding the recruitment process at the university along with basic national legislation following these procedures.</p> <p>8.3. Enhancement of the current Recruitment and Selection procedure in accordance with the recommended principles</p>	<p>(-/+) 12. Recruitment (-/+) 13. Recruitment (Code) (+/-) 14. Selection (Code) (+/-) 15. Transparency (Code) (+/-) 29. Value of mobility</p>	<p>All actions continuously from June 2022</p>	<p>8.1. , 8.2. R1-R4 members of the EURAXESS working group</p> <p>8.3., 8.4., 8.5. Expert associates from the Office for Human</p>	<p>8.1., 8.2. Increased number of foreign researchers involved at the university through collaboration on projects (at least one per year)</p> <p>8.3., 8.4, 8.5. Materials for researchers regarding recruitment and selection are transparently posted on the university website and</p>

<p>(transparent, supportive, and internationally comparable).</p> <p>8.4. Conduct interviews in accordance with the Charter and Code principles; Rejected candidates need to be informed more about the weaknesses of their application and the reasons why another candidate was chosen.</p> <p>8.5. Ideally, job position adverts should contain the possibilities of career development prospects. "Best effort" will be given here in order to communicate this to the University Human Resources Office.</p>			<p>Resources and Office for Legal questions</p>	<p>available to all interested researchers in area reserved for EURAXESS and HRS4R (available also in the English language)</p>
<p>9.1. New systematization of workplaces introduces one specialist in HR to actively participate in the management of the human resources of the researchers (not yet founded because of current legislation prohibition)</p> <p>9.2. Instead of just focusing on the quantitative number of the publications, expert committees need to also consider the overall potential of the researchers, their creativity, and their level of independence. More concrete, they should also consider the qualitative aspects.</p>	<p>(+/-) 16. Judging merit (Code)</p>	<p>Continuously from June 2022</p>	<p>Office for Human Resources</p>	<p>9.1. Depending on the legislation on the new employments in the public sector</p> <p>9.2. No appeals/complaints of the candidates for job positions.</p>
<p>10.1. Define clear instructions on the treatment of "breaks" in the careers of researchers or variations in the chronological order of CVs.</p> <p>10.2. Create an environment and open discussion at the university on finding</p>	<p>(+/-) 17. Variations in the chronological order of CVs (Code) (-/+) 18. Recognition of mobility experience (Code) (+/-) 19. Recognition of qualifications (Code)</p>	<p>10.1. First quarter of 2023</p> <p>10.2., 10.3, 10.4. starting from June 2022, continuously</p>	<p>10.1., 10.2, 10.3* Office for Research, Art and Projects in collaboration with the amenable Vice-Rector</p> <p>*also include Departments</p>	<p>10.1. Official document - Decision of Rector</p> <p>10.2. Ordinance on the national level</p>

<p>ways to Recognition of mobility experience</p> <p>10.3 Ensure institutional support and the possibility of researchers' absence from the home university.</p> <p>10.4. Encourage the international mobility of researchers and motivate them to international professional career development.</p>			<p>10.4. Office for Research, Art and Projects in collaboration with the Office for Partnerships and Projects</p>	<p>10.3. Departments' organization of work and schedule</p> <p>10.4. Increased international mobility - Rector's Annual Activity Report</p>
<p>11.1. Put stronger efforts in judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained.</p> <p>11.2. Put stronger efforts into promoting the concept of lifelong learning (brochures, web, social media, conferences)</p>	<p>(++) 20. Seniority (Code)</p>	<p>Continuous from June 2022</p>	<p>Office for Human Resources, Office for Legal questions, Departments and Office for strategical planning and quality assurance, Office for postgraduate studies and Lifelong Education</p>	<p>11.1. Focus on qualitative indicators</p> <p>11.2. Conducted dissemination activities, published news on the university website and social media</p>
<p>12.1. Propose activities for further work on the initiative towards national legislation in order to define the status and financing of post-doctoral employment.</p> <p>12.2. Encourage the procedure of promoting post-doctoral students to assistants, through the procedure of election to titles.</p>	<p>(++) 21. Postdoctoral appointments (Code)</p>	<p>Continuous from June 2022</p>	<p>12.1, 12.2. University Board, Departments, Office for Legal questions, Departments (councils)</p>	<p>12.1.,12.2. Official communication, Decisions by second quarter of 2024</p>
<p>13.1. Continue efforts in applying for EU funding in order to modernize university capacities in terms of space, equipment, contents, and ensure a stimulative environment for research work and life.</p> <p>13.2. Address the need to increase the financial</p>	<p>(-/+) 23. Research environment (-/+) 24. Working conditions (+/-) 25. Stability and permanence of employment (+/-) 32. Co-authorship</p>	<p>Continuously from June 2022</p>	<p>13.1. Office for projects and development</p> <p>13.2. University Board,</p>	<p>13.1. Increased funding compared to the previous year- Rector's annual activity report</p> <p>13.2. Decisions, participations at roundtables,</p>

<p>resources for science on a national level (through campaigns, roundtables, University Board activities)</p> <p>13.3. Encourage the researchers to apply for EU project funding through the more intense promotion of available funds and opportunities; communicate strongly the support provided by the University Offices; encourage co-authorship and teamwork</p> <p>13.4. Expand the Office for students with disabilities services to staff/researchers as well.</p> <p>13.5. Encourage more often use of the sabbatical year among researchers.</p> <p>13.6. Propose to Departments to rearrange the overburdens in teaching norms and reallocate it to research/science activities.</p>			<p>Departments</p> <p>13.3. Office for Partnership and Projects</p> <p>13.4. University Board, Office for students with disabilities</p> <p>13.5. University Board, departments, Office for Science, research and Arts, Office for Human resources</p> <p>13.6. University Office for Strategic planning and Quality Management.</p>	<p>and participation in the creation of policy papers - at least two roundtables per year</p> <p>13.3. Intense information flow through the intranet, emails, web, social media, Erasmus coordinators - measured by IT university office</p> <p>13.4. University Board Decision</p> <p>13.5. Increased use of sabbatical leave - data from Office for Human Resources</p> <p>13.6. No complaints regarding the norms from the researchers - data from the Office for Strategic Planning and Quality Assurance</p>
<p>14.1. Communicate the necessity of increasing the salaries of young researchers on the national level (through forums, roundtables, policy papers, University Board activities)</p>	<p>(+/-) 26. Funding and salaries</p>	<p>Continuous from June 2022</p>	<p>14.1. University Board, Departments' Deans</p>	<p>14.1. Communicate through forums, roundtables, policy papers, University Board activities</p>
<p>15.1. Create career development strategies for researchers at departments</p> <p>15.2. Create development Action</p>	<p>(-/+) 28. Career development (+/-) 30. Access to career advice (+/-) 38. Continuing Professional Development</p>	<p>15.1. Fourth quartal of 2023</p> <p>15.2. First quartal of 2024</p>	<p>15.1. Departments in collaboration with R1-R4 researchers (collaboration of Department</p>	<p>15.1. Created and published strategies for departments</p> <p>15.2. Created and published Action Plans</p>

<p>Plans for departments as a base for systematic and realistic planning of human resources development as well as appropriate working positions</p> <p>15.3. Open discussion at the university on the possibilities of establishing "Career Center for Researchers". (Continuous efforts into communication on the importance of the lifelong learning concept and encouragement of the international career professional development through international geographical, inter-sectoral, and interdisciplinary mobilities)</p>	<p>(+/-) 39. Access to research training and continuous development</p>	<p>15.3. Continuous from June 2022</p>	<p>Board and and cathedra)</p> <p>15.3. University Board, Departments' Deans, Office for Science, Research and Art, Board for Research and Art Work</p>	<p>15.3. Raised awareness among university academia on the importance of establishing "Career Center for Researchers"</p>
<p>16.1. Put stronger efforts in the supervision of the norm, in order not to overburden the researcher with teaching norm. Rearrange the overburdens in the teaching norm in benefit to research norm/contribution to university norm.</p>	<p>(-/+) 33. Teaching</p>	<p>Continuous from first quartal 2023</p>	<p>University Board, Departments in collaboration with the Office for Strategic Planning and Quality Assurance and R1-R4 researchers</p>	<p>16.1. No complains from the researchers to the Office for Strategic Planning and Quality Assurance</p>
<p>17.1. Communicate the necessity of introducing a researcher ombudsman role at the university.</p> <p>17.2. Communicate to the researchers of the procedures established for the eventual complaints/appeals.</p> <p>17.3. Introduce clear rules on the evaluation of the doctoral students' work on their thesis and performance of the mentors as well.</p> <p>17.4. Analyze the</p>	<p>(++) 34. Complains/ appeals (++) 35. Participation in decision-making bodies (++) 36. Relation with supervisors (+/-) 37. Supervision and managerial duties (++) 40. Supervision</p>	<p>17.1. Second quartal in 2023</p> <p>17.2. February 2023</p> <p>17.3. First quartal in 2024</p> <p>17.4. Last quartal in</p>	<p>17.1. Legal Office</p> <p>17.2. Legal Office</p> <p>17.3. University Senate</p> <p>17.4. Office for</p>	<p>17.1. Raised awareness of the importance of this among university researchers</p> <p>17.2. Gained knowledge among researchers regarding this matter</p> <p>17.3. Established clear rules regarding this matter in a formal format (document)</p> <p>17.4. One analyze</p>

relationship between mentors and doctoral students through anonymous questionnaires.		2023	Science, Research, and Art	conducted, results published
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