

**REPORT ON REALISATION - UPDATED ACTION PLAN  
 FOR THE IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGY FOR RESEARCHERS  
 incorporating the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers  
 for the period 2010 - 2014**

Action Plan	April 2010 - December 2011			January 2012 - April 2014		
	Who	Deadline	Realisation 2012	Who	Deadline	Realisation 2014
<p>Publishing adopted regulations on the website for scientific research and the Rules on Intellectual Property Rights Management. Publishing a sample employment contract and the conditions of employment in English;</p> <p>Forwarding initiatives to the Ministry of Higher Education, Science and Technology in order to supplement the training programme for researchers at various career stages during the preparation of the national action plan and the National Research and Development Programme (NRDP); publishing updates on the website for scientific research on a regular basis;</p> <p>(5. Contractual and legal obligations/I. Ethical and professional aspects)</p>	UM management  professional services	September 2010 (ongoing task until the adoption of the national action plan and the National Research and Development Programme (NRDP) (2011))	partly realised <sup>1</sup>	UM bodies  Department of Personnel, Legal and General Affairs	January 2012	realised <a href="http://www.um.si/en/research/human_resources/Pages/default.aspx">http://www.um.si/en/research/human_resources/Pages/default.aspx</a>
<p>Sending a letter to secretary-generals of faculties entrusting them with the responsibility to monitor the consistent implementation of OSH training and strict adherence to OSH regulations (internal unannounced controls at least once a year; reports on unannounced internal controls and the</p>	Chief Secretary  professional services Department	June 2010, exercising yearly controls	realised <sup>2</sup>	/	/	/

<sup>1</sup> Rules on Intellectual Property Management - ready for consideration until the adoption by UM bodies.

<sup>2</sup> Note: Upon examination it has been established that the envisaged unannounced internal controls and the yearly report on the unannounced internal control are not necessary since regular controls concerning occupational safety and health are already conducted (a hired administrator responsible for overseeing the implementation of OSH regulations and an authorized general practitioner).

observations of the Department of Personnel, Legal and General Affairs);  (7. Good practice in research/I. Ethical and professional aspects)	of Personnel, Legal and General Affairs					
Adopting the Rules on Intellectual Property Rights Management at the University of Maribor  (8. Dissemination and exploitation of results/I. Ethical and professional aspects)	Tehnocenter UM d.o.o.  UM bodies	September 2010	partly realised <sup>3</sup>	UM bodies  Department of Personnel, Legal and General Affairs	January 2012	realised <a href="http://www.um.si/en/research/intellectual_property/Pages/default.aspx">http://www.um.si/en/research/intellectual_property/Pages/default.aspx</a>
Forwarding initiatives to the Ministry of Higher Education, Science and Technology, during the preparation of the national action plan and the NRDP, in order to supplement the training programme for researchers at various career stages in terms of training content for the purpose of presenting research outputs to non-specialists; publishing updates on the website for scientific research on a regular basis;  (9. Public engagement/I. Ethical and professional aspects)	management and professional services of the Rector's Office	2011	realised	/	/	/
Revising appointment procedures in accordance	Appointment	2011	realised <sup>4</sup>	/	/	/

<sup>3</sup> Rules on Intellectual Property Management - ready for consideration until the adoption by UM bodies.

<sup>4</sup> New rules on promotions enabling the consideration of these factors were adopted. Rules for the evaluation of researchers, teachers and other employees in higher education will also be specified in detail.

In annual performance evaluations, researchers with teaching load and/or research advisers are also evaluated according to criteria that are taken into account in the promotion to a higher salary grade. On the basis of research creativity, performance-related bonuses or promotions are either rejected or approved. In the promotion procedure, scientific creativity is evaluated by an external examiner. In the appointment procedure, scientific work is also evaluated by a foreign examiner from the relevant field, who must compile a written report.

<p>with both the Charter and Code:</p> <p>Evaluation and appraisal systems must take into account the overall research creativity and the whole range of research outputs: publications, patents, management of research, teaching, lecturing, control, supervision, cooperation on the national or international level, administrative duties, public awareness activities and mobility (international and cross-sectoral) as well as other administrative responsibilities.</p> <p>Promotion procedures will be revised both for teachers engaged in research and for researchers without teaching responsibilities.</p> <p>In order to assess the professional performance of senior researchers on a regular basis and in a transparent manner by an independent (and preferably international) committee in line with the recommendations, we will be exploring the possibility of introducing such changes during the first four years.</p> <p>(11. Evaluation and appraisal systems/I. Ethical and professional aspects)</p>	<p>Committee and UM Senate on the proposal of university members</p>					
<p>Adopting a uniform selection procedure for the recruitment of researchers in terms of working conditions and obligations, including promotion prospects;</p> <p>Calling attention to systemic issues concerning the recruitment of foreigners, in particular during the preparation of the national action plan and the NRDP;</p> <p>Internal instructions for recruiting researchers will</p>	<p>Department of Personnel, Legal and General Affairs - on the proposal of university members</p>	<p>December 2010 (ongoing tasks until the adoption of the national action plan and the NRDP (2011))</p>	<p><b>realised</b></p>	<p>/</p>	<p>/</p>	<p>/</p>

The database ARRS-SICRIS ensures that research creativity is evaluated objectively and transparently. Candidates who wish to be appointed to higher faculty ranks are evaluated according to their publications in international JCR journals with a high impact factor, while also taking into account the number of citations (starting with the first publication for the PhD degree). In 2011, the university put together a team of international experts from various fields who to be engaged in “peer review”.

<p>be supplemented with a description of the uniform selection procedure, which means that information on working conditions and entitlements, including promotion and career development prospects, will also be included in job advertisements published in Slovene and English.</p> <p>Internal instructions will provide for informing candidates about the selection procedure and the recruitment process prior to selection and about the advantages and disadvantages of the position after the selection.</p> <p>(13. Recruitment (Code)/II. Recruitment)</p>						
<p>Examining the possibility of adapting selection procedures in line with the recommendations on the establishment of committees according to the representation of scientific disciplines; exploring funding issues for members from abroad with the intention of regulating the selection procedure for researchers, which is currently conducted at level of faculties;</p> <p>(14. Selection/II. Recruitment)</p>	<p>Department of Personnel, Legal and General Affairs - on the proposal of university members</p>	<p>December 2011</p>	<p>realised<sup>5</sup></p>	<p>/</p>	<p>/</p>	<p>/</p>
<p>Supplementing internal instructions with the following:</p> <ul style="list-style-type: none"> <li>- information on working conditions and entitlements, including promotion and career development prospects, published in advertisements (in Slovene and English);</li> <li>- selection procedure that includes a description of career development prospects and alternatives ensuring that candidates will be informed of the course of the procedure either in Slovene or English.</li> </ul>	<p>Department of Personnel, Legal and General Affairs - on the proposal of university members</p>	<p>December 2010</p>	<p>partly realised<sup>6</sup></p>	<p>professional services of the Rector's Office</p>	<p>December 2012</p>	<p>realised  <a href="http://www.um.si/en/about/university-statute/Pages/default.aspx">http://www.um.si/en/about/university-statute/Pages/default.aspx</a></p>

<sup>5</sup> Upon examination it has been established that it is impossible to additionally consult external evaluators since recruitment procedures would take much longer with regard to the number of employed researchers (ca. 1300) and needs for the implementation of work of individual researchers.

<sup>6</sup> Websites will be updated so that relevant internal rules will also be available in English.

(15. Transparency/II. Recruitment)						
Supplementing internal instructions in terms of the selection procedure, as described in 16./II. of the Charter and the Code; appointing qualified or competent faculty staff (defining knowledge and skills required);	Department of Personnel, Legal and General Affairs - on the proposal of university members	December 2010	<b>realised</b> <sup>7</sup>	/	/	/
(16. Judging merit/II. Recruitment)						
Supplementing internal instructions in terms of the selection procedure, as described in 16./II. of the Charter and the Code; appointing qualified or competent faculty staff (defining knowledge and skills required);	Department of Personnel, Legal and General Affairs	December 2010	<b>realised</b> <sup>8</sup>	/	/	/
(17. Variations in the chronological order of CVs/II. Recruitment)						
Acknowledging mobility in the appointment process; calling attention (during the preparation of the national action plan and the NRDP) to deficiencies in terms of postdoctoral positions and taxation of fellowships;	management and professional services of the Rector's Office	2011	<b>realised</b>	/	/	/
(18. Recognition of mobility experience/II. Recruitment)						
Revising appointment procedures in accordance with the Charter and the Code as to include all recommendations from 19./II.	Department of Personnel,	2011	<b>realised</b>	/	/	/
			prepared and			

<sup>7</sup> Upon examination it has been established that modifications are unnecessary since existing internal rules and instructions ensure appropriate selection procedures.

<sup>8</sup> In practice, variations in the chronological order of CVs are taken fully into account and are considered a positive experience contributing to the candidate's fundamental knowledge and skills.

(20. Recognition of qualifications/II. Recruitment)	Legal and General Affairs		being implemented/ up for adoption (approval)			
<p>Adapting the human resources manual in accordance with the following recommendations:</p> <ul style="list-style-type: none"> <li>- recommendations concerning the recognition of mobility experience: the stay in another country/region, research organization (public or private), transition from one discipline or sector to another, irrespective of career level; virtual mobility must be considered a valuable contribution to the career development of researchers; mobility must be acknowledged in the selection procedure;</li> <li>- recommendations for evaluating and appraising academic and professional qualification, including non-formal qualifications of all researches, in particular in the context of international and professional mobility;</li> <li>- familiarizing oneself and gaining a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels;</li> <li>- determining whether the needs of the position are in line with the required qualification level so that they do not present a barrier to entry;</li> <li>- focusing on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were acquire;</li> <li>- acknowledging long professional developments since professional</li> </ul>	<p>Department of Personnel, Legal and General Affairs</p>	<p>December 2010</p>	<p><b>realised</b></p> <p>Note:          Since these points are already included in the rules on promotions as well as in the appointment criteria, it is unnecessary to supplement the human resources manual.</p>	<p>/</p>	<p>/</p>	<p>/</p>

qualifications may be acquired at the beginning of a long career or seniority.						
(20. Recognition of qualifications/II. Recruitment) Supplementing general acts of UM with guidelines of this principle and calling attention to deficiencies during the preparation of the national action plan and the NRDP;  Formulating rules and guidelines for the recruitment and appointment of postdoctoral researchers; determining the maximum duration and the objectives of such appointments. Such guidelines should take into account the time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.	Department of Personnel, Legal and General Affairs	December 2010	realised <sup>9</sup>	/	/	/
(21. Postdoctoral appointments/II. Recruitment)  Examining possibilities for: - putting forward a proposal for the organization of day care during the research process; - adapting the teaching load to the needs of motherhood.	management and professional services of the Rector's Office	2011	realised <sup>10</sup>	/	/	/
(24. Working conditions/III. Working conditions and social security) Calling attention to the need for changes in research funding for universities in order to	management and	2011	realised	/	/	/

<sup>9</sup> During postdoctoral training, the researcher is employed at the university for the period of funding (funding is usually provided by the Slovenian Research Agency). Researchers are aware that they must engage in a new research project if they wish to pursue an academic career at the university after the expiry of the aforementioned period. Concerning the maximum duration of appointments, the university must adhere to the Employment Relationship Act and the intended use of public funds when formulating guidelines and rules. In the recruitment procedure, guidelines for postdoctoral appointment or employment are taken into account.

<sup>10</sup> Upon examination it has been established that, in accordance with the provisions of the Act of Intervention Steps because of Economic Crises, there are not enough resources for such a project.

<p>achieve greater stability and permanence of employment (during the preparation of the national action plan and the NRDP);</p> <p>(25. Stability and permanence of employment/III. Working conditions and social security)</p>	<p>professional services of the Rector's Office</p>					
<p>Calling attention to the need for changes in research funding for universities (during the preparation of the national action plan and the NRDP); studying the proposal for changing the salary system for researchers (separating them from civil servants) and acknowledging the special status of foreigners</p> <p>(26. Stability and permanence of employment/ III. Working conditions and social security)</p>	<p>management and professional services of the Rector's Office</p>	<p>2011</p>	<p><b>realised</b></p>	<p>/</p>	<p>/</p>	<p>/</p>
<p>Supplementing the university's instructions for both recruitment and the establishment of bodies with the gender balance principle</p> <p>(27. Gender balance/III. Working conditions and social security)</p>	<p>UM bodies</p>	<p>December 2010</p>	<p><b>unrealised<sup>11</sup></b></p>	<p>/</p>	<p>/</p>	<p>/</p>
<p>Calling attention to deficiencies (during the preparation of the national action plan and the NRDP) in order ensure national funding enabling career development (preferably within the context of human resources management) and preparation of specific strategies for career development at all career stages of researchers, irrespective of their contractual situations, including researchers on fixed-term contracts;</p> <p>Ensuring appropriate qualification and active involvement of supervisors who are providing researchers with support and guidance on their</p>	<p>management and professional services of the Rector's Office</p> <p>university members</p>	<p>2011</p> <p>2011 (ongoing tasks until the adoption of the national action plan and the NRDP (2011))</p>	<p><b>realised<sup>12</sup></b></p>	<p>/</p>	<p>/</p>	<p>/</p>

<sup>11</sup>

*Note:* Supplementing the university's instructions would not be reasonable since gender balance is already taken into account when appointing members to various committees. However, in cases where committee members are elected rather than appointed, gender balance cannot be taken into account.

<sup>12</sup> Internal documents will be adapted where appropriate after the Research and Innovation Strategy of Slovenia 2011-2020 has been realised.



<p>personal and professional development, thus motivating them and contributing to reducing any insecurity in their professional future; supplementing the human resources manual in this respect;</p> <p>(28. Career development/III. Working conditions and social security)</p>						
<p>Supplementing internal instructions, manuals and rules with the acknowledgment of geographical, cross-sectoral, inter- or trans-disciplinary and virtual mobility, as well as mobility between public and private sector as an effective means of improving scientific discoveries and professional development at various career stages;</p> <p>Calling attention to obstacles for the implementation (29./III.) of recommendations on the portability of grants and social security provisions in the context of mobility (during the preparation of the national action plan and the NRDP);</p> <p>(29. Value of mobility/III. Working conditions and social security)</p>	<p>university members, management and professional services of the Rector's Office</p>	<p>2011</p> <p>2011</p>	<p><b>realised</b></p>	<p>/</p>	<p>/</p>	<p>/</p>
<p>Calling attention to deficiencies (during the preparation of the national action plan and the NRDP) in order to ensure national funding that will enable researchers at all career stages, irrespective of their contractual status, to obtain career advice, which would require additional financial and suitably qualified human resources;</p> <p>(30. Access to career advice/III. Working conditions and social security)</p>	<p>management and professional services of the Rector's Office</p>	<p>2011</p>	<p><b>realised</b></p>	<p>/</p>	<p>/</p>	<p>/</p>
<p>Formulating and adopting the Rules on Managing Intellectual Property Rights at the University of Maribor</p>	<p>UM bodies</p>	<p>September 2010</p>	<p><b>partly realised<sup>13</sup></b></p>	<p>UM bodies Department of Personnel,</p>	<p>January 2012</p>	<p>realised <a href="http://www.um.si/en/research/intellectual_pr">http://www.um.si/en/research/intellectual_pr</a></p>

<sup>13</sup> Rules on Intellectual Property Management- ready for consideration until the adoption by UM bodies.

(31. Intellectual Property Rights/III. Working conditions and social security)				Legal and General Affairs		operty/Pages/default.aspx
Supplementing general acts of UM with the staff evaluation procedure so that co-authorship can be viewed positively, irrespective of career stage, as evidence of a constructive approach to the conduct of research, or as a means of publishing research results independently from supervisors;	UM bodies	December 2010	<b>realised</b>	/	/	/
(32. Co-authorship/III. Working conditions and social security)						
Calling attention to deficiencies during the preparation of the national action plan and the NRDP - legislative proposal in accordance with 34./III;	UM bodies	December 2010	<b>realised</b>	/	/	/
(34. Complaints and appeals/III. Working conditions and social security)						
Supplementing the UM Statute in order to ensure the representation of researchers in relevant information, consultation and decision-making bodies, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of UM;	UM bodies	December 2010	unrealised <sup>14</sup>	/	/	/
(35. Participation in decision-making bodies/III. Working conditions and social security)						
Proposing programme funding (during the preparation of the national action plan and the NRDP) and the establishment of a system for continuous development, training and preparations of researchers for their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators at different career stages;	Management and professional services of the Rector's Office	2011	<b>realised</b>	/	/	/

<sup>14</sup> Note: Although the Statute specifies cases in which consultation bodies consist of members who are only researchers, their representation cannot be subject to a quota since their insufficient number would not ensure a balanced representation.



Univerza v Mariboru

**European Partnership for Researchers**  
European Charter for Researchers/Code of Conduct for the Recruitment of Researchers  
Human Resources Strategy for Researchers incorporating the Charter and Code – ACTION PLAN



HR EXCELLENCE IN RESEARCH

(37. Supervision and managerial duties, 38. Continuing Professional Development, 39. Access to research training and continuous development, 40. Supervision/IV. Training)						
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Maribor, 23 May 2013

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