



## University of Ljubljana

Report on the implementation of measures laid down in the UL Human Resources Strategy for Researchers and Teachers 2017–2020 with Action Plan

Adopted by the UL Senate at its third session on 21 December 2021.

Rector

Prof. Dr Gregor Majdič

UL HUMAN RESOURCES STRATEGY FOR RESEARCHERS AND TEACHERS 2017–2020 WITH ACTION PLAN

Adopted by the UL Senate at its second session on 21 November 2017.

RECTOR

Prof. Dr Igor Papič



This document is the UL report on the implementation of measures laid down in the UL Human Resources Strategy with Action Plan for the 2017–2020 period. It is based on the UL Strategy 2012–2020 and the evaluation of the implementation of the UL Human Resources Strategy for Researchers' Career Development for the period 2012–2016. The realisation of the objectives and measures of this action plan is monitored by the UL vice-rector in charge of research and development and the UL Committee for Research and Development. The objectives and measures planned are presented by individual substantive areas modelled after the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The Strategy and the Action Plan are accompanied by the Report on the measures that were implemented in the 2017–2020 period.



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## I. ETHICAL AND PROFESSIONAL ASPECTS

### 1. Research freedom

**Objective 1: Establish a central system for regular informing of the academic and wider public on research topics and scientific research achievements (a partly achieved objective of the previous period)**

1.1. Adopt or amend university rules on compulsory submission of and open access to researchers' publications and research data (partly implemented measure of the previous period)

DEADLINE: 3/4 2018

RESPONSIBLE BODY: University Office for Library Activities

INDICATOR: Rules amended and adopted

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

The amendment of the university rules on compulsory submission of and open access to researchers' publications and research data was not adopted. In late 2018, Coalition S, of which the Slovenian Research Agency is a member, published Plan S, which was supported by the European Commission. Plan S governs open access and is to be enforced for 2021, as it has already been included in Horizon Europe. To implement Plan S, the Slovenian Research Agency would have to carry out a pilot project, based on which the UL could prepare its rules that would comply with Plan S. Since the Slovenian Research Agency did not conduct said pilot, the UL did not prepare its rules, as researches would be hard-pressed to meet the requirements of both documents if the internal rules turned out to be different from those of Plan S.

1.2. Examine possibilities for regulating the area of copyright and other rights at the UL level (partly implemented measure of the previous period)

DEADLINE: 4/4 2019

RESPONSIBLE BODY: University Office for Research and Intellectual Property INDICATOR: Regulation of copyright and other rights at the UL level

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

The Rectors' Conference of the Republic of Slovenia appointed a working group that prepared draft amendments to the Copyright and Related Rights Act (ZASP). On 11 July 2017, the Rectors' Conference approved the draft amendment and forwarded it to the competent ministries (the Ministry of Economic Development and Technology and the Ministry of Education, Science and Sport). The Rectors' Conference proposal referred to the regulation of written copyright work from employment relationships with public research organisations, regulation of software and databases, the use of study materials in e-classrooms, regulation of the public repository, and regulation of students' final theses. In 2021, the Copyright and Related Rights Act (ZASP) was to be changed for alignment with the EU directive that also impacts the education process. The UL will monitor the process of amending the act and will become actively involved in repeated proposal of certain amendments.

1.3. Adopt and implement UL rules on research data and documentation archiving (storage) by the UL members (partly implemented measure of the previous period)

DEADLINE: 1/4 2019

RESPONSIBLE BODY: Special working group, University Office for Legal Affairs

INDICATOR: Prepared draft internal document on permanent storage of research data and documents at the UL

ACHIEVEMENT OF THE INDICATOR WITH NOTES: Archiving (storage) of research data at member



faculties is a complex process and a continuous task. Some member faculties – e.g. the Faculty of Social Sciences – have already set up an Archive of Social Science Data, but we are also facing staff issues, as we find that Slovenia lacks experts who would take over the handling of research data and master archiving and documentation skills.

1.4. Organise a UL research conference – a conference on the significance of the research work performed by universities for social development with the emphasis on ethical aspects

DEADLINE: 4/4 2019 (upon the UL's centennial)

RESPONSIBLE BODY: Committee for Research and Development in cooperation with professional services

INDICATOR: Conference executed

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been fulfilled. On 17 September 2019, the Cutting Edge conference was held at the UL at the premises of the Faculty of Chemistry and Chemical Technology; it was attended by more than 160 participants from various UL faculties and other public research institutes. The conference was organised in cooperation with the Cutting Edge society, the Institute of Chemistry, the National Institute of Biology and the Jožef Stefan Institute, in partnership with the Science on the Street society and the Research Centre of the Slovenian Academy of Sciences and Arts (ZRC SAZU).

## 2. Ethical principles

### **Objective 2: Strengthen the observation of ethical aspects/integrity in research, habilitation and promotion**

2.1. Prepare guidelines for taking into account ethical aspects in research involving individuals.

DEADLINE: 2/4 2017

RESPONSIBLE BODY: UL Management, University Office for European Projects, Committee for Research and Development

INDICATOR: Guidelines published on the UL website

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved.

The guidelines have been adopted and published at

[https://www.uni-lj.si/raziskovalno\\_in\\_razvojno\\_delo/etika\\_in\\_integriteta\\_v\\_raziskovanju/](https://www.uni-lj.si/raziskovalno_in_razvojno_delo/etika_in_integriteta_v_raziskovanju/)

2.2. Establish a university commission for ethical evaluation of research involving individuals

DEADLINE: 4/4 2018

RESPONSIBLE BODY: UL Management, Committee for Research and Development

INDICATOR: Adopted act on the establishment of the commission and the appointment of its members

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. At its session held on 23 October 2018, the UL Senate adopted a decision to found the Human Research Ethics Committee. At the same session, members of said Committee were appointed.

2.3. Prepare an on-line training seminar on handling ethical aspects of research which involves working with people

DEADLINE: 2/4 2019

RESPONSIBLE BODY: UL Management, Committee for Research and Development, aided by experts

INDICATOR: Developed and posted online seminar; the number of views is increasing



**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

The indicator has not been achieved. The Human Research Ethics Committee should have prepared training content relating to the rules and guidelines in this area. In 2019, the Committee was preparing formal documents on the functioning of the Committee itself. In 2020, the epidemic brought many other obligations and so the development and implementation of this training was postponed to late 2021.

**2.4. Prepare procedures and proposals for measures in cases of a violation of ethical principles in research work**

DEADLINE: 1/4 2019

RESPONSIBLE BODY: Committee for Research and Development, University Office for Legal Affairs and Documentation and Archives

INDICATOR: Adopted and published document on procedures and measures to be taken in cases of a violation of ethical principles in research work

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. In 2020, measures to be taken in the event of a violation of ethical principles in research were prepared and incorporated in the new Regulations of the University Ethical Issues Committee adopted by the UL Senate on 20 April 2021.

### 3. Professional responsibility

**Objective 3: Ensure the responsibility of researchers to society**

3.1. Prepare guidelines, recommendations and examples of good practice for researchers on how to involve social stakeholders in their research work by taking into account ethical principles.

DEADLINE: 1/4 2019

RESPONSIBLE BODY: UL Management, university's professional services, Committee for Research and Development

INDICATOR: Guidelines communicated to member faculties and published on the UL website

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

The indicator has not been achieved. The measure is yet to be carried out. Training will be implemented in 2021, while the preparation of guidelines will be carried over to the next action plan, representing an ongoing task.

### 4. Professional attitude

**Objective 4: Strengthen professional support to researchers in HR and R&D fields**

4.1. Additional recruitment of expert associates at member faculties and the Rectorate (in line with financial resources)

DEADLINE: 4/4 2019

RESPONSIBLE BODY: UL Management and member faculties' managements, the Rectorate's Human Resources Service, and HR services of member faculties

INDICATOR: The number of newly employed expert associates in HR and research services

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. In the 2017–2020 period, the UL recruited a total of 20 new expert associates to provide professional support to researchers in the HR and R&D fields. 15 people or 11.2 FTE / 20 people were employed at member faculties in their research services (Biotechnical Faculty, School of Economics and Business, Faculty of Architecture, Faculty of Social Sciences, Faculty of Pharmacy, Faculty of Civil and Geodetic Engineering, Faculty of Chemistry and Chemical Technology, Faculty of Mathematics and Physics, Faculty of Social Work, Faculty of Medicine, Faculty of Law, Faculty



of Health Sciences). 5 people or 1.8 FTE / 20 people were employed in HR (Biotechnical Faculty, Faculty of Pharmacy, Faculty of Mathematics and Physics, Faculty of Medicine, Faculty of Education).

4.2. Put forth initiatives for additional funds (national resources and structural funds) intended for the training of researchers to strengthen professional attitude

DEADLINE: 3/4 2018 and continued

RESPONSIBLE BODY: UL Management

INDICATOR: Initiatives sent

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. On 14 February 2017, the Rectors' Conference of the Republic of Slovenia sent the initiative to the government, the Ministry of Education, Science and Sport and the Government Office for Development and European Cohesion Policy. In the initiative, it proposed synergies of financing from the Horizon 2020 funds with structural funds to raise the research excellence and innovation activities of Slovenian universities.

## 5. Contractual and legal obligations

### Objective 5: Strengthen the protection of intellectual property and authorship

5.1. Recruitment of an additional person for matters relating to intellectual property

DEADLINE: 3/4 2017

RESPONSIBLE BODY: UL Management, University Office for Research, Development and Intellectual Property, University Human Resources Service

INDICATOR: Additional person employed

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

The indicator was exceeded – in 2018 we reorganised professional services at the UL. As a result, the University Research, Development and Intellectual Property Service became the Knowledge Transfer Office. The number of employees grew from 2 people to 9.

5.2. Prepare an online training seminar on intellectual property

DEADLINE: 4/4 2019 and continued

RESPONSIBLE BODY: University Research, Development and Intellectual Property Service, aided by external experts

INDICATOR: Developed and posted online seminar, the number of views is increasing

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The Knowledge Transfer Office prepared several different online lectures and seminars. All educational materials are available on the Knowledge Transfer Office's YouTube channel at <https://www.youtube.com/channel/UCmbfHgCpKQd05NWLbv9SDDw/videos>.

## 6. Accountability

### Objective 6: Reduce risks in the financial management of research projects

6.1. Prepare brief and transparent information about issues that require special attention in terms of the financial management of European projects

DEADLINE: 2/4 2018

RESPONSIBLE BODY: University Office for European Projects

INDICATOR: A document published on SharePoint

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**





This indicator has been achieved. The information is published on the UL website at: [https://www.uni-lj.si/raziskovalno\\_in\\_razvojno\\_delo/sodelovanje\\_ul\\_v\\_evropskih\\_programih/](https://www.uni-lj.si/raziskovalno_in_razvojno_delo/sodelovanje_ul_v_evropskih_programih/)

## 7. Good practice in research

### Objective 7: Regulate the management and protection of research data

7.1 Prepare comprehensive instructions regarding research data management and research data restoration in the event of IT failure and regarding the protection of the confidential and personal data collected during research work

DEADLINE: 3/4 2019

RESPONSIBLE BODY: University Office for Legal Affairs and Documentation and Archives, University ICT Office, Data Protection Officer (DPO, when one is appointed; if a DPO is appointed at each member faculty, a working group may be formed)

INDICATOR: Instructions adopted and published on SharePoint

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been partially achieved. The UL has its Rules on the Secure Processing of Personal Data at the University of Ljubljana. We are waiting for the ZVOP-2 (Personal Data Protection Act), which must implement the EU Regulation.

We have also adopted an information security policy. We are facing a lack of experts on handling research data. We have, however, set up the UL Repository for Specialised Collections. It has been possible to store research data in the Archive of Social Science Data for over 20 years. In the future, it will be possible to work with Elixir, for which high-speed network connectivity has been provided and which also enables secure data storage and retrieval.

## 8. Dissemination, exploitation of results

### Objective 8: Implement open access

8.1. Fully implement the depositing of research publications in the UL Repository with mandatory indication of employment at the UL

DEADLINE: 4/4 2017 and continued

RESPONSIBLE BODY: University Office for Library Activities

INDICATOR: Depositing possible, number of deposits is increasing

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been partially fulfilled. The UL Repository has been set up for storage. We are, however, aware of the technical restrictions given the expected scope of research publications and data, which is why system upgrades should continue in the future.

8.2. Prepare a plan for storing open research data.

DEADLINE: 2/4 2019

RESPONSIBLE BODY: University Office for Library Activities

INDICATOR: Plan adopted and published

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has not been achieved. Reason: We expected a pilot project to be prepared by the Slovenian Research Agency, in line with Section 7 of the National Strategy for Open Access to Scientific Publications and Research Data in Slovenia 2015–2020, based on which we would receive guidelines about data storage and open access to the UL research data. However, the Slovenian Research Agency did not carry out the pilot.



### 8.3. Recruit a person for public communication relating to research (in line with financial resources)

DEADLINE: 4/4 2019

RESPONSIBLE BODY: UL Management, HR Service

INDICATOR: A person employed for public communication relating to research

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has only been partially implemented. The tasks of public communication relating to research were partially assumed by a person working in the University Office for Research Activity. We have also established a new platform for the publication of research news.

### 8.4. Prepare a guide for the management of industrial property rights in cases of companies owned by employees

DEADLINE: 2/4 2019

RESPONSIBLE BODY: University Office for Research, Development and Intellectual Property

INDICATOR: Publication of the guide on the UL website or SharePoint

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. The guide for the management of industrial property rights in cases of companies owned by employees is part of the Guide to Knowledge Transfer, which is published at: English version: <https://ppz.uni-lj.si/app/uploads/sites/15/2021/04/Guid-to-knowledge-transfer-at-the-University-of-Ljubljana-final.pdf> and Slovenian version: [https://ppz.uni-lj.si/app/uploads/2021/01/Vodnik-po-prenosu-znanja-na-Univerzi-v-Ljubljani\\_elektronskaC-FINAL.pdf](https://ppz.uni-lj.si/app/uploads/2021/01/Vodnik-po-prenosu-znanja-na-Univerzi-v-Ljubljani_elektronskaC-FINAL.pdf)

## 9. Public engagement

### Objective 9: Improve the qualifications of researchers for cooperation with the general public

#### 9.1. Prepare training for researchers regarding communication with the public and writing non-scientific articles on research studies

DEADLINE: 4/4 2018 and continued

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: Execution of training at least once a year, continued monitoring of effects – increased positive evaluation of participants (doctoral students and researchers)

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

The indicator has been fulfilled: in 2018 and 2020, a seminar was organised for researchers on the topic of communicating research work to the general public. The seminar was carried out in cooperation with SciConnect.

#### 9.2. Adoption of guidelines with the framework of a multiple-year programme on the promotion of scientific research work at the UL and recommendations on methods and forms of promotion and public communication by target group (partially implemented measure of the previous period)

DEADLINE: 1/4 2019

RESPONSIBLE BODY: UL Management, Committee for Research and Development

INDICATOR: Publication of guidelines on the UL website

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. The guidelines are published online at: [https://www.uni-lj.si/university/organization\\_legal\\_framework\\_and\\_reports/statutes\\_of\\_ul\\_and\\_regulations/2018091311035970/](https://www.uni-lj.si/university/organization_legal_framework_and_reports/statutes_of_ul_and_regulations/2018091311035970/)



## 10. Non-discrimination

### Objective 10: Establish a mechanism for eliminating all types of discrimination

10.1. To expand the competences of the Ethical Issues Committee to handling complaints regarding discrimination and possibilities to reprimand member faculties

DEADLINE: 4/4 2018

RESPONSIBLE BODY: UL Management, Ethical Issues Committee

INDICATOR: Supplementation of the Rules of Procedure for the Ethical Issues Committee

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. New rules have been adopted. They were prepared by the end of 2020. Due to the crisis situation, the rules were only adopted in April 2021.

At the UL, any discriminatory conduct is also handled based on the Rules on Measures to Protect the Dignity of Employees at the University of Ljubljana and Students of the University of Ljubljana.

10.2. Prepare a policy to prevent discriminatory practice

DEADLINE: 2/4 2019

RESPONSIBLE BODY: UL Management, University Human Resources Service, Ethical Issues Committee, special working committee INDICATOR: Adopted policy with measures

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. We have UL Rules on Measures to Protect the Dignity of Employees at the University of Ljubljana and Students of the University of Ljubljana. We have also appointed an Ethical Issues Committee and all employees are familiar with the procedures implemented by this Committee and defined by the mentioned Rules. Any employee can initiate the procedure by themselves, or it can be initiated by the Committee.

## 11. Evaluation/appraisal systems

### Objective 11: Improve the evaluation system for research work from quantitative to qualitative evaluation

11.1. A comprehensive reform of habilitation criteria

DEADLINE: 2/4 2019

RESPONSIBLE BODY: UL Management, Habilitation Committee

INDICATOR: New habilitation criteria adopted and published

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been partially fulfilled. The criteria were updated several times in the 2017–2020 period, especially during the epidemic, when the criteria requirements had to be adapted to epidemiological situation. The basis for the adoption of the criteria are minimum standards of the Slovenian Quality Assurance Agency for Higher Education, which the UL is obliged to consider.

## II. RECRUITMENT

## 12. Recruitment

12. Objective 12: Enhance open, transparent and merit-based recruitment (OTMR)



12.1. Publish internal instructions for recruitment in Slovenian and English on the UL website  
DEADLINE: 4/4 2017

RESPONSIBLE BODY: University Human Resources Service

INDICATOR: Instructions for recruitment in Slovenian and English published on the UL website

ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. The instructions have been published:

- in Slovene:  
[https://www.uni-lj.si/o\\_univerzi\\_v\\_ljubljani/organizacija\\_pravilniki\\_in\\_porocila/predpisi\\_statut\\_ul\\_in\\_pravilniki/2013071111321970/](https://www.uni-lj.si/o_univerzi_v_ljubljani/organizacija_pravilniki_in_porocila/predpisi_statut_ul_in_pravilniki/2013071111321970/)
- in English:  
[https://www.uni-lj.si/university/organization\\_legal\\_framework\\_and\\_reports/statutes\\_of\\_ul\\_and\\_regulations/2017121115423926/](https://www.uni-lj.si/university/organization_legal_framework_and_reports/statutes_of_ul_and_regulations/2017121115423926/)

12.2. Introduce e-applications to recruitment competitions

DEADLINE: 3/4 2019 and continued

RESPONSIBLE BODY: UL Management, University Human Resources Service, ICT Office

INDICATOR: Prepared technical platform for recruitment e-applications (transfer to the new business information system); the number of possible e-applications is increasing

ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. We have introduced a system of e-applications for recruitment via email to the general email address. Applications with documents are transferred to the GC system, where they are available and archived in line with the archiving rules.

We are currently in the process of introducing a new business information system, which will include a special recruitment module and will enable direct e-applications.

12.3. Introduce more precisely clarified replies to candidates who attend job interviews

DEADLINE: 4/4 2018

RESPONSIBLE BODY: University Human Resources Service

INDICATOR: Supplemented internal instructions for recruitment

ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. The supplemented instructions are published on the website at:

[https://www.uni-lj.si/o\\_univerzi\\_v\\_ljubljani/organizacija\\_pravilniki\\_in\\_porocila/predpisi\\_statut\\_ul\\_in\\_pravilniki/2013071111321970/](https://www.uni-lj.si/o_univerzi_v_ljubljani/organizacija_pravilniki_in_porocila/predpisi_statut_ul_in_pravilniki/2013071111321970/)

and instructions on implementing HR procedures:

<https://intranetul.uni-lj.si/KadrovskaSluzba/Pravilniki/Forms/AllItems.aspx?RootFolder=/KadrovskaSluzba/Pravilniki/Navodila%20za%20izvajanje%20kadrovskih%20postopkov%20za%20visoko%C5%A1olske%20u%C4%8Dite%20in%20znanstvene%20delavce%20in%20sodelavce&FolderCTID=0x012000DC19FB6CB84A794EA8BFCF80BE07973C&View=%7bF581EE28-E24D-42E5-9046-824E99242776%7d>

12.4. Include the implementation of open competitions in annual self-evaluation used to assess improvements in particular areas

DEADLINE: 4/4 2018 – continued supplementation

RESPONSIBLE BODY: UL Management, University Human Resources Service, University Office for Quality Assurance, Analyses and Reporting



INDICATOR: A supplemented self-evaluation form

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. We added this area to the forms that are prepared for annual self-evaluation reports.

12.5. To introduce indicators that will monitor the progress made by the UL towards the defined objective of open, transparent and merit-based recruitment

DEADLINE: 2/4 2019 and continued monitoring

RESPONSIBLE BODY: UL Management, University Office for Quality Assurance, Analyses and Reporting, University Human Resources Service

INDICATOR: Adopted set of indicators and continued monitoring of indicator values

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

Along with the supplemented self-evaluation form within the annual templates for business reports, we adopted a set of indicators, by means of which we can implement monitoring, and have established continued monitoring, analyses and reporting.

## 13. Recruitment (Code)

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 14. Selection (Code)

### Objective 14: Raise the quality of selection procedures

14.1. Prepare instructions for the members of selection committees for open, transparent and merit-based recruitment

DEADLINE: 4/4 2018

RESPONSIBLE BODY: UL Management, HR Service

INDICATOR: Instructions prepared and published

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

The indicator has been achieved; instructions on HR procedures include, for salary group D, the rule on the appointing and functioning of selection committees.

14.2. Organise online training for the implementation of selection procedures for members and potential members of selection committees

DEADLINE: 3/4 2019

RESPONSIBLE BODY: UL Management, HR Service

INDICATOR: Developed and published online training, ongoing monitoring of the number of training participants

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

The indicator has not been achieved due to staff- and time-related constraints which result from the introduction of the new business information system that has been in progress since 2019 and the epidemic, which caused us to re-prioritise our work.



## 15. Transparency (Code)

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 16. Judging merit (Code)

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 17. Variations in the chronological order of CVs (Code)

**Objective 17: Promote equal treatment of women in research projects of the Slovenian Research Agency**

17.1. Prepare an initiative for the Slovenian Research Agency to take due account of career interruptions and ensure that young mothers on maternity leave are admitted a period exceeding the last 5 years in SICRIS (Slovenian Current Research Information System) **DEADLINE: 1/4 2018**

**RESPONSIBLE BODY:** UL Management, University Office for Research, Development and Intellectual Property

**INDICATOR:** The initiative prepared and sent; monitoring the amendment of the Slovenian Research Agency rules

### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. We sent the initiative to the Slovenian Research Agency on 27 March 2017; the initiative was implemented.

We are monitoring amendments to the Slovenian Research Agency rules on an ongoing basis and cooperate with the Agency in preparing amendments whenever proposals are necessary.

## 18. Recognition of mobility experience (Code)

**Objective 18: Include the mobility criterion in the selection procedure**

18.1. To include mobility among the criteria for the selection of candidates for new jobs, taking into account the possibilities for candidates with special needs

**DEADLINE:** 4/4 2018

**RESPONSIBLE BODY:** UL Management, University Human Resources Service, University Office for Legal Affairs

**INDICATOR:** Supplemented instructions for recruitment in terms of taking into account the mobility criterion for selection

### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. Instructions are available at:

[https://www.uni-](https://www.uni-lj.si/o_univerzi_v_ljubljani/organizacija_pravilniki_in_porocila/predpisi_statut_ul_in_pravilniki/201307111321970/)

[lj.si/o\\_univerzi\\_v\\_ljubljani/organizacija\\_pravilniki\\_in\\_porocila/predpisi\\_statut\\_ul\\_in\\_pravilniki/201307111321970/](https://www.uni-lj.si/o_univerzi_v_ljubljani/organizacija_pravilniki_in_porocila/predpisi_statut_ul_in_pravilniki/201307111321970/)

[https://www.uni-](https://www.uni-lj.si/university/organization_legal_framework_and_reports/statutes_of_ul_and_regulations/2017121115423926/)

[lj.si/university/organization\\_legal\\_framework\\_and\\_reports/statutes\\_of\\_ul\\_and\\_regulations/2017121115423926/](https://www.uni-lj.si/university/organization_legal_framework_and_reports/statutes_of_ul_and_regulations/2017121115423926/)



## 19. Recognition of qualifications (Code)

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 20. Seniority (Code)

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 21. Postdoctoral appointments (Code)

### Objective 21: Enhance efforts for the recruitment of postdoctoral candidates

21.1. Call upon the State to publish more open calls for funds earmarked for postdoctoral researchers  
DEADLINE: 1/4 2018

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: Initiative prepared and sent to the Ministry of Education, Science and Sport, the Slovenian Research Agency, and the Government Office for Development and European Cohesion Policy

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. We sent an initiative to increase the share of funding earmarked for postdoctoral research projects to the Slovenian Research Agency on 7 May 2019.

21.2. Promote quality applications to MSCA Individual Fellowships (Horizon 2020) and other international competitions through training and support in application procedures

DEADLINE: 2/4 2017 and continued

RESPONSIBLE BODY: University Office for European Projects

INDICATOR: Set of activities performed; number of successful MSCA IF applications

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

The indicator has been achieved. Every year, the University Office for Research Activity implements a training programme on foreign MSCA IF applications by postdoctoral candidates for application to MSCA IF competitions. The applications' success rate is increasing each year. The Office also organises continuous events entitled Opportunities for Mobility of Researchers and various other events aimed at promoting other EU competitions. Within the EUTOPIA association, the UL was also successful with the application to the MSCA COFUND competition and has also developed other researcher mobility schemes. The success rate of applications for MSCA IF has been high (approx. 30%) since introducing the MSCA Masterclass programme, as we have, in addition to the MSCA IF applications, obtained Widening Fellowships (WF) and the Seal of Excellence (SoE) national financing of well-assessed projects. For comparison: in 2017, we had 1 successful MSCA IF application and 2 SoEs; in 2020, we had 3 MSCA IF, 1 Widening Fellowship and 3 SoEs.

## III. WORKING CONDITIONS AND SOCIAL SECURITY

### 22. Recognition of the profession





**Objective 22: Introduce career monitoring for teachers and researchers**

22.1. Introduce career monitoring for teachers and researchers to make a career plan for each teacher and researcher and to review and adjust it every 2.5 years.

DEADLINE: 1/1 2018

RESPONSIBLE BODY: Member faculties' managements

INDICATOR: Adopted new Rules on teaching and research obligation

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. From November 2017 on, when the master Rules on the Working and Teaching Obligations was adopted, the member faculties have adapted and updated their rules, which the UL Senate adopted continuously upon each amendment.

## 23. Research environment

**Objective 23: Promote stable research funding**

23.1. Put forth to the government initiatives to establish stable research funding for all researchers

DEADLINE: 2/4 2018 and continued

RESPONSIBLE BODY: UL Management in cooperation with professional services INDICATOR: Initiatives prepared and sent out, monitoring the effect

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The UL Management has actively participated in the government advisory group to prepare a new Research and Development Activity Act. The UL proposed, and the proposal was included in the draft act, that universities should be provided with a stable portion of financing for research activity.

## 24. Working conditions

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 25. Stability and permanence of employment

**Objective 25: Resolve the issue of recruiting full-time researchers**

25.1. Prepare a proposal for the legislator to establish a research fund that would cover the cost of employing full-time researchers during bridging periods between projects for a period of one to max. two years

DEADLINE: 4/4 2017

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: Prepared and sent proposal to the Ministry of Education, Science and Sport and the Ministry of Labour, Family, Social Affairs and Equal Opportunities

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. A letter was sent to the Ministry of Education, Science and Sport and the Ministry of Labour, Family, Social Affairs and Equal Opportunities on 28 December 2017.

25.2. Harmonisation of researchers' employment status at UL member faculties with the requirements of the Employment Relationships Act

DEADLINE: 4/4 2019





RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: A completed analysis of the employment status of researchers at member faculties in terms of labour law

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. An analysis of the employment status of researchers at member faculties was conducted. In 2018 and 2019, we supplemented instructions on regulating researchers' status, which, over the two-year transition period, have done away with the discrepancies of the status of employed researchers with the labour legislation.

## 26. Funding and salaries

**Objective 26: Strive to improve the reward scheme for full-time researchers**

26.1. Put forth to the government a proposal for a change of pay grades for university employees

DEADLINE: 2/4 2018

RESPONSIBLE BODY: UL Management in cooperation with professional services

INDICATOR: A proposal prepared and sent to the government and competent ministries

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The UL representatives who participated in the preparation of the new research-related legislation have proposed to regulate a special rewards system for full-time researchers with the new act.

## 27. Gender balance

**Objective 27: Establish a more even representation of genders in leading positions**

27.1. Yearly monitoring of gender representation in different positions and governing bodies.

DEADLINE: 3/4 2018

RESPONSIBLE BODY: University Office for Quality Assurance, Analyses and Reporting, University Human Resources Service  
INDICATOR: An analysis performed and results obtained

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

The indicator has been fulfilled; we have implemented the analysis, but further activities will be necessary to ensure a more even representation of genders in leading positions.

27.2. Prepare recommendations to UL members to take due account of balanced gender representation in promotions and elections to leading positions and governing bodies at faculties

DEADLINE: 1/4 2018

RESPONSIBLE BODY: UL Management, HR Service

INDICATOR: Recommendations sent to member faculties and published on the UL website

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been partially achieved. When calling on member faculties to implement elections, we always appeal to the Management Board and other bodies to consider balanced gender representation. In the future, we will have to further intensify the appeals regarding balanced representation in positions and bodies at member faculties.

27.3. Prepare amendments to the University of Ljubljana rules on governing bodies' elections by taking into account quota for women

DEADLINE: 3/4 2018

RESPONSIBLE BODY: UL Management, University Office for Legal Affairs



INDICATOR: Adopted supplemented UL rules on governing body elections

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The rules have been supplemented but we find that, in practice, gender representation is still unbalanced. Example: elections to the UL Management Board for the 2021 to 2025 term of office.

## 28. Career development

### Objective 28: Qualify and further train supervisors and research team leaders

28.1. Prepare training for supervisors and research team leaders on support for researchers' career development, leadership and human resource management in accordance with financial possibilities (unrealised measure of the previous period)

DEADLINE: 2/4 2019 and continued

RESPONSIBLE BODY: University Human Resources Service in cooperation with other professional services

INDICATOR: Training conducted at least once a year, number of participants, evaluation of training by participants

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been partially achieved. In 2020, two training courses were organised for doctoral students' supervisors, but we did not manage to implement training for research team leaders on the topic of leadership and human resource management.

## 29. Value of mobility

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 30. Access to career advice

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 31. Intellectual property rights

### Objective 31: Enhance knowledge relating to intellectual property rights

31.1. Prepare a guide for researchers with information relating to intellectual property rights

DEADLINE: 2/4 2019

RESPONSIBLE BODY: University Office for Research, Development and Intellectual Property

INDICATOR: A guide published on the University of Ljubljana SharePoint

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved; the guide is published at:

English version:

<https://ppz.uni-lj.si/app/uploads/sites/15/2021/04/Guid-to-knowledge-transfer-at-the-University-of-Ljubljana-final.pdf>

and the Slovenian version:



[https://ppz.uni-lj.si/app/uploads/2021/01/Vodnik-po-prenosu-znanja-na-Univerzi-v-Ljubljani\\_elektronskaC-FINAL.pdf](https://ppz.uni-lj.si/app/uploads/2021/01/Vodnik-po-prenosu-znanja-na-Univerzi-v-Ljubljani_elektronskaC-FINAL.pdf)

## 32. Co-authorship

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 33. Teaching

### Objective 33: Promote the inclusion of researchers in trainings for teachers

33.1. Provide teacher trainings for researchers – sending invitations to teacher trainings organised by the University of Ljubljana, including full-time researchers

DEADLINE: 2/4 2018 and continued

RESPONSIBLE BODY: UL Management and member faculties' managements

INDICATOR: Monitoring the number of researchers attending teacher trainings in annual reports

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

This indicator has been achieved. Annual reports comprise information on the number of researchers who attend trainings.

## 34. Complaints

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

## 35. Participation in decision-making bodies

### Objective 35: Implement the participation of full-time researchers in decision-making bodies

35.1 Implement amendments to the UL member faculties' internal rules, adjusting them to the new UL Statutes considering the provision that will enable full-time researchers (including fixed-term employees) to participate in all decision-making bodies.

DEADLINE: 4/4 2017

RESPONSIBLE BODY: Member faculties' managements, University Office for Quality Assurance, Analyses and Reporting

INDICATOR: UL member faculties' reports on amendments to the internal rules

#### ACHIEVEMENT OF THE INDICATOR WITH NOTES:

The University Office for Legal Affairs reviewed all rules of the member faculties in terms of compliance with the new Statutes and, in the event of discrepancies with the Statutes' provisions providing pure researchers with the option to participate in all decision-making bodies, pointed out such discrepancies to the relevant member faculty and called on it to make amendments. The review of the status of the member faculties' legal documents was also discussed by the Statutory Commission.

35.2 Annual monitoring of the shares of researchers who are included in governing bodies



DEADLINE: 4/4 2018

RESPONSIBLE BODY: Member faculties' managements, University Office for Quality Assurance, Analyses and Reporting

INDICATOR: Share of researchers who are included in governing bodies

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The University Office for Quality Assurance, Analyses and Reporting includes these data in annual reports.

## IV. TRAINING

### 36. Relation with supervisors

**Objective 36: Improve the quality of supervision**

36.1 Amend the rules on doctoral studies in order to provide quality work by supervisors

DEADLINE: 3/4 2018 and continued

RESPONSIBLE BODY: UL Management, University Office for Doctoral Study, University Office for Legal Affairs

INDICATOR: Adopted and published amended rules on doctoral studies

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The Rules on Doctoral Studies, in force since June 2019, is published at:

[https://www.uni-lj.si/studij/doktorska\\_sola/pravila/](https://www.uni-lj.si/studij/doktorska_sola/pravila/)

### 37. Supervision and managerial duties

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

### 38. Continuing professional development

**Objective 38: Develop additional training for researchers in “soft” competences important for their career development**

38.1. Prepare a list of training courses

DEADLINE: 3/4 2018 and continued supplementation

RESPONSIBLE BODY: University Human Resources Service, University Office for Quality Assurance, Analyses and Reporting

INDICATOR: Prepared list, subject to annual updates

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been partially achieved.

In 2019, we began, as the leading consortium partner, to manage the implementation of the Innovative Forms of Learning and Teaching in Higher Education (INOVUP) project. As part of implementing the project, we carried out, in 2019, 125 training sessions in the area of innovative and flexible methods of learning and teaching for higher education teachers and staff, which were attended by 1,614



participants. In 2020, we carried out, together with the consortium partners, 85 training sessions in the area of innovative and flexible methods of learning and teaching for higher education teachers and staff, which were attended by 3,746 participants. We also coordinated the preparation of materials in general and special higher education didactics and continued a pan-Slovenian analysis of the state of play in the area of using methods of and approaches to learning and teaching and of the needs of higher education teachers, offering an insight into frequency of use, viewpoints, practices and needs of higher education teachers in introducing forms of learning, methods and didactic strategies in higher education lessons.

The University Office for Quality Assurance, Analyses and Reporting also implements a programme of training for a culture of quality, which is aimed at the UL employees. Through this programme, we are facilitating the development of specific knowledge and skills for quality, better communication and cooperation among staff and organisational development at various levels of the UL, and we are observing better communication and cooperation in the workplace, an understanding of the area of quality, and better health and personal growth. In 2019, we carried out 8 employee training sessions in these areas. In 2020, we carried out 22 training courses on these topics, which were attended by around 430 employees. Since early 2020, we have conducted training sessions remotely due to the COVID-19 restrictions, but we have maintained an emphasis on interactive training and on the development of staff skills. The evaluation of trainings showed that participants were very satisfied with them, both in terms of the choice of topics and form of training and of the selection of providers. In 2020, due to the COVID-19 situation, we supplemented the programme with planned trainings for stress management and supplemented highly intensive trainings in small groups with trainings for larger numbers of participants. We also enhanced the programme with interactive e-training on the topic of conflict resolution, intended for all employees and students. We prepared and recorded content and examples with various outcomes and placed them interactively in the e-classroom.

In cooperation with Advance HE from the UK, we also carried out, in 2020, a series of three intensive trainings with members of the member faculties' managements and the University Management in the area of management in higher education. The training was aimed at strengthening the strategic management of higher education institutions and planning and managing key development processes.

Annual reports <https://kakovost.uni-lj.si/samoevalvacija-univerze/>

Trainings for a culture of quality <https://kakovost.uni-lj.si/usposabljanja/>

More information on training courses aimed at the research sphere can be found in sections on research activity in business reports.

**38.2. Implementation of training courses (with respect to available financial resources) DEADLINE: 1/4 2019 and continued**

**RESPONSIBLE BODY:** University Human Resources Service

**INDICATOR:** Report on the implementation of training courses and number of participants

#### **ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The following workshops were held in the 2017–2020 period: in 2017: workshop on the possibilities of applying in American research calls, "Opportunities for mobility of researchers"; 2018: A two-day training for science communication, a three-day EUROPAMEDA workshop on project management; 2019: The workshop "How to make presentations in science more engaging", the workshop "Why become an evaluator of European projects?"; the training course "Ethics in H2020 projects, Opportunities for mobility of researchers"; 2020: the workshop "Getting Ready for Horizon Europe"; the workshops "Horizon Proposal Writing: A Hands-on Approach", the workshop "Almost forgotten sections of Horizon proposals", the workshop "Public engagement", the workshop "Science writing for the general public".



### **39. Access to research training and continuous development**

NO PROPOSED OBJECTIVES AND MEASURES OR THESE ARE INCLUDED UNDER OTHER POINTS

### **40. Supervision**

**Objective 40: Establish a supervisory role for vice-deans for research work over researchers at early stages of their career**

40.1. Give instructions to UL member faculties laying down that vice-deans for research work are to take the role of the person to whom researchers can turn in early stages of their career with questions relating to the execution of professional duties **DEADLINE: 2/4 2018**

**RESPONSIBLE BODY:** UL Management

**INDICATOR:** Rector's instructions sent to member faculties

**ACHIEVEMENT OF THE INDICATOR WITH NOTES:**

This indicator has been achieved. The Rector's instructions were sent to vice-deans on 3 September 2018.