

Univerza v Ljubljani



*European partnership for researchers
European Charter for researchers / Code of Conduct
for Recruitment of Researchers*



HR EXCELLENCE IN RESEARCH

University of Ljubljana

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

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

RECTOR

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The present document is the UL Human Resources Strategy with its action plan for the period of 2017-2020. It is based on the UL Strategy 2012-2020 and assessment of the implementation of the UL Human Resources Strategy for researchers career development for the period of 2012-2016. The realisation of the goals and measures of this action plan is monitored by the UL Vice-rector responsible for research and development and the UL Committee for research and development. The goals and measures are presented in line with the individual content areas and principles of the European Charter for researchers and Code of Conduct for Recruitment of Researchers.

| <i>Title action</i> | <i>Timing</i> | <i>Responsible Unit</i> | <i>Indicator(s) / Target(s)</i> |
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| I. ETHICAL AND PROFESSIONAL ASPECTS | | | |
| Research freedom | | | |
| Goal 1: Establish a central UL system for informing the academic and wider public on research topics and results | | | |
| 1.1. Adopt or amend university regulation on compulsory deposit and open access to researchers' publications and research data (partly implemented action of the previous period) | 3/4 2018 | University office for library services | Adoption of amendments and supplements of university regulation |
| 1.2. Explore the possibility of UL regulation in the area of copyright and other rights (partly implemented action of the previous period) | 4/4 2019 | University office for research and intellectual property | Regulation in the area of copyright and other rights at the UL level is accepted |
| 1.3. Adopt or amend university regulation on data and research documentation archiving (storage) by the UL Members (partly implemented action of the previous period) | 1/4 2019 | Special working group, Legal office | Prepared proposal of internal regulation for permanent storage of research data and documents at UL |
| 1.4. To organise a UL research conference – a conference about the significance of the research work performed by universities for social development with the emphasis on ethical aspects | 4/4 2019 (upon UL centennial) | UL Commission for Research and Development Work in cooperation with professional services | Executed conference |
| Ethical Principles | | | |
| Goal 2: To strengthen the observation of ethical aspects or integrity in research, habilitation and promotion | | | |
| 2.1 To prepare guidelines for taking into account ethical aspects in research involving individuals. | 2/4 2017 | UL Management, University Office for European Projects, Commission for Research and Development Work | Guidelines published on the UL website |



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| 2.2 To establish a University commission for ethical evaluation of research involving individuals | 4/4 2018 | UL Ljubljana Management, UL Commission for Research and Development Work | Adopted act on the establishment of the commission and the appointment of its members |
| 2.3 To prepare an online training seminar for ethical aspects in research studies involving work with individuals | 2/4 2019 | UL Management and UL Commission for Research and Development Work with the help of experts | A developed and published online seminar, with increasing number of site visits |
| 2.4 To prepare procedures and proposals for measures in cases of a violation of ethical principles in research work | 1/4 2019 | UL Commission for Research and Development Work, University Office for Legal Affairs and Documentation and Archives | Adopted and published document on procedures and measures to be taken in cases of a violation of ethical principles in research work |
| Professional Responsibility | | | |
| Goal 3: To ensure the responsibility of researchers to the society | | | |
| 3.1 To prepare guidelines, recommendations and good practice examples for researchers how to involve social stakeholders in their research work by taking into account ethical principles | 1/4 2019 | UL Management, university professional offices, UL Commission for Research and Development Work | Guidelines sent to UL Members and published on the University of Ljubljana website |
| Professional attitude | | | |
| Goal 4: To strengthen professional support to researchers in HR and R&D fields | | | |
| 4.1 Additional recruitment of expert associates at Members and the Rectorate (in line with financial resources) | 4/4 2019 | UL and Members managements, Rectorate and Members' HR offices | Number of newly employed expert associates in HR and research services |
| 4.2 Put forth initiatives for additional funds (national resources and structural funds) intended for the training of researchers to strengthen professional attitude | 3/4 2018 and continuing | UL Management | The initiatives sent |
| Contractual and legal obligations | | | |
| Goal 5: To strengthen the protection of intellectual property and authorship | | | |
| 5.1 Recruitment of an additional person for matters relating to intellectual property | 3/4 2017 | UL Management, University Office for Research, Development and Intellectual Property, University Human Resources Service | Additional person employed |



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| 5.2 To prepare an online training seminar on intellectual property | 4/4 2019 and continuing | University Office for Research, Development and Intellectual Property with the help of external experts | A developed and published online seminar, number of site visits is increasing |
| Accountability | | | |
| Goal 6: To reduce risks in the financial management of research projects | | | |
| 6.1 To prepare short and transparent information about issues that require special attention in the financial management of European projects | 2/4 2018 | University Office for European Projects | A published document on SharePoint |
| Good practice in research | | | |
| Goal 7: To regulate the management and protection of research data | | | |
| 7.1 To prepare comprehensive instructions regarding research data management and research data restoration in case of IT failure and regarding the protection of the confidential and personal data collected during research work | 3/4 2019 | University Office for Legal Affairs and Documentation and Archives, University ICT Office, Data Protection Officer (DPO; when one is appointed; if DPO is appointed at each Member, a work group may be formed) | Instructions adopted and published on SharePoint |
| Dissemination, exploitation of results | | | |
| Goal 8: To implement open access | | | |
| 8.1 To fully implement the deposit of research publications in the University of Ljubljana Repository with mandatory publication of UL employees | 4/4 2017 and continuing | University Office for Library Activities | Deposit possible, number of deposits is increasing |
| 8.2 To prepare a plan for storing open research data | 2/4 2019 | University Office for Library Activities | Adopted and published plan |
| 8.3 To recruit a person for public communication relating to research (in line with financial resources) | 4/4 2019 | UL Management, Human Resources Service | An employed person for public communication relating to research |



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| 8.4 To prepare a guide for the management of industrial property rights in cases of companies owned by employees | 2/4 2019 | University Office for Research, Development and Intellectual Property | Publication of the guide on the University of Ljubljana website or SharePoint |
| Public engagement | | | |
| Goal 9: To improve the qualifications of researchers for cooperation with the general public | | | |
| 9.1 To prepare training for researchers regarding communication with the public and writing non-scientific articles on research studies | 4/4 2018 and continuing | UL Management in cooperation with expert services | Execution of training at least once a year, continued monitoring of effects – increased positive evaluation of participants (PhD students and researchers) |
| 9.2 Adoption of guidelines with the framework of a several-year programme on the promotion of scientific research work at the University of Ljubljana and recommendations on methods and forms of promotion and public communication by target group (partly implemented action of the previous period) | 1/4 2019 | UL Management, Commission for Research and Development Work | Publication of guidelines on the University of Ljubljana website |
| Non-discrimination | | | |
| Goal 10: To establish a mechanism for eliminating all types of discrimination | | | |
| 10.1 To expand the competences of the Commission for Ethical Issues to handling complaints regarding discrimination and possibilities to reprimand Members | 4/4 2018 | UL Management, Commission for Ethical Issues | Supplementation of the Rules of Procedure for the Commission for Ethical Issues |
| 10.2 To prepare a policy to prevent discriminatory practice | 2/4 2019 | UL Management, Human Resources Service, Commission for Ethical Issues, special work committee | Adopted policy with actions |
| Evaluation/appraisal systems | | | |
| Goal 11: To improve evaluation system for research work from quantitative to qualitative evaluation | | | |
| 11.1 To revise habilitation criteria comprehensively | 2/4 2019 | UL Management, Habilitation Commission | Adopted and published new habilitation criteria |



| II. RECRUITMENT | | | |
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| Recruitment | | | |
| Goal 12: To enhance the open, transparent and merit-based recruitment | | | |
| 12.1 To publish internal Instructions for recruitment in Slovenian and English on the University of Ljubljana website | 4/4 2017 | Human Resources Service | Instructions for recruitment in Slovenian and English published on the University of Ljubljana website |
| 12.2 To introduce e-applications to recruitment competitions | 3/4 2019 and continuing | UL Management, Human Resources Service, ICT Office | Prepared technical platform for e-applications to recruitment (transfer to the new business information system), the number of possible e-applications is increasing |
| 12.3 To introduce more precisely clarified replies to candidates who attended job interviews | 4/4 2018 | Human Resources Service | Supplemented internal Instructions for recruitment |
| 12.4 To include the implementation of open competitions in annual self-evaluation used to assess improvements in particular areas | 4/4 2018, continuing implementation | UL Management, University of Ljubljana Human Resources Service, University Office for Quality Assurance, Analyses and Reporting | A supplemented self-evaluation form |
| 12.5 To introduce indicators that will monitor the progress made by the UL towards a defined goal of open, transparent and merit-based recruitment | 2/4 2019 and continued monitoring | UL Management, University Office for Quality Assurance, Analyses and Reporting, UL Human Resources Service | Adopted set of indicators and continued monitoring of indicator values |
| Recruitment (Code) | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |



| Selection (Code) | | | |
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| Goal 14: To raise the quality of selection procedures | | | |
| 14.1 To prepare instructions for the members of selection committees for open, transparent and merit-based recruitment | 4/4 2018 | UL Management, Human Resources Service | Prepared and published instructions |
| 14.2 To organise online training for the implementation of selection procedures for the members and potential members of selection committees | 3/4 2019 | UL Management, Human Resources Service | Developed and published online training, ongoing monitoring of the number of training participants |
| Transparency (Code) | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Judging merit (Code) | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Variations in the chronological order of CVs (Code) | | | |
| Goal 17: To promote equal treatment of women in research projects by the Slovenian Research Agency | | | |
| 17.1 To 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) | 1/4 2018 | UL Management, University Office for Research, Development and Intellectual Property | A prepared and sent initiative, monitoring the amendment of the Slovenian Research Agency rules |
| Recognition of mobility experience (Code) | | | |
| Goal 18: To include the mobility criterion in the selection procedure | | | |
| 18.1 To include mobility under criteria for the selection of candidates for new jobs, whereby taking into account the possibilities of candidates with special needs | 4/4 2018 | UL Management, Human Resources Service, Legal office | Supplemented Instructions for recruitment in terms of taking into account the mobility criterion for selection |
| Recognition of qualifications (Code) | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Seniority (Code) | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |



| Postdoctoral appointments (Code) | | | |
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| Goal 21: To enhance efforts for the recruitment of postdoctoral candidates | | | |
| 21.1 To call upon the State to publish more open calls for funds earmarked for postdoctoral researchers | 1/4 2018 | UL Management in cooperation with professional services | Prepared and sent initiative to the Ministry of Education, Science and Sport, Slovenian Research Agency and Government Office for Development and European Cohesion Policy |
| 21.2 To promote quality applications to MSCA Individual Fellowships (Horizon 2020) and other international competitions through training and support in application procedures | 2/4 2017 and continuing | University Office for European Projects | Selection of activities performed, number of successful MSCA IF applications |
| Recognition of the profession | | | |
| Goal 22: To introduce career monitoring for teachers and researchers | | | |
| 22.1 To 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. | 1/1 2018 | UL Members' managements | Adopted new Rules on teaching and research obligation |
| Research environment | | | |
| Goal 23: To promote stable research funding | | | |
| 23.1 To put forth to the government initiatives to establish stable research funding for all researchers | 2/4 2018 and continuing | UL Management in cooperation with professional services | Prepared and sent initiatives, monitoring the effect |



| III. Working Conditions and social security | | | |
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| Working conditions | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Stability and permanence of employment | | | |
| Goal 25: To resolve the issue of recruiting pure researchers | | | |
| 25.1 To prepare a proposal for the legislator to establish research funds that would cover the cost of employing pure researchers during bridging periods between projects for a period of one to max. two years | 4/4 2017 | UL Management in cooperation with professional services | Prepared and sent proposal to the Ministry of Education, Science and Sport, Ministry of Labour, Family, Social Affairs and Equal Opportunities |
| 25.1 Harmonization of the researchers' employment status at UL Members with the requirements of Labour law | 4/4 2019 | UL Management in cooperation with expert services | A completed analysis of the employment status of researchers at Members in terms of labour law |
| Funding and salaries | | | |
| Goal 26: To strive to improve the reward scheme for pure researchers | | | |
| 26.1 To put forth to the government a proposal for a change of pay grades for university employees | 2/4 2018 | UL Management in cooperation with professional services | A proposal prepared and sent to the government and competent ministries |
| Gender balance | | | |
| Goal 27: To establish more equal representation of genders in leading positions | | | |
| 27.1 Yearly monitoring of gender representation in different positions and governing bodies. | 3/4 2018 | University Office for Quality Assurance, Analyses and Reporting, Human Resources Service | An analysis performed and results obtained |
| 27.2 To prepare recommendations to UL Members to take due account of equal gender representation in promotions and elections to leading positions and governing bodies at faculties | 1/4 2018 | UL Management, Human Resources Service | Recommendations sent to UL Members and published on the University of Ljubljana website |
| 27.3 To prepare amendments to the University of Ljubljana rules on governing bodies elections by taking into account quota for women | 3/4 2018 | UL Management, Legal Office | Adopted supplemented UL rules on governing body elections |



| Career development | | | |
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| Goal 28: To qualify and further train supervisors and research team leaders | | | |
| 28.1 To prepare training for supervisors and research team leaders on support for researchers' career development, human resource management pursuant to financial possibilities (unrealised action of the previous period) | 2/4 2019 and continuing | HR Office in cooperation with other professional services | Training conducted at least once a year, number of participants, evaluation of training by participants |
| Value of mobility | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Access to career advice | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Intellectual property rights | | | |
| Goal 31: To enhance knowledge relating to intellectual property rights | | | |
| 31.1 To prepare a guide for researchers with information relating to intellectual property rights | 2/4 2019 | University Office for Research, Development and Intellectual Property | A guide published on the University of Ljubljana SharePoint |
| Co-authorship | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Teaching | | | |
| Goal 33: To promote the inclusion of researchers in trainings for teachers | | | |
| 33.1 To provide teacher trainings for researchers – To send invitations to teacher trainings organised by the University of Ljubljana also to pure researchers | 2/4 2018 and continuing | UL and UL Members' managements | Monitoring the number of researchers attending teacher trainings in annual reports |
| Complaints/appeals | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Participation in decision-making bodies | | | |
| Goal 35: To implement the participation of pure researchers in decision-making bodies | | | |
| 35.1 To implement amendments to the UL Members' internal rules – to adjust them to the new UL Statutes considering the provision that will enable pure researchers (including fixed-term employees) to participate in all decision-making bodies. | 4/4 2017 | UL Members' managements, University Office for Quality Assurance, Analyses and Reporting | UL Members' reports on amendments to the internal rules |
| 35.2 Annual monitoring of the shares of researchers who are included in governing bodies | 4/4 2018 | UL Members' managements, University Office for Quality Assurance, Analyses and Reporting | Share of researchers who are included in governing bodies |



| IV. TRAINING OF RESEARCHERS FOR OBTAINING THE NECESSARY SKILLS AND KNOWLEDGE | | | |
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| Relation with supervisors | | | |
| Goal 36: To improve the quality of supervision | | | |
| 36.1 To amend the rules on PhD studies in order to provide quality work by supervisors | 3/4 2018 and continuing | UL Management, University Office for Doctoral Studies, Legal Office | Adopted and published amended rules on PhD studies, monitoring quality – indicators |
| Supervision and managerial duties | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Continuing professional development | | | |
| Goal 38: To develop additional training for researchers in “soft” competences important for their career development | | | |
| 38.1 To prepare a list of training courses | 3/4 2018 and continued supplementation | UL Human Resources Service | A prepared list that is updated every year |
| 38.2 Implementation of training courses (with respect to available financial resources) | 1/4 2019 and continuing | UL Human Resources Service | Report on the implementation of training courses and number of participants |
| Access to research training and continuous development | | | |
| NO PROPOSED GOALS AND ACTIONS OR THESE ARE INCLUDED UNDER OTHER POINTS | | | |
| Supervision | | | |
| Goal 40: To establish a supervision role of vice-deans for research work over researchers at early stages of their career | | | |
| 40.1 To give instructions to UL Members laying down that vice-deans for research work are to take the role of the person to whom researchers in early stages of their career can turn to with questions relating to the execution of professional duties | 2/4 2018 | UL Management | Rector’s instructions sent to Members |