

University of Ljubljana

**THE UNIVERSITY OF LJUBLJANA STRATEGY FOR RESEACHERS' CAREER
DEVELOPMENT for the Period 2012-2016**

Action plan

Adopted at the 39th session of the UL Senate, dated June 18, 2013

RECTOR
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The University of Ljubljana (hereinafter: the UL) set the Strategy for the development of its researcher's careers (adopted at the UL Senate session on November 27, 2012) in order to achieve the defined objectives by 2016. The planned measures and activities will be realized at the level of the UL Members as well as at the UL level. The plan defines the division of responsibilities for individual actions and the realization of the timeframes. Implementation of this action plan is monitored by the UL Vice-rector in charge of research and development as well as by the President of the UL Commission for research and development. The measures and activities are presented according to the subject areas from the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

I. Ethical and Professional Aspects

1. goal: Establish a central UL system for informing the academic and wider public on research topics and results

Measures and activities:

- implement an insitutional repository including all the publications of researchers, scientific reviews issued by the UL Members, research data bases,
- adopt or amend university regulation on compulsory deposit and open access to researchers' publications and research data,
- explore the possibility of UL regulation in the area of copyright and other rights,
- adopt or amend university regulation on data and research documentation archiving (storage) by the UL Members,
- adopt guidelines and a framework of a long-term programme on promotion of the UL scientific research; define the methods and forms of promotion and informing public by individual target groups; define the UL and the UL Member level; assess the volume of necessary resources,
- update the web-site,
- prepare promotion and presentation material in Slovenian and English language about the current scientific research topics and achievements at the UL.

Responsible:

- the UL leadership and the UL Members leaderships in cooperation with the UL Senate commissions in charge of the development of the library system and in charge of research and development.

Timeframe:

- repository implementation: 2016;
- amendments and supplements of internal regulation on the UL Members' documentation management: 2014, adoption 2015; UL regulation in the area of copyright and other rights: 2016;
- guidelines and a framework of a long-term programme on promotion and dissemination: 2014;
- promotion and presentation material: 2014 and continuing.

2. goal: Raise awareness of researchers and students on ethics in research

Measures and activities:

- prepare a document on ethics in research,
- publish the document on the web-site and include links to the sites of the relevant professional associations or chambers.

Responsible:

- the UL and the UL Members' leaderships in cooperation with the Commission for Ethics and the Commission for research and Development.

Timeframe:

- document on ethics in research and publication of the document: 2014.

3. goal: Tightening the commitment of every individual to conduct in line with the University of Ljubljana Ethical Code or responsibility in case of unethical and unprofessional conduct

Measures and activities:

- prepare the statement or the commitment declaration of individual UL employees, to follow the UL Ethical Code, the professional code and the UL values.

Responsible:

- the Commission for Ethics, the Commission for Doctoral Study and the Commission for Research and Development in cooperation with the professional services (legal service), the UL leadership and the UL Members leaderships.

Timeframe:

- the statement or the commitment: 2014,
- publication on the web-site and in the internal UL acts: 2015.

4. goal: Establishing a system of raising awareness of researchers to work in line with the UL values and ethical principles as well as with the code of their professional or research activity or training area

Measures and activities:

- adopt a framework programme of regular periodic informing and training of researchers and researchers-beginners with the UL ethical code, with the document on ethics in research, with the ethical codes of specific professional area (exp. during the traditional UL celebration week, full professors at the occasion of their promotion, at the promotion of the doctorates of science, second cycle students at the beginning of their study, doctoral students on special occasions at the beginning of their study, researchers on a specific day...),

- inclusion of the programme in the UL Members' annual work programmes.

Responsible:

- the UL Members leaderships in cooperation with the commissions in charge of doctoral study and ethical issues.

Timeframe:

- ethical training framework programme: 2014,
- inclusion in the annual work plans: work plan for 2015 and continuing.

5. goal: Improve the ICT support for continuing information for researchers with novelties and contractual obligations

Measures and activities:

- explore the possibilities of introducing an ICT platform for e-support of research projects,
- implement a unified and integrated ICT platform (according to available financial resources).

Responsible:

- the UL Members leaderships in cooperation with the UL leadership, with the commissions in charge of research and development and in charge of development of ICT system.

Timeframe:

- review of situation and define the relevant contents: 2013/14;
- implement and install the e-platform: 2015;
- upgrade the equipment, depending on the available means: 2015;
- e-platform implementation: 2016.

II. Recruitment

6. goal: Introduction of temporary academic and research titles for researchers-beginners and for foreigners

Measures and activities:

- prepare and adopt a proposal to change and amend the UL Statute (if necessary) and the habilitation criteria.

Responsible:

- Commission for Habilitation in cooperation with the UL and UL Members leaderships and the professional services.

Timeframe:

- draft proposal: 2014; adoption: 2015.

7. goal: Proposal for legal introduction of more flexibility in temporary employment and adaptations of the system (equal opportunities for employees regardless of the employment period)

Measures and activities:

- communicate with the relevant authorities and institutions and constantly reminding of the problems regarding funding.

Responsible:

- the UL leadership with the professional services.

Timeframe:

- the communication in 2013 and continuing until the relevant changes have been adopted (labour, higher education and research legislation).

8. goal: Alert letter to the legislator regarding the administrative obstacles in recruiting foreigners and in international mobility

Measures and activities:

- analyse the situation in recruiting foreigners and in international mobility with possible amendments,
- communicate with the relevant authorities and ministries on detected obstacles in the area of higher education.

Responsible:

- the UL Members and the Rectorate professional services in cooperation with the UL Members leaderships.

Timeframe:

- situation analysis: 2013/14,
- communication with the relevant ministries: 2013 and continuing adaptation of the legislation regulating employment and mobility of foreign citizens.

9. goal: Inclusion of mobility and qualification recognition in the university internal regulation

Measures and activities:

- analyse the relevant internal regulation acts and amendments if needed,
- translate the internal acts (English), relevant for the employment and mobility of foreign citizens.

Responsible:

- the UL Members leaderships in cooperation with professional services and (if needed) with the Commission for Habilitations and the Commission for research and development.

Timeframe:

- situation analysis: 2013/14, amendments: 2015;
- translation: 2013 and continuing adaptation.

10. goal: Prepare a comprehensive information on recognition of foreign education for researchers

Measures and activities:

- prepare and publish the information on the recognition system and links to the sites of the relevant institutions in charge of conducting the recognition procedures.

Responsible:

- the UL Rectorate professional services .

Timeframe:

- preparation and publication of information on the UL site: 2013.

11. goal: Preparation of information package for foreigners, intending to apply for a job at the UL (including the UL internal regulation, relevant for recruitment) with all the links to the relevant authorities and documents

Measures and activities:

- prepare and publish the information package on the employment requirements and possibilities for life and work in Slovenia and Ljubljana.

Responsible:

- the UL Rectorate professional services in cooperation with the relevant ministries or public offices and institutions.

Timeframe:

- information package and establishment of an e-information point for foreign researchers and UL Members: 2013.

12. goal: Establish the UL scholarship fund

Measures and activities:

- explore possibilities and prepare draft regulation on the establishment of the institution and other activities regarding the registration of the institution.

Responsible:

- the UL Rectorate professional services.

Timeframe:

- end of 2016.

III. Working conditions and social security

13. goal: Proposal for reduction of diversity in regulation of higher education and research

Measures and activities:

- analyse relevance of the existing regulation of funding, research and provision of the funding rights, communication with the relevant bodies and the legislative authorities.

Responsible:

- the UL leadership in cooperation with the Rectorate professional services.

Timeframe:

- communication with the relevant authorities: 2012/13 and continuing until adopted amendments.

14. goal: Proposal for more suitable regulation on payment for foreign experts

Measures and activities:

- analyse the present situation, prepare a draft proposal with the reasoning and communicate with the relevant authorities and the legislator.

Responsible:

- the UL and the UL Members leaderships in cooperation with the professional services.

Timeframe:

- communication with the relevant authorities: 2012/13 and continuing.

15. goal: Definition of participation of researchers in the UL and the UL Members governing bodies

Measures and activities:

- explore the possibilities for inclusion of researchers in the UL and UL Members managing bodies and draft proposal for amendments of the internal regulation.

Responsible:

- professional services in cooperation with the UL and UL Members leaderships and the relevant commissions.

Timeframe:

- exploration of possibilities and draft proposal: 2014.

16. goal: Introduction of flexible working time, possibilities of a different part time working , teleworking etc.

Measures and activities:

- analyse the situation at the UL Members, explore the possibilities of introduction, prepare and adopt changes and amendments of the UL Members internal regulation.

Responsible:

- the UL Members leaderships in cooperation with the professional services.

Timeframe:

- analysis of situation at the UL Members: 2013/2014;
- preparation of the draft changes and adaptations of the UL Members internal regulation: 2015;
- adoption and start of the implementation: beginning of 2016/17 academic year.

17. goal: Implementation of incentives for successful applications and activities in research projects

Measures and activities:

- consider possibilities, including financial, for introduction of special incentives in the area of applications and conducting international research projects and projects for economy,
- adopt draft proposal of criteria-guidelines for delivering special incentives.

Responsible:

- the UL Members' leaderships in cooperation with the UL leadership.

Timeframe:

- analysis and possibilities: 2014;
- draft criteria and adoption: 2015.

18. goal: Career counselling for doctoral students and post-doc candidates

Measures and activities:

- analyse the present situation and possibilities for implementation of career counselling for the doctoral students and post-doc candidates,
- propose to the funder (ministries) inclusion of the activity among the assignments of national importance and provide financial support,
- establish career counselling for the doctoral students and the post-doc candidates,

- promote establishment of the UL alumni of the doctoral graduates and the post-doc candidates.

Responsible:

- the Commission for Doctoral Study and the Doctoral School in cooperation with the UL leadership, the UL Members leaderships and the professional services.

Timeframe:

- analysis of the situation and possibilities;
- analysis of the possibilities for introduction of career counselling for doctoral students and post-doc candidates: 2014;
- communication with the ministry for higher education and human resources development and with other potential funders and sponsors: 2014;
- beginning of implementation of career counselling activities: 2015 (if the funds are provided);
- analysis of situation and possibilities of incentives to the UL members for establishment of a strong and active alumni databases and the post-doc candidates' base: 2014.

IV. Training of researchers for obtaining the necessary skills and knowledge

19. goal: *Training of mentors and research group leaders*

Measures and activities:

- define the role, the rights, and obligations of the mentors, co-mentors and the doctoral students, amend the relevant internal UL Members' regulation if needed,
- elaborate draft proposal for periodic training courses for mentors and leaders of research groups (team work, communication skills, conflict solving etc.), at the UL Members.

Responsible:

- the UL Members leaderships, the Doctoral School and the Commission for research and development in cooperation the professional services.

Timeframe:

- analysis of needs for amendments of internal acts: 2013;
- draft amendments of internal regulation (if needed): 2014, adoption: 2015;
- collecting proposals of new topics for trainings: 2013.June 2013, adoption: June 2014;
- preparation of annual training plans: 2014 and continuing (according to available financial resources).

20. 20. goal: Intensification of training of the doctoral students and researchers for project management

Measures and activities:

- in addition to the already existing annual training courses, identify additional training contents, collect proposals of new topics,
- promote inclusion of doctoral students in the existing offer of trainings in the elective contents of the programmes and in the framework of the list of generic competences and knowledge for the doctoral students,
- provide various training courses for project work (according to available financial resources).

Responsible:

- the UL and the UL Members' leaderships in cooperation with the professional services.

Timeframe:

- identify the contents and provision: 2014;
- additional promotion of including doctoral students in the existing offer of trainings in the elective contents of the programmes and in the framework of the list of generic competences and knowledge for the doctoral students,;
- provision of training courses: (according to the provision of funding): 2013 and continuing.