ERASMUS+ PROJECT

Re@WBC

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Erasmus+ Programme
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Enhancement of HE research potential contributing to further growth of the WB region

Questionnaire for mapping the research human potential and issues in WBC universities

Introduction

To whom this questionnaire is intended

The questionnaire is a tool for mapping the research human potential and issues in University of Niš, University of Belgrade, University of Novi Sad, University of Kragujevac (RS), University of Montenegro (ME), University of Sarajevo, University of East Sarajevo (BA), University of Tirana (AL) and University of Vlora (AL). All above partners are invited to nominate one person from their Re@WBC team who will coordinate the local efforts in data collection, namely a local mapping coordinator.

Objectives

The objective of this questionnaire is twofold. First, it aims at establishing the state-of-the-art, namely a detailed and comprehensive picture of current human potential in science and research in targeted universities, including the issues, related to HR management, career development and employment of researchers, ethics, working conditions, accountability, training and collaboration. Second, it is a tool for development of individual HR strategies of each of the universities[1]. It is foreseen that the tool will facilitate synthesis of a background data for gap analysis, relative to the principles of European Charter for Researchers and Code of Conduct for Recruitment[2].

Data collection

The questionnaire covers a range of topics relevant for HR management in research institutions, all of which are highlighted in the European Charter and Code, or The Human Resources Strategy for Researchers (HRS4R) process[3]. These topics are highly relevant for the overall objectives of Re@WBC project. The accuracy (or reliability, in case of estimations) and completeness of the input, provided by the partners are of extreme importance for the fulfillment of these objectives, in terms of establishment of a ground basis for the future activities. Thus, all partners are invited to put a good faith effort to provide accurate, reliable and complete data. Possible sources of data are internal documents and reports, information systems and databases, other projects' deliverables, contacts with employees in HR departments, researchers and CD centers.

[1] HR strategies for each of the partner universities are planned deliverables of Re@WBC project
[2] http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter
[3] http://ec.europa.eu/euraxess/index.cfm/rights/strategy4Researcher

How the data will be used

The data, collected by this questionnaire will serve as an input for drafting a synthesis report[4]. The synthesis report will be developed by University of Niš. It will highlight individual issues, as well as the good practices in resolution of these issues and in other aspects of HR management and career development. Additionally, EU partners will be invited to contribute with their feedback on the relevant topics. Their contribution will be included in the synthesis report. To the widest possible extent, the synthesis report will replicate the outline of the HRS4R template. Thus, it will make a valuable tool for the individual partners, in the activities of HR strategies' development. In fact, after the delivery of the synthesis report, the partners will be invited to prepare short action plans, aiming at resolution of most critical issues, and get endorsement of the upper university management for implementation of the foreseen actions.

Help and support

Person in charge for the mapping exercise from the University of Niš, namely a project mapping coordinator, is assigned. Project mapping coordinator will continuously keep in contact with local mapping coordinators, offer and provide help and assistance in data collection, missing and/or uncertain data situations. Role of project mapping coordinator is assigned to Milan Zdravković[5].

Questionnaire

1. Research potential

1.1. Human resources potential

1.1.1. Provide a number of researchers employed at your university (full or temporary contract) at each stage, at each scientific field:

	PhD candidate	PhD candidate with employ. contract	Teaching ass with PhD	Assistant professor	Associate professor	Full professor
Natural sciences:	34	43	9	38	22	21
Engineering and technology:	34	72	3	43	31	57
Medical and health sciences:	59	29	10	57	65	34
Agricultural sciences:	11	9	0	10	9	14
Social sciences:	6	68	6	68	46	52
Humanities:	0	27	0	31	18	20

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[4] In the Re@WBC project, the synthesis report is referred to as "Comparative (gap) analysis"
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1.1.2. Provide a number of researchers from abroad currently working or studying (PhD) at your university (full or temporary contract, visiting professorship, PhD or a research grant), at each scientific field:

	Full contract	Temporary contract	Visiting professor	PhD grant	Research grant
Natural sciences:					
Engineering and technology:	1			2	
Medical and health sciences:					
Agricultural sciences:					
Social sciences:					
Humanities:			2		

1.1.3. Provide a number of PhD students at your university, at each scientific field:

	Number of PhD students
Natural sciences:	114
Engineering and technology:	194
Medical and health sciences:	230
Agricultural sciences:	21
Social sciences:	110
Humanities:	38

1.1.4. Provide accurate or estimated age structure of researchers employed at your university (in total or percentage):

1% <25 yrs   44% 25-40 yrs   36% 40-55 yrs   19% >55 yrs

1.1.5. Would you consider a gender balance in your university as fair? Highlight the most important aspects, including overall gender balance, scientific excellence (mentoring, projecjt coordination and leadership, outstanding scientific achievements), management (deans, department managers, centers management, etc.) and situation in different scientific fields:

> Gender balance could be considered generally as fair at University of Kragujevac. Number of women's among researchers and teaching staff is in range from 30% at some faculties of technical sciences up to near 70% at faculties of social sciences and humanities. Women's are proportionally represented faculties management bodies and in scientific & research excellence (mentoring, project coordination and leadership).

1.1.6. Provide a list of outstanding international awards (which award, when, which scientific field?) in specified scientific fields received by the individual researchers from your university[6]:

> /

1.1.7. Any other remarks relevant to human resources potential at your university?

> One of main identified problem is related to restriction in employment of new teaching staff members due to national legislative regulations which resulted in unfavorable age structure.

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[6] Also including ERC grants

2. Employment and career development

2.1. Employment and promotion

2.1.1.   How many researchers were employed (signature of a new contract, do not include extensions – career advance) at your university in 2014, per scientific field?

	Employed
Natural sciences:	3
Engineering and technology:	3
Medical and health sciences:	29
Agricultural sciences:	1
Social sciences:	6
Humanities:	23

2.1.2.   How many of those researchers were employed at senior positions (signature of a new contract for assistant professors or higher)?

	Employed at senior pos
Natural sciences:	0
Engineering and technology:	1
Medical and health sciences:	1
Agricultural sciences:	0
Social sciences:	3
Humanities:	7

2.1.3.   How many researchers were retired at your university, in 2014, per scientific field?

	Retired
Natural sciences:	3
Engineering and technology:	2
Medical and health sciences:	3
Agricultural sciences:	2
Social sciences:	5
Humanities:	0

2.1.4.   Where all open positions are advertized? Provide URL of a web page, if any.

All open positions are regularly advertized in publication "Poslovi" published by National Employment Service
http://www.nsz.gov.rs/
Beside that positions are often advertized at faculties and university web site.

2.1.5.   What is the duration of position advertisement (in days)?

15 or 30

2.1.6. What are the maximum durations of contracts (with all possible extensions) for each of the positions? Indicate if a signature of permanent work agreement is possible for some positions[7].

	Max duration
Teaching assistant:	3 years
Assistant professor:	5 years
Associate professor:	5 years
Full professor:	Permanent
Other:	1 - 3 years

2.1.7. What are the typical durations of contracts for each of the positions?

	Typ duration
Teaching assistant:	3 years
Assistant professor:	5 years
Associate professor:	5 years
Full professor:	Permanent
Other:	1 - 3 years

2.1.8. Does your university supports/implements transferrable grants[8]? If yes, could you shortly describe the process of a transfer?

> University of Kragujevac support transferrable grants in both directions (incoming and outgoing researchers). There is specific university regulation adopted which precisely define steps which need to be realized in order to ensure transfer of research grant and realized results.

2.1.9. List all criteria factors[9] which are formally taken into account for advancing career from one position to another[10] (for example, from assistant to associate professor). Consider all possible promotions, not only the one given as an example.

> - number of years in present position (mandatory)
> - number of published papers in journal including defined number of those with personal authorship (mandatory)
> - PhD thesis mentorship (mandatory for Full professors at some faculties)
> - published university text books (mandatory for Full professors at some faculties)
> - other (national and international projects participation, faculty bodies participation, etc.)

2.1.10. Describe shortly the process (in bullet points - steps) in which the members of evaluation committees are nominated. Are there any criteria for participation in evaluation committees?

> - Members of evaluation committees need to be in same or higher position. At least one member of EC need to be from other university
> - Evaluation committees members are proposed by Department board and confirmed by faculty Scientific Board and finally by
> - Finally Evaluation Committees composition is confirmed by University scientific council for appropriate scientific field

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[7] For example, in Serbia, all full professorships positions are permanent, while all others are temporary.
[8] When a researcher transfers from one institution to another and requests continued support from a previously approved grant/project at the new location
[9] Possible criteria factors include but are not restricted to papers in journals, books, mentoring, participation in evaluation committees, project coordination, etc.
[10] Do not include the ones that are regarded but not mandatory, list only mandatory criteria.

2.1.11. Describe shortly the process of candidate selection (in bullet points - steps). Are there standard evaluation templates (allowing that different standard templates may exist for the different scientific fields)?

- Initiation of procedure by department or faculty level
- Announcing of open position in publication published by National Employment Service
- Proposition of Evaluation committee on department level and its confirmation by faculty Elective council
- Evaluation committee is confirmed by university scientific councils for appropriate scientific fields
- Evaluation committee perform evaluation procedure using standard evaluation forms defined by university regulations. In process of evaluation minimal acceptance criteria are defined by university regulations and they vary for different scientific fields.
- Finalized and signed report of Evaluation committee is submitted to faculty Elective council.
- Evaluation report is made public for 30 days, with obligation of Evaluation committee to provide answers and explanation to any remark and complaint that could arrive in meantime
- Faculty Elective council define proposal for selected candidate and send it to university specific scientific council for final confirmation.
- University scientific council decision is sent to the Senate of the University to bring the final decision (just in case of full professors).
- Finally Dean of faculty sign contract with selected candidate

2.1.12. Who is entitled to make a decision on announcing an open position at your university (or faculties, in case of disintegrated university)? List all possible factors for rendering such a decision, for example: long-term employment strategy, short-term need (available project grant), retirement, any other.

Open positions for teaching staff are defined on department level (retirements, leaving of staff, new study programmes) or on faculty level and are generally based on long-term development and employment strategy of faculty. Open positions for research staff are based on short term needs fully dependable on actual project grants.

2.1.13. Would you consider a research positions at your university as competitive? How many candidates typically apply for a certain position?

For teaching staff positions there is typically 2-3 candidates applications.

2.1.14. Any other remarks related to employment and promotion at your university?

Employment and promotion procedures at each faculty is fully defined and coordinated by unique University regulation and procedure.

2.2. Career development services

2.2.1. Do you have a Career Development center, established at your university? If not, disregard the remaining questions in this section.

Yes

2.2.2. How many students were served by CD center at your university in 2014?

Around 150 – in the premises of the CD Center; email/phone consultations and visits to faculties located outside of the seat of the University not included.

2.2.3.   What are the most commonly provided services to students?

> The most commonly provided services:
> - Career informing: information on student internships, various calls for students in the area of formal and non-formal education;
> - Individual and group counseling: providing assistance in preparing CV and motivation/cover letter for internships/job positions/scholarships
>
> Other services for students:
> - Individual counseling in decision making relevant to career development;
> - Assistance in applying for various programs (from a scholarship for summer school to scientific conferences);
> - Workshops on How to write a CV, how to prepare motivation or cover letter for a job / scholarship;
> - How to prepare for the first meeting with the employer, interview simulations;
> - Workshops for active and creative job search;
> - Workshops for developing public presentation skills;
> - Development of internship programs in cooperation with employers;
> - Free language courses (English and German) - in order to help you be more competitive in the labor market;
> - Firsthand advices: meeting employers and students, discussions and company presentation, to help students to understand better the world of business and business culture of different companies and to acquire the skills necessary for development and steering of their own careers

2.2.4.   How much staff is currently employed or engaged in the CD center at your university? What is their specialty and/or background (legal, administrative, marketing, etc.)? How many full time employees in CD center (working exclusively in providing CD services) are there?

> In the CD center there are currently 3 full time staff members, out of which only 1 employee deals exclusively with the activities and services of the Centre, other 2 are involved in the activities in the area of international cooperation to a large extent.
> All 3 staff members have background in the social sciences (languages) and are in charge for administration of all the activities, development of new services, as well as for marketing in regard to CD Centre's work.
> All legal business is done by the legal department and is under jurisdiction of the Rector and Secretary General of the University, as the CD Center is integral part of the University.

2.2.5.   Did staff of CD center receive some training? In which skills?

> Yes, to some extent. We use every possibility to participate in the trainings and seminars related to CD.
> This is the list of training at which CD Centre's employee participated:
> - Introductory Training in the Career Service at the Swansea University, UK (training within the Tempus projects Careers);
> - Training for student mobility officer at University of Ghent, Belgium;
> - The Basis of Communication and Public Speaking: presentation skills, communication, relationships with employers and examples of good practice, USAID, Cromer Group, Serbia;
> - Basic and Advanced Career Guidance and Counseling (Soft skills, interview techniques) within USAID Competitiveness Project, Belgrade;
> - Career Guidance-Theory versus Practice, organized by British Council Belgrade and Ministry of Youth and Sport of the Republic of Serbia;
> - Presentation skills and Basic Seminars for HR management, Couching and Marketing;
> - Participation on national *Euroguidance* conference on Career guidance and counseling in Serbia: Concept and innovation in Career guidance and Challenges and prospects for the implementation of the quality internship programs in RS - analysis of the legislative framework.

2.2.6.   Does CD center at your university provide services to PhD students or researchers? If yes, how many PhD students/researchers were served in 2014? What are the most commonly provided services to PhD students/researchers? If not, do you plan to extend the services of CD center to PhD students/researchers?

Describe shortly this plan (when, which services will be offered, etc.)?

> The CD center at the University of Kragujevac distinguishes only the services for students/graduates and employers, which means there is no special set of services for PhD students and/or researchers only. All students of the University can benefit from the above listed services. In addition to that, other unit of the University, Office for the International Projects works closely with the academic community, including PhD students and researchers. They provide regular information about the open calls for project applications to the University professors, assistants and researchers and organize Info days dedicated to the open calls and current possibilities within Erasmus +, HORIZON 2020 and other international funding instruments. This unit provides also assistance to the applicants within academic community, which are often PhD candidates and young researchers.
>
> Currently there are no capacities to extent and/or develop new services particularly aimed at doctoral students.

2.2.7. Does CD center at your university give trainings/courses to students/PhD students/researchers? In which skills? How many students/PhD students/researchers attended those trainings in 2014?

> As mentioned in 2.2.6 all services of the CD center are open to all students of the university. In 2014 we had approximately 10-15 doctoral students coming to CD center for guidance and informing on opportunities for education/research abroad within various exchange/scholarship programs and we have a few doctoral students participating in our free language courses (1st year only).

2.2.8. Any other remarks relevant to activities of CD center at your university?

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3. Ethics

3.1. Institutional tools

3.1.1. Describe the process (in bullet points - steps) of nomination of members of Ethical Committees. Were there any complaints related to the transparency and credibility of this procedure? Were there any complaints related to questioning independence of the members of Ethical Committees?

> Rules on Election of Members of the Court of Honor of the University of Kragujevac regulate the number of members, composition, election procedure and other issues of importance for the election of members. The Court of Honor of the University of Kragujevac has 7 members elected by the Senate, according to the following:
>
> 1. There has to be at least one teacher from each of educational-scientific, or educational-artistic fields;
> 2. At least 2 teachers must be from the less represented gender on the candidate list;
> 3. 2 or more members cannot be from the same faculty of the University of Kragujevac.
>
> The Senate of the University of Kragujevac initiates the election of members of the Court of Honor, with the decision on the initiation of the procedure distributed to all faculties of the University of Kragujevac. The competent authority of the faculty proposes candidates for election not later than 30 days from the delivery of the Senate's decision.
>
> The work of the Court of Honor of the University of Kragujevac is public, unless the Court in a preliminary consideration of the proposal to institute proceedings, decides to exclude the public from the complete process or from individual hearings, in order to protect the personal, official, business secret, the interests of public order or moral reasons, while these issues will be dealt with pursuant to the provisions of civil procedure.
>
> The Court of Honor of the University of Kragujevac has not received any complaints concerning the independence of the work of its members.

3.1.2. Present a few typical reasons for Ethical Committee engagement (in bullet points).

> In accordance with the University of Kragujevac's Code of Ethics of Teachers, the Court of Honor of the University of Kragujevac initiates the procedure with a proposal which may be submitted to the Court by every professor, associate, researcher and student of the University (hereinafter referred to as the proposer).
>
> The proposal may be filed against the teaching staff, researchers and students of the University of Kragujevac in cases of non-compliance with the basic postulates of the Code, or in cases of violation of professional freedom, freedom of speech and research; truthfulness, regarding the detection and defense of truth, dialogue and tolerance in relation to someone else's attitude and opinion; objectivity and impartiality in the assessment of another's work and results; respect for human rights and freedoms, the dignity of a human being, especially in medical and biomedical research; respect for other people's scientific and research results, the obligation not to arrogate unearned results and recognitions; obligation to continually work on their professional and scientific training; obligations to promote and accept mentoring, etc..

3.1.3. How many cases are handled by the Ethical Committee annually, in average? In how many of those, misconduct was established?

> The Court of Honor of the University of Kragujevac yearly deals with three processes on average. Merits of the proposal to institute proceedings depends on the circumstances of the case. Up to now the Court of Honor of the University of Kragujevac has so far determined the responsibility of teachers in only one case.

3.1.4. What are the possible consequences of a found misconduct? Are there any consequences for a complaintee if his/her complaint is found to be unsupported?
Is revoking scientific titles an option and under which conditions? Have it ever happened?

> In accordance with the Rules of Procedure of the Court of Honor, for violation of the Code of Ethics the Court may impose:
> - a public warning;
> - a public condemnation, which is proclaimed in the session of the Council of the University of Kragujevac;
> - a public condemnation, published on the University website;
> - a public condemnation published on the University website and in a daily newspapers.
>
> Within its jurisdiction, if the Court determines during the proceedings that there are elements of other responsibilities, the Court will direct an initiative to the competent authority to initiate proceedings.

3.1.5. Would you consider the cases handled by the Ethical Committee transparent? Which information is published on the university website (separately, during process and post-mortem)? URL?

> Meetings of the Court of Honour, as well as all documentation are available on the internet address of the University of Kragujevac
>
> http://www.kg.ac.rs/sednice_suda_casti.php

3.1.6. Are members of Ethical Committees remunerated for their work? If yes, how the amount of remuneration is determined? How the work of Ethical Committees is funded?

> Members of the Court of Honor of the University of Kragujevac do not receive remuneration for their work.

3.1.7. Are there any tools in your university which can help members of Ethical Committees in their work, such as plagiarism monitoring tools, PhD databases, etc.?

> Court of Honor of the University of Kragujevac is receiving help in their work from the Professional Service, which has certain information regarding the appointment of teachers and doctoral dissertations. Also, in accordance with the Decree on joining the Berlin Declaration, University of Kragujevac now has a repository of doctoral thesis defended at University of Kragujevac's faculties.

3.1.8. Does Ethical Committee discuss about ethical issues arising from the research projects, such as privacy, data protection, animal testing, clinical trials, etc.?

> The Court of Honor of the University of Kragujevac within its jurisdiction consider issues concerning the relation between teachers and their profession, the relation between teachers and students, between colleagues, institution and academic environment.

3.1.9.   Any other remarks relevant to the work of ethical committee at your university?

> The work of the Court of Honor of the University of Kragujevac is fully regulated by the relevant legal documents which are available at the internet address
>
> http://www.kg.ac.rs/dokumenti.php

3.2. Seniority culture and its impact to research freedom

3.2.1.   What is the number of PhD students supervised by younger researchers (level of assistant professor) in 2014? If you don't have access to this information, would you consider such situation as common? In which scientific fields?

> Faculties which defined mentorship of finished PhD thesis as one of requirements for election in higher position have much better results in number of PhD students supervised by assistant professors. On Faculty of Science and Faculty of Medical Sciences app. 20 - 25% of PhD students are supervised by younger researchers.
> On Faculty of Engineering this percentage is 8% while on other faculties this is very rare case.

3.2.2.   What is the number of research projects managed by younger researchers (level of assistant professor and below)? If you don't have access to this information, would you consider such situation as common? In which scientific fields?

> Number of international and national research projects managed by younger researchers is quite small, even symbolic (few on whole University). However some faculties like Faculty of Medical Sciences have their own program for funding of so called junior research projects where participation of young research staff as project managers is common case.

3.2.3.   What is the typical age structure among associate and full professors?

> Associate professors: 45 to 55 years
> Full professors: 50 to 60 years

3.2.4.   What is the typical distribution of scientific titles (assistant, associate, full professor) among research project coordinators at your university?

> Assistant professors: 5%
> Associate professors: 25%
> Full professors: 70%

3.2.5.   Any other remarks relevant to the seniority culture and its impact to research freedom?

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4. Working conditions

4.1. Working conditions

4.1.1.   Is there a EURAXESS Service Centre at your university? If yes, how many people are involved in its activities? What are their specialties and/or backgrounds? Which services are typically given? Does the center submit EURAXESS statistics regularly to European Commission?

> There is no EURAXESS Center at University of Kragujevac, however services of EURAXESS are regularly used for announcing of various scientific open positions. EURAXESS is also promoted among students and researchers population at University.

4.1.2.   What is the typical teaching/research balance in your university (estimation in percentage, provide different estimations for different scientific fields, if relevant)? What is average

engagement (number of classes per week) in teaching, in different scientific fields, in different career levels/positions? Are PhD students involved in teaching activities? If yes, how much classes per week (typically)?

> There is significant variation in teaching/research work balance at university level due to uneven distribution of scientific and research projects among faculties. Generally all professors contractually have obligation for approximately 50/50 percentage balance of working hours spent on teaching or research. However, this could vary from 80-90/20-10 balance on teaching (for some social sciences and humanities faculties) to 30-20/70-80 percentage balance for some research groups and individuals on technical sciences, medical and science faculties.
>
> Average engagement of full professors is 4 - 5 classes per week, 5 - 6 for associate professors and 6 classes for assistant professors. PhD students are involved in teaching activities with average engagement of six classes per week (variations among faculties could be up to +/- 30%)

4.1.3.   Would you consider the level of development of research infrastructure (lab equipment, devices, testing and demonstration facilities, etc.) in your university as satisfactory? Do you have agreements with industries and/or other research organizations related to access to their specific research infrastructures?

> Coming from present state of science and researches at national level, laboratory and research infrastructure at University could be considered as generally satisfactory with number of examples which represents high-end equipped research units with modern and advanced instruments and devices, but also with significant number of others with out-dated infrastructure and equipment which hardly could serve as a base for conducting of some advanced research projects.
>
> Faculties regularly sign agreements with industries and other research organizations in order to ensure use of specific research infrastructure and also to enable others to use their equipment.

4.1.4.   Did your university implement a specific award system for extraordinary achievements in science and research?

> There is no general award system for scientific and research achievements at University neither faculties level. Occasionally and based on specific, extraordinary results, some faculties annually award their researchers with appropriate prizes.

4.1.5.   Is sabbatical opportunity used in your university? Under which conditions? What are the typical purposes? Under which conditions, a researcher working in your university can pursue the visiting professorship opportunity?

> Sabbatical opportunity is recognized and accepted as one of major rights of university professors regulated by faculty acts which define precise conditions and requests. Generally professors can ask and receive for one year of paid absence from faculty for purposes of study visit and stay at universities abroad. This is possible after 5 years of work in professorial stage.
>
> For visiting professorship opportunity, professors needs Faculty Scientific & Education Board approval which is regularly issued upon submission of appropriate request and confirmation/call from foreign universities.

4.1.6.   Any other remarks relevant to the working conditions at your university?

> Having in mind all factors, working conditions at University could be evaluated as good at majority of faculties with significant space for its further upgrade in further period.

5. Accountability and public responsibility

5.1. Accountability of researchers

5.1.1. How would you consider the level of awareness of researchers in your university on the ethical issues and standards in research, related to data protection, privacy, confidentiality, plagiarism and others?

☐ Very low ☐ Low ☒ Satisfactory ☐ Good ☐ Very good

> Could be improved in further period through additional training and sharing of informations.

5.1.2. How would you consider the level of awareness of researchers in your university on the contractual and legal obligations arising from work contracts, laws and by-laws?

☐ Very low ☐ Low ☒ Satisfactory ☐ Good ☐ Very good

> Faculties generally evaluate level of awareness, of their researchers, for both issues as satisfactory/average but it is obvious that it could be improved significantly as there is lot of open questions, doubts and misinterpretations.

5.1.3. Which kind of reports related to teaching and research the researchers in your university are obliged to submit to management (in bullet points)? In which periods? How these reports are used, for statistical purposes/reporting to other bodies/individual assessment and evaluation/other?

> Researchers are obligated to submit reports on realized teaching activities and achieved results on semester base to their departments board. At faculty level those reports are organized in unique documents which is used for self evaluation purposes, quality improvement, defining of correction measures, statistical purposes and reporting.
>
> Reporting on scientific and research activities (on faculty and/or University level) depends on type of project and conducted activities. As there is significant procedure and paper work for scientific projects reporting (EU or nationally funded) mainly there is no additional requests defined except some regular reporting on progress in projects realization.

5.1.4. Any other remarks relevant to the accountability of researchers at your university?

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5.2. Public engagement

5.2.1. List the typical activities (in bullet points) in which the scientific results and achievements in your university are presented to the wider public:

> Except presentation of results on scientific conferences and through publishing of papers in journals, faculties regularly participate in different national and international promotional activities like
> - science fairs,
> - medical and technical fairs and exhibitions,
> - local, regional and national public scientific events (night of researchers)
> - scientific competitions,
> - appearance in printing and digital media,
> - organized visits, faculty open days, etc.

5.2.2. Do you organize science career promotions in schools?

> University and its faculties regularly organize and participate in career promotion events in schools

5.2.3. Does your university have PR department? If yes, how many people work in this department? What are their typical activities (in bullet points)? Do you have media kits?

> University does not have individual PR department. Some faculties engaged persons that are mainly responsible for organization of PR and promotional activities. Main activity of PR responsible persons are:
> - promotion of faculty offers for education of students
> - promotion of faculties offer in field of lifelong learning
> - preparation of promotional material (printing and digital)
> - maintain of web site, Facebook pages, etc.

5.2.4. Do you have university Facebook or Twitter account? If yes, is it regularly used for promotional activities? URL?

> University Facebook page is used fro news publishing, events announcing and other promotional activities
> https://www.facebook.com/UniversityOfKragujevac/
> Each faculty at University of Kragujevac have its official Facebook page used mainly for promotional activities. Some of faculties also have twitter account, youtube channel, etc.

5.2.5. Any other remarks relevant to the public engagement at your university?

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6. Training

6.1. Mentoring and supervision

6.1.1. Under which conditions (bullet points), a researcher at your university can work as a mentor and/or supervisor to a PhD candidate?

> - Conditions are defined by recommendations and standards given by National Advisory Board for Higher Education of Republic of Serbia
> - Faculties could define additional conditions for PhD mentorship which are generally expressed through number of published papers in journals from SCI list and participation in scientific projects in previous period of 10 years.

6.1.2. Under which conditions (bullet points), a researcher at your university can participate in a work of PhD evaluation committee?

> Conditions for participation in work of PhD evaluation committee are, on some faculties, more-less same as for mentorship. On other faculties minimal requirements for PhD evaluation committee are related to:
> - election as professor in scientific field
> - scientific competence within specific area
> - published papers

6.1.3. When, after admission, a PhD candidate in your university is assigned a mentor or supervisor? In which process such an assignment is made (bullet points)? Does candidate have any influence to that decision (in other words, can he/she choose a mentor)?

> PhD students are in position to elect adviser (professor-adviser or mentor-adviser) in early stage of their studies. On some faculties this procedure is performed in initial phase of PhD studies, in first semester, in which case this adviser provide support and help to student in definition of courses he or she will select within defined study program.
> At other faculties advisor selection is prolonged to second year of study as joint courses are organized in first year. Mentor-adviser could become mentor for PhD student (usually but not mandatory) in phase of PhD thesis application preparation. Approval of PhD thesis application, by faculties and university boards, include both - acceptance of thesis proposed title, subject, content, etc. and acceptance of thesis mentor.

6.1.4. Does PhD candidate or his/her mentor/supervisor submit regularly reports on his/her work? What exactly is reported (bullet points)? How these reports are used afterwards?

> Some faculties defined standard reporting procedures and forms for PhD studies while others presents information and discus on them on departments board meeting. During initial stage of PhD studies, reports on progress are prepared by Student office (number of courses per student passed in semester/year). Those information's serve as base for evaluation of results of PhD studies on faculty level.
> Upon submission and acceptance of PhD thesis application, during period of work on thesis, generally there is no mandatory form of reporting on progress for student and mentor, with exceptions on some faculties which defined this obligation too. Mandatory reporting is defined in case of delay in PhD thesis finalization, where student have obligation to explain reasons and ask for prolongation of terms while mentor need to sign and approve his request.

6.1.5. Under which conditions a PhD candidate in your university can be granted a request to change an assigned mentor or supervisor?

> PhD student can submit written request for changing of mentor. This request need to be explained with defined reasons for change. Requests are evaluated by departments and faculties boards and finally approved by university.

6.1.6. Are mentors remunerated for the mentoring and supervision work? How?

> Some faculties have remuneration practice for mentoring of self financed PhD studies (not for those financed through budget by government). Remuneration is paid in form of fee upon successful finalization of all activities.

6.1.7. Are members of the PhD evaluation committees remunerated for their work? How?

> Some faculties have remuneration practice for participation in PhD evaluation committee for self financed PhD studies (not for those financed through budget by government). Remuneration is paid in form of fee upon successful finalization of all activities.

6.1.8. Any other remarks relevant to the mentoring and supervision?

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6.2. PhD training

6.2.1. Does your university offer accredited PhD and/or master courses in English language? In which scientific fields? If yes, did you implement such courses so far? Any identified issues? If not, what is the reason for not offering such courses?

> University offer accredited PhD studies in English language in scientific field of Industrial Engineering and Engineering Management which officially started in 2015/16. Except that M.Sc. courses for English language and literature is offered fully in English language for past 7 years. Generally interest of foreign students for PhD studies in English language was not too significant in previous period so individual cases were included in PhD studies through standard study programmes with mentorship and individual work on selected courses in English language. However with constant increasing of number of available students mobilities and development of cooperation with foreign universities, need and awareness for development of such courses arise and could be expected that their number and content will be improved in future.

6.2.2. Does your university offer joint PhD degrees in collaboration with other universities? In which scientific fields? If yes, did you implement such degrees so far? Any identified issues? If not, what is the reason for not offering such degrees?

> In this moment University does not offer any joint PhD degree courses in collaboration with domestic or foreign universities. There were some attempts and projects focused on organization of such programmes but until now they were not accredited. There are some examples of joint work with foreign universities on PhD studies for individual candidates and mutual acceptance of achieved results.

6.2.3. What is the typical engagement of PhD students in your university, in summer schools, visits to industry/other research organizations, participation at conferences and other similar activities? How the costs of such activities covered?

> Except their engagement in work with students, PhD students participate in realization of national and international projects, projects financed by industry or faculties own funds, they also work in organization of conferences and workshops, promotional activities of faculties, attend other conferences and workshops, etc. Through their work on various projects and external trainings PhD students enable to ensure additional funds fro covering of costs for their side activities (travels and visits, conferences participation, etc.)

6.2.4. In which transversal skills the PhD students in your university are trained during their studies[11]? Is this training a regular part of the offered PhD courses?

> PhD students are stimulated to attend such courses but they are not part of regular study program. Several such courses were developed through realization of some Tempus projects.

6.2.5. Any other remarks relevant to the PhD training in your university?

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7. Research projects and collaboration

7.1. Research projects

7.1.1. How is the research in your university funded? Can you estimate a proportion of overall research funding, coming from: a) national research fund; b) EU programmes; c) industry collaboration; d) own funds? Separate estimations in different scientific fields will be strongly regarded.

> Main source of research funds is Ministry of Education through national projects research funds. Share of others resources have variations in different scientific fields
>
> | | national research fund | EU programmes | industry collaboration | own funds |
> |---|---|---|---|---|
> | Natural sciences: | 90 | 10 | / | / |
> | Engineering and technology: | 65 - 75 | 10 - 25 | 5 - 25 | 0 - 5 |
> | Medical and health sciences: | 50 | 10 | / | 40 |
> | Agricultural sciences: | 70 | 25 | 5 | / |
> | Social sciences: | 25 | / | / | 75 |
> | Humanities: | 65 - 100 | 0 - 25 | / | 0 - 10 |

7.1.2. Does university maintain a central database of research projects? Is this database open?

> University maintains a central database of EU funded research projects. Faculties have databases of nationally funded research projects, and projects funded through industry collaboration or from own funds. All databases are open for some basic information regarding projects.

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[11] Examples of transversal skills: Creative skills (analysis, problem solving, critical thinking, ability for formulate new problems and ideas), Interpersonal (social) and leadership skills, Project management & organization, Research information management, Entrepreneurship, IPR, Self-management & work habits, Written and oral communication, Presentation skills, and others

7.1.3. List all FP7/H2020 research projects in which university participated in last two years (ONLY research projects). Any MC/MSC[12] actions?

- ARTreat - Multi-level patient-specific artery and atherogenesis model for outcome prediction, decision support treatment, and virtual hand-on training, FP7-ICT Ref. no 224297,
- INNHF - Innovation through human factors in risk analysis and management, FP7-PEOPLE, Ref. no 289837

7.1.4. Any other remarks relevant to the research projects?

> Share of internationally funded projects is generally low and research projects are very rare among them. Number of EU funded projects show decreasing tendency after initialization of H2020 programme.

7.2. Research collaboration

7.2.1. What is the uptake of industry representatives in formal research process (in specific, PhD studies and evaluation committees)?

> Industry representatives have their part as supervisors of industry based PhD research programs. Generally they are in close relations with university PhD mentor ensuring industrial influence on subject, scope and methodology of researches within PhD thesis. There were good examples of such cooperation in previous period which resulted in PhD thesis with both scientifical and practical contribution.

7.2.2. Describe your activities towards collaboration with alumni association and scientific diaspora. Who carries out those activities?

> Collaboration with alumni associations and scientific diaspora is organized on faculties level with some good examples (founded alumni club with faculty office and regular joint activities). Scientific diaspora mainly support international activities like scientific conferences organization, joint work on preparation and publication of journal papers and participation in internationally funded projects application.
> Contacts are institutionally maintain by deans or vice-deans or individually by teaching staff through personal contacts and relations.

7.2.3. How would you rate the collaboration of research teams in your universities with other actors, e.g. public administration, NGO, etc.?

> University and its faculties have good collaboration with local administrations (cities and regional administration, officials, bodies and institutions) in number of different activities (education, student internships, joint projects, scientific & research, partnership in EU funded projects, etc.)
> Cooperation with NGO is also increasing especially in area of joint participation in EU funded projects or some national actions and activities (ecology, public awareness, health, culture and humanities, people rights, etc.)
> There were good examples of cooperation with foreign embassies which resulted in realization of some interesting bilateral projects and establishing of closer relations with foreign universities from those countries.

7.2.4. Any other remarks relevant to the research collaboration?

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[12] Marie Curie/Marie Sklodowska Curie