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. 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.

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. 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.


“This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein”

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:

<table>
<thead>
<tr>
<th></th>
<th>PhD candidate</th>
<th>PhD candidate with employ. contract</th>
<th>Teaching ass with PhD</th>
<th>Assistant professor</th>
<th>Associate professor</th>
<th>Full professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural sciences:</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>15</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>Engineering and technology:</td>
<td>16</td>
<td>23</td>
<td>2</td>
<td>39</td>
<td>45</td>
<td>49</td>
</tr>
<tr>
<td>Medical and health sciences:</td>
<td>4</td>
<td>6</td>
<td>1</td>
<td>42</td>
<td>34</td>
<td>70</td>
</tr>
<tr>
<td>Agricultural sciences:</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>15</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>Social sciences:</td>
<td>55</td>
<td>16</td>
<td>3</td>
<td>40</td>
<td>41</td>
<td>64</td>
</tr>
<tr>
<td>Humanities:</td>
<td>17</td>
<td>11</td>
<td>1</td>
<td>39</td>
<td>25</td>
<td>18</td>
</tr>
</tbody>
</table>

\(^4\) In the Re@WBC project, the synthesis report is referred to as “Comparative (gap) analysis”

\(^5\) Email: milan.zdravkovic@gmail.com, Phone/Viber: +381 64 1144797, Skype: webtop
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:

<table>
<thead>
<tr>
<th></th>
<th>Full contract</th>
<th>Temporary contract</th>
<th>Visiting professor</th>
<th>PhD grant</th>
<th>Research grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural sciences:</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Engineering and technology:</td>
<td>0</td>
<td>49</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical and health sciences:</td>
<td>8</td>
<td>83</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Agricultural sciences:</td>
<td>2</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Social sciences:</td>
<td>1</td>
<td>25</td>
<td>1</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Humanities:</td>
<td>19</td>
<td>14</td>
<td>0</td>
<td>9</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Number of PhD students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural sciences:</td>
<td>5</td>
</tr>
<tr>
<td>Engineering and technology:</td>
<td>16</td>
</tr>
<tr>
<td>Medical and health sciences:</td>
<td>4</td>
</tr>
<tr>
<td>Agricultural sciences:</td>
<td>0</td>
</tr>
<tr>
<td>Social sciences:</td>
<td>55</td>
</tr>
<tr>
<td>Humanities:</td>
<td>17</td>
</tr>
</tbody>
</table>

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

- [ ] <25 yrs
- [ ] 25-40 yrs
- [X] 40-55 yrs
- [ ] >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, project coordination and leadership, outstanding scientific achievements), management (deans, department managers, centers management, etc.) and situation in different scientific fields:

The gender balance at the UES is not as fair as it should be, even there is notable growth in the involvement of female gender in the overall structure, especially if we take into the concern demographic policies of the Bosnia and Herzegovina. Estimated percentage among teaching staff is 61% male and 39% female workers. Regarding scientific excellence, it exclusively depends on the individual engagement of teachers and staff, but taking into the concern that Bosnia and Herzegovina allocates just 0.03% of GDP on the research, the situation is not improving in this field.

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:

University of East Sarajevo does not have any outstanding international awards.

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

No other remarks.

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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?

<table>
<thead>
<tr>
<th>Scientific Field</th>
<th>Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural sciences</td>
<td>7</td>
</tr>
<tr>
<td>Engineering and technology</td>
<td>26</td>
</tr>
<tr>
<td>Medical and health sciences</td>
<td>9</td>
</tr>
<tr>
<td>Agricultural sciences</td>
<td>3</td>
</tr>
<tr>
<td>Social sciences</td>
<td>21</td>
</tr>
<tr>
<td>Humanities</td>
<td>23</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Scientific Field</th>
<th>Employed at senior pos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural sciences</td>
<td>0</td>
</tr>
<tr>
<td>Engineering and technology</td>
<td>16</td>
</tr>
<tr>
<td>Medical and health sciences</td>
<td>9</td>
</tr>
<tr>
<td>Agricultural sciences</td>
<td>3</td>
</tr>
<tr>
<td>Social sciences</td>
<td>14</td>
</tr>
<tr>
<td>Humanities</td>
<td>18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Scientific Field</th>
<th>Retired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural sciences</td>
<td>0</td>
</tr>
<tr>
<td>Engineering and technology</td>
<td>1</td>
</tr>
<tr>
<td>Medical and health sciences</td>
<td>2</td>
</tr>
<tr>
<td>Agricultural sciences</td>
<td>0</td>
</tr>
<tr>
<td>Social sciences</td>
<td>2</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Open positions are advertised in the "Official Gazette" of the Republic of Srpska and at the web page of Employment Institute of the Republic of Srpska (www.zzzrs.net).

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

8-15
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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Max duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching assistant:</td>
<td>4 years</td>
</tr>
<tr>
<td>Assistant professor:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Associate professor:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Full professor:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Typ duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching assistant:</td>
<td>5 years</td>
</tr>
<tr>
<td>Assistant professor:</td>
<td>5 years</td>
</tr>
<tr>
<td>Associate professor:</td>
<td>5 years</td>
</tr>
<tr>
<td>Full professor:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

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

No, UES does not support transferrable grants.

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

For advancing career following criteria factors are taken into account: the faculty where the person is employed; published papers, books and results of their own research; projects; mentoring; publicly presented forms of artistic activities form the time of last advancement, same as evaluation of teaching skills in the framework of University’s quality; improvement of teaching staff; contribution to the culture development and arts in academic and wider community.

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?

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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)?

- The Senate elects academic staff based on the open competition
- The competition is published six months before expiration of the previous selection
- The call is published by the University, based on the proposal by the Council of the faculty, and it is published in the media
- The competition is published for specific scientific or artistic field
- The Council of the faculty names the commission for review of the competition materials and writing the report
- Members of the commission can’t have the lower title than the one the candidate is competing for, and they can’t be related to the candidate
- The Council of the faculty reviews the report of the commission and proposes the candidate to the Senate
- Before the final decision, the proposal is reviewed by the vocational council of the Senate.
- Decision on the candidate selection is made by the Senate, on the suggestion of the Council of the faculty at it cannot be amended.
- In the case that the Council of the faculty does not decides on the proposal of the candidate, technical service of the faculty in written form informs candidates who applied for the position

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.

Announcement on open position is made by the University, on the proposal of the Academic Council of the faculty of the University. The factor which renders such decision is the need to organize educational process in high quality, rational and efficient manner.

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

The competitiveness for a research positions at UES is average. Number of candidates applying for open positions is between 1 to 5.

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

No other remarks.

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.

No
2.2.2. How many students were served by CD center at your university in 2014?

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

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?

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

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.)?

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?

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

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?

Members of ethical committee are selected by Senate of University. It is consisted of two students, three professors and vice Rector for international cooperation. Representative of legal service is in charge of preparing reports of all meetings. Students members of committee are selected by student organization. Ethical committee has its bylaw and codex for running different cases. Anybody from the academic community from the University can submit complaint about service or person from the University. Procedure is transparent, when case is submitted to the committee first of all members during meeting discuss is there enough evidence to run the case. All decisions are brought into consensus. If there is enough evidence committee is sending request to charged person to answer on allegation in the complaint. Both sides are also interviewed and final decision is brought and as proposal presented by Vice Rector on the Senate. Senate is voting and bringing final decision. Decision can be warning, reprimand or exclusion from teaching process up to one year. There is nor complaints until now on the credibility of this procedure.

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

One professor is insulted by the another professor
Non academic discussion during meeting of the Councils and Senate
Non academic behavior to students
Plagiarism

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

Average 5-6 cases
In half of them misconduct was established

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?

Warning
Reprimand
Exclusion from the teaching process
Complainant who submit not valid and unsupported complaints to ethical committee is seriously warned
Revoking of scientific title was not an option until now

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?

Process is transparent
We did not publish these information on the website

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?

They are not remunerated. It is pure volunteer 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.?

There is plagiarism monitoring tool, software for discovering plagiarism.

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.?

No, we are not discussing about this. On each organizational unit there is ethical committee in charge for this job only.

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

No other remarks.

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?

At the University of East Sarajevo there is no this type of the classification.

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?

At the University of East Sarajevo there is no this type of the classification.

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

Age structure among associate and full professors is as follows:
Average age of full professors is 60,8
Average age of associate professors is 53,3

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

Currently vast majority of the projects are coordinated by the full professors. Associate professors are coordinators for small number of the research projects (approximately 7).

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

No other remarks.
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?

EURAXESS Service Centre does not exists at the University of East Sarajevo, but for Bosnia and Herzegovina there are two centers for whole state, one in Banja Luka, and other in Sarajevo.

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)?

Research activities are part of the overall burden of the teaching staff within their working hours. PhD students are involved in teaching activities, maximum 10 classes per week.

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?

The development of research infrastructure is still not at the satisfactory level, but at the moment University of East Sarajevo is in the process of developing six research centers. UES has a very good cooperation with industries and research organizations, especially in the field of engineering and technology. Among others Faculty of Electrical Engineering, Production and Management Faculty, Faculty of Mechanical Engineering, Faculty of Transport and Traffic Engineering, and Faculty of Technology they all have agreements and excellent cooperation with industries such as: Oil Refinery Modriča, Orao Bijeljina, Hydropower plant Višegrad, Thermal Power Plant Gacko, and Thermal Power Plant Ugljevik, Crvena Zastav Kragujevac...etc.

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

No, the University of East Sarajevo does not have this type of award system.

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 an option at the UES under these conditions:
- For the purpose of education and training, on the request of the employer or employee, in accordance with the educational program
- For the purpose of education and training within the union, by courses and seminars in the period of its duration
The employee must submit the request for the sabbatical leave with the valid prove that this opportunity exists.
4.1.6. Any other remarks relevant to the working conditions at your university?

No other remarks.

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  [x] Satisfactory  [ ] Good  [ ] Very good

No specific remarks on this topic.

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  [x] Satisfactory  [ ] Good  [ ] Very good

No specific remarks on this topic.

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?

For the purpose of reporting to other bodies semiannual reports are submitted to the Senate of the University of East Sarajevo. These reports include information on scientific research projects such as achieved results, changes in the implementation, financial aspect, but also information on held conferences, seminars, study visits, published calls, applied international projects...etc.

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

No other remarks.

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:

- Conferences
- Symposia
- Scientific meetings
- Different publications
- Projects disseminations
5.2.2. Do you organize science career promotions in schools?

Yes, UES does organize science career promotions 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?

The University of East Sarajevo has the PR department, with two people employed. Typical activities are:
- Following up with activities on the University and issuing a press release
- Following up with all official visits to the University
- Preparation of articles and columns for the WEB site of the University, and social media
- Issuing accreditations to the press
- Assistance on maintenance of the WEB site of the University
- Cooperation with media, and following up their reporting
- Making the database in all online publications or printed media on the subject relevant to the management of the University
- Keeping necessary records on all reports

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

The University of East Sarajevo has both accounts, which are used regularly on daily basis.
https://www.facebook.com/university.of.east.sarajevo
https://twitter.com/UniversityES

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

No other remarks.

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?

- Only the researcher who is assistant professor, associated professor, or professor can work as a mentor to a PhD candidate
- The mentor must be a teacher from the accredited study program
- The mentor can be the teacher form the partner University, if meet the criteria for mentoring at its home University
- The mentor must have at least three scientific papers in specific scientific area which the subject of the doctoral thesis and those must be published or accepted for the publication on SSC, ANS, WOS, or other lists.

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

- The researcher can be a member of the PhD evaluation committee if he/she is a teacher at the University or has a title with scientific references relevant for the scientific area of the topic of doctoral dissertation.

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)?

- The candidate proposes the mentor in its application of doctoral dissertation.
- The candidate proposes the mentor in its application of doctoral dissertation.
- Academic Council forms the commission for the evaluation of the topic and the candidate for the doctoral dissertation.
- Based on this report the Academic Council approves the topic and the mentor
- The Senate gives an approval to the decision of the Academic Council

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?

- The report is drafted by the commission, based on the information given by the mentor, and the report is on finished doctoral dissertation
- This report is submitted to the Academic Council and after its adoption, the Senate needs to give its approval

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

There is an option in case that candidate is not satisfied with the cooperation with its mentor, to request the change. The request is submitted to the Academic Council.

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

Mentors are remunerated for the mentoring per student and for whole period of mentoring. This is defined by the Regulation on Payments and Distribution of Funding on Doctoral Studies.

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

Members of the PhD evaluation committees are remunerated for their work, and this is defined by the Regulation on Payments and Distribution of Funding on Doctoral Studies.

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

No other remarks.

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?

No, UES currently does not offer accredited PhD nor master courses in English language.

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?

No, UES does not offer joint PhD degrees in collaboration with other universities

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?

The PhD students are involved in different activities which include everything listed above, and in addition there are some international programs. Regarding the costs, they are covered in different ways, depending on the program and the faculty.

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

Taking into the concern that training and practical work is always part of the PhD studies, students have the opportunities to develop different transversal skills, depending on scientific field in which candidate is working its thesis. Every faculty within the University offers possibility of learning and acquiring different set of skills. Close cooperation with the mentor opens a lot of opportunities, not only for transfer of knowledge, but also for teaching good practices and developing skills.

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

No other remarks.

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.

The estimated overall research founding at the University is coming from:

a) National research fund- 80%

b) EU programmes- 15%

c) Industry collaboration- 5%

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

The database of the research projects is within the Department for Science, Research and Development of the University. This database is for inter institutional purposes, and does not have an open character.

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

University of East Sarajevo participates in two HORIZON2020 projects:

1. Services in support of business and innovation in Republic of Srpska- EUNORS
2. Mastiha treatment for Healthy obese with NAFLD diagnosis- MAST4HEALTH

7.1.4. Any other remarks relevant to the research projects?

No other remarks.

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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

12 Marie Curie/Marie Sklodowska Curie
### 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)?

> Considering that University has good cooperation with the industry, their representatives are involved in the formal research process. About 10% of all individuals involved in the formal research processes are representatives of the industry. In order for their representatives to be involved in the processes of PhD studies and evaluation committees they must have necessary scientific teaching title.

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

> These activities are carried out at the faculty level. Even there is no alumni association as such within the University, UES has a cooperation with 4 associations of citizens which are formed independently for this purpose.

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

> The UES has excellent collaboration with external partners. Research teams have established regular communication with the government representatives, same as NGOs. Given that UES is public institution collaboration with the public administration is on a daily basis.

**7.2.4.** Any other remarks relevant to the research collaboration?

> No other remarks.