



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 universities¹. 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 Recruitment².

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) process³. 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.

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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 report⁴. 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 Zdravković⁵.

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:						
Engineering and technology:						
Medical and health sciences:						
Agricultural sciences:						
Social sciences:						
Humanities:						

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:					
Medical and health sciences:					
Agricultural sciences:					
Social sciences:					
Humanities:					

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

	Number of PhD students
Natural sciences:	
Engineering and technology:	
Medical and health sciences:	
Agricultural sciences:	
Social sciences:	
Humanities:	

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

<25 yrs
 25-40 yrs
 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:

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 university⁶:

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

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:	
Engineering and technology:	
Medical and health sciences:	
Agricultural sciences:	
Social sciences:	
Humanities:	

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:	
Engineering and technology:	
Medical and health sciences:	
Agricultural sciences:	
Social sciences:	
Humanities:	

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

	Retired
Natural sciences:	
Engineering and technology:	
Medical and health sciences:	
Agricultural sciences:	
Social sciences:	
Humanities:	

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

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

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 positions⁷.

	Max duration
Teaching assistant:	
Assistant professor:	
Associate professor:	
Full professor:	
Other:	

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

	Typ duration
Teaching assistant:	
Assistant professor:	
Associate professor:	
Full professor:	
Other:	

2.1.8. Does your university supports/implements transferrable grants⁸? If yes, could you shortly describe the process of a transfer?

2.1.9. List all criteria factors⁹ which are formally taken into account for advancing career from one position to another¹⁰ (for example, from assistant to associate professor). Consider all possible promotions, not only the one given as an example.

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?

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)?

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.

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

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

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.

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?

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

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

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?

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?

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.?

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.?

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

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?

- 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?

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

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

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

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?

- 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)?

- 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?

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

- 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?

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

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

Any specific remark 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 Satisfactory Good Very good

Any specific remark 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?

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

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:

- 5.2.2. Do you 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?

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

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

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?

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

- 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)?

- 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?

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

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

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

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

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?

- 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?

- 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?

- 6.2.4. In which transversal skills the PhD students in your university are trained during their studies¹¹? Is this training a regular part of the offered PhD courses?

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

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.

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

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

7.1.3. List all FP7/H2020 research projects in which university participated in last two years (ONLY research projects). Any MC/MSC¹² actions?

7.1.4. Any other remarks relevant to the research projects?

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)?

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

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

7.2.4. Any other remarks relevant to the research collaboration?

¹² Marie Curie/Marie Skłodowska Curie