



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

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## *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<sup>1</sup>. 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<sup>2</sup>.

### *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<sup>3</sup>. 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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<sup>1</sup> HR strategies for each of the partner universities are planned deliverables of Re@WBC project

<sup>2</sup><http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

<sup>3</sup><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<sup>4</sup>. 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<sup>5</sup>.

## 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:	337	112	19	117	78	92
Engineering and technology:	891	292	28	252	109	151
Medical and health sciences:	307	136	31	175	103	129
Agricultural sciences:	120	41	7	53	22	52
Social sciences:	233	76	30	58	43	79
Humanities:	200	62	57	116	101	151

<sup>4</sup>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:	7		2	1	1
Engineering and technology:	11		19	7	
Medical and health sciences:			1		
Agricultural sciences:			1		1
Social sciences:	11	2	5	2	
Humanities:	59		12	4	

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

	Number of PhD students
Natural sciences:	337
Engineering and technology:	891
Medical and health sciences:	307
Agricultural sciences:	120
Social sciences:	233
Humanities:	200

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

490	<25 yrs	1377	25-40 yrs	1008	40-55 yrs	437	>55 yrs
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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:

If fair means that women represent 50% of leading positions I would consider it not fair. Out of 14 deans only 3 are women. Rector and 4 vice rectors are 2M+3F. Different scientific fields have different proportions of male and female managers. Humanities and social sciences tend to be very feminine fields with a female dean of the Faculty of Philosophy and two vice deans females, general secretary of the Faculty is female too, 10 out of 17 chiefs of departments are females. This is the exception.

Other faculties:  
At the Faculty of Sciences the dean and 3 of 4 vice deans are female (4F+1M). The general secretary of the Faculty is female, as well as the CFO. All the department heads are male, though.

University of Novi Sad was the first university in the history of higher education in Serbia to have a female rector (Professor Olga Hadžić, 1996--1998).

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<sup>6</sup>:

Decorations of foreign governments in the fields of humanities and medicine.

<sup>6</sup> Also including ERC grants

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

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## 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:	65
Medical and health sciences:	11
Agricultural sciences:	2
Social sciences:	6
Humanities:	58

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:	61
Medical and health sciences:	-
Agricultural sciences:	-
Social sciences:	5
Humanities:	47

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

	Retired
Natural sciences:	6
Engineering and technology:	9
Medical and health sciences:	-
Agricultural sciences:	9
Social sciences:	10
Humanities:	9

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

The positions are usually advertized in the local newspapers.

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

30 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 positions<sup>7</sup>.

	Max duration
Teaching assistant:	3 years
Assistant professor:	5 years
Associate professor:	5 years
Full professor:	permanent
Other:	

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:	

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

If it is a part of the contract between the researcher, the financing institution and the University. Depends on a specific situation.

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

<sup>7</sup> For example, in Serbia, all full professorships positions are permanent, while all others are temporary.

<sup>8</sup> When a researcher transfers from one institution to another and requests continued support from a previously approved grant/project at the new location

<sup>9</sup> Possible criteria factors include but are not restricted to papers in journals, books, mentoring, participation in evaluation committees, project coordination, etc.

<sup>10</sup> Do not include the ones that are regarded but not mandatory, list only mandatory criteria.

RULES SPECIFYING THE CONDITIONS FOR THE PROMOTION OF  
PROFESSORS AT THE UNIVERSITY OF NOVI SAD

Article 2 The titles of professors at the University are: assistant professor, associate professor and full professor. The title of assistant professor and associate professor is carried out for a period of 5 years. The title of full professor is not limited in time.

After the expiry of the period referred to in paragraph 2 of this Article, a person may be re-elected to the same position or elected to a higher title.

In the course of the period referred to in paragraph 2 of this Article, a person who was re-elected to the position of assistant professor, associate professor, may be elected to a higher title.

Article 3 ... The title of professor is confirmed by the University Senate on the proposal of electoral council or other competent professional body of the faculty (hereinafter: electoral council), with a prior opinion by the expert council as a subsidiary organ of the University Senate (hereinafter: expert council).

Article 4 Compliance with the conditions for election to the position of professor is estimated based on the results of:

1.scientific research or artistic work, 2. teaching, 3. results in the provision of scientific or artistic-teaching staff - mentoring, or tutoring students with their diploma works 4.engagement in the development of teaching and other activities of the Faculty and the University - contribution to academic and wider community.

The report on candidates for election to the position of professors includes evaluation of the results of candidates referred to in paragraph 1 of this Article and has the contents shown in one form which is an integral part of this Rules.

Different scientific fields have different demands and quantifications but most of the criteria concern:

**ASSISTENT PROFESSOR: -**

- the PhD degree in the field in which he will do his research and teaching
- positive evaluation of educational activities prepared in accordance with Recommendation of the National Council for Higher Education and opinions of students formed in accordance with the general act of the University,
- scientific or professional papers published in scientific journals or conference, with reviews,
- at least 8 points obtained for different activities

**ASSOCIATE PROFESSOR**

- the same as assistant professor but 16 points obtained since the last promotion +
- certain number of scientific papers of importance for the development of science, or art in the narrow scientific or artistic field published in international or leading local magazines with reviews.
- certain number of papers presented at international and national scientific meetings,
- a textbook, monograph, manual inr the scientific, or artistic field for which he is being chosen,
- original professional project, study, patent, original method, new variety, etc.), and management or participation in research projects

**FULL PROFESSOR**

The same as associate professor but 24 points obtained since the last promotion +

- Results obtained in the development of scientific and teaching staff at the University: mentorships, memberships in evaluation commities
- Participation In the graduation or professional works of students
- Citations

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 are nominated on the level of departments and confirmed at the elective council. A part from being promoted to a level of assistant professor, criteria are not written but it is a practice to take those who have publications in the field of candidates work. At least one member of the evaluation committee has to be an external member (not employed by the University). In case of an evaluation committee for a PhD thesis in Education at least one external member has to be a foreigner (not a citizen of Serbia).

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)?

- Available position is announced in national or local media.
- Evaluation committee of minimum 3 competent members is created at the level of department to evaluate the candidates.
- Members of the evaluation committee are confirmed by the elective council.
- Standard evaluation templates are obligatory. Criteria given by the law plus those adapted for specific scientific fields are taken into account.
- Evaluation committee has to report in 30 days to the elective council.
- The decision of the evaluation committee is made public, confirmed by the elective council and sent to the scientific council for the specific scientific field of the university.
- The decision of the specific scientific council is sent to the Senat of the University to bring the final decision.
- Elected candidate signs a contract with the dean of the faculty.

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.

The dean makes a final decision upon the proposal coming from the department and the approval of elective council of the Faculty.  
Short term needs (maternity leaves, grants, sabbaticals) retirements.

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

Definition of competitive would help. The number of candidates varies from one scientific field to another. Average 1-3. Knowing the situation in certain EU universities I do not consider this as competitive.

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.

Yes  
<http://www.razvojkarijere.uns.ac.rs/index.php/>

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

In 2.2.3. is sum of students by services.

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

- University internships: 107 students on internship places in 2014 year  
- Providing council services to students who has dilemma during choosing the career or positioning on the work market after graduation: 15 students  
- *VIRTUALJOB INTERVIEW* is interactive software for simulating job interviews, with over 150common questions employers: 23 students  
- Providing information about possibilities of additional education and job offers trough mailing list, info points and social networks: Facebook page: 3569, Facebook-group: 1407, LinkedIn: 1680, Twitter: 402 Instagram: 54 and mailing list: 1990  
  
- Career workshops: total 35workshops in 2014 year for about 250 students  
- University awards for exemplary achievement: about 1.000 student per year  
Students are mostly interested in internships.

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?

Currently employed: one counselor for career development, one practitioner and 7 student volunteers. Counselor for career development is psychologist.

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

Employee has relevant training in career counseling, both in Serbia and abroad.

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.)?

All the services are open to PhD students.  
We don't have the data just for PhD students, but about 5% of all users are PhD.

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?

Some of career workshops that were held in 2014 are: Leadership and learning throughout life, The techniques of data collection in research, Making decisions and initiative, Select what you like to do, Successful career, The importance of the promotion in modern business, Professional Communication- tips& tricks, Community management and use of social networks for professional purposes, Preparing for a job interview, Writing CV and cover letter, Actively seeking work, Assertive communication in the business environment, Business communication, Verbal and nonverbal communication, Making decisions, Student mobility, Business etiquette, Social networking, Management of stress in the workplace, Communication in the business environment and how to run a successful business meeting...

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?

- The procedure of appointment and dismissal of members of the Ethics committee is regulated by the general act adopted by the Senate.
  - The mandate of the members is three years. Seven members are elected, including one member among the student representatives (his mandate is one year).
  - Criteria for nomination of members of the ethics committee are different from college to college and often based on subjective characteristics or the experience of a person who is called.
  - It is not known that there were some complaints about the transparency and credibility of the procedure and the independence of board members were not called into question.

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

- The Ethics Committee is a subsidiary body of the University Senate.
  - The second instance body which decides on disputes that may arise from or based on the decision of the ethics committee of the faculty is the University Senate. The Ethics Committee of the University recommends decision or measure to be brought by the Senat.
  - Ethics Committee usually deals with issues of mobbing and plagiarism.

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

- In average, 5-6 per months. Half of those cases consider the complaints avoiding ethical committees of the faculties. Only after the decision of the faculty ethical committee, Ethical committee of the University can receive the case and bring the decision.
  - Newly formed Ethical committee at the level of the University (December 2015) didn't find any irregularities in the cases it treated since December 2015.

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?

- There are 3 consequences of a found misconduct: admonition, public admonition with no consequences in the record of the "accused" person, and admonition with the consequence written in the record of the "accused" person. Revoking scientific titles is not an option, because by the law of the country ones person is acknowledged as professor of any level, this title cannot be withdrawn.
  - There are no consequences for a complaintee if his/her complaint is found to be unsupported.

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?

- The cases handled by EC are transparent only when the decision is made, and only if it is public admonition. The documentation of the cases is highly protected.  
- So it can be said that the cases handled by the Ethical Committee are transparent.

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?

- The members of EC are not remunerated 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.?

- Yes. There are 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.?

No. Faculties or departments have their own ethical committees (e.g. Department of Psychology) that discuss those aspects of research.

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

- When the newly appointed Committee started to work, the content of bylaw was poor, with wrong term, very rude explanations, almost as it was the governmental court. After several sessions members agreed about the changes in the text, which will be analyzed by Senate of

### 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?

University of Novi Sad has EURAXESS center. One person, chief of the Office for international relations is in charge for its activities. It provides all kinds of information for those willing to work at the University of Novi Sad or somewhere else in EU. Center doesn't provide statistics 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)?

It is difficult to estimate the typical teaching/research balance. This varies wildly not only between scientific fields, but also within the same field. PhD students are involved in teaching. The average engagement in teaching is around 6 hours/week for teachers regardless of the career level and scientific field, and 10 hours/week for teaching assistants and PhD students (these standards are imposed by the National Council for Higher Education and ensured through the process of accreditation of HEIs).

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?

In absence of referential frame, the easiest answer would be „yes“. From one faculty to another the situation is very different. Successful research groups manage to acquire good infrastructure for their work thanks to a European and national projects. But in general the country is falling behind the Central European countries, members of EU, which until recently were behind.

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

There is no award system for established researchers. However, there are several awards meant for students and junior researchers:  
Best students of the University award Zoran Djindjić Prize for the best young scientist – Provincial government.  
The Prize for the best diploma, master or magister thesis in the field of social sciences and philosophy – Provincial government.

- 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 is part of all the statutes of faculties and the Statut of the University but that possibility is very rarely used by the researchers. A professor can apply for a sabbatical year after 5 years of service, or for a sabbatical semester after 2.5 years of service (most of the faculties).

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

Some faculties are overcrowded: old buildings were not meant for this number of employees, researchers and students.

## 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?

Very different from one scientific field to another. Awareness is the highest in the field of medicine and in the fields which require experimental work with animals (Rules and regulations adopted).

I would propose "Satisfactory" on the following grounds: On how many occasions were standards in research violated? How often do we have cases of plagiarism? The principal problem I am aware of is the misuse of bibliometric-based evaluation system imposed by the Ministry of Education, Science and Technological Development (consciously publishing papers in predatory journals). Are we aware of any recorded issue of breach of data protection, privacy and confidentiality? Note that "Satisfactory" is still quite far away from "Very good".

- 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? My sore spot: It is very hard to make full professors carry out any administrative task imposed by the management. For example, submitting annual reports on research activity.

- 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?

The researchers prepare reports for the institutions financing the research: Ministry, Provincial secretariat. Faculty management collects the data and is responsible for its validity. Certain reports exist on the level of faculties and the University. During the process of self-evaluation (every 3 years) extensive reports are prepared on research also. University collects data from the faculties and institutes annually on scientific production. For the election and promotion purposes extensive reports of each candidate are prepared. Teachers are not requested to submit reports pertaining to teaching! This is one of our principal weaknesses.

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:

At the Faculty of Sciences for example:

- PR service that regularly informs the media on new research activities at the Faculty ([http://www.pmf.uns.ac.rs/o\\_nama/mediji/2015](http://www.pmf.uns.ac.rs/o_nama/mediji/2015) or [http://www.pmf.uns.ac.rs/files/2/30\\_01\\_\\_ns\\_reporter\\_neda\\_intervju.pdf](http://www.pmf.uns.ac.rs/files/2/30_01__ns_reporter_neda_intervju.pdf))
- Public manifestations: "The Night of Science", "The Festival of Science", "The Night of Biology", "Maria's and Sanja's Scientific Kitchen" (a regular show at Radio Television Vojvodina).

5.2.2. Do you organize science career promotions in schools?

Faculties organize career promotions in schools in Vojvodina, northern Serbia and Republic of Srpska.

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 has PR service.

Certain faculties also: usually 1 person. Typical activities are listed in 5.2.1. We regularly update our media kit.

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

University and certain faculties have different forms of social media (twitter, Facebook...) and they are used in promotional activities.

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?

- To be a mentor for the doctoral dissertation professor has to meet the following requirements:
  - To be employed at the Faculty and/or to participate in the realization of the program of doctoral studies and to have necessary scientific capability in the field of the problems of the doctoral thesis
  - To have adequate scientific production and aptitude for teaching.

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

Each researcher elected to the position of assistant professor, associate or full professor can be a member of the committee for the evaluation of a dissertation in accordance with its title and scientific field.

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)?

By subscribing to the PhD studies, candidates elects adviser who leads him during his studies and from whom he receives all necessary information and assistance for the successful implementation of the study program.

Candidate who passed all or most of the subjects envisaged by the doctoral study program, submits the topic of doctoral dissertation he wants to defend to the corresponding department. The department application and approval of the candidate approached the teacher which proposes to be a mentor for the dissertation.

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?

On the proposal of the council of doctoral studies or corresponding department, when a student chooses a mentor and doctoral dissertation, the scientific council body of the faculty appoints the commission, which appreciates the candidate's and mentors qualifications as well as the suitability of the themes for doctoral dissertations. Appointed commission prepares a report which assesses above mentioned topics and it has to be adopted by the scientific council of the faculty. The report has to be adopted by the expert council of the University and the Senat. Mentor has no obligation to report on mentoring with the candidate.

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

If the candidate is not happy with his collaboration with the mentor he can start a procedure for the replacement of the designated mentor. Scientific council brings the decision about the new mentor. The mentor also has a right to refuse further work with the candidate and he has to follow certain procedure in which scientific council brings final decision.

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

Mentors are not remunerated for their work with doctoral candidates but mentorship appears as one of the conditions for promotion.

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

They are not. They receive small (symbolic) amount only for the defense of the thesis.

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?

University offers PhD and master courses in English. Faculty of technical sciences, Faculty of sciences and Faculty of medicine have all their programs accredited in English while other faculties have only certain courses in English.

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?

Four faculties developed joint master programmes: Faculty of technical sciences, Faculty of sciences, Faculty of Economy and Faculty of Agriculture with University of Belgrade, University of Maribor, United Business Institutes From Brussels .Joint degrees (in general, not just PhD) are administratively demanding. What we prefer are double degrees, which are easier to implement. Another substitute at the level of PhD studies is cotutelle: a PhD student spends some time (1-3 semesters) at a foreign university, and then the PhD thesis is co-mentored (one mentor from the University of Novi Sad, and another from the foreign university).

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?

Faculties encourage participation of students at conferences, summer schools and other research organizations. Such activities are funded through research projects of the Ministry of Education, Science and Technological Development, through EU grants, or short-term research grants of the Provincial Secretariat for Science.

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

In collaboration with King Boduin foundation University and faculties developed range of transversal skills like project writing, foreign languages, entrepreneurial skills, scientific methodologies, digital skills, communication and presentation skills, networking and team work. Those courses developed in collaboration with universities from Gent, Sapienza Rome, Uppsala and Kent. Certain of these courses are regular part of PhD courses but students can always choose them as their optional 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.

National research fund 60%  
EU programmes 23% (all international programmes where EU programs have prevailing majority)  
Provincial government..17%  
Industry collaboration...  
Own funds

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

Yes, University maintains a central base of research projects and it is partly open.

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<sup>11</sup> 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<sup>12</sup> actions?

**-Culture and RiSkmanagement in Man-made and Natural Disaster**

(CARISMAND)

Ref. No: 653748

Coordinator: University of Hroninhen, Holland, 2015 – 2018

**-Citizen Interaction Technologies Yield Community Policing**

(CityCOP)

Ref. No: 653811

Координатор: University of Hroninhen, Holland, 2015 – 2018, 2015 – 2018

**-Cost-effective microfluidic electronic devices for optimal drug administration based on fractional pharmacokinetics for leukemia treatments**

(MEDLEM)

Ref. No. 690876

Coordinator: University of Novi Sad, 2015 – 2019

**-Centre of Excellence for Advanced Technologies in Sustainable Agriculture and Food Security (ANTARES)**

Ref. No: 664387

Coordinator: University of Novi Sad, 2015 – 2016

**- Establishing services enhancing the innovation management capacity of SME's in the Enterprise Europe Network (EEN INNO)**

Ref. No: 643359

Coordinator: National agency for sustainable developmentSerbia, 2015 – 2016

**-DANunemacroregion: Capacity building and Excellence in River Systems - basin, delta and sea (DANCERS)**

Ref. No: 603805

Coordinator: Institut NIRD GeoEcoMar, Румунија

www: <http://www.dancers-fp7.eu/>, 2013 – 2015

**-Fostering sustainability and uptake of research result through Networking activities in Black Sea & Mediterranean areas (IASON)**

Ref. No: 603534

Coordinator: Aristotel UniversityThesaloniki, Greece

Coordinator:UNS, www: <http://www.iason-fp7.eu/>, 2013 – 2015

**-Earth Observation for Economic Empowerment (EOPower)**

Ref. No: 603500

Coordinator: University, Geneve, Suisse

www: <http://www.eopower.eu/>, 2013 – 2015

**Danube-INCO.Net**

Ref. No: 609497

Coordinator: Center for social inovation, Austria

www: <http://danube-inco.net/>, 2014 - 2016

**Future Internet Enabled Agricultural Applications (FRACTALS)**

Ref. No: 632874

Coordinator: РазвојнифондАутономнепокрајинеВојводине, Србија

www: <http://fractals-fp7.com/>, 2014 - 2016

<sup>12</sup> Marie Curie/Marie Sklodowska Curie

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)?

Relatively small. In order to be a part of evaluation committees members have to have status of a professor or researcher at the institute.

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

Vice-rectors for education mostly charged with those activities which until today didn't give substantial results. Activities in this field are mostly sporadic.

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

Relatively good but from case to case. Financial motivation is of certain help.

7.2.4. Any other remarks relevant to the research collaboration?