

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

“A Human Resources Strategy for Researchers incorporating the Charter and Code”

I. Ethical and professional aspects

1. Research freedom

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 2, Article 7, Article 20, Article 112</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006)</p>	<p>Researchers at the Institute for Migration and Ethnic Studies (IMIN) put forth an effort to follow autonomy and freedom of thought rules and regulations, which are inherent to the existing codes, while they plan and implement their projects, and publish research results.</p>	<p>Having in mind the specifics of research conducted by the Institute (Social Science and Humanities SSH), we will create a Code of Ethics in line with the existing regulations.</p>	<p>31 of December 2011/ IMIN’s Legal Department, Head of Institute, research representatives (the IMIN Science Committee representatives (SC))</p>

2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2, Article 37, Article 112</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006)</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06 and 41/08) Article 11, Article 13</p>	<p>IMIN's researchers adhere to the ethical practices and fundamental ethical principles which are imbedded in the existing legislative and codes, applicable to the SSH.</p>	<p>Having in mind the specifics of research conducted by the Institute (Social Science and Humanities SSH), we will create a Code of Ethics in line with the existing regulations.</p>	<p>31of December 2011/ IMIN's Legal Department, Head of Institute, SC representatives</p>

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 37, Article 82</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 2, Article 8</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06 and 41/08) Article 11, Article 13</p>	<p>IMIN's researchers strive to adhere to the fundamental demands of research originality, its social relevance, and quality in terms of assembling adequate research teams and choosing the appropriate scientific approach. Researchers also apply a scientific approach to evaluation and assessment of research results, as well as to preparation, implementation and publishing of research results.</p>	<p>Demands of this article will be incorporated into the IMIN's Code of Ethics and its Mentoring Regulations.</p>	<p>1. 31st of November, 2010/ IMIN's Legal Department, a Committee assembled for drafting the Mentoring Regulations</p> <p>2. 31st of December 2011/ IMIN's Legal Department, Head of Institute, SC representatives</p>
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4. Professional attitude			
<p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 3, Article 111</p>	<p>Researchers respond to the demands of specific research environments and address relevant social issues during formulation of research subjects and project aims.</p> <p>Head of the Institute, programme leaders and project leaders plan budgets needed for submission of new projects. Moreover, they report regularly (annually) to the Ministry of Science, Education and Sport (MSES) and the IMIN's Governing Board on all aspects of research, including the incurred project costs during project implementation.</p>	-	-
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5. Contractual and legal obligations Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 16</p>	<p>Project leaders (by signing the project contract) and researchers (by accepting to work on the project) commit to fulfill all requirements that regulate training and working conditions, Intellectual Property Rights regulations and dissemination of new knowledge.</p>	-	-

6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Science and Higher Education Act (Official Gazette 123/03 , 198/03 , 105/04 , 174/04 , 46/07) Article 109, Article 111 Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006)	By signing an employment contract, researchers accept all obligations and responsibilities toward their employer. Researchers are also, therefore, committed to govern their work by the principles of sound and transparent presentation of collected data and research results, as well as financial management, in all phases of their research.	The Institute is currently establishing the IMIN Center for Islands - Zlarin. A Rulebook, which will govern the communication and cooperation between the newly founded Centre and IMIN (rights and obligations regarding research and funding), will be composed by interested parties.	30th of March 2011/ Legal Department, Head of Institution, Center Director, SC representatives

7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfill them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 20</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 2</p> <p>Personal Data Protection Act (Official Gazette 103/03, 118/06, 41/08) Article 6, Article 7, Article 11, Article</p> <p>Workplace Safety Act (Official Gazette 59/96, 94/06 and 114/03) Article 80-82</p> <p>Workplace Safety Regulations (The Governing Board, 25th January 2010)</p> <p>Regulations on Protection and Processing of Archives (The Governing Board, 5th May 2006)</p>	<p>The existing legislation and the Code of Ethics of the Committee for Ethics regulate conditions which constitute a safe workplace, and also establish the essential guidelines for health protection and data safety.</p> <p>IMIN's researchers are familiar with a need for data back-up, as well as with a requirement for administration and documentation of the research and work related to the official publication, i.e. IMIN journal.</p>	-	-
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<p>8. Dissemination, exploitation of results</p>			
<p>All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results 14 are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2</p> <p>Act on the Right to Access to Information (Official Gazette 172/03)</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 7</p>	<p>IMIN's researchers disseminate their research results by publishing in both Croatian and foreign scientific and professional, peer revised publications.</p>	<p>More public engagement is needed in order to familiarize the society at large with IMIN's research results, so that these results can be used as guidelines for making future plans and actions in our society.</p> <p>The current projects' results will be presented on the IMIN website.</p>	<p>1st Quarter of 2011/ Project Leaders</p>
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<p>9. Public engagement</p> <p>Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 2</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 78, Article 79</p>	<p>The Institute is still insufficiently represented and recognized in the public arena, despite its efforts to inform the public of its work through the media - while organizing scientific conferences and other events.</p> <p>The experience of organizing seminars for school teachers, in order to implement research results in the field of migration and ethnicity in teaching, is an example of IMIN's successful practices in terms of information dissemination.</p>	<p>To initiate further debate on strategy and concept of presentation of IMIN's work in larger societal context.</p>	<p>End of 2010 / SC</p>

10. Non discrimination			
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 14, Article 15</p> <p>The Anti-discrimination Act (Official Gazette 85/08) Article 1, Article 8</p> <p>Work Regulations (The Governing Board, 28th June 2010) Article 111</p>	Existing Work Regulations arrange worker dignity issues.	-	-

11. Evaluation/appraisal systems			
Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 32, Article 37</p> <p>Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09) Article 18</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37</p>	<p>The SC composes its Decisions on Assistants' Work Evaluations annually, based on mentors' reports. The Decisions are forwarded to the MSES.</p> <p>Researchers submit quartile reports on their work to the Head of the Institute.</p> <p>The Leaders of projects report to the MSES, regarding all research projects, and these reports are provided annually.</p> <p>Specific evaluation/appraisal system is not established as yet.</p>	-	-
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II. Recruitment

<p>12. Recruitment Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 44, Article 45</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 35, Article 40, Article 42, Article 43</p> <p>Conditions for the Appointment into Scientific Positions (Official Gazette 84/05, 100/06, 120/07)</p> <p>Regulations on the IMIN's Structure of Working Places and Positions (The Governing Board, 27 November 2008)</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37, Articles 59-77</p>	<p>The SC is in charge of the selection procedure for scientific, associate and professional positions based on a public advertisement of vacancy.</p> <p>The Head of the Institute, based on the recommendation of the SC, makes a decision for the invitation of public advertisement of vacancy for scientific, associate and professional positions in line with general provision on the IMIN's positions structure.</p>	<p>Drafting the Regulations on Criteria and Priorities for Selection into Scientific Position.</p>	<p>mid of 2012 /SC, Selection Committee for Scientific Positions</p>
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13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04, 46/07) Article 35, Article 36, Article 40, Article 41</p> <p>Regulations on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette 42/08)</p> <p>Act on Foreigners (Official Gazette 79/07, 36/09)</p> <p>Registry of Researchers Regulations (Official Gazette 72/04, 101/04)</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08)) Article 7a</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37, Articles 59-77</p>	<p>The SC is in charge of the selection procedure for scientific, associate and professional positions based on a public advertisement of vacancy - which is published in the Official Gazette, daily newspapers, the IMIN's webpage and on the www.euraxess.hr portal.</p>	<p>In line with the Development Strategy of the IMIN.</p> <p>Drafting the Regulations on Criteria and Priorities for Selection into Scientific Position.</p>	<p>1st of December 2010/ Head of Institute, SC</p> <p>Mid of 2012 /SC, Selection Committee for Scientific Positions</p>
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14. Selection (Code)			
<p>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 35</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37</p>	<p>Competent members of a Selection Committee - for the selection of candidates assembled through public advertisement of vacancy - are chosen according to the established procedure, in line with the existing regulations and IMIN's practices.</p> <p>Due to the utilization of existing practices and regulations for candidate selection, a need for external expert assessment of candidates had not, as of yet, occurred. However, selection committee member training would ensure further unifying criteria for the selection procedure.</p>	<p>A unique criterion for candidate selection procedures will be agreed upon, in regards to the specificities of IMIN's research. A one-day training workshop for researchers should be organized. The workshop would provide a space for further evaluation and drafting of criteria and priorities for the selection of candidates for scientific positions, in line with the EU Research Charter.</p>	<p>Mid of 2012 / SC, Selection Committee for Scientific Positions</p>
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15. Transparency (Code)			
Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 40</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 7a</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37, Article 59-77</p>	<p>Job candidates are informed of work conditions and career development prospects in the IMIN through the public advertisement of vacancy, and are further informed during the job interview. This is in line with existing IMIN's regulation on the recruitment process, and is therefore current practice.</p>	<p>-</p>	<p>-</p>

16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, and knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31 st March 2009) Article 37	The selection committees primarily evaluate the work candidates have done in the field of interest of the Institute, and regarding the specific issues that are considered to be related to IMIN's scope of work. The selection is also based on the number of (scientific) publications written by candidates, as well as their past participation in higher education in both domestic and international institutions.	The selection process should, among other things, evaluate; (1) a candidate's experience of mobility, and past experiences in international science-related institutions (2) intersectoral mobility and (3) participation in collaborative research programmes. Drafting The Regulations on Criteria and Priorities for Selection into Scientific Positions.	Mid of 2012 / SC, Selection Committee for Scientific Positions

17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31 st March 2009) Article 37	Short-term pauses in career development and changes of scientific interests were not negatively evaluated during the selection procedures.	The evaluation of certain achievements and qualifications which are not directly related to the fundamental work of the Institute should be encouraged and incorporated in the (future) Regulations on Criteria and Priorities for the Selection into Scientific Positions.	Mid of 2012 / SC, Selection Committee for Scientific Positions
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18. Recognition of mobility experience (Code)			
Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 41-45 The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31 st March 2009) Article 37	Different types of mobility experiences are considered a valuable contribution to research competency, in terms of evaluation of a researcher-candidate (both internally - i.e. in the IMIN- and externally, i.e., as noted in the reports to the MSES).	Evaluate (1) former candidate's mobility and experience in international scientific institutions (2) intersectoral mobility and (3) participation in collaborative research programmes. Drafting the Regulations on Criteria and Priorities for Selection into Scientific Position.	Mid of 2012 / SC, Selection Committee for Scientific Positions

19. Recognition of qualifications (Code)			
Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Council of Europe Treaty no. 165). ("Official Gazette", International Contracts, no. 9/02)</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 85</p> <p>Act on Recognition of Foreign Education Qualifications (Official Gazette, 158/03, 198/03, 138/06)</p> <p>Criteria for Evaluation of Foreign Higher Education Qualifications (Agency for Science and Higher Education CLASS: 602-06/08-01/52 FILE NO.: 335-05-08-01 Zagreb, 9th April 2008)</p>	<p>The IMIN adheres to all national regulations related to the recognition of foreign education qualifications during the recruitment of new researchers.</p>	<p>Drafting the unifying Regulations on Criteria and Priorities for Selection into Scientific Positions.</p> <p>IMIN's management should be further informed of all the aspects of the recognition of foreign education qualifications. A training should be organized to that affect, in cooperation with the national ENIC/NARIC office.</p>	<p>Mid of 2012 / SC, Selection Committee for Scientific Positions</p> <p>March 2011/ Legal Department</p>
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20. Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p>Labour Act (Official Gazette 149/09)</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07)</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009)</p>	<p>In line with their qualifications, and according to the scientific appointment within the Institute, the Institute appoints additional tasks to researchers - within the institution. Moreover, the IMIN supports engagement of researchers outside the Institute.</p> <p>The Institute supports the acquirement of new, scientific knowledge by participation in conferences, workshops, teaching etc., while keeping in mind the institute's particular financial capacity.</p>	-	-
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21. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07)</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009)</p>	<p>The IMIN did not appoint postdoctoral researchers so far.</p>	<p>The Development Strategy of the IMIN should include a specification of the role of postdoctoral researchers within the Institute structure.</p>	<p>1st of December 2010 / Head of Institute, SC</p>

III. Working conditions and social security

22. Recognition of the profession			
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Labour Act (Official Gazette 149/09) Article 5</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 21, Article 23</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 4, Article 5</p> <p>The Statute of the Institute for Migration and Ethnic Studies (Governing Board, 31st March 2009) Article 22, Article 23</p> <p>Work Regulations (The Governing Board, 28th June 2010)</p>	<p>Current legislation and the IMIN's Statute both regulate the recognition of the profession of the researchers and other employees.</p>	<p>Guidelines to appropriate scientific recognition will be incorporated in the IMIN's Code of Ethics.</p>	<p>31 December 2011/ IMIN's Legal Department, Head of Institute, SC representatives</p>

23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Labour Act (Official Gazette 149/09) Workplace Safety Act (Official Gazette 59/96, 94/06 and 114/03) Article 17, Article 18, Article 19, Article 69 Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 30, Article 46 Workplace Safety Regulations (The Governing Board, 25 th January 2010)	The Institute does not operate within an appropriate office space; an appropriate space is necessary in order to ensure a stimulating research environment with appropriate equipment and facilities.	The SC will discuss the possibility of joining the IMISCOE international research network. The Institute will make further efforts to solve the issue of inadequate office space.	October 2010 /SC

24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p>Labour Act (Official Gazette 149/09)</p> <p>Declaration of the Rights of Disabled Persons (Official Gazette 47/05)</p> <p>Professional rehabilitation and employment of impaired persons Act (Official Gazette 143/02, 33/05) Article 10</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 30</p> <p>Work Regulations (The Governing Board, 28th June 2010)</p>	<p>Working hours are regulated by current Work Regulations.</p>	<p>-</p>	<p>-</p>
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<p>25. Stability and permanence of employment</p> <p>Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the <i>EU Directive on Fixed-Term Work</i>.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>Labour Act (Official Gazette 149/09) Article 10, Article 11</p> <p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 42, Article 43</p> <p>Regulations on the IMIN's Structure of Working Places and Positions (The Governing Board, 27 November 2008)</p>	<p>The Institute utilizes two kinds of employment contracts - i.e. permanent and temporary.</p> <ol style="list-style-type: none"> 1. Administration - permanent contracts 2. Scientific Posts – permanent contracts – including an obligation of scientific career advancement every 5 years 3. Young Researchers – temporary contracts 4. Associates Posts – permanent contract <p>The MSES needs to assess and approve further recruitment of former Young Researchers, upon the expiration of their temporary contracts</p>	<p>The Development Strategy of the IMIN should incorporate Young Researchers retention policy which would address the issue of continuation of their work after termination of the temporary work contract.</p>	<p>1st of December 2010 / Head of Institute, SC</p>
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26. Funding and salaries			
<p>Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 55, Article 56</p> <p>Act on the Salary in Public Services (Official Gazette 27/01)</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08)</p>	<p>The salaries are regulated by the Croatian national legislation and Sectoral Collective Agreement.</p> <p>Mobilization of funding from various sources (international collaborative projects).</p>	<p>-</p>	<p>-</p>

27. Gender balance			
Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act on Gender Equality (Official Gazette 82/08) Article 13 Labour Act (Official Gazette 149/09) Article 5	Selection Committees are mostly comprised of a representative gender sample. The recruitment procedure is based on prioritizing a candidate's adequacy for his/her respective job application (i.e. - experience and acquired knowledge). The IMIN has no specific (gender-based) equal opportunities policy. Regular follow-up on the European Platform of Women Scientists at http://www.epws.org/	-	-

28. Career development			
Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37</p>	<p>Young Researchers get appointed with mentors, who are responsible for monitoring their mentoree's development and scientific careers. The mentors are chosen by the IMIN's SC.</p>	<p>The Development Strategy should take into account human resources strategy.</p> <p>The Mentoring Regulations will define a mentor's responsibilities, as well as his/her rights.</p>	<p>1st of December 2010 / Head of Institute, SC</p> <p>31 November 2010/ IMIN's Legal Department, a Committee assembled for drafting the Mentoring Regulations</p>
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<p>29. Value of mobility</p>			
<p>Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing Institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

<p>Act on Recognition of Foreign Education Qualifications (Official Gazette, 158/03, 198/03, 138/06)</p> <p>Regulations on how to determine the conditions for granting temporary residence to foreigners for the purpose of scientific research (Official Gazette 42/08)</p> <p>Act on Foreigners (Official Gazette 79/07, 36/09)</p> <p>Conditions for the Appointment into Scientific Positions (Official Gazette 84/05, 100/06, 120/07)</p>	<p>There are no particular regulations on the issue. The person responsible for international cooperation deals with researcher mobility issues.</p>	<p>-</p>	<p>-</p>
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30. Access to career advice			
<p>Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>No limits for application of the principle.</p>	<p>There are no particular practices.</p>	<p>-</p>	<p>-</p>

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Act on Copyright and Related Rights (Official Gazette 167/2003, 79/2007)	There are no particular regulations on the issue.	Draft the Guidelines for Intellectual Property Rights Policy. Training for administrative staff on Intellectual Property Rights Management.	End of 2012/ Legal Department and scientists representatives During 2011/ Legal Department and scientists representatives

32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

Act on Copyright and Related Rights (Official Gazette 167/2003, 79/2007) Article 11, Article 100	There are no specific regulations. Co-authorship of the experienced and young researchers within the projects is supported in general. In particular, between young researchers and their mentors.	-	-
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<p>33. Teaching Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Science and Higher Education Act (Official Gazette 123/03 , 198/03 , 105/04 , 174/04 , 46/07) Article 27	<p>The researchers and the Head of the Institute reach a joint decision concerning teaching activities at the University and private colleges.</p> <p>Material valorization of teaching is not a part of the Institute's scope of activities.</p> <p>Teaching activities are seen as a contribution by the researchers to the educational aspect of scientific work.</p>	-	-

<p>34. Complains/ appeals</p> <p>Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.</p>

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>The Constitution of the Republic of Croatia (Official Gazette 41/01) Article 18, Article 46</p> <p>Labour Act (Official Gazette 149/09) Article 130</p> <p>Work Regulations (The Governing Board, 28th June 2010) Article 112</p>	There were no complains so far.	The Mentoring Regulations will define mentor/supervisor responsibilities and rights.	31 of November 2010/ IMIN's Legal Department, a Committee assembled for drafting the Mentoring Regulations

35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 26</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Article 55</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37, Article 46</p>	<p>The researchers are represented in the IMIN's Governing Board by their representative.</p> <p>The Head of the IMIN gives researchers all relevant information at the SC meetings and regular employees meetings.</p> <p>Young Researchers are spoken for in the SC by their representative.</p>	-	-

IV. Training

36. Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, and deliverables and/or research outputs.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 2, Article 43, Article 87, Article 88</p> <p>Code of Ethics of the Committee for Ethics in Science and Higher Education (CLASS: 533-045-06-02, FILE NO: 640-01/06-04/06, Zagreb, 13 November 2006) Article 2</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 28, Article 37, Article 72, Article 73</p>	<p>The IMIN's mentors and project leaders work in line with national legislation and the IMIN's Statute.</p>	<p>The Mentoring Regulations will define mentor/supervisor responsibilities and rights.</p>	<p>31 of November 2010/ IMIN's Legal Department, a Committee assembled for drafting the Mentoring Regulations</p>

37. Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 43, Article 87</p> <p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 28, Article 37, Article 54, Article 72, Article 73</p>	<p>The IMIN's mentors and project leaders work in line with national legislation, ethical practices and the IMIN's Statute.</p> <p>The SC evaluates assistants' (young researchers) work annually, and the decisions are based on mentors' reports.</p>	<p>The Mentor Regulations will define mentor/supervisor responsibilities and rights.</p>	<p>31 of November 2010/ IMIN's Legal Department, a Committee assembled for drafting the Mentoring Regulations</p>

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04, 174/04, 46/07) Article 76, Article 103</p> <p>Conditions for the Appointment into Scientific Positions (Official Gazette 84/05, 100/06, 120/07) Article 1</p>	<p>Scientific excellence is promoted.</p> <p>The Institute organises workshops, and conferences, and it also publishes different research results in the Migration and Ethnic Issues Journal (<i>Migracijske i etničke teme</i>), - a collection of papers and monographies. A large number of researchers are involved in teaching at graduate, postgraduate and doctoral courses.</p>	<p>Striving to intensify the involvement of researchers in EU research programmes.</p> <p>Further development of indicators for follow-up of international cooperation.</p>	<p>End of 2011 / Expert Assistant for International Projects Support (indicators)</p>

39. Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Science and Higher Education Act (Official Gazette 123/03, 198/03, 105/04 , 174/04 , 46/07) Article 8</p> <p>Labour Act (Official Gazette 149/09) Article 65</p> <p>Collective Agreement for Science and Higher Education (Official Gazette 101/02, 81/03, 203/03, 28/06, 11/08) Articles 41-45</p>	<p>Despite their efforts, a lack of financial resources often presents an obstacle to the improvement of researchers' skills. Funding is a difficult aspect lately.</p> <p>Depending on the financial resources, researchers attend trainings.</p>	-	-

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p>The Statute of the Institute for Migration and Ethnic Studies (The Governing Board, 31st March 2009) Article 37</p>	<p>The SC appoints mentors to Young Researchers. Project leaders are usually mentors to Young Researchers who are working on a respective project. Their role is to guide, support and monitor a Young Researcher in fulfilling his/her professional tasks</p>	<p>The Mentoring Regulations will define mentor/supervisor responsibilities and rights.</p>	<p>31 of November 2010/ IMIN's Legal Department, a Committee assembled for drafting the Mentoring Regulations</p>
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Form completed by:

Organisation: Institute for Migration and Ethnic Studies

Head of the institution: Marino Manin PhD

Address: Trg Stjepana Radića 3, 10000 Zagreb, Croatia

Phone: 00 385 1 6111 586

e-mail: imin@imin.hr

Date: 24 September 2010

Signature: Marino Manin PhD