

No.	Field		Actions required	When	Status	Note
1	Research freedom	1.1.	Periodic analysis of present state and evaluation of relevant legislation and Code of Ethics when research freedom in question.	1Q-2015	To be completed	ongoing activity
1	Research freedom	1.2.	Inciting awareness of the importance of research freedom by way of public discussions, workshops, round tables.	4Q-2014	To be completed	ongoing activity.
1	Research freedom	1.3.	Introduction of statement signing when starting the contract with handing of the University of Zadar Code of Ethics, the Charter and the Code.	1Q-2013	Done	Statement on familiarization with the Code of Ethics of the University and the Charter for Researchers and the Code is incorporated in the employment contract
1	Research freedom	1.4.	Stimulating young researchers' independence by annual monitoring and regular success evaluations; attenuating seniority-based culture which is not based on scientific achievements.	1Q-2015.	To be completed	Annual reports on the work of young scientists made by their mentors
2	Ethical principles	2.1.	Periodic analysis of the current state and evaluation of complying with the relevant legislation and the Code of Ethics.	1Q-2015	To be completed	Continuous activity.
2	Ethical principles	2.2.	Inciting complying with ethical rules, and regular adjustments and promotion of the Code of Ethics (public discussions, workshops, etc.).	1Q-2015	To be completed	Continuous activity.
3	Professional responsibility	3.1.	All researchers have to be introduced to the relevant legislation and institutional rules –information package for researchers.	1Q-2015	To be completed	making "info packet" in progress
3	Professional responsibility	3.2.	Adoption of the rulebook on disciplinary procedure in order to define the conduct in cases of violation of rules in Code of Ethics (including plagiarism and other forms of academic dishonesty) priorly identified by Ethical Committees.	2Q-2015	To be completed	in progress
3	Professional responsibility	3.3.	Enable access to the leading scientific journals and on-line bases. Mentor needs to emphasize continuously the importance of professional ethics and unacceptability of any form of plagiarism and forgery.	4Q-2013	Done	databases available on the website of unizd.hr

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4	Professional attitude	4.1.	Defining clear rules of conduct in cases of industry or economy funding or 'a la carte' projects (projects should be approved on the basis of researchers' and their associates' CVs on recommendations of scientific and professional organizations and associations, and reviewers' groups for respective scientific area and field).	1Q-2012	Done	The procedure has been established with the institutions of the city and county.
5	Contractual and legal obligations	5.1.	All researchers have to be acquainted with the relevant legislation and institutional rules – creating an information package for researchers.	4Q-2011	Done	All documents and regulations are available on the website of the University.
5	Contractual and legal obligations	5.2.	Inciting and encouraging the researchers to learn about the regulations through workshops, round tables, etc	4Q-2011	Done	All documents and regulations are available on the website of the University.
5	Contractual and legal obligations	5.3.	Development of the “right rule culture” (applying the regulations and obeying the contractual obligations of all parties involved: researchers, institutions and the state) through public discussions, workshops, round tables.	4Q-2011	Done	All documents and regulations are available on the website of the University.
6	Accountability	6.1.	Encouraging the correct, transparent and efficient financial management through public presentations, round tables and workshops.	1Q-2013	Done	Continuous activity.
6	Accountability	6.2.	Encouraging researchers to be informed about the regulations systematically by mentors, and insist on their application.	1Q-2013	Done	Continuous activity.
6	Accountability	6.3.	Define precisely the rules of the Code of Ethics and draft the specific rules of financial management.	/	Suspended	Not applicable in this form. Under the law and regulations.
7	Good practice in research	7.1.	All researchers have to be introduced to the relevant legislation and institutional rules – information package for researchers. The data need to be protected, as well as research tools and instruments (questionnaires, interviews).	4Q-2011	Done	Researchers have familiar with the legislation and institutional rules through the website of the University.
7	Good practice in research	7.2.	Strengthening of the IT system and education of the end users on the data protection	2Q-2015	To be completed	Continuous investment in infrastructure. Partially defined by the legislation. Web workshops about the importance of and methods of protecting data are being prepared.

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8	Dissemination, exploitation of results	8.1.	Ensuring more considerable financial means for scientific journals and other publications.	1Q-2012	Done	Continuous activity.
8	Dissemination, exploitation of results	8.2.	Better professional organization of scientific community – inciting establishment and active duty of professional and scientific organizations.	3Q-2015	To be completed	partially accomplished.
8	Dissemination, exploitation of results	8.3.	Further development of legal and institutional mechanisms for commercialization of research results in order to return means in research process.	/	Suspended	The activities are carried out through other organizational units.
8	Dissemination, exploitation of results	8.4.	Establishing Technology Transfer Office	/	Suspended	Technology transfer activities are carried out through other organizational units.
9	Public engagement	9.1.	Organizing a larger number of public lectures and thematic round tables in order to inform public about the scientific achievements of the institution.	4Q-2015.	To be completed	Continuous activity.
9	Public engagement	9.2.	Presentation of scientific results in public, covered by media (radio show, continuously).	/	Suspended	Continuous operation implemented through a festival of science, public lectures, presentation of books, conferences, Info Days ..
9	Public engagement	9.3.	Expanding cooperation at the level of local community and civil society.	1Q-2013	Done	Several agreement on cooperation and partnership.
9	Public engagement	9.4.	Encouraging voluntary engagement of researchers and other University's employers in humanitarian and similar activities of civil society.	3Q-2013	Done	Regulations on working with volunteers. Central meeting of volunteers in 2013
9	Public engagement	9.5.	Developing a clear strategy of presenting the achievements of the University and timely informing the public (creating University's journal, newsletter etc.).	4Q-2015	To be completed	The plan for 2015.
9	Public engagement	9.6.	Establishing a Career Office which should promote cooperation between the University and the community (introducing partners from the economy sector, civil society, organizing voluntary activities of the University's employers and students etc.).	/	Suspended	Priorities of operation at the University have changed

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10	Non discrimination	10.1.	Further strengthening of discrimination avoidance among employees, employers and means providers.	4Q-2015	To be completed	Continuous activity.
10	Non discrimination	10.2.	Conducting evaluation among employees, employers and means providers on discrimination avoidance.	4Q-2015	To be completed	The plan for 2015.
11	Evaluation/ appraisal systems	11.1.	Exploring and accepting the criteria of evaluation performed at successful scientific institutions.	4Q-2015	To be completed	Partially accomplished.
11	Evaluation/ appraisal systems	11.2.	Criteria and procedure of assessment should be transparent; introducing peer-review system in titles election of responsible persons in scientific-research projects.	4Q-2015	To be completed	The method (procedure) is not yet defined.
11	Evaluation/ appraisal systems	11.3.	Assessment and rank of scientific efficiency of the constituents within the science areas and branches (and its institutional parts: departments, chairs etc.).	1Q-2014	Done	partially accomplished through the evaluation of scientific activity (data available on the Web at the University).
12	Recruitment	12.1.	Suggestions and initiatives to MSES to issue adequate policies on the national level regarding employing foreign researchers.	/	Suspended	Priorities of operation at the University have changed
12	Recruitment	12.2.	Developing an advertising system in order to attract quality research workforce from other institutions, as well as the ones returning to their scientific career.	1Q-2013	Done	Regular advertising EURAXESS Jobs portal.
12	Recruitment	12.3.	Ensuring living conditions for researchers coming from towns other than Zadar	/	Suspended	Priorities of operation at the University have changed
12	Recruitment	12.4.	Assessing the existing criteria and defining standards for employing in the framework of different professions	4Q-2012	Done	Rulebook on the organization workplaces and positions at the University of Zadar; laws; through public hearings.
12	Recruitment	12.5.	Defining the status of postdocs and their roles at the scientific-teaching institutions at the University of Zadar.	2Q-2012	Done	Regulations Regarding Jobs, obligations and rights of of employees in the scientific-teaching, artistic-teaching, teaching and associate professions (23 May 2012)
13	Recruitment (Code)	13.1.	Advertising improvement, especially in defining conditions of titles election, description of work conditions and advancement	4Q-2012	Done	criteria and methods of advertising are defined by law.

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			possibilities.			Regular advertising EURAXESS Jobs portal.
14	Selection (Code)	14.2.	Adequate advertising of available position advancements in our country	1Q-2013	Done	Regular advertising in the Official Gazette, Croatian Employment Service and EURAXESS Jobs portal.
14	Selection (Code)	14.1.	Introduction of advisory bodies made up of respectable researchers and professionals of different competencies from Croatia and abroad (according to scientific areas and fields). Introduction of a wider span of selection procedures.	/	Suspended	Priorities of operation at the University have changed
15	Transparency (Code)	15.1.	Defining the rulebook on election procedure, employment, and selection criteria at the level of the University.	1Q-2012	Done	Carried out in accordance the procedure for recruitment as defined by law.
15	Transparency (Code)	15.2.	Candidates should be informed in detail about the selection procedure, as well as about the outcome in written form.	1Q-2012	Done	All candidates are regularly informed by letter about the results of of individual stages in the process and the outcome of the election.
16	Judging merit (Code)	16.1.	Establishing independent advisory bodies with a peer-review role. Defining the criteria on the basis of which candidate's whole potential (independence, creativity, ect.) could be evaluated.	/	Suspended	Advisory bodies and criteria are defined for each case that is needed.
16	Judging merit (Code)	16.2.	It is necessary to ensure the procedures in which the election committees could objectively evaluate candidate's whole potential as a scientist (creativity, independence, etc.)	1Q-2012	Done	Prescribed official laws and regulations.
17	Variations in the chronological order of CVs (Code)	17.1.	Defining clear instructions on pause treatment in career, or variations in CVs chronological order in selection criteria	1Q-2012	Done	Prescribed official laws and regulations.
17	Variations in the chronological order of CVs (Code)	17.2.	Encouraging changes in legislation prone to terminate the obligation of advancement through titles election.	4Q-2011	Done	Achieved through the relevant agencies and offices in the Ministry of Science's

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18	Recognition of mobility experience	18.1.	Creating a personal data collection in order to observe (and award) mobility.	4Q-2015	To be completed	Partially accomplished. Tracking available, but not rewarding
18	Recognition of mobility experience (Code)	18.2.	Stimulating practice of postdoc specialization abroad and at the institutions in the Republic of Croatia with adequate evaluation of specialization.	4Q-2015	To be completed	Continuous activity.
18	Recognition of mobility experience (Code)	18.3.	Encouraging PhD and postdoc mobility.	1Q-2012	Done	Achieved through encouraging participation in the realization research projects, by using service Euraxess and the ERASMUS Programme.
18	Recognition of mobility experience (Code)	18.4.	Encouraging professional specialization and other means of mobility through creating institutional possibilities of researchers' absence	1Q-2012	Done	Under the law and regulations.
19	Recognition of qualifications (Code)	19.1.	Inciting formation of legislature on the national level in the field of acknowledging competences acquired through formal and informal education.	4Q-2015.	To be completed	Encouragement is done through participation in the national working groups and committees.
19	Recognition of qualifications (Code)	19.2.	Drafting of rulebook for recognition of competences acquired through formal and informal education.	/	Suspended	Not made our own Rulebook. We use the information available on the website of the Agency for Science and Higher Education and the ENIC / NARIC Office (www.azvo.hr).

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19	Recognition of qualifications (Code)	19.3.	Drafting of information package for researchers containing these data.	/	Suspended	Not made our own Rulebook. We use the information available on the website of the Agency for Science and Higher Education and the ENIC / NARIC Office (www.azvo.hr).
20	Seniority (Code)	20.1.	Informing and awareness rising about the importance of the lifelong professional development, introduction of good practice abroad (informational packages, brochures, round tables, workshops, etc.)	4Q-2012	Done	achieved through information on the meetings of the Senate, websites and activities of the Research Office (monthly "Information e-mail").
20	Seniority (Code)	20.2.	Inciting respectful attitude towards scientific career	4Q-2015	To be completed	Continuous activity.
21	Postdoctoral appointments (Code)	21.1.	Defining an initiative towards national legislation regarding the definition of status and financing of postdocs' employment.	4Q-2015	To be completed	Continuous activity.
22	Recognition of the profession	22.1.	Further encouragement of the University of Zadar Code of Ethics, the Charter and the Code principles through informing about these documents, public lectures, workshops, etc.	4Q-2015	To be completed	Continuous activity.
23	Research environment	23.1.	Encouraging allocation for science at the national level (campaigns, public lectures, etc.).	4Q-2015	To be completed	Continuous activity.
23	Research environment	23.2.	Establishing a Career Office with an aim of connecting with industry and wider community in mutual projects.	/	Suspended	Priorities of operation at the University have changed
23	Research environment	23.3.	Encouraging the use of EU funds through education and informing.	4Q-2015	To be completed	Continuous activity.

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23	Research environment	23.4.	Creation of funds at the level of the University intended to finance the initial phase of work of newly established group leaders along with definition of clear allocation criteria	2Q-2011	Done	Regulations on the selection and evaluation of research projects at the University of Zadar.
24	Working conditions	24.1.	Encouraging allocation for science at the national level (campaigns, public lectures, etc.)	/	Suspended	no longer under the jurisdiction of the University
24	Working conditions	24.2.	Encouraging flexibility in every aspect with efficient control of the use of working hours/ introducing the periodic and independent evaluation of persons' scientific and professional work. Initiatives aiming at defining and advancement of national legislation.	4Q-2015	To be completed	Self-evaluation is carried out at university departments.
24	Working conditions	24.3.	Ensuring adequate health and retirement insurance (including coverage for sick-leave, and parental benefits) in accordance with the existing legislation.	1Q-2012	Done	Under the law and regulations.
25	Stability and permanence of employment	25.1.	Launch an initiative for national legislative change – abolition of advancement obligation in scientific-teaching titles and allow the possibility of remaining at the obtained level, along with more severe criteria for the title election.	1Q-2012	Done	The initiative is achieved through the active participation of representatives of the University of the working groups MSES.
25	Stability and permanence of employment	25.2.	Launch an initiative for establishing financial and other tools and instruments by which the most successful researchers are selected and encouraged.	1Q-2012	Done	Rector's Award, financing from own resources of the University.
25	Stability and permanence of employment	25.3.	Launch an initiative for a change in advancement criteria at the national level in a way for it to be more qualitative and adapted to specific qualities of scientific fields, less quantitative and regulate the assistants' status (temporary contract presents a problem in financial matters-e.g. bank loan).	1Q-2012	Done	Letters of recommendation, a public debate on the professional bodies in the university
26	Funding and salaries	26.1.	Launching an initiative at the national level in order to ensure that salaries of the researchers do not lag compared to the industry's salaries; better differentiating and increasing the personal incomes of scientific-teaching personnel with clear difference between science and teaching obligations.	4Q-2015	To be completed	It depends on the economic situation,

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26	Funding and salaries	26.2.	Introduce the possibility to increase the share of science or teaching in the overall norm and according to the research needs, employee attitudes and needs of the institution.	/	Suspended	The inability of implementation due to legal restrictions.
26	Funding and salaries	26.3.	Establishing a procedure of evaluation which will enable the successful group leaders and researchers to be rewarded and obtain the larger part of the budget for further research.	1Q-2012	Done	Defined by internal acts
26	Funding and salaries	26.4.	Encouraging the increase in the financial means by using the EU funds and partnership with industry projects.	4Q-2015	To be completed	Continuous activity.
26	Funding and salaries	26.5.	Encouraging the just and attractive conditions warranty as well as income at all levels of the career regardless of the contract type.	4Q-2015	To be completed	Continuous activity.
27	Gender balance	27.1.	Further strengthening of awareness among employees, employers and means providers (public lectures, research, and workshops).	4Q-2015	To be completed	Continuous activity.
27	Gender balance	27.2.	Encouraging employment in science on part-time (50%) basis in cases of need to harmonize family and professional obligations.	1Q-2012	Done	Under the law and regulations.
28	Career development	28.1.	Encouraging and accelerating the introduction of personal data collection for each employee which will enable monitoring of achievements and making a basis for objective evaluation of advancement on the institutional level.	1Q-2012	Done	The data listed in the Register of scientific staff (at national level).
28	Career development	28.2.	Developing strategies of advancement for researchers in various science fields	4Q-2015	To be completed	in preparation
28	Career development	28.3.	Making clear plans for development of individual science fields with strategic points to build their competitiveness upon, and defining systematic and realistic human resources and positions planning.	4Q-2015	To be completed	in preparation
29	Value of mobility	29.1.	Ensuring conditions and inciting mobility of postdocs.	4Q-2015	To be completed	Continuous activity.
29	Value of mobility	29.2.	Encouragement of professional training and other means of mobility of all the researchers through the creation of institutional possibilities of absence, which requires, above all, adequate national and institutional regulation, but also financial monitoring.	1Q-2013	Done	Under the law and regulations.

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29	Value of mobility	29.3.	Initiative for introducing encouraging national and institutional framework (quotes, defining the obligations in teaching which enable mobility).	1Q-2012	Done	At the national level: Erasmus +, quotas defined by the Agency for the mob and EU programs; Cepas - defined by the application of certain network - Requirements greater than the available quota Institutional level: Defined by regulations of the University.
29	Value of mobility	29.4.	Covering progress in mobility improvement and its stimulation through reward system on the basis of introduction of personal data collection.	/	Suspended	Because of changes in the method and volume of financing of the University, it cannot be implemented.
29	Value of mobility	29.5.	Ensuring financial means from the EU funds and industry partnership projects.	4Q-2015	To be completed	Partially accomplished Funding depends on the decision of the Agency for Mobility
29	Value of mobility	29.6.	Simplifying the contractual employment and increase in transparency of calls for foreign residents	3Q-2012	Done	website of the University. Workshops.
30	Access to career advice	30.1.	Establishing the Career Office – with an aim of advising and career managing for students and scientists and/or the Service for Planning and Development of Human Resources.	/	Suspended	Priorities of operation at the University have changed
30	Access to career advice	30.2.	Creating a detailed institutional regulation for mentoring, along with financial instruments.	/	Suspended	Priorities of operation at the University have changed
30	Access to career advice	30.3.	Acquiring knowledge on international institutions of the kind through EU funded projects.	/	Suspended	Priorities of operation at the University have changed
31	Intellectual Property Rights	31.1.	Establishing the Technology Transfer Office.	2Q-2012	Done	Technology transfer activities are allocated to the Research Office.

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31	Prava intelektualnog vlasništva	31.2.	Continuing the regulation development for protection and Intellectual Property income allocation.	1Q-2012	Done	IPR is regulated in accordance with national laws and separate contracts (University - Researcher) for each case.
31	Prava intelektualnog vlasništva	31.3.	Developing mechanisms of informing and education on regulation application.	4Q-2015	To be completed	Continuous activity.
32	Co-authorship	32.1.	Clearer definition of co-authorship citing criteria according to the role in research within the national regulation and institutional rules (defining criteria for advancement that would emphasize the quality	1Q-2012	Done	The Code of Ethics (University). Law of authorship.
32	Co-authorship	32.2.	Encourage the cooperation and co-authorship with foreign research groups.	1Q-2012	Done	Through the partnership in the international projects, joint research and co-authorship.
32	Co-authorship	32.3.	Encourage the co-authorship practice in the field of social sciences and humanities.	1Q-2012	Done	by encouraging interdisciplinary
33	Teaching	33.1.	Encouraging and accelerating the making of the personal data collection, which will enable monitoring of teaching, science and mentoring share in overall work load.	3Q-2012	Done	continuously monitored. Internal records are available at the Office for quality.
33	Teaching	33.2.	Introduction of possibility of increased share of teaching or science in overall load, according to research needs, employee attitudes, and requirements of the institution.	1Q-2012	Done	Under the law and regulations.
33	Teaching	33.3.	Especially regulating the share of teaching in the overall work load of young researchers to avoid the disturbance of scientific research; young researchers should not be allowed to teach at other universities.	1Q-2012	Done	Under the law and regulations.
33	Teaching	33.4.	Developing obligatory specialization and education mechanisms of young researchers (assistants and research assistants) in order to obtain teaching skills.	1Q-2012	Done	Gaining teaching competencies through the center "Stephen Maticević"
34	Complaints/ appeals	34.1.	Establishing the Career Office with an aim of advisory and research career leading service, and/or service for planning and development of human resources.	/	Suspended	Priorities of operation at the University have changed

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34	Complaints/ appeals	34.2.	Creation of plan or strategy of development for young researchers' careers which defines in detail the roles of mentor and relations to young researchers.	/	Suspended	Partially regulated by internal acts.
34	Complaints/ appeals	34.3.	Encouragement of the Ethical Committee in further improvement of advisory function in possible disputes (introducing ombudsman or a special advisor institution).	1Q-2012	Done	Person for Mediation (advisor) is appointed
35	Participation in decision-making bodies	35.1.	Encouraging and accelerating the making of the personal data collection, which will enable monitoring of participation in relevant bodies (in overall work load).	1Q-2012	Done	Defined by internal acts
35	Participation in decision-making bodies	35.2.	Elaborating evaluation system (financial and other kinds) for participation in relevant bodies at the constituents, university, and national level institutions	/	Suspended	Not applicable. Participation in the activities of administrative bodies is a regular activity that does not involve financial and other rewards.
35	Participation in decision-making bodies	35.3.	Launching an initiative for introduction of this principle and rulebooks on advancement at the national level.	1Q-2012	Done	regular activity that does not involve financial compensation.
36	Relation with supervisors	36.1.	analysis of practice at the constituents and quality improvement of mentor and PhD students relations where needed.	4Q-2015	To be completed	Periodic evaluation of postgraduate studies are conducted
36	Relation with supervisors	36.2.	Establishing efficient means of horizontal and vertical communication.	4Q-2015	To be completed	in progress
36	Relation with supervisors	36.3.	Establishing a contractual relationship between the mentor and the PhD student.	4Q-2011	Done	Carried out in accordance with legislation.
36	Relation with supervisors	36.4.	Introducing clear rules on student work evaluation during the writing of PhD thesis, as well as success of the mentor.	4Q-2015	To be completed	in progress
37	Supervision and managerial duties	37.1.	Sharpen the criteria of excellence and teacher advancement (senior researchers) in order to select the best, able to lead the group and conduct all the duties.	1Q-2012	Done	Defined by internal acts

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38	Continuing Professional Development	38.1.	Encouragement of researchers' education at eminent foreign institutions, as well as at the University of Zadar and other institutions in the Republic of Croatia.	2Q-2012	Done	Erasmus programme
38	Continuing Professional Development	38.2.	Stimulating introduction of new programs of life-long education.	4Q-2015	To be completed	in progress
38	Continuing Professional Development	38.3.	Creation of financial instruments to encourage the development of skills and competencies.	4Q-2012	Done	The funds of the University. Funds and programs of the European Commission.
38	Continuing Professional Development	38.4.	Stimulating the education of teachers in teaching activities and e-learning at the level of the University.	3Q-2011	Done	Training for the introduction of new technologies in teaching are carried.
38	Continuing Professional Development	38.5.	Establishing the Career Office with an aim of advisory and career leading service for scientists.	/	Suspended	Priorities of operation at the University have changed
39	Access to research training and continuous development	39.1.	Encouraging the continuous improvement of researchers through rules and practices at the University and its constituents.	4Q-2011	Done	Defined by internal acts
39	Access to research training and continuous development	39.2.	Creating financial instruments for encouraging the development of skills and competencies.	4Q-2015	To be completed	Carried out in accordance with the financial capabilities
40	Supervision	40.1.	Supervisors should be relieved of a share of teaching work in order to devote themselves to the activities related to education and monitoring of PhD students' work.	/	Suspended	The inability of implementation due to legal restrictions.
40	Supervision	40.2.	Initiatives towards line ministry for opening new positions in the educational process, enabling creation of space for more intense scientific research.	4Q-2015	To be completed	Continuous activity.
40	Supervision	40.3.	Elaborating regulations for young researchers/ PhD students' monitoring, as well as the monitoring of mentor's success.	4Q-2015	To be completed	Continuous activity.