

Schedule and responsibilities for the action plan of “The Human Resources Strategy for Researchers incorporating the Charter and Code”, by University of Niš

Activity No.	Activity title	When (semester of completion)	Notes	Who
AP.1. Strategic research policy				
AP.1.1	Development of the strategic research policy statement and lobbying through the participation of the University representatives in the inter-university and other high level bodies	Continuously	SRP should be defined till 1/2015	All managing authorities
AP.1.2	Draft a Strategic Research Agenda of the University of Niš, addressing strategic social challenges at local, regional and national level	2/2014		Expert Boards, Interface Centre, Vice-rector for scientific work and publishing activities
AP.2. Efficient and effective University				
AP.2.1	Define the procedures and conditions for revoking the teaching, scientific and PhD titles	2/2014		Legal department
AP.2.2	Improve the efficiency of the work of the Ethical committee.	Continuously		Ethical Committee, Legal department
AP.2.3	Further develop and promote University Alumni	Continuously		Interface Centre
AP.2.4	Make the procedures for diploma recognition shorter and more efficient	2/2016		Center for Foreign Diploma Validation, Legal department
AP.2.5	Facilitate a scientific mobility by reformulating the condition of election into a title, related to preserving the scientific area	1/2014		Legal department
AP.2.6	Extend the scope of work of Career Development centre at the University of Niš, to early-stage researchers	2/2015		Career Development Centre, EURAXESS BHO
AP.2.7	Implement a position of ombudsman for researchers or teaching staff, at the level of University	2/2017		University secretariat
AP.3. Working with faculties				
AP.3.1	Organize seminars and workshops on different levels of participation for harmonisation of the different regulations at the level of University and faculties	Continuously	The initial plan should be	Interface Centre, Legal department

			developed by 1/2015	
AP.3.2	Implement a system of communication with the faculties which will ensure a better awareness of the faculties about the existing regulations and decisions, made at the University	1/2015	This is a pre-condition for AP.3.1	Interface Centre, Legal department
AP.3.3	Implement a reporting by the faculties related to the results of the national scientific, technological and innovation projects (for the purpose of their promotion)	2/2015		Vice-rector for scientific work and publishing activities, JUNIS
AP.3.4	Develop and disseminate a common template for evaluation reports for all faculties in the university	2/2014		Centre for Quality Enhancement, Legal department
AP.3.5	Submit a recommendation and guidelines to the faculties, related to implementing a common survey for PhD students for evaluation of the doctoral studies	1/2015		Centre for Quality Enhancement, Legal department
AP.3.6	Submit a recommendation and guidelines to the faculties, related to extending the deadling for position applications to at least 30 days	2/2014		Legal department
AP.3.7	Submit a recommendation and guidelines to the faculties, related to implementing the common process and the standard outputs of the student evaluation of the teaching activities	1/2015		Centre for Quality Enhancement, Legal department
AP.3.8	Submit a recommendation and guidelines to the faculties, related to providing incentives for PhD students, involved in the teaching activities	2/2016		Vice-rector for teaching
AP.3.9	Submit a recommendation and guidelines to the faculties, related to defining the internal procedures for reporting on execution of the PhD programmes	2/2015		Centre for Quality Enhancement, Legal department
AP.3.10	Submit a recommendation and guidelines to the faculties, related to establishing legally non-binding "agreement" between the supervisor and supervisee.	2/2015		Legal department
AP.3.11	Submit a recommendation and guidelines to the faculties, related to implementation of courses in English or any other foreign language	2/2016		Vice-rector for teaching, Vice-rector for International Relations, FUSE project
AP.4. Working with researchers				

AP.4.1	Design and implement a programme of stimulating and motivating young researchers	1/2016		Vice-rector for scientific work and publishing activities, Interface Centre
AP.4.2	Design and implement a professional skills development programme at the University level	2/2015		Interface Centre
AP.4.3	Organize the series of PhD symposiums or progress seminars, on the regular basis	1/2016		Interface Centre, Vice-rector for scientific work and publishing activities
AP.5. Promotion and dissemination				
AP.5.1	Design and implement a research promotion plan of the University of Niš	1/2015		Interface Centre, PR department, JUNIS
AP.5.2	Design and publish the procedures for employment of the foreign citizens on the University website.	2/2014		EURAXESS SC, Legal department, JUNIS
AP.5.3	Update the University website with highlighted detailed information about foreign diploma recognition.	2/2014		Center for Foreign Diploma Validation, Legal department, JUNIS
AP.6. IT Infrastructure				
AP.6.1	Develop the university system with researchers records	1/2016		Vice-rector for scientific work and publishing activities, JUNIS
AP.6.2	Develop the system for maintaining public online database of PhD dissertations defended at the University	1/2015		University library, JUNIS
AP.6.3	Develop and maintain the database of PhD students in University of Niš	2/2015		Vice-rector for scientific work and publishing activities, JUNIS
AP.6.4	Develop and maintain the database of master and PhD studies in English in University of Niš	1/2015		Vice-rector for teaching, JUNIS, Department for international cooperation
AP.6.5	Collect and publish faculty position ads online, in RS and EN languages	1/2015		JUNIS, EURAXESS BHO
AP.6.6	Develop and maintain the database of the research infrastructures at the University of Niš	1/2016		JUNIS
AP.6.7	Develop and implement a system which tracks teaching engagement of the individual researchers, at the University level	1/2017		JUNIS
AP.6.8	Implement a tool for automatic monitoring of plagiarism	2/2017		University library, JUNIS