

The Human Resources Strategy for Researchers incorporating the

European Charter for Researchers

and the

Code of Conduct for the Recruitment of Researchers

at the

**University of the Academy of Sciences of
Moldova**

Self-Assessment Report

November, 2016

Introduction

The University of the Academy of Science of Moldova (UnASM), recognizing the importance of principal stipulations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (the Charter and the Code), has taken the commitment to implement them through the Declaration of Assession of February 6, 2014. Following the analysis of the Evaluation Report on the Human Resources Strategy for Incorporation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the Action Plan, the European Commission has granted the University of the Academy of Sciences of Moldova the logo „EXCELLENCE IN RESEARCH” on December 9, 2014.

According to the *Summary of the Internal Analysis and Action Plan* elaborated by UnASM in 2014, the progress of the Action Plan was reviewed and discussed at the University's Senate session each six months (19.06.2015; 22.12.2015; 27.06.2016) by the Monitoring Committee chaired by the Rector and consisted by: the Vice Rector for scientific activity, Vice Rector for educational activity, Vice Rector for administrative issues and management, Deans of the University's Faculties (Faculty of Humanities and Social Sciences, Faculty of Natural Sciences and Faculty of Exact Sciences), one representative of the Scientific Council and one PhD student.

In order to proceed along this overwhelming process and to identify the deficiencies in the Action Plan implementation, the self-evaluation process also involved other key players, such as heads of the departments of Human resources and logistics; Research, doctoral studies and continuous trainings; International Relationships and Informatization.

The Present Report contains the self-evaluation of the The Human Resources Strategy for Researchers incorporating the C&C elaborated by the Monitoring Committee, which included the following members:

- 1) Duca Maria, rector, acad., univ. prof.
- 2) Poting Tatiana, vice rector for the scientific activity and quality management, Dr.
- 3) Port Angela, vice rector for educational activity, Dr.
- 4) Chilari Efim, vice rector for administrative issues, Dr.
- 5) Elenciuc Daniela, dean, Dr., assoc. prof.
- 6) Mereuță Aliona, dean, Dr., assoc. prof.
- 7) Ciobanu Rodica, dean, Dr., assoc. prof.
- 8) Bobina Gheorghe, representative of scientific council, Dr., prof.
- 9) Tabara Olesea, PhD student

The final Self-Assessment Report and new planned actions were discussed and approved by the University's Senate on November 17, 2016.

The objectives proposed for the Action Plan have been mainly implemented. The other planned activities, which have not been implemented due to the objective reasons, was re-planned for the follow-up implementation period of the Charter's and Code's principles which represent a priority among the UnASM activities. Some implemented actions have been supplemented and broadened during the subsequent activities.

UnASM belongs to the EURAXESS Services Network as a Contact Point of the Network and regularly participates in the national coordination meetings, such as the Euraxess Researchers in Motion program's caravan (November, 5, 2015), where UnASM has presented the first results regarding the incorporation of the Charter's and Code's principles; training of the EURAXESS LoCPs (March 4, 2016).

The finished and planned future actions regarding the Charter and Code are detailed below.

SUMMARY OF THE INTERNAL ANALYSIS AND NEW PLANNED ACTIONS

Principle	Action	Responsible	Deadline	Status November, 2016	Finished activities	New planned activities
Ethical principles, Professional Responsibility (1-7)	Review the Code of Ethics and Regulation of Ethics Commission referring to international regulations (standards of ethical conduct, including chapter on professional deontology, sanctions etc.)	Vice Rector for scientific activity, Head of Ethics Committee, Lawyer	Q2 2015	Completed Q1 2015	We have reviewed and completed the Code of Ethics, detailing some chapters by complying them with the principles of Charter&Code, providing some standards of ethical conduct, including chapter on professional deontology, sanctions etc. The Code was analysed and adopted at the University Senate session.	Review the Regulation of Ethics Commission (expected Q2 2017)
	Review and adjust individual employment contracts and job descriptions.	Department of Human Resources, Lawyer	Q3 2015	Completed Q3 2015	To inform the UnASM employees and make them responsible for respecting the principles of ethics and professional deontology, the individual employment contacts and job descriptions fiches have been revised and completed with stipulations with this regard. Thus, an employee is committed to respect the principles of ethics and professional dentology, which is confirmed by his signature.	Continuous information of employees
	Install anti-plagiarism software and offer access to all researchers, heads of departments and teachers to check thesis and scientific papers for plagiarism.	Software developer	Q4 2015	Because of the limited financial resources, the system has not been installed at the institution.	The discussions were held regarding the installation of the anti-plagiarism system with open access for the researchers in view of the works verification.	Identification of the possibilities to install the anti-plagiarism system (expected Q 2 2018)

	<p>Discuss issues like good research practice and scope out a Guide on Good Practice in research, technology development and innovation (relying on the current Regulation for organization of scientific research activity), which will refer to all procedures and regulations that coordinate research activity</p>	<p>Vice Rector for scientific activity, Scientific Council, Doctoral Schools and the Lifelong Learning Department</p>	<p>Q2 2016</p>	<p>In Progress</p>	<p>A series of strategic and regulatory documents related to the activities in this area have been drafted (in accordance with the national normative acts which have been subjected to essential modifications determined by the approval of the Code of Education and the transfer of doctorate studies from the post-university education towards the university education system, cycle III), namely:</p> <ol style="list-style-type: none"> 1. <i>Strategy on research and innovation of UnASM approved by the UnASM Senate through the Decision nr. 7/235 of 12.05.2015.</i> 2. <i>Methodology of internal evaluation of the doctoral schools activity within UnASM approved through the minutes of the UnASM Senate session nr. 7 of 12.05.2015.</i> 3. <i>Methodology of elaboration and evaluation of scientific-methodical works published by UnASM, approved by the UnASM Senate through the Decision nr. 4/6.1 of 25.02.2016.</i> 4. <i>Institutional methodology of carrying out the competition of research projects and distribution of doctoral grants from the state budget within the academic university consortium administered by the UnASM, approved by the UnASM Senate through the Decision nr. 4/6.2 of 25.02.2016.</i> 	<p>Drafting of a General Guide related to all the procedures and regulations that coordinate research activity, taking in consideration the modifications which will be operated in the national legislation in this field – approval of the Law on modification and amendment of the Code on Science and Innovation which now is open to public discussion (expected Q4 2017 – Q 1 2018)</p>
	<p>Raise awareness among PhD students, scientific and didactic-scientific staff about ethical issues and professional research,</p>	<p>Vice Rector for scientific activity, Scientific Council, Doctoral Schools and the Lifelong</p>	<p>Continuously</p>	<p>Ongoing process</p>	<p>Code of ethics of the University of Sciences of the Academy of Sciences of Moldova was uploaded on the institutional web-page, being accessible for all the employees (http://edu.asm.md/md/content/acte-%C5%9Fi-regulamente-una%C5%9Fm). The basic stipulations of the Code have been brought to attention of the doctoral students at the</p>	<p>The process will be continued</p>

	acquaintance with domestic and foreign regulatory laws	Learning Department			Inauguration meetings annually, as well as during the teaching course at the discipline <i>Academic Communication</i> . During the recruitment, the research and didactic-research staff are informed on the ethical aspects in the research activity.	
	Appointment of data privacy officer (HR) who would provide consultancy services to employees on data privacy	Department of Human Resources, Lawyer	Q1 2015	Completed. Partially Q3 2014	A person was appointed responsible for the production of the set of documents and registration of UnASM as a data privacy officer in the Records Register of privacy data officers.	Supplimentary training of the persons involved in the private data processing (expected Q3 2017)
	Organize continuous trainings on "Protection of intellectual property rights" (inviting experts from the AGEPI), "Financial and Economic Management in Research" and "Management of National and international projects"	Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department	On applicants' request	Partially Q2 2015	A set of materials was produced in conformity with privacy data processing operations: <ol style="list-style-type: none"> 1.Data privacy ensurance policy within the University of the Academy of Sciences of Moldova; 2.Regulation on privacy information processing and security ensurance in the employees' records system at the Human Resources Department of the University of the Academy of Sciences of Moldova with notifications; 3.Regulation on privacy information processing and security ensurance in the accounting system of the University of the Academy of Sciences of Moldova with notifications; 4.Regulaion on privacy information processing and security ensurance in the records system within the Education and Quality Management Department of the University of the Academy of Sciences of Moldova with notifications; 5.Regulation on video-surveillance and privacy information security ensurance at the University of the Academy of Sciences of Moldova with notifications. 	The process will be continued

				Partially Q3 2015	UnASM was registered in the database of the National Center of Privacy Data Protection of the Republic of Moldova.	
				Ongoing process	<p>The trainings were organized on following themes:</p> <ul style="list-style-type: none"> • <i>Writing the project proposals under the Horizont 2020 Calls</i> (involving the experts from the Center of International Projects ASM) • <i>Projects management under the Horizont 2020 Program</i> (jointly with the experts from CIP ASM) • <i>Accessing and financial management of the projects related to Horizont 2020</i> (with experts from the North-East Agency for Sustainable Development, Romania) <p>The courses and round-table sessions were organized with invited experts from AGEPI on the themes:</p> <ul style="list-style-type: none"> • <i>Legislative framework of intellectual property rights protection,</i> • <i>Using of innovations in view to enhance competitiveness of national economy</i> <p>The UnASM employees attended the training seminars organized by AGEPI:</p> <ul style="list-style-type: none"> • <i>Protection and using of the intellectual property in the Republic of Moldova</i> • <i>Information seminar TecTNet</i> and took part in the trainings held abroad: • <i>Intellectual property protection in plant breeding,</i> Institute of Field and Vegetable Crops, Novi Sad, Serbia. <p>During the reference period about 400 persons have been trained.</p>	

	Organize seminars and informative trainings in collaboration with the Agency on Innovation and Technologic Transfer (AITT), as well as participate at events coordinated by AITT.	Vice Rector for scientific activity, Vice Rector for didactic activity, Doctoral Schools and the Lifelong Learning Department	Annually	Ongoing process	In the reporting period, UnASM employees participated also in the workshops organized by AITT: <ol style="list-style-type: none"> 1. <i>New Development Strategies of Innovative Clusters</i> 2. <i>Opportunities of the innovational business development and promotion</i> 3. <i>Launch of the „Science to Business” Platform (S2B)</i> <i>Information Day promoting the possibilities to establish the partnerships within the Enterprise Europe Network (EEN)</i>	Organize seminars and informative trainings in collaboration with the AITT
Dissemination, exploitation of results (8) and Public engagement (9)	Promote initiatives related to dissemination of scientific results to members of civil society (Open Days, Sunday schools, Researchers’ night events, media talk-shows etc.) and identify new ways of promoting science.		Annually	Ongoing process	Promotion activities have been analysed and supported at the UnASM Senate sessions. UnASM employees and students take part in the events on promotion and dissemination of science and research results obtained, specifically: <ul style="list-style-type: none"> • Europe Days in RM (2015, 2016), • Science SLAM Moldova (2015, 2016), • Day of Academy (2016), • Researchers’ night events (2015, 2016), • “EUROINVENT” Salon of the technical-scientific, artistic and literary book, Iassy, România, 21 mai, 2016, In the reporting period, UnASM employees took part in 5 radio/TV broadcasts and shows, with the scope to promote the science and achievements in the sphere of science and innovation. Annually, UnASM has organized in average four conferences for the different level researchers – masterate students, doctoral students, researchers.	The process will be continued

	<p>Develop a Regulation for announcing vacancy calls for scientific researchers within UnASM, with clear standards on researchers' recruitment, selection process, selection criteria, recognition of qualifications, mobility, vacancy calls announcement and the establishment and activity of the Selection Committee in accordance with the Charter and Code principles.</p>	<p>Vice Rector for scientific activity, Department of Human Resources, Lawyer</p>	<p>Q4 2015</p>	<p>Completed Q3 2015</p>	<p>The <i>Methodology of competition organization and carrying out, regarding the vacancy positions filling (researchers recruitment) at the University of the Academy of Sciences of Moldova</i> elaborated in accordance with the national legislation and C&C stipulations, has been approved at the Senate session. The Methodology can be accessed on the web-page of the institution (http://edu.asm.md/md/content/acte-%C5%9Fi-regulamente-una%C5%9Fm)</p>	<p>Permanent improvement of recruiting documentation in dependence on the modifications in national legislation and problems appeared during the recruiting process (Continuously)</p>
	<p>Develop a Regulation for announcing vacancy calls for scientific researchers within UnASM, with clear standards on researchers' recruitment, selection process, selection criteria, recognition of qualifications, mobility, vacancy calls announcement and the establishment and activity of the Selection Committee in accordance with the Charter and Code</p>	<p>Vice Rector for scientific activity, Department of Human Resources, Lawyer Selection Committee, Department of Human Resources, Lawyer</p>	<p>Q4 2015 Starting from 2016</p>	<p>Q6 2016 Q4 2015 Q1 2016</p>	<p>The <i>Regulation on norming the scientific-didaction activity at the UnASM</i> has been elaborated, reflecting the mode of norming the activity in this field. It has been also uploaded on the web-page of institution.</p> <p>Doctoral students recruiting at the UnASM is being done in conformity to:</p> <ul style="list-style-type: none"> • <i>Regulation of organization and carrying out the enrollment for doctoral studies, Cycle III.</i> • <i>Institutional methodology of carrying out the research projects competitions and distribution of doctoral grants from the state budget within the frames of the academic university consortia administered by the UnASM.</i> 	<p>Permanent improvement of recruiting documentation in dependence on the modifications in national legislation and problems appeared during the recruiting process (Continuously) The process will be continued</p>

	principles. Make it mandatory to inform candidates about both the method used for the selection process (publish on the institution website) and the weaknesses of their application. Provide consultancy and offer instructions for new or/ and returning employees.			Competition for filling the research and didactic-research job vacancies announced and performed during the reference period Q3-Q4 2015	<ul style="list-style-type: none"> Competition calls announcements are performed through the publication in the profile newspaper - Faclia, in the republican level newspapers, on the web-sites of UnASM, ASM, Agency for Labour Force Occupation. 	
	Publish calls for researchers recruitment on the EURAXESS website	Vice Rector for scientific activity, Department of Human Resources	Starting from 2016		In the year 2016 there were no vacant research and didactic-research positions within UnASM, therefore no vacancy calls announcements were published on EURAXESS site.	Publication of announcements regarding the vacant research job positions within UnASM, including on the EURAXESS website (in case of the appearance of these positions)
	Review the collective and individual contracts, amend the internal regulation with aspects related to individualised working program, with flexible timetable with the aim of becoming a family friendly institution	Department of Human Resources, Lawyer	Q2 2016	Completed Q4 2016	The collective job contract at UnASM for years 2016-2020 has been elaborated and examined at the Board Council session and General session of trade-unions members (November, 2016). The CCM was completed with issues related to the individualized work program, with flexible timetable, annual leave length and supplementary leave for certain categories of employees; salary payments to employees, etc.	Coordination of the collective job contract with the Trade-Union Council of the ASM and registration at the Territorial Job Inspectorate. Publication of the Collective Job Contract on the institutional web-

						page (expected Q1 2017) Drafting the Regulation on internal order in line with the CCM stipulations (expected Q3 2017) Modification of individualized job contracts in accordance with the CCM stipulations.
Working conditions and Social Security (23-26)	Review Internal regulation in order to establish the awards and material aid for the employees from the University of the Academy of Sciences of Moldova	Department of Human Resources, Lawyer, Department of Accounting and Finance	Q1 2015	Partially completed Q4 2014	Through the Senate decision, the Internal regulations have been completed with the Activities List for which prizes and awards will be offered. Annually, through the Decision of Senate and Council of institutional strategic development, the annual methodology on salarization and stimulation is approved.	Review and elaboration of a general, unified Internal regulation in order to establish the awards and material aid for the employees from the University of the Academy of Sciences of Moldova (expected Q4 2016)
	Stimulate researchers to participate in European projects by organizing informative seminars on research funding opportunities.	Vice Rector for scientific activity, Department of International Relations and Informatization	Continuously	Ongoing process	The researchers from UnASM take part in the Information Days on Project Calls launch under the UE Research and Development Framework Program Horizont-2020. Periodically UnASM organizes, in collaboration with Center of International Projects ASM, informative seminars on research funding opportunities under FP Horizon-2020 (December 18, 2015). To promote material stimulation of UnASM employees and motivate the didactic staff to write international research project proposals	The process will be continued

					more intensively, this activity has been included into the Activities List for which the prizes and awards will be offered, as a part of the Awarding Regulations.	
	Promote mobility as a part of researchers' career, organise along with the Centre of International Projects information seminars on calls regarding financial mobility, increasing the number of mobility projects, intensify virtual mobility.	Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department, Department of International Relations and Informatization	Continuously	Ongoing process	UnASM periodically organizes, in collaboration with the Center of International Projects, and/or takes part in the Information Days on Project Calls Launch within the EU Research-Innovation Framework Program Horizon -2020. To enhance the competitiveness of didactic-research staff, two grants were obtained financed through the FP H2020, due to which a series of trainings were organized: <i>Academic English; Scientific Communications</i> , trainings on the specifics of contemporary methods in various fields, with the involvement of invited scientists from abroad (for ex. <i>Molecular cloning and development of RAPD-SCAR markers, with participation of invited professor Isgouhi Kaloshian, from the Department of Nematology, University of California, Riverside, USA</i>) Periodically the on-line courses are being organized with participation of scientists from abroad (for ex. course <i>Global ICT Policy KF Global e-School</i> , Prof. Park Jaechon from Inha University, South Korea).	The process will be continued

Value of mobility (29)	Negotiate and sign agreements for opportunities to complete research internships or secondments within foreign universities and institutes for master's and PhD students and other researchers.	Vice Rector for scientific activity, Vice Rector for didactic activity, Department of International Relations and Informatization	Continuously	Ongoing process	The Collaboration Agreement in science and education has been renewed between the UnASM and Unified Institute of Nuclear Research in Dubna, Russian Federation, envisaging the stage studies for under-graduate students, masterate and doctoral students in Russian Federation. Five inter-university agreements were put forward within the Short term Mobility Programs (Licence, Masterate, Doctoral Studies), available under the Erasmus Program Actions, three of them (with the Oradea University, Romania; West University of Timisoara, Romania and Eastern Macedonia and Thrace Institute of Technology, Greece) being financed by the European Commission.	The process will be continued
	Periodic assessment of the employees' needs related to continuous training, drafting a plan based on their accomplishments and involvements within projects.	Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department	First assessment Q2 2015, after that – periodic	Ongoing process	The continuing training strategy within the UnivER SCIENCE cluster for years 2016-2020 has been elaborated and approved (Senate session nr. 3 of December 22, 2015). Because of the lack of financial sources, allocated/obtained for this scope, the continuing training program is elaborated especially in accordance with the offers from the ASM institutions, making part of the educational-scientific cluster under UnASM, offers from the researchers from diaspora or those from the UnASM subdivisions, considering the employees' requirements.	Identification of financing sources to enlarge the courses offer, according to the employees' requirements

Career development (28, 30, 38, 39)	Elaborate continuous training programs and familiarize researchers with the opportunities they provide	Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department	Continuously	Ongoing process	The continuing training programs are elaborated annually and uploaded on the UnASM web-site.	
	Feedback on quality and relevance of courses	Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department	At the end of course	Ongoing process	To evaluate the quality and relevance of the teaching course, the questioning of students is being performed at the end of course. The objections are taken in consideration at the follow-up courses.	Elaboration of the evaluation procedure of the continuing education courses (expected Q3 2017)
	Establish procedures for submitting and reviewing complaints, part of the Guide on Good Practice in research, technology development and innovation	Vice Rector for scientific activity	Q2 2016	Considering that there were no complaints so far, which should reveal the drawbacks of current regulation, the procedure has not been elaborated yet.		Establish procedures for submitting and reviewing complaints
Complaints (34)	On the UnASM website to design a button "Write to our rector" and/or "Help Desk"	Software developer	Q4 2015	Q3 2016	The buttons "Write to Rector" and "Confidence telephone" have been designed.	Presentation of the on-going impact, in dynamics, quarterly
	Periodic evaluation of doctoral supervisors relying on the PhD	Directors of Doctoral Schools,	Starting from 2015	Completed Q2-Q4 2015	In accordance with the national legislation, activity evaluation of the doctoral supervisors is performed at least once a five years, based on	

	students' feedback (questionnaires)	Council of Doctoral Schools, Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department			<p>the established procedures.</p> <p>Within UnASM, the evaluation procedure is generally stipulated by the <i>Institutional regulation with regard to the organization and carrying out the the higher doctoral studies, cycle III, at the University of the Academy of Sciences of Moldova</i> (Minutes of the UnASM Senate session Nr.7 of 12.05.2015).</p> <p>The doctoral school can perform its own internal evaluation on the base of the supervisor's report, doctoral supervisor's fiche related to the results of his annual activity.</p> <p>The PhD student's questionnaire has been elaborated containing the questions on appreciation of the guiding activity of the doctoral supervisor.</p>	
Supervision (36, 37, 40)	Establish procedures for complaint and managing conflicts between a supervisor and early stage researcher	Directors of Doctoral Schools, Council of Doctoral Schools, Vice Rector for scientific activity, Doctoral Schools and the Lifelong Learning Department	Q2 2016	Considering that there were no complaints so far which could reveal the drawbacks in the existing regulations, the appropriate procedure has not been elaborated yet.		Establish procedures for complaint and managing conflicts between a supervisor and early stage researcher
	Perform contracts for doctoral studies and contracts with PhD supervisors (stipulating rights and duties for both parties)		Q3 2015	Completed Q2-Q3 2015	The Contract model with doctorate students has been drafted and approved by the Council of doctoral school and Scientific Council. In the academic year 2015-2016, 93 learning contracts have been signed, and in the academic year 2016-2017 - 53 contracts.	