

HR Excellence in Research

Process Description

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Case number

2024BA231763

Name Organisation under review

International University Travnik

Organisation's contact details

Aleja Konzula - Meljanac bb, Travnik, Bosnia and Herzegovina, 72270, Bosnia and Herzegovina

Date endorsement charter and code

21/05/2024

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Prof.dr. Rajko Kasagić	Rector	<input type="checkbox"/>	<input type="checkbox"/>	International University Travnik
Prof.dr. Cariša Bešić	Vice-rector for Teaching and Student Affairs	<input type="checkbox"/>	<input type="checkbox"/>	Rectorate
Prof.dr. Siniša Bilić	Vice-rector for Scientific Research	<input type="checkbox"/>	<input type="checkbox"/>	Rectorate
Prof.dr. Enes Huseinagić	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Economics
Prof.dr. Sinan Alispahić	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Traffic
Prof.dr. Krsto Mijanović	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Ecology
Prof.dr. Ermedin Halilbegović	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Polytechnic Sciences
Prof.dr. Azra Ahmić	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law
Prof.dr. Nenad Novaković	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Media and Communications

Name	Position	Steering Committee	Working Group	Management line/ Department
Prof.dr. Mladen Radivojević	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Information Technologies
Prof.dr. Saša Đekić	ECTS coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Polytechnic Sciences
Prof.dr. Muhamed Čosić	Representative of the quality assurance office, associate professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Information Technologies
Maja Salkić Smailkadić, MA	Representative of the quality assurance office, senior assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Ecology
Aida Varupa, MA	Representative of the quality assurance office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quality Assurance Office
Dženita Mameleđija, BA	Representative of the quality assurance office, teaching assistant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law
Prof.dr. Edin Ramić	Full professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law
Doc.dr. Nedjeljko Krajišnik	Assistant professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law
Selam Otuzbir Mekan, MA	Representative of the quality assurance office, senior assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law
Amira Perenda, MA	Representative of the quality assurance office, senior assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law
Amila Šiljak, BA	Teaching assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Polytechnic Sciences
Nehad Gaši, MA	Representative of the quality assurance office, senior assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Information Technologies

Name	Position	Steering Committee	Working Group	Management line/ Department
Zlatko Mecan, MA	Coordinator for international cooperation, senior assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Media and Communications

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
R1 (First Stage Researcher - up to the point of PhD), i.e. mainly: doctoral students, assistants	1. On-line meetings concerning the procedure of application of the IUT for the "HR Excellence in Research Award" and initial phase of the HRS4R process (the first meeting was on December, 2023). 2. The doctoral students and community of researchers belonging to R1 took part in the on-line anonymous survey (providing data for the gap analysis). 3. Representatives of R1 group were involved in the work of the Rector's Commission for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the IUT; they participated in consultations (provided by emails or telephone conversations) on the identification of gaps and preparation of Action Plan and HRS4R Strategy of the IUT.	1. Preparation of a questionnaire for anonymous survey. 2. Identification of gaps regarding to the 40 principles of the C&C by taking part in the anonymous survey. 3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.

Stakeholder group	Consultation format	Contributions
R2 (Recognised Researcher - PhD holders or equivalent who are not yet fully independent), i.e. adjuncts	<p>1. Meetings on-line explaining principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as showing the main steps of the process of its implementation at the IUT 2. Researchers from this group took part in the on-line anonymous survey (providing data for the gap analysis). 3. They could submit postulates and comments on the implementation of the HRs4R process via e-mail or directly to the head of the Rector's commission. 4. They had opportunities to participate in academic consultations on the Action Plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the IUT (Strategy HRS4R IUT)</p>	<p>1. Preparation of a questionnaire for anonymous survey. 2. Identification of gaps regarding to the 40 principles of the C&C by taking part in the anonymous survey. 3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.</p>
R3 - Established Researcher (Researchers who have developed a level of independence), i.e. associate professor	<p>1. Meetings on-line explaining principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as showing the main steps of the process of its implementation at the IUT 2. Researchers from this group took part in the on-line anonymous survey (providing data for the gap analysis). 3. They could submit postulates and comments on the implementation of the HRs4R process via e-mail or directly to the head of the Rector's commission. 4. They had opportunities to participate in academic consultations on the Action Plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the IUT (Strategy HRS4R IUT)</p>	<p>1. Preparation of a questionnaire for anonymous survey. 2. Identification of gaps regarding the 40 principles of the C&C by taking part in the anonymous survey. 3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.</p>

Stakeholder group	Consultation format	Contributions
R4 (Leading Researcher - researchers leading their research area or field), i.e. professor	<p>1. Meetings on-line explaining principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as showing the main steps of the process of its implementation at the IUT 2. Researchers from this group took part in the on-line anonymous survey (providing data for the gap analysis). 3. They could submit postulates and comments on the implementation of the HRs4R process via e-mail or directly to the head of the Rector's commission. 4. They had opportunities to participate in academic consultations on the Action Plan for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the IUT (Strategy HRS4R IUT)</p>	<p>1. Preparation of a questionnaire for anonymous survey. 2. Identification of gaps regarding the 40 principles of the C&C by taking part in the anonymous survey. 3. Proposing solutions in the field of Ethical and professional aspects, Recruitment and selection, Working conditions, Training and development, which could be involved in the Action Plan.</p>

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

After being given the opportunity to apply for the HR Excellence in Research Award, the International University Travnik took on the responsibility to assemble a team of researchers who would carefully analyse the human resources potential at the university and identify gaps that need to be addressed through actions in order to create a fair and inspiring research environment.

The Committee for overseeing the HRS4R process was nominated by the Rector of the University. The members of the Committee are recognized researchers from scientific councils of the University which provides for an equal representation of all organizational units. This body has the crucial role in the process of preparation of HR Strategy documentation and the subsequent implementation of planned actions. The Chair of the Committee is at the same time the Chair of the Unit for Research responsible for the development of the University Development Strategy which will ensure that the HR Strategy becomes embedded in the institution's strategic plans.

Please describe how the Working Group doing the Gap Analysis was appointed:

The appointment of the Working group for HRS4R process took place at the same time as the appointment of the Committee. This body was also nominated by the Rector and took on the executive role in the entire process of application. The Working group is responsible for the revision of the HR Strategy and Action Plan in accordance with the mandatory templates and its successive implementation. This group coordinated the development of the Gap Analysis, proposed indicators and timeframe for the Action Plan

based on findings of the Gap Analysis by taking into account the existing university's strategic documents. The drafted documents were analysed and discussed first at the level of the group and later on sent to the Committee for further discussion and adoption. The members of the Working group are recognized researchers as well as members of the Rectorate's Research Support Office with analytical skills and knowledge of the overall research situation at the university level. Some members of the Working group are also members of the Committee which provides for a coordinated approach to the overall process.