



**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
<ul style="list-style-type: none"> <li>• Law on Research no. 206/2004 concerning the good conduct in scientific research, technological development and innovation with completing and modifying further laws:</li> <li>• Government Ordinance no. 57/2002 concerning the scientific research, technological development</li> <li>• Government Ordinance no. 28/2011 concerning the scientific research, technological development</li> <li>• Law 398/2006 with the modifications and completions of Law 206/2004</li> </ul>	<ul style="list-style-type: none"> <li>• Charter of Spiru Haret University Article 8 concerning the principle of academic freedom</li> <li>• The Code of Ethics and professional deontology of Spiru Haret University</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up an internal Working Group to better define the constraints of researchers and the way they can be solved (e.g. operational constraints. The researches need a better distribution of research locations).</li> <li>• A report will be drafted on the constraints inventory and the impact on researchers activity</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of December 2014</li> <li>• Directors of Departments</li> <li>• Central Research Institute (ICCS)</li> <li>• Administration Manager</li> </ul>

## 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
<ul style="list-style-type: none"><li>• <i>Law on Research no. 206/2004 concerning the good conduct in scientific research, technological development and innovation</i></li><li>• <i>Modifying Laws: Law no. 398/2006 with the modifications and completions of Law 206/2004</i></li><li>• <i>Government Ordinance no. 28/2011 concerning the scientific research, technological development</i></li><li>• <i>Law of National Education 1/2011</i></li><li>• <i>Order No. 4393/8 June 2012 concerning the National Council of Ethics of Scientific Research, Technological Development and Innovation</i></li><li>• <i>Law no. 319 of July 8, 2003 concerning Research and Development Staff, art. 24</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Charter of Spiru Haret University Article 208, 215-228</i></li><li>• <i>The Code of Ethics and professional deontology of Spiru Haret University</i></li></ul>	<ul style="list-style-type: none"><li>• <i>None, implemented</i></li></ul>	

### 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
<ul style="list-style-type: none"> <li>• Law 8/1996 on Intellectual Property Rights</li> <li>• Article 4 Law on Research no. 206/2004 with the modifications and completions (Law 285/2004, Government Ordinance 123/2005, Law 329/2006)</li> </ul>	<ul style="list-style-type: none"> <li>• Charter of Spiru Haret University</li> <li>• The Code of Ethics and professional deontology of Spiru Haret University</li> <li>• Plagiarism statement</li> <li>• An instrument to detect the plagiarism: Blackboard – Self Assign Program (Plagiarism detection software)</li> </ul>	<ul style="list-style-type: none"> <li>• Quality assurance procedure will be elaborated in order to ensure the checking on regular basis for all the academic work.</li> <li>• The Schedule of the implementation stages</li> <li>• The researchers should formally assume their responsibility that the submitted papers are out of plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of July 2014</li> <li>• Central Research Institute (ICCS)</li> <li>• Commission for Approval of Academic Positions for Teaching Staff</li> <li>• Spiru Haret University Commission for Academic Ethics</li> </ul>

#### 4. Professional attitude

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li><i>H. G. 1062/2011 on approving the methodological norms for certifying the institutions of the research-development in the national system (published in Official Gazette, no. 804/14.11.2011)</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Project Management Procedure</i></li> <li><i>Department of Audit for European Projects</i></li> <li><i>RUP (Unique Register for Projects) represents an electronic instrument with all the information concerning the evolution of each project, since its proposal stage to its ending</i></li> <li><i>“Regulation regarding the organization of scientific research in Spiru Haret University” states that the rules are applied to all stages of the research projects management</i></li> </ul>	<ul style="list-style-type: none"> <li><i>RUP (Unique Register for Projects) to update in real time all the changes</i></li> <li><i>Making the reports public and notifies each research grand holder</i></li> <li><i>An on-going communication on funding regulations and opportunities</i></li> <li><i>Updating the project approval procedure</i></li> <li><i>Setting up an Interdepartmental Working Group (research, accounting, human resources) to assist the project implementation.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>By the end of July 2014</i></li> <li><i>Central Research Institute (ICCS)</i></li> <li><i>Quality Assurance Department</i></li> <li><i>Project Manager</i></li> <li><i>IT Department</i></li> </ul>

## 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
<ul style="list-style-type: none"> <li>• <i>Law 206/2004 concerning Intellectual Property Rights</i></li> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>National and UE regulations</i></li>   <li>• <i>Labor Code</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>The Code of Ethics and professional deontology of Spiru Haret University</i></li> <li>• <i>Labor Contract for determined period (during the length of project)</i></li> <li>• <i>It has been set up a portal to offer information about funding opportunities</i> <a href="http://cercetare.spiruharet.ro/en/index.php">http://cercetare.spiruharet.ro/en/index.php</a></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Setting up regular training sessions for researchers to raise awareness concerning the rights and obligations (e.g. Intellectual Property Rights)</i></li> <li>• <i>A team able to gather all the information in real time and to post it on Funding opportunities website section</i> <a href="http://cercetare.spiruharet.ro/en/index.php">http://cercetare.spiruharet.ro/en/index.php</a></li> <li>• <i>Working Group making visible Funding opportunities section as annual calendar of deadlines</i></li> <li>• <i>Monitoring annually the misconducts of research projects in terms of legal/contractual obligations</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2015</i></li> <li>• <i>Human Resources Department</i></li> <li>• <i>Judiciary Office</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> <li>• <i>Quality Assurance Department</i></li> </ul>

## 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Financial Audit of eligible expenses versus results</i></li> <li>• <i>Preventive financial audit (an internal commission that checks the financial stages of the project)</i></li> <li>• <i>External audit (periodically, during intermediary stages of the project)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Working Group to elaborate a more detailed procedure for the internal preventive financial audit</i></li> <li>• <i>Making public the internal financial reports for each funded projects</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of October 2014</i></li> <li>• <i>Accountancy Department</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> <li>• <i>Quality Assurance Department</i></li> </ul>

## 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 fulfil them at all times.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Labor Code</i></li> <li>• <i>Law No.161 of 19 April 2003 on measures to ensure transparency in the exercise of public dignities, public functions and business environment, preventing and sanctioning corruption-Part 1</i></li> <li>• <i>Offences against the confidentiality and integrity of data and systems, Part 2 cybercrime</i></li> <li>• <i>Law no. 506/2004 concerning the processing of personal data and privacy in the electronic communications sector, with subsequent amendments</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Internal regulations concerning Health &amp; Safety policies</i></li> <li>• <i>Internal data protection policies</i></li> <li>• <i>Internal IT policies</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Setting up a training program for researchers in order to make them aware of data protection and confidentiality protection requirements</i></li> <li>• <i>Updating the internal procedure concerning the data protection and confidentiality to be in line with EU/RO legislations and good practices</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of October 2014</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> <li>• <i>Quality Assurance Department</i></li> <li>• <i>IT Department</i></li> <li>• <i>Legal Department</i></li> </ul>

## 8. Dissemination, exploitation of results

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 are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law 8/1996 on Intellectual Property Rights</i> Art. 5, 10</li> <li>• <i>Law no. 319 of July 8, 2003 concerning Research and Development Staff</i> Art. 24 (i),(j) concerning collective work</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Dissemination: conferences, workshops, publications.</i></li> <li>• <i>Spiru Haret University is holder of</i></li> <li>• <i>Editura Fundatiei Romania de Maine publishing House</i></li> <li>• <i>Media Means:</i></li> <li>• <i>Holder of TV Educational Channel TV H</i></li> <li>• <i>Weekly newspaper Opinia nationala</i></li> <li>• <i>Radio station: HFM.2.0</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Procedure to disseminate the results of a collective work</i></li> <li>• <i>Setting up a training program for researchers in order to make them aware of their rights and legal responsibilities</i></li> <li>• <i>Working Group to create a manual of communication and dissemination-that sets up common rules for the research results presentations</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of December 2014</i></li> <li>• <i>Legal Departament</i></li> <li>• <i>Committee for Scientific Research (made up from representatives of researchers and students)</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> </ul>



## 9. Public engagement

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
	<ul style="list-style-type: none"> <li>• Charter of Spiru Haret University</li> <li>• Central Research Institute (ICCS)</li> <li>• Media Means TV Educational Channel TVH Weekly journal Opinia nationala Radio station: HFM.2.0</li> </ul>	<ul style="list-style-type: none"> <li>• Stimulate <i>interdisciplinarity</i>, researchers from different areas of research should work together</li> <li>• The final reports to be written in two styles: using specific scientific vocabulary and the usual vocabulary for larger audience</li> <li>• Working Group made up of researchers &amp; industry/community representatives able to identify how research can work for individuals/communities/business and society</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of June 2015</li> <li>• Central Research Institute (ICCS)</li> <li>• Directors of Departments of Faculties</li> </ul>

## 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
<ul style="list-style-type: none"> <li>• <i>Labor Code Art. 59</i></li> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>Law on Research no. 206/2004 concerning good conduct in scientific research, technological development and innovation</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University Art. 220</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Setting up a training program for researchers in order to make them aware of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.</i></li> <li>• <i>Working Group to evaluate the non-discrimination internal practices; annual report to be published.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of June 2015</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> </ul>

## 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
<ul style="list-style-type: none"> <li><i>H. G. 1062/2011 on approving the methodological norms for certifying the institutions of the research-development in the national system</i> Art. 7, 15 par. 1, annex 1</li> </ul>	<ul style="list-style-type: none"> <li><i>Procedure: Analysis of the Research Activity and the Evaluation Report on Scientific Research P 302.</i></li> <li><i>Methodology of Quality Evaluation in Scientific Research within Spiru Haret University</i></li> <li><i>Research Results- self evaluation form filled-in biannually by each researcher</i></li> <li><i>Annual report –statistical indicators that helps the institution to compare sub-units results, or to identify annual trends(fields of research)</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Working Group to assess the impact of evaluation of researchers performance</i></li> <li><i>A standardized system of indicators to compare the results.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>By the end of May 2015</i></li> <li><i>Directors of Research Centers</i></li> <li><i>Central Research Institute</i></li> </ul>

## II. Recruitment

<b>12. Recruitment</b>			
<p>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>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011 Art. 285</i></li> <li>• <i>Law on Research no. 206/2004 concerning good conduct in scientific research, technological development and innovation</i></li> <li>• <i>Ordinance of Ministry of National Education 3995/17.05.2012 concerning standard conditions for teaching staff and researchers positions on different research areas: Humanities, Sciences, Economics, Social Sciences.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Internal Methodology on Hiring Teaching Staff and Researchers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>A study on research environment and the optimal rapport between the time allocated to teaching and to research. The results of the study will be used to personalize the Individual Work Contract in order to improve teaching and research skills.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2015</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> </ul>

### 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
<ul style="list-style-type: none"><li>• <i>Law of National Education 1/2011</i></li><li>• <i>Law on Research no. 206/2004 concerning good conduct in scientific research, technological development and innovation</i></li><li>• <i>Law no. 319 of July 8, 2003 concerning Research and Development Staff, art. 22</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Internal Methodology on Hiring Teaching Staff and Researchers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>The recruitment announcements will be posted on EURAXESS website (starting with 2014) as they are now published in the Official Gazette, in Opinia Nationala weekly newspaper and on the official website Ministry of National Education</i> <a href="http://www.jobs.edu.ro">www.jobs.edu.ro</a></li></ul>	<ul style="list-style-type: none"><li>• <i>By the end of October 2014</i></li><li>• <i>Recruitment process</i></li><li>• <i>Department of Personnel Recruitment</i></li><li>• <i>Human Resources Department – Spiru Haret University</i></li></ul>

#### 14. Selection (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>Law on Research no. 206/2004 concerning good conduct in scientific research, technological development and innovation</i></li> <li>• <i>Ordinance of Ministry of National Education 3995/17.05.2012 concerning standard conditions for teaching staff and researchers positions on different research areas: Humanities, Sciences, Economics, Social Sciences.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Internal Methodology on Hiring Teaching Staff and Researchers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Modifying Internal Methodology concerning Hiring Teaching Staff and Researchers in order the selection committees to have an adequate gender balance</i></li> <li>• <i>Setting up a training program for the members of selection panels to be aware of gender balance.</i></li> <li>• <i>Working Group to identify the selection criteria/tools to measure and compare the candidate</i></li> <li>• <i>USH researcher professional profile- profesiogram standardized</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of January 2015</i></li> <li>• <i>Department of Personnel Recruitment</i></li> <li>• <i>Human Resources Department - Spiru Haret University</i></li> </ul>

## 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
<ul style="list-style-type: none"><li>• <i>Law of National Education 1/2011</i></li><li>• <i>Law on Research no. 206/2004 concerning good conduct in scientific research, technological development and innovation Art. 124</i> (1) <i>The public responsibility obligates any public or private higher education institution ) to ensure transparency for all its decisions and activities, according to the legislation in force;</i></li><li>• <i>Government Decision 457/2011 concerning methodology for recruitment selection for teaching staff and researchers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Internal methodology of Spiru Haret University</i></li><li>• <i>Job vacancies are internally (own media means: weekly newspaper Opinia Nationala) and externally published (in the Official Gazette)</i></li><li>• <i>The job positions are posted on the site of Ministry of National Education <a href="http://www.jobs.edu.ro">www.jobs.edu.ro</a></i></li></ul>	<ul style="list-style-type: none"><li>• <i>Leaflets for candidates explaining recruitment process, job description and the list of the recognized documents</i></li><li>• <i>Making available information for candidates in the European Union in English language</i></li></ul>	<ul style="list-style-type: none"><li>• <i>By the end of June 2014</i></li><li>• <i>Department of Personnel Recruitment</i></li><li>• <i>Human Resources Department - Spiru Haret University</i></li></ul>

## 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, 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
<ul style="list-style-type: none"> <li>• <i>Government Decision 457/2011 concerning methodology for recruitment selection for teaching staff and researchers</i></li> <li>• <i>H.G. 457/2011 concerning the recruitment process.</i></li> <li>• <i>In Romanian legislation, the norms concerning the promotion process have more quantitative requests than qualitative ones (number of publications, number of citations, number of conference attendances and so on, thus the average grade is a mathematical operation of quantitative research accomplishments)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Internal Methodology on Hiring Teaching Staff and Researchers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Include additional information on The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in documents to be distributed to candidates</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2014</i></li> <li>• <i>Department of Personnel Recruitment</i></li> <li>• <i>On hiring</i></li> </ul>



### 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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<ul style="list-style-type: none"><li>• <i>Labor Code art. 60</i></li><li>• <i>Law no. 319 of July 8, 2003 concerning Research and Development Staff, art. 35</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Internal methodology of Spiru Haret University</i></li><li>• <i>Members of the Internal Commission</i></li><li>• <i>The promotion law takes into considerations only achievements over the last 5 years</i></li></ul>	<ul style="list-style-type: none"><li>• <i>None, implemented</i></li></ul>	

## 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>Law on Research no. 206/2004 concerning good conduct in scientific research, technological development and innovation</i></li> <li>• <i>Art. 118, Letter j.</i> <i>The national higher educational system is based on the principle of freedom of national and international mobility for students, researchers and teaching staff</i></li> <li>• <i>Art. 191. (2)</i></li> <li>• <i>The inter-institutional mobility of the research staff according to the principle: the grant follows the researcher – is granted by law and is made by methodologies developed by the contracting authorities. According to the contract with the contracting authority the holder of the grant is publicly liable</i></li> <li>• <i>Law no. 319 of July 8, 2003 concerning Research and Development Staff, art. 27-internal mobilities, art. 37 regional an European mobilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>ERASMUS mobility experience and other professional mobility in foreign countries already recognized as a contribution to the development of a researcher</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Upgrade procedures for recognition of all forms of mobility experience</i></li> <li>• <i>Implementation of a promotion strategy on mobilities in European spaces (bilateral agreements with universities from European Union)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2015</i></li> <li>• <i>USH Top Management Team</i></li> <li>• <i>International Relations Department</i></li> <li>• <i>USH ERASMUS Office</i></li> </ul>

## 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
<ul style="list-style-type: none"> <li>• <i>Minimum Standards for the Appointment of Higher Education Teaching Staff and Researchers in accordance with Law of National Education 1/2011</i></li> <li>• <i>The National Council for Certifying of Qualifications, Diplomas and University Certificates</i></li> <li>• <i>Law of National Education 1/2011</i> Art. 147 <i>(1)The recognition of the studies in the Romania or abroad is done based on a master methodology developed by the Ministry of Education, Research, Youth, and Sports and on specific methodologies approved by each higher education institution, approved by the university's Senate, based on European norms and on the European system for education credit accumulation and transfer, in compliance with the framework methodology.</i></li> <li>• <i>National legislation on mutual recognition of the qualifications (the equivalence of formal or informal education)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>None, implemented</i></li> </ul>	

## 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
<ul style="list-style-type: none"><li>• <i>Minimum Standards for the Appointment of Higher Education Teaching Staff and Researchers in accordance with Law of National Education 1/2011</i></li><li>• <i>The National Council for Certifying of Qualifications, Diplomas and University Certificates</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Charter of Spiru Haret University</i></li></ul>	<ul style="list-style-type: none"><li>• <i>None, implemented</i></li></ul>	

## 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011 Art. 171 - 172</i> <i>The postgraduate programs are: post-PhD programs for advanced research; postgraduate training and ongoing professional development programs.</i></li> <li>• <i>They are programs dedicated to persons who have received a scientific PhD diploma with at least 5 years before being admitted into the post-PhD program and who wish to improve in another institution than the one in which they have obtained the PhD title;</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Postdoctoral Schools</i></li> <li>• <i>All the researches benefit from being in the post-doctoral programs by having paid all their mobilities in the country and abroad while attending a conference or conducting research in a specific area.</i></li> <li>• <i>Career Orientation Center</i></li> <li>• <i>Center of Professional Advancement</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Offering career advice to researchers for their international visibility</i></li> <li>• <i>Providing regularly information, guidance, and advice on short term scientific missions</i></li> <li>• <i>Offering career advice and development opportunities for postdoctoral researchers taking into account the context of long-term career prospects</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of October 2014</i></li> <li>• <i>Career Orientation Center</i></li> <li>• <i>Center of Professional Advancement</i></li> <li>• <i>Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad</i></li> </ul>

### III. Working conditions and social security

<b>22. Recognition of the profession</b>			
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).			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011 Section 4, Art. 141</i></li> <li>• <i>The higher education institution signs with each registered student/post-graduate/trainee/post-PhD researcher an educational services agreement in compliance with the provisions of the regulations for educational programs and of the legislation in force and of the legislation in force. The educational services agreement shall not be amended during the academic year.</i></li> <li>• <i>Art. 181. The scientific PhD is an essential condition for a carrier as a researcher or professor in the higher education</i></li> <li>• <i>Law 319/2003 with all the modifications and completions</i></li> <li>• <i>Art 37. Concerning that the period of research accomplished abroad will be recognized in accordance with classification at national level</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Upgrade of procedures for recognition of experience from foreign countries</i></li> <li>• <i>Introduction of incentives for gaining foreign experience</i></li> <li>• <i>To set up a methodology for obtaining an equilibrium share of 50% teaching, 30% research and 20% services for society.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of February 2015</i></li> <li>• <i>USH Top Management Team</i></li> <li>• <i>Human Resources Department – Spiru Haret University</i></li> </ul>

### 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/ 2011</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>National and International collaborations with other research institutions</i></li> <li>• <i>Free access to national and international databases for researchers</i></li> <li>• <i>Opportunity to publish research products at the own publishing house: Editura Fundatiei Romania de Maine</i></li> <li>• <i>Opportunity to publish articles in proceedings, journals published at the own publishing house: Editura Fundatiei Romania de Maine</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Partnership in co-authorship, projects, scientific events, international network in order to enhance methodological methods</i></li> <li>• <i>Strategy to attract industry representatives in investing in research &amp; innovation partnerships</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of January 2015</i></li> <li>• <i>Directors of Research Centers (at least one for each faculty)</i></li> <li>• <i>Director of - Central Research Institute (ICCS)</i></li> </ul>

## 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
<ul style="list-style-type: none"><li>• <i>Labor Code</i> <i>Chapter I, Section 1, Title III. Working Time</i> <i>Art. 111-119 Normal Length of working time</i> <i>Art 133. Rest Period</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Part-time jobs available</i></li><li>• <i>Flexible working hours</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Sabbatical leave possible not only for researches who have run research grants during 6 consecutive years at the same university (as it is stipulated at present in Article 281, point 5 of Law of National Education 1/ 2011)</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Ministry of National Education</i></li></ul>



## 25. Stability and permanence of employment

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 *EU Directive on Fixed-Term Work*.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/ 2011</i> <i>Chapter II, Art 285-303 The Statute of Teaching and Research Staff in higher education</i></li>   <li>• <i>Labor Code</i> <i>Title II. Individual Employment Contract</i> <i>Art. 10-110 concerning employment.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i> <i>Art. 199-204</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Working Group to coordinate the mechanism of attracting research funds on regular basis (at least a minimum amount of money in order to ensure the work environment stability)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2015</i></li> <li>• <i>Departments of Faculties</i></li> </ul>

## 26. Funding and salaries

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011 Chapter II, Art 285-303 The Statute of Teaching and Research Staff in higher education</i></li>   <li>• <i>Labor Code Title IV. Remuneration. Art 159-171 concerning wages and legal treatment payment, employee's protection.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Art 172-194. Title VII. Teaching and Research Staff in higher education</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Introduction of incentive schemes for exceptional achievements in research</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2015</i></li> <li>• <i>Council of Trustee, Spiru Haret University</i></li> <li>• <i>Senate, Spiru Haret University</i></li> <li>• <i>Human Resources Department – Spiru Haret University</i></li> </ul>

## 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i> <i>Art. 118. Point 2. No age, nationality, ethical, gender, social origin, political or religious, sexual orientation or other types of discrimination are allowed in the higher education, except for those provided by law</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Art. 220, point b concerning the equality of chances and the non-discriminatory attitude, as well as the positive</i></li> <li>• <i>discrimination of the under-privileged groups</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Constant promotion of the equal opportunities through research seminars and workshops</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ongoing</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> </ul>

## 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i> Art. 160, (3), (4) The PhD grant are provided based on a national scientific project competition between PhD organizing schools or based on a national scientific project competition among PhD mentors, who are members of a PhD organizing school. The organized competitions are coordinated by CNCS. The annual number of PhD grants allocated to these two types of competitions mentioned in paragraph (3), as well as the competition methodology are decided by order of the Minister of National Education.</li> <li>• <i>Law 319/2003</i> Cap. 5, Art 26 concerning the career development for researchers by PhD programs, national and international exchange programs, interdisciplinary cooperation, post graduate programs</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i> Art. 156-158 concerning (lifelong) career counselling</li> </ul>	<ul style="list-style-type: none"> <li>• <i>A need to identify mentors/programs for further career development for SHU researchers</i></li> <li>• <i>Development opportunities for (post)doctoral researchers taking into account the context of long-term career prospects</i></li> <li>• <i>Medium term objective: Setting up a doctoral school (for interdisciplinary research)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of September 2015</i></li> <li>• <i>Departments of Faculties</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> <li>• <i>Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad</i></li> </ul>

## 29. Value of mobility

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>Art. 118, Letter j.</i></li> <li>• <i>The national higher educational system is based on the principle of freedom of national and international mobility for students, researchers and teaching staff</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University Art. 8,(m)</i></li> <li>• <i>Art. 214. Methodology of Evaluating Quality in Scientific Research within Spiru Haret University</i></li> <li>• <i>Offering ERASMUS exchange Mobility and other forms of short mobilities</i></li> <li>• <i>Wide network of international partners</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Further development of ERASMUS mobility programs</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of December 2014</i></li> <li>• <i>ERASMUS Office</i></li> <li>• <i>International Relations Department</i></li> </ul>

### 30. Access to career advice

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i> Art 350 (2) <i>The career counseling and orientation services are provided in education units and institutions, in universities, in training institutions, the services for workforce employment, and in the services for the youth. These services can also be provided at the job, in the social services and in the private sector.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Career Orientation Center</i></li> <li>• <i>Center of Professional Advancement</i></li> <li>• <i>Training programs</i></li> <li>• <i>Research networks</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Development opportunities for (post)doctoral researchers taking into account the context of long-term career prospects</i></li> <li>• <i>Short term qualifications for academic staff</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of May 2015</i></li> <li>• <i>Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad</i></li> </ul>

### 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
<ul style="list-style-type: none"> <li>• <i>Law 8/1996 on Intellectual Property Rights</i></li> <li>• <i>It also concerns Copyright and Related Rights (Neighboring Rights), Enforcement of IP and Related Laws, IP Regulatory Body, Trademarks</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University Art. 215-228</i></li> <li>• <i>The Code of Ethics for Researchers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Organizing research seminar on protection of Intellectual property rights, including copyrights in order to protect the research process, dissemination and results of research</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of December 2014</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> </ul>

### 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
<ul style="list-style-type: none"><li>• <i>Law of National Education 1/2011</i></li><li>• <i>Law 8/1996 on Intellectual Property Rights</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Joint work on research projects</i></li><li>• <i>Interdisciplinary collaborations in delivering and publishing articles</i></li><li>• <i>Inclusion on young researchers regarding their contribution as the co-authors of papers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Promotion of more intensive collaboration at project proposals, participation in conferences, publishing research results and writing papers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>By the end of July 2014</i></li><li>• <i>Central Research Institute (ICCS)</i></li></ul>



### 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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i> Art. 236 (1)The initial training for holding a teaching position includes: a) the initial, theoretic and specialized training in the universities during special programmes accredited in accordance with the law; b) a master of arts in teaching of 2 years; c) the practice period during one school year in an educational institution, under the coordination of a mentor teacher. (3) In order to acquire another specialty, graduates may follow a module of minimum 90 transferable credits attesting the obtaining of teaching competences in the fundamental area related to the specialty area mentioned on the diploma. This module may be attended in parallel with the studies for the master of arts in teaching or after the latter's completion.</li> <li>• <i>Labor Code</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Teaching duties are adequately remunerated in evaluation systems</i></li> <li>• <i>Training provided for teaching and coaching activities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Constant professional development of SHU researchers regarding teaching and coaching activities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ongoing</i></li> <li>• <i>Departments of Faculties</i></li> </ul>

### 34. Complains/ appeals

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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<ul style="list-style-type: none"><li>• <i>Law of National Education 1/2011 Section 5, Art. 306- 326, concerning complaints/appeals of researchers and sanctions</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Charter of Spiru Haret University</i></li><li>• <i>The Code of Ethics for Researchers</i></li><li>• <i>Art. 227-228 deal with complaints/appeals of researchers and sanctions</i></li><li>• <i>Commissions of Ethics for each faculty</i></li><li>• <i>Commission of Ethics of Spiru Haret University</i></li></ul>	<ul style="list-style-type: none"><li>• <i>None, implemented</i></li></ul>	

### 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Commission for Scientific Research</i></li> <li>• <i>Commission of Ethics</i></li> <li>• <i>Commission of Proposal Validation for Academic Positions</i></li> <li>• <i>Central Research Institute</i></li> <li>• <i>ERASMUS Mobilities Program</i></li> <li>• <i>Council of Department for each faculty</i></li> <li>• <i>Internal committees for consulting and decision making</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>A better consulting collaboration among the bodies of decision making and the teaching staff</i></li> <li>• <i>An interdisciplinary commission to correlate research from various fields</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of October 2014</i></li> <li>• <i>Departments of Faculties</i></li> <li>• <i>Council of Department for each faculty (made up from researchers)</i></li> </ul>

## 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, 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>Lack of legislation concerning the setting up of an interdisciplinary PhD school</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>training for senior and young researchers</i></li> <li>• <i>regular individual reports on completed research to project coordinator</i></li> <li>• <i>regular project meetings</i></li> <li>• <i>Spiru Haret University does not have a PhD schools but it has PhD supervisors among the teaching staff (associate for Spiru Haret University) who offer guidance and counselling to young researchers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>A better guidance for young researchers offered by senior researchers</i></li> <li>• <i>To set up an interdisciplinary PhD school</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of September 2015</i></li> <li>• <i>Board of Trustee</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> <li>• <i>Directors of Departments of Faculties</i></li> </ul>

### 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
	<ul style="list-style-type: none"> <li>• <i>Management training sessions for senior researchers</i></li> <li>• <i>Within U.E. structural projects, there were offered sessions training on quality in higher education</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Constant training for senior researchers</i></li> <li>• <i>Active participation of senior researchers in young researchers' activities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of December 2014</i></li> <li>• <i>Departments of Faculties</i></li> </ul>

### 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011 Art. 350 - 352</i> <i>The lifelong career counselling and orientation refers to the total of the services and activities that support persons of all ages and on any moment of their life to make choices in the education field of training or work and to manage their career.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Employment Contract</i></li> <li>• <i>Internal Methodology</i></li> <li>• <i>Spiru Haret University offers the opportunity for professional development by participating in national and international conferences, workshops, round tables</i></li> <li>• <i>Spiru Haret University offers administrative support to project proposals and research</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>A better awareness concerning research activities and professional development with businesses</i></li> <li>• <i>Research seminars for continuous development of research skills and competencies (knowledge on methodological issues, a better cooperation with knowledge users and businesses, writing a project proposal)</i></li> <li>• <i>A permanent call for proposals</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of February 2015</i></li> <li>• <i>Central Research Institute (ICCS)</i></li> </ul>

### 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
<ul style="list-style-type: none"> <li>• <i>Law of National Education 1/2011</i></li> <li>• <i>Art. 104 concerning staff's ongoing training and assessment costs</i></li> <li>• <i>Art. 105 talks about costs for the participation into European educational and vocational training cooperation projects</i></li> <li>• <i>Art. 111 illustrates professional training for the teaching staff and auxiliary teaching staff, for the implementation of the policies and strategies of the Ministry of National Education</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Charter of Spiru Haret University</i></li> <li>• <i>Employment Contract</i></li> <li>• <i>Internal Methodology</i></li> <li>• <i>Opportunities for all researchers for professional development by offering free access to national and international databases for researchers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>A research budget plan in supporting excellent researchers to participate in international conferences and workshops.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By the end of July 2015</i></li> <li>• <i>Council of Trustee, Spiru Haret University</i></li> </ul>

#### 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
	<ul style="list-style-type: none"><li>• <i>Internal Methodology</i></li><li>• <i>Meetings with all the researches from each faculty</i></li><li>• <i>Identified mentors for young researchers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>A regular and structured relation with supervisors</i></li></ul>	<ul style="list-style-type: none"><li>• <i>By the end of July 2014</i></li><li>• <i>Directors of Departments of Faculties</i></li></ul>

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