



Updated¹ HRS4R ACTION PLAN 2022-2024

| <i>Action description</i> | <i>Timing</i> | <i>Responsible Unit</i> | <i>Indicators/ targets</i> |
|--|--|---|--|
| <p>Action 1 Promoting quality assurance culture to enhance the quality of academic work. All researchers will formally assume the responsibility that any submitted papers/articles are out of plagiarism</p> | <p>Continuous -each AP will benefit from this Action</p> | <p><i>Ethics Committee Central Research Institute</i></p> | <p><i>Deliverable</i> –Yearly Communication Plan – <i>Target:</i> entire personnel involved in research activities to be aware of the culture of quality (CoQ) I2.1. = level of CoQ awareness = % of researchers able to identify CoQ actions from total number of interviewed researchers I2.2.= number of cases reported as professional responsibility misconduct I2.3 =percentage of confirmed cases from total registered cases. To calculate I2 indicators we use data produced by an annual survey and from the records of the Commission of Ethics</p> |

¹ The Action Plan has been updated with new actions taking into consideration the assessors recommendations of 28 Aug.2024

| Action description | Timing | Responsible Unit | Indicators/Targets |
|--|--|--|---|
| <p>Action 2 Assess the constraints that researchers face and their impact on researchers' work <i>The action will be inserted in all APs</i></p> | <p><i>June-Dec. 2022</i> <i>June-Dec.2023</i> <i>June – Dec.2024</i></p> | <p><i>Directors of the research Departments</i> <i>Director of ICCS</i></p> | <p>Survey Annual report; Survey to identify constraints; I1 - % of solved constraints</p> |
| <p>Action 3 Make the research reports public and notify the research grant givers Purpose: increase the visibility of the research outcomes</p> | <p><i>June-Aug.2022</i> <i>June –Aug 2023</i> <i>June – Aug.2024</i></p> | <p><i>Director of ICCS</i> <i>Quality Assurance Department</i> <i>Project Managers</i> <i>IT department</i></p> | <p><i>Deliverable:</i> Study on USH research visibility <i>Target:</i> raise research results' visibility I3 = number of science communications (articles, press releases, conferences etc.) compared with the number of projects</p> |
| <p>Action 4 Making available IPR training sessions</p> | <p><i>April-July 2022</i> <i>April- July 2023</i> <i>April-July 2024</i></p> | <p><i>HR Department</i> <i>Legal Office</i></p> | <p><i>I4 = number of attendees compared with total research staff</i></p> |

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|---|---|--|--|
| Action 5 Funding Opportunities - updates | <i>Permanent</i> | <i>ICCS</i> | <i>Latest updates visible on http://cercetare.spiruharet.ro</i> |
| Action 6 Performing QA and financial audit. Ensure transparency in managing research public funding. | <i>Annually Jan-March2022 Jan-March2023 Jan-March2024</i> | <i>QA and Accounting Departments</i> | <i>Deliverable: Internal Audit Report I7 = % of expenses reimbursed from total grant amount</i> |
| Action 7 Annual training program – courses offered to meet researchers needs | <i>Permanent</i> | <i>ICCS QA Department Legal office</i> | <i>Deliverable : CPD training courses catalogue I8=percentage of attendees from total number of research staff</i> |
| Action 9 Assess the effectiveness of dissemination and exploitation results | <i>Oct.-Dec.2022 Oct-Dec 2023 Oct-Dec.2024</i> | <i>Legal Office Committee for Scientific Research ICCS</i> | <i>Yearly report included in the Annual Research Report I9.1.= number of article/researcher/year I9.2.= citation number per USH/pers/article</i> |

| Action description | Timing | Responsible units | Targets/indicators |
|--|--|--|---|
| Action 10 Improving scientific communication and enhancing inter-disciplinarity | <i>yearly</i> | <i>ICCS Research Departments</i> | <i>Social impact assessment</i> |
| Action 12 Non-discrimination good practices | <i>yearly</i> | <i>ICCS</i> | <i>Annual Report</i> |
| Action 13 SAPIC – system impact | <i>yearly</i> | <i>ICCS</i> | <i>I13= % articles published in peer-reviewed journals</i> |
| Action 14 Working conditions survey | <i>Jan-April 2022, 2023,2024</i> | <i>ICCS</i> | <i>Survey report – analysis based on collected data</i> |
| Action15 New Advertising job vacancies on EURAXESS and Romanian Official Gazette <i>New Job vacancies will also be advertised on Opinia Nationala, on the website of the Ministry of Education</i> http://jobs.edu.ro/index.php , and USH website https://www.spiruharet.ro/contests-for-teaching-positions-in-spiru-haret-university.html | <i>Permanent</i> | <i>HR Department, ICCS</i> | <i>Targeted audience national and international</i> |
| Action 17 Drafting and printing leaflets (in RO and English)providing detailed information to potential candidates | <i>Permanent</i> | <i>HR Department</i> | <i>none</i> |
| Action 19 Promoting ERASMUS mobility scheme - publish the existing bilateral agreements with EU and non-EU universities and places available | <i>permanent</i> | <i>USH Erasmus Office</i> | https://www.spiruharet.ro/erasmus.html |

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|--|--|---|--|
| Action 20 Offering career advice to young researchers | permanent | Career Development Center | https://ccoc.spiruharet.ro/ I20= number of staff benefiting of consultancy |
| Action 21 Stimulating partnership in co-authorship, project proposal drafting, project implementation, organizing scientific events etc | Oct-Dec 2022 Oct-Dec 2023 Oct-Dec 2024 | Directors of Research Centers, ICCS | I22.1 =number of papers published having at least two authors, of which one is from USH I22.2 Success Rate = % of project proposals approved from total number of project proposals submitted |
| Action 22 Build partnerships - attract business representatives to invest in research & innovation partnership | Oct-Dec 2022 Oct-Dec 2023 Oct-dec 2024 | USH Probusiness Directors of Research Centers | https://ushprobusiness.ro/en/home/ |
| Action 23 WG7 - coordinating a mechanism of attracting research funds on a regular basis to ensure work environment stability | Permanent | ICCS, Academic Departments | Report on the success rate |

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|--|------------------------------------|--|--|
| Action 24 Introducing a reward scheme for exceptional results in research | <i>End of 2025 (extended)</i> | <i>Board of Trustees</i> | <i>none</i> |
| Action 25 Further developments on ERASMUS mobility | <i>July –Sept 2022, 2023, 2024</i> | <i>Vice-Rector of International Relationships Erasmus Office</i> | <i>I25=number of new ERASMUS agreements signed per year</i> |
| Action 26 Short-term qualifications programs designed to meet staff needs in terms of skills and competencies | <i>permanent</i> | <i>ICCS, HR Department, IT Department Vice-Rector of Research Vice-Rector of Education and Training DPPD Depart.</i> | <i>I26.1.=number of Short-Term qualification programs available I26.2.= % of attendees from the total number of research staff</i> |
| Action 27 Promoting more intensive cooperation in publishing | <i>permanent</i> | <i>ICCS</i> | <i>I27 =number of publications in co-authorship</i> |
| Action 28 Analysing the relationship with supervisors from the perspective of early-stage career researchers | <i>annually</i> | <i>ICCS, Directors of Academic Departments</i> | <i>Yearly online Survey</i> |
| Action 29 Training for Senior researchers in supervision and managerial duties (replicated on demand) | <i>Nov-Dec 2022, 2024</i> | <i>ICCS, Vice-Rector of Research</i> | <i>I29= number of attendees</i> |

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| Action 30. Establishing clear rules, procedures, and methodologies to regulate supervision at the Doctoral School (extended) | <i>Ongoing</i> | <i>Doctoral School Steering Committee</i> | <i>Not yet approved</i> |
| Action 31 Setting up regular training sessions for newcomers(researchers recently employed) to raise awareness concerning the rights and obligations | <i>Jan, June, Oct. 2023, Jan, June, Oct. 2024</i> | <i>HR Department Legal Office</i> | <i>I31 = number of attendees</i> |
| Action 32 Establishing a framework for promoting Open Science | <i>Dec.2024</i> | <i>ICCS</i> | <i>I32 = number of informative sessions</i> |
| Action 33 Open Science - raise awareness and establish a pathway to embrace OS practices. | <i>Permanent Starting with AP 2022-2024</i> | <i>Research Management Department</i> | <i>I33 = Number of Initiatives took place yearly</i> |
| Action 34 Reward Open Scientists - developing an OS rewarding system to be applied yearly as part of the Staff Evaluation System(SAPIC) | <i>End of 2024</i> | <i>Research Management Department</i> | <i>Open Science Reward System</i> |
| Action 35 DIGITAL University –improving working conditions – gathering the researchers' needs before the acquisition | <i>Jan-March 2024 Sept-Nov 2024</i> | <i>IT Department Research Management Department</i> | <i>Number of new equipment per category</i> |
| Action 36 DIGITAL University –new training opportunities | <i>March, May, Oct 2024</i> | <i>IT Department</i> | <i>Number of attendees</i> |
| Action 37 –New- Take commitments to advancing research assessment COARA –Apply as a signatory institution of the Agreement on Advancing Research Assessment | <i>Oct.2024</i> | <i>Vice-Rector of Research</i> | <i>USH is listed among signatory organizations</i> |

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| Action 43 New - Investing in digital technologies to support researchers' work – new acquisitions https://ush-digital.spiruharet.ro/rezultatele-proiectului <i>Total value 2.93 mil.EUR</i> | Q4 2024 | Vice-Rector of Research IT Department | 22 new labs with 30 computers each 22 integrated digital systems |
| Action 44 New – Enhance cooperation and multi-disciplinarity – workshop | Q4 2024 | ICCS Deans | Impact assessment – no. of new research multi-disciplinary projects (yearly starting with 2025) |
| Action 45 New – English course for researchers to prepare for English certification -to be continued in AP 2025-2027 | Q4 2024 Q2 2025 | Foreign language department | No. of new English certifications |
| Action 46 New – Improving working conditions- Establishing an equitable teach-research workload. | Starts on Q4 2024 Finalised on Q3 2025 | Board of Trustee USH Senate ICCS Department of Quality Assurance HR Department | Upgraded Research Methodology |
| Action 47 New - Making available in English all HRS4R's relevant documents <i>After the assessors' last evaluation Will be Translated the following:</i> - Research Strategy 2021-2027 –done - Institutional Development Strategic Plan 2021-2027 | End of 2024 | ICCS | Listed documents available in English on the website: https://cercetare.spiruharet.ro Number of downloads |

- Regulation on the organization and implementation of scientific research activity at Spiru Haret University
- Organization and Functioning Regulation of the Central Research Institute
- Code of Ethics regarding good practices on scientific research in USH
- Methodology of performance self-evaluation in education and research
- Self-evaluation System for Performance in Education and Research (SAPIC)

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| <p>Action 48 New –Redesign the Research website <i>After the assessors' last evaluation</i> <i>A new vision will be implemented to better highlight the HRS4R documents & more</i></p> | <p>ICCS & IT Department</p> | <p><i>First draft 15 Nov.2024</i> <i>Final version End of 2024</i></p> | <p><i>No. of hits- calculated monthly</i></p> |
| <p>Action 49 New -Enhance transparency in internal recruitment for part-time research contracts. <i>“I want to get involved!” Create an online recruitment& selection form. USH researchers will be able to upload CVs describing their specific experiences and assess their eligibility</i></p> | <p>ICCS IT Department HR Department</p> | <p><i>Dec.2024</i></p> | <p><i>Online form</i> <i>No.of applications of which</i> <i>No.of successful application</i></p> |
| <p>Action 50 New – Continuous Professional Development (CPD) – enhance participation and make attendance compulsory and rewarded in the SAPIC evaluation system.</p> | <p>Vice-Rector of Research Research Departments</p> | <p><i>Starts in Q4 2024</i> <i>continuous</i></p> | <p><i>Updating the SAPIC evaluation system</i> <i>No. of participants</i></p> |
| <p>Action 51 Continuous <i>Setting up regular training sessions for researchers to raise awareness concerning the rights and obligations(eg. Intellectual Property Rights)- the action will be replicated also in AP 2025-2027</i></p> | <p>HR Department Legal Office</p> | <p><i>April 2024 to July 2024</i></p> | <p><i>No. of participants - yearly</i></p> |