

Medical University
“Prof. Dr. Paraskev Stoyanov” – Varna

REGULATIONS

**on the implementation of the EC Code of Conduct
for the recruitment of researchers
at the Medical University
“Prof. Dr. Paraskev Stoyanov” – Varna**

Varna, 2016

PREAMBLE

Medical University “Prof. Dr. Paraskev Stoyanov” – Varna is committed to ensuring transparency of the selection and equal treatment of all candidates in the recruitment process in order to create an attractive, open and sustainable European labor market for researchers. To achieve this goal, clear rules are being introduced in the selection process such that they can create a framework for career management and ensure the researchers’ affiliation with the institutions in which they work and guarantee for equality between short-term and permanent employees. These rules are in line with the general principles and requirements set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers.

By accepting the principles of the Code, the University openly demonstrates its commitment to act responsibly and honestly toward the progress of the European Research Area by providing fair work conditions for researchers.

RECRUITMENT OF RESEARCHERS

Art. 1. (1) Key underlying principles of the researcher recruitment procedure of MU-Varna are clarity and transparency.

(2) In order to achieve this goal the University includes a detailed description of the required general knowledge and skills in each vacancy announcement.

(3) The period between publishing the recruitment or competition notice and the deadline for reply is 1 month.

(4) The selection is processed by Commissions of experts trained for such activity.

RECRUITMENT NOTICE REQUIREMENTS

Art. 2 (1) A vacancy announcement must include a description of work conditions and labor rights and obligations, including opportunities for professional development.

(2) The period between the announcement of the vacancy or the invitation for application and the deadline for submitting the documents shall be 1 month. The announcement indicates the number of vacancies, knowledge and skills required, the research project in which the candidate will take part, payment terms, selection criteria and procedures.

(3) The selection procedure shall be announced on the website of the University and in at least one daily newspaper.

RESEARCHER SELECTION

Art. 3. (1) The Commission that performs the researcher selection is to be appointed by the Rector. It is composed of the Vice-Rector for Career Development, Research and Post Graduate Education, the Vice-Rector for Innovation and Translational Medicine, as well as experts in the relevant fields, people from various sectors (public and private), with a gender balance.

(2) All commission members shall be informed in due course about their role and responsibility.

(3) External experts may be involved in the selection process, and also direct interviews may be conducted.

SELECTION TRANSPARENCY

Art. 4. (1) Candidates must be informed in advance about the selection process and selection criteria, the number of vacancies and opportunities for professional development.

(2) After completing the selection procedure all candidates must be informed about the strong and weak points of their applications.

SUBSTANTIVE ASSESSMENT OF RESEARCHER CANDIDATES

Art. 5. (1) The evaluation takes into account all the experience the candidates have, their creative abilities and level of independence.

(2) Not only the number of their publications is important, but also the significant results achieved in a diverse professional experience. Additional evaluation criteria are teaching, teamwork, knowledge transfer, research and innovation management, as well as public information activities.

(3) For candidates with experience in the production field, their contribution to the development of patents, new products and inventions shall be taken into account.

(4) Professional progress and potential contribution to the professional development of the researchers targeting different career dimensions are essential for the evaluation. Any pauses in the career development or variations in the chronological presentation of CVs must not be sanctioned.

(5) An important part of the assessment of researcher's professional development is their mobility, mobility experience, i.e., work in another country/ region or another research group (public or private), change of discipline or sector, whether it is part of the researcher's initial training or it has happened at a later stage of their career.

(6) In the assessment of the qualification the priority shall be given to the specific achievements the person has and not to the social status or reputation of the institution where those qualifications have been acquired.

(7) The assessment is based on the general development tendencies during the researcher's life not on his or her sporadic activities.

UNIVERSITY RESPONSIBILITIES IN THE SELECTION AND EMPLOYMENT OF RESEARCHERS

Art. 6. (1) Team leaders must provide as much stimulating environment as possible for the researchers to adapt and perform the project in the best way, including appropriate work conditions and access to equipment and resources.

(2) Researchers must be provided with work conditions that ensure their health and safety.

(3) Every researcher has the right to receive help and support from coworkers within the community in the process of their research.

(4) Every researcher has the right to equal participation and to equal access to information and resources in the individual research projects.

OBLIGATIONS OF THE NEWLY EMPLOYED JUNIOR RESEARCHERS

Art. 7. (1) Every researcher should strive for overall career development, to keep abreast of various opportunities and use them to improve their training and qualifications.

(2) The researcher should be fully committed to the research, strive for high quality research, have a professional and responsible attitude in absolute compliance with the ethical principles and work regulations of the University.

(3) Employment of PhD researchers should be in accordance with the Regulations on Academic Staff Development at Medical University “Prof. Dr. Paraskev Stoyanov” – Varna and the legislation in force.

(4) In the work process the PhD researchers should comply with the principle of accountability towards their scientific supervisor and the scientific unit, in order to be successful in their progress and completion of their dissertation research.

ADDITIONAL PROVISIONS

§1. Within the meaning of these Regulations, the below terms have the following meaning:

- 1. Researchers** – specialists working for the design or creation of new knowledge, products, techniques, methods and systems, also for the management of the relevant projects.
- 2. Employers** – all public or private institutions that hire researchers on a contract.
- 3. Recruitment or employment** – any type of contract, remuneration, scholarship, grant or award financed by a third party, including funding under framework programs.

FINAL PROVISIONS

§2. Any amendment to these Regulations shall be subject to the same procedure as that for their adoption and validation;

§3. The control over the researcher selection activity is being exercised by the Rector;

§4. These Regulations were adopted at a meeting of the Academic Council of the Medical University on 13.12.2016, with Minutes No. 16 of 13.12.2016.