

## UPDATED ACTION PLAN

Approved by the decision of the Senate of the Moldova State University no. 8 on 26 April 2016

PRINCIPLE	ACTION	RESPONSIBLE	TERM/ DEADLINE	MILESTONES
<b>Ethical and professional aspects (1-11)</b>	Improving or updating of Regulations on scientific research laboratories operation	Director of the Research and Innovation Institute of the MSU, heads of the research laboratories	Q2, 2015	Regulations on research laboratories operation, <i>approved by the decision no.10 of the MSU Senate on 26 June 2015</i>
	Supervision of compliance of practices, standards and fundamental principles of ethics	Ethics Commission of the MSU Senate, the minutes no. 7 dated on 22.12.2015	As needed	Reports of the MSU Ethics Commission
	Introduction in the employment contracts of the researchers of copyright clauses on use and exploitation of intellectual property objects	Research and Innovation Institute, Office of Human Resources	Q1, 2016	Employment contracts of researchers
	Contracts/agreements of the MSU Doctoral Schools	Councils of Doctoral Schools Scientific Council	Q4, 2015	Doctoral Schools contracts
	Individual employment contracts	Vice-rector for social issues, Office of Human Resources	Q1, 2016	Individual employment contracts/agreements
	Publication of the research results in scientific journals, monographs, collections and their presentation at scientific forums	Project Directors	Regularly	Research papers, monographs, participation in scientific forums
	Completing self-assessment / evaluation form of research performance	MSU Senate, Research and Innovation Institute, project directors	Q4, annually	Self-assessment reports
	Development and approval of the report on research and innovative activity			Report on research and innovative activity
	Preparation/concluding of project financial contracts	Research and Innovation Institute, project directors	Q1, annually	Project financial contracts
	Internal audit		Quarterly	Internal audit reports
	Monitoring compliance measures required to protect the health and safety	Department of Institutional Development, Trade Union, labour protection engineer	Q1, annually	Update measures to protect the health and safety
	Institutional regulation on personal data protection	Vice-rector for Social Issues, Office of Human Resources	Q2, 2015	Regulation on personal data protection, <i>approved by the decision no.9 of the MSU Senate on 29 May 2015</i>
	Development of a guide on dissemination of the research results, which would facilitate the presentation,	Research and Innovation Institute	Q1, 2016	Guide on dissemination of the research results

communication etc.			
Organizing seminars on writing and submitting articles, relevant scientific materials for Studia Universitatis Moldaviae by SUM-PE Open Journal System <a href="http://ojs.studiamsu.eu">http://ojs.studiamsu.eu</a>	Research and Innovation Institute, MSU Central Library	Q2&Q4, annually	Number of seminars
Update of the MSU website devoted to the research issues	Research and Innovation Institute, directors of research laboratories and doctoral schools Scientific Council	Regularly	MSU website <a href="http://usm.md/">http://usm.md/</a>
Development and policies approval of Open Access of the MSU and of the scientific journal “Studia Universitatis Moldaviae”	Research and Innovation Institute, MSU Central Library	Q1, 2016	Open Access policies of the MSU and, in particular, of the Research Journal “Studia Universitatis Moldaviae” <a href="http://studiamsu.eu/">http://studiamsu.eu/</a>
Stimulation of interdisciplinary research	Research and Innovation Institute	Regularly	Interdisciplinary research projects
Popularization of scientific research results in the media (publications, TV and radio programs)	Public Relations Office, MSU newspaper, TV and radio		Popularization articles, and participation in TV and radio programs
Organization of public lectures and thematic round-tables in order to inform the public about scientific achievements of the university	Research and Innovation Institute, MSU 13 Faculties	Regularly	Number of public lectures and thematic round-tables
Promoting cooperation between the university and the community: organization of volunteering activities with the participation of staff and students of the university, voluntary involvement of researchers and other employees of the university in humanitarian activities and similar civil society activities etc.	MSU Faculties, Research and Innovation Institute		Number of volunteering activities
Promotion of impartiality and fairness by eliminating all forms of discrimination	Rector’s Office, Human Resources Office, Independent Assessment Committee		Information on employment etc.
Encouraging participation in various competitions for young scientists/researchers	MSU Senate, Research and Innovation Institute		Information on competitions, support letters etc.
Formation of the Independent Assessment Committee	Rector’s Office, Vice-rector for research, Director of the Research and Innovation Institute	Q4, 2015	Independent Assessment Committee
Updating of evaluation form for the research performance of researchers	Vice-rector for research, Director of the Research and Innovation Institute, Heads of research laboratories, Head of the Independent Assessment Committee	Q1, annually	Evaluation form of the research performance assessment

	Development and approval of the internal Intellectual Property and Technology Transfer Policy	Research and Innovation Institute	Q2, 2016	The internal Intellectual Property and Technology Transfer Policy both English and Romanian version on the MSU webpage
	Setting up the Technology Transfer Office of MSU (TTO)	Research and Innovation Institute	Q2, 2016	Regulation of the TTO of MSU
	Setting up the TTO's webpage and regulate uploading of the research results for implementation	Research and Innovation Institute, TTO	Regularly	Webpage of TTO
	Public presentation of the research results in the frame of doctoral Schools	The doctoral studies office Councils of Doctoral Schools Scientific Council	Q4, annually	Number of public presentations
<b>Recruitment (12-21)</b>	Respecting legal principles and requirements in force of researchers. Ensuring favourable conditions of employment in research and supporting disadvantaged people	Rector's Office, Directorate of the Institute of Research and Innovation, Human Resources Office	Regularly	Information on employment in research etc.
	Ensuring transparency and openness of the recruitment procedures of candidates. Monitoring procedures for job vacancy announcement	Vice-rector for social issues, Human Resources Office, Research and Innovation Institute	Q4, annually	Relevant information published on the university website
	Updating and improving of norms and recruitment rules	Vice-rector for social issues, Human Resources Office, Research and Innovation Institute		Revised norms and recruitment rules
	Development and diversification of the evaluation criteria of researchers. Developing criteria for selecting candidates involving representatives with experience in the field. Preparing and updating practice of selection for assessing candidates	Rector's Office, Research and Innovation Institute, Human Resources Office	Q4, 2015	Revised internal methodology concerning hiring teaching staff and researchers. Revised evaluation criteria of teaching staff and researchers
	Implementation of the European Commission's checklist concerning open, transparent and merit-based recruitment (23 principles) (OTM-R)	Vice-rector for social issues, Human Resources Office, Research and Innovation Institute	Q2, 2016 Q2, 2017	Published OTM-R checklist on the MSU website. Regularly updated
	Development and approving the MSU's OTM-R policy	Vice-rector for social issues, Human Resources Office, Research and Innovation Institute	Q4, 2016	OTM-R policy on the MSU site both English and Romanian version
	Promoting the MSU's OTM-R policy	Human Resources Office, Research and Innovation Institute	Regularly	

Providing free access of researchers to the information about the recruitment process and the criteria for selection of candidates, respecting transparency principles and ensuring the confidentiality of data and information required by law in force	Research and Innovation Institute, Human Resources Office	Regularly	Information on recruitment process and criteria for selection of candidates etc.
Updating Regulation on merit gradation of the MSU, and Regulation on stimulating authors who published articles in research journals with impact factor. Stimulating and supporting the experience and creativity of the candidates	Rector's Office, Research and Innovation Institute, Deans of the Faculties	Q4, 2016	Revised Regulation on merit gradation of the MSU for the new period of 2017-2018, and Regulation on stimulating authors who published articles in research journals with impact factor
Valuing abilities and skills of the researchers, acquired during mobility, in the university activity	Research and Innovation Institute, Human Resources Office	Regularly	Abilities and skills applied
Stimulating and supporting academic mobility and appreciating accumulated experience through researchers' mobility	Research and Innovation Institute, Department of International Relations, Study Office, Department of Quality Management	Q2, 2016	Methodology of the mobility results recognition
Development of the institutional regulation that describes the participation of students (cycles I, II, doctoral studies), researchers and didactic personnel in the academic mobility programs and methodology of the fulfilled mobility results recognition			Regulation on mobility activities
Development of the internal Regulation of mobility activities	Department of International Relations, Study Office, Department of Quality Management	Q2, 2016	Regulation on mobility activities
The MSU offers requalification or training/education of some professional competencies through continuing education	Rector's Office, Continuing Education Department	Regularly	Number of requalification or training courses
Making managers responsible for correct evaluation and appreciation of the candidates for the positions according to the gained professional qualifications	Rector's Office, Human Resources Office	Q4, annually	Information on the evaluation and appreciation of candidates
Establishing presentation and evaluation criteria of the annual postdoctoral reports	Vice-rector for research, President of the Scientific Council, Directors of Doctoral Schools, Scientific Council	Q4, 2015 -> Q3, 2016	Revised presentation and evaluation criteria of the annual postdoctoral reports
Development of the framework agreement/contract for postdoctoral studies	Vice-rector for research, Doctoral Studies Office	Q2, 2015	Contract for postdoctoral studies, <i>approved by the decision no.2 of the MSU Senate on 24 February</i>

				2015
	Improving Regulation on occupation of research positions	Research and Innovation Institute, Human Resources Office	Q4, 2015	Revised Regulation on occupation of research positions
	Ensuring juridical protection of researchers at the level of master's and doctoral university studies, professional advancement through national and international internships, as well as the possibility of the advancement at all levels of the research career, depending on the gained experience, participation and recognition as author of the research products obtained through such activity	Research and Innovation Institute	Regularly	Information on juridical protection and professional support of researchers
<b>Working conditions and Social Security</b>  (22-35)	Modernization of the equipment infrastructure for education and research, including through ensuring the funding from the MSU budget	Rector's Office, Vice-rector for research, Study Office, Research and Innovation Institute	Annually, according to the MSU Senate schedule	List of modern equipment purchased
	Development and application of the evaluation criteria of the scientific activity for its stimulation	Vice-rector for research, Research and Innovation Institute		Evaluation criteria for the research activity
	Extension of the research partnerships, supporting research mobility	Rector's Office, Research and Innovation Institute		Agreements and staff mobility projects
	Ensuring the norms and rules of labour protection	Research and Innovation Institute		Information on norms and rules of labour protection
	Establishing compensations for the employees if working in services in harmful conditions	Research and Innovation Institute, Trade Union		Compensations
	Flexible working program of didactic-scientific staff employed in research	Project Directors	Regularly	Flexible working program
	Providing favourable conditions for research employees, encouraging creation and free research	Rector's Office, Directorate of the Research and Innovation Institute		Improved conditions for research
	Ensuring connection between education, research, business media, labour market	Rector's Office, the MSU subdivisions		Number of students involved in research, number of economic contracts between research groups and companies
	Ensuring continuity of the research schools and successful bridging the research with doctoral studies within the framework of Doctoral Schools	Rector's Office, Research and Innovation Institute, Doctoral Schools Scientific Council		Information on the research schools

Preparation of the projects financial agreements	Research and Innovation Institute, Project Directors		Projects financial agreements
Remuneration based on research performance evaluation	Research and Innovation Institute, Human Resources Office	Q1, annually	Evaluation criteria for the research activity
Application of financial stimulus to encourage the development of skills and competences	Research and Innovation Institute, Accountancy Office, Planning and Finance Office	Regularly	Financial stimulus applied
Promoting and respecting the criteria and requirements to ensure equal opportunities for candidates based on their research merits	Human Resources Office, Research and Innovation Institute	Q4, annually	Updated criteria and requirements
Identifying the master students with high performance and promoting them to doctoral studies	Dean's Offices	Q2, annually	Number of master students with high performance enrolled in the doctoral studies
Encouraging young teachers and research staff with high performance, financially and morally	Rector's Office	Q4, annually	Number of young teachers and researchers with high performance results
Performance evaluation of the academic staff / teachers	Department of Quality Management, students		Report
Competition-based employment on the basis of research results and academic performance	Independent Assessment Committee	Q4, annually	Report
Development of the Institutional Regulation that describes the mode of participation of students (cycles I, II, and doctoral studies), of the researchers and of the teaching personnel in the academic mobility programs and methodology of the mobility results recognition of the fulfilled mobility	Department of International Relations, Study Office, Department of Quality Management	Q2, 2016	Regulation on the mobility activities
Short-term qualification improvements for the academic staff	Continuing Education Department		Number of courses in progress
Organizing public seminars on intellectual property protection and on copyrights in the research process, reporting and disseminating the scientific results	Research and Innovation Institute	Q2&Q4, annually	Seminars on copyrights and intellectual property protection
Introducing in the employment agreements clauses on copyright, using and exploiting of intellectual property objects	Research and Innovation Institute, Human Resources Office	Q1, 2016	Revised employment agreements
Intensifying collaborations in implementing projects offers by interdisciplinary research groups	Research and Innovation	Q4, annually	Number of interdisciplinary projects

	Taking part in conferences and the research results publication both in co-authorships and individually	Institute	Regularly	Number of participants in the scientific forums
	Judicious correlation of the research and teaching components in the didactic load	Departments' chairs, Study Office	Q3, annually	Staff didactic load
	Offering continuing education internships to researchers with the aim of improving teaching skills	Continuing Education Department	Regularly	Number of education internships
	Monitoring and supervision of the compliance procedures for notifications of complaints as required by the law in force and by the internal regulations provisions of the MSU	Vice-rector for social issues, Human Resources Office		Number of notifications
	Ensuring confidentiality rules and regulations, and promoting the adequate institutional culture on conflict resolution			Information on conflict resolution etc.
	Better collaboration between the decision-making bodies with the didactical and research subdivisions	Rector's Office, Research and Innovation Institute	Regularly	Number of joint activities
	Participating in the commissions, committees, and decision-making bodies at the MSU and nationwide			
	Approval of the Doctoral Schools regulations	MSU Senate, President of the Scientific Council of the Research and Innovation Institute Scientific Council	Q4, 2015	Doctoral Schools regulations
	Approval of the Doctoral Schools contracts	Research and Innovation Institute, Doctoral Schools Councils, Doctoral Schools directors Scientific Council		Doctoral Schools contracts
<b>Training (36-40)</b>	Establishing admission requirements for the doctoral studies	Research and Innovation Institute, Doctoral Schools Councils Scientific Council	Q2, annually	Admission requirements for the doctoral studies
	Ensuring adequate organizational and technical conditions for studies and research. Research, teaching, and ethical guiding of the doctoral students	Doctoral Schools Councils, Doctoral Studies Office, Mentoring Committees, doctoral supervisors Scientific Council	Regularly	Number of activities
	Encouraging lifelong education of researchers in the highly ranked universities and research institutions abroad, as well as in the MSU	Department of International Relations, Continuing Education Department		Number of researchers trained

	Organizing methodological seminars for researchers improving competences and updating knowledge on methodological aspects, better cooperation with the business sector, writing projects offers, projects' financial management etc.	Research and Innovation Institute in collaboration with the MSU faculties, Continuing Education Department	Q2&Q4, annually	Number of methodological seminars for the continuing development of the research competences
	Supporting the insertion of the new curricula into the lifelong education program	Continuing Education Department	Q4, annually	Number of the new curricula developed
	Diversifying the activity objectives in the career counselling of researchers	Center of Career Guidance and Labour Market Relations		New activity objectives applied
	Stimulating the research staff education in teaching and e-learning activities on the university level	Continuing Education Department	Regularly	Number of activities
	Encouraging continuous improvement of researchers' competences through various activities and practices	Research and Innovation Institute		Number of seminars and workshops on training researchers
	Improving financial instruments to encourage the development of skills and competences			Number of highly cited papers, research projects with highly rated outcomes
	Selection of scientific advisors	Vice-rector for research, President of Scientific Council of the Research and Innovation Institute, Directors of Doctoral Schools, Doctoral School Councils	Q3, annually	Approved list of scientific advisors