



Title Action	Timing	Responsible Unit	Milestones
1.1. Improving or updating of Regulations on scientific research laboratories operation	Q2, 2015	Director of the Research and Innovation Institute of the MSU, heads of the research laboratories	Regulations on research laboratories operation, <i>approved by the decision no.10 of the MSU Senate on 26 June 2015</i>
1.2. Supervision of compliance of practices, standards and fundamental principles of ethics	Quarterly	Ethics Commission of the MSU Senate, the minutes no. 7 dated on 28.02.2012	Reports of the MSU Ethics Commission
1.3. Introduction in the employment contracts of the researchers of copyright clauses on use and exploitation of intellectual property objects	Q1, 2016	Research and Innovation Institute, Office of Human Resources	Employment contracts of researchers
1.4. Contracts/agreements of the MSU Doctoral Schools	Q4, 2015	Councils of Doctoral Schools	Doctoral Schools contracts
1.5. Individual employment contracts	Q1, 2016	Vice-rector for social issues, Office of Human Resources	Individual employment contracts/agreements
1.6. Publication of the research results in scientific journals, monographs, collections and their presentation at scientific forums	Regularly	Project Directors	Research papers, monographs, participation in scientific forums
1.7. Completing self-assessment / evaluation form of research performance	Q4, annually	MSU Senate, Research and Innovation Institute, project directors	Self-assessment reports
1.8. Development and approval of the report on research and innovative activity	Q4, annually	MSU Senate, Research and Innovation Institute, project directors	Report on research and innovative activity
1.9 Preparation/concluding of project financial contracts	Q1, annually	Research and Innovation Institute, project directors	Project financial contracts
1.10. Internal audit	Quarterly	Research and Innovation Institute, project directors	Internal audit reports
1.11. Monitoring compliance measures required to protect the health and safety	Q1, annually	Department of Institutional Development, Trade Union, labour protection engineer	Update measures to protect the health and safety
1.12. Institutional regulation on personal data protection	Q2, 2015	Vice-rector for Social Issues, Office of Human Resources	Regulation on personal data protection, <i>approved by the decision no.9 of the MSU Senate on 29 May 2015</i>
1.13. Development of a guide on dissemination of the research results, which would facilitate the presentation, communication etc	Q1, 2016	Research and Innovation Institute	Guide on dissemination of the research results
1.14 Organizing seminars on writing articles, relevant scientific materials for scientific journals with the impact factor	Q2&Q4, annually	Research and Innovation Institute, MSU Central Library	Number of seminars
1.15. Update of the MSU website devoted to the research issues	Regularly	Research and Innovation Institute, directors of research laboratories and doctoral schools	MSU website http://usm.md/

1.16. Development and policies approval of Open Access of the MSU and of the scientific journal "Studia Universitatis Moldaviae"	Q1, 2016	Research and Innovation Institute, MSU Central Library	Open Access policies of the MSU and, in particular, of the Research Journal "Studia Universitatis Moldaviae" http://studiamsu.eu/
1.17. Stimulation of interdisciplinary research	Regularly	Research and Innovation Institute	Interdisciplinary research projects
1.18. Popularization of scientific research results in the media (publications, TV and radio programs)	Regularly	Public Relations Office, MSU newspaper, TV and radio	Popularization articles, and participation in TV and radio programs
1.19. Organization of public lectures and thematic roundtables in order to inform the public about scientific achievements of the university	Regularly	Research and Innovation Institute, MSU 13 Faculties	Number of public lectures and thematic roundtables
1.20. 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.	Regularly	MSU Faculties, Research and Innovation Institute	Number of volunteering activities
1.21. Promotion of impartiality and fairness by eliminating all forms of discrimination	Regularly	Rector's Office, Human Resources Office, Independent Assessment Committee	Information on employment etc.
1.22. Encouraging participation in various competitions for young scientists/researchers	Regularly	MSU Senate, Research and Innovation Institute	Information on competitions, support letters etc.
1.23. Formation of the Independent Assessment Committee	Q4, 2015	Rector's Office, Vice-rector for research, Director of the Research and Innovation Institute	Independent Assessment Committee
1.24. Updating of evaluation form for the research performance of researchers	Q1, annually	Vice-rector for research, Director of the Research and Innovation Institute, Heads of research laboratories, Head of the Independent Assessment Committee	Evaluation form of the research performance assessment
1.25. Development and approval of the internal Intellectual Property and Technology Transfer Policy	Q2, 2016	Research and Innovation Institute	The internal Intellectual Property and Technology Transfer Policy both English and Romanian version on the MSU webpage
1.26. Setting up the Technology Transfer Office of MSU (TTO)	Q2, 2016	Research and Innovation Institute	Regulation of the TTO of MSU
1.27. Setting up the TTO's webpage and regulate uploading of the research results for implementation	Regularly	Research and Innovation Institute, TTO	Webpage of TTO
1.28. Public presentation of the research results in the frame of doctoral Schools	Q4, annually	The doctoral studies office, Councils of Doctoral Schools, Scientific Council	Number of public presentations
1.29. Drafting and approval of the Regulation on technology transfer projects at USM.	Q2, 2017	Research and Innovation Institute, TTO	Regulation

1.30. Intensify the cooperation with AITT, AGEPI and the Chamber of Commerce and Industry of the Republic of Moldova (CCI) in promoting technology transfer projects and commercialization of research, as well as providing logistic, advisory and infrastructure support to innovative entities created through the deployment technology transfer projects.	Regularly	Research and Innovation Institute, TTO	Common actions
1.31. Developing the institutional repository of the USM	Q3, annually	Research and Innovation Institute	
1.32. Formulation of precise targets and milestones for the MSU tech transfer and commercialization	Q3, 2018	Research and Innovation Institute, TTO	
1.33. Development of social media communications plan on technology transfer and commercialization	Q3, 2018	Research and Innovation Institute, TTO	Plan of social media communication
1.34. Elaborating the institutional regulation on the post-doctorate after the approval of the National Framework Regulation, in accordance with the proposals submitted to the MECC	Q4, 2018	Councils of Doctoral Schools, Research and Innovation Institute	Institutional Regulation
1.35. Developing the "Researcher's Guide"	Q2, 2018	Research and Innovation Institute	Researcher's Guide
2.1. Respecting legal principles and requirements in force of researchers. Ensuring favourable conditions of employment in research and supporting disadvantaged people	Regularly	Rector's Office, Directorate of the Institute of Research and Innovation, Human Resources Office	Information on employment in research etc.
2.2. Ensuring transparency and openness of the recruitment procedures of candidates. Monitoring procedures for job vacancy announcement	Q4, annually	Vice-rector for social issues, Human Resources Office, Research and Innovation Institute	Relevant information published on the university website
2.3. Updating and improving of norms and recruitment rules	Q4, 2015	Vice-rector for social issues, Human Resources Office, Research and Innovation Institute	Revised norms and recruitment rules
2.4. 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	Q4, 2015	Rector's Office, Research and Innovation Institute, Human Resources Office	Revised internal methodology concerning hiring teaching staff and researchers. Revised evaluation criteria of teaching staff and researchers
2.5. 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	Regularly	Research and Innovation Institute, Human Resources Office	The information about the recruitment process

2.6. 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	Q4, 2016	Rector's Office, Research and Innovation Institute, Deans of the Faculties	Regulation on stimulating performance in research
2.7. Valuing abilities and skills of the researchers, acquired during mobility, in the university activity	Regularly	Research and Innovation Institute, Human Resources Office	Abilities and skills applied
2.8. Stimulating and supporting academic mobility and appreciating accumulated experience through <u>researchers' mobility</u>	Q2, 2016	Research and Innovation Institute, Department of International Relations, Study Office, Department of Quality Management	Methodology of the mobility results recognition
2.9. 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	Q2, 2016	Research and Innovation Institute, Department of International Relations, Study Office, Department of Quality Management	Regulation on mobility activities
2.10. The MSU offers requalification or training/education of some professional competencies through <u>continuing education</u>	Regularly	Rector's Office, Continuing Education Department	Number of requalification or training courses
2.11. Making managers responsible for correct evaluation and appreciation of the candidates for the positions according to the gained professional qualifications	Q4, annually	Rector's Office, Human Resources Office	Information on the evaluation and appreciation of candidates
2.12. Establishing presentation and evaluation criteria of the annual postdoctoral reports	Q4, 2015	Vice-rector for research, President of the Scientific Council, Directors of Doctoral Schools	Revised presentation and evaluation criteria of the annual postdoctoral reports
2.13. Development of the framework agreement/contract for postdoctoral studies	Q2, 2015	Vice-rector for research, Doctoral Studies Office	Contract for postdoctoral studies, <i>approved by the decision no.2 of the MSU Senate on 24 February 2015</i>
2.14. Improving Regulation on occupation of research positions	Q4, 2015	Research and Innovation Institute, Human Resources Office	Revised Regulation on occupation of research positions
2.15. 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	Regularly	Research and Innovation Institute	Information on juridical protection and professional support of researchers
2.16. Approval The OTMR Policy	Q3, 2017	Research and Innovation Institute	OTMR Policy

3.1. Modernization of the equipment infrastructure for education and research, including through ensuring the funding from the MSU budget	Annually, according to the MSU Senate schedule	Rector's Office, Vice-rector for research, Study Office, Research and Innovation Institute	List of modern equipment purchased
3.2. Development and application of the evaluation criteria of the scientific activity for its stimulation	Annually, according to the MSU Senate schedule	Vice-rector for research, Research and Innovation Institute	Evaluation criteria for the research activity
3.3. Extension of the research partnerships, supporting research mobility	Annually, according to the MSU Senate schedule	Rector's Office, Research and Innovation Institute	Agreements and staff mobility projects
3.4. Ensuring the norms and rules of labour protection	Annually, according to the MSU Senate schedule	Rector's Office, Research and Innovation Institute	Information on norms and rules of labour protection
3.5. Establishing compensations for the employees if working in services in harmful conditions	Annually, according to the MSU Senate schedule	Research and Innovation Institute, Trade Union	Compensations
3.6. Flexible working program of didactic-scientific staff employed in research	Regularly	Project Directors	Flexible working program
3.7. Providing favourable conditions for research employees, encouraging creation and free research	Regularly	Rector's Office, the MSU subdivisions	Improved conditions for research
3.8. Ensuring connection between education, research, business media, labour market	Regularly	Rector's Office, the MSU subdivisions	Number of students involved in research, number of economic contracts between research groups and companies
3.9. Ensuring continuity of the research schools and successful bridging the research with doctoral studies within the framework of Doctoral Schools	Regularly	Rector's Office, Research and Innovation Institute, Doctoral Schools	Information on the research schools
3.10. Preparation of the projects financial agreements	Q1, annually	Research and Innovation Institute, Project Directors	Projects financial agreements
3.11. Remuneration based on research performance evaluation	Q1, annually	Research and Innovation Institute, Human Resources Office	Evaluation criteria for the research activity
3.12. Application of financial stimulus to encourage the development of skills and competences	Regularly	Research and Innovation Institute, Accountancy Office, Planning and Finance Office	Financial stimulus applied
3.13. Promoting and respecting the criteria and requirements to ensure equal opportunities for candidates based on their research merits	Q4, annually	Human Resources Office, Research and Innovation Institute	Updated criteria and requirements
3.14. Identifying the master students with high performance and promoting them to doctoral studies	Q2, annually	Dean's Offices	Number of master students with high performance enrolled in the doctoral studies

3.15. Encouraging young teachers and research staff with high performance, financially and morally	Q4, annually	Rector's Office	Number of young teachers and researchers with high performance results
3.16. Performance evaluation of the academic staff / teachers	Q4, annually	Department of Quality Management, students	Report
3.17. Competition-based employment on the basis of research results and academic performance	Q4, annually	Independent Assessment Committee	Report
3.18. 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	Q2, 2016	Department of International Relations, Study Office, Department of Quality Management	Regulation on the mobility activities
3.19. Short-term qualification improvements for the academic staff	Q2&Q4, annually	Continuing Education Department	Number of courses in progress
3.20. Organizing public seminars on intellectual property protection and on copyrights in the research process, reporting and disseminating the scientific results	Q2&Q4, annually	Research and Innovation Institute	Seminars on copyrights and intellectual property protection
3.21. Introducing in the employment agreements clauses on copyright, using and exploiting of intellectual property objects	Q1, 2016	Research and Innovation Institute, Human Resources Office	Revised employment agreements
3.22. Intensifying collaborations in implementing projects offers by interdisciplinary research groups	Q4, annually	Research and Innovation Institute	Number of interdisciplinary projects
3.23. Taking part in conferences and the research results publication both in co-authorships and individually	Regularly	Research and Innovation Institute	Number of participants in the scientific forums
3.24. Judicious correlation of the research and teaching components in the didactic load	Q3, annually	Departments' chairs, Study Office	Staff didactic load
3.25. Offering continuing education internships to researchers with the aim of improving teaching skills	Regularly	Continuing Education Department	Number of education internships
3.26. 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	Regularly	Vice-rector for social issues, Human Resources Office	Number of notifications
3.27. Ensuring confidentiality rules and regulations, and promoting the adequate institutional culture on conflict resolution	Regularly	Vice-rector for social issues, Human Resources Office	Information on conflict resolution etc.
3.28. Better collaboration between the decision-making bodies with the didactical and research subdivisions	Regularly	Rector's Office, Research and Innovation Institute	Number of notifications

3.29. Participating in the commissions, committees, and decision-making bodies at the MSU and nationwide	Regularly	Rector's Office, Research and Innovation Institute	Number of joint activities
3.30. Approval of the Doctoral Schools regulations	Q4, 2015	MSU Senate, President of the Scientific Council of the Research and Innovation Institute	Doctoral Schools regulations.
3.31. Approval of the Doctoral Schools contracts	Q4, 2015	Research and Innovation Institute, Doctoral Schools Councils, Doctoral Schools directors	Doctoral Schools contracts
3.32. Approval The OTMR Policy	Q3, 2017	Research and Innovation Institute	OTMR Policy
3.33. Approval of the USM Research Fund Regulation aimed at stimulating academic performance, as well as supporting research, infrastructure projects and the scientific work of young researchers	Q4, 2018	Senate USM Research Commission	Regulation
4.1. Establishing admission requirements for the doctoral studies	Q2, annually	Research and Innovation Institute, Doctoral Schools Councils	Admission requirements for the doctoral studies
4.2. Ensuring adequate organizational and technical conditions for studies and research. Research, teaching, and ethical guiding of the doctoral students	Regularly	Doctoral Schools Councils, Doctoral Studies Office, Mentoring Committees, doctoral supervisors	Number of activities
4.3. Encouraging lifelong education of researchers in the highly ranked universities and research institutions abroad, as well as in the MSU	Regularly	Department of International Relations, Continuing Education Department	Number of researchers trained
4.4. 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.	Q2&Q4 annually	Research and Innovation Institute in collaboration with the MSU faculties, Continuing Education Department	Number of methodological seminars for the continuing development of the research competences
4.5. Supporting the insertion of the new curricula into the lifelong education program	Q4, annually	Continuing Education Department	Number of the new curricula developed
4.6. Diversifying the activity objectives in the career counselling of researchers	Q4, annually	Center of Career Guidance and Labour Market Relations	New activity objectives applied
4.7. Stimulating the research staff education in teaching and e-learning activities on the university level	Regularly	Continuing Education Department	Number of activities
4.8. Encouraging continuous improvement of researchers' competences through various activities and practices	Regularly	Research and Innovation Institute	Number of seminars and work-shops on training researchers

4.9. Improving financial instruments to encourage the development of skills and competences	Regularly	Research and Innovation Institute	Number of highly cited papers, research projects with highly rated outcomes
4.10. Selection of scientific advisors	Q3, annually	Vice-rector for research, President of Scientific Council of the Research and Innovation Institute, Directors of Doctoral Schools, Doctoral School Councils	Approved list of scientific advisors
4.11. Organizing training seminars for researchers in project management and opportunities to attract them (Webinars, Seminars for Doctoral Schools)	Regularly	ICI	Number of seminars
4.12. Organization of information seminars on the use of USM databases (doctoral schools).	Regularly	Central University Library	Number of seminars