

Pursuant to Article 41 of the Scientific Activity and Higher Education Act (OG 123/03) and the Statute of the Institute for Medical Research and Occupational Health (hereinafter: the Institute), the Scientific Council of the Institute passed on its 147<sup>th</sup> meeting on 11 November 2009 the

## **ORDINANCE ON ADDITIONAL CONDITIONS FOR ELECTION TO SCIENTIFIC EMPLOYMENT POSITIONS**

### **Article 1**

The Institute conducts elections to scientific employment positions according to the activities of scientists falling under category **A** (primary scientific publications, leadership over scientific and research topics and projects), category **B** (secondary publications, application and transfer of knowledge), and citations received. The division of activities within categories **A** and **B** and criteria for attributing points to activities and citations received are stipulated in Article 3 of this Ordinance.

For purposes of election to scientific employment positions, employees must be authors of a certain number of scientific papers published in internationally peer-reviewed journals indexed in *Current Contents* (CC) and earn a certain number of points according to the criteria from Article 1 and Article 3 of this Ordinance.

The minimum number of papers published in internationally peer-reviewed journals or books indexed in CC must be:

SCIENTIFIC ASSOCIATE	4 PAPERS
SENIOR SCIENTIFIC ASSOCIATE	8 PAPERS
SCIENTIFIC ADVISOR	16 PAPERS

The minimum number of points must amount to:

SCIENTIFIC ASSOCIATE	120 POINTS
SENIOR SCIENTIFIC ASSOCIATE	240 POINTS
SCIENTIFIC ADVISOR	480 POINTS

For election to the scientific employment position of **SCIENTIFIC ASSOCIATE**, the share of points from category **A** must be at least 80% of the minimum total number of points. For election to scientific employment positions **SENIOR SCIENTIFIC ASSOCIATE** and **SCIENTIFIC ADVISOR**, the share of points from category **A** must be at least 80%, while the share of points from category **B** must be at least 10%, of the minimum total number of points.

For re-election to the same scientific employment position, the minimum number of papers published in internationally peer-reviewed journals or books indexed in CC must be:

SCIENTIFIC ASSOCIATE	2 PAPERS
SENIOR SCIENTIFIC ASSOCIATE	3 PAPERS
SCIENTIFIC ADVISOR	4 PAPERS

## Article 2

Along with a request to initiate the procedure for election to a scientific employment position, the candidate must deliver to the Scientific Council of the Institute:

- a list of publications classified according to the criteria from Article 3
- printed copy of all publications
- proof of indexation for the journals and books in which the papers were published
- proof of copyright transfer for conference proceedings
- proof of citations received in the *Science Citation Index Expanded*, *SSCI* or *SCOPUS* databases
- proof of leadership over scientific and research topics and projects
- proof of innovations and technical advancements
- proof of teaching/professional activity
- proof of awards received for scientific and professional work
- proof of role as editor in scientific/professional books and journals, participation in the organisation of scientific/professional meetings, membership in editorial boards of scientific/professional journals, functions in scientific/professional associations

## Article 3

The criteria for awarding points to a scientist's activities are as follows:

### Criterion A

A <sub>1</sub>	Original scientific publication published in an internationally peer-reviewed journal/book and indexed to in selective tertiary publications (CC, SCI, SSCI, SCI-Expanded)	15
A <sub>2</sub>	Original scientific publication published in a foreign language in an internationally peer-reviewed journal/book and indexed to in specialised secondary and tertiary publications (Medline/PubMed, Excerpta Medica, Chemical Abstracts, etc.)	10
A <sub>3</sub>	Peer-reviewed scientific publication published: <ul style="list-style-type: none"> <li>• in the Croatian language in a journal indexed to in non-selective secondary and tertiary publications (Medline/PubMed, Excerpta Medica, Chemical</li> </ul>	8

	Abstracts, etc.) <ul style="list-style-type: none"> <li>in a book of conference proceedings from an international scientific meeting with copyright transfer</li> </ul>	
A <sub>4</sub>	Scientific publication published in a book of conference proceedings from an international scientific meeting	5
A <sub>5</sub>	Scientific publication published: <ul style="list-style-type: none"> <li>in a peer-reviewed journal not covered by A<sub>1</sub>–A<sub>3</sub></li> <li>in a book of conference proceedings from a domestic scientific meeting</li> <li>as an abstract in an internationally peer-reviewed journal indexed in CC</li> </ul>	3
A <sub>6</sub>	Scientific and research topics and projects: <ul style="list-style-type: none"> <li><i>international</i> <ul style="list-style-type: none"> <li>leadership 15</li> <li>authorship of the final report for a project spanning across several years 7</li> <li>authorship of the final report for a one-year project or a one-year progress report 5</li> </ul> </li> <li><i>national</i> <ul style="list-style-type: none"> <li>leadership 8</li> <li>authorship of the final report for a project spanning across several years 5</li> <li>authorship of the final report for a one-year project or a one-year progress report 3</li> </ul> </li> </ul>	

### Criterion B

B <sub>1</sub>	Scientific/professional book, monograph, university textbook, review (the latter receives points as co-authorship in the corresponding category): <ul style="list-style-type: none"> <li><i>international editions</i> <ul style="list-style-type: none"> <li>authorship of the entire work 30</li> <li>co-authorship 15</li> </ul> </li> <li><i>domestic edition</i> <ul style="list-style-type: none"> <li>authorship of the entire work 20</li> <li>co-authorship 10</li> </ul> </li> </ul>	
B <sub>2</sub>	Professional papers and work on popularisation of science <ul style="list-style-type: none"> <li>professional paper, report, and review paper in an internationally peer-reviewed journal/book indexed to in selective tertiary publications (CC, SCI, SSCI, SCI-Expanded) 10</li> <li>professional paper, report, and review paper in an internationally peer-reviewed journal/book indexed to in specialised secondary and tertiary publications (Medline/PubMed, Excerpta Medica, Chemical Abstracts) 8</li> <li>professional paper published in a book of conference proceedings from an international conference with copyright transfer 5</li> <li>professional paper published in a book of conference proceedings from a domestic conference 3</li> <li>professional paper published in a journal not indexed in a publication 3</li> </ul>	

	database or as a separate edition <ul style="list-style-type: none"> <li>• popular science book/brochure/video</li> <li>• letter to the editor published in an internationally peer-reviewed journal/book indexed to in selective tertiary publications (CC, SCI, SSCI, SCI-Expanded)</li> </ul>	3 2
B <sub>3</sub>	Abstract published in: <ul style="list-style-type: none"> <li>• internationally peer-reviewed journal indexed in CC</li> <li>• book of abstracts from an international scientific conference</li> <li>• book of abstracts from a domestic scientific conference</li> </ul>	3 2 1
B <sub>4</sub>	Expert report, opinion, assessment, evaluation	1
B <sub>5</sub>	Expert study	15
B <sub>6</sub>	Expertise	5
B <sub>7</sub>	Toxicological evaluation	5
B <sub>8</sub>	Accreditation: <ul style="list-style-type: none"> <li>• background report</li> <li>• accreditation received</li> <li>• accreditation maintained</li> </ul>	15 15 10
B <sub>9</sub>	Design of a computer program	10
B <sub>10</sub>	Study notes and other teaching materials: <ul style="list-style-type: none"> <li>• approved for university classes</li> <li>• for other purposes</li> </ul>	4 2
B <sub>11</sub>	Innovations and technical advancements: <ul style="list-style-type: none"> <li>• patented material</li> <li>• innovation</li> <li>• type approval for a material designed at the Institute</li> </ul> <p><sup>1</sup>approved by the State Intellectual Property Office  <sup>2</sup>written confirmation from the Inventors Association or proof of award received at an innovations fair  <sup>3</sup>proof from the State Office for Metrology</p>	100 <sup>1</sup> 50 <sup>2</sup> 30 <sup>3</sup>
B <sub>12</sub>	Professional projects: <ul style="list-style-type: none"> <li>• <i>international</i> <ul style="list-style-type: none"> <li>- leadership</li> <li>- authorship of the final report for a project spanning across several years</li> <li>- authorship of the final report for a one-year project or a one-year progress report</li> <li>- active participation in the project</li> </ul> </li> <li>• <i>national</i> <ul style="list-style-type: none"> <li>- leadership</li> <li>- authorship of the final report for a project spanning across several years</li> <li>- authorship of the final report for a one-year project or a one-year progress report</li> </ul> </li> </ul>	15 7 5 3 8 5 3

	- active participation in the project	2
B <sub>13</sub>	Teaching activities: <ul style="list-style-type: none"> <li>• mentorship for a doctorate or master's degree</li> <li>• mentorship for a specialist thesis</li> <li>• mentorship for a graduate thesis</li> <li>• postgraduate teaching "ex cathedra"</li> <li>• undergraduate or graduate teaching "ex cathedra"</li> <li>• other forms of teaching</li> </ul> <p><i>*points are added up only for teaching multiple courses</i></p>	10 5 2 8* 5* 1*
B <sub>14</sub>	Professional activity: <ul style="list-style-type: none"> <li>• specialist degree</li> <li>• title of primaries</li> </ul>	30 10
B <sub>15</sub>	Awards for scientific and professional work: <ul style="list-style-type: none"> <li>• international</li> <li>• national</li> <li>• city</li> <li>• domestic professional associations and scientific institutions: <ul style="list-style-type: none"> <li>- for work over several years</li> <li>- for work over one year</li> </ul> </li> </ul>	30 20 10 8 5
B <sub>16</sub>	Editorship in scientific/professional books and journals: <ul style="list-style-type: none"> <li>• international</li> <li>• national</li> </ul>	10 8
B <sub>17</sub>	Participation in the organisation of a scientific/professional conferences (membership in the organisation/scientific board), membership in the editorial board of scientific/professional journals, functions in scientific/professional associations: <ul style="list-style-type: none"> <li>• international</li> <li>• national</li> </ul>	3 2
B <sub>18</sub>	Review of scientific/professional papers, book chapters, books, and projects: <ul style="list-style-type: none"> <li>• scientific/professional papers in journals or chapters in books indexed in CC, SCI, SSCI, SCI-Expanded, and scientific/professional books and international projects</li> <li>• other scientific/professional papers in journals or book chapters and domestic projects</li> </ul>	2 1
B <sub>19</sub>	Scholarship or study visit with the purpose of scientific/professional training in the duration of: <ul style="list-style-type: none"> <li>• from 1 month to 6 months</li> <li>• each following period in the continuous duration of 6 months</li> </ul>	2 1

### Citations received

The value of publications from categories A<sub>1</sub>-A<sub>5</sub> and B<sub>1</sub>-B<sub>2</sub> increases if the publication was cited in another publication falling under one of these categories in accordance with the following formula:

$$R = Z C^2 / 100 + Z S^2 / 1000 + Z$$

where:

**Z** = the value of the publication according to criterion A or B

**C** = number of citations from other authors

**S** = number of self-citations/co-citations

**R** = corrected number of points rounded to the nearest 0.1 value

## **TRANSITIONAL AND FINAL PROVISIONS**

### **Article 4**

This Ordinance shall come into force on the eighth day from its announcement on the Institute's notice board.

### **Article 5**

The coming into force of this Ordinance voids the Ordinance on Additional Conditions for Election to Scientific Employment Positions from 30 January 2007

All procedures of election to scientific employment positions initiated prior to the coming into force of this Ordinance shall be completed in accordance with the provisions of the Ordinance that was in force at the time when the procedure was initiated.

Number: 01-11/34-09

Dr Vlasta Drevenkar, MSc  
Chair of the Scientific Council

The Ordinance on Additional Conditions for Election to Scientific Employment Positions was announced on the notice board of the Institute on 24 November 2009 and came into force on 2 December 2009.

Dr Ana Lucić Vrdoljak, MSc  
Director of the Institute