

ORDINANCE
ON ADDITIONAL CRITERIA FOR APPOINTMENT
TO SCIENTIFIC, ASSOCIATE, AND EXPERT POSITIONS

Zagreb, November 28, 2023

Pursuant to Article 39 paragraph 1 of the Act on Higher Education and Scientific Activity (Official Gazette 119/2022) and Article 39 of the Articles of Association of the Institute of Economics, Zagreb, at its meeting held on November 28, 2023, the Scientific Board passed the following

**ORDINANCE
ON ADDITIONAL CRITERIA FOR APPOINTMENT
TO SCIENTIFIC, ASSOCIATE, AND EXPERT POSITIONS**

1. INTRODUCTORY PROVISIONS

Article 1

(1) This Ordinance on Additional Criteria for Appointment to Scientific, Associate, and Expert Positions (hereinafter: the Ordinance) defines additional criteria for appointment to scientific, associate, and expert positions at the Institute of Economics, Zagreb (hereinafter: the Institute).

Article 2

(1) The expressions and terminology used in this Ordinance that are gender-specific apply equally to both genders.

Article 3

(1) The procedure for appointment to scientific positions is prescribed by the act regulating higher education and scientific activity and by the general acts of the Institute, while the procedures for appointment to associate and expert positions are prescribed by the general acts of the Institute.

2. ADDITIONAL CRITERIA FOR APPOINTMENT TO SCIENTIFIC POSITIONS

Article 4

(1) There are two groups of additional criteria:

1. Scientific criteria
2. Project criteria

2.1. *Scientific criteria*

Article 5

(1) For appointment to the position of research associate, or appointment to a higher scientific position, the candidate must achieve, after their last appointment, at least two points based on articles published in journals that are indexed in the Web of Science citation database (Science Citation Index Expanded, Social Science Citation Index, Art&Humanities Citation Index).

(2) If the candidate is being appointed to the scientific position of senior research associate, senior research fellow, or senior research fellow in permanent position, without ever having been appointed to a scientific position before, the required points shall be calculated cumulatively, i.e., four points are required for the position of senior research associate, six points are required for the position of senior research fellow, and eight points are required for the position of senior research fellow in permanent position.

(3) One article equals one point.

(4) If the impact factor (IF) of the journal publishing the article is above the median (Subject Category Summary List), as reported in the Journal Citation Report (JCR), such an article carries two points. The impact factor that shall be used is the value for the year of the article’s publication. If the journal’s IF has not been issued for that year yet, its IF from the previous year is used.

(5) The contribution share of co-authors of published scientific articles shall be calculated as follows:

- up to three authors: 100%
- four or five authors: 50%
- six or more authors: 100/n% (n = number of authors).

(6) Articles that have been accepted for publication shall be rated as published articles, provided that their acceptance for publication is confirmed by the editor.

2.2. Project criteria

Article 6

(1)

	Project type	
	Competitive scientific projects*	Other projects**
Project management	2	1
Cooperation	1	0.5

* Projects financed by foundations that promote various types of research, linked to national science policy authorities and supranational authorities (excluding long-term research projects). Examples: scientific projects of the Croatian Science Foundation (CSF), the Unity through Knowledge Fund (UKF), the Sixth and Seventh Framework Programmes (FP6&FP7), the European Science Foundation (ESF), the Humanities in the European Research Area (HERA) project under the European Cooperation in Science and Technology (COST) program, GDN, HORIZON, and projects with verifiable scientific significance and purpose, the commissioning of which is proven by submitting a copy of the call for tenders (public bids) and a copy of the concluded contract (this category does not include IPA and bilateral projects). The definition of competitive scientific projects has been assumed from the Ministry of Science and Education.

** Examples: projects commissioned by public and state institutions, business entities, local and regional self-government units, international institutions, civil society organizations, IPA projects, and other projects.

(2) For appointment to a scientific position, the candidate must achieve minimally:

Research associate	1 point
Senior research associate	3 points
Senior research fellow	5 points
Senior research fellow in permanent position	7 points.

3. ADDITIONAL CRITERIA FOR APPOINTMENT TO ASSOCIATE POSITIONS

Article 7

(1) For appointment to the position of research assistant, the candidate must possess the following special knowledge and skills, which are verified in accordance with the Ordinance on Selection and Assessment of Associates and Mentorship:

- knowledge of the scientific field of economics (or other scientific field, depending on the requirements, i.e., content of the scientific project)
- quantitative abilities
- creativity and motivation
- knowledge of English and academic writing.

(2) For appointment to the position of senior research assistant, the candidate must meet the following requirements:

- one scientific article published or accepted for publication in an a1 or a2 category journal
- one presentation of a scientific article at an international scientific conference.

4. ADDITIONAL CRITERIA FOR APPOINTMENT TO EXPERT POSITIONS

Article 8

(1) For appointment to the position of expert associate, the candidate must meet the following requirements:

- at least one year of work experience
- knowledge of English at the B2 level
- advanced use of standard IT tools (MS Office).

(2) For appointment to the position of senior expert associate, the candidate must meet the following requirements:

- at least five years of experience in the same or similar jobs
- knowledge of English at the C1 level

- member of the organizing committee of at least one scientific or professional conference, roundtable or forum, or event popularizing science
- participation in preparing the application of one competitive scientific project (expert support).

(3) For appointment to the position of expert advisor, the candidate must meet the following requirements:

- at least ten years of experience in the same or similar jobs
- knowledge of English at the C2 level
- member of the organizing committee of at least two scientific or professional conferences, roundtables or forums, or events popularizing science
- participation in carrying out one competitive scientific project (expert support).

5. TRANSITIONAL AND FINAL PROVISIONS

Article 9

(1) All recruitment procedures for appointments to scientific, associate, and expert positions that began before this Ordinance came into effect shall be carried out in accordance with the rules that were in effect when they began.

Article 10

(1) When this Ordinance comes into effect, the following documents shall cease to be valid: Ordinance on Additional Criteria for Appointment to Research Positions – amended text, Class: 112-01/15-01/02, Reg. No.: 251-467-01-15-8 of April 13, 2015, Ordinance on Additional Criteria for Appointment to Research Positions that came into effect on May 7, 2014, and Ordinance on Amendments to the Ordinance on Additional Criteria for Appointment to Research Positions that came into effect on March 25, 2015.

(2) This Ordinance shall come into effect eight days after it has been published on the Institute's intranet.

Class: 110-03/23-01/02
Reg. No.: 251-467-17-23-3
Zagreb, November 28, 2023

PRESIDENT OF THE SCIENTIFIC BOARD



Danijel Nestić, PhD

This Ordinance shall be published on the intranet of the Institute of Economics, Zagreb on November 29, 2023, and shall come into effect on December 7, 2023.