

INSTRUCTIONS ABOUT THE SELECTION PROCEDURE

These instructions represent our support for potential applicants in the course of their application for the position of junior researcher. Formal title of this job position in direct translation from Croatian language is research associate. We encourage all potential applicants to contact us for any further explanations after reading the instructions. Please address all inquiries to Ms. Ivona Krezić at ikrezic@eizg.hr

General overview of the Croatian academic system

Croatian academic system is relatively complex and difficult to understand for foreign scientists and researchers, due to its specific features. One uncommon feature of the system is the separation of public research institutes in Croatia from the universities. This means that teaching is not obligatory for scientists working at the public research institutes. However, teaching can still be undertaken in scientists' free time or during working hours, if a public research institute has signed a special cooperation agreement with a university or one of its faculties. Most Croatian universities, including the largest one in Zagreb, are not integrated. This means that each faculty within the University maintains its own autonomous legal status and has its own management structure.

The hierarchy of scientific job positions, hiring and promotion procedures for public universities and public research institutes, such as the Institute of Economics, Zagreb (EIZ), are defined by the Act on Scientific Activity and Higher Education (the Act is available [here](#)). This means that the selection procedure for the position of junior researcher at EIZ is also mostly determined by this Act.

Scientific ranks and scientific job positions

The most difficult-to-understand feature of scientific job positions in Croatia for foreign researchers is the fact that, in Croatia, there are scientific ranks and scientific job positions. Appointment of a scientist to a scientific rank is a precondition for hiring that scientist at a scientific job position. Scientific field committee, composed of respected scientists in their respective fields working in Croatia, makes an appointment of a person to a scientific rank. Each scientific field has its own scientific field committee that is in charge of appointments to scientific ranks for all scientists working in Croatia. The conditions for appointment to scientific ranks are defined by special Regulations on Requirements for the Appointment to Scientific Ranks ([link](#); [link](#)). The appointment to scientific ranks for scientists working within the field of economic sciences is performed by the scientific field committee for economic sciences.

The Act on Scientific Activity and Higher Education (the Act) allows academic institutions to open calls for scientific job positions for all interested scientists, regardless of whether they have been appointed to a scientific rank or not. If a scientist who applied to a scientific job position has not been appointed to a scientific rank, the institution that opened the call has to start the procedure of rank appointment, which then becomes an integral part of the selection procedure. Candidates cannot be selected (i.e. hired) until they are appointed to a scientific rank. All candidates who applied to the call and meet the conditions for appointment to the first (the lowest) scientific rank of research associate will be appointed to that scientific rank before the selection procedure is finished. This is the main reason why we expect that the selection procedure for the position of junior researcher in economics will last 6 months.

Scientific ranks in Croatia are: research associate, senior research associate, and senior research fellow.

The formal titles of scientific job positions at public institutes are the same as scientific ranks required for employment in that particular position: research associate, senior research associate, research

fellow, and permanent research fellow. The formal title of the position of junior researcher, which is the subject of this call, is research associate. Therefore, in order to meet preconditions for being employed in this position, an applicant must be appointed to the scientific rank of research associate. We renamed the research associate position in our call published in English on Inomics.com website to junior researcher (<https://inomics.com/job/tenured-junior-researcher-in-economics-1395010>) in order to make the job title more comprehensible to foreign applicants.

In Croatia, tenure is obtained upon employment as research associate (i.e. junior researcher). Thus, the position of junior researcher, which is the subject of this call, is a tenured position. Promotion to a higher scientific job position (senior research associate) is possible three to five years after being employed as a research associate, depending on the number of scientific articles published after obtaining the research associate (i.e. junior researcher) position. Promotion implies a wage increase. Wages are subject to collective bargaining process between Independent Union of Research and Higher Education Employees of Croatia and the Government of the Republic of Croatia.

Recognition of PhD qualifications obtained outside Croatia

One additional particularity of the Croatian academic system is that all PhD degrees earned outside Croatia have to obtain the recognition of foreign higher educational qualifications issued by the Agency for Science and Higher Education (the Agency). Without this recognition, the procedure for appointment to the scientific rank cannot be initiated and the person cannot be employed by EIZ or any other public academic institution in Croatia. This is why one of the requirements of the EIZ call for the position of junior researcher is to send this recognition or a proof that an application for the said recognition has been submitted. The procedure for applying for the recognition is set out [here](#). Candidates applying for the recognition should explicitly ask the Agency to send them a digital confirmation that the application for recognition has been received. The Agency is able to send out such confirmations. The Agency is obliged to issue the recognition within two months, but usually the recognition is obtained within three to four weeks. Please take note that the process of obtaining all necessary documentation for applying for the recognition of a foreign PhD diploma may take some time, since certified Croatian translations of the foreign PhD qualification, together with the payment of an administrative fee, are necessary in order to apply. In addition, all applications for the recognition have to be sent by post, not by e-mail. As a confirmation of the submission of an application for the recognition is a mandatory document that must be submitted with the job application, *applicants will have to initiate the process of documents collection and application for the recognition at least a few weeks before the deadline for the job application.*

Additional criteria for employment of scientists set out by the Institute of Economics, Zagreb

Appointment to a scientific rank and the recognition of foreign PhD qualifications are both necessary in order for a scientist to be employed at any public academic institution in Croatia. As already mentioned, these conditions are set out by the Act on Scientific Activity and Higher Education. In addition, the Institute of Economics, Zagreb implements an additional set of criteria for scientific job positions. These criteria are defined by the Ordinance on Additional Criteria for Appointment to Research Positions at the Institute of Economics, Zagreb ([link](#)). For this reason, the documentation submitted by the applicant to this call must include a completed form on compliance with the criteria. The applicant for the position of junior researcher should meet all three criteria (scientific criteria, project criteria, and public professional criteria defined by the Ordinance) for a research associate in order to be employed at EIZ as junior researcher/research assistant.

Phases of the application and selection procedure

1. The applicant who has earned his/her PhD degree outside Croatia will have to apply for the recognition of a foreign PhD qualification with the Agency for Science and Higher Education *before formally submitting an application for the job position*. Candidates who have already been issued such recognition do not need to apply again.
2. In order to be considered for the position of junior researcher in economics at EIZ, an applicant must submit all documents outlined in the call for applications.
3. After the closing date of the call, a Hiring Committee appointed by the Scientific Board of EIZ will review all applications. Incomplete applications will not be considered.
4. The procedure for appointment to scientific rank will be initiated for those applicants who have submitted complete documentation, meet the conditions for appointment to the scientific rank of research associate set out by Regulations on Requirements for the Appointment to Scientific Ranks, and who have, in the meantime, obtained the recognition of a foreign PhD qualification.
5. After the appointment to scientific rank has been obtained, the Hiring Committee will check whether the applicants holding scientific ranks meet the criteria set out in the Ordinance on Additional Criteria for Appointment to Research Positions at the Institute of Economics, Zagreb. The Committee will also contact persons providing references for the applicants.
6. The applicants who do meet the criteria set out in the Ordinance on Additional Criteria for Appointment to Research Positions at the Institute of Economics, Zagreb and who have favourable references will be shortlisted and invited for an interview in person or via Skype.
7. The final decision of the Committee will depend on academic merits of the applicants who have been shortlisted.

ADDITIONAL INFORMATION ON SCIENTIFIC RANKS

To simplify reading the complex texts of laws and by-laws, and to explain our selection of certain sections, in this presentation we will use specific motivational questions as subheadings. If not specified otherwise, the answers to the questions posed in this chapter have been derived from the Act on Scientific Activity and Higher Education.

Who is a scientist in Croatia according to the Act?

Pursuant to this Act, scientists are persons who have been appointed to the appropriate scientific rank, as prescribed by the Law, and registered in the Register of Scientists.

What are the scientific ranks?

Scientific ranks are: research associate, senior research associate, and senior research fellow.

Institutes and other scientific organizations can appoint their esteemed retired senior research fellows to an honorary scientific rank of emeritus, without the need to publish an open call.

(1) To be appointed as a research associate, a researcher must have a doctoral degree and scientific papers that affirm him/her as a recognized scientist.

(2) To be appointed as a senior research associate, a researcher must have a doctoral degree and scientific papers that represent a significant contribution to science.

(3) To be appointed as a senior research fellow, a researcher must have a doctoral degree and scientific papers that have significantly contributed to science, while international affirmation of the researcher and international recognition of his/her work will be particularly appreciated, as well as his/her significance on the national level.

Who defines the requirements for appointment to scientific rank?

The requirements for appointment to scientific rank are defined in detail by the National Science Council in an ordinance published in the Official Gazette (e.g. type and number of scientific articles, evaluation of the articles, etc.) according to Paragraphs 2-4 of this Article. Based on these, the expert committees at academic institutions who initiate the appointment on the behalf of the scientist (candidate) and scientific field committees evaluate the candidate's overall scientific contribution, taking into consideration the specific traits of individual scientific and artistic areas and individual scientific fields and interdisciplinary areas.

PROCEDURE OF APPOINTMENT TO SCIENTIFIC RANK

Who initiates the procedure and how?

Scientific rank is appointed based on the procedure initiated (through a request for appointment) by a candidate who believes that he/she meets the requirements for appointment to a certain scientific rank. The procedure can also be initiated by the scientific organization employing the candidate.

The request for appointment to scientific rank is submitted to a scientific organization authorized to conduct part of the appointment procedure.

What are the steps and schedule of the procedure?

(1) The request for appointment to scientific rank is submitted to the authorized scientific organization, with proof verifying that the researcher meets the requirements for appointment to the rank.

(2) Within thirty days of receiving the request for appointment to scientific rank, the authorized scientific organization appoints an expert committee. The expert committee consists of at least three members belonging to the same scientific rank (or higher) that is being appointed.

(3) The expert committee determines whether the requirements for appointment have been met and recommends the candidate to be granted or denied appointment to scientific rank. The expert committee submits its report within thirty days of the appointment.

(4) Based on the report of the expert committee, the authorized scientific organization gives its opinion and suggestion to the responsible scientific field committee within thirty days.

(5) Within sixty days, the scientific field committee confirms or denies the opinion and suggestion of the organization. Missing the deadline does not result in the appointment being granted.

(6) The scientific field committee will not confirm the opinion and suggestion of the authorized organization if:

- (1) It believes they have been made in contradiction with the requirements for appointment
- (2) They do not correspond with the submitted proof of meeting requirements
- (3) There is a severe breach of the appointment procedure.

(7) Within fifteen days, without delay, the scientific field committee will send the decision on appointment (positive or negative) to the candidate and scientific organization conducting the appointment. If the decision is positive, the scientific field committee also sends it to the Ministry to be recorded in the Register of Scientists. A certificate from the Register is delivered to the candidate.

The deadlines in the appointment procedure from Article 35 of this Law do not apply in the periods from July 15 to August 31 and from December 20 to January 7.

Permanence and termination of a scientific rank

(1) A scientific rank is permanent and is terminated when a scientist is appointed into a higher rank or when the rank has been withdrawn.

(2) Scientific rank can be withdrawn if:

1. there are evidence and facts showing that a candidate did not meet the requirements for appointment into scientific rank at the moment of appointment
2. it is determined that scientific papers, based on which a scientist has been appointed into scientific rank, are plagiarized or that research on which the papers are based is forged
3. there are severe breaches of the ethics code.

Appointment conditions for scientific ranks in social sciences and economics

In order to be appointed into a scientific rank, a candidate needs to have published scientific papers (a2), and particularly to have published papers in acclaimed international journals and publications (a1), according to the following numbers and structure:

Scientific rank	The number of published papers	
	(a1)	(a1) + (a2)
Research associate	3	6
Senior research associate	6	14
Senior research fellow	10	25

An acclaimed international journal or publication (a1) is a journal or publication with at least one of the following characteristics:

- a) has an international editorial board and foreign reviewers
- b) is listed in one of the databases which are approved by the National Science Council every year, at the proposal of the Council for Social Sciences

Scientific paper is:

- a) an article published in a journal and categorized as an original research article, review article or preliminary communication
- b) a book chapter
- c) paper in an edited volume resulting from a scientific conference, if published in its entirety.

A book is assessed as three papers in the respective category if:

- a) most of the book's contents can be classified as a monograph in the scientific field in which the candidate is being appointed
- b) it has been reviewed by at least two reviewers who are registered in the Register of scientists or by reviewers from abroad who received their status of scientists on the grounds of regulations in their own country.

The share of a particular author's contribution in published scientific papers is calculated as follows:

- up to three authors: 100%
- four or five authors: 50%
- six and more authors: $100/N\%$ (N = the number of authors).

Maximum one paper accepted for publication can be recognized as published, but only if there is a confirmation from the journal's or publication's editorial board that the paper has been reviewed and accepted for publication.

The list of bibliographic databases that are taken into account when assessing papers in the (a1) category for appointment into a scientific rank in the field of social sciences

1. Current Contents
2. Web of Science (SCI, SSCI, AHCI)

3. ABI/INFORM
4. ASSIA – Applied Social Sciences Index and Abstracts
5. BIOSIS Previews
6. CAB Abstracts
7. Caredata Abstracts
8. Computer and Information Systems Abstracts
9. Criminal Justice Abstracts
10. Criminal Justice Periodical Index
11. CSA – Cambridge Scientific Abstracts
12. Current Law Index
13. Current Legal Theory
14. DOIS – Documents in Information Science
15. EconLit – American Economic Association’s electronic database
16. ERIC – Educational Resources Information
17. European Legal Journal Index
18. Francis, Geobase
19. Human Resources Abstracts
20. IBSS – International Bibliography of the Social Sciences
21. Index to Foreign Legal Periodics
22. Index to Legal Periodicals
23. Information Science Abstracts
24. International Labour Documentation
25. INSPEC
26. ISI Proceedings
27. Journal of Economic Literature
28. LISA – Library and Information Science Abstract
29. MEDLINE
30. NCJRS – National Criminal Justice Reference Service Abstracts Database
31. Neue Kriminologische Literatur
32. PAIS International – Public Affairs Information Services
33. Population Demographics
34. PsychINFO
35. PsycLit (Psychological Abstracts)
36. CSA – Social Services Abstracts
37. Sociological Abstracts
38. Worldwide Political Science Abstract.

ADDITIONAL INFORMATION ON THE RECOGNITION OF PhD DEGREES OBTAINED OUTSIDE CROATIA

The steps that must be taken in order to apply for the recognition of foreign higher educational qualifications issued by the Agency for Science and Higher Education are the following:

1. COMPLETE THE APPLICATION FORM

2. COLLECT DOCUMENTS REQUIRED FOR PROFESSIONAL RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATION

3. PAY THE ADMINISTRATIVE FEE

4. SUBMIT DOCUMENTS

1. APPLICATION FORM

Application form is an official document necessary for starting the procedure for recognition of higher education qualification. Application form should be completed in clear script. The applicant acknowledges liability for data accuracy with his/her signature on the application form. The recognition procedure cannot officially start until the application form is accurately and completely filled out.

[Application form for the professional recognition of higher education qualification](#)

Please note:

- **in case the applicant's information changes**

If you change your address, first or last name during the recognition process, please inform the National ENIC/NARIC office in writing.

2. DOCUMENTS REQUIRED FOR THE CLARIFICATION OF QUALIFICATION

ENCLOSURES TO THE APPLICATION FORM:

1. Original or the certified copy of the foreign qualification (confirmations or substitute documents of foreign qualification are not accepted);
2. Original of the official document issued by the higher education institution containing the information on: subjects (exams) taken and grades, official name and duration of the study program and admission requirements (e.g. diploma supplement, transcript with regard to the above mentioned information or some other official document);
3. Certified Croatian translations of the documents mentioned above in Points 1 and 2
4. Certified copies of previously acquired higher education qualification(s), if any.
5. Certificate of citizenship (original or certified copy of the "domovnica" or passport for foreigners), certificate of refugee status or status of exile;
6. Proof of payment of administrative fees;
7. Copy of the marriage certificate or official decision of the competent authority (for those applicants who changed their first and/or last name);

8. CV in Croatian or English language pointing out course of education and work experience (when applying for recognition of Ph.D. study, list of scientific papers and where they were published is also required), good examples are available here [Europass CV](#) ;
 9. Copy of all enclosed documents including the application form
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NOTES:

- Should any document be missing the Office will send you a written request to enclose it;
- If qualification is not issued in Latin or Cyrillic alphabet, applicant needs to request, from competent higher education institution, new qualification issued in one of mentioned alphabets;
- Translation of documents issued in Bosnian or Serbian language is not required if they are issued in Latin alphabet;
- The Office accepts certified copies made by authorized public notary;
- The Office only accepts certified translations made by court interpreters certified for the language in which the qualification is issued (please note: academic title written on the foreign higher education qualification does not need to be translated; if the academic title is not written in the Latin alphabet, it needs to be TRANSLITERATED into the LATIN ALPHABET); good example of translation are: [Ukrainan diploma](#)
- Applicants that completed their higher education in former SSSR, Romania, Albania and Bulgaria are required to enclose the original qualification (original diploma);
- Upon your formal request, if the application is complete, National ENIC/NARIC office will issue a formal confirmation that the process of recognition is in progress;
- Collected documentation should be sent by post to the address:

AGENCIJA ZA ZNANOST I VISOKO OBRAZOVANJE
Nacionalni ENIC/NARIC ured
Donje Svetice 38/V, 10000 Zagreb, Republika Hrvatska

3. ADMINISTRATIVE FEE

The amount of fee, mode of fee allocation and exemption from fee for the professional recognition of foreign higher education qualifications are determined by the *Ordinance on the Amount of Fee and Exemptions from Fee for the Recognition of Foreign Higher Education Qualifications*.

Professional recognition of foreign higher education qualifications on completed undergraduate, graduate and postgraduate university and professional study program:

- 400 KN (four hundred Kuna)

For foreign payments:

- 65 € (sixty-five Euros)
- 75 \$ (seventy-five dollars)

Guidelines on making out domestic payment orders:

The following data is to be specified in the payment order:

Recipient: AGENCY FOR SCIENCE AND HIGHER EDUCATION, Donje Svetice 38/5, Zagreb

Recipient's bank account number (IBAN): HR2123900011100322970, Hrvatska poštanska banka
Authorization number: 020-1922548
Payment description: recognition of foreign higher education qualification
Payer: first name, second name and address of the payer should be written legibly

Guidelines on making out foreign payment orders:

Following data is to be specified in the payment order:

Recipient: AGENCY FOR SCIENCE AND HIGHER EDUCATION, Donje Svetice 38/5, Zagreb

IBAN: HR2123900011100322970

BIC: HPBZHR2X

Bank address: Hrvatska poštanska banka, Jurišićeva 4, 10000 Zagreb, Croatia

Payment description: recognition of foreign higher education qualification

Payer: first name, second name and address of the payer should be written legibly

The Agency for Science and Higher Education does not cover bank costs related to money transfer. The applicant has to cover all related bank costs.

Bank costs are not included in the price of the recognition procedure and will be charged separately by the bank.

The procedure for the recognition of higher education qualifications cannot start until all the costs (recognition costs + bank costs) are covered by the applicant.

Administrative fee for issuing a copy of decision is 100,00 kn, in accordance with the Act on Administrative Fees and Taxes (Official Gazette 8/96, 77/96, 95/97, 131/97, 68/98, 66/99, 145/99, 116/00, 163/03, 17/04, 110/04, 141/04, 150/05, 153/05, 129/06, 117/07) and tariff number 65. The administrative fee is charged in stamp duties.

Note:

If you overpaid administrative fee you can request the refund of the overpaid amount in writing (it is important to specify: payment date, current account number, or address where you can be reached).

4. SUBMIT DOCUMENTS

Required documentation **should be sent by post** to the following address:

**AGENCIJA ZA ZNANOST I VISOKO OBRAZOVANJE
NACIONALNI ENIC/NARIC URED
Donje Svetice 38/5
10 000 Zagreb
Republika Hrvatska**