***REPUBLIC OF CROATIA***

***RUÐER BOŠKOVIĆ INSTITUT***

***Public Scientific Institute of the Republic of Croatia***

ORDINANCE ON ADDITIONAL CONDITIONS FOR ELECTION TO SCIENTIFIC POSITIONS

**(Consolidated text)**

Zagreb, January 2023

Based on Article 32 of the Statute of the Ruđer Bošković Institute, the Director General shall determine the specified text of the Ordinance on Additional Conditions for Election to Scientific Positions, which shall be prepared by the Legal Affairs Department.

The consolidated text of the Ordinance on additional conditions for election to scientific positions includes the Ordinance on additional conditions for election to scientific positions, number: 010-4784/6-2018 from July 5, 2018, the Ordinance on Amendments to the Ordinance on additional conditions for election to scientific positions, number: 010-4784/8-2018 from 6 October 2020, Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions, number: 010-4784/14-2018 from 21 December 2021 and Ordinance on III. amendments to the Ordinance on additional conditions for election to scientific positions, number: 010-3142/4-2022 from 3 June 2022, in which the time of their entry into force is indicated.

Number: 011-178/1-2023.pm

Zagreb, 12 January 2023

 Director General:

 David Matthew Smith, Ph.D.

**ORDINANCE ON ADDITIONAL CRITERIA FOR ELECTION TO SCIENTIFIC POSITIONS**

**(Consolidated text)**

1. **GENERAL PROVISIONS**

**Subject of editing**

**Article 1**

(1) The conditions for election to scientific positions are prescribed by the Act on Scientific Activity and Higher Education.

(2) This Ordinance establishes additional conditions for election to scientific positions and additional conditions of work obligations for re-election to scientific positions at the Ruđer Bošković Institute (hereinafter: The Institute).

(3) The procedure for selection and re-election to scientific positions is prescribed by the Statute of the Institute.

**The meaning of the expressions**

**Article 2**

Certain expressions, in terms of this Ordinance, have the following meaning:

* A *Scientific paper* means an original or overviewed scientific article (Article and Review Article), scientific letter (Letter), short communication (Short Communication), scientific comment (Comment), published or accepted for publication in a scientific journal with international peer review that is included in the WoSCC database and the case report (Case report) if it was published in an international peer-reviewed journal assigned in the first (Q1) or second (Q2) quartile.

Abstracts, Extended Abstracts, Conference papers, professional papers and studies are not considered scientific papers.

Exceptionally from what is stated in the explanation of the term scientific paper from this point, in the scientific field of "Technical Sciences" a scientific paper is also considered a paper published or accepted for publication in a scientific journal represented in the bibliographic database Scopus and an original or overviewed a scientific article published in the proceedings of an international conference, with an international scientific and review board.

* *The Author* *of a scientific paper* is the person whose name is explicitly stated next to the title of the paper. Exceptionally, in the case of collaborative works, when only the name of the collaborative (project group) or only the first author as a representative of the collaboration is listed next to the title, any member of the collaboration whose name is listed in a separate place in the work can be considered an author.
* *The lead author of a scientific paper* is the bearer of a specific issue or the author who contributed the most to solving a specific problem, that is, the person who is the first, last or corresponding author of a scientific paper. The lead authors are determined by the Expert Committee based on the applicant's submission. In the case of scientific papers from larger collaborations where a larger number of authors contributed significantly to the solution of a specific problem, the Expert Committee determines the applicant's contribution to the creation of the paper based on the confirmation of the official representative of the collaboration or the lead author.
* The WoSCC (Web of Science Core Collection) database is a bibliographic and citation database that covers all areas of science and combines several citation indexes, whereby for this Ordinance, three citation indexes are taken into account, namely: SCI-EXPANDED (Science Citation Index Expanded), SSCI (Social Sciences Citation Index) and A&HCI (Arts & Humanities Citation Index).
* *Journal Impact Factor* (IF) for a given year indicates the ratio of the number of citations received in the observed year by all papers published in a certain scientific journal in the previous two years and the total number of papers published in the same journal in the previous two years. Journal impact factors are calculated only for journals indexed in WoSCC's SCI-EXPANDED and SSCI citation indexes.
* *A journal with an impact factor above the median of the area in which the journal is classified* indicates a journal that, based on the height of its impact factor within the subject area in which it is classified, belongs to the first or second quartile (Q1 or Q2), according to the data available in the JCR database (InCites Journal Citation Reports).
* *A top journal* indicates a journal with an impact factor in the first quartile(Q1).
* Exceptionally high-quality paper means scientific paper published in the most prestigious journals with a high impact factor, such as Nature or Science, and scientific paper with high citations.
* The Hirsch index (h-index) is an indicator of the recognizable impact of the applicant's scientific work, which is determined based on the number of published papers and the citations of those works, according to data from the WoSCC database.
* *The scientific area* of "Natural Sciences", Biomedicine and Health", "Technical Sciences", "Biotechnical Sciences" and "Interdisciplinary Area (Science)" means the scientific areas determined by the Ordinance on Scientific and Artistic Areas, Fields and Branches ("Official Gazette", number: 118/2009, 82/2012, 32/2013, 34/2016).
* *Expert Committee* means the committee that evaluates applicants who have applied for a job vacancy, appointed under the Statute of the Ruđer Bošković Institute*.*
* *The applicant* is a person who has applied for a scientific position at the Institute in a public call.

*The Article was amended by the Ordinance on Amendments to the Ordinance on Additional Conditions for Election to Scientific Positions from 6 October 2020, Article 1.*

*The Article was amended by the Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions from 21 December 2021, Article 1.*

**Basic principle**

**Article 3**

The basic principle by which the work of scientists at the Institute is evaluated is their contribution to the achievement of the Institute's mission: top-notch scientific work and the application of knowledge aimed at the well-being and development of society.

**Status of an active scientist**

**Article 4**

The status of an active scientist at the Institute is proven by the contribution to the achievement of the Institute's mission. The minimum requirement for the status of an active scientist is three published scientific papers in journals listed in the WoSCC database during the previous five years of work.

**II. CONDITIONS FOR ELECTION TO SCIENTIFIC POSITIONS**

**Criteria on which additional conditions for selection are based**

**Article 5**

The criteria on which the additional conditions for election to scientific positions are based are:

(A) Total number of scientific papers

(B) Quality of scientific papers

(C) Scientific reputation of the applicant

(D) Organizational abilities, ability to conduct scientific research and contribution to the development of science

(E) Contribution to innovation, transfer of knowledge to the economy and commercialization of the results of scientific work

(F) Competence to perform the duties of the specific position

(G) Management of scientific research projects.

*The Article amended by the Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions from 21 December 2021, Article 2.*

*(A) Total number of scientific papers*

**Article 6**

(1) The total number of scientific papers required for election to a corresponding scientific position is prescribed in Articles 15-18 of this Ordinance.

(2) If due to their nature, it is not possible to complete certain research in fewer than five years, the Expert Committee for the election to a position may propose that the number of required papers for the election to a scientific position of research associate be reduced by a maximum of two in a given case.

(3) The number of applicant’s papers published in the same journal cannot exceed 50% of the scientific papers that are required for election to a specific scientific position unless it is a journal with an impact factor in the first or second quartile (Q1 and Q2).

(4) The total number of scientific papers required for election to a certain scientific position can be reduced by a maximum of one-third by multiplying individual exceptionally high-quality papers by the quality factor and applying the quantitative criteria from Articles 15-18 to the thus obtained total sum of papers of this Ordinance. Exceptionally high-quality papers of applicants are determined by the Expert Committee. Exceptionally high-quality papers can be evaluated with a factor of 1.5 or 2.00, the proposal of which is made by the Expert Committee for the election to the position, and confirmed by the Scientific Council. The applicant must be the lead author of exceptionally high-quality papers from this Paragraph.

(5) When being chosen for a position in the scientific field of "Technical Sciences", the principle of priority of quality is applied: in the case where one scientific work has been completed more than the specified number of works required for selection in category A, it is not necessary to meet the scoring criteria based on categories B and C. Likewise, if the condition from category A is fulfilled, and in category B one work has been completed more than the required number of works, it is not necessary to fulfil the condition from category C.

*(B) Quality of scientific papers*

**Article 7**

(1) The quality of scientific papers is assessed is based on the status of the journal in which the paper was published, in terms of the impact factor of the journal and the quartile in which the journal is classified, its citations and the proven inclusion of research results in global databases. When judging the mentioned parameters, particular attention should be paid to the specificities of the narrower research area and the specificities of the area in the use of bibliometric data, where the specificity of the area is determined based on indicators available in the WoSCC and JCR databases.

(2) The quality of citations is assessed by the total citations of applicants, average citations, high and/or long-standing citations of individual papers and the h-index.

(3) The impact factor of the journal is determined based on data issued by the Centre for Scientific Information of the Institute, according to data available in the JCR database in the year of publication of the paper or according to the latest available data published up to the date of submission of the application for a scientific position, depending on what is more favourable for the applicant.

(4) The division of scientific journals into quartiles according to the level of the impact factor (Q1, Q2, Q3, Q4) is determined according to the data available in the JCR database in the year of publication of the paper or according to the latest available data published up to the date of submission of the application for a scientific position, depending on what is more favourable for the applicant and for the subject category (Subject Category) which is the most favourable for the applicant. Papers published in journals outside the subject category of the field in which the applicant is selected are evaluated according to the quartile that the journal has in its category. If a journal indexed in the WoSCC database has not been assigned an impact factor and is not classified in a specific quartile, it will be considered to be classified in the fourth quartile

(5) In the scientific field of "Technical Sciences", scientific papers are categorized as follows:

- A category of papers: scientific papers published in journals indexed in WoSCC and complete papers published in the proceedings of prestigious international conferences, with a very strict review (possibility ≤ 30%). The category of papers published in the proceedings of prestigious international meetings is determined by the Expert Committee;

- B category of papers: scientific papers published in scientific journals that are represented in other bibliographic databases, outside of the databases listed under A, and which can be added to the field of choice of applicants;

- C category of papers: scientific papers published and presented at international meetings with an international scientific and review board.

*(C) Scientific reputation of the applicant*

**Article 8**

The applicant's scientific reputation is assessed by the Expert Committee, which evaluates the applicant's contribution to the overall scientific body of work, in particular to selected scientific papers and papers in which the applicant is the lead author or one of the lead authors, and thus assesses his or her independence in conducting scientific questions (peer review) and evaluating the academic echo of published work in the world science, as well as based on:

1. personal contribution in selected papers from the attached list of papers and the quality of papers in which the applicant is the lead author or one of the lead authors;

2. held invited lectures at international scientific conferences;

3. membership on the editorial board of renowned scientific journals, especially international ones;

4. activity as a reviewer in scientific journals, especially international ones;

5. participation in international projects;

6. visits to internationally renowned institutions as a visiting professor or visiting scientist;

7. membership in academies of science;

8. received awards for scientific and research work, especially a) state awards of the Republic of Croatia, b) HAZU awards, c) foreign awards, d) Institute awards and awards of similar significance as under a), b) and c).

9. membership in the international advisory board of prestigious international scientific conferences.

*(D) Organizational skills, ability to conduct scientific research and contribution to the development of science*

**Article 9**

*Organizational skills, ability to conduct scientific research and contribution to the development of science* are proven by:

1. by managing a project or program, including managing a project during part of its duration and a project that has not yet been completed at the time of the applicant's application for the position and/or conducting research within the framework of international cooperation;

2. by successfully guiding younger staff members through joint scientific work that resulted in publications; managing a graduate thesis and/or master's thesis and/or doctorate and and by successfully guiding postdoctoral researchers;

3. by introducing new issues, developing and/or introducing new methods and techniques into the scientific work at the home institution;

4. by holding the position of director general, assistant director, head of the institute, head of the joint unit for scientific support, president of the Scientific Council, president of the scientific council of the profession, head of the laboratory or membership in the administrative councils of scientific research institutes;

5. by performing advisory and other duties in the home institution;

6. by contributing to the improvement and development of the scientific infrastructure (rooms, equipment, etc.) of the home institution or other forms of investment in science at the home institution, resulting from cooperation with domestic or foreign institutions;

7. by holding classes at the undergraduate and postgraduate levels;

8. by performing a function in scientific and professional societies at home and abroad as well as through advisory or expert activities in governmental and international bodies;

9. by organizing international scientific conferences and serving in the scientific committees of international conferences;

10. by writing textbooks, scientific books, scientific monographs and authorship of reviews, professional, educational and popular articles, etc.;

11. by taking part in activities to promote and popularise science, organise and conduct public presentations, lectures and workshops to popularise science and disseminate scientific knowledge.

*The Article was amended by the Ordinance on II amendments to the Ordinance on additional conditions for election to scientific positions from 21 December 2021, Article 3.*

*(E) Contribution to inventiveness, knowledge transfer to the economy and commercialisation of the results of scientific work*

**Article 10**

The contribution in this area is proven:

- by the status of the inventor of a recognised patent for the protection of inventions. One scientific paper required for election to a position above the minimum prescribed by the Ordinance on the conditions for election to scientific professions ("Official Gazette", number: 28/2017) can be replaced by a recognized patent for an invention, whereby the patent is counted as a work published in a top journal;

- by generating significant revenue for the home institution through collaboration with industry, projects and commercialisation of patents or other forms of intellectual property. The above does not include revenue generated through the provision of services on the institution's equipment. The above contribution is equated to the implementation of internationally evaluated projects or (partial) research in the context of (large-scale) international collaborations.

*(F) Competence to perform the tasks of the specific workplace.*

**Article 11**

(1) Competence of the applicant means the possession of appropriate knowledge and skills, experience, abilities and qualities to perform the tasks of the scientific position for which the election is carried out based on the announced job vacancy.

(2) The applicant's competence is assessed by the Expert Committee, taking into account the requirements of the specifications and the general values of the Institute.

(3) The Expert Committee determines the applicant's competence by reviewing the applicant's application and accompanying documentation, based on the recommendations of foreign scientists, the held inaugural lecture and, if necessary, based on the conducted interview.

*(G) Management of scientific research projects*

**Article 11a**

(1) Conducting a scientific research project from this Article of the Ordinance implies that the applicant was the leader of a scientific research project for a duration of at least 18 months, approved after an international evaluation (or the leader of a recognizable sub-project within an internationally evaluated scientific research project for at least 18 months), that he managed the project during its entire duration, that he developed the project plan, managed the project team and the project budget, and that the project was completed at the time of the applicant's application to the announced job vacancy.

(2) The management of a scientific research project from Paragraph 1 of this Article is also considered to be the management of a competitive scientific research and development project financed from the European Structural and Investment Funds (ESIF) for at least 18 months, the contracted value of which for the Institute exceeds HRK 500,000.00, if the applicant managed such a project during its entire duration, developed the project plan, managed the project team and the project budget, and that project was completed at the time of the applicant's application to the announced job vacancy.

*TheArticle was added by the Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions from 21 December 2021, Article 4.*

**Recommendations from foreign scientists**

**Article 12**

(1) In the election procedure for a scientific position for the applicant, recommendations are obtained from respected foreign scientists who are familiar with the applicant's scientific work.

(2) When submitting the application for a position or proving that the selection criteria for a higher position are met, the applicant submits a list of foreign scientists from whom the Expert Committee requests letters of recommendation for the applicant. On the list, it is necessary to propose twice as many foreign scientists as the required number of letters of recommendation for the respective scientific position.

(3) The reputation of foreign scientists is assessed by the Expert Committee.

**Inaugural lecture**

**Article 13**

(1) In the process of election to a scientific position, the applicant is obliged to hold a publicly announced inaugural lecture. At least two members of the Expert Committee must attend the inaugural lecture.

(2) In the inaugural lecture, the applicant should present an overview of the results achieved so far and briefly present the plan of his future research.

(3) The success of the applicant's inaugural lecture is evaluated by the Expert Committee.

**Job interview**

**Article 14**

(1) In the election procedure to a scientific position, the Expert Committee may interview the applicant in which it assesses the applicant's scientific goals, development opportunities, ability to work in a research group, potential contribution to the development of the laboratory/institute, contribution to the mission and vision of the institute and applicant's competence to fulfil the tasks of the corresponding position.

(2) The results of the interview are evaluated by the Expert Committee.

**Position: Research associate**

**Article 15**

(1) A person who is registered in the Register of Scientists with the scientific title of research associate or a higher scientific title, or a person who was elected to that title in the process of election to the position, who meets the general conditions for election to the position, and the following additional conditions from Article 6(A) of this Ordinance is eligible for the position of a research associate:

- to be elected to a position in the scientific field of "Natural Sciences", "Biomedicine and Health", "Biotechnical Sciences" and "Interdisciplinary Field (Science)", he must have at least 9 scientific papers. Of the above 9 papers, at least 6 must be published in journals, whose impact factor is in the first three quartiles (Q1-Q3) The applicant must be the lead author or one of the lead authors of at least 3 papers;

- to be elected to a position in the scientific field of "Technical Sciences", the applicant must have at least 10 scientific papers. Of the listed 10 papers, at least 3 must be category A papers, and one must be published in a journal with the impact factor above the median of the field to which the journal is assigned, and one must be published in a foreign journal. The applicant must be the lead author or one of the lead authors of at least one Category A paper. Of the releading papers, at least 4 must be category B papers, and the other papers may be category C papers.

(2) In addition to the criteria set out in Paragraph 1 of this Article, the applicant must meet at least two criteria (C) and/or (D) set out in Articles 8(C) and 9(D) of this Ordinance, which demonstrate the independence of the researcher, be assessed as qualified for the tasks of the specific position under Art. 11. (G) of this Ordinance, have obtained a letter of recommendation from a distinguished foreign scientist and have given a successful inaugural lecture.

(3) To be elected to the position of research associate, the applicant must have previously spent at least one year in postdoctoral training in a reputable research group at a scientific institution outside Croatia (the reputation of the research group is assessed by the Expert Committee).

(4) The criterion in Paragraph 3 of this Article may exceptionally be replaced by the following:

- creditable postdoctoral work in an international environment with a total duration of at least one year,

- postgraduate training carried out in a reputable research group in a scientific institution outside Croatia with a total duration of at least one year, or

- training abroad based on a prestigious scholarship awarded for less than one year (e.g. Fulbright, Humboldt, Marie Sklodowska - Curie and similar).

(5) To be elected to the scientific position of research associate, at least one year must pass from the applicant's doctorate to his application for the position.

**Position: Senior research associate**

**Article 16**

(1) A person who is registered in the Register of Scientists in the scientific title of senior research associate or a higher scientific title, or a person who has been elected to that title in the process of election to the position, who meets the general conditions for election to the position, and the following additional conditions from Article 6(A) of this Ordinance is eligible for the scientific position of senior research associate:

- to be elected to a position in the scientific fields of "Natural Sciences", "Biomedical and Health Sciences" and "Biotechnical Sciences", the applicant must have at least 18 scientific papers, of which at least 7 must have been published in journals with an impact factor above the median of the field in which it is classified, and of these 7 papers, at least 2 papers must be published in top journals. The applicant must be lead author or one of the lead authors of at least 7 papers;

- to be elected to a position in the scientific field of "Technical Sciences", he must have at least 19 scientific papers. Of the listed 19, at least 5 must be papers of category A, and of these, at least 3 must be published in journals with an impact factor above the median of the area in which the journal is classified, and 3 must be published in a foreign journal. The applicant must be the lead author or one of the lead authors of at least 2 papers from category A. Of the releading papers, at least 6 must be papers of category B, and the others can be papers of category C.

(2) It is necessary that the applicant, after being elected to the scientific position of research associate:

- to be elected to a position in the scientific field of "Natural Sciences", "Biomedicine and Health" and "Biotechnical Sciences", published at least 6 papers, of which at least one must be published in a top journal. The applicant must be the lead author or one of the lead authors in at least one of the above 6 papers;

- to be elected to a position in the scientific field of "Technical Sciences", published at least 9 papers, of which at least 1 must be papers of the A category, at least one paper must be published in a journal with an impact factor above the median of the area in which the journal is classified and one paper must be published in a foreign journal. The applicant must be the lead author or one of the lead authors of at least one of the listed 9 papers.

(3) In addition to the criteria specified in Paragraphs 1 and 2 of this Article, the applicant must meet at least two criteria from Article 8(C) and at least five criteria from Article 9(D) of this Ordinance, be assessed as competent to perform the duties of the specific position under Article 11(F) of this Ordinance, as well as obtain two letters of recommendation from distinguished foreign scientists and hold a successful inaugural lecture.

(4) To be elected to the scientific position of senior research associate, the applicant must have previously proven himself by successfully leading junior associates through joint scientific work that resulted in the publication or supervision of a graduate thesis and/or master's thesis and/or doctorate, and that he has led a project in the sense of Article 9, point 1 of this Ordinance or participated in international cooperation.

*The Article was amended by the Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions as of 21 December 2021, Article 5.*

**Position: Scientific advisor**

**Article 17**

(1) A person who is registered in the Register of Scientists in the scientific title of scientific advisor or a higher scientific title, or a person who was elected to that title in the process of election to the position, who meets the general conditions for election to the position and the following additional conditions from Article 6(A) of this Ordinance is eligible for the position of a scientific advisto:

- to be elected to a position in the scientific field of "Natural Sciences", "Biomedicine and Health", "Biotechnical Sciences" and "Interdisciplinary Field (Science)", he must have at least 30 scientific papers. Of the above 30 papers, at least 12 must be published in journals with an impact factor above the median of the field in which the journal is classified, and of those 12 papers, at least 3 papers must be published in top journals. The applicant must be the lead author or one of the lead authors of at least 12 papers, of which at least 2 papers must be published in top journals.

- to be elected to a position in the scientific field of "Technical Sciences", he must have at least 24 scientific papers. Of the above 24 papers, at least 8 must be category A papers, and of these, at least 4 must have been published in journals with an impact factor above the median of the field in which the journal is classified, and 4 must have been published in a foreign journal. The applicant must be the lead author or one of the lead authors of at least 4 Category A papers. Of the releading papers, at least 7 must be category B papers, the others may be category C papers

(2) It is necessary that the applicant after being elected for the position of senior scientific advisor:

- to be elected to a position in the scientific field of "Natural Sciences", "Biomedicine and Health" and "Biotechnical Sciences", published at least 9 papers, of which at least one paper must be published in a top journal. The applicant must be the lead author or one of the lead authors of at least 2 of the above 9 papers;

- to be elected to a position in the scientific field of "Technical Sciences", published at least 5 papers, of which at least 3 must be papers of the A category, at least one paper must be published in a journal with an impact factor above the median of the field in which the journal is classified. The applicant must be the lead author or one of the lead authors of at least one paper.

(3) In addition to the criteria specified in Paragraphs 1 and 2 of this Article, the applicant must fulfil at least three criteria from Article 7(C) and at least six criteria from Article 8(D) of this Ordinance, be assessed as competent to perform the duties of the specific position under Article 11(F) of this Ordinance, as well as obtain three letters of recommendation from distinguished foreign scientists and hold a successful inaugural lecture.

(4) To be elected to the scientific position of scientific advisor, it is necessary that the applicant fulfils the criteria of conducting at least one scientific research project from Article 11a (G) of this Ordinance or that he has obtained an income of more than Kuna 500.000,00 for the home institution through the transfer of knowledge to the economy and commercialization of patents, or other forms of intellectual property from Article 10(E) of this Ordinance and that he was the mentor or co-mentor of at least one student who under his guidance obtained the academic degree of Doctor of Science.

*The Article was amended by the Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions from 21 December 2021, Article 6.*

**Position: Scientific advisor with tenure**

**Article 18**

(1) A person who is registered in the Register of Scientists with the scientific title of scientific advisor with tenure or who has been elected to the title of scientific advisor with tenure in the election procedure for the position and who fulfils the general conditions for the position and, the following additional conditions from Art. 6 (A) of this Ordinance is eligible for election to the position of scientific advisor with tenure:

- to be elected to a position in the scientific field of "Natural Sciences", "Biomedicine and Health" and "Biotechnical Sciences", he must have at least 35 scientific papers. Of the above 35 papers, at least 15 must be published in journals with an impact factor above the median of the field in which he is journal classified, and of those 15 papers, at least 5 papers must be published in top journals. The applicant must be the lead author or one of the lead authors of at least 15 papers, of which at least 4 papers must be published in a top journal;

- to be elected to a position in the scientific field of "Technical Sciences", he must have at least 31 scientific papers. Of the above 31 papers, at least 10 must be A category papers, and of these, at least 5 papers must be published in journals with an impact factor above the median of the area in which the journal is classified. The applicant must be the lead author or one of the lead authors of at least 5 works from category A. Of the releading papers, at least 9 must be papers of category B, and the others can be papers of category C.

(2) It is necessary that the applicant after the election to the scientific position of a scientific advisor with tenure:

- for a position in the scientific field of "Natural Sciences", "Biomedicine and Health" and "Biotechnical Sciences", published at least 5 papers, of which at least 2 papers must be published in a top journal. The applicant must be the lead author or one of the lead authors of at least one paper published in a top journal;

- to be elected to a position in the scientific field of "Technical Sciences", published at least 5 papers, of which at least 3 must be papers of the A category, at least one paper must be published in a journal with an impact factor above the median of the field in which the journal is classified. The applicant must be the lead author or one of the lead authors of at least one paper.

(3) In addition to the criteria specified in Paragraphs 1 and 2 of this Article, the applicant has to meet at least four criteria from Article 8(C) and at least seven criteria from Article 9(D) of this Ordinance, be assessed as competent to perform the duties of the specific position under Article 11(F) of this Ordinance, as well as obtain three letters of recommendation from distinguished foreign scientists and hold a successful inaugural lecture.

(4) To be elected to the scientific position of a scientific advisor with tenure, the applicant must fulfil the condition of conducting at least two scientific research projects from Article 11a(G) of this Ordinance or that he has obtained an income of more than HRK 1,000,000.00 for the home institution through the transfer of knowledge to the economy and commercialization of patents or other forms of intellectual property from Article 10(E) of this Ordinance and that he was a mentor or co-mentor of at least two students who obtained the academic degree of Doctor of Science under his guidance.

*The Article was amended by the Ordinance on II. amendments to the Ordinance on additional conditions for election to scientific positions as of 21 December 2021, Article 7.*

**Documentation proving the fulfilment of the selection criteria**

**Article 19**

(1) Along with the application for the election for a vacant scientific position, the applicant should submit the following documentation:

* curriculum vitae;
* proof of academic degree;
* proof of a scientific title (if the applicant has completed the election process for the corresponding scientific title);
* a summary of scientific activity since the last election;
* data on compliance with the additional selection criteria prescribed by this Ordinance, including data on the indexing and citation of papers, journal impact factors and h-index;
* data on the lead authorship and contacts of the representative of the collaboration or the lead author (in the case when it is necessary to determine the contribution of the participant in the creation of the work);
* program of planned research (up to one page of text);
* a list with a proposal of distinguished foreign scientists whom the Expert Committee will ask for recommendations from;
* list of scientific papers;
* a list of the most significant papers from his oeuvre that best demonstrate his field of activity, and especially his scientific contribution, particularly expressed by papers on which the applicant is the lead author or one of the lead authors, namely:

- in the scientific field of "Natural Sciences", "Biomedicine and Health" and "Biotechnical Sciences “:

 i.) for election to the position of research associate 5 papers;

 ii.) for election to the position of senior research associate 10 papers;

 iii.) for election to the position of scientific advisor and scientific advisor with tenure 15 papers;

- in the scientific field of " Technical sciences “:

 i.) for election to the position of research associate, 2 papers of category A;

 ii.) for election to the position of senior research associate 4 papers of category A;

iii.) for election to the position of scientific advisor and scientific advisor with tenure 6 papers of category A.

(2) If the applicant is an employee of the Institute, he is obliged to attach a Certificate of indexation and citation of works, journal impact factors and h-index, and in other cases the said Certificate will be obtained by the Expert Committee.

(3) The certificate on indexation and citation of papers, journal impact factors and h-index from Paragraph 2 of this Article is issued by the Centre for Scientific Information of the Institute.

**Evaluation of the fulfilment of the selection criteria**

**Article 20**

The Expert Committee evaluates the fulfilment of the requirements for the election of applicants for a scientific position based on the documentation submitted with the applicant's application, recommendations of distinguished foreign scientists, the held inaugural lecture and, if necessary, an interview for the position.

**III. ADDITIONAL CONDITIONS OF WORK OBLIGATIONS FOR RE-ELECTION TO SCIENTIFIC POSITIONS**

**Additional conditions for re-election**

**Article 21**

An applicant for re-election to the scientific position of research associate, senior research associate or scientific advisor must meet the conditions prescribed by the Decision on the minimum conditions of work obligations for re-election to scientific, scientific-teaching, art-teaching, teaching and professional positions and on the form of the report of the Expert Committee on the work of employees in the re-election process of the National Council for Science, Higher Education and Technological Development (Official Gazette No. 24/21) and this Ordinance.

*The Article was amended by Ordinance on III. amendments to the Ordinance on additional conditions for election to scientific positions from 3 June 2022, Article 1.*

**Field: Natural Sciences**

**Article 21a**

1. For re-election to the scientific position of research associate, the candidate must fulfil the following conditions:
* the applicant must have a total of at least 14 scientific papers, of which at least 3 must have been published after the previous election or re-election
* the applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of senior research associate, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 24 scientific papers, of which at least 5 must have been published after the previous election or re-election
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election
* applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of scientific advisor, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 33 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* of the above 3 papers that must be published after the previous election or re-election, at least 2 must have been published in journals with an impact factor above the median of the area in which the journal is classified,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.

**Field: Biomedicine and healthcare**

**Article 21b**

1. For re-election to the scientific position of research associate, the candidate must fulfil the following conditions:
* the applicant must have a total of at least 12 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* the applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of senior research associate, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 23 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of scientific advisor, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 33 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.

**Article 21c**

(1) The provisions of Article 6, Paragraph 3 of this Ordinance shall be applied appropriately when evaluating the conditions for re-election in the scientific fields of "Natural Sciences" and "Biomedicine and Health".

(2) When assessing the conditions for re-election in the scientific fields of "Natural Sciences" and "Biomedicine and Health", the number of scientific papers required for election to a certain scientific position can be reduced by a maximum of one- third by multiplying individual exceptionally high-quality papers by the quality factor whereby the quantitative criteria from Articles 21a and 21b of this Ordinance are applied to the thus obtained total sum of papers.

**Field: Technical sciences**

**Article 21d**

1. For re-election to the scientific position of research associate, the candidate must fulfil the following conditions:
* the applicant must have a total of at least 13 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* of the listed 13 papers, at least 4 works must be papers of category A, at least 5 works must be papers of category B, and the other papers can be papers of category C,
* out of the 4 papers of the A category, at least 1 paper must be published in a foreign journal,
* applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of senior research associate, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 22 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* of the listed 22 papers, at least 6 papers must be works of category A, at least 7 papers must be papers of category B, and the other papers can be papers of category C,
* of the above 6 papers of category A, at least 1 paper must be published in a foreign journal,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of scientific advisor, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 27 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* of the listed 27 papers, at least 9 works must be papers of category A, at least 8 papers must be papers of category B, and the other papers can be papers of category C,
* of the 3 papers that must be published after the previous election or re-election, at least one paper must be published in a journal with an impact factor above the median of the area in which the journal is classified,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* the applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. Upon re-election to a position in the scientific field of "Technical Sciences", the provisions of Article 6, Paragraph 5 of this Ordinance shall be applied appropriately.

**Field: Biotechnical Sciences**

**Article 21e**

1. For re-election to the scientific position of research associate, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 12 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* the applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance
1. For re-election to the scientific position of senior research associate, the applicant must fulfil the following conditions:
* the applicant must have a total of at least 23 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* the applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.
1. For re-election to the scientific position of scientific advisor, the applicant has to fulfil the following conditions:
* the applicant must have a total of at least 33 scientific papers, of which at least 3 must have been published after the previous election or re-election,
* the applicant must be the lead author or one of the lead authors of at least one paper published after the previous election or re-election,
* the applicant is obliged to hold an inaugural lecture under Article 13 of this Ordinance.

**Article 21f**

One of the scientific papers required for re-election to a particular position, in all scientific fields, can be replaced by a recognized patent for an invention.

*The Articles 21a to 21f were added by the Ordinance on III. amendments to the Ordinance on additional conditions for election to scientific positions from 3 June 2022, Article 2.*

**Documentation to be attached to the proposal for starting the re-election procedure**

**Article 22**

Along with the proposal for re-election to a scientific position, the applicant should attach the following documentation:

* curriculum vitae with personal data of the applicant (name and surname, date and place of birth, professional or academic title);
* data on the applicant's workplace and the date of the last election or re-election to the position;
* prescribed criteria for re-election to the position with an indication of the criteria that the candidate for re-election fulfils;
* summary of scientific activity after the last election or re-election;
* data on meeting the conditions for re-election to a scientific position prescribed by this Ordinance, including data on the indexing and citation of papers and journal impact factors;
* data on compliance with the criteria for re-election to a scientific position prescribed by this Ordinance, including data on the indexing and citation of papers and journal impact factors;
* list of scientific papers published after the previous election or re-election;
* information about the lead authorship and contacts of the representative of the collaboration or the lead author (in the case when it is necessary to determine the contribution of the participant in the creation of the paper.)

*The Article was amended by Ordinance on III. amendments to the Ordinance on additional conditions for election to scientific positions from 3 June 2022, Article 3.*

**Report of the Expert Committee in the selection process**

**Article 2a**

(1) The report of the Expert Committee in the procedure of re-election to the post of scientist must contain:

a) information about the members of the Expert Committee,

b) data on the Scientific Council's decision to initiate the re-election procedure,

c) personal data about the applicant who is in the process of re-election (name and surname, date and place of birth, professional or academic title),

d) data on the position of the candidate who is in the process of re-election and the date of the last election or re-election to the position,

e) the prescribed criteria for re-7election with an indication of the criteria fulfilled by the applicant,

f) analysis of the criteria that the candidate for re-election fulfils, including the evaluation of the results of the scientific work,

g) assessment of whether the applicant meets the criteria for re-election to the position of scientist,

h) opinion and proposal of the Expert Committee.

(2) The report of the Expert Committee from Paragraph 1 of this Article is also prepared in digital form.

*The Article was added by Ordinance on III. amendments to the Ordinance on additional conditions for election to scientific positions from June 3 2022, Article 4.*

**Evaluation of meeting the conditions for re-election**

**Article 23**

The Expert Committee evaluates the fulfilment of the conditions of work obligations for the re-election of applicants to a scientific position based on the documentation submitted with the proposal for re-election and the held entrance lecture.

IV. TRANSITIONAL AND FINAL PROVISIONS

**Previous categorization of papers**

**Article 24**

All papers of a certain applicant that were categorized according to the regulations that determined the selection criteria before the entry into force of this Ordinance, retain the categorization they received according to those regulations.

**Entry into force and application of the Ordinance**

**Article 25**

(1) This Ordinance shall enter into force on the eighth day from the date of its publication on the Institute's bulletin board.

(2) On the date of entry into force of this Ordinance, the Ordinance on additional conditions for elections to scientific positions from November 2015 ceases to be valid.

(3) This Ordinance will begin to apply to elections for scientific positions 15 months after the date of its entry into force, and until then additional conditions prescribed by the Ordinance on additional conditions for elections to scientific positions from November 2015 shall apply.

The Ordinance on Amendments to the Ordinance on additional conditions for election to scientific positions from 6 October 2020, number: 010-4784/8-2018 - entered into force on 23 October 2020.

**Article 2**

(1) This Ordinance shall enter into force on the eighth day from the date of its publication on the Institute's bulletin board.

(2) In addition to being published on the bulletin board, this Ordinance will be made publicly available by publication on the Ruđer Bošković Institute's website.

The Ordinance on II. Amendments to the Ordinance on additional conditions for election to scientific positions from 21 December 2021, number: 010-4784/14-2018. - entered into force on 30 December 2021.

**Article 8**

1. This Ordinance shall enter into force on the eighth day from the date of its publication on the Institute's bulletin board.
2. In addition to being published on the bulletin board, this Ordinance will be made publicly available by publication on the Ruđer Bošković Institute's website.

The Ordinance on III. Amendments to the Ordinance on additional conditions for election to scientific positions from 3 June 2022, number: 010-3142/4-2022 - entered into force on 14 June 2022.

**Article 5**

(1) This Ordinance shall enter into force on the eighth day from the date of its publication on the Institute's bulletin board.

(2) In addition to being published on the bulletin board, this Ordinance will be made publicly available by publication on the Ruđer Bošković Institute's website.