

Pursuant to Article 26 of the Statute of the Faculty of Law of the University of Rijeka, the Faculty Council has at its 175th meeting on 14 February 2018 issued the following

DECISION

on research stays at the Faculty of Law of the University of Rijeka

Scope of application

Article 1

This Decision regulates the requirements, criteria and procedure for granting research stays at the Faculty of Law of the University of Rijeka (hereinafter: Faculty), as well as the rights and obligations of visiting researchers who have been accepted to stay at the Faculty.

Type, duration and place of research stay

Article 2

- (1) The Faculty organizes the research stay and doctoral research stay for visiting researchers.
- (2) A research stay lasts between two weeks and one year. Research stays are carried out in the Faculty building or at another location as stipulated by means of the agreement under Art. 10 of this Decision.

Eligibility requirements

Article 3

Eligible for a research stay is a Croatian or foreign researcher who has earned a PhD in law or in another scientific field of social sciences and humanities, and who plans to conduct legal research or research closely related to the law during the stay.

Eligible for a doctoral research stay is a Croatian or foreign researcher who is enrolled in a PhD study programme in law or in another scientific field of social sciences and humanities; who plans to conduct legal research or research closely related to the law during the stay, and who has obtained a written consent of a member of the Faculty academic staff holding a scientific-teaching title, obliging himself or herself to supervise applicant's research during the research stay.

Application and supporting documents

Article 4

- (1) Application for a research stay must include:
 1. basic personal data of the applicant (full name, address and contact data),
 2. data on employment (name and address of institution, position),
 3. date of commencement and end of the planned research,

4. expression of interest in need for accommodation at the Faculty, and
5. data on research (topic, purpose and objectives of research, indication and a brief argumentation of the hypothesis and scientific methods, expected scientific contribution of the research and application of research results, indication of the pertaining scientific field and discipline).

(2) Application must be supported by:

1. comprehensive resume of the applicant, explicitly indicating scientific accomplishments (published papers, presentations at conferences, participations in research projects, prizes, acknowledgements etc.),
2. for research stay, a recommendation from at least one academic staff member outside the applicant's institution,
3. for doctoral research stay, a recommendation from the PhD supervisor.

(3) Application for a research stay is submitted at least three months prior to the planned commencement of the research stay, either in Croatian or English.

Pre-examining the application

Article 5

(1) The Faculty Secretary pre-examines whether the application is complete.

(2) Complete applications are submitted to the Committee defined under Art. 8 of the Decision.

(3) Incomplete applications will be returned to be supplemented by the applicant. Taking account of the circumstances of a case, the Faculty Secretary sets the time limit no shorter than 15 days for supplementing the application. If the applicant fails to supplement the application within the set time, the application will be dismissed.

Committee on Research Stay

Article 6

(1) The Committee on Research Stay (hereinafter: the Committee) is made up of five members. Three members are appointed by the Faculty Council from the Faculty academic staff, whereas one member is appointed among eminent legal experts for a 4-year mandate. Faculty Vice Dean for Science is also a member of the Committee by virtue of its function.

(2) Faculty Vice Dean for Science convenes and presides over the Committee sessions.

(3) The Committee decides by a majority of votes, provided at least three Committee members are present at a session.

Criteria for granting research stay

Article 7

(1) The Committee decides on granting a research stay in keeping with the Faculty's available capacities, thereby evaluating the following in particular:

1. application quality, in particular currency of topic, objectives and viability of hypotheses of the proposed research,
2. quality of applicant's earlier scientific contributions,
3. applicant's international scientific reputation and
4. relatedness to topics of research ascertained by the Faculty Scientific Research Strategy.

(2) The Committee must reach the decision under paragraph 1 of this Article within 30 days from the receipt of a duly filled application. The latter decision does not have to include the reasoning.

(3) The decision under paragraph 1 of this Article is delivered to the applicant and the content of the decision announced on the Faculty web page.

Agreement on Research Stay

Article 8

(1) If the Committee grants a research stay, the applicant in the capacity of visiting researcher, and the Faculty enter into an Agreement on Research Stay (hereinafter: Agreement) stipulating their mutual rights and obligations.

(2) If a signed Agreement is not submitted to the Faculty by the visiting researcher at least 30 days prior to the commencement of the research stay at the Faculty, the decision under Article 7 of this Decision ceases to be valid.

Rights and obligations of visiting researchers

Article 9

(1) The Agreement stipulates the following rights of visiting researchers:

- right to access and use the Faculty Library resources, including books, digital data bases and copy equipment (first 200 A4 copies free of charge; additional copies are charged at the Faculty student price),
- right to a designated study space in the Faculty reading room or in other rooms of the Faculty,
- right to access computer room and use Faculty computers under the same conditions as Faculty students,
- right to participate in all conferences and other events organised by the Faculty without paying conference or participation fees,
- right to attend classes with prior notification and agreement with the academic staff member responsible for the course.

(2) The Agreement stipulates the following obligations of visiting researchers:

- obligation to conduct research and stay at the Faculty,
- obligation to hold at least one public lecture on the approved research topic at the Faculty (e.g. in the framework of Rijeka Lectures in Comparative Law),

- obligation to indicate the status of visiting researcher at the Faculty in research and professional activities relating to the approved research (e.g. presentations at conferences during the research stay and in papers resulting from this research),
- obligation to comply with all legal rules to which Faculty employees are subject, including the Statute of the Faculty of Law of the University of Rijeka and Code of Ethics.

(3) Unless stipulated otherwise by virtue of the decision under Article 7 of this Decision, the Agreement stipulates that the visiting researcher status does not include:

- right to any pecuniary compensations or exemptions from any payments, except as indicated under paragraph 1 of this Article,
- right to provide food, accommodation or travel arrangement to the Faculty,
- right to reimbursement of costs for food, accommodation or travel,
- right to enrol into any study programme or training at the Faculty,
- right to participate in the work of the Faculty bodies.

Final report

Article 10

(1) After having completed his or her stay, visiting researcher submits a written final report on the conducted research at the Faculty. The report must indicate that all obligations under Article 7 and agreement under Article 8 of this Decision have been met.

(2) The Committee accepts or rejects the final report based on evaluating the results indicated in the final report against the approved application, as well as examining if an obligation has been breached.

(3) Visiting researchers whose final report under paragraph 1 of this Article has been accepted, are entitled to a certificate acknowledging the completion of research stay at the Faculty.

Entry into force

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This Decision shall enter into force on the eight day from its publication on the Faculty announcement board.