

GAP Analysis (Charter and Code Checklist)

Case number: 2021BG716882

Name Organisation under review: Medical University - Sofia

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GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organization's GAP analysis below. If your organization currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment. European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview

- **Status:** to what extent does this organisation meet the following principles?
- **Implementation (++, +/-, -/+, --) :**
 - ++ fully implemented
 - +/- almost but not fully implemented
 - -/+ partially implemented
 - -- insufficiently implemented
- **GAP :** In case of --, -/+, or +/-, please **indicate the actual "gap"** between the principle and the current practice in your organisation.
- **Implementation impediments :** If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals :** If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status		
Ethical and Professional Aspects		
1. Research freedom		
Implementation	GAP / Implementation impediments	
+/- almost but not fully implemented	<p>Relevant legislation: National: 1. Law on Vocational Education and Training (Promulgation - SG No. 68 of 30.07.1999, amended by SG No. 21 of 13 March 2020) (act. 13.06.2020) https://www.mon.bg/bg/57 2. LAW ON HIGHER EDUCATION, No. 56 of July 19, 2022, file:///C:/Users/MKasnakova/Downloads/zkn_VO_izm0722_19072022.pdf Institutional of the Research Ethics Committee at Medical University - Sofia (KENIMUS) 2. KENIMUS Regulations 3. Necessary documents for expert evaluation on ethical aspects in medical research 4. Application form for consideration and formation of an expert assessment in medical scientific research with the participation of people 5. Data subject consent form for Consent & Data Protection</p>	
2. Ethical principles		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	<p>On the practical basis, MUS's ethical principles should support both teaching and studies. The University's ethical principles are not intended to be regulations or rules - they aim to provide tools for members of the entire University community to help them tackle ethical issues.</p>	<p>Qualitative collection of information from documents used to collect primary data: (1) research involving human subjects SOP for consideration and formation of ethical human subjects CARD for Ethical Peer Review of Medical Scientific Research with genetic research (2) formation of ethical expert evaluation of medical scientific research with genetic research</p>
3. Professional responsibility		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		

Status		
4. Professional attitude		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
5. Contractual and legal obligations		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The problem is related to researchers who are also Knowledge and Technology Transfer Practitioners	The university should create a set of Practical Guides (produced in electronic form to increase effectiveness)
6. Accountability		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	The researchers' reports received (up to 10 days after a business trip abroad and up to 14 days after completion of a specific assigned task) must be collected in a database, and the information must be available electronically from any point and allow reports to be generated based on set indicators	It should be open a procedure for the purchase of the Records Management System (EVENT) to process easily processed primary data
7. Good practice in research		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	The MUS conducts its research process in accordance with the framework for good research conduct to all research disciplines for all research stakeholders. Some best practices concerning the principle Honesty are not very well documented: -	Rigor in line with prevailing disciplinary norms at Council level; in performing research and

Status		
	<p>presentation of research goals, intentions and findings - some researchers do not have an administrative secretary to publicize their achievements online and they are not visible, although scientists 100% accept the need to promote and share; - in reporting on research methods and procedures, as well as in gathering data: there is no developed methodology at any level how, what and where to collect, store and manipulate as information, therefore there is complete fragmentation of individual efforts; - in using and acknowledging the work of others researchers: there is a new plagiarism system, but it is allocated to the Medical Library and is not available in the Rectorate;</p>	<p>agreed protocol where appropriate; in drawing into research; and in communicating the results.</p>
8. Dissemination, exploitation of results		
Implementation	GAP / Implementation impediments	Initiatives undertaken
-- insufficiently implemented	<p>The results achieved must be at the level of a structural unit/department/deanship/working research group and not remain at the level of a single researcher. It is especially difficult when there are several competing factions, where transparency and open communication in declaring conflicts of interest is necessary; in the reporting of research data collection methods; in the analysis and interpretation of data; in making research findings widely available, which includes sharing negative results as appropriate; and in presenting the work to other researchers and to the general public.</p>	<p>Centralized collection of all projects and the achieved results</p>
9. Public engagement		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	<p>It was identified that the responsible units in MUS for public engagement with research didn't use a wide variety of interactions: from developing research with community groups, generating discussions and holding workshops in the faculties or collaborative projects with some target groups. It has to be developed a new administrative unit for public engagement with the research team at MUS that to offer training and one-to-one consultations.</p>	<p>With the International Meeting of Directors, Deans and Vice Rectors of the Sofia Medical University - Sofia to engage the general public began on the 55-year history of the Association of Schools of Public Health in Sofia. This scale is being held in Eastern Europe. The guests at the meeting were the Mayor of Sofia Municipality, Mrs. Yordanka Fandakova, and the Mayor of the Municipality of St. Ivan Rilski. The meeting with the local and national authorities is in the direction of work for the public health and improving the quality of life of the population. The purpose of the association is to promote active participation of the members - over 120 organizations and institutions from around the country. The training of public health professionals, both in practice and in research, is available at sofia.bg/sofia-stolia-obshtestveno-zdrave/</p>

Status		
10. Non discrimination		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
11. Evaluation/ appraisal systems		
Implementation	GAP / Implementation impediments	Initiatives
-- insufficiently implemented	The identified problems includes: poor functionality, high occupancy, and low real-time performance of the currently designed performance appraisal management system for Rectorate/Deans/Units' administrators and administrative staff, which are responsible to support the reserchers.	Employee Performan
<p>Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization of these principles.</p>		
12. Recruitment		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	MUS doesn't have any recruitment guidance for recruiting of researchers as principal investigators, except when the researcher is named on a grant.	Rectorate will be responsible to create of a Timetable of the key steps in a sound selection and recruitment p website. In this web section will be describe the follows conditios: - providing appropriate job titles - consideri how these will help us to assess each applicant's potential for the role, and which selection criteria we will us procedures to advertise the positions through the Recruitment Administration System. Responsible people w conduct interviews and complete any other selection tests;
13. Recruitment (Code)		

Status		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	There is no developed Workforce Policy in which there are the following divisions: HR Intranet (HR Staff Only) Childcare Office HR Systems (Jobs.bg, Web Recruitment and Euraxess) Job Opportunities Payroll (Finance Division) Pay slips & Employee Self Service Temporary Employment Service Visas & Immigration	The creation of such a comprehensive university workforce following audience: Deans and general directors of the 6 faculties Secretaries of the Faculties Departmental Administrators Vice
14. Selection (Code)		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	The HR department has to provide guidance to the head of units in making workforce planning and engagement decisions. MUS's commitment to engaging all members of its workforce in a fair and transparent way, and to providing job security and stability, whilst balancing the ongoing requirement for flexibility in resourcing.	The proces of selection has to be according to the the contracts, worker agreements and contracts for service Contract and new Key Principles for Workers; a new D
15. Transparency (Code)		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	a need for additional flexibility	The review process will be undertaken on a phased basis during the academic year 2032/2024.
16. Judging merit (Code)		

Status		
Implementation	GAP / Implementation impediments	Initiatives
-/+ partially implemented	- finding out the persons which share the mission and values of the University (especially 'freedom of academic thought and expression' and 'freedom from discrimination'); - selecting the candidates which are ready to foster excellence in all areas of teaching, research and administration. - procedures that set high expectations, whilst providing a stimulating and inclusive environment for its people	MUS will c will provid Policy
17. Variations in the chronological order of CVs (Code)		
Implementation	GAP / Implementation impediments	Initiatives under
-- insufficiently implemented	so far only the method of the first to submit the complete set of documents has been used	
18. Recognition of mobility experience (Code)		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
19. Recognition of qualifications (Code)		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
20. Seniority (Code)		

Status		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
21. Postdoctoral appointments (Code)		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
Working Conditions and Social Security		
22. Recognition of the profession		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
23. Research environment		

Status		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Research environment has to be improved concerning the whole process of recruitment, talent management, reward and thriving and inclusive community.	The HR department will carry on to support the achievement of excellence in research via the recruitment, development activities throughout the full life-cycle of employment, the Division offers a wide range of support for staff who are the University's greatest asset.
24. Working conditions		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
25. Stability and permanence of employment		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
26. Funding and salaries		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	The MUS doesn't offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.	The process of recognising outstanding contribution to international academic excellence.

Status		
27. Gender balance		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
28. Career development		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	The current University employees don't have many options do develop themselves.	It has to be created a office of Support Services at the Rectorate and to be form
29. Value of mobility		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		
30. Access to career advice		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	There is no dialogue at all about the need to create services such as: Find training and learning; LinkedIn learning, Inclusive leadership programs; Inclusive leadership progra Leadership development and Mentoring; Apprenticeships website	

Status		
31. Intellectual Property Rights		
Implementation	GAP / Implementation impediments	
+/- almost but not fully implemented	<p>Research activity is evaluated on the basis of: 1. Actual publications (self-published or co-authored): a) original articles in scientific journals at home or abroad and in cases where in the quantitative criteria the required number of publications in impact journals factor; b) publications in peer-reviewed scientific journals or collections of scientific reports with full text, with bibliography (bibliography) and summary in English; c) monographs or independent books (peer-reviewed): - are considered by the jury members as one scientific publication when individual chapters have an independent bibliography (bibliography) they are counted as separate publications. - contain data from own scientific studies; - it is taken into account whether they are independent or collective work with an assessment of the personal contribution of the candidate. d) textbooks and manuals (reviewed as one publication); 2. Scientific reviews: - are counted as a publication if they contain own studies or systematic summaries of the candidate or the collective in which he works; - contain a summary and the candidate's personal position on the problem; - the complete bibliography (bibliography) is published, which contains at least 20 titles; - it was published in a refereed scientific journal at home or abroad; - scientific reviews are allowed to form up to 10% of the total publication candidate activity. 3. Letters to the editor, short communications, case reports - they are reviewed, if they contain presented results of own research; 4. Certificates of patents, inventions and implementations - are reported as independent publications; 5. A list of all citations in Bulgarian and English in scientific publications is presented sources.</p>	
32. Co-authorship		
Implementation	GAP / Implementation impediments	Initiatives undertaken
++ fully implemented	https://mu-sofia.bg/wp-content/uploads/2019/07/politika_is-mu-sofia_08-08-2016.pdf	
33. Teaching		
Implementation	GAP / Implementation impediments	Initiatives undertaken
++ fully implemented	https://mu-sofia.bg/wp-content/uploads/2019/07/politika_is-mu-sofia_08-08-2016.pdf	
34. Complains/ appeals		

Status		
Implementation	GAP / Implementation impediments	Initiatives u
-- insufficiently implemented	All complaints occur in the context of the MU-Sofia Regulations, which govern the registration, protection, the use and transfer of rights to objects of intellectual/industrial property and patents/utility models owned by and/or created within the University, in the performance of obligations arising from employment or other legal relationships, as well as the order for the protection and use of objects of intellectual property and industrial property to which rights have been acquired in another way.	It should be online conta recommend
35. Participation in decision-making bodies		
Implementation	GAP / Implementation impediments	I
-/+ partially implemented	Administrative and management structures within MUSofia are the rector and the rectorate, the deans and faculties, the heads of departments and the departments, the directors of the branch and the college and the branch and the college. (2) Research activities at the University are administered by the Faculties and Departments. The faculty conducts research activities in the field of science for which it is accredited. The departments carry out research activities in one or a group of related disciplines. The scientific developments of the University are created in them. (3) The units involved in the development and implementation of intellectual property carry out this activity in cooperation and coordination with all administrative and management structures of the University.	T p t
Training and Development		
36. Relation with supervisors		
Implementation	GAP / Implementation impediments	Initiatives i
+/- almost but not fully implemented	The relationship between the Human Resources Department, the decision-making academic staff and the supervisors of the research projects must be in the direction of actual application of the requirements and control over their compliance, as well as control of the quality of scientific research. The supervisors of the working research teams in the MIA exercise control over the open and unfinished procedures for the acquisition of a scientific degree, as well as for the occupation of academic positions. The control is carried out through checks on own initiative or at the signal of an interested person, covering: 1. violations in the conducted procedures; 2. conflict of interests in the formation of the composition of the scientific juries; 3. presence of plagiarism in dissertations and	MUS should elaboration researchers

Status		
publications submitted for assessment; 4. unreliability of the presented scientific data. The inspection is carried out by a commission, which must include a legally qualified lawyer and an expert responsible for the activity of the relevant research working group.		
37. Supervision and managerial duties		
Implementation	GAP / Implementation impediments	Initiatives und
-/+ partially implemented	At the MUS, each student is supervised by a team of at least two supervisors; a Principal (or "Lead") Supervisor, and either a Co-Supervisor or Assistant Supervisor, who are appointed by the University.	MUS has to dev Research Stud
38. Continuing Professional Development		
Implementation	GAP / Implementation impediments	Ini
-/+ partially implemented	Citizens of EU and EEA countries as well as citizens of Switzerland are admitted for post-graduate education according the rules of the Bulgarian citizens when their professional qualification is acknowledged in regards to the Law of recognition of professional qualifications. The same conditions are valid for foreign citizens of Bulgarian origin, long-lasting or resident in R Bulgaria citizens when they have migrant, humanitarian or right of asylum status and successfully passed Bulgarian language and professional terminology check-up. The education and training for awarding the educational qualification in clinical specialty of all the above mentioned citizens is conducted on the base of a Contract between three parties: the Medical University – Sofia, the base of practical training and the person who is trained under the following conditions: 1. They know Bulgarian language and professional terminology fluently in cases under art. 186, paragraph 3, p. 1 of the Health Law. 2. They possess recognized medical professional qualification. 3. Pay a tuition fee to the base of practical training fixed by the healthcare institution.	Th sh int
39. Access to research training and continuous development		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented		

Status		
40. Supervision		
Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully implemented	The Control Council /SC/ of the ICC consists of a chairman, a deputy chairman and members who are qualified persons. They cannot be members of the AU. The SC has the following powers and duties: 1. Checks the legality of the elections of governing bodies of MU-Sofia and its main units within one month of their holding and reports to the AC on the results of the check 2. Prepares an opinion on the draft budget of MU-Sofia and on its implementation and reports it to the AC and OS of MU-Sofia 3. Participates in inspections of cases of disciplinary dismissal 4. Reports on its activities to the MU-Sofia OS at least once a year https://mu-sofia.bg/za-universiteta/upravlenie/kontrolen-syvet/	It is necessary in the agenda of the General A MU-Sofia, with 400 members and including re doctoral students, students and administrative implementation and monitoring of the entire O process.