



UNIVERSITY OF ZAGREB

Faculty of Electrical
Engineering and
Computing

Internal Gender Equality Assessment

University of Zagreb

Faculty of Electrical Engineering and Computing



This research has been carried out by UZG - FER in the context of CALIPER project through the funded European Union's Horizon 2020 Research and Innovation under Grant Agreement No 873134.

Executive Summary

In the context of the Horizon 2020 project, [CALIPER](#), the Faculty of Electrical Engineering and Computing (FER) of the University of Zagreb (UZG) has conducted an analysis to identify gender bias and inequalities inside the Institution.

This internal assessment followed the **three ERA priorities on Gender Equality** and examined them in the context of **specific activity/service areas** (e.g., human resources, institutional governance, institutional communication, research, teaching, student services, transfer to market, sexual harassment, intersectionality) inside UZG - FER.

The assessment depicts the situation based on data collected from the previous three years (2017-2018, 2018-2019, 2018-2020). UZG - FER has carried out the research activities (surveys, interviews, focus groups, desk research), involving different stakeholders (high-, and middle-management level, professors, researchers, etc.), and collected their qualitative and quantitative data.

These findings may lay the grounds for the design of the ECE – NTUA's Gender Equality Plan and its implementation and exploitation by the Institution as envisioned by the [CALIPER](#) project.



Introduction

Purpose & Scope

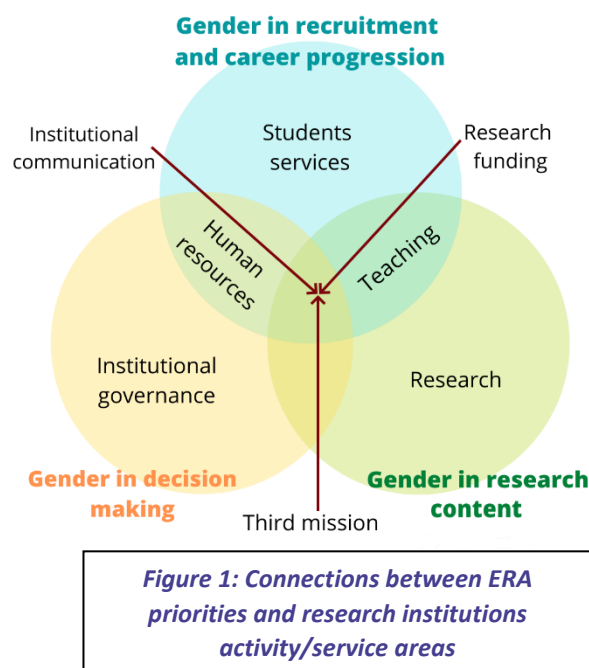
The internal assessment has been implemented by UZG - FER as the first step towards structural changes. The core goal has been to identify the existing gender bias and inequalities in internal processes, practices and procedures. The further analysis has concluded on the exact situation of the organisation and on the measurement units useful to compare and monitor the progress.

The internal assessment analysis has involved all the ERA priorities on Gender Equality¹:

1. Removing barriers to the recruitment, retention and career progression of female researchers.
2. Addressing gender imbalances in decision-making processes.
3. Integrating the gender dimension in research and innovation content.

The above priorities have been addressed through the analysis of the following research institutions activity/service areas:

1. Human resources
2. Institutional governance
3. Institutional communication
4. Research
5. Student service
6. Teaching
7. Transfer to market
8. Gender/sexual harassment
9. Intersectionality



The matrix on the right represents how the 3 ERA priorities on gender equality in research touch upon the different activity- service areas/functions of UZG - FER.

¹ Communication of the European Commission of the 17.07.2017

University of Zagreb - Faculty of Electrical Engineering and Computing (Research Performing Organisation)

The Faculty of Electrical Engineering and Computing of University of Zagreb (UZG - FER) is comprised of 12 departments and administrative and support services, and it is governed by the Dean and the Faculty Council, which consist of more than 230 members - employees from the ranks of professors and associates and students. The Council meets once a month.

Faculty Management comprises Dean and three Vice Deans (for research, education and business), elected by the Faculty Council for a two-year term. Relevant permanent committees of the Faculty Council are the following: Undergraduate and Graduate Studies Committee, Doctoral Studies Committee, Committee for Academic Elections, Research and Innovation Committee, Lifelong Learning Committee, Quality Management Committee, Student Disciplinary Committee, Ethics Committee.

Around 100 Faculty employees, working in administrative and support services, take care of everyday functioning of the Faculty: General Secretary's Office, Office for General Affairs, Office for Human Resources, Office for Public Relations, Office for Student Administration, Career Centre for Students and Faculty Centre to Support Research.

The data validation

The internal assessment of the University of Zagreb – Faculty of Electrical Engineering and Computing (UZG - FER) that follows, stems from qualitative and quantitative data. The data has been collected by the institution researchers, through desk research and policy analysis, interviews, surveys and focus groups.

The data collection process

Some minor adaptations to the initial internal and external assessment methodology were done at UZG - FER due to the covid-19 pandemic.

The assessment started in mid-March 2020, and within few days the lockdown due to the pandemic of covid-19 started in Croatia. For this reason, the focus groups were only organised on June 2020. In mid-June 2020, the mapping of the stakeholders in national and regional ecosystem was conducted without the initial focus group. The National training on gender in research, which was held online at UZG - FER on March 21-22 2020, as a substitute for the focus group, was used to obtain information on stakeholders from the participants of the training. A list of representative partners of UZG - FER was obtained, and the support for CALIPER from stakeholders such as schools, faculties, companies and non-government organisations was ensured. After the lockdown finished in June 2020. UZG - FER organized a focus group on external ecosystem additionally in September. The list of all partners of UZG - FER was obtained from the administrative office. National legal and policy frameworks were collected via desk research, thus interviews and focus group on this particular topic were not organised.

There were no limitations to find available data, although the overall data collection process was challenging due to the lockdown.

Source of data

In terms of the **desk research and policy analysis**, it is important to mention that the UZG - FER has already set in place its intervention areas structure. The UZG - FER gathered data from the resources listed in 3.10 References.

The intervention areas are structured at UZG - FER in the following way:



- Human Resources - Office for Human Resources, Committee for Academic Elections and Faculty Management
- Institutional Governance - the Dean and the Faculty Council
- Institutional Communication – Office for Public Relations and Faculty Management
- Research, Research funding, Research Transfer to Market - Faculty Centre to Support Research, Research and Innovation Committee and Faculty Management
- Student services - Office for Student Administration, Career Centre for Students, Advisory Service for Students
- Teaching - Undergraduate and Graduate Studies Committee, Doctoral Studies Committee, Lifelong Learning Committee, Quality Management Committee and Faculty Management
- Sexual Harassment, Intersectionality - Ethics Committee, Confidential Person, Advisory Service for Students, General Secretary's Office

Turning to the **interviews**, 15 were carried out at UZG - FER. Key people were selected for interviews (e.g., directors, head of offices/departments, managers, decision makers). They are employees with responsibilities, directly involved in decision-making process for each target area to capture the vision of the high levels of the hierarchy on gender-equality. Selected people were able to provide specific information on the background and future plans of the organisation in terms of gender-equality in the specific area. For the **focus groups**, three were organised with selected key people belonging to different areas of the institution in order to have a great representation of the different institutional activities/services. People having similar levels of responsibilities were selected in order not to create situations in which some participants might feel inhibited. Those were able to provide specific information on the background and future plans of the organisation in terms of gender-equality in the specific area. Finally, an anonymous survey was spread to the institution involving employees/staff of different offices and positions/levels, researchers, evaluators with a total number of 108 responders and a balanced gender distribution.

Responders gender distribution shows that our sample is balanced during all the data collection processes.

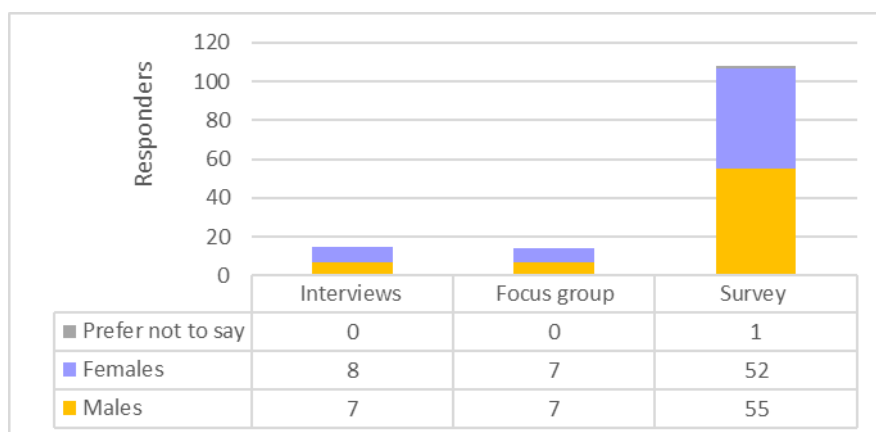


Figure 2. UZG - FER responders gender distribution

About the responders' position in the institution, it is positive that both in interviews and focus groups high and middle level managers participated with a higher participation of middle-level managers.



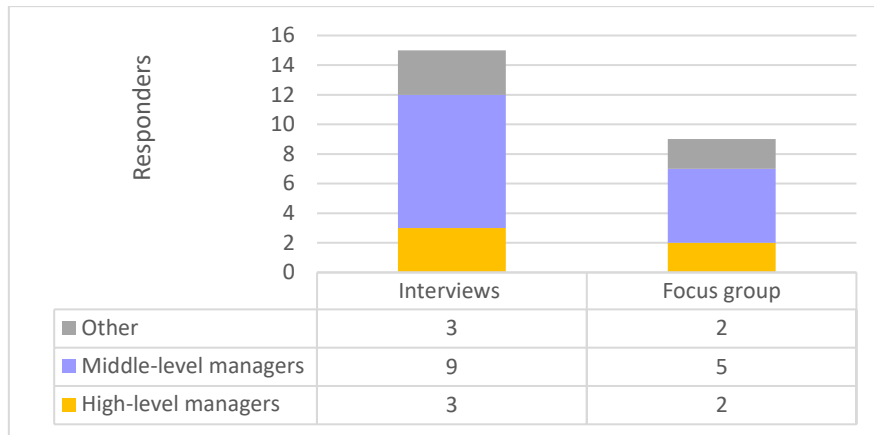


Figure 3. UZG - FER interviews and focus group responders' position in the organisation

The survey distribution of responses is grouped into the different position of the persons involved and it is depicted in the figure below.

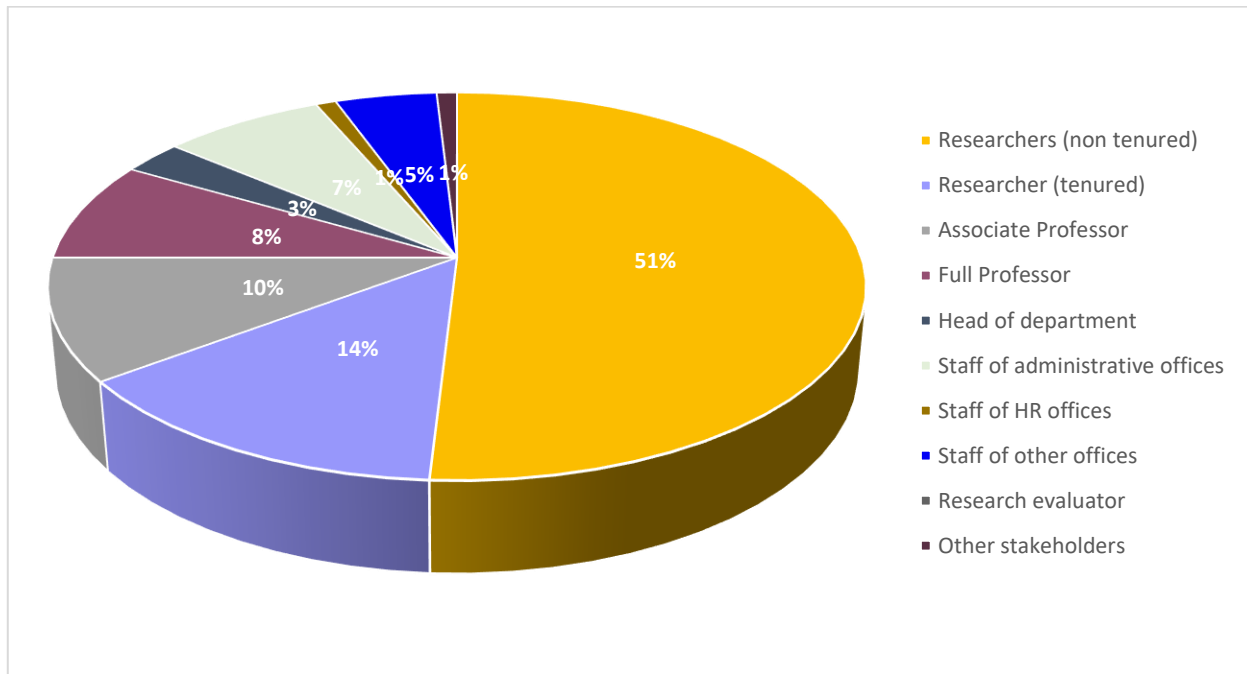


Figure 4. UZG - FER survey responders' position in the organisation

Internal assessment analysis of the activity/service areas

1. Human resources

Through the desk research, UZG - FER has been investigating the existence of **gender sensitive recruitment protocols/policies and policies** to prevent gender bias in recruitment and it was resulted that UZG - FER implements its internal rules of operation based on Internal Labor Regulations of Faculty of Electrical Engineering and Computing [10], Internal Labor Regulations of the University of Zagreb [14], Collective Agreement for Science and Higher Education for Croatia [12] and Labor Act of Croatia [13]. The documents state that direct or indirect discrimination in the field of work and working conditions, including selection criteria and conditions in employment, promotion, in accordance with special laws, is prohibited. Based on the answers given in the survey we can conclude that most of the participants did not feel discriminated



against when applying or being promoted for their last position in the UZG - FER. However, this number decreases when asked about their whole career. We can conclude that the situation concerning discrimination when being hired or promoted significantly improved in recent time, and that most of the participants did not feel discriminated when being admitted to their last position at UZG - FER.

For the **career progression**, the promotion/tenure criteria are transparent and flexible. The criteria are defined by law, and they are the same for all public universities in Croatia. All information can be found on the intranet of the UZG - FER; the procedure is described in detail, and all the forms are available to all the employees. The criteria are flexible when taking into consideration childbirth because this is prescribed by law. Other major life events are not taken into consideration because they are not prescribed by law. The criteria for accessing the following stages of career is fixed to a minimum 5 years for assistant professors, associate professors and full professors, maximum is not prescribed. There are no measures to support career progression of the underrepresented gender at the institutional level. There are no soft quotas, targets or female professorships positions. Each person is responsible for her/his own career progression, and obstacles are the same for everyone, while there are no formal mechanisms to **retain female/male scholars** to fields where they are underrepresented. There are no quotas or grants reserved to women academics.

Regarding the topic of **work-life balance**, all measures prescribed by the law are listed in The Labor Act of Croatia [13]. At UZG - FER all these measures are available to employees. The institution does not implement any additional measures. The information about their rights is available to every employee, via intranet, but also can be provided by administrative services upon request.

Finally, for the **policies on equal pay**, the salaries in public institutions are determined by the law, they are determined by Internal Labor Regulations of the Faculty of Electrical Engineering and Computing [10] and Collective Agreement for Science and Higher Education in Croatia [12]. Therefore, the salary does not depend on the gender, this implies equal pay.

The figures below depict the current situation.





Figure 5. UZG - FER HR current situation (part A)

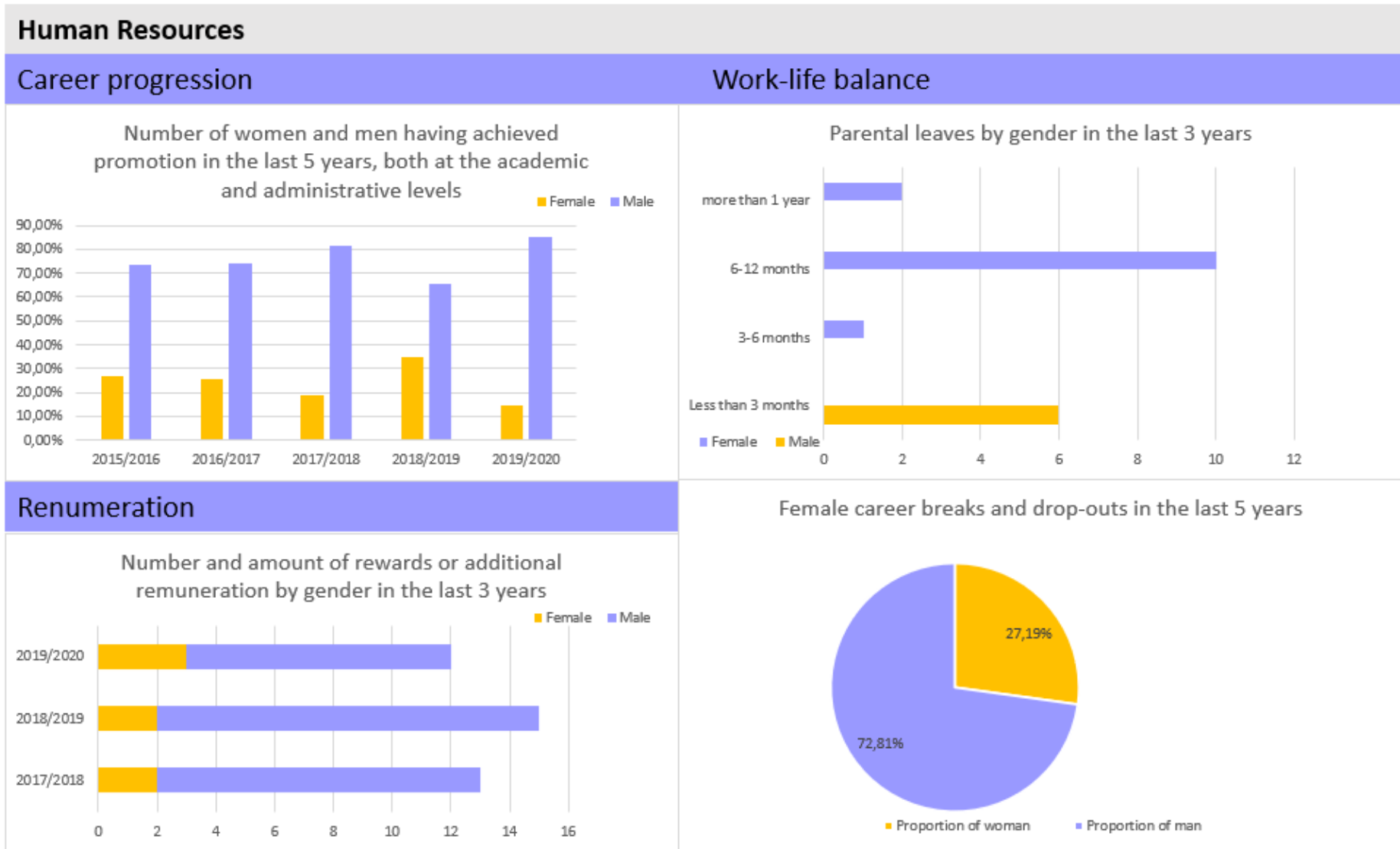


Figure 6. UZG - FER HR current situation (part B)



2. Institutional governance

UZG - FER implements its **internal rules of operation** based on Internal Labor Regulations of Faculty of Electrical Engineering and Computing [10], Internal Labor Regulations of the University of Zagreb [14], Collective Agreement for Science and Higher Education [12] and Labor Act of Croatia [13]. There is not much mention of the gender related topics in these documents except when prohibiting discrimination. The institutional governance of UZG - FER has foundations on the following documents: Internal Labor Regulations of Faculty of Electrical Engineering and Computing, Internal Labor Regulations of the University of Zagreb, as well as related national acts, such as Labor Law and Anti-Discrimination Law. These documents regulate gender equality very well. When it comes to gender-sensitive budgeting, it is not in place while it is not clear what is gender sensitive budgeting. UZG - FER is not required to produce annual reports of any kind. Each 4 years UZG - FER produces a report for Agency for Science and Higher Education of Croatia with the purpose of reaccreditation of the institution. This report contains a section concerning gender balance and this data is also used for the Self-assessment Report. With regards to **gender segregated data**, the institution collects data for all students about their gender when enrolling to studies. For all employees, the institution collects data about their gender when they are being employed.

In relation to the **decision-making bodies** those are the Dean's office and the Faculty Council. The Dean and the Council are advised in the decision-making process by various faculty committees. Women actively participate in the committees, and they can influence decision-making in this way. There are no official strategies/policies to foster gender balance in decision making. However, the institution has a long-term unofficial commitment to inclusion of women in management at all levels. There are no quotas or gender quotas applying to leadership positions, elections to decision making positions/governing bodies. Women are encouraged as much as men. Considering that there are much more eligible male candidates (there are academic requirements prescribed by constitutional documents), it is expected that mostly men occupy these positions. While, the UZG - FER has a long-term commitment to inclusion of women in management at all levels, there are no mentoring or coaching services/activities for leadership positions for women.

When it comes to **gender equality policies/bodies**, a gender equality plan does not exist at UZG - FER. The institution plans to set it up via the CALIPER project. UZG - FER does not have any body whose work is focused on gender equality. There are no human or financial resources for gender equality, there is no intention of setting up body dedicated to gender equality. Decision-making bodies of UZG - FER are available to influence the process of institutional change in order to improve gender equality.

The figures below depict the current situation.

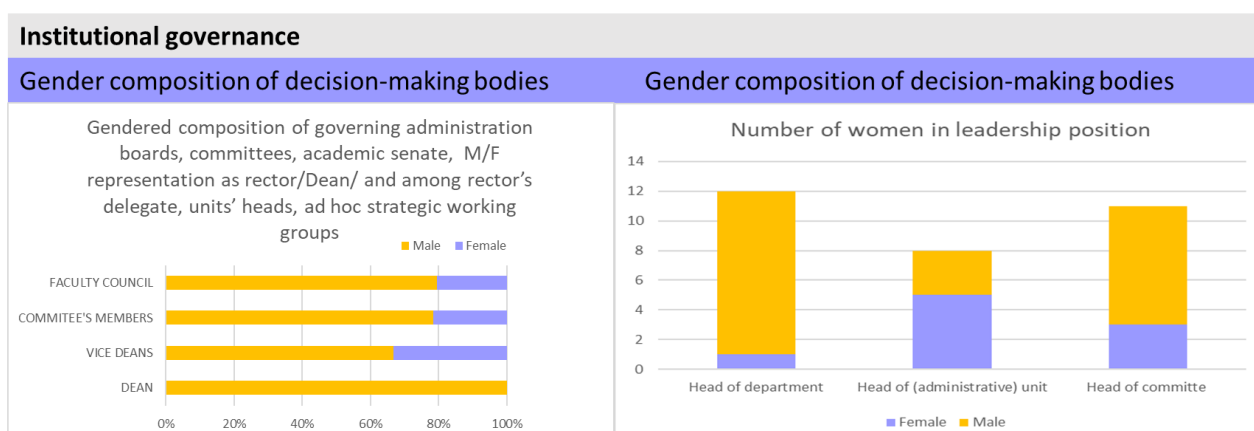


Figure 7. UZG - FER Institutional governance current situation



3. Institutional communication

Via desk research, the institutional website was reviewed to assess the **internal and external institutional communication**. As a result, the front webpage² of UZG - FER contains basic information about the study programs at UZG - FER. The photos that accompany the text also show girls, but it is noticed that they are shown mostly inactively (they talk casually, or they look very worried). On the other hand, male students are mostly shown actively (participating in some experiments or presenting innovations and patents). The ratio of women to men shown is approximately 15 to 85 percent. The communication materials about Life@FER emphasises that an average student of UZG - FER does not comply with urban legends stereotypes: among them there are artists, singers, models, athletes and even politicians. The photos that accompany the text show mostly male students doing sport or performing a leading role at some social event. At UZG - FER there are no gender studies, so they can't be presented in communication materials or in social media. There is an effort to use gender neutral language on website and other internal documents. The Faculty of Electrical Engineering and Computing is perceived in public as a very successful male institution. There is a strong public perception that only men work and study at UZG - FER. Public relations service pays special attention to promote successful women on institutional social media. There is no dedicated webpage for gender equality. UZG - FER promotes women researchers in the media.³

On **social media**, UZG - FER is very actively represented on social networks especially on Facebook⁴. Public relations office publishes daily news related to research and social life at the institution. The fact that the numerical ratio of male and female students is 75:25 is also reflected in the notices related to student achievement. Inspecting the posts on Facebook, we can conclude that enough attention is paid to female students and that their successes are proudly highlighted. The institution has also @fer_unizg Instagram profile⁵. The photos that are published mostly present modern technology and symbols. Concerning scientific achievements of students, mostly male students present them. On Women's Day of 2020, a post dedicated to a prominent young scientist was published on the institution's Instagram profile, and it was pointed out that about 27% of assistant professorships at FER belong to young scientists.

In relation to the **presence of dedicated communication activities promoting women**, Career Center (CKF)⁶ is the organisational unit of UZG - FER, whose main tasks are systematic care of preparing students for a competitive domestic and global labor market after graduation. CKF combines different types of activities that complement the academic curricula regarding career development and works to improve better interaction of academia and economy. CKF educates students how to identify opportunities to achieve desired careers that match their values, interests, traits and skills. CKF pays special attention in attracting and promoting young successful women students.

Furthermore, there are no guidelines/protocols on **gender sensitive nonbiased communication/language** use. Finally, the complaint mechanism in cases of **gender biased/sexist communication** is available and effective. In cases of gender biased/sexist communication, one can submit a complaint to the Ethics Committee of UZG - FER.

² Reference to the following webpages with date of access: [2] UZG - FER (2020, May 25) <https://www.fer.unizg.hr/> [3] UZG - FER (2020, May 27) https://www.fer.unizg.hr/zivot_na_fer-u

³ All the abstracts and links to the stories published in the media can be found in the designated area: UZG - FER (2020, March 25) https://www.fer.unizg.hr/novosti/mediji_o_nama

⁴ [4] UZG - FER (2020, May 10) <https://www.facebook.com/fer.zagreb> [5] UZG - FER (2020, June 16) <https://www.facebook.com/fer.zagreb>

⁵ [6] UZG - FER (2020, June 16) @fer_unizg

⁶ [8] UZG - FER (2020, June 6) <https://karijere.fer.hr/>



4. Research

According to the desk research, which was conducted, there are no funds for specific programs on gender studies since UZG - FER does not cover the field of social sciences as a technical faculty. When it comes to **integrating gender analysis into research**, it is reported that there are no official guidelines on this issue. The institution provides practical support to researchers, without intervening in **research content**. The institution does not have direct influence on defining how research is conducted, it depends on the international scientific community. Research projects are financed by government institutions that determine the research policies, not UZG - FER. If the research includes people then research is conducted with highest ethical principles, which understand equal representation of both genders. The figure below depicts the current situation.

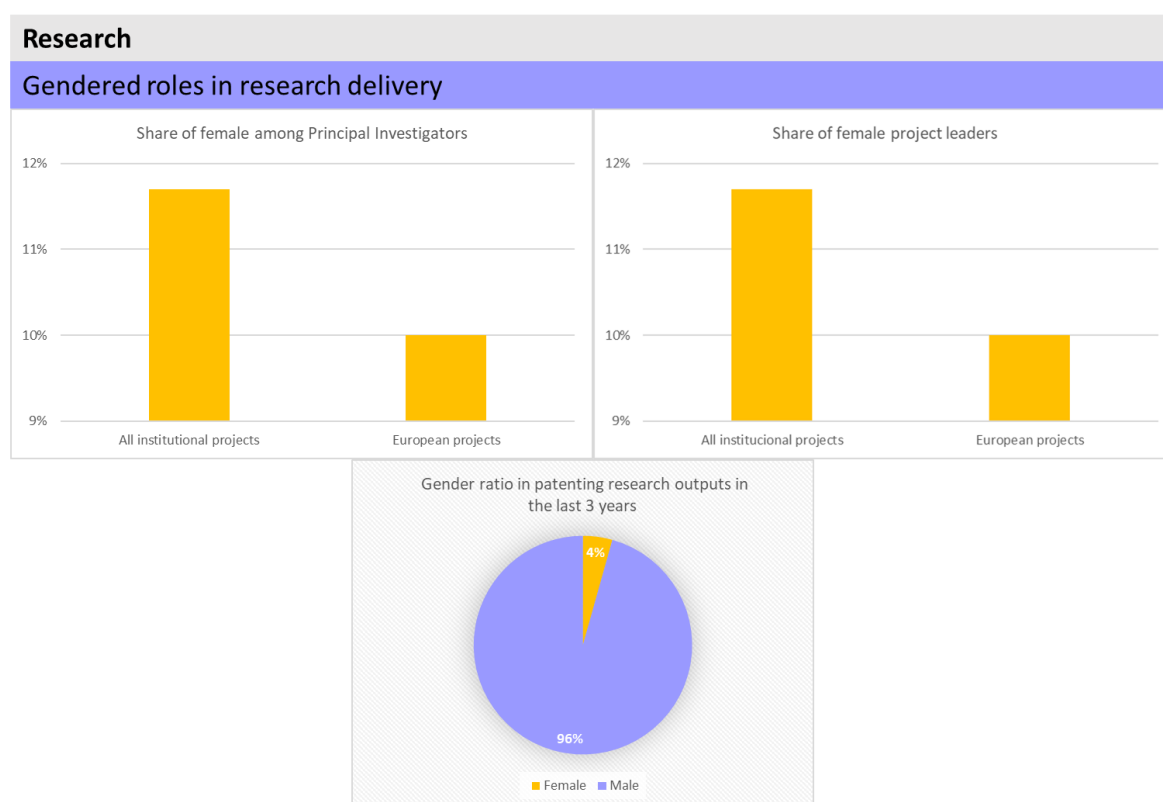


Figure 8. UZG - FER Research current situation

5. Student services

The current situation regarding the student services and the **presence of initiatives offering information/guidance to prospective students**, since 2012 UZG - FER has an official program for popularisation of science called “ŠUZA - from school to science and academia” which organises various popularisation events such as: Open doors, Day of women in IT, Day of UZG - FER in some schools, Lego league, Raddar and Summer robotics camps which are conducted for high school and elementary school students. Also, tours for students around the labs of the institution are organised on regular basis. UZG - FER also participates in STEM popularisation organisations and events with more gender approach such as: IEEE Women in engineering section, Girls in ICT, Become IT girl and Gender 4 Stem. All programs have their own websites that can be accessed by the interested public and students. In relation to the **presence of initiatives aimed at counselling enrolled students with a gender sensitive approach**, such initiatives are typically aimed at preventing drop out from students of the under-represented sex. There is the Student Advisory Service at UZG - FER without any specific counseling with a gender sensitive approach. The figures below depict the current situation.





Figure 9. UZG - FER Student services current situation



6. Teaching

Currently there are no guidelines, checklists, policies or training of staff on how to integrate the **gender dimension in the curricula**. At the same time, there are no guidelines for **gender sensitive teaching** for professors.

7. Transfer to market - external relation - third mission

Currently, the main research fields at UZG - FER are computer science and electrical engineering. There are no collaborative research projects with a gender dimension in research / technology development content. At the same time, there are no gender sensitive/gender specific measures/actions on enhancing transfer to the market of scientific research results. The process of technology transfer to the market is only in its beginnings at UZG - FER so it is impossible to expect gender sensitive specific measures. In regards to the presence of educational/science communication projects with a gender component three (3) research projects were given as examples the CALIPER project; the European Network for Gender Balance in Informatics; and another scientific project financed by the Croatian Science Foundation that aims at transforming robots into educational assets.

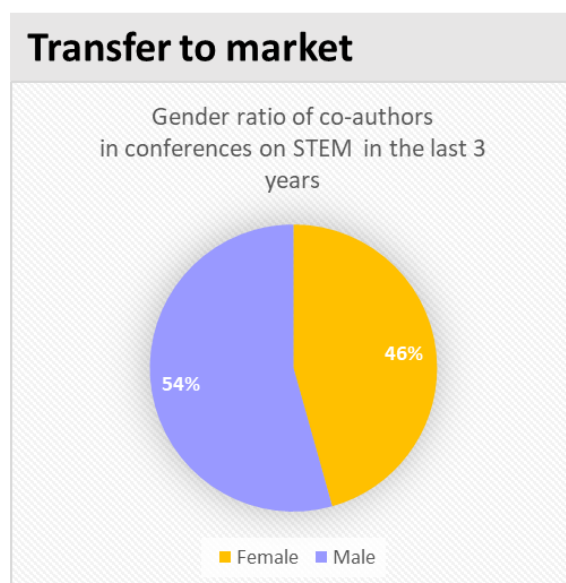


Figure 10: UZG - FER gender ratio of co-authors in conferences on STEM

8. Gender/sexual harassment

In the document Internal Labor Regulations of the Faculty of Electrical Engineering and Computing [10] it is stated that a worker who considers that he has been harassed has the right to lodge a written complaint to the Person of Confidence elected by the Dean. All the procedures are defined in this document. UZG - FER implements the Regulation on Internal Reporting of Irregularities of the Faculty of Electrical Engineering and Computing [11]. UZG - FER has an Ethics Committee which implements the Code of Ethics of the University of Zagreb [1]. This body deals with discrimination, harassment and plagiarism issues for all academic staff and students. Students can also report to the Student Ombudsperson at UZG - FER regarding issues of academic relations and student rights and freedoms. Students can report sexual harassment to Student Ombudsperson, respecting privacy is strongly implemented. Employees can report sexual harassment to Person of Confidence. There is the Ethical Committee at UZG - FER which implements Code of Ethics of the University of Zagreb.



9. Intersectionality

The institution implements Anti-discrimination Act and Ethics Code of the University of Zagreb. In the document Internal Labor Regulations of the Faculty of Electrical Engineering and Computing [10] it is stated that a worker who considers that he has been discriminated has the right to lodge a written complaint to the Person of Confidence elected by the Dean. All the procedures are defined in this document. UZG - FER implements a document Regulation on Internal Reporting of Irregularities of the Faculty of Electrical Engineering and Computing [11].

UZG - FER has an Ethics Committee which implements the Code of Ethics of the University of Zagreb [1]. This body deals with discrimination, harassment and plagiarism issues for all academic staff and students. Students can also report to the Student Ombudsperson at UZG - FER regarding issues of academic relations and student rights and freedoms. There is Person of Confidence elected by the Dean to whom employees can report any discrimination. His actions are prescribed by the law. There are legally defined procedures how to handle these situations, and UZG - FER is implementing them.

Assets and points worth of attention

UZG follows the national regulations and its internal rules about **gender sensitive protocols/policies for recruitment and hiring**. The institution has a balanced gender success rate at academic and teaching or research assistant, while more males have succeeded into Postdoc positions. On the area of **career progression**, responders consider that maternity leave is causing delays in the career due to lower publication rates by female researchers. With regard to women's career trajectories, women leave in the early stage of their careers, as doctoral students or postdocs. On the area of **work-life balance**, it should be highlighted that in the administrative offices where all employees are women difficulties due to frequent parental leaves and sick leaves were reported, most likely due to their care work-load. There is also a problem regarding the procedure for getting substitutes for maternity leave of associates or project leaders for projects financed by the Croatian Science Foundation. This problem could be addressed at the institutional level.

The institution faces a strong vertical segregation and managerial positions are male dominated. In the area of **institutional governance**, it has to be noted that if a Gender Equality body is present, the institution would start monitoring the gender equality and report it together with other internal reports to the Faculty Council at the end of each academic year. The participation of women in decision-making bodies is low, thus efforts could be made for empowering women (i.e. by organising leadership workshops).

With regards to the **external institutional communication**, the desk research shows that the communication materials do not reflect diversity neither in gender nor in terms of ethnicity, disability etc. Furthermore, additional communication material with content related to gender has not been identified. There is no institutional training or official guidelines on fighting stereotypes in communications. There are no awareness raising campaigns aimed at fighting stereotypes at UZG. Due to the specificity of the Croatian language, there is a legal problem in the scientific titles, as the law prescribes that scientific titles should be used in masculine gender in legal documents.

UZG does not have any guidelines for in place the application of gender analysis and gender dimension into **research**.

With regards to the **student services**, while there is the Student Advisory Service aimed at counselling enrolled students, the service does not have a website and the information about their work is short and insufficient without any additional material. Their main role is helping students with the motivation and learning difficulties and does not imply a gender sensitive approach. There are problems students are facing in case of pregnancy. Counseling services should be improved in this area. There is no formal approach to student-parent problems. Also, these problems should be addressed at the level of University of Zagreb.



There is no counselling office for giving advice and support in the case of discrimination or harassment for students.

The current status reflects the challenges as no mechanism is set in place regarding the gender dimension in the curricula and the gender sensitive **teaching** at UZG.

UZG is also active in activities to **transfer to the market** the research results it extracts. During the internal research statistics have been found about its active participation in Croatian Science Foundation Projects with a quite balanced gender ratio of 451,85 (100*M/F). The gender ratio on patenting researchers is 4800. Moving to the scientific papers on STEM, females have been met as co-authors in a balanced percentage of 45%. On the other hand, there are no female researchers have been identified in the teams of university spin offs.

At UZG, there are no publicly known cases of employees reporting **sexual harassment**. At the same time, there is no special counselling service for gender-based offenses and harassment for staff.

Finally, at UZG all types of discrimination are forbidden and taken seriously, but the topic of **intersectionality** is not well-known, thus raising awareness about the topic of intersectionality is highly recommended for the academic community.

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[1] University of Zagreb. (2007). Code of Ethics

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[2] Faculty of Electrical Engineering and Computing (2020, May 25) <https://www.fer.unizg.hr/>

[3] Faculty of Electrical Engineering and Computing (2020, May 27) https://www.fer.unizg.hr/zivot_na_fer-u

[4] Faculty of Electrical Engineering and Computing (2020, May 10) <https://www.facebook.com/fer.zagreb>

[5] Faculty of Electrical Engineering and Computing (2020, June 16) <https://www.facebook.com/fer.zagreb>

[6] Faculty of Electrical Engineering and Computing (2020, June 16) @fer_unizg

[7] Faculty of Philosophy (2020, May 25) <https://web2020.ffzg.unizg.hr/>

[8] Faculty of Electrical Engineering and Computing (2020, June 6) <https://karijere.fer.hr/>

[9] Faculty of Electrical Engineering and Computing (2020, June 12)

<https://www.fer.unizg.hr/novosti?@=2r8ou>

[10] Faculty of Electrical Engineering and Computing. (2015) Internal Labor Regulations.

[11] Faculty of Electrical Engineering and Computing. (2020) Regulations on Internal Reporting Irregularity.

[12] Collective Agreement for Science and Higher Education (Official Gazette 9/2019),

https://narodne-novine.nn.hr/clanci/sluzbeni/2019_01_9_204.html

[13] Labor Act of Croatia (Official Gazette, No. 149/09)

<https://ravnopravnost.gov.hr/UserDocsImages//dokumenti/Zakoni//Labour%20Act.pdf>

[14] University of Zagreb. (2007) Internal Labor Regulations.

