



Rector's Directive
Number: 6/2014 - SR

**Postdoctoral research fellowships
at the Slovak University of Technology in Bratislava**

Date: 23. 05. 2014

The Rector of the Slovak University of Technology in Bratislava, in accordance with Article 3 of the Rector's Directive No. 4/2013 - SR "Rules for the Issuance of Internal Regulations of the Slovak University of Technology in Bratislava" dated 03.10.2013, in order to support young workers in research and development after the completion of the third level of study in accordance with research projects - especially of a grant nature - addressed at the individual units of the Slovak University of Technology in Bratislava (hereinafter referred to as "STU" or "University"), by creating research positions,

I s s u e s

the following Rector's Directive

Postdoctoral research fellowships at the Slovak University of Technology in Bratislava:

Article 1 Introductory provisions

1. The Rector's Directive Postdoctoral Research Fellowships at the Slovak University of Technology in Bratislava (hereinafter referred to as the "Directive") is an internal organizational and management standard of the STU issued by the Rector, which is an elaboration of the recommendations of the European Charter for Researchers concerning the establishment of transparent rules for the recruitment and appointment of researchers with postdoctoral status, as well as the fulfillment of the objectives of the STU's Long-Term Plan for the years 2012-2017, directed towards postdoctoral fellowships.
2. This directive also regulates the basic conditions for the implementation of the internal university competition aimed at creating and filling postdoctoral positions at STU.
3. The basic mission of postdoctoral research fellowships (hereinafter also "postdoctoral fellowships") is a targeted support of research and development at individual STU units.
4. Where "faculty" is mentioned in this Directive, it is understood to include another part of the STU, provided that scientific research, development or



artistic activities are carried out at this part of the STU (hereinafter referred to as "another part of the STU other than the faculty").

5. Where this Directive refers to the "Dean", it shall be understood to include the Director of a STU component other than the Faculty.

Article 2 Postdoctoral Fellowships

1. Postdoctoral stays at STU are intended for graduates of the third degree of higher education (with a PhD. or ArtD. degree) who have completed their studies and successfully defended their dissertation no later than three years prior to the start of the postdoctoral stay, while the age of the applicant has not exceeded 35 years.
2. Postdoctoral stays are tied to research projects at STU.
3. Postdoctoral stays are concluded in accordance with the Labour Code, related legal regulations¹ and internal regulations of STU² employment contracts for a fixed period of time, identical to the period of research projects. Unless otherwise agreed, the duration of the postdoctoral fellowship shall be for a maximum of two years and shall as a rule start on 1 October of the calendar year concerned. The postdoctoral fellow (hereinafter also referred to as "postdoctoral fellow") may reapply for a position in accordance with this Directive, but the total duration of the postdoctoral fellow's employment at STU may not exceed three years.
4. There is no legal right to extend or renegotiate the employment relationship under paragraph 3 of this Article. When extending or renegotiating the employment relationship with a postdoctoral student, STU shall proceed in accordance with a special regulation, whereby the postdoctoral student shall be considered a "creative employee of science, research and development" and the "objective reason" shall be the duration of the research project.³
5. The details of each postdoctoral fellowship are specified in the Postdoctoral Fellowship Professional Development Plan, which is issued as an annex to the employment contract and clearly articulates the postdoctoral fellow's creative activities in the research, development or artistic field and his/her publication activities and other outputs.
6. The description of the postdoctoral fellow's work activities is targeted towards the fulfilment of the Postdoc's Professional Development Plan, and no further involvement of the postdoc in other work activities is foreseen.

¹ E.g. Act No. 552/2003 Coll. on the performance of work in the public interest, as amended, Act No. 553/2003 Coll. on the remuneration of certain employees in the performance of public work and on the amendment and supplementation of certain acts, as amended.

² E.g. STU internal regulation number 7/2007-N STU Working Regulations as amended.

³ § Section 48(6) of the Labour Code.

Article 3

Postdoctoral positions

1. The postdoctoral positions according to this Directive are established by the Rector in cooperation with the Deans, in relation to the research projects being carried out, on the basis of previous proposals by the responsible project investigators. When deciding on the establishment of a postdoctoral position, account shall be taken in particular of the previous achievements of the institute and the principal investigator in the field of science, research, development or the arts. The acute staffing needs of the institute, in line with the long-term research profile of the university and its relevant component, may also be applied as a criterion.
2. Postdoctoral posts shall be established for a fixed weekly working time, with a job classification in accordance with the specific regulation⁴, with an expected personal allowance of 50 % of the tariff salary. The postdoctoral post shall be subsidised in the first and second years of the postdoctoral fellow's employment by the funds allocated to goods and services (current appropriations), at a rate of 10 % of the gross salary.

Article 4

Announcement of postdoctoral fellowships

1. In the first round, an internal university competition for proposals for the establishment of postdoctoral positions (hereinafter also referred to as "postdoctoral fellowship") at the relevant parts of the University (hereinafter referred to as "proposal"). Eligible applicants are heads of institutes or departments, or professors of STU, in connection with the solution of specific research projects or submitted research plans.
2. The proposal must be justified by the topicality of the issue for which the postdoctoral fellowship is announced, but also by its importance for the staffing of the department in the context of ensuring the development of the main activities of the University.
3. Proposals submitted will be reviewed by a committee appointed by the Rector and the Rector will decide on the establishment and subsequent staffing of postdoctoral positions.

⁴ Act No. 553/2003 Coll. on the remuneration of certain employees in the performance of public work and on amending and supplementing certain acts, as amended.

4. In the second round, a competition is launched to fill new postdoctoral positions with applicants. The call for postdoctoral fellows (hereinafter referred to as 'the call') shall be open to the public and shall be published on the University's publicly accessible website and in the daily press.
5. The invitation must contain :
 - a) specification of the professional content of the postdoctoral fellowship,
 - b) the required qualifications,
 - c) a link to the research project, including the responsible project leader,
 - d) the length of the postdoctoral fellowship,
 - e) postdoctoral position,
 - f) other specifications if necessary.
6. For the purposes of the selection procedure, the applicant shall submit the data and documents required for the selection procedure in accordance with the internal regulations of STU⁵, in which he/she shall also indicate his/her previous scientific career and abilities and attach the application form for the postdoctoral stay at STU.
7. The selection procedure for the postdoctoral fellowship takes into account, in particular, the applicant's capacity for scientific and other creative activities and his/her previous achievements in the field of science, research, development or the arts. The members of the selection committee shall be the head of the relevant department, the responsible researcher of the project to which the postdoctoral fellowship is linked and other experts appointed by the Rector.
8. Persons who have completed their third-level studies at a university other than STU, or foreign nationals, may also be admitted to postdoctoral stays in accordance with generally binding legal regulations in force in the Slovak Republic.
9. The Rector shall announce the number of postdoctoral fellowships that corresponds to the financial possibilities of the University.

Article 5

Funding of postdoctoral fellowships

The funding for the postdoctoral fellowship programme is allocated from the endowment in the current year's budget. The funds are allocated from this endowment to individual faculties by the Rector. The faculty is also entitled to provide additional funding for postdoctoral fellowships.

⁵ of the STU Internal Regulation No. 1/2013 dated 28 May 2013 "Principles of the selection procedure for filling the posts of university teachers, research staff, professors and associate professors and senior staff at the Slovak University of Technology in Bratislava (Principles of the selection procedure)" in the current wording.

Article 9
Organisation of postdoctoral stays

1. The postdoctoral supervisor of the postdoctoral fellow is the responsible project investigator of the project for which the postdoctoral fellow's position has been approved.
2. Within 14 days after the start of the postdoctoral fellowship, the supervisor shall draw up a Postdoctoral Professional Development Plan, which shall include in particular :
 - a) formalities for the postdoctoral fellow
 - b) connection to the project
 - c) the content and objectives of the placement, including a detailed timetable
 - d) expected outputs
 - e) other activities and duties of a postdoctoral fellow
 - f) the end date of the postdoctoral fellowship
 - g) other details, e.g. the type and amount of sanctions for non-compliance with the postdoc's obligations in relation to the controllable stages of the project.
3. The Postdoctoral Professional Development Plan is approved by the supervisor; the Postdoctoral Professional Development Plan approved by the supervisor is binding.
4. The essential duties of a postdoctoral fellow include :
 - a) adhere to and implement the approved Postdoctoral Professional Development Plan
 - b) publish the results of scientific and other creative activities related to the research project
 - c) present the interim results of his/her work to the other members of staff in the department to which he/she is assigned on a quarterly basis
 - d) before the end of the postdoctoral fellowship, submit a summary of achievements, publications and other creative activities by the deadline set by the dean.
5. Unless the postdoctoral fellow explicitly agrees, he/she may not be assigned to perform work activities and duties other than those specified in his/her Postdoctoral Professional Development Plan.
6. If an employee on a postdoctoral fellowship does not meet the conditions of the approved Postdoctoral Professional Growth Plan, his/her personal allowance may be reduced or withdrawn after an interview with the supervisor and the head of the department.
7. In justified cases (e.g. serious health problems), the Postdoctoral Professional Development Plan may be modified by mutual written agreement between the supervisor and the postdoctoral fellow.

Article 10
Final provisions

1. Any amendments to this Directive may only be made by numbered amendments to the Directive issued by the Chancellor.
2. This Directive shall enter into force on the date of its issue.

prof. Ing. Robert Redhammer, PhD.
rector