



Full text

of the Internal Regulation

no. 1/2013

Rules of the recruitment procedure for university teachers, researchers, professors and associate professors and head employees at the Slovak University of Technology in Bratislava (Rules of the recruitment procedure at STU)

as amended by Appendices no. 1 and 2

Date: 24th of February 2021

Rector of the Slovak University of Technology in Bratislava in accordance with § 15(1)(d) of Act no. 131/2002 Coll. on Higher Education Institutions and on amendments to certain acts, as amended (hereinafter referred to as the “Higher Education Act”), following the approval of Appendix no. 2 to Internal Regulation no. 1/2013 “Principles of recruitment procedure for university teachers, researchers, professors and associate professors and head employees at the Slovak University of Technology in Bratislava (Principles of the recruitment procedure at STU)” by Academic Senate of the Slovak University of Technology in Bratislava at its meeting of 1st of February 2021, pursuant to Article 7, point 6, issues the following

FULL TEXT
of the Internal Regulation no. 1/2013 of 28th of May 2013

**Rules of the recruitment procedure for university teachers, researchers, professors and
associate professors and head employees at the Slovak University of Technology in
Bratislava (Rules of the recruitment procedure at STU)**

as amended by Appendices no. 1 and 2:

Article 1
Common provisions
and definitions

- 1) Rules of the recruitment procedure for university teachers, researchers, professors and associate professors and head employees at the Slovak University of Technology in Bratislava (Rules of the recruitment procedure at STU) are the internal regulations of the Slovak Technical University in Bratislava (hereinafter referred to as “STU” or “employer”) that regulates the rules and course of the recruitment procedure:
 - a) posts for university teachers,
 - b) functions of professors,
 - c) functions of associate professors,
 - d) functions of head employees of STU,
 - e) functions of head employees of STU faculties,
 - f) posts of managers designated by the authorized staff,
 - g) others, if so determined by the announcer (Article 2, point 1).

- 2) For the purposes of point 1(d) of this Article “STU manager” means the Quaestor, the Director or the Head of the STU University Department and the Director special-purpose equipment STU¹.
- 3) For the purposes of point 1(e) of this Article “head employees of the STU faculty” are the secretary of the faculty and individual heads of pedagogical, research, development or artistic, economic-administrative and information workplaces and special-purpose facilities of the STU faculty².
- 4) A recruitment procedure for the posts or functions referred to in point 1 of this Article (hereinafter referred to as the “recruitment procedure”) shall verify the candidate's skills and expertise required or appropriate given the nature of the staff member's duties to perform at the post or function, for which a competition is announced.
- 5) For the purposes of these rules, the employer, which is the STU faculty, the STU university workplace (including the STU Rectorate) and the STU special-purpose facility, shall respect the principle of equal treatment in labor law and similar legal relations established by a special regulation³. In accordance with the principle of equal treatment, the discrimination is prohibited also on grounds of marital or family status, color, language, political or other opinion, trade union activity, national or social origin, property, gender or other status. In the case of non-discrimination on the grounds of marital and family status, the provision of a specific regulation⁴ shall be accepted, according to which employees who are close persons⁵ may not be placed under direct subordination or superiority so that one is subject to treasury control or accounting control of the other.
- 6) The recruitment procedure for the position of professor and the position of associate professor is also a recruitment procedure for the position of university teacher⁶.
- 7) The method of recruitment procedure for the positions of head employees of the STU faculty may be determined by the work rules of the faculty; in doing so, it shall comply with the rules and maximum or minimum limits (deadlines, number, composition of the members of the selection committee, etc.) specified in these rules. If the STU faculty does not issue or amend its own rules of procedure, it proceeds according to these Rules of the recruitment procedure at STU⁷.
- 8) Without a recruitment procedure for the position of a university teacher, the rector, an employee authorized by him or the dean of the STU faculty may, for a maximum of one year
 - a) recruit a part - time employee, or
 - b) conclude contracts on work performed outside the employment relationship⁸.

¹ § 14 in conjunction with § 21(1) letter b) and c) of the Higher Education Act and article 2 point 3 and 4 of the Organizational Rules STU no. 15/2 008-N as amended by Appendices no. 1 to 8.

² § 32(1) of the Higher Education Act.

³ Act no. 365/2004 Coll. on equal treatment in certain areas and on protection against discrimination and on change and amendments to certain laws (Anti-Discrimination Act) as amended.

⁴ § 7 of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

⁵ § 116 of the Civil Code.

⁶ § 77(1) of the Higher Education Act.

⁷ § 32(1) of the Higher Education Act.

⁸ § 77(8) of the Higher Education Act.

- 9) These rules do not apply to the appointment of visiting professors⁹.

Article 2

Invitation to a recruitment procedure

- 1) The announcer of the recruitment procedure is responsible for announcing the recruitment procedure, its course and implementation of the results of the recruitment procedure, which is:
 - a) the rector, namely:
 - always in the case of the functions referred to in Article 1 point 1 (d) of these rules,
 - in the case of the posts or functions referred to in Article 1 point 1 point (a) to c) and (f) and (g) in the case of a post or a position at a university workplace (including the STU Rectorate) or on a special-purpose facility STU.
 - b) the dean, namely:
 - always in the case of the functions referred to in Article 1 point 1 (e) of these rules,
 - in the case of the posts or functions referred to in Article 1 point 1 (a) to (c) and (f) and (g) in the case of a post or a position at the STU faculty managed by it.
- 2) The announcer of the recruitment procedure for the posts referred to in Article 1 point 1 (f) may be the Quaestor, if so determined by the rector or the secretary of the Faculty, if so determined by the dean.
- 3) The recruitment procedure is announced at least three weeks before it starts¹⁰.
- 4) Announcement of a recruitment procedure for an occupation the post of university teacher, the function of professor and the function of associate professor are governed by the internal organizational and management standard of STU issued by the rector¹¹.
- 5) A recruitment procedure for posts and functions other than those referred to in point 4 of this Article shall be advertised in the press or in other generally accessible means of mass communication, in particular television, radio and the Internet¹².

Article 3

Contract notice

- 1) The contract notice shall contain¹³:
 - a) the name of the employer, including the municipality of its registered office:
„Slovak University of Technology in Bratislava, 5, Vazovova, St., 812 43

⁹ § 79 of the Higher Education Act.

¹⁰ § 5(3) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

¹¹ Rector's Order no. 2/2013 - PR of 23rd of January 2013 "Method of publishing information on the habilitation procedure, on the procedure for the appointment of a professor and for a competition to fill the post of university teacher.

¹² § 5(3) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

¹³ § 5(3) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

- Bratislava” together with the name and the registered office of the part of STU which (for which) the recruitment procedure is announced,
- b) the designation of the post or the designation of the function to be performed occupies a recruitment procedure (with the designation of the field of study or using the relevant classification of work activities in the performance of work in the public interest, with a possible brief job description),
 - c) required qualification prerequisites and special qualification prerequisites for the post or function,
 - d) other criteria and requirements in relation to the occupied workload place or function (e.g. knowledge of languages, teaching experience or research activity in the relevant field for a certain number of years),
 - e) a list of required documents (including a solemn declaration of the tenderer on their legal capacity and integrity),
 - f) expected date of commencement of employment,
 - g) the date and place of submission of the application for participation in the recruitment procedure,
 - h) any other data at the discretion of the announcer (e.g. form of the recruitment procedure).
- 2) The qualification prerequisite for performing the function of a professor means the STU criteria for obtaining the title of professor in the relevant field of habilitation proceedings and inauguration proceedings the function is linked¹⁴.
 - 3) The qualification prerequisite for the position of professor with a candidate who currently performs the function of professor at STU means STU criteria in the field of outputs of creative activities and responses required for a period of 5 years in the relevant field of habilitation and inauguration proceedings¹⁵.
 - 4) The qualification prerequisite for performing the function of associate professor means the STU criteria for obtaining the title of associate professor in the relevant field of habilitation proceedings and inauguration proceedings the position is linked¹⁶.
 - 5) The qualification prerequisite for the position of associate professor by a candidate who currently performs the function of the associate professor at STU means the STU criteria in the field of outputs of creative activities and responses required for 5 years in relevant field of habilitation procedure and inauguration procedure the position is related¹⁷.
 - 6) Qualification requirements for the performance of the function of associate professor or professor may not be set out in the contract notice below the criteria as for obtaining the

¹⁴ Article 3 points 2 to 5 of the Rector's Directive no. 1/2021 - SR “Rules for determining the minimum criteria for obtaining the title of associate professor and professor at the Slovak University of Technology in Bratislava” dated 23rd of February 2021.

¹⁵ Points II and III of the Annex to the Rector's Directive no. 1/2021 - SR “Rules for determining the minimum criteria for obtaining the title of associate professor and professor at the Slovak University of Technology in Bratislava” dated 23rd of February 2021.

¹⁶ Article 2 Rector's Directive no. 1/2021 - SR “Rules for determining the minimum criteria for obtaining the title of associate professor and professor at the Slovak University of Technology in Bratislava” dated 23rd pf February 2021.

¹⁷ Points II and III of the Annex to the Rector's Directive no. 1/2021 - SR “Rules for determining the minimum criteria for obtaining the title of associate professor and professor at the Slovak University of Technology in Bratislava” dated 23rd of February 2021.

scientific-pedagogical or artistic-pedagogical title of associate professor or professor approved by the Scientific Board of STU.

- 7) The requirement to fill positions of quaestor and secretary of the faculty means a minimum practice of at least 10 years following obtaining a second degree on condition that at least 3 years of experience was in a management position¹⁸ of a public institution. To this end, a public body is a legal entity provided for in a specific regulation¹⁹.

Article 4 **Selection committee**

- 1) The announcer of the recruitment procedure shall set up a selection committee by appointing its members no later than on the working day following the day of the announcement of the recruitment procedure and shall appoint its chairman from among the members of the selection committee. The total number of members of the selection committee is always odd²⁰. Another member of the selection committee is appointed as an alternate. The alternate shall act on the instructions of the chairman of the selection committee in cases where one of the members the selection committee may not carry out its activities for reasons on its part (e.g. incapacity for work) or in other exceptional cases (e.g. point 6 of this Article).
- 2) In the case of the recruitment procedure for posts referred to in Article 1 point 1 (b) to (e) a selection committee of at least five members and, in other cases, a selection committee of at least three members shall be set up; in each case, one member of the selection committee shall be appointed by the staff representative²¹.
- 3) Members of the selection committee may also be persons outside the STU environment, but always related to the professionalism of the post or the function for the recruitment procedure. A member of the selection committee who is appointed from outside the STU, cannot be the chairman of the selection committee.
- 4) One member of the selection committee for the position of professor or associate professor assigned to the faculty is appointed by the rector, other members are appointed by the dean, following prior approval of his proposal by the rector.
- 5) The permanent non-voting member of the selection committee is:
 - a) where the announcer of the recruitment procedure is the rector or the quaestor, the head of the human resources department is an appointed announcer of the human resources department,
 - b) where the announcer of the recruitment procedure is the dean or secretary of the faculty, the head of the personnel department is the designated employee of the personnel department,
 - hereinafter referred to as the “employee of the personnel department”.

¹⁸ § 9(3) of the Labor Code.

¹⁹ E.g. § 5 of the Higher Education Act, Act no. 461/2003 Coll. on social insurance as amended.

²⁰ § 5(4) fifth sentence of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

²¹ § 5(4) fourth sentence of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

An employee of the personnel department performs the function of the secretary of the selection committee. The secretary of the selection committee ensures or directly performs all necessary administrative work related to the activities of the selection committee.

- 6) Where the appointed member of the selection committee finds that he is biased in relation to the candidate (eg due to a family relationship), he shall notify the chairman of the commission, who will ensure that the selection committee is supplemented by an alternate.
- 7) Any applicant shall satisfy following requirements:
 - a) on the basis of a solemn declaration signed by the applicant, he / she has full legal capacity,
 - b) on the basis of the solemn declaration signed by the tenderer is blameless,
 - c) meets the qualifications, specific qualifications and other criteria and requirements set out in the contract notice,
 - d) submitted the application to participate in the recruitment procedure within the time limit specified in the contract notice,the selection committee, on whose behalf the chairman acts externally, shall invite him / her to the recruitment procedure at least seven days before the start of the recruitment procedure²².
- 8) The invitation to recruitment procedure shall contain the date, place and time of the tender²³ and, where appropriate, the form of the recruitment procedure (Article 5, point 1).
- 9) Candidates who do not satisfy requirements, prerequisites or other criteria set out in the contract notice will be notified in writing by the chairman of the selection committee, within the time limit set in point 7 of this Article.

Article 5

Recruitment procedure

- 1) The recruitment procedure may be conducted in writing or by interview, or in writing and by interview²⁴. The selection committee is entitled to assign candidates the processing of brief thematic tasks, or theirs suitability for the occupied job or function to be verified in another way (in the case of a university teacher, eg by a sample lecture) and also by professional tests. The selection committee may decide to hold the recruitment procedure or part of it by videoconference or other means of information and communication technology without the physical presence of tenderers.
- 2) Where a candidate apologizes in writing and at the same time provides substantiated reasons for not being able to take part in the recruitment procedure, the selection committee shall decide by secret ballot whether to appoint a replacement for such a candidate the date of the recruitment procedure or whether the candidate will be excluded

²² § 5(5) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

²³ § 5(5) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

²⁴ § 5(5) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

from the evaluation and the members of the selection committee will not determine its ranking; the result of the selection committee's decision shall also be recorded in the minutes of the committee, stating the reasons.

- 3) Where the tenderer does not take part in the recruitment procedure without justification by the date of the recruitment procedure at the latest, he will be deemed not to have met the criteria and requirements of the tender and this fact shall be stated in the contract notice.
- 4) The selection committee will evaluate the result of the recruitment procedure in such a way that each member of the committee evaluates the total of all invited candidates and proposes its inclusion in the ranking. The selection committee will process the overall ranking of candidates by secret voting of its members. The order of candidates is binding for posts and positions. The employer concludes the employment contract with the candidate in the order²⁵.
- 5) If the selection committee does not select a candidate for the post or function to be filled on the basis of a tender because no candidate has met the established criteria and requirements (conditions) set out in the contract notice, the announcer will announce new tender²⁶.
- 6) The minutes on the course of the recruitment procedure and its results (hereinafter referred to as the “minutes of the recruitment procedure”) are written by an employee of the personnel department and signed by present members of the selection committee. Record of the tender the chairman of the selection committee shall be submitted to the announcer of the recruitment procedure no later than three working days from the day when the selection committee determined the order of candidates.
- 7) The announcer of the recruitment procedure shall notify the candidates in writing of the result of the recruitment procedure within ten days of its completion²⁷. For unsuccessful candidates, the announcer of the recruitment procedure will also return all their personal documents and any other related documentation.
- 8) The members of the selection committee shall keep confidential all information about the course and results of the selection committee, at least until the results of the recruitment procedure are announced to the candidates and shall protect candidates' personal data.

Article 6
Specific provisions
relating to the recruitment procedure

- 1) An employee who has previously worked in vacant job or position where she / he meets all prerequisites, requirements, or other criteria according to these rules may also apply for the recruitment procedure.

²⁵ § 5(6) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

²⁶ § 5(8) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

²⁷ § 5(7) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

- 2) Recruitment of a university teacher who does not hold a scientific-pedagogical degree or an artistic-pedagogical title of “professor” or “associate professor” is subject to the employment of five years maximum²⁸.
- 3) The function of associate professor and the position of professor may be filled without a scientific-pedagogical title or without an artistic-pedagogical title “associate professor” or “professor” for a fixed-time period of three years maximum, where the employment at all public universities, state universities and private universities; concurrent employment relationships are considered individually. The employment contract for the position of associate professor or the position of professor concluded with a person without a scientific-pedagogical title or without an artistic-pedagogical title “associate professor” or “professor” shall be considered as void²⁹ from the first day of the calendar month following the lapse of a time-limit under the first sentence.
- 4) A university teacher may start working as an associate professor or a professor on the basis of one recruitment procedure for a maximum of five years. Where the university teacher worked as an associate professor or a professor the third time minimum, the total duration of at least nine years of service in that capacity and, in the case of associate professor, is a scientific-pedagogical degree or an artistic-pedagogical title of an “associate professor” or a “professor”, and in the case of a professor pedagogical title “professor”, acquires the right to an employment contract with the STU for the position of university teacher and to be included in this position for a definite period up to the age of 70³⁰.
- 5) A vacancy for a head employee provided that the appointment is necessary, may not be the subject of a recruitment procedure only if the appointment took place following the successful completion of the recruitment procedure according to a special regulation³¹, for a maximum period of six months³².
- 6) Requests to participate in the recruitment procedure are registered and deposited with the announcer of the recruitment procedure stating the date of their delivery.

Article 7

Transitional and final provision

- 1) The Rules of Recruitment procedure for university teachers, researchers, professors and associate professors and head employees approved by the Academic Senate of STU on March 2, 2009 and registered by the Ministry of Education of the Slovak Republic on February 8, 2010 with effect from February 24, 2010 (hereinafter referred to as the “Rules Effective from February 24, 2010”).
- 2) Recruitment procedures that started before the effective date of these Rules of Recruitment procedure at STU will be completed in accordance with the rules effective

²⁸ § 77(2) of the Higher Education Act.

²⁹ § 77(2) of the Higher Education Act.

³⁰ § 77(4) of the Higher Education Act.

³¹ Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

³² § 5(9) of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.

from February 24, 2010, subject to compliance with the provisions of Section 77 of the Higher Education Act effective from January 1, 2013.

- 3) Recruitment procedures that started before the effective date of Appendix no. 2 to the Rules (25th of February 2021) will be completed according to the Rules as amended by 24th of February 2021, provided that relevant provisions of the Higher Education Act are conforming.
- 4) In accordance with Article 1 point 9 of these rules, the STU faculties shall bring into force work rules so that it complies within two months from the effective date of these rules; while they fail to do so within the period specified in this point, working rules of STU faculties that in conflict with these rules are invalid and the faculties are governed by these Rules of the recruitment procedure at STU.
- 5) Any changes to these rules can only be made by numbered appendices thereto, after approval by the Academic Senate of STU.
- 6) The rector is authorized to issue the full text of these rules in accordance with point 5 of this Article.
- 7) The rules of the recruitment procedure at STU entered into force on 15th of June 2013.
- 8) Appendix no. 1 to the rules of the recruitment procedure at STU was approved by the Academic Senate of STU on 24th of February 2014.
- 9) Appendix no. 1 to the rules of the recruitment procedure at STU entered into force on the day of its approval in the Academic Senate of STU and entered into force on the day following the day of its approval in the Academic Senate of STU.
- 10) Appendix no. 2 to the rules was approved by the Academic Senate of STU on 1st of February 2021.
- 11) Appendix no. 2 to the rules shall enter into force on the day of its approval in the Academic Senate of STU and shall enter into force on 25th of February 2021.

prof. Ing. Miroslav Fikar, DrSc.³³
Rector

³³ The original of the signed Full Text of Internal Regulation no. 1/2013 "Recruitment rules of the selection procedure for university teachers, researchers, professors and associate professors and head employees at the Slovak Technical University of Bratislava (Principles of the Selection Procedure at STU)" as amended by Appendices no. 1 and 2 is stored and accessible for inspection at the Legal and Organizational Department of the Rectorate of the Slovak Technical University in Bratislava.