



**UNIVERSITY OF  
ECONOMICS IN  
BRATISLAVA**

**INTERNAL REGULATION  
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

**No. A/2/2022**

**Principles of Selection Procedure to Fill University Teachers',  
Research Workers', Full Professors'/Associate Professors' and  
Senior Staff Members' Positions at University of Economics in  
Bratislava**

Following the approval by the UEBA Academic Senate of 23 September 2022, the University of Economics in Bratislava (hereinafter referred to as the "UEBA) is issuing, pursuant to Article 15(1)(d) of Act No. 131/2002 Coll. on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter the "University Act") and in accordance with Act No. 552/2003 Coll. on the execution of works of public interest as amended, these Principles of Selection Procedure to Fill University Teachers', Research Workers', Full Professors'/Associate Professors' and Senior Staff Members' Positions at University of Economics in Bratislava (hereinafter the "Selection Procedure Principles").

## **Article 1**

### **Introductory Provisions**

- (1) This internal regulation governs the principles and process of the selection procedure for UEBA university teachers', research workers', full professors/associate professors' and senior staff members' positions, and applies to all UEBA faculties and departments.
- (2) The selection procedure verifies the abilities and expertise of the candidate necessary or suitable in regard to the nature of the duties to be performed by the employee in the job position or in the function for which the selection procedure is announced under the applicable legislation.
- (3) Selection procedure to fill vacancies shall not apply to hiring university teachers for fixed-term employment of less than one-year's duration, for employments with working time shorter than the weekly working time as defined and for concluding agreements for work performed outside employment relationship for the term of up to one year.
- (4) A senior staff member's vacancy may be filled without the selection procedure only until the appointment following a successful completion of the selection procedure, but in any case for a period of no more than six months.<sup>1</sup>
- (5) In the selection procedure, the Initiator competent under Article 2 hereof shall be obliged to observe the principle of equal treatment in employment and similar legal relations, as established by special regulations.<sup>2</sup>
- (6) Based on a single selection procedure, the employment for the post of a university teacher may be concluded for a maximum period of five years. The duration of the employment relationship referred to in the first sentence shall be extended by the duration of maternity leave, parental leave of the university teacher and temporary disability of the university teacher lasting at least 42 days.<sup>3</sup> The extension of the employment relationship under this paragraph hereof shall also apply to the post of a full professor and an associate professor.
- (7) The selection procedure for the post of a full professor or assistant professor is also a selection procedure for the post of a university teacher.
- (8) The full professor's or associate professor's post may be filled based on a single selection procedure for a maximum period of five years. Where a university teacher has occupied the full professor's or associate professor's post for at least the third time and the total duration of his/her term in those posts has reached at least nine years, the university teacher shall acquire the right to a fixed-term employment contract for the university teacher's post for the period until the university teacher attains the age of 70; this does not give rise to the university teacher's entitlement to placement in the appropriate position.<sup>4</sup>
- (9) The Rector or Dean may enter into an employment relationship for the post of a university teacher with a person over 70 years of age for a maximum period of one year, if such a person is an employee assigned to a faculty; in this manner, the employment relationship can also be concluded repeatedly.

---

<sup>1</sup> Section 5(9) of Act No. 552/2003 Coll. on the execution of works of public interest, as amended

<sup>2</sup> Act No. 365/2004 Coll. on equal treatment in certain areas and protection against discrimination and on amendments and supplements of certain laws as amended (Anti-Discrimination Act)

<sup>3</sup> Article 77(5) of Universities Act

<sup>4</sup> Article 77(6) of Universities Act

- (10) The selection procedure shall not apply to posts where a special regulation lays down elections as a prerequisite for holding the post and to posts where the appointment is subject to approval by the UEBA Academic Senate or the academic senate of a UEBA faculty.

## **Article 2**

### **Selection Procedure Announcement**

- (1) The selection procedure is announced by the UEBA Rector or Dean of the respective faculty (hereinafter the "Initiator") at least three weeks before the procedure takes place. The date of selection procedure announcement shall be the date when the selection procedure was made public.
- (2) The Initiator competent under Article 2 hereof shall be responsible for the selection procedure announcement and implementation of the results thereof.
- (3) The UEBA Rector shall announce selection procedures for:
- a) senior staff members' posts under Article 14(1) of Universities Act (Quaestor and heads of university-wide departments and other constituent parts of the UEBA, e.g. educational, research, servicing/administrative and IT units at the UEBA),
  - b) posts of university teachers not assigned to faculties, and
  - c) posts of research workers not assigned to faculties.
- (4) The Dean of a faculty shall announce selection procedures for:
- a) posts of full professors not assigned to the faculty,
  - b) posts of associate professors not assigned to the faculty,
  - c) posts of university teachers not assigned to the faculty,
  - d) posts of the faculty's research workers,
  - e) post of the faculty's Secretary, and
  - f) posts of heads of educational, research, servicing/administrative, IT as well as any other units at the faculty.
- (5) In the case of a job or position assigned to a UEBA faculty, the announcement of the selection procedure for university teachers', researchers', full professors' and associate professors' posts shall be published on the website designated by the Ministry of Education, Science, Research and Sports of the Slovak Republic, on the UEBA's official notice board (UEBA website) or on the official notice board of a UEBA faculty (the faculty's website), or, as the case may be, on foreign web portals used by higher education entities.
- (6) The announcement of selection procedures for senior staff members' posts shall also be published in press or any other generally accessible means of mass communication being, in particular, television, radio and the Initiator's website (the UEBA's official notice board - UEBA website, or in the case of the post of a senior staff member assigned to a faculty - official notice board of a UEBA faculty - the faculty's website).
- (7) No later than the date of announcement of the selection procedure for the full professor' or associate professor's post, the dean of the faculty shall notify such announcement to the Rector, employee representative and chair of the student section of the faculty' academic senate for the purposes of further procedure as defined by Article 4 hereof.

### **Article 3**

## **Selection Procedure Requirements and Terms**

- (1) The notification of the selection procedure announcement shall contain the following particulars:
  - a) designation of the full name and seat of the UEBA, or designation of the full name and seat of a UEBA unit announcing the selection procedure,
  - b) designation of the vacant position or function to be filled by the selection procedure,
  - c) expected job description,
  - d) qualifications and special qualifications required for holding the position or function as defined by a special regulation,
  - e) any other criteria and requirements on job applicants in relation to the position or function to be filled,
  - f) the amount of the basic wage component,<sup>5</sup>
  - g) estimated date of commencing the work, or entry into office,
  - h) specification of the documents that the job applicant is obliged to submit for the selection procedure along with the application,
  - i) form of the selection procedure, and
  - j) date and place of submission of the application to participate in the selection procedure.
  
- (2) The notification of announcement of the selection procedure for full professor and associate professor positions must include requirements for the full professor or associate professor positions as regards teaching activities and creative activities to reflect the required standard of the criteria for awarding the full professor's/associate professor's degree under habilitation and appointment procedures at the UEBA<sup>6</sup> and to correspond to at least minimum criteria for teaching, research, development or artistic activities<sup>7</sup>, if such criteria have been issued.
  
- (3) The applicant shall submit the following documents for the selection procedure:
  - a) application to participate in the selection procedure, stating the applicant's consent to processing and disclosing personal data in accordance with Act No. 18/2018 Coll. on personal data protection and on amendments and supplement of certain laws, as amended (hereinafter the "Personal Data Protection Act"),
  - b) career resume,
  - c) overview of publication and research activities (pertains to applicants applying for the post of a university teacher, full professor, associate professor and research worker) and overview of responses to scientific works,
  - d) officially certified documents proving educational attainment, attainment of academic degrees, scientific degrees and research degrees,
  - e) overview of employment history and previous experience,

---

<sup>5</sup> Article 62(2) of Act No. 5/2004 Coll. on employment services and on amendments and supplements of certain laws as amended

<sup>6</sup> Internal regulation No. 4/2014 as amended and supplemented

<sup>7</sup> Article 77(2) and Article 77(3) of Universities Act

- f) overview of previous teaching activities (applies to candidates for the position of a university teacher, full professor or associate professor),
  - g) overview of doctoral students for whom the candidate is or was a thesis advisor, including the specification of how many of them have completed their studies (applies to candidates for the position of a full professor or associate professor),
  - h) self-declaration of good repute,
  - i) self-declaration concerning any other employments with higher education institutions having their seat, or operating, in the territory of the Slovak Republic and/or abroad, concluded for the work of a university teacher, research worker and art worker, including the specification of the weekly working time (for the purposes of demonstrating the fact under Article 74(5) of Universities Act),
  - j) documents required to document any other criteria and requirements demanded from the applicant in relation to the job or position to be filled under paragraph 1(e) of this Article hereof.
- (4) The documents referred to in paragraph 3(d) of this Article hereof must not be submitted by the applicant:
- a) who held the respective job or position at the UEBA before the selection procedure was announced, and
  - b) all the documents required are already included in his/her personal file, and
  - c) the documents comply with the requirements specified in paragraph 5 of this Article hereof.

If any of the documents required are not part of the applicant's personal file, or do not meet the requirements referred to in paragraph 5 of this Article hereof, the applicant shall only submit the missing documents.

- (5) The documentation required for the selection procedure, including the selection procedure application, must be provided in the Slovak or English language. In the case of documents proving educational attainment, attainment of academic degrees, scientific degrees and research degrees, any such documents that were issued in a country other than the Slovak Republic shall be officially certified in the prescribed manner and officially translated into the Slovak language.
- (6) The criteria and terms set for filling a specific job or position shall be equal for all applicants and the fulfilment thereof shall be a prerequisite for inclusion of the applicant into the selection procedure.

## **Article 4 Selection Board**

- (1) The Initiator competent under Article 2 hereof shall set up, for the duration of the selection procedure, a selection board as may be required by the nature of the job or position to be filled and shall appoint the members thereof<sup>8</sup>, unless otherwise provided in this Article hereof, taking into account equal gender representation on the board<sup>9</sup>. The Initiator shall also determine the selection board's chair.
- (2) In the case of a selection procedure for which the UEBA Rector or Dean of a UEBA faculty applied, all powers of the Rector or Dean related to the selection procedure shall be assumed by the Vice-Rector or Vice-Dean designated by the Rector, or the Dean, respectively.
- (3) The number of the selection board members shall be uneven. The members of the selection board shall be appointed no later than 7 calendar days in advance of the selection procedure.
- (4) The selection board set up for the selection procedure to fill a university teacher's, research worker's and senior staff member's position shall have five members. In the case of a selection procedure to fill a senior staff

---

<sup>8</sup> Article 5(4) of Act on the execution of works of public interest

<sup>9</sup> Gender Equality Plan for the University of Economics in Bratislava

member's post, one member of the selection board shall be appointed by the Initiator competent under Article 2 hereof upon a proposal of an employee representative.

- (5) The selection board set up for the selection procedure to fill a full professor's or associate professor's post shall have five members. Two selection board members shall be appointed by the UEBA Rector, of which one shall be appointed upon a proposal of an employee representative. One member of the selection board shall be appointed by the head of the respective unit (department, UEBA Physical Education and Sports Centre etc.). One member of the selection board shall be appointed by the UEBA Scientific Council following the procedure as specified in paragraph 7 of this Article hereof. The fifth member of the selection board shall be appointed by the Dean of the respective faculty. In the case of the selection procedure to fill a full professor's or associate professor's position in a university-wide teaching unit, the fifth selection board member shall be appointed by the Rector. The proposals under this paragraph hereof shall be submitted to the Initiator competent under Article 2 hereof no later than 14 calendar days in advance of the selection procedure.
- (6) The selection board members referred to in paragraph 5 of this Article hereof shall possess the qualifications required for the position<sup>10</sup> in the respective or related field of habilitation or inauguration procedure. The selection board member appointed by the head of the respective unit (department, UEBA Physical Education and Sports Centre etc.) and the selection board member appointed by the Dean of the faculty must serve in a teaching capacity in the respective study program. One member of the selection board appointed by the Rector and the member appointed by the UEBA Scientific Council shall not be a UEBA employee.
- (7) The UEBA Scientific Council approves, usually once a year, a list of candidates for membership in selection boards under paragraph 6 of this Article hereof, from which the Chair of the UEBA Scientific Council chooses a selection board member as necessary. Proposals for appointment of selection board members shall be submitted to the UEBA Scientific Council usually by the deans of the faculties so that there are at least two candidate members for each study program at the faculty.
- (8) A non-voting student representative shall also take part in the selection procedure under paragraph 5 of this Article hereof. Unless a UEBA internal regulation or a UEBA faculty's internal regulation provides otherwise, the student representative shall be designated by way of election through the student section of the UEBA Academic Senate (applicable to selection procedures to fill a full professor's or associate professor's position at a university-wide teaching unit), or through the student section of the respective faculty's academic senate (applicable to selection procedures to fill the position of a full professor or associate professor assigned to the faculty), no later than 7 days prior to the selection procedure. Should such member not be elected, the selection procedure shall be attended by the Chair of the UEBA Academic Senate's student section (applicable to selection procedures to fill a full professor's or associate professor's position at a university-wide teaching unit) or by the Chair of the student section of the respective faculty's academic senate (applicable to selection procedures to fill the position of a full professor or associate professor assigned to the faculty), or by members of the student section of the respective academic senate designated by the aforementioned officials.
- (9) Neither the UEBA Rector nor a Faculty Dean may be chairs or members of the selection board.
- (10) The Head of the UEBA Department for Personnel and Social Questions, or the Faculty's Secretary, if the selection procedure involves a faculty position, shall be the non-voting secretary of the selection board. The selection board secretary shall provide for organisational arrangements of the selection procedure.
- (11) Selection board members shall act individually and independently as members of an evaluation body. Their performance as members of the selection board shall guarantee the same conditions for all candidates during the selection procedure. The selection board members, selection board secretary and student representative are obliged to maintain confidentiality of the opinions and evaluations of individual board members.

## **Article 5**

### **Selection Procedure Process**

- (1) At least seven days before the selection procedure the Initiator competent under Article 2 hereof shall invite for the selection procedure an applicant who complies with the following requirements:

---

<sup>10</sup> Article 75(4) of Universities Act

- a) has full capacity to do legal acts,
  - b) is of good repute,
  - c) possesses qualifications and special qualifications, if required by a separate regulation (demonstrated by relevant documents),
  - d) is medically fit to perform the work for which he/she is to be employed, if so required by a separate regulation,
  - e) has filed the application within the deadline as stated in the notification of the selection procedure announcement, and submitted the required documents.
- (2) The board's secretary shall return to the applicant who does not meet the criteria stated in paragraph 1 of this Article hereof the application to participate in the selection procedure and the enclosed documents, including the specification of the reason for non-inclusion into the selection procedure. This fact shall be stated in the selection procedure report.
  - (3) The written invitation to the selection procedure shall state the date, hour and venue of the selection procedure as well as notification of the form and manner of the selection procedure according to paragraph 4 of this Article hereof.
  - (4) The selection procedure shall be carried out by way of an interview. The selection procedure may also be held by way of a videoconference or by any other means of information and communication technology without physical presence of the applicant, including voting by secret ballot, if the technical arrangements allow such a procedure. The selection procedure may also be carried out in a hybrid form (partly involving physical presence, partly in electronic form). If senior staff members' posts are to be filled, the applicant may be required to make a public presentation of his/her intentions as a senior staff member.
  - (5) If the applicant fails to take part in the selection procedure in the form and manner as required, the applicant shall be excluded from the selection procedure, and the selection board shall return to the applicant all documents of personal nature as defined by the Personal Data Protection Act. This fact shall be stated in the selection procedure report.
  - (6) The selection procedure to fill the position of a university teacher, full professor or associate professor shall be public<sup>11</sup>.
  - (7) In the selection procedure to fill the position of a university teacher, full professor or associate professor, the selection board shall evaluate particularly the applicants' teaching activities, creative activities and responses thereto as well as any other criteria as determined by the internal regulations of the UEBA or the UEBA faculties.
  - (8) The Initiator competent under Article 2 hereof shall publish the date, hour and venue of the public presentation of the applicant's intentions on the UEBA official notice board (UEBA website) or on the UEBA faculty's official notice board (faculty's website) at least seven days prior to the public presentation, if such public presentation is required. The Initiator shall also notify the date, hour and venue of the public presentation to the applicant in writing.
  - (9) The selection board chair shall be accountable for the selection procedure process.

## **Article 6**

### **Voting in Selection Procedure and Selection Procedure Results**

---

<sup>11</sup> Article 77(8) of Universities Act

- (1) Voting in the selection procedure shall be secret. Voting shall take place immediately after the selection procedure. Each selection board member shall have one vote. The selection committee member may not abstain from voting. In the case of a tie in the final ranking, the selection board chair shall decide.
- (2) The selection board shall constitute a quorum, if at least 4 of its members take part in the voting; the selection board chair must always be present in the selection procedure.
- (3) If there are two or more candidates taking part in the selection procedure for one position, each selection board member shall make an overall evaluation of all the candidates taking part and shall make a ranking list where a ranking number is assigned to the name and surname of each candidate. Should a selection board member conclude that a candidate has failed to comply with the set requirements, he/she shall assign the candidate an "X" symbol next to the ranking number. If there is only one candidate taking part in the selection procedure for one position, each selection board member shall evaluate the candidate and either recommend or not recommend hiring the candidate.
- (4) Subsequently, based on the secret ballot of its members, the selection board shall make the final ranking list of the candidates.
- (5) The candidates' ranking shall be binding for filling the positions. The Initiator competent under Article 2 hereof shall enter into employment relationship with the candidate based on the ranking.
- (6) In the case of selection procedures to fill the position of a university teacher, research worker, full professor or associate professor, only the first place in the ranking shall be binding upon the Initiator.
- (7) The Initiator competent under Article 2 hereof shall have the right not to accept the selection board's proposal.
- (8) If the selection board does not to choose a candidate because none of the candidates has met the set requirements, or if the Initiator competent under Article 2 does not accept the selection board's proposal, the Initiator may announce a new selection procedure. A new selection procedure may be announced also for the reason that no one has applied for the selection procedure, or that applications to participate in the selection procedure have been returned to all candidates applying due to their failure to meet the criteria and terms as announced.
- (9) The selection board shall process the selection procedure results and draw up a report of the selection procedure process signed by the selection board chair and the board members present. In the case of a selection procedure held by way of a videoconference or by any other means of information and communication technology, the report shall only be signed by the selection board chair.
- (10) In the case of a selection procedure to fill the position of a university teacher, full professor or associate professor, the report of the selection procedure process shall be made by the minutes clerk of the selection board chosen by the majority of the members thereof. In the case of a selection procedure to fill the position of a research worker or senior staff member, the report of the selection procedure process shall be made by the secretary of the selection board. In the report, the selection board shall recommend to the Initiator competent under Article 2 hereof the most suitable candidate to be hired for the job or position.
- (11) The report of the selection procedure process concerning the selection procedure to fill the position of a university teacher, full professor or associate professor shall also state evaluation criteria, verbal evaluation of the candidates, candidates' ranking and rationale of the results in regard to each candidate. In order to verify the results of this selection procedure, the Initiator competent under Article 2 hereof shall publish within five working days of the selection procedure the following information on the website where selection procedure announcements are published:
  - a) list of selection board members stating their first name and surname,
  - b) data of the selected candidate and unsuccessful candidates who gave their consent to the publication of their data, to the extent as provided in Section 76(10)(a) of the Universities Act,
  - c) name of the field of study in which the selected candidate is supposed to work; and



- d) number of applicants<sup>12</sup>.
- (12) The selection board shall submit, without undue delay, but in any case no later than 3 working days of the selection procedure, the report to the Initiator competent under Article 2 hereof.
- (13) The Initiator competent under Article 2 hereof shall notify the results of the selection procedure to the applicant within 10 days of the completion of the selection procedure, and shall return to unsuccessful candidates all documents of personal nature as defined by the Personal Data Protection Act.

## **Article 7**

### **Temporary and Final Provisions**

- (1) These Principles were discussed and approved by the Academic Senate of the University of Economics in Bratislava on 23 September 2022.
- (2) Selection procedures for positions of university teachers, full professors and associate professor which had started and were not completed by 24 April 2022 shall be completed according to the regulations effective by 24 April 2022.
- (3) The Principles of Selection Procedure to Fill University Teachers', Research Workers', Full Professors'/Associate Professors' and Senior Staff Members' Positions at University of Economics in Bratislava which were approved by the Academic Senate of the University of Economics in Bratislava on 16 December 2015 shall be repealed on the effective date hereof.
- (4) These Principles shall become effective on 26 September 2022.

Bratislava, on this 23<sup>rd</sup> day of September 2022

prof. Ing. Helena Majdúchová, CSc.  
Chair of UEBA AS

prof. Ing. Ferdinand Daňo, PhD.  
Rector of the UoE in Bratislava

---

<sup>12</sup> Article 77(8) of Universities Act