

# **MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA**



**Staff Recruitment Policy for work positions of university teachers,  
researchers, professors, associate professors and managerial personnel at  
the Matej Bel University in Banská Bystrica**

Registration №: 914/2018  
File №: 439 – 2018 – R - SR

**March 2018**

As amended by § 15 subpar. 1c) of the Act Nr. 131/2002 Coll. on universities as amended, supplemented or otherwise modified (hereinafter referred to as „the University Act“) and the Act Nr. 552/2003 Coll. on exercise of duties in the public interest as amended, supplemented or otherwise modified and the Act Nr. 365/2004 Coll. on fair treatment and anti-discriminatory measures as amended, supplemented or otherwise modified (Anti-discrimination Law) and the Act Nr. 311/2001 Coll. the Labour Code as amended, supplemented or otherwise modified and after approval of the Academic Senate of Matej Bel University (hereinafter referred to as „AS UMB“) and in accordance with the § 9 subpar. 1b) of the Act on universities, Matej Bel University in Banská Bystrica (hereinafter referred to as „UMB“) will issue the following Staff Recruitment Policy for work positions of university teachers, researchers, professors, associate professors and managerial personnel of UMB (hereinafter referred to as „Staff Recruitment Policy“ or „statutes“). \*)

## **Article 1**

### **Introductory provisions**

1. The statutes regulate the staff recruitment policy and staff recruitment process for work positions of university teachers, researchers, professors and associate professors and managerial personnel of UMB. Recruitment for the abovementioned work positions and functions shall be conducted in line with the approved number and structure of work positions at UMB and in accordance with UMB regulations and statutes.
2. Staff recruitment for work positions of university teachers (hereinafter referred to as „university teachers“), researchers, professors, associate professors and managerial personnel (please see Exhibit 1), refers to the process of selection and recruitment of candidates for selected work positions and functions according to the defined structure. Recruitment includes verification of candidates' abilities, professional knowledge and background which is deemed necessary or appropriate for particular work positions and functions subject to the recruitment process.
3. Work positions of university teachers, researchers and functions of professors and associate professors are awarded on the basis of a personal interview to be held within a particular UMB workplace.
4. A personal interview for work positions of managerial personnel of UMB or its corresponding faculties and branches is held at a particular faculty or a branch hereof.
5. In all recruitment processes UMB as the Employer (hereinafter referred to as „Employer“) shall adhere to the fair treatment policy and guidelines to be applicable in labour relations or any corresponding relations in connection herewith or governed by specific statutes. Candidates shall not be discriminated against on the basis of gender, religion or belief, race, ethnicity or nationality, health disability, age, sexual orientation, marital or family status, skin colour, language, political or any other opinions and beliefs, national or social origin, property and possessions, family origin or any other social status or after reporting criminality or participating in anti-social activities.
6. The recruitment process for the function of a professor or an associate professor also refers to the recruitment process for the work position of a university teacher.

\*) All functions and work positions of persons in this document refer to both genders.

**Article 2**  
**Announcement of a recruitment process**

1. Announcement of a recruitment process for work positions of university teachers, researchers and functions of professors and associate professors shall be duly published on a corresponding website of UMB, an official board of UMB or that of a particular faculty or any other branch of UMB providing the work position or the function is related hereto. As amended by HRS4R – the European Strategy of Human Resources of Researchers (including university teachers and professors and associate professors), the recruitment process for work positions of university teachers, researchers, functions of professors and associate professors shall be announced in English language on the EURAXESS website – Researchers in Motion (<https://euraxess.ec.europa.eu>).
2. The recruitment process for the work position of a university teacher, a researcher, a professor and an associate professor and the function of managerial personnel of the university or that of R UMB shall be announced by the Rector and duly published on the UMB website.
3. The recruitment process for the function of managerial personnel of the UMB faculty shall be announced by the Dean of the faculty on its corresponding website and on the official UMB board.
4. The recruitment process for the function of managerial personnel of the UMB branch (except for the faculty) shall be announced by the director and published on its corresponding website.
5. The recruitment process for the work position or the function shall be announced at least three weeks before its initial stage.
6. Announcement of the recruitment process shall contain the following:
  - (a) the Employer's name,
  - (b) the function or the name of the work position subject to the recruitment process (job description),
  - (c) professional background and personal skills and abilities for exercise of the function or the work position as amended by law, UMB statutes and working regulations or any other applicable bylaws),
  - (d) other criteria and any other requirements applicable in relation to the function/the work position,
  - (e) the estimated employment start date,
  - (f) the list of mandatory documents to be submitted,
  - (g) the day and the place of registration for the recruitment process.

**Article 3**  
**Recruitment Committee**

1. The recruitment process shall be organised by the recruitment committee to be appointed by the Rector or the Dean of the corresponding faculty or the branch director.
2. The recruitment committee for the recruitment process shall have a minimum of 5 members.
  - (a) The recruitment committee for work positions of university teachers, researchers and professors and associate professors shall consist of:

- the Committee Chairman,
- one representative of the UMB Academic Senate or the Faculty Academic Senate,
- one representative of the workplace where the recruitment process is being held,
- other experts in the corresponding field with at least one of them who shall not be employed at the university branch where the recruitment process is being held.

In the recruitment process for the function of a professor or associate professor, the recruitment committee member does not have to be an expert in the same field as the candidate.

(b) The recruitment committee for work positions of managerial personnel shall consist of:

- the Committee Chairman,
- one representative of the UMB Academic Senate or the Faculty Academic Senate,
- one representative of the place where the recruitment process is being held,
- one employee to be appointed by employees' representative,
- experts in the corresponding field with at least one of them who shall not be employed at the university branch where the recruitment process is being held.

3. The absolute majority of all members of the recruitment committee for work positions of university teachers, researchers, professors and associate professors shall consist of experts in the corresponding field for the particular function or the work position.
4. For recruitment processes for work positions of university teachers, professors and associate professor, the chairman or a member of the recruitment committee should be one from the sponsors or co-sponsors of the study programme within the corresponding field of study or the related field of study where a selected candidate will work.
5. For the recruitment process for the function of a professor, the absolute majority of committee members shall consist of professors or doctors of science (DrSc.) while in case of the recruitment process for the function of an associate professor, the absolute majority of committee members shall consist of associate professors, professors or doctors of sciences (DrSc.).

#### **Article 4**

#### **Organisation of the recruitment process**

1. The recruitment process shall be organised by the Human Resources Department or the person who is responsible for the agenda at the UMB faculty or its branch. The HR Department or the person in charge of the agenda shall participate in the recruitment process as a secretary and without a right to vote.
2. Documents submitted by candidates shall be examined by the Committee Chairman. Those candidates who meet the prescribed requirements are to be invited for the personal interview at least 7 days in advance and they shall be duly notified of the date, place and time hereof.
3. The Committee Chairman in cooperation with the Vice-Dean for research and development of the UMB faculty is obliged to verify selection criteria for the functions of professors and associate professors. A candidate who does not comply with the prescribed requirements shall not be invited for a personal interview and shall be duly notified hereof by the Dean of the faculty.

4. A candidate who is not present on a personal interview on the day and in the time as set forth in advance either in person or in any other prescribed form (e.g. a video/Skype interview) shall be irrevocably excluded from the recruitment process.
5. The recruitment process is not public. It shall be held within the prescribed timetable in a written, oral or combined form.
6. Members of the recruitment committee as the executive authority are obliged to act individually and impartially. Their membership in the recruitment committee shall guarantee equal conditions for all candidates.
7. Members of the recruitment committee are obliged to keep confidential any opinions and assessment of individual members hereof as well as the outcome of the recruitment process.
8. In the recruitment process for the function of a professor or an associate professor, the recruitment committee shall also evaluate using assessment criteria for the functions of professors and associate professors that have been approved by the UMB Scientific Board.
9. In course of the assessment procedure, candidates are awarded points by members of the recruitment committee.
10. When evaluating candidates, members of the recruitment committee shall award points on the scale range from 0 to 4.

<b>A RATING SCALE FOR ASSESSMENT</b>	
<b>Number of points</b>	<b>Rating</b>
4	<i>candidate's recruitment is deemed a major contribution for the workplace</i>
3	<i>candidate's recruitment is appropriate</i>
2	<i>candidate's recruitment is possible with limitations</i>
1	<i>candidate's recruitment is not deemed a contribution for the workplace</i>
0	<i>candidate's recruitment is not recommended</i>

11. The success rate of a candidate in the recruitment process depends on the total number of points awarded by all members of the recruitment committee.
12. Candidate's assessment is conducted by members of the recruitment committee using a secret ballot. Assessment shall be done immediately after the recruitment process.
13. The Committee Chairman is in charge of considering any other than prescribed documents or written entries by third parties.
14. The recruitment committee shall evaluate all assessment criteria of the recruitment process and based upon the results of the secret ballot they shall determine the priority of candidates.
15. If two candidates have been awarded an equal number of points, the recruitment committee shall suggest the priority of candidates for a particular work position or a function with each single candidate per each sequence.

16. The recruitment committee shall announce the results of the recruitment process to the Rector in writing by minutes from the committee session as amended by Exhibits 7 or 9 within 5 working days from the date of the personal interview while recommending the most appropriate candidate(s) for particular employment.

The minutes also contain proposed duration of the employment or specific conditions under which the employment may be prolonged as amended by § 77 subpar. 2 and 4 of the Act Nr. 131/2002 Coll. on universities as amended, supplemented or otherwise modified. The minutes also include the statement from the Dean of the corresponding faculty or the branch manager.

17. The recruitment committee shall announce the results of the recruitment process to the Dean in writing by minutes from the committee session as amended by Exhibits 9 or 10 within 5 working days from the date of the personal interview while recommending the most appropriate candidate for particular employment.

The minutes shall also contain proposed duration of the employment.

18. In case of the recruitment process for the function of a professor or an associate professor, the minutes shall also contain the list of assessment criteria to be fulfilled herein and duly signed by the candidate and the Committee Chairman.

19. A successful candidate shall obtain more than half of the points in the recruitment process. Should no candidate fulfil such a condition, the recruitment process is deemed unsuccessful.

20. The priority of candidates within the recruitment process is binding. The employer is bound to sign the employment agreement with a candidate(s) according to their position in the ranking.

21. In the recruitment process for work positions of university teachers, researchers, professors and associate professor, the Rector shall have the right not to accept the result hereof and shall be entitled to announce a new recruitment process.

22. If the recruitment committee fails to select a specific candidate for a particular work position due to non-compliance of candidates with assessment criteria, they are entitled to announce a new recruitment process.

23. The recruitment process for the work positions of university teacher, researcher, professor, associate professor, manager or executives of R UMB is deemed completed after the minutes have been signed by the Rector.

The recruitment process for the work position of a manager of UMB is deemed completed after the minutes have been signed by the Dean/Director.

24. A managerial work position may be occupied without the recruitment process for the period of max. 6 months. The recruitment process shall be completed by this date.

25. The Rector, the Dean or the Director of the UMB branch shall notify candidates of the results of the recruitment process in writing within 10 working days from its completion (Exhibits 11 and 12).

26. Unsuccessful candidates shall be sent all exhibits and schedules attached to their job application forms by the HR Department.

**Article 5**  
**Recruitment for positions of university teachers and researchers**

1. The employment for the position of a university teacher who does not have a degree of a professor or an associate professor shall only be concluded for the period of up to 5 years within one recruitment process.
2. A university teacher may occupy the function of an associate professor or a professor following one recruitment process for a period of up to 5 years. If a university teacher has occupied such function in three consecutive periods and the total time of his/her employment in such functions has exceeded 9 years, and has a degree of „an associate professor“ or „a professor“, and for the function of a professor a degree of „a professor“, she or he shall be entitled to sign an employment contract with UMB for the work position of a university teacher and to occupy this function for a permanent time period until the age of 70.
3. The employment of a university teacher expires automatically by the end of the academic year when a teacher reaches the age of 70 and the employment has not been terminated earlier. On the basis of the proposal by the Dean, the Rector may fix an employment contract with a university teacher aged 70 or over for the maximum period of one year and such a contract may be renewed repetitively.
4. The employment for the position of a postdoctoral researcher may be fixed for a period of up to 2 years.
5. The position of a postdoctoral researcher may be offered to a candidate who is not more than 5 years after doctoral graduation once the recruitment process was announced.
6. On the basis of the proposal by the Dean, the Rector may recruit an employee for the work position of a university teacher even without a recruitment process for a period of up to one year.

**Article 6**  
**Final provisions**

1. The following Exhibits and Schedules form an integral part of these statutes:  
Exhibit Nr. 1: The list of managerial positions at Matej Bel University to be occupied by the recruitment process as amended by the Act Nr. 552/2003 Coll. on exercise of functions in the public interest.  
Exhibit Nr. 2: Announcement of the recruitment process for work positions of university teachers and researchers.

Exhibit Nr. 3: Announcement of the recruitment process for the work position of a manager at UMB.

Exhibit Nr. 4: Announcement of the recruitment process for the work position of a manager at the faculty.

Exhibit Nr. 5: Announcement of the recruitment process for the work position of a manager at R UMB.

Exhibit Nr. 6: Announcement of the internal recruitment process for the Head of the Department.

Exhibit Nr. 7: Minutes from the session of the recruitment committee for the work position of a university teacher and a researcher.

Exhibit Nr. 8: Minutes from the session of the recruitment committee for the work position of a manager at UMB.

Exhibit Nr. 9: Minutes from the session of the recruitment committee for the work position of a manager at the faculty of UMB.

Exhibit Nr. 10: Minutes from the session of the recruitment committee for the work position of the Head of the Department.

Exhibit Nr. 11: Announcement of the results of the personal interview to a successful candidate.

Exhibit Nr. 12: Announcement of the results of the personal interview to an unsuccessful candidate.

2. These statutes have repealed the full enactment of the Staff Recruitment Policy for work positions of university teachers, researchers, professors, associate professors and managerial personnel at Matej Bel University in Banská Bystrica and the Amendment Nr. 1 to the Staff Recruitment Policy dated May 6, 2014 and duly approved by the Academic Senate of UMB in Banská Bystrica on June 10, 2013.
3. The Staff Recruitment Policy has been adopted by the UMB Academic Senate in Banská Bystrica on March 19, 2018.
4. The Staff Recruitment Policy shall enter into force and effect upon its execution by the UMB Academic Senate in Banská Bystrica on April 1, 2018.

.....  
prof. PaedDr. Miroslav Krystoň, CSc.  
Chairman of the UMB Academic Senate

.....  
doc. Ing. Vladimír Hladlovský, PhD.,  
Rector of UMB



**The list of functions  
of managerial personnel at Matej Bel University in Banská Bystrica subject to  
recruitment process  
as amended by the Act Nr. 552/2003 Coll. on exercise of functions and duties in the  
public interest**

Pursuant to the Article 1 subpar. 7 of the Working Regulations of UMB, managerial personnel of UMB include the following:

- the financial officer,
- the director of UMB specialised facilities,
- the director of the university library.

Pursuant to the Article 1 subpar. 8 of the Working Regulations of UMB, managerial personnel of UMB faculty include the following:

- the faculty secretary,
- Heads of Departments and offices as amended by § 32 subpar. 1 of the Act and governed by faculty statutes,
- employees as governed by faculty statutes.

Pursuant to the Article 1 subpar. 9 of the Working Regulations of UMB, managerial personnel of R UMB include the following:

- Heads of divisions,
- the Director of UAKOM.

In accordance with their internal guidelines, faculties and other divisions of UMB may modify the range of functions of managerial personnel at faculties and any branches hereof subject to the recruitment process. Employees appointed herein shall become managerial

personnel and these work positions shall be occupied in compliance with the Staff Recruitment Policy.

*Exhibit № 2*



**Rectorate**  
Národná 12, 974 01  
Banská Bystrica

Registration №:  
File №:

Banská Bystrica xx. xx. xxxx

### Rector of Matej Bel University in Banská Bystrica

In accordance with § 77 subpar. 1 of the Act Nr. 131/2002 Coll. on universities as amended, supplemented or otherwise modified shall announce the recruitment process for work positions of *university teachers/researchers* at the Faculty ..... as defined below:

1 job vacancy for the function of a professor for the study field ..... in the Department .....

1 job vacancy for the function of an associate professor for the study field ..... in the Department .....

1 job vacancy for the function of an assistant professor for the subjects ..... (or with the specialisation in .....) in the Department .....

1 job vacancy for the function of an assistant for the subjects ..... (or with the specialisation in .....) in the Department .....

1 job vacancy for the function of a lecturer for the subjects ..... (or with the specialisation in .....) in the Department .....

1 job vacancy for the position of a researcher with the specialisation in .....

1 job vacancy for the position of a postdoctoral researcher with the specialisation in .....

#### **Qualification assessment criteria for the function of a professor:**

- a scientific-pedagogical degree (professor or associate professor) in the study field or any corresponding study field.

#### **Qualification assessment criteria for the function of an associate professor:**

- a scientific-pedagogical degree (professor or associate professor) in the study field or any corresponding study field.

#### **Qualification assessment criteria for the function of an assistant professor:**

- a Master's or doctoral degree (PhD. or equivalent),  
- pedagogical competences.

**Qualification assessment criteria for the function of an assistant:**

- minimum of a Master's degree,
- pedagogical competences.

**Qualification assessment criteria for the function of a lecturer:**

- minimum of a Bachelor's degree,
- pedagogical competences.

**Qualification assessment criteria for the position of a researcher:**

- doctoral degree (PhD. or equivalent),
- experience in solving research tasks.

**Qualification assessment criteria for the position of a postdoctoral researcher:**

- doctoral degree (PhD. or equivalent),
- at least five-years practice after completion of the doctoral degree,
- experience in solving research tasks and projects,
- *other* .....

**Other requirements for all candidates:**

- work experience ...
- foreign language skills ...
- PC skills ...
- *other* .....

**Employment start date:** .....

**Payment terms:** as amended by the Act Nr. 553/2003 Coll.

The following documents shall be submitted prior to a personal interview:

- i) an application form
- ii) a Europass CV
- iii) an academic certificate and a certificate in pedagogical competences
- iv) a list of publishing and research activities with five most notable scientific outputs to have been published for the last 5 years and reviews on the candidate's most notable work – a list of publishing activities as amended by the Accreditation Committee criteria (an UMB employee needs to submit only the excerpt from the UMB University Library) for the period of ....., including the list of quotations; other candidates need to present their publications according to output activities A, B, C, D (see the Regulation of the Ministry of Education Nr. 456/2012)
- v) in addition hereto, the candidates for the function of a professor or an associate professor need to submit the list of specific acceptance criteria for the functions of professors and associate professors at an UMB faculty,
- vi) the research objective for the duration of employment in a maximum of 2 pages – if required,
- vii) other materials – if required.

The above mentioned documentation shall be delivered to: Faculty of ..... , the Human Resources Department, *seated at* ....., 974 01 Banská Bystrica until ..... with a note on the envelope: „Personal interview – please, do not open.“

doc. Ing. Vladimír Hiadlovský, PhD.  
the Rector

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*For internal use only (not to be published)*

**The recruitment has been announced for:**

- \* an existing work position (*please, state the names*)
- \* a new working position (*please, state the number of positions*)

.....  
Name and Surname  
Dean of the Faculty



**Rectorate**  
Národná 12, 974 01  
Banská Bystrica

Registration №:  
File №  
:

Banská Bystrica xx. xx. xxxx

The Rector of Matej Bel University in Banská Bystrica

As amended by § 552/2003 Coll. on exercise of work duties in the public interest as amended, supplemented or otherwise modified, announces recruitment for the work position of

**The Director of the University Library**

**Assessment criteria:**

– a Master's degree with the specialisation in .....

**Other requirements:**

- work experience ...
- foreign language skills ...
- PC skills ...
- other .....

**Employment start date:** .....

**Salary:** as amended by the Act Nr. 553/2003 Coll.

The following documents shall be submitted prior to a personal interview:

- viii) an application form
- ix) a Europass CV
- x) an academic certificate/ certificates
- xi) other materials (if required)

The above mentioned documentation shall be delivered to: Matej Bel University in Banská Bystrica, the Human Resources Department, Národná Street 12, 974 01 Banská Bystrica until ..... with the note on the envelope: „Personal interview – please, do not open.“

doc. Ing. Vladimír Hiadlovský, PhD.

The Rector

*Exhibit № 4*

The Faculty headed paper

Registration №:

File №:

Banská Bystrica xx. xx. xxxx

The Dean of the Faculty of ..... of Matej Bel University in Banská Bystrica

As amended by § 552/2003 Coll. on exercise of work duties in the public interest as amended, supplemented or otherwise modified, announces recruitment for the work position of

**The Faculty Secretary**

**Assessment criteria:**

– a Master's degree with the specialisation in .....

**Other requirements:**

- work experience ...
- foreign language skills ...
- PC skills ...
- other .....

**Employment start date:** .....

**Salary:** as amended by the Act Nr. 553/2003 Coll.

The following documents shall be submitted prior to a personal interview:

- xii) an application form
- xiii) a Europass CV
- xiv) an academic certificate /certificates
- xv) other materials (if required)

The above mentioned documentation shall be delivered to: Faculty of ..... , the Human Resources Department, *seated at* ....., 974 01 Banská Bystrica until ..... with the note on the envelope: „Personal interview – please, do not open.“

.....  
Name and Surname  
The Faculty Dean

Registration №:  
File №

Banská Bystrica xx. xx. xxxx

The Rector of Matej Bel University in Banská Bystrica

As amended by § 552/2003 Coll. on exercise of work duties in the public interest as amended, supplemented or otherwise modified, announces recruitment for the work position of

**The Head of Department of economic analyses and strategies**

**Assessment criteria:**

– a Master's degree with the specialisation in .....

**Other requirements:**

- work experience in the public administration with the specialisation in .....
- fluency in a foreign language,
- PC skills including user's knowledge of MS OFFICE

- *other* .....

**Employment start date:** .....

**Salary:** as amended by the Act Nr. 553/2003 Coll.

The following documents shall be submitted prior to a personal interview:

- xvi) an application form
- xvii) a Europass CV
- xviii) an academic certificate/ certificates
- xix) other materials (if required)

The above mentioned documentation shall be delivered to: Matej Bel University in Banská Bystrica, the Human Resources Department, Národná Street 12, 974 01 Banská Bystrica until ..... with the note on the envelope: „Personal interview – please, do not open.“

doc. Ing. Vladimír Hiadlovský, PhD.  
The Rector

The Faculty headed paper

Registration №:  
File №:

Banská Bystrica xx. xx. xxxx

The Dean of the Faculty of ..... Matej Bel University in Banská Bystrica

As amended by § 32 subpar. 1 of the Act Nr. 131/2002 Coll. on universities as amended, supplemented or otherwise modified announces **internal recruitment** for the work position of

**The Head of the Department ..... (the name of the faculty) of Matej Bel University in Banská Bystrica**

**for the period from ..... to .....**

Assessment criteria:

- doctoral degree
- managerial skills
- organisation skills
- other skills and competences

**The following documents shall be submitted prior to a personal interview:**

- an application form
- the candidate's concept for future development of the department

The above mentioned documentation shall be delivered to: Faculty of ..... , the Human Resources Department, *seated at* ....., 974 01 Banská Bystrica until ..... with the note on the envelope: „Personal interview – please, do not open.“

.....  
Name and Surname  
The Faculty Dean



Registration №:  
File №:

Banská Bystrica xx. xx. xxxx

## **M i n u t e s**

**from the Recruitment Committee meeting for ..... (the number) work positions of a researcher/a postdoctoral researcher/ a university teacher (or work positions of researchers/ postdoctoral researchers) for the function of ..... and the subjects ..... (or the specialisation ..... ) for the study programme in ..... (the Department/place of work) at ..... (the name of the Faculty) of Matej Bel University in Banská Bystrica.**

Place, date and time:

The Recruitment Committee has verified the assessment criteria of all the candidates for the given work position in an alphabetical order *in writing (or on a personal interview or the combination of a written form and an interview)*.

The following candidates have applied for the work position:

.....

.....

..... – absent

All the candidates were assessed in compliance with the Staff Recruitment Policy and Guidelines of Matej Bel University in Banská Bystrica. The total points the candidate could obtain was ..... .

The Recruitment Committee submits to the Rector the following: ..... (the number) work positions of a researcher / a postdoctoral researcher / a university teacher (or work positions of researchers/ postdoctoral researchers/ university teachers) for the function ..... :

1. *candidate's name* ....., total points: ....., employment date from ..... to,
2. *candidate's name* ....., total points: ....., employment date from ..... to under the condition of ..... in the given period with the option for prolongation up to ..... after fulfilment of the said condition.
3. *candidate's name* ....., total points: .... - the candidate failed to obtain the required number of points.

.....  
the Committee Chairman

Dean's statement:

Consent granted – Consent not granted

.....  
Name and Surname  
the Faculty Dean

Rector's statement:

Consent granted – Consent not granted

.....  
Date and Rector's signature



**Rectorate**  
Národná 12, 974 01  
Banská Bystrica

Registration №:  
File №:

Banská Bystrica xx. xx. xxxx

**M i n u t e s**

**from the Recruitment Committee meeting for the work position of *the Director of .....*  
*/the Head of the ..... Department of Matej Bel University in Banská Bystrica.***

Place, date and time:

The Recruitment Committee has verified the assessment criteria of all the candidates for the given work position in an alphabetical order *in writing (or on a personal interview or the combination of a written form and an interview).*

The following candidates have applied for the work position:

- .....
- .....
- ..... – absent

All the candidates were assessed in compliance with the Staff Recruitment Policy and Guidelines of Matej Bel University in Banská Bystrica. The total points the candidate could obtain was ..... .

The Recruitment Committee submits to the Rector the following: the Director of ..... /the Head of the ..... Department.

1. *candidate's name* ....., *total points*:....., employment date from ..... to .....,
2. *candidate's name* ....., *total points*:.....,
3. *candidate's name* ....., *total points*:....., - the candidate failed to obtain the required number of points.

.....  
the Committee Chairman

Rector's statement:

Consent granted – Consent not granted

.....  
Date and Rector's signature

The Faculty headed paper

Registration №:  
File №:

Banská Bystrica xx. xx. xxxx

**M i n u t e s**

**From the Recruitment Committee meeting for the work position of the Secretary of the Faculty of ..... of Matej Bel University in Banská Bystrica**

Place, date and time:

The Recruitment Committee has verified the assessment criteria of all the candidates for the given work position in an alphabetical order *in writing (or on a personal interview or the combination of a written form and an interview)*.

The following candidates have applied for the work position:

.....

.....

..... – absent

All the candidates were assessed in compliance with the Staff Recruitment Policy and Guidelines of Matej Bel University in Banská Bystrica. The total points the candidate could obtain was ..... .

The Recruitment Committee submits to the Dean of ..... (*the name of the Faculty*) of UMB the following: the Secretary of the Faculty of .....

1. *candidate's name* ....., *total points*:....., employment date from ..... to .....
2. *candidate's name* ....., *total points*:.....,
3. *candidate's name* ....., *total points*:....., - the candidate failed to obtain the required number of points.

.....  
the Committee Chairman

Dean's statement:

Consent granted – Consent not granted

.....  
Date and Dean's signature

The Faculty headed paper

Registration №:  
File №:

Banská Bystrica xx. xx. xxxx

**M i n u t e s**

**From the Recruitment Committee meeting for the work position of the Head of the Department (the name of the Department) of the Faculty of ..... (the name of the Faculty) of Matej Bel University in Banská Bystrica.**

Date and time:

Place:

The Recruitment Committee has verified the assessment criteria of all the candidates for the given work position in an alphabetical order:

- *in writing,*
- *in person,*
- *the combination of both.*

The following candidates have applied for the work position:

.....

.....

..... – absent

All the candidates were assessed in compliance with the Staff Recruitment Policy and Guidelines of Matej Bel University in Banská Bystrica. The total points the candidate could obtain was .....

The Recruitment Committee submits to the Dean of ..... (the name of the Faculty) of UMB the following: the function of the Head of the Department of ..... (the name of the Department) of Matej Bel University in Banská Bystrica.

1. *candidate's name* ....., *total points:* ....., for a 4-year contract .....,
2. *candidate's name* ....., *total points:*.....,
3. *candidate's name* ....., *total points:*....., - the candidate failed to obtain the required number of points.

.....  
the Committee Chairman

Dean's statement:

Consent granted – Consent not granted

.....  
Date and Dean's signature

The Faculty headed paper

Sir  
Ing. Pavol Úspešný, PhD.  
Nová cesta 9  
974 09 Banská Bystrica

Your letter №/dated

Our number:  
Registration №:  
File №

Contact person/Phone №  
Name/Contact  
e-mail

Banská Bystrica  
Date

Subject:           Announcement of results of the recruitment process

Dear Mr Úspešný,

In adherence to the Staff Recruitment Policy and Guidelines, we would like to inform you that after successful completion of the recruitment process and subject to the consent of the Dean of Matej Bel University in Banská Bystrica, I offer you a fixed term contract for a position of an assistant professor in the Department of ..... at the Faculty of ..... of Matej Bel University in Banská Bystrica, for a period from ..... to ..... (with the condition ..... in course of the said term).

Sincerely Yours

.....  
Name and Surname  
Dean of the Faculty

The Faculty headed paper

Sir  
Ing. Pavol Úspešný, PhD.  
Nová cesta 9  
974 09 Banská Bystrica

Your letter №/dated	Our number: Registration №: File №	Contact person/Phone № Name/Contact e-mail	Banská Bystrica Date
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Subject:       Announcement of results of the recruitment process

Dear Mr Úspešný,

After completion of recruitment for the position of assistant professor in the Department of ..... at the Faculty of ..... of UMB in Banská Bystrica and in compliance with the Staff Recruitment Policy and Guidelines and following the Recruitment Committee decision, I regret to inform you that your application for the abovementioned work position has not been successful due to .....

Thank you for your interest in our organisation.

Please find enclosed all the documentation attached to your application form.

Sincerely Yours

.....  
Name and Surname  
Dean of the Faculty