

# **MATEJ BEL UNIVERSITY IN BANSKA BYSTRICA**



**Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at Matej Bel University in Banská Bystrica**

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June 2022

Matej Bel University in Banská Bystrica (hereinafter referred to as "MBU" or "university") issues pursuant to § 15 par. 1 letter d) of the Act of the National Council of the Slovak Republic no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts as Amended (hereinafter referred to as the "University Act"), in accordance with Act no. 552/2003 Coll. on the performance of work in the public interest, as amended, Act no. 365/2004 Coll. on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments to Certain Acts (Anti-Discrimination Act) as amended, Act no. 311/2001 Coll. The Labour Code as amended, and following the approval of the Academic Senate of the MBU (hereinafter referred to as the "AS MBU") pursuant to § 9 para. 1 letter a) of the Act on Higher Education, these Principles of the selection procedure for filling the positions of university teachers, research workers, positions of professors and associate professors and positions of senior employees at MBU (hereinafter "principles of selection procedure")<sup>1</sup>. They reflect the principles of the OTM-R system (open, transparent and merit-based recruitment of researchers), to which all institutions that have received the European Commission's HR Excellence in Research label commit themselves.

## **Article 1**

### **Introductory provisions**

1. This internal regulation regulates the principles and course of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior employees at MBU specified in Annex No. 1. The filling of the mentioned positions and functions is carried out in connection with the approved number and structure of positions at MBU in accordance with the Statute of MBU and the internal documents of MBU.
2. The principles of the selection procedure support open competition in recruiting employees and enable the acceptance of applications from applicants from abroad. One of the strategic goals of Matej Bel University in Banská Bystrica is to attract international researchers. The university is a member of the Euraxess network of service centres. The recruitment policy and the bilingual publication of vacancies are in compliance with HRS4R policies and the strategy of attracting researchers from abroad.
3. The selection procedure for filling the positions of university teachers (hereinafter referred to as "university teachers"), the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff according to Annex no. 1 is the process of selecting and recruiting candidates for selected jobs and positions according to their designated structure at MBU. The selection procedure verifies the abilities, professional knowledge and preconditions of the candidates necessary or suitable for the performance of work in the job position or in the function for which the selection procedure is advertised.
4. The positions of university teachers, research workers and the positions in the functions of professors and associate professors are filled on the basis of a selection procedure, which takes place at the relevant component of MBU.
5. The selection procedure for filling the positions of senior employees is carried out at the Rector's Office or at the relevant MBU component, which launched the selection procedure to fill the post of senior staff member.
6. The employer, i.e. MBU (hereinafter referred to as the "Employer"), is obliged to observe the principle of equal treatment in labour law and similar legal relations, established by special regulations. Applicants shall not be discriminated against on grounds of sex, religion or belief, race, nationality or ethnic group, disability, age, sexual orientation, marital or family status, colour,

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<sup>1</sup> All positions and functions mentioned in this document are gender equal, and any gender may qualify.

language, political or other opinion, national or social origin, property, gender or other status or because of a report of crime or other anti-social activity. Candidates are evaluated for their quality, experience, knowledge and the results of their creative activity according to the required criteria.

## **Article 2**

### **Announcement of the selection procedure**

1. Announcement of the selection procedure for the positions of university teachers, researchers, positions in the functions of professors and associate professors and positions of senior staff members shall be published on the relevant MBU website, on the official notice board of MBU or on the official notice board of the Faculty or a respective component of MBU, in the case of a post or position in the function of associate professor or professor or function classified in a Faculty or other MBU component. The announcement of the selection procedure for the positions of university teachers, researchers, or positions in the functions of professors and associate professors will also be published in English on the EURAXESS - Researchers in Motion website (<https://euraxess.ec.europa.eu>).
2. The selection procedure for the position of university teacher, research worker, the position in the function of professor and associate professor, the position of MBU senior staff member and the position of senior staff member at MBU Rector's Office is announced by the Rector of MBU and must be published on the MBU website.
3. The selection procedure for the position for senior staff member of the MBU Faculty is announced by the Dean of the Faculty and the selection procedure is announced at the relevant Faculty's website and on the official notice board of the MBU Faculty.
4. The selection procedure for the position of a senior staff member of the MBU component (except for the Faculty) is announced by the director of this component and published on the relevant website of the MBU component website.
5. The selection procedure for the position of university teacher, researcher and the function of senior staff member shall be announced at least three weeks before its commencement (the actual selection procedure). The selection procedure for vacancies for the positions in the function of professor and associate professor shall be announced at least five weeks before its commencement (the actual selection procedure).
6. The announcement of selection procedure shall contain:
  - a) name of the employer,
  - b) position or a name of a position of university teacher, position in the function of professor or associate professor or function to be filled by the selection procedure (according to the list of work activities, possibly together with the job description),
  - c) qualification prerequisites and special qualification prerequisites for the performance of the position of university teacher, position in the function of professor or associate professor or function according to the Higher Education Act, or other valid legal regulations of the Slovak Republic, pursuant to the MBU Statute, the Rules of Procedure of MBU, and other relevant internal regulations of MBU.
  - d) requirements for filling the position of the university teacher and for the filling of the position in the function of professor or associate professor in the field of pedagogical activity and in the field of creative activity and citations and responses to it,

- e) other criteria and other requirements in relation to the post, position in the function of professor or associate professor or function to be filled,
- f) expected day of commencing work,
- g) salary conditions,
- h) type of employment,
- i) employee benefits, and other benefits,
- j) list of required documents, which the applicant shall submit,
- j) the date and place of submission of the application for participation in the selection procedure.

### **Article 3**

#### **Filling of posts of university teaching, researchers and positions in the functions of professors and associate professors**

1. The selection procedure for filling the position in the function of professor or associate professor is also a selection procedure for filling the position of university teacher. A scientific or artistic degree may not be a prerequisite for the appointment to the positions in the function of professor or the post of associate professor.
2. A contract of employment as a university teacher may be concluded on the basis of a single selection procedure for a maximum period of five years.
3. The prerequisite for the performance of the activity of the position of university teacher in the function of associate professor is the continuous fulfilment of the current criteria for filling the position in the function of associate professor. The prerequisite for the performance of the activity of the position of university teacher in the function of professor is the continuous fulfilment of the current criteria for filling the position in the function of professor.
4. The position in the function of professor or associate professor may be filled on the basis of a single selection procedure for a maximum period of five years. If a university teacher has held the position of associate professor or the position of professor at least three times and the total duration of his or her service in these positions has reached at least nine years, he or she shall acquire the right to an employment contract with that university for the position of university teacher for a fixed term until he or she reaches the age of 70 years; this shall not confer the right of a university teacher to be appointed to the position in question.
5. The employment of university teachers shall terminate at the end of the academic year in which they reach the age of 70, unless their employment has been terminated earlier under the Labour Code. The Rector, on the proposal of the Dean, may conclude an employment contract with a person over 70 years of age for the post of university teacher if he or she is a staff member employed at the Faculty for a maximum period of one year; the employment contract may be concluded in this way repeatedly.
6. The employment as a postdoctoral researcher may be concluded for a maximum period of 2 years.
7. The position of postdoctoral researcher may be applied for by a candidate who, at the time of the competition, is not more than 5 years out of his/her third degree of higher education.

8. The Rector, on the proposal of the Dean, may recruit an employee for the position of a part-time university teacher for a maximum period of one year without a selection procedure.

#### **Article 4** **Selection committee**

1. The selection procedure for filling the positions of university teachers, researchers, positions in the functions of professors and associate professors and positions of senior staff members is carried out by a selection committee appointed by the Rector, or the Dean of the respective Faculty, or the director of the relevant MBU component. Gender equality is taken into account when setting up the selection committee.

The selection committee for the selection procedure consists at least of 5 members.

A) The members of the selection committee for filling the positions of university teachers, and the positions of research workers are:

- chairman of the selection committee,
- representative of AS MBU, or as a case may be the Academic senate of the Faculty,
- representative from the department for which the selection procedure is taking place,
- other experts in the field, at least one of them is not employed in the Faculty for which the selection procedure is being held.

B) The members of the selection committee for filling the positions of senior staff member are:

- chairman of the selection committee,
- representative of AS MBU, or as a case may be the Academic senate of the Faculty,
- representative of the department for which the selection procedure is taking place,
- an employee designated by the relevant employee representative,
- professional from the relevant field for which the selection procedure is taking place, at least one of which is not part of the University for which the competition is taking place.

A supermajority of all members of the selection committee for the positions of university teachers and researchers shall be appointed from among the experts in the field of expertise for the position concerned.

In selection procedures for posts of university teachers, one of the members of the selection committee shall be the person responsible for the implementation, development and quality of the study programme in the field of study in which the candidate will be working.

2. In the selection procedure for filling the position in the function of professor or associate professor consists of five members:

- two members of the selection committee are appointed by the Rector, one of whom is appointed on the proposal of the staff representative,
- one member shall be appointed by the head of the relevant department of the MBU Faculty,
- one member shall be appointed by the MBU Scientific Board,
- one member of the selection committee shall be appointed by the Dean if the University is divided into Faculties, otherwise by the head of the relevant department of the MBU Faculty; in the event of a conflict of interest on the part of the Dean, the relevant member of the committee shall be appointed by the Rector.

The work of the selection committee shall be directed by its chairman, who shall be elected by the members of the committee by a majority of all the members of the committee, without undue delay after the appointment of all the members of the selection committee, so that the smooth running or organisation of the selection procedure can be ensured. The elected chairman of the selection committee shall at the same time notify the person organising the selection procedure of the result of the election.

The members of the selection committee must meet the qualifications for the position in question.

A member of the selection committee appointed by the head of the relevant department and a member of the selection committee appointed by the Dean, or, in the event of a conflict of interest on the part of the Dean, by the Rector or the head of the relevant department, must be a teacher in the relevant field of study.

One of the members of the selection committee appointed by the Rector and the member appointed by the MBU Scientific Board is not an employee of MBU.

Gender equality shall be taken into account in the composition of the selection committee.

## **Article 5**

### **The course of the selection procedure**

1. The selection procedure is organised by a Human Resources and Payroll Administration Officer, or a person authorised to perform this agenda at the Faculty. The Human Resources and Payroll Administration Officer/possibly the person entrusted with the implementation of this agenda participates in the selection procedure without the right to vote and writes the minutes.
2. The delivered materials of registered candidates will be examined by the chairman of the selection committee. Candidates who meet the required criteria are invited to the selection procedure at least 7 days before the interview, indicating the date, place and time of the interview.
3. All applications meeting the requirements for the position shall be assessed without any discrimination on the basis of their gender, age, ethnic, national or social origin of the candidates, religion, belief, sexual orientation, language, disability, political opinion, social or economic status of the candidates.
4. The chairman of the selection committee needs to verify, whether an applicant meets the requirements and obligatory criteria for filling the positions of professor and associate professor in cooperation with the Vice-Dean for science and research of the given MBU Faculty. If these criteria are not met, the applicant may not be invited for the interview. The Dean of the Faculty will notify the applicant of this fact.
5. The selection procedure shall take place at a specified time by written, oral, combined or video interview. An invited candidate who fails to appear in person on the date and time specified or who fails to take part in the selection procedure on the date and time specified in another form agreed by the chairman of the selection board (e.g. a video interview) shall be excluded from the selection procedure.

6. The selection procedure is open to the public.
7. The date of the selection procedure shall be published on the relevant MBU website, on the official notice board of MBU or on the official notice board of the relevant MBU Faculty, if it is a position at the relevant MBU Faculty, no later than 5 days before the actual start (implementation) of the selection procedure.
8. The public part of the selection procedure for filling the positions in the functions of professor and associate professor is also attended by a student representative of the student part of the academic senate of the relevant MBU Faculty.

If the student representative of the student part of the Academic Senate of the relevant MBU Faculty is unable to attend the selection procedure, the Vice-Chair of the student part of the Academic Senate of the relevant MBU Faculty shall appoint a representative from among the students of the academic community of the relevant MBU Faculty. A student who participates in the public part of the selection procedure does not participate in the evaluation of the candidates by the selection committee, s/he is not entitled to get acquainted with the evaluation of individual candidates or with the content of the minutes of the selection procedure.

9. The absence of the student representative does not make the selection procedure impossible or invalid.
10. The attendance sheet shall be signed by the members of the selection committee, the candidates taking part in the selection procedure and the administrator. In the case of the selection procedure for the position in the function of professor and associate professor, the attendance sheet shall also be signed by the student representative designated in accordance with point 8 of this Article. The attendance sheet shall form an annex to the minutes of the selection procedure.
11. The public part of the selection procedure shall end with the presentation of the candidates.
12. The public participating in the selection procedure shall not be entitled to interfere in any way in the selection procedure, to disturb the course of the selection procedure and to ask questions of the participating candidates. The chairman of the selection board is authorised to take measures to ensure that the selection procedure is conducted smoothly.
13. The members of the selection committee are obliged to act individually and independently. Their performance as the members of the selection committee guarantees the same conditions for all candidates during the selection procedure.
14. The members of the selection committee are obliged to maintain confidentiality about the opinions and evaluations of individual members of the selection committee, as well as about the results of the selection procedure.
15. During the selection procedure for the position of professor or associate professor, the selection committee assesses the fulfilment of the current criteria for the position of professor or associate professor in the field in which the applicant will be working.
16. The selection committee shall assess the applicants' teaching activity, creative activity and citations and responses referred to it, and may also take into account other professional experience and skills of the applicant. The chair of the selection committee shall decide whether to take into

account documents other than those required in the evaluation of the candidate in the selection procedure.

17. The administrator of the selection board, appointed by a majority of its members, shall draw up a record of the selection committee's proceedings for the positions of university teachers, researchers and professors and associate professors, which shall include the evaluation criteria, the verbal evaluation of the candidates, their ranking on the basis of the scores and the justification of the result in relation to each candidate (Annex 9).

18. The minutes of the selection procedure for researcher positions shall be drawn up by the administrator of the selection committee in accordance with Annex 10.

19. The members of the selection committee shall use a scale of 0 to 4 points to evaluate the applicant.

<b>SCALE TO EVALUATE APPLICANTS</b>	
<b>Number of Points</b>	<b>Evaluation</b>
4	<i>Accepting a candidate represents a significant benefit for a workplace</i>
3	<i>Accepting a candidate is beneficial for a workplace</i>
2	<i>A candidate can be hired with reservations</i>
1	<i>Accepting a candidate does not benefit a workplace</i>
0	<i>Hiring the candidate is not recommended</i>

20. The sum of the points obtained from all members of the selection committee represents an evaluation of the candidate's success in the selection procedure.

21. The evaluation of the candidate will be performed by the members of the selection committee in secret. The evaluation will be carried out immediately after the selection procedure.

22. The selection committee will evaluate the result of the selection procedure and determine the order of the candidates on the basis of the results of the secret evaluation.

23. Hiring the candidate is conditional on obtaining more than half of the number of points in the selection procedure. If no candidate meets this condition, the selection procedure will be considered unsuccessful.

24. In the event of a tie, the selection committee shall determine by public vote by a majority of its members the ranking of the candidates with the same number of points, so that one candidate is ranked in each ranking position. The selection committee shall vote on the candidates with the same number of points in descending order (from first to last place) according to the alphabetical order of the candidates, on the basis of a proposal from the chairman of the selection committee.

25. The selection committee will notify the Rector of the result of the selection procedure in writing in the form of the minutes from the selection committee meeting in accordance with Annexes No. 9 within 2 working days of the selection procedure and will recommend the most suitable candidate (s) for recruitment.

The minutes also contain a proposal for the duration of the employment relationship, resp. proposal of specific conditions under which the duration of the employment relationship may be extended in accordance with § 77(5) of the Higher Education Act. With regard to the filling of the position in the function of professor or associate professor, the minutes also contain the period for which the post is filled in accordance with § 77(5) or (6) of the Higher Education Act and the condition of continuous fulfilment of the current criteria for filling the post of professor or associate professor pursuant to §77(4) of the Higher Education Act as a prerequisite for the performance of the activities of a university teacher in the post in question. The minutes shall also contain the opinion of the Dean of the relevant MBU Faculty.

26. The selection committee shall notify the Rector of the result of the selection procedure in writing in the form of the minutes from the selection committee meeting in accordance with Annex No. 10 within 5 working days following the selection procedure and will recommend the most suitable candidate for employment. The minutes also contain a proposal for the duration of the employment relationship, as well as the statement of the Dean of the relevant Faculty.

27. During the selection procedure for the position in the function of professor or associate professor, the minutes also include signatures of the candidates and the chairman of the selection committee who sign the overview of the fulfilment of the obligatory criteria for filling the positions of professors and associate professors.

28. The final order of the applicant for the selection procedure is binding. The Employer concludes the employment relationship with the candidate) according to the number of points and the place of order they achieved at the selection procedure.

29. In selection procedures for the positions of university teachers, research workers, and for the positions in the functions of professors and associate professors, the Rector has the right not to accept the results of the selection procedure and may announce a new selection procedure.

30. If the selection committee does not select a candidate for the vacancy on the basis of a selection procedure because no candidate met the requirements, a new selection procedure will be announced.

31. After the minutes have been signed by the Rector, the selection procedure is terminated.

32. The Dean of the Faculty shall notify the candidates in writing of the result of the selection procedure within 5 working days of its holding (Annexes No. 14 and No. 15).

33. For the purpose of verifying the result of the selection procedure for filling the positions of university teachers and the positions in the functions of professors and associate professors, the relevant MBU component shall publish the results of the selection procedure on its website within 5 working days after the selection procedure has taken place, but not before the results of the selection procedure have been communicated to the applicants in accordance with paragraph 32 of this Article:

(a) list of members of the selection committee including just name and surname,  
b) data of the selected candidate and unsuccessful candidates who have given their consent to the publication of their data, pursuant to § 76(10) (a) of the Higher Education Act (Annex 16),

(c) name of the field of study in which the selected candidate is to work and the number of candidates.

34. Applicants who are unsuccessful in the selection procedure shall be returned by the Payroll and Human Resources Officer/person in charge of this agenda, as appropriate, all attachments submitted with the application form for the selection procedure.

## **Article 6**

### **The course of the selection procedure for senior staff members**

1. The selection procedure is organised by the Payroll and Human Resources Officer or a person authorised to carry out this agenda at the relevant Faculty of MBU or another MBU component.

2. The Payroll and Human Resources Administration Officer/possibly the person in charge of this agenda takes part in the selection procedure without voting rights and acts as a recorder.

3. The chairperson of the selection committee shall examine the materials received from the applicants. Candidates who fulfil the required qualifications shall be invited to the selection procedure at least 7 days before the beginning of the procedure (the actual selection procedure), stating the date, place and time of the procedure.

4. All applications fulfilling the requirements set out in the competition notice will be considered without any discrimination on the grounds of the applicants' sex, age, ethnic, national or social origin, religion, belief, sexual orientation, language, disability, political opinions, social or economic status.

5. The selection procedure shall be open to the public.

6. The date of the selection procedure shall be published on the relevant MBU website, on the official MBU or on the official notice board of the relevant MBU Faculty, if it is a position at the relevant Faculty, no later than 5 days before the actual start (i.e. conduct) of the selection procedure.

7. The public part of the selection procedure ends with the presentation of the candidates.

8. The public participating in the selection procedure is not entitled to interfere in any way in the selection procedure, to disturb the course of the selection procedure and to ask questions of the participating candidates. The chairman of the selection committee is authorised to take measures to ensure that the selection procedure is conducted smoothly.

9. The selection procedure shall take place at the time specified in writing, orally, in a combined form or by video interview. An invited candidate who fails to appear in person on the date and time specified or who fails to take part in the selection procedure on the date and time specified in another form (e.g. a video interview) agreed by the chairman of the selection board shall be excluded from the selection procedure.

10. The attendance sheet shall be signed by the members of the selection committee, the candidates taking part in the selection procedure and the administrator. The attendance sheet shall be annexed to the minutes of the selection procedure.

11. The members of the selection committee are required to act independently in order to ensure equal conditions for all applicants.

12. The members of the selection committee are obliged to maintain confidentiality regarding the facts which were the subject of the evaluation of the individual candidates by the selection committee, as well as regarding the outcome of the selection procedure.

13. The selection committee may also take into account other professional experience and skills of the applicant. The chairman of the selection committee shall decide whether to take into account documents other than those required in the evaluation of a candidate in the selection procedure.

14. The minutes of the selection procedure shall be drawn up by administrator of the selection committee in accordance with Annexes 11, 12 and 13.

15. The members of the selection committee shall evaluate the candidates by scoring.

16. The members of the selection committee shall use a scale of 0 to 4 points to assess the applicant.

<b>SCALE TO EVALUATE APPLICANTS</b>	
<b>Number of Points</b>	<b>Evaluation</b>
4	<i>Accepting a candidate represents a significant benefit for a workplace</i>
3	<i>Accepting a candidate is beneficial for a workplace</i>
2	<i>A candidate can be hired with reservations</i>
1	<i>Accepting a candidate does not benefit a workplace</i>
0	<i>Hiring the candidate is not recommended</i>

17. The sum of the points obtained from all members of the selection committee represents the applicant's pass rate in the selection procedure.

18. The evaluation of the applicant's score shall be carried out by the members of the selection committee by secret ballot. The evaluation shall be carried out immediately after the presentation of all the candidates taking part in the selection procedure.

19. The selection committee shall evaluate the result of the selection procedure and, on the basis of the results of the secret evaluation, shall determine the ranking of the candidates.

20. The admission of a candidate shall be conditional on obtaining more than half of the points obtained in the selection procedure. If no candidate fulfils this condition, the selection procedure shall be deemed unsuccessful and a new selection procedure shall be opened.

21. In the event of a tie, the selection board shall, by public vote, determine by a majority of its members the ranking of the candidates with the same number of points, so that one candidate is ranked in each ranked position. The selection committee shall vote on the candidates with the same number

of points in descending order (from first place to last place) according to the alphabetical order of the candidates, on the basis of a proposal from the chairman of the selection committee.

22. The selection committee shall notify the Rector of the result of the selection procedure in writing in the form of a report on the course of the selection procedure in accordance with Annex 11 within 5 working days of the selection procedure and shall recommend the most suitable candidate for employment.

The minutes of the selection procedure shall also include a proposal for the duration of the contract.

23. The selection committee shall notify the Dean of the result of the selection procedure in writing in the form of the minutes of the selection procedure according to Annexes 12 and 13 within 5 working days of the selection procedure and shall recommend the most suitable candidate for employment.

The minutes of the selection procedure shall also include a proposal for the duration of the contract.

24. The ranking of the candidates in the selection procedure is binding. The employer shall conclude the contract of employment with the candidate(s) according to the ranking achieved in the selection procedure.

25. If the selection committee does not select a candidate for the post to be filled on the basis of the selection procedure because no candidate meets the conditions laid down, a new selection procedure shall be opened.

26. After the Rector has signed the minutes of the selection procedure, the selection procedure for filling the post of a senior staff member of MBU or the Rector's Office is closed.

27. After the minutes have been signed by the Dean of the relevant Faculty of MBU/Director of another MBU component, the selection procedure for filling the post of senior staff member of the relevant MBU component is closed.

28. The Rector, the Dean of the relevant MBU Faculty or the Director of another MBU component will notify the applicants in writing of the result of the selection procedure within 10 days of its conclusion (Annexes 14, 15).

29. After the results of the selection procedure have been communicated to the applicants in accordance with point 27 of this Article, for the purpose of verifying the result of the selection procedure, the Rector's Office or the relevant MBU component, depending on who announced the selection procedure, shall publish the result of the selection procedure on its website in such a way that it is accessible to every applicant, for at least 7 calendar days.

30. A vacant position of senior staff member may be filled without a competition for a maximum period of six months. A competition for the post of senior staff member must be held within that period.

31. Applicants who are unsuccessful in the selection procedure shall be returned by the Payroll and Human Resources Administration Officer, if applicable, all the annexes accompanying the application form.

## **Article 6**

### **Final provisions**

1. The Annexes are an integral part of this internal regulation:

Annex No. 1: List of positions for senior staff members at Matej Bel University in Banská Bystrica, which are filled by selection procedure in accordance with Act no. 552/2003 Coll. on the performance of work in the public interest

Annex No. 2: Announcement of a selection procedure for filling the positions of university teachers and research workers

Annex No. 3: Announcement of a selection procedure for filling the posts of university teachers in the positions for the function of professors

Annex No. 4: Announcement of a selection procedure for filling the positions for the function of associate professors

Annex No. 5: Announcement of a selection procedure for filling the position of a senior staff member at MBU

Annex 6: Announcement of a selection procedure for filling the position of the senior staff member of the Faculty

Annex No. 7: Announcement of a selection procedure for filling the position of a senior staff member of the MBU Rectorate

Annex No. 8: Announcement of the internal selection procedure for the head of a department

Annex No. 9: Minutes from the selection procedure to fill the position of university teacher

Annex No. 10: Minutes from the selection procedure to fill the position of research worker

Annex No. 11: Minutes from the selection procedure to fill the position of the senior staff member at MBU

Annex No. 12: Minutes from the selection procedure to fill the position of senior staff member at the MBU Faculty

Annex No. 13: Minutes of the selection procedure to fill the position of the head of a department

Annex No. 14: Notification of the results of the selection procedure addressed to successful applicant

Annex No. 15: Notification of the results of the selection procedure addressed to unsuccessful applicant

Annex no. 16: Consent/non-consent of the person concerned on the disclosure of personal data

2. This internal regulation repeals the Principles for the selection procedure for filling the positions of university teachers, researchers, professors, associate professors and senior staff members at Matej Bel University in Banská Bystrica, approved by the Academic Senate of MBU in Banská Bystrica on 24 May 2021, effective from 1 June 2021.

3. The principles for the selection procedure were approved by the Academic Senate of MBU in Banská Bystrica on 30 June 2022.

4. The principles of the selection procedure come into force on the day of their approval in the Academic Senate of MBU in Banská Bystrica and take effect on 1 July 2022.

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prof. PaedDr. Miroslav Krystoň, CSc.,  
Chairman of AS MBU

.....  
doc. Ing. Vladimír Hiadlovský, PhD.,  
MBU Rector

**List of positions  
for senior staff members at Matej Bel University in Banská Bystrica,  
which are filled by the selection procedure  
in accordance with Act no. 552/2003 Coll. on the performance of work in the public interest as  
amended**

MBU Senior Staff Members are:

- Bursar
- Director of the Administration of Special-Purpose Facilities of MBU,
- Director of the University Library.

MBU Senior Staff Members are of the Faculty are:

- Secretary of Faculty,
- head of departments and heads of other workplaces designated according to the relevant internal regulation of the Faculty,
- other senior staff members designated according to the relevant internal regulation of the Faculty.

Faculties and other parts of MBU may, by internal regulation, extend the range of positions of senior staff at the Faculties and other components which will be filled by a selection procedure. The staff members so appointed shall become senior staff members and these posts shall be filled in accordance with these Principles of selection procedures.

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

The Rector of Matej Bel University in Banská Bystrica

in accordance with the Principles of selection procedure for filling the positions of university teachers, positions of researchers, positions in the function of professors and associate professors and positions of senior staff members at MBU announces the selection procedure for filling the positions of *university teachers/researchers* at ..... Faculty as follows:

1 position in the function of assistant professor at the Department ..... with a focus in the field of creative scientific-research or artistic activities on ..... and pedagogical activities in the field of.....

1 position in the function of assistant at the Department ..... with a focus in the field of creative scientific-research or artistic activities on ..... and pedagogical activities in the field of.....

1 position in the function of lecturer at the Department ..... with a focus in the field of pedagogical activities on.....

1 position in the function of research worker focusing on creative (scientific-research or artistic) activities on .....

1 position in the function of research worker — postdoctoral student focusing on creative (scientific-research or artistic) activities on .....

**Qualification requirements for the position of assistant professor:**

- completed university education of at least 2nd or 3rd degree,
- pedagogical competence.

**Qualification requirements for the position of assistant:**

- completed university education of at least 2nd degree,
- pedagogical competence.

**Qualification requirements for the position of lecturer:**

- completed university education of at least 1st degree,
- pedagogical competence.

**Qualification requirements for filling the position of research worker:**

- completed university education of 3rd degree,

experience in solving research tasks and projects.

**Qualification requirements for filling the position of researcher - postdoctoral student:**

- completed university education of 3rd degree,
- experience not exceeding 5 years after completion the 3rd degree of higher education,
- experience in solving research tasks and projects,
- other.....

**Other Requirements for all applicants:**

- practice in the required field..... in the scope of ...
- foreign language skills: ..... level of language acquisition.....
- knowledge of MS OFFICE tools at user level.
- other requirements .....

**Commencing date:** .....

**Salary conditions:** in accordance with Act No. 553/2003 Coll. on remuneration of certain employees in the performance of public work and on amendment and supplementation of certain acts, as amended from ..... € / at ..... % of working time from ..... €.

**Type of employment relationship:** employment contract for fixed weekly hours / part-time weekly hours at.... hours/week (i.e. ... % of full-time hours).

**Employee benefits:** possibility of professional and career development, flexible working hours, leave in excess of Act No. 311/2001 Coll., the Labour Code as amended, contribution to supplementary pension savings, possibly to supplement other benefits.

**The following documents must be submitted before the selection procedure:**

- application form,
- the applicant's curriculum vitae, indicating the ORCID/Researcher ID, if any; in the case of university teachers, the curriculum vitae will be drawn up in accordance with Section 76 (10(a) of the Higher Education Act,
- evidence of education and teaching qualifications (if the education was obtained abroad, the applicant shall provide evidence of recognition of the education),
- an overview of teaching, publishing and scientific research activities, including an overview of citations - specifically indicate the 5 most significant published outputs over the last 5 years and the responses to the most significant published output of the applicant (in the case of an applicant from MBU, only an extract from the MBU University Library is accepted, other applicants submit an overview of publishing activities according to the categories in accordance with Decree No. 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity, as amended) for the years.....,
- a research plan during the period of employment of a maximum of 2 pages - if required,
- other documents - if required.

The required documents must be delivered to the following address: Faculty ....., The Payroll and Human Resources Administration Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by (date).....

.....  
Degree, name and surname, degree  
MBU Rector

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*For internal use only (not for publication)*

**The selection procedure takes place for:**

- the existing workplace position (*please, enter the names*):
- the new workplace position (*please, enter the number of positions*):

.....  
Degree, name and surname, degree  
Dean of the Faculty

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

The Rector of Matej Bel University in Banská Bystrica

in accordance with § 77 par. 1 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, announces a selection procedure for filling the position of university teacher at the ..... Faculty of MBU in Banská Bystrica as follows:

- **1 position in the function of professor** at the Department ..... with a focus on creative (scientific-research or artistic) activities such as ..... and in the field of pedagogical activities on .....

**Qualification requirements and other requirements:**

- fulfilment of obligatory criteria for obtaining the academic degree of "professor" in the field of habilitation and inauguration procedure ..... assigned to the field of study .....,
- active foreign language skills - *specify* (ability to provide teaching in a foreign language – *specify*),
- MS OFFICE tools, skills at the user level,
- other requirements .....

**Commencing Date:** .....

**Salary conditions:** in accordance with Act No. 553/2003 Coll. on remuneration of certain employees in the performance of public work and on amendment and supplementation of certain acts, as amended from ..... € / at ..... % of working time from ..... €.

**Type of employment relationship:** employment contract for fixed weekly hours / part-time weekly hours at.... hours/week (i.e. ... % of full-time hours).

**Employee benefits:** possibility of professional and career development, flexible working hours, leave in excess of Act No. 311/2001 Coll., the Labour Code as amended, contribution to supplementary pension savings, possibly to supplement other benefits.

**The following documents must be submitted before the selection procedure:**

- application form,
- the applicant's curriculum vitae in accordance with Section 76(10)(a) of the Higher Education Act, indicating the ORCID/Researcher ID, if any,
- proof of qualifications - an officially certified copy of the highest higher education qualification obtained, in the case of an applicant who has been awarded the scientific-pedagogical or artistic-pedagogical title of associate professor or professor, an officially certified copy of the decree (if the education or the scientific-pedagogical or artistic-pedagogical degree was obtained abroad, the applicant must submit proof of recognition of the education),

- an overview of teaching activities (subjects taught, length of teaching experience, supervision of doctoral students),
- an overview of creative activities (grants, projects, etc.),
- an overview of publication activity (in the case of an applicant from MBU, only an extract from the MBU University Library is accepted; other applicants submit an overview of publication activity according to categories as defined in No 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity, as amended),
- other relevant facts (courses taken, digital skills, professional or scientific awards, membership of the editorial boards of major journals, etc.),
- an overview of the fulfilment of the criteria resulting from the required level of criteria for obtaining the scientific or artistic degree of 'professor' in the field of habilitation and inauguration ..... associated with the field of study ..... - indicate separately the period of the last .... years, which are published on the website ..... *indicate the page where the Faculty will have the criteria published.....* .

The required documents shall be delivered to the following address: Faculty ....., Payroll and Human Resources Administration Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by .....

.....  
 Degree, name and surname, degree  
 MBU Rector

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*For internal use only (not published)*  
 Selection procedure takes place for:

- the existing workplace position (*enter names*):
- the new workplace position (*enter number of positions*):

.....  
 Degree, name and surname, degree  
 Dean of the Faculty

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

## The Rector of Matej Bel University in Banská Bystrica

in accordance with § 77 par. 1 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, announces a selection procedure for filling the position of university teacher at the ..... Faculty of MBU in Banská Bystrica as follows:

- **1 position in the function of associate professor** at the Department ..... with a focus on creative (scientific-research or artistic) activities such as ..... and in the field of pedagogical activities on .....

### **Qualification requirements and other requirements:**

- fulfilment of obligatory criteria for obtaining the academic degree of "professor" in the field of habilitation and inauguration procedure ..... assigned to the field of study .....
- active foreign language skills - *specify* (ability to provide teaching in a foreign language – *specify*),
- MS OFFICE tools, skills at the user level,
- other requirements .....

**Commencing Date:** .....

**Salary conditions:** in accordance with Act No. 553/2003 Coll. on remuneration of certain employees in the performance of public work and on amendment and supplementation of certain acts, as amended from ..... € / at ..... % of working time from ..... €.

**Type of employment relationship:** employment contract for fixed weekly hours / part-time weekly hours at.... hours/week (i.e. ... % of full-time hours).

**Employee benefits:** possibility of professional and career development, flexible working hours, leave in excess of Act No. 311/2001 Coll., the Labour Code as amended, contribution to supplementary pension savings, possibly to supplement other benefits.

### **The following documents shall be submitted before the selection procedure:**

- application form,
- the applicant's curriculum vitae in accordance with Section 76(10)(a) of the Higher Education Act, indicating the ORCID/Researcher ID, if any,
- proof of qualifications - an officially certified copy of the highest higher education qualification obtained, in the case of an applicant who has been awarded the scientific-pedagogical or artistic-pedagogical title of associate professor or professor, an officially certified copy of the decree (if the

education or the scientific-pedagogical or artistic-pedagogical degree was obtained abroad, the applicant must submit proof of recognition of the education),

- an overview of teaching activities (subjects taught, length of teaching experience, supervision of doctoral students),
- an overview of creative activities (grants, projects, etc.),
- an overview of publication activity (in the case of an applicant from MBU, only an extract from the MBU University Library is accepted; other applicants submit an overview of publication activity according to categories as defined in No 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity, as amended),
- other relevant facts (courses taken, digital skills, professional or scientific awards, membership of the editorial boards of major journals, etc.),
- an overview of the fulfilment of the criteria resulting from the required level of criteria for obtaining the scientific or artistic degree of 'professor' in the field of habilitation and inauguration ..... associated with the field of study ..... - indicate separately the period of the last ... years, which are published on the website ..... *indicate the page where the Faculty will have the criteria published.....* .

The required documents shall be delivered to the following address: Faculty ....., Payroll and Human Resources Administration Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by .....

.....  
Degree, name and surname, degree  
MBU Rector

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*For internal use only (not for publication)*

**The selection procedure takes place for:**

- the existing workplace position (*please, enter the names*):
- the new workplace position (*please, enter the number of positions*):

.....  
Degree, name and surname, degree  
Dean of the Faculty

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

The Rector of Matej Bel University in Banská Bystrica

in accordance with § 5 of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended, announces a selection procedure for a workplace position of

**director of ..... (indicate an MBU component)**  
**MBU bursar.**

**Qualification requirements:**

- university education of 2nd degree in the field of .....

**Other requirements:**

- practice in the required field of ..... in the extent of .....
- managerial skills, organisational and communication skills,
- foreign language skills: ....., at the required level: .....
- MS OFFICE tools, skills at the user level,
- other requirements .....

**Commencing date:** .....

**Salary conditions:** in accordance with Act No.553/2003 Coll. on the remuneration of certain employees in the performance of public work and on amending and supplementing certain acts from.....€.

**Type of employment:** employment contract for a fixed weekly working time

**Employee benefits:** possibility of professional and career development, flexible working hours, leave beyond the scope of Act No. 311/2001 Coll. on the Labour Code as amended, contribution to supplementary pension savings, possibly to supplement other benefits...

**The following documents must be submitted for the selection procedure:**

- application form,
- professional CV,
- evidence of educational qualifications,
- other required documents.

The required documents shall be delivered to the following address: Faculty ....., Payroll and Human Resources Administration Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by .....

.....  
Degree, name and surname, degree  
MBU Rector

Faculty Letterhead

File No:  
Entry No:

Banská Bystrica xx. xx. xxxx

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

in accordance with § 5 of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended announces a selection procedure for a workplace position

**Secretary of the Faculty.**

**Qualification requirements:**

- higher education of 2nd degree in the field of .....

**Other requirements:**

- practice in the required field of ..... in the extent of .....
- managerial skills, organisational and communication skills,
- foreign language skills: ....., at the required level: .....
- MS OFFICE tools, skills at the user level,
- other requirements .....

**Commencing date:** .....

**Salary conditions:** in accordance with Act No.553/2003 Coll. on the remuneration of certain employees in the performance of public work and on amending and supplementing certain acts from.....€.

**Type of employment:** employment contract for a fixed weekly working time

**Employee benefits:** possibility of professional and career development, flexible working hours, leave beyond the scope of Act No. 311/2001 Coll. on the Labour Code as amended, contribution to supplementary pension savings, possibly to supplement other benefits...

**The following documents must be submitted for the selection procedure:**

- application form,
- professional CV,
- evidence of educational qualifications,
- other required documents.

The required documents shall be delivered to the following address: Faculty ....., Payroll and Human Resources Administration Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by .....

.....  
Degree, name and surname, degree  
Dean of the Faculty

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

The Rector of Matej Bel University in Banská Bystrica

in accordance with § 5 of Act no. 552/2003 Coll. on the performance of work in the public interest, as amended, announces a selection procedure for a workplace position of

**Head of the ..... Section.**

**Qualification requirements:**

– university education of 2nd degree in the field of .....

**Other requirements:**

- practice in the required field of ..... in the extent of .....
- managerial skills, organisational and communication skills,
- foreign language skills: ....., at the required level: .....
- MS OFFICE tools, skills at the user level,
- other requirements .....

**Commencing date:** .....

**Salary conditions:** in accordance with Act No.553/2003 Coll. on the remuneration of certain employees in the performance of public work and on amending and supplementing certain acts from.....€.

**Type of employment:** employment contract for a fixed weekly working time

**Employee benefits:** possibility of professional and career development, flexible working hours, leave beyond the scope of Act No. 311/2001 Coll. on the Labour Code as amended, contribution to supplementary pension savings, possibly to supplement other benefits...

**The following documents must be submitted for the selection procedure:**

- application form,
- professional CV,
- evidence of educational qualifications,
- other required documents.

The required documents shall be delivered to the following address: Faculty ....., Payroll and Human Resources Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by .....

.....  
Degree, name and surname, degree  
MBU Rector

Faculty Letterhead

File no.:  
Entry no.:

Banská Bystrica xx. xx. xxxx

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

in accordance with relevant internal regulations of the Faculty announces a **selection procedure** for a position of

**the Head of the Department of ..... (Faculty) at  
Matej Bel University in Banská Bystrica**

**The position is for the period from .....to .....**

Qualification and other requirements:

- completed university education, minimum 3rd degree of higher education
- managerial skills, organisational and communication skills
- expertise in the field of .....
- other requirements....

**Salary conditions:** in accordance with Act No.553/2003 Coll. on the remuneration of certain employees in the performance of public work and on amending and supplementing certain acts from.....€.

**The following documents must be submitted for the selection procedure:**

- application form,
- professional CV,
- evidence of educational qualifications,
- the concept of further development of the department,
- other documents, if necessary.

The required documents shall be delivered to the following address: Faculty ....., Payroll and Human Resources Department, *address* ....., 974 01 Banská Bystrica (the envelope must be marked with the following text: "Selection procedure - do not open"), or electronically to the e-mail address: ....., by .....

.....  
Degree, name and surname, degree  
Dean of the Faculty

File No:  
Entry No:

Banská Bystrica xx. xx. xxxx

### Minutes

**from the selection procedure to fill ..... (number) the position of university teacher in the function of ..... / or positions of university teachers in the function of ..... with a focus in the field of creative activity..... and in the field of pedagogical activity ..... in the field of study .... at .... (name of the department/workplace) .... (name of the Faculty) of Matej Bel University in Banská Bystrica**

(\*data to be completed and specified in accordance with the conditions of the selection procedure\*)

Place, date, and time of the meeting:

The selection committee, (see the members of the committee in the attendance list), interviewed the individual candidates for the above position in a *written form (or as a case may be in an oral interview, or in a combination of the written form and interview, or in a form of an online interview via.... platform).*

The following candidates applied for the interview:

.....  
.....

..... - did not appear

The evaluation of candidates by the selection committee was carried out in accordance with the valid Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU. The total number of points that a candidate could obtain was .....

Evaluation criteria: in accordance with the announced selection procedure.

The selection committee submits to the Rector of MBU the following order for filling ..... (number) *the position of university teacher in the function of... / or positions of university teacher in the function of.....:*

1. *the name of the applicant ..... - .... add the verbal evaluation of the applicant ..., justification of the result in relation to the applicant ....., number of points: ....., with a commencement from .... to .... at the latest pursuant to § 77 (6) and (10) of Act No. 131/2002 Coll. on higher education institutions and on amending and supplementing certain acts, as amended (hereinafter referred to as 'HE Act'), provided that the current criteria for filling the position in the function of professor/associate professor are continuously fulfilled throughout the duration of the appointment to the position of professor/associate professor pursuant to § 77(4) of the HE Act and that the*

fulfilment of these criteria is demonstrated on request, otherwise the entitlement to the appointment to the post ceases to exist,

(\* the above wording shall apply in the case of a selection procedure for filling the position of university teacher in the function of professor or associate professor when applying the second sentence of § 77(6) in conjunction with § 77(10) of the Higher Education Act \*)

2. the name of the applicant ..... - .... add the verbal evaluation of the applicant ..., justification of the result in relation to the applicant ....., number of points: ....., with a commencement from ..... to ..... at the latest pursuant to § 77(6) of Act No 131/2002 Coll. on higher education institutions and on amendment and supplementation of certain acts, as amended (hereinafter referred to as 'HE Act'), provided that the current criteria for filling the position in the function of professor/associate professor are met continuously throughout the duration of the appointment to the post of professor/associate professor pursuant to § 77(4) of the HE Act and that the fulfilment of these criteria is demonstrated on request, otherwise the entitlement to the appointment to the post shall cease to exist,

(\* the above wording shall apply in the case of a selection procedure for filling the position of university teacher in the function of professor/associate professor in application of the first sentence of § 77(6) of HE Act\*)

3. the name of the candidate ..... - .... add the verbal evaluation of the candidate ..., justification of the result in relation to the candidate ....., number of points: ....., with a commencement from ..... to .....,

(\* the above wording will be used in the case of a selection procedure for the position of university teacher (assistant professor, assistant lecturer, lecturer) pursuant to the first sentence of § 77(5), of the Higher Education Act \*)

4. the name of the applicant ..... - .... add the verbal evaluation of the applicant ..., justification of the result in relation to the applicant ....., number of points: ....., with a commencement from ..... to ....., with a condition of ..... during the period indicated and with the possibility of extension after the condition has been fulfilled to .....,

(\* the above wording shall be used in the case of the selection procedure for the position of university teacher - assistant professor, assistant, lecturer, pursuant to the first sentence of § 77(5) of the Higher Education Act, while specifying the conditions of the duration of the employment relationship\*)

5. the name of the applicant ..... - .... add the verbal evaluation of the applicant ..., justification of the result in relation to the applicant ....., number of points: ....., - the applicant's admission is not recommended.

.....  
Degree, name and surname, degree  
Chairperson of the selection committee

Statement of the Dean:

I agree – I disagree

.....  
Degree, name and surname, degree  
Dean of the Faculty

Statement of the Rector:

I agree – I disagree

.....  
Degree, name and surname, degree  
MBU Rector

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

### Minutes

**from the selection procedure for filling ..... (number) research worker / research worker - postdoctoral student / or research workers / research workers - postdoctoral students with a focus in the field of creative activity at ..... at ..... (name of the department / workplace) ..... (name of the Faculty) of the Matej Bel University in Banská Bystrica**

Place, date, and time of the meeting:

The selection committee, (see the members of the committee in the attendance list), interviewed the individual candidates for the above position in a *written form (or as a case may be in an oral interview, or in a written form and interview, or in a form of personal interview online via.... platform).*

The following candidates applied for the interview:

.....  
.....  
..... - did not appear

The evaluation of candidates by the selection committee was carried out in accordance with the valid Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU. The total number of points that a candidate could obtain was ..... .

The selection committee submits to the Rector of MBU the following order for filling ..... (number) *the position of research worker / research worker - postdoctoral student / or research workers / research workers - postdoctoral students* .:

1. *name of the candidate....., number of points....., starting from ..... to .....*,
2. *name of the candidate....., number of points....., starting from .....to .....*
3. *name of the candidate....., number of points....., - did not receive sufficient number of points*

.....  
Name and Surname  
Chairperson of the Selection Committee

Statement of the Dean:

I agree – I disagree

.....  
Degree, name and surname, degree  
Dean of the Faculty

Statement of the Rector:

I agree – I disagree

.....  
Degree, name and surname, degree  
MBU Rector

Letterhead of the Faculty

File No:  
Record No.:

Banská Bystrica xx. xx. xxxx

**Minutes**

**from the selection procedure for filling the position of *the Bursar, the Director, .....the Head of .....section* at Matej Bel University in Banská Bystrica**

Place, date, and time of the meeting:

The selection committee, (see the members of the committee in the attendance list), interviewed the individual candidates for the above position in a *written form (or as a case may be in an oral interview, or in a written form and interview, or in a form of an online interview via ..... platform).*

The following candidates applied for the interview:

- .....
- .....
- ..... - did not appear

The evaluation of candidates by the selection committee was carried out in accordance with the valid Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU. The total number of points that a candidate could obtain was ..... .

The selection committee submits to the Rector of MBU the following order for filling the position of the bursar, the director....., the head of .....section:

1. *name of the candidate....., number of points....., starting from ..... to .....*,
2. *name of the candidate....., number of points....., starting from .....to .....*
3. *name of the candidate....., number of points....., - did not receive sufficient number of points*

.....  
Degree, name and surname, degree  
Chairperson of the Selection Committee

Statement of the Rector:

I agree – I disagree

.....  
Degree, name and surname, degree  
Date and signature of MBU Rector

*\*The template of these minutes shall also be appropriately applied at selection procedures to fill the positions of other senior staff members of the relevant MBU component, as determined by the internal regulations of the component concerned.*

Faculty Letterhead

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

**Minutes**

**from the selection procedure for filling the position of the Secretary of the Faculty of ...at Matej Bel University in Banská Bystrica**

Place, date, and time of the meeting:

The selection committee, (see the members of the committee in the attendance list), interviewed the individual candidates for the above position in a *written form (or as a case may be in an oral interview, or in a written form and interview, or in a form of an online interview via ... .. platform).*

The following candidates applied for the interview:

.....  
.....  
..... - did not appear

The evaluation of candidates by the selection committee was carried out in accordance with the valid Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU. The total number of points that a candidate could obtain was ..... .

The selection committee submits to the Dean of ..... (name of the Faculty) MBU the following order for filling the position of the Secretary of the Faculty of .....

- 1. *name of the candidate....., number of points....., starting from ..... to .....*
- 2. *name of the candidate....., number of points....., starting from .....to .....*
- 3. *name of the candidate....., number of points....., - did not receive sufficient number of points*

.....  
Degree, name and surname, degree  
Chairperson of the selection committee

Statement of the Dean:

I agree – I disagree

.....  
Degree, name and surname, degree  
Date and signature of the Dean

*\*The template of these minutes shall also be appropriately applied at selection procedures to fill the positions of other senior staff members of the relevant MBU component, as determined by the internal regulations of the component concerned.*

Faculty Letterhead

File No:  
Record No:

Banská Bystrica xx. xx. xxxx

**Minutes**

**from the selection procedure meeting for the position of the head of the department (name of the department) of the Faculty (name of the Faculty) at Matej Bel University in Banská Bystrica**

Place, date and time:

The selection committee, (see the members of the committee in the attendance list), interviewed the individual candidates for the above position in a *written form (or as a case may be in an oral interview, or in a written form and interview, or in a form of an online interview via..... platform).*

The following candidates applied for the interview:

- .....
- .....
- ..... - did not appear

The evaluation of candidates by the selection committee was carried out in accordance with the valid Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU. The total number of points that a candidate could obtain was .....

The selection committee submits to the Dean of .....(the name of the Faculty) MBU the following order for filling the position of the Head of Department of .....(the name of the department) of the Faculty of .....Matej Bel University in Banská Bystrica:

1. name of the candidate....., number of points....., for a 4-year term of office from ..... to .....
2. name of the candidate....., number of points.....,
3. name of the candidate....., number of points....., - did not receive sufficient number of points

.....  
Degree, name and surname, degree  
Chairperson of the selection committee

Statement of the Dean:

I agree – I disagree

.....  
Degree, name and surname, degree  
Date and signature of the Dean

Faculty Letterhead

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

Your letter as of:	Our No. File No. Record No.	Person responsible/tel.no. name/ email contact	Banská Bystrica on...
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Subject: Notification of the result of the selection procedure

Dear Ing. Peter Úspešný, PhD.,

in accordance with the valid Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU, I would like to inform you that after successful completion of the selection procedure and with the consent of the Rector of the University of Matej Bel in Banská Bystrica, you will be recruited to the post of assistant professor at the Department of .....Faculty of MBU in Banská Bystrica with a start date from ..... for a fixed term until..... (with the condition.....during the mentioned period).

Sincerely yours,

.....  
Degree, name and surname, degree  
Dean of the Faculty

*\*The template of this notice on the result of the selection procedure is appropriately used in the notification of the result of the selection procedure for filling the position of a senior staff member of MBU, or a senior staff member of the MBU Rectorate, or a senior staff member of another MBU component, which is signed by the Rector, or the Director of relevant MBU component.*

Faculty Letterhead

Ing. Peter Neúspešný, PhD.  
Nová cesta 9  
974 09 Banská Bystrica

Your letter as of:	Our No. File No. Entry No.	Person responsible/tel.no. name/ email contact	Banská Bystrica on...
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Subject: Notification of the result of the selection procedure

Dear Ing. Peter Neúspešný, PhD.,

I would like to inform you that after passing the selection procedure for the position of assistant professor in the Department of ..... of the Faculty of MBI in Banská Bystrica, in accordance with the Principles of the selection procedure for filling the positions of university teachers, the positions of research workers, the positions in the functions of professors and associate professors and the positions of senior staff members at MBU, you were not selected by the selection committee as a suitable candidate due to not obtaining a sufficient number of points.

Thank you for your interest in working at our Faculty.

Please find enclosed the materials that were attached to your application.

Sincerely yours,

.....  
Degree, name and surname, degree  
Dean of the Faculty

*\*The template of this notice on the result of the selection procedure is appropriately used in the notification of the result of the selection procedure for filling the position of a senior staff member of MBU, or a senior staff member of the MBU Rectorate, or a senior staff member of another MBU component, which is signed by the Rector, or the Director of relevant MBU component.*

## Consent/non-consent of the person concerned on the disclosure of personal data

(write legibly in block capitals)

Name and surname, title of the person concerned:.....

In accordance with Article 6(1) and Article 7 of Regulations of the European Parliament and the European Council (EU) 2016/679 (hereinafter referred to as the EU Regulation), in this way the person concerned provides the employer: Matej Bel University in Banská Bystrica, Národná 12, 974 01, Banská Bystrica, ID No.: 302 322 95 (hereinafter "MBU"), **consent/non-consent with the disclosure of his/her personal data on the MBU website.**

MBU obtains the personal data from the person concerned and processes them in the context of the selection procedure for filling the position of university teacher, the position of associate professor and the position of professor.

**The purpose of the disclosure** of personal data for which the person concerned has provided verifiable consent is the disclosure of the results of the selection procedure for the purpose of verifying the result of the selection procedure pursuant to § 77(8)(b) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended by later regulations.

**The legal basis** for the disclosure of personal data is **the consent of the person concerned.**

The person concerned has **the right to withdraw the consent given at any time**, in the same way as he or she gave it. Withdrawal of consent shall not affect the lawfulness of processing based on consent prior to its withdrawal. Personal data disclosed on the MBU website will be permanently deleted after 7 days from the date of publication or after the withdrawal of the consent given, whichever is earlier.

With the disclosure of personal and other data (indicate with a cross):

- first name, surname, maiden name, academic degrees, scientific-pedagogical degrees, artistic-pedagogical degrees, scientific degrees, year of birth, data on higher education, further academic growth and completed further education, data on the course of employment and the course of pedagogical activity, data on professional or artistic background, data on publishing activities, citations and responses to scientific or artistic work, number of doctoral students for whom he/she is or has been a supervisor, indicating how many of them have duly completed their studies at the date of drawing up the curriculum vitae (§ 76 par. 10(a) of the Higher Education Act).

Agree

Disagree

The person concerned declares that he/she has given his/her consent voluntarily, of his/her own free will, without coercion of any kind, after the end of the selection procedure and without any conditions on the part of MBU unrelated to this consent.

The person concerned has the right to information **about the processing, the person concerned has the right to the access to personal data, the right to rectification and completion, the right to erasure of personal data disclosed (right to forget) and the right to restriction of processing.**

**The person concerned has the right to submit a complaint** with the Office for Personal Data Protection, Hraničná 12, Bratislava, pursuant to Article 13(2)(d) of the EU Regulation.

Further information on the protection of personal data at MBU and contacts to its responsible persons in charge of personal data protection supervision are published on the MBU web portal [www.umb.sk](http://www.umb.sk) in the GDPR section.

**Contact details of the responsible person in charge** of data protection supervision:

Add the address of the Faculty, [zodpovedna.osoba.x.y@umb.sk](mailto:zodpovedna.osoba.x.y@umb.sk).

**The person concerned declares** that he/she has been informed of the rights of the data subject and of the facts pursuant to Article 13 of the EU Regulation. He/she confirms these facts and his/her representations by signing.

In Banská Bystrica on:.....      Signature of the person concerned:.....