

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 of professors and associate professors and the positions of senior staff members at Matej Bel University in Banská Bystrica

REK/87/2021/109-SR
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May 2021

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 Labor Code as amended, and following the approval of the Academic Senate of the MBU (hereinafter referred to as the "MBU AS ") pursuant to § 9 para. 1 letter b) 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" or "internal regulation")¹. 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 of professors and associate professors and the positions of senior employees at MBU. 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 centers. 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 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. 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 posts of university teachers, research workers and the positions of full 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 of MBU and senior employees of Faculties and components of MBU is carried out at the relevant Faculty or at the respective part of MBU.
6. The employer, i.e. MBU (hereinafter referred to as the "Employer"), is obliged to observe the principle of equal treatment in labor 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,

¹ All positions and workplaces mentioned in this document are gender equal, and any gender may qualify.

colour, 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.

7. The selection procedure for filling the position of full professor and the position of associate professor is also a selection procedure for filling the position of university teacher.

Article 2

Announcement of the selection procedure

1. If it is a workplace or a position at the Faculty or another part of MBU, the selection procedure for the vacancies of university teachers, researchers, professors and associate professors must be published on the relevant website of the MBU website, on the official notice board of MBU or on the official notice board of the Faculty or a respective component of MBU. The announcement of the selection procedure for the positions of university teachers, researchers, 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, professor and associate professor, the position of senior staff at the university and the position of senior staff 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 of the Faculty at MBU is announced by the Dean of the Faculty on 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 employee of the MBU component (except for the Faculty) is announced by the director of this component and published on the relevant website of the UMB component website.
5. The selection procedure for a workplace or position shall be open at least three weeks before the interview date.
6. The announcement of selection procedure shall contain:
 - a) the name of the employer,
 - b) a position or a name of a workplace 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 or job according to the law, the MBU Statute, the Rules of Procedure of MBU, or other valid legal regulations,
 - d) other criteria and other requirements in relation to the position / job to be filled,
 - e) expected day of commencing work,
 - f) salary conditions,
 - g) type of employment,
 - h) employee benefits, and other benefits,
- i) a list of required documents,
- j) the date and place of submission of the application for participation in the selection procedure.

Article 3

Selection committee

1. The selection procedure is carried out by a selection committee appointed by the Rector, or the Dean of the respective Faculty, or the director of the component. Gender equality is taken into account when setting up the selection committee.
2. 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, the positions of research workers and the positions of full professors and associate professors 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 workplace for which the selection procedure is taking place,
 - other experts in the field, at least one of them is not employed in the part of the university for which the competition is being held.
 - b) The members of the selection committee for filling the positions of senior employees are:
 - chairman of the selection committee,
 - representative of AS MBU, or as a case may be the academic senate of the Faculty,
 - a representative of the workplace for which the selection procedure is taking place,
 - an employee designated by the relevant employee representative,
 - a practitioner from the relevant field for which the competition is taking place, at least one of which is not part of the university for which the competition is taking place.
3. An absolute majority of all members of the selection committee for filling the positions of university teachers and the positions of research workers and the positions of professors and associate professors is appointed from among experts from the professional field for the relevant position or post.
4. During the selection procedures for the positions of university teachers, professors and associate professors, the chairman or the member of the selection committee is one of the persons responsible for the implementation, development and quality of the study program in the field of study in which the applicant will work.
5. In the selection procedure for the position of professor, the absolute majority of the members of the committee must consist of professors or doctors of science (DrSc.), during the selection procedure for the position of associate professor, the absolute majority of members of the committee must consist of associate professors, professors or doctors of science (DrSc.).

Article 4

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 or another component of MBU. 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 the registered candidates will be examined by the chairman of the selection committee. Candidates who meet the required criteria are invited to the competition at least 7 days before the interview, indicating the date, place and time of the interview. 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.

3. 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.
4. An invited candidate who does not appear for the competition on the day and at the specified time in person or in another form approved by the chairman of the selection committee (e.g. a video interview) is excluded from the selection procedure.
5. The selection procedure is not open to the public. It is carried out at a specified time by a written, oral, combined or video interview.
6. The members of the selection committee, as well as members of the evaluation body, 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.
7. 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.
8. During the selection procedure for the position of professor or associate professor, the selection committee assesses the fulfilment of the criteria for filling the positions of professors and associate professors, approved by the Academic Council of MBU.
9. The selection committee may also take into account other professional experience and skills of the candidate. The chairman of the selection committee decides on the consideration of other than required documents and written submissions of other persons in the evaluation.
10. The members of the selection committee evaluate the candidates by scoring.
11. When evaluating the candidate, the members of the selection committee use a scale from 0 to 4 points.

SCALE TO EVALUATE APPLICANTS	
Number of Points	Evaluation
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>

12. 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.
13. 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.

14. 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.
15. 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.
16. In the event of a tie, the selection committee shall propose the order of the candidates for the position or post so that there will be exactly one candidate at each ranking.
17. 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 Appendices no. 9 or no. 10 within 5 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 par. 2 and par. 4 of the Act on Higher Education Institutions. The minutes also contain the opinion of the Dean of the respective Faculty or the head of the relevant component.
18. The selection committee shall notify the Dean of the result of the selection procedure in writing in the form of the minutes from the selection committee meeting in accordance with Appendices no. 11 or no. 12 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.
19. During the selection procedure for the position 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.
20. The final order of the applicant for the selection procedure is binding. The Employer concludes the employment relationship with the candidate (s) according to the number of points and the place of order they achieved.
21. In selection procedures for the positions of university teachers, research workers, 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.
22. 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.
23. After the minutes have been signed by the Rector, the selection procedure for the position of university teacher, research worker, professor, associate professor, or senior staff member at the university and the MBU Rectorate is completed. After the minutes have been signed by the Dean /director, the selection procedure for filling the position of the senior staff member at the UMB component is completed.
24. The vacancy for senior staff member may be filled without the selection procedure for a maximum of six months. By this deadline, it is necessary to carry out the selection procedure for such a position.
25. The Rector, the Dean of the Faculty or the director of the MBU component shall notify the candidates in writing of the result of the selection procedure within 10 working days of its holding (Appendices No. 13 and No. 14).
26. All documents attached with the application for the selection procedure will be returned to unsuccessful candidates by the Human Resources and Payroll Administration Officer / or the person in charge of the implementation of this agenda.

Article 5

Filling the positions of university teachers and research workers

1. An employment relationship for the position of a university teacher with an employee who does not have an academic-pedagogical degree or an artistic-pedagogical degree of "professor" or "associate professor" may be concluded on the basis of single selection procedure for a maximum of five years. The function of associate professor and the position of professor may be filled without an academic-pedagogical degree or without an artistic-pedagogical degree "associate professor" or "professor" for a definite period together for a maximum of three years, taking into account employment at all public universities, state universities and private universities; concurrent employment relationships are taken into account separately. An employment contract for the position of associate professor or professor concluded with a person without a scientific-pedagogical degree or without an artistic-pedagogical degree "associate professor" or "professor" is invalid from the first day of the calendar month following the expiry of the contract in compliance with the second sentence the employment contract.
2. A university teacher may fill the position of associate professor or professor on the basis of single selection procedure for a maximum of five years. If the university teacher has held the position of associate professor or professor for the third time, the total time of which s/he has held in those positions has reached at least nine years, and has, in the case of associate professor, an academic-pedagogical degree or an artistic-pedagogical degree "associate professor" or "professor", and in the case of the position of professor, academic-pedagogical degree or artistic-pedagogical title "professor", s/he acquires the right to an employment contract with MBU for the position of university teacher and to be in this position for a definite period up to the age of 70.
3. The employment of university teacher terminates at the end of the academic year, in which s/he reaches the age of 70, if his/ her employment was not terminated earlier. Following the Dean's proposal, the Rector may enter into an employment relationship with a university teacher over the age of 70 to fill the position of university teacher for a maximum period of one year. In this way, the employment can be concluded repeatedly.
4. Employment for the position of research worker - postdoctoral student can be concluded for a maximum of 2 years.
5. An applicant who is at the time of announcing the selection procedure for a maximum of 5 years after the completion of the third-level university education, may apply for the position of research worker - postdoctoral student.
6. The Rector, following the proposal of the Dean, may hire an employee for a maximum of one year for a shorter working time position of a university teacher without a selection procedure.

Article 6

Final provisions

1. The following appendices are an integral part of this internal regulation:
Appendix no. 1: List of positions for senior employees 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
Appendix no. 2: Announcement of a selection procedure for filling the posts of university teachers and research workers
Appendix no. 3: Announcement of a selection procedure for filling the posts of university teachers in the position of professors
Appendix no. 4: Announcement of a selection procedure for filling the positions of university teachers in the position of associate professors

Appendix no. 5: Announcement of a selection procedure for filling the position of a senior staff employee at MBU

Appendix no. 6: Announcement of a selection procedure for filling the position of the senior staff member of the Faculty

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

Appendix no. 8: Announcement of the internal selection procedure for the head of a department

Appendix no. 9: Minutes from the selection committee meeting to fill the position of university teacher and research worker

Appendix no. 10: Minutes of the selection committee meeting to fill the position of the senior staff member at MBU

Appendix no. 11: Minutes of the selection committee meeting to fill the position of senior staff member at the MBU faculty

Appendix no. 12: Minutes of the selection committee meeting to fill the position of the head of a department

Appendix no. 13: Notification of the results of the selection procedure addressed to successful applicant

Annex no. 14: Notification of the results of the selection procedure addressed to unsuccessful applicant

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 19 March 2018, effective from 1 April 2018.
3. The principles for the selection procedure were approved by the Academic Senate of MBU in Banská Bystrica on 24 May 2021.
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 June 2021.

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

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

**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**

In compliance with Art. 1 point 7 of the MBU Rules of Procedure, its executive officers are:

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

In compliance with Art. 1 point 8 of the MBU Rules of Procedure the executive officers of the Faculty are:

- Secretary of Faculty,
- head of departments and workplaces according to § 32, par. 1 of the Act designated by the Statute of the Faculty,
- employees designated by the Statute of the Faculty.

In compliance with Art. 1 point 9 of the MBU Rules of Procedure, senior staff members of the MBU Rectorate are:

- heads of unions,
- director of Automation and Communication Institute (UAKOM).

Faculties and other MBU components may, by internal regulations, expand the range of functions of senior employees at Faculties and other components that will be filled by the selection procedure. The staff so appointed shall become senior staff and shall be filled in accordance with these Selection Principles.



Rectorate
Národná 12
974 01 Banská Bystrica

File No:
Record No:

Banská Bystrica xx. xx. xxxx

The Rector of Matejka 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 posts of *university teachers / researchers* at the faculty as follows :

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

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

1 post for the position of lecturer at the Department with the focus in the field of pedagogical activities on.....

1 post for a researcher focusing on creative (scientific-research or artistic) activities on

1 post for a researcher — postdoctoral student focusing on creative (scientific-research or artistic) activities on

Qualification requirements for the position of associate professor:

- completed university education of 2nd or 3rd level,
- pedagogical competence.

Qualification requirements for the position of assistant professor:

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

Qualification prerequisites for the position of lecturer:

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

Qualification requirements for filling the position of researcher:

- completed university education of 3rd level,
- experience in solving research tasks.

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

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

Other Requirements for all applicants:

- practice in the scope of ...
- foreign language skills, level...
- work with PC in the scope of ...
- other.....

Commencing date:

Salary: in accordance with Act no. 553/2003 Coll. from € / at% of working hours from €

Type of employment relationship: employment contract for a fixed weekly working time / shorter weekly working time in the amount of hours / week (i.e. ...% working hours)

Employee benefits, other benefits: possibility of professional and career development, flexible working hours, leave beyond the scope of Act no. 311/2001 Coll. Labor Code as amended, contribution to supplementary pension savings scheme,

The following documents must be submitted before the selection procedure:

- the application,
- Europass - curriculum vitae, indicating ORCID / Researcher ID (if any), proof of qualifications - an officially certified copy of a diploma from the highest university education obtained, an officially certified copy of a diploma awarding the applicant an academic-pedagogical or artistic-pedagogical degree of associate professor or professor; (If the applicant's qualification was obtained abroad, s/he shall submit a notarized decision on the recognition of submitted documents for the purposes of the recognition of a regulated profession in the Slovak Republic pursuant to Act No. 422/2015 Coll. on the Recognition of Evidence of Education and on the Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended.),
- overview of pedagogical, publishing and research activities, including an overview of citations with a clear indication of 5 most significant published outputs for the last 5 years, as well as responses to the most significant published output of the applicant; (MBU applicant shall submit an official extract of his/her publications from the University Library of MBU, other applicants list their publications according to categories determined by the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 397/2020 Coll.) for the years of,
- research plan while working at the workplace in the range of a maximum of 2 pages - if required,
- other materials — if they are required.

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

Name and Surname
Rector of MBU

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*):

.....
Name and Surname
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 post for a position of full 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:

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

Commencing Date:

Salary conditions: in accordance with Act no. 553/2003 Coll. from € / at% of working hours from €

Type of employment relationship: employment contract for a fixed weekly working time / shorter weekly working time in the amount of hours / week (i.e.% working hours)

Employee benefits, other benefits: possibility of professional and career development, flexible working hours, leave beyond the scope of Act no. 311/2001 Coll. Labor Code as amended, contribution to supplementary pension saving scheme,

The following documents must be submitted before the selection procedure:

- the application,
- Europass - curriculum vitae, indicating ORCID / Researcher ID (if any), proof of qualifications - an officially certified copy of the diploma from the highest university education obtained, an officially certified copy of a diploma awarding the applicant an academic-pedagogical or artistic-pedagogical degree of associate professor or professor. (If the applicant's qualification was obtained abroad, s/he shall submit a notarized decision on the recognition of submitted documents for the purposes of the recognition of a regulated profession in the Slovak Republic pursuant to Act No. 422/2015 Coll. on the Recognition of Evidence of Education and on the Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended.),
- an overview of pedagogical activities (courses taught, the length of pedagogical practice,

- supervision of doctoral students),
- an overview of research or artistic activities (grants, projects, etc.),
 - overview of publications (an applicant from MBU shall submit an official extract from the University Library of MBU, other applicants list their publications according to categories determined by the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 397/2020 Coll.),
 - other significant facts (completed courses, digital skills, professional or scientific awards, membership in editorial boards of major journals, etc.),
 - applicant with an academic-pedagogical or artistic-pedagogical degree "professor" will demonstrate a reasonable increase in fulfillment of obligatory criteria for obtaining an academic-pedagogical or artistic-pedagogical degree "professor" in the field of habilitation and inauguration proceedings assigned to the field of study. since obtaining his/ her academic-pedagogical or artistic-pedagogical degree "professor" — mark separately the period of the last years,
 - applicant without an academic-pedagogical or artistic-pedagogical degree "associate professor" will prove the fulfillment of obligatory criteria resulting from the required level of criteria for obtaining an academic-pedagogical or artistic-pedagogical degree "associate professor" in the field of habilitation and inauguration assigned to the field of study, which are published on the website *indicate the website with publicly accessible faculty criteria.....*

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

Name and Surname
Rector of MBU

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*):

.....
Name and Surname
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 post for a position 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:

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

Commencing Date:

Salary conditions: in accordance with Act no. 553/2003 Coll. from € / at% of working hours from €

Type of employment relationship: employment contract for a fixed weekly working time / shorter weekly working time in the amount of hours / week (i.e. ...% working hours)

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

The following documents shall be submitted before the selection procedure:

- the application,
- Europass - curriculum vitae, indicating ORCID / ResearcherID (if any), proof of qualifications - an officially certified copy of the diploma from the highest university education obtained, an officially certified copy of a diploma awarding the applicant an academic-pedagogical or artistic-pedagogical degree of associate professor or professor; (If the applicant's qualification was obtained abroad, s/he shall submit a notarized decision on the recognition of submitted documents for the purposes of the

recognition of a regulated profession in the Slovak Republic pursuant to Act No. 422/2015 Coll. on the Recognition of Evidence of Education and on the Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended.),

- an overview of pedagogical activities (courses taught, the length of pedagogical practice, supervision of final theses),
- an overview of research or artistic activities (grants, projects, etc.),
- an overview of publications (MBU applicant shall submit only an official extract from the University Library of MBU, other applicants submit the list of publication according to determined by the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 397/2020 Coll.),
- other significant facts (completed courses, digital skills, professional or scientific awards, membership in editorial boards of major journals, etc.),
- applicant with an academic-pedagogical or artistic-pedagogical title "associate professor" will demonstrate a reasonable increase in meeting criteria for obtaining an academic-pedagogical or artistic-pedagogical degree "associate professor" in the field of habilitation and inauguration proceedings assigned to the field of study. since obtaining his/ her academic-pedagogical or artistic-pedagogical degree "associate professor" — mark separately the period of the last years,
- applicant without an academic-pedagogical or artistic-pedagogical degree "associate professor" will prove the fulfillment of obligatory criteria resulting from the required level of criteria for obtaining an academic-pedagogical or artistic-pedagogical degree "associate professor" in the field of habilitation and inauguration assigned to the field of study, which are published on the website *indicate the website with publicly accessible faculty criteria.....*

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

Name and Surname
Rector of MBU

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The selection procedure takes place for:

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

.....
Name and Surname
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
UMB bursar.

Qualification requirements:

- University education of 2nd level in the field of

Other requirements:

- practice in the scope of ...
- foreign language skills, level: ...
- work with PC with the following skills ...
- other.....

Commencing date:

Salary: in accordance with the Act no. 553/2003 Coll. starting from€

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

Employment benefits, other benefits: possibility of professional and career development, flexible working hours, leave beyond the scope of Act no. 311/2001 Coll. Labor Code as amended, contribution to supplementary pension saving scheme,

Submit the following documents for the selection procedure:

- application,
- Europass – CV,
- diplomas/ certificates of education,
- other documents, if necessary.

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

Name and Surname
Rector of MBU

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 level in the field of

Other requirements:

- has worked in the area for ...
- foreign language skills; level: ...
- work with PC with the following skills: ...
- other.....

Commencing Date:

Salary: in accordance with Act no. 553/2003 Coll. starting from.....€

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

Employment benefits, other benefits: possibility of professional and career development, flexible working hours, a leave beyond the scope of Act no. 311/2001 Coll. of the Labor Code as amended, contribution to supplementary pension saving scheme, ...

Submit the following documents for the selection procedure:

- application,
- Europass – CV,
- diplomas/ certificates of education,
- other documents, if necessary.

The required documents need to be delivered to the following address: Faculty....., Human Resources and Payroll Administration Department, address....., 974 01 Banská Bystrica (mark the envelop: “Selection Procedure - Do not Open”), or in an electronic for to the email address: before

.....
Name and Surname
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:

– completed university education of 2nd level in the field of

Other requirements:

- has worked in the area of public administration for ...
- active foreign language skills,
- work with PC, MS OFFICE tools, skills on a user level,
- *other*.....

Commencing Date:

Salary: in accordance with Act no. 553/2003 Coll. starting from.....€

Type of Employment Contract: employment contract for a fixed weekly working time

Employment benefits, other benefits: possibility of professional and career development, flexible working hours, leave beyond the scope of Act no. 311/2001 Coll. of the Labor Code as amended, contribution to supplementary pension saving scheme,....

Please, submit the following documents for the selection procedure:

- application,
- Europass – CV,
- diplomas/ certificates of education,
- other documents, if necessary.

The required documents need to be delivered to the following address: Faculty....., Human Resources and Payroll Administration Department, address....., 974 01 Banská Bystrica (mark the envelop: “Selection Procedure - Do not Open”), or in an electronic form to the email address: before

Name and Surname
Rector of MBU

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 § 32 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 a position of the **head of the Department of (Faculty) at Matej Bel University in Banská Bystrica**

The position is for the period fromto

Qualification and Other Requirements:

- completed university education, minimum 3rd level of higher education
- managerial skills, organisational skills
- expertise in the field of
- other

Salary: In accordance with Act no. 553/2003 Coll. starting from.....€

Please, submit the following documents for the selection procedure:

- application,
- Europass – CV,
- diplomas/ certificates of education
- on outline of a further development of the Department
- other documents, if necessary.

The required documents need to be delivered to the following address: Faculty....., Human Resources and Payroll Administration Department, *address*....., 974 01 Banská Bystrica (mark the envelop: “Selection Procedure - Do not Open”), or in an electronic form to the email address: before

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

File No:
Entry No:

Banská Bystrica xx. xx. xxxx

Minutes

from the selection committee meeting for filling (number) of the posts of research worker / research worker - postdoctoral student / university teacher (or as a case may be the posts of research workers / research workers - postdoctoral students / university teachers) for the position of for teaching subjects (or with a focus on ...) for the field of study at (name of the department / workplace) (name of the Faculty) of 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 the candidates by the selection committee took place in accordance with the Principles of the selection procedure valid at the Matej Bel University in Banská Bystrica. The total number of points that the candidate could receive was

The following order of the candidates is submitted to the Rector of MBU to appoint the successful candidate for (number) posts as a research worker, research worker — postdoctoral student/ university teacher (or as a case may be posts of research workers/ research workers — postdoctoral students/ university teachers) for the position of.....:

1. *name of the candidate*....., number of points....., starting from to,
2. *name of the candidate*....., number of points....., starting from to, under the condition..... during the above mentioned period and with a possibility for extension until... in case the condition is fulfilled.
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

.....

Name and Surname

Dean of the Faculty

Statement of the Rector:

I agree – I disagree

.....
Name and Surname
Rector of MBU

File No:
Record No:

Banská Bystrica xx. xx. xxxx

Minutes

**from the selection committee meeting for the position of the *Director 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 personal interview online via.... platform).*

The following candidates applied for the interview:

.....

.....

..... - did not appear

The evaluation of the candidates by the selection committee took place in accordance with the Principles of the selection procedure valid at the Matej Bel University in Banská Bystrica. The total number of points that the candidate could receive was

The following order of the candidates is submitted to the Rector of MBU to appoint the successful candidate for a position of the Director Head of the Section:

1. *name of the candidate....., number of points....., starting 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*

.....

Name and Surname

Chairperson of the Selection Committee

Statement of the Rector:

I agree – I disagree

.....

Name and Surname

date and signature of Rector of MBU

Letterhead of the faculty

File No:
Record No.:

Banská Bystrica xx. xx. xxxx

Minutes

**from the selection committee meeting for the position of the Secretary of the Faculty
.....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 the candidates by the selection committee took place in accordance with the Principles of the selection procedure valid at the Matej Bel University in Banská Bystrica. The total number of points that the candidate could receive was

The following order of the candidates is submitted to the Dean of the (*name of the faculty*) at MBU to appoint the successful candidate for a position of the Secretary of the Faculty
..... at Matej Bel University in Banská Bystrica:

1. *name of the candidate*....., *number of points*....., starting 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

.....

Name and Surname

Chairperson of the Selection Committee

Statement of the Dean:

I agree – I disagree

.....

Name and Surname

date and signature of the Dean

Faculty Letterhead

File No:

Record No:

Banská Bystrica xx. xx. xxxx

Minutes

from the selection committee 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

Date and time:

Place:

The selection committee, (see the members of the committee in the attendance list), interviewed the individual candidates for the above position, and looked at their qualification:

- *in a written form,*
- *in an oral interview,*
- *in a combined form,*
- *in an online form.*

The following candidates applied for the interview:

.....

.....

..... - did not appear

The evaluation of the candidates by the selection committee took place in accordance with the Principles of the Selection Procedure valid at the Matej Bel University in Banská Bystrica. The total number of points that the candidate could receive was

The following order of the candidates is submitted to the Dean of the (*name of the Faculty*) at MBU to appoint the successful candidate for a position of the head of the Department (*name of the department*) of the Faculty at Matej Bel University in Banská Bystrica

1. *name of the candidate*....., *number of points*....., for a four-year position until
2. *name of the candidate*....., *number of points*.....,
3. *name of the candidate*....., did not obtain sufficient number of points.

.....

Name and Surname

Chairperson of the Selection Committee

The statement of the Dean:

I agree — I disagree

.....

Name and Surname

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: The results of the selection procedure

Dear Ing. Peter Úspešný, PhD.,

in accordance with the principles of the selection procedure, I would like to notify you that after successfully completing the selection procedure requirements and with the consent of the Rector of Matej Bel University in Banská Bystrica, you have been appointed for a position of an assistant professor at the Department of the Faculty of MBU in Banská Bystrica, starting from for a definite period until (subject to a condition ... during that period)

Sincerely yours,

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

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...

Subject: The results of the selection procedure

Dear Ing. Peter Neúspešný, PhD.,

I am sorry to inform you that after the evaluation of the personal interview for the position of an assistant professor at the Department, Faculty of at MBU in Banská Bystrica, the selection committee, in accordance with valid principles of the selection procedure, decided that you were not selected as a suitable candidate due to.....

Thank you for your interest in the position at our Faculty.

Please, find enclosed the materials that you had submitted with the application.

Sincerely yours,

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