

**THE PRINCIPLES OF THE SELECTION PROCEDURE
for filling the posts of university teachers, researchers, professors and
associate professors and senior staff**

Internal regulation of a private higher education institution pursuant to
Section 48(1)(c)

May 2013

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Principles of the selection procedure of the St. Elizabeth's University of Health and Social Work in Bratislava, n. o.

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The St. Elizabeth University of Health and Social Work in Bratislava, n.o. (hereinafter referred to as the "SEU"), in accordance with Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), issues the following

**THE PRINCIPLES OF THE SELECTION PROCEDURE
for filling the posts of university teachers, researchers, professors and associate professors
and senior management positions
(hereinafter referred to as the "Selection
Policy")**

**The first part
Basic provisions**

**Art. 1
Introductory provisions**

1. These Principles implement the provisions of Section 14(1) and Section 48(1)(c) of the Higher Education Act at SEU.
2. In accordance with § 77 and § 80 of the Higher Education Act and according to the Principles of the Selection Procedure at the SEU, the following positions are filled:
 - a) university teaching jobs,
 - b) researcher jobs,
 - c) positions of professors and associate professors,
 - d) the functions of senior staff.
3. The selection procedure for filling the post of professor and the post of associate professor is also a selection procedure for filling the post of university teacher.
4. The principles of the selection procedure regulate in particular the conditions, course and evaluation of the selection procedure at the SEU.
5. A vacancy shall be advertised for a post or function in accordance with the number and structure of posts.
6. The selection procedure shall test the abilities and professional knowledge as well as other personal qualities of the candidate which are necessary or appropriate in view of the nature of the duties to be performed by the staff member in the post or function for which the selection procedure is being opened.
7. There shall be no competitive recruitment:
 - a) if the university teacher is employed as an assistant professor, assistant or lecturer for a fixed-term contract of no more than one year and for a shorter working time (pursuant to Section 77(8) of the Higher Education Act),

- b) if the university teacher is employed as an assistant professor, teaching assistant or lecturer under a contract for outside employment for a maximum period of one year,
 - c) when filling a position as a visiting professor (Section 79 of the Higher Education Act),
 - d) when a university teacher who has reached the age of 70 is employed for a period of one year (§ 77(6)).
8. Employment as a university teacher with a staff member who does not hold the scientific-teaching title "professor" or "associate professor" may be concluded on the basis of a single selection procedure for a maximum period of five years.
 9. A university teacher may occupy the post of associate professor or professor on the basis of a single selection procedure for a maximum of five years. If a university teacher has held the post of associate professor or professor for the third time, with a total duration of at least nine years, and holds the corresponding scientific-pedagogical title of 'associate professor' or 'professor' under the Higher Education Act, he or she shall, in accordance with Section 77(4) of the Higher Education Act, be entitled to an employment contract for the post of university teacher and to be appointed to that post for a fixed term until he or she reaches the age of 70 years.
 10. The Rector of the SEU or a senior employee to whom this authority has been delegated by the appointment decree, who has the right to decide on the filling of a post or function in accordance with the applicable regulations, is responsible for the announcement of the selection procedure under these Principles and for the implementation of its results.
 11. The chairman of the selection committee, who is appointed to this position by the Rector of the SEU, is responsible for the course of the selection procedure.
 12. The Human Resources Department of SEU is responsible for the administration of the selection procedure.

The second part Selection procedure

Art. 2 Call for tenders

1. The selection procedure according to these Principles shall be announced by the Rector of the SEU.
2. The announcement of the selection procedure for filling the posts of university teachers, researchers, professors and associate professors and senior staff is published on the university's website designated by the Ministry of Education and Science of the Slovak Republic and on the official bulletin board of the SEU.

Art. 3
Terms and conditions of the selection procedure

1. As a general rule, the invitation to tender must contain the following:
 - a) the drawer and the name of the employer, including the municipality of the employer's registered office,
 - b) the designation of the vacancy or post,
 - c) the required qualifications and special qualifications for the post or function,
 - d) other criteria and requirements for applicants in relation to the post or function to be filled,
 - e) the date and place of submission of the application form,
 - f) a list of the documents required pursuant to paragraph 2 of this Article to demonstrate compliance with the qualification requirements,
 - g) the method of selection (personal or written interview),
 - h) or other particulars as decided by the call for tenders.
2. As a general rule, candidates shall submit the following documents for the selection procedure:
 - a) an application for participation in the selection procedure indicating their consent to the processing of personal data in accordance with Act No 428/2002 Coll. on the Protection of Personal Data, as amended,
 - b) professional CV,
 - c) overview of publication activity (for teaching and research posts only),
 - d) evidence of education, academic and scientific degrees, scientific and pedagogical degrees, scientific ranks, scientific and pedagogical activities and previous experience,
 - e) the list of other documents required will be updated according to the nature of the post or function for which the competition is open.
3. In accordance with Section 12 (1) (h) and (i) of the Higher Education Act, general criteria and specific conditions for filling the posts of professors and associate professors may also be approved by the Scientific Council of the SEU before the selection procedure is announced.
4. The criteria and conditions laid down for filling a particular post or function are the same and equal for all applicants to the competition and their fulfilment is a condition for inclusion in the competition.
5. A staff member who has previously held the post or function in question may also apply to fill the post or function in question.
6. The call for applications shall normally close within three weeks of the call for applications. In justified and exceptional cases, applications may be closed earlier.

Art. 4

Establishment of the selection board

1. The Rector of the SEU shall appoint a selection committee of at least three members for the duration of the selection procedure by means of an appointment decree. The composition of the committee shall be proposed by the Rector of the SEU according to the nature of the post or function to be filled. The committee may be chaired by one of the Vice-Chancellors of the SEU or by the President of the Academic Senate of the SEU. The head of the relevant department or his/her deputy and, where appropriate, a distinguished expert in the field concerned from among the staff of the university or from outside the university shall be a member of the selection board. Another member of the committee may also be a member of the Academic Senate.
2. The permanent member of the Commission is an employee of the Human Resources Department, who acts as the Secretary of the Commission and takes care of the administrative work.

Art. 5

Conduct and evaluation of the selection procedure

1. Within 7 days of the closing date for receipt of applications, the selection board will check the applications received and the supporting documents of all applicants. The Secretary of the selection board shall return the application to any candidate who does not meet the qualifications, criteria or requirements for the post or function in question to apply to take part in the selection procedure, together with the supporting documents and the reason for not being included in the selection procedure.
2. Only candidates who meet the qualifications, criteria and requirements for the vacancy or post will be included in the selection procedure. The selection board will invite these candidates to the selection procedure at least seven days before the competition, indicating the date (date and time) and place of the competition.
3. If the selection procedure is carried out by personal interview, the applicant must attend the selection procedure in person. Any applicant who fails to appear at the selection procedure (whether or not excused) within the time limit shall be excluded from the selection procedure.
4. The selection board shall interview the candidate present in person or, on the basis of the documentation provided, verify by other methods the skills and expertise of the candidate that are necessary or appropriate in view of the nature of the duties to be performed by the staff member.
5. The selection procedure shall be conducted without any restrictions and without direct or indirect discrimination in accordance with the relevant provisions of the Labour Code.
6. Each member of the selection board will evaluate all invited candidates overall, on the basis of the documentation submitted and taking into account the personal interview (if a condition), and will determine the ranking of the candidates on the basis of the results.

7. On the basis of the secret ballot, the committee will work out the overall ranking of the candidates. Each member of the committee shall have one vote. The vote shall be valid if a majority of the delegated members of the Board vote in favour. In the event of a tie, the chairman of the committee shall have the casting vote.
8. In the minutes of the selection procedure, the Commission shall recommend to the Rector the most suitable candidate for admission or inclusion in the post, or in the event that no candidate is selected, it shall submit a proposal to the Rector of the University of St. Elizabeth for the cancellation of the selection procedure.
9. The minutes of the selection procedure, signed by the chairman of the selection board and by the members present, shall be submitted by the chairman of the selection board to the inviting authority without undue delay, normally within 3 days of the end of the selection procedure.
10. The Promoter has the right not to accept the proposal of the Commission and to launch a new selection procedure. If even a repeated selection procedure does not lead to a result, another procedure and conditions for the selection procedure shall be proposed at the Scientific Council meeting.
11. The selection board shall notify the applicants in writing of the outcome of the selection procedure within ten days of its conclusion and shall return personal documents to unsuccessful applicants in accordance with Act No 428/2002 Coll. on the protection of personal data, as amended.
12. If the results are accepted by the successful candidate, the specific terms and conditions necessary for the conclusion of an employment contract or for the modification of the current employment contract will be agreed with the successful candidate.
13. If the selection committee does not select a candidate for the position or function to be filled on the basis of the selection procedure, because no candidate has met the established criteria and conditions, the Rector of the SEU will announce a new selection procedure.
14. A new selection procedure will also be launched in the event that no one has applied for the selection procedure or if the applications for participation in the selection procedure have been returned to all applicants who have applied for the selection procedure because they do not meet the criteria and conditions set out, or if none of those who have applied for the selection procedure has appeared.
15. If no candidate has applied for the post of senior staff member or if the selection procedure was unsuccessful, the Rector of SEU may assign a member of staff to perform this function on a short-term basis. The short-term exercise of this function shall be limited to a maximum period of 6 months.
16. A candidate who feels aggrieved as a result of non-compliance with the conditions of the selection procedure may seek protection of his/her rights through the courts.

Part Three Final provision

**Art. 6
Special and final provision**

This internal regulation was discussed in the Academic Senate of the SEU on 26.05.2013 and comes into force on 01.09.2013.

In Bratislava on 30.06.2013

Dr.h.c. prof. MUDr. Vladimír Krčméry, DrSc.
rector

to the Internal Regulation: the Principles of the Selection Procedure of the St. Elisabeth' University of Health and Social Work, n. o. in Bratislava

Notification, transmission and handling of personal data of students and employees of the SEU, as well as persons applying for graduation under the Act 131/2002 Coll. on higher education institutions or a specialisation within the meaning of Government Regulation No 296/2010 Coll. on professional competence for the exercise of the health profession, the manner of further education of health professionals

1. The university's remit in the information delivery system

The SEU is not an obliged person according to Act No. 211/2000 Coll. on free access to information, as it does not meet the definition of an obliged person according to § 1 and § 2 of the cited Act, its legal form is a non-profit organization.

2. Submission of information containing personal data

With the Rector's consent, information can be provided to a legal or natural person residing in the Slovak Republic outside the Act No. 211/2002 Coll. on Free Access to Information, if the following conditions are met:

A natural or legal person with permanent residence in the Slovak Republic may be provided with information on graduation proceedings (rigorous, habilitation, doctoral, specialisation studies), or on the course of higher education studies of the first, second and third degree only if:

- a) the data subject(s) (opponents, members of the CoR committee) give their consent to the processing of personal data,
- b) the name, address of the legal and natural person requesting the information is clear beyond doubt (this is not an anonymous request),
- c) data is requested by a person who has consent to process personal data and authorization from a domestic or foreign accreditation or evaluation body, a central government body under the jurisdiction of the Ministry of Education and Science and the Ministry of the Interior of the Slovak Republic), as well as the appropriate level of NBU vetting to work with personal data.

3. Sanctions

If a legal or natural person seeks, alone or in concert with third parties, to obtain personal data without complying with the obligations set forth in this bylaw, an employee or student of the SEU who becomes aware of this shall make appropriate notification to the chancellor the SEU and the head of the human resources department. They shall immediately report such attempt or action to the appropriate district attorney's office at the location of the request on suspicion of the offense of mishandling personal information. The Rector shall at the same time make a notification to the central government authority for the protection of personal data.

4. Common provision

This is without prejudice to the obligation of the university to publish the legally prescribed data on the graduation procedures of the university for a period of 5 years, imposed by Act No. 131/2002 Coll.

on universities and Decree No. 6/2005 as amended. As far as the persons of citizens in the Slovak Republic are concerned, the regulations in question apply to them in their entirety. They apply to foreign nationals mutatis mutandis, taking into account the legislation in force at the place of the university or the place of work of the natural person, student or employee of the university. Data defined as 'indicators' (signatures, photographs, etc.) may be published only with the consent of the persons concerned.

5. This Amendment shall enter into force on 26.11. 2021

In Bratislava, on 26 November 2021

Dr.h.c. prof. MUDr. Juraj Benca, PhD, MPH
Rector