



Internal regulations of Jan Evangelista Purkyně University in Ústí nad Labem

The Ministry of Education, Youth and Sports of the Czech Republic registered the internal regulations of the Jan Evangelista Purkyně University in Ústí nad Labem under Section 36 (2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), on 22 April 2021 under No. MSMT-11165/2021-1 Regulations of the Selection Procedure of Jan Evangelista Purkyně University in Ústí nad Labem.

**RULES OF COMPETITIVE SELECTION PROCEDURE
AT JAN EVANGELISTA PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM
DATE OF 22 APRIL 2021**

**Article 1
Introductory Provisions**

1. According to Section 77 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alteration and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter the "Act"), academic posts¹ at Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter the "University") shall be filled through competitive selection procedure.
2. If prescribed by an internal directive or internal standard of the University or a faculty, also other posts and functions at the University shall be filled through a competitive selection procedure.
3. These Rules shall not apply to the the establishment and filling the post of an Extraordinary Professor.
4. When filling posts and functions, even after termination of the competitive selection procedure, the principles of personal data protection shall be observed².
5. When filling post and functions, the principles of transparency and equal treatment in compliance with the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers are observed³.

**Article 2
Competitive Selection Procedure Announcement**

1. The competitive selection procedure for academic posts at a respective faculty is announced by the Dean.
2. The competitive selection procedure announcement shall contain:
 - a) name of the higher education institution and its address,
 - b) identification of the post and field of study,
 - c) eligibility requirements for filling the post (namely qualifications),
 - d) employment start date,
 - e) place of application submission,
 - f) application submission deadline,
 - g) list of required documents:
 - a brief professional CV,
 - documents evidencing the award of academic titles and degrees,
 - an overview of teaching, scientific, research, development, innovative, artistic and other creative activities,
 - an overview of membership in professional associations,

¹ Section 70(1) of the Act.

² Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, Act No. 110/2019 Coll., on Personal Data Processing and related Rector's Measures regulating the principles and rules of personal data protection.

³ Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers.

- an overview of work experience,
- list of works published

Article 3 Appointment of the Selection Committee

1. The announcer appoints the selection committee and, as a rule, the chairman of the committee.
2. The selection committee shall always have at least 3 members, including the chairman.

Article 4 Course of the Competitive Selection Procedure

1. Members of the selection committee are bound by confidentiality obligation in respect of facts which they learned in the course of the competitive selection procedure.
2. The selection committee may invite individual candidates to an interview.
3. No later than within 30 days after the date for application submission, based on collected information and an interview, as the case may be, the selection committee prepares their evaluation and determines their ranking based on the evaluation.
4. The selection committee decides on the candidate ranking by secret vote.

Article 5 Conclusion of the Competitive Selection Procedure and Announcement of its Results

1. If the chairman of the selection committee is not the announcer, the chairman shall submit to the announcer the minutes of the competitive selection procedure and decision of the committee within 7 days of the competitive selection procedure conclusion.
2. The announcer shall inform the candidates about his decision within one month of the decision of the selection committee.
3. The announcer shall ensure filing the competitive selection procedure documents at the University HR Department. The documents shall be stored for 10 years.
4. If a competitive selection procedure is announced for the academic post of an employee, with whom employment contract for a definite period of time was concluded, and the period is longer than two years, the competitive selection procedure shall be announced in a manner so that all candidates receive the decision of the announcer no later than two months before termination of such employment contract.

Article 6 Reimbursement of the Costs of the Competitive Selection Procedure

1. Costs incurred on the announcement, course and evaluation of the results of the competitive selection procedure are covered by the announcer.
2. Costs incurred on staying of the candidates at the place of holding of the competitive selection procedure, or further expenses, are covered by the candidates themselves.

Article 7 Final Provisions

1. The Rules of the Competitive Selection Procedure for Filling of Academic Posts at the Jan Evangelista Purkyně University in Ústí nad Labem registered by the Ministry of Education, Youth and Sports on 13 July 2007 under Ref. No. 17 949/2007-30, in the wording of amendments registered by the Ministry of Education, Youth and Sports on 1 February 2013 under Ref. No. MSMT– 4230/2013-30, are hereby repealed.
2. These Rules have been approved pursuant to Section 9 (1)(b) of the Act by the Academic Senate of UJEP on 31 March 2021.
3. These Rules come into force according to Section 36(4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.



4. These Rules come into effect on the day of registration by the Ministry of Education, Youth and Sports.

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Rector