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Article 1

Introductory Provisions

- (1) This internal regulation is issued by the Director of the University Institute (“UNI”) of Tomas Bata University in Zlín (“TBU”) pursuant to Article 6(6) of the TBU Statute.
- (2) This Directive sets out the rules and procedures for announcing and conducting selection procedures for researcher positions at UNI.
- (3) All selection procedures for researcher positions at UNI must comply with the general principles and requirements of the European Charter for Researchers (hereinafter the “Charter”) and the principles and requirements of the Code of Conduct for the Recruitment of Researchers (hereinafter the “Code”).
- (4) For the purposes of this Directive, an R1 doctoral candidate means a researcher in salary grade R1 under the current TBU Catalogue of Job Positions who is also a doctoral study programme student. Classification of researchers into categories R1 to R4 is governed by the current Salary Regulations and related internal regulations.

Article 2

General Provisions

- (1) Researcher positions at UNI shall be filled through a selection procedure unless this Directive provides otherwise.
- (2) For the purposes of this Directive, a selection procedure means a procedure in which the applicants' suitability for performing the work in a specific researcher position at UNI is assessed against predetermined conditions.
- (3) All administrative matters related to selection procedures under this Directive shall be handled by the relevant TBU unit responsible for administering selection procedures.

Article 3

Announcement of a Selection Procedure

- (1) The selection procedure shall be announced by the Director of UNI (hereinafter the "announcing authority").
- (2) The announcement of the selection procedure shall contain in particular:
 - a) description of the position to be filled (in particular the workplace name, required activities and other conditions) in accordance with the TBU Catalogue of Job Positions,
 - b) qualification requirements and other conditions to be met by the person applying for the position (hereinafter the "applicant"), in particular the required education, academic titles, scientific degrees, length, type and field of experience, and language skills,
 - c) the particulars of the application for the selection procedure (in particular documents proving the applicant's eligibility to hold the position and any other required documents), the deadline and method of submission,
 - d) the anticipated date of commencement of employment.
- (3) The selection procedure shall be conducted through the relevant TBU unit responsible for job applicant selection procedures, by publication in the public section of the TBU website. It may also be published electronically on other websites or platforms corresponding to the target group of applicants.
- (4) Publication on the UNI website shall be ensured by an authorised employee.
- (5) The application period shall be at least 14 days from the day following publication.
- (6) The announcing authority shall have the right, in justified cases, to extend, suspend or cancel the selection procedure.

Article 4

Selection Committee

- (1) For the evaluation of applicants, the announcing authority shall establish a selection committee (hereinafter the “Committee”) and appoint its Chair. The Committee shall have at least three members; the number of members must always be odd. The Committee shall constitute a quorum if more than half of its members are present.
- (2) The announcing authority may appoint a standing selection committee, suitably supplemented by additional members according to the professional focus of the position to be filled and the other conditions of the selection procedure.
- (3) When composing the Committee, the announcing authority shall ensure a high level of professional expertise and moral integrity, particularly with regard to possible conflicts of interest and, where possible, a balanced composition. Where justified, it may appoint practitioners from the public or private sector as Committee members.
- (4) A Committee member must be impartial. If impartiality may be compromised by a personal relationship with an applicant, the member must notify the announcing authority and refrain from further participation. The announcing authority shall then remove the member and promptly appoint a new one. In a standing Committee, the new member shall be appointed only for the specific selection procedure.
- (5) Committee meetings shall be closed to the public. Members shall maintain confidentiality regarding information obtained in connection with the selection procedure in accordance with legal regulations. The principles of personal data protection must be observed when filling researcher positions at UNI, including after completion of the selection procedure.

Article 5

Course of the Selection Procedure

- (1) The Chair of the Committee shall verify the formal requirements and compliance with the conditions for participation in the selection procedure. Applicants who do not meet the stipulated conditions shall be proposed to the Committee for exclusion.
- (2) The first round of the selection procedure shall always include evaluation of the applicants’ written materials. Based on this evaluation, the Committee shall decide which applicants will proceed to the second round or, if the nature of the position and the circumstances of the selection procedure allow it, whether a decision on the outcome of the selection procedure may be made based on the first round alone. In doing so, due regard must be had to the principles and requirements set out in the Charter and the Code. The Committee shall,

through the relevant TBU department responsible for the administration of selection procedures, inform without undue delay those applicants who have not been selected to proceed to the second round, normally no later than 15 days from the date on which it assessed the submitted documents.

- (3) The second round of the selection procedure may include interviews with selected applicants if the Committee considers them necessary to assess their suitability for the position. In justified cases, an interview may, at the applicant's request, be conducted remotely, in particular by video call allowing direct contact with the Committee. The Chair of the Committee shall decide on the method. The Committee shall inform selected applicants of the possibility of a remote interview before the second round.
- (4) In deciding on applicants who meet the conditions of the selection procedure, the Committee shall consider in particular the submitted materials and interview results. The Committee may additionally request other relevant documents or evidence when assessing applicants' suitability.
- (5) The Committee shall decide by voting; voting shall be secret unless the Committee decides that it shall be public. A resolution requires the consent of a majority of the Committee members present. Each member has one vote. In the case of a per rollam vote pursuant to paragraph 7, voting shall be conducted in paper or electronic form.
- (6) The Committee shall draw up minutes documenting the proceedings and outcome of its meeting. The minutes shall state the ranking of suitable applicants or, where applicable, that all applicants are unsuitable. Any objections to the course or outcome of the selection procedure shall be stated in the minutes. The minutes shall be signed by the Chair and the Committee members. The minutes shall not be public.
- (7) An applicant shall be considered suitable if the Committee has concluded that they meet the requirements for the position to be filled.
- (8) In justified cases, the Chair of the Committee may decide on voting per rollam if the nature of the matter so permits and all interviews have been held. The Chair shall provide the Committee members with the documents electronically and notify them of the deadline for a written statement on suitable/unsuitable applicants and on the ranking of suitable applicants. Voting per rollam shall be conducted in paper or electronic form. Paragraph 6 shall apply *mutatis mutandis*.
- (9) The Chair of the Committee shall submit the minutes with the results of the proceedings to the announcing authority without undue delay.

Article 6

Decision of the Announcing Authority

- (1) The announcing authority decides on the basis of the Committee's documentation. It may select another suitable applicant whom the Committee found suitable instead of the applicant it assessed as the best. It shall give written reasons for its decision, which shall be filed in the internal documentation of the selection procedure at UNI. The reasons shall not form part of the notification to applicants.
- (2) Through the relevant TBU unit responsible for job applicant selection procedures, the announcing authority shall notify each applicant of the result without undue delay.
- (3) The announcing authority may also decide not to fill the position after the selection procedure.

Article 7

Waiver of the Obligation to Conduct a Selection Procedure

- (1) A selection procedure for a researcher position may be waived if the applicant is:
 - a) employed exclusively for an external R&D project, named in the project application or subsequently approved by the funding provider,
 - b) employed exclusively for activities in an external R&D project, with a maximum workload of 0.3 FTE (i.e. 12 hours per week),
 - c) an R1 doctoral candidate employed on a fixed-term basis mainly for research, development and innovation activities at a workplace financed or co-financed from external earmarked funds, with a workload not exceeding 0.8 FTE; in justified cases, the Director of UNI may permit a higher workload on the basis of written justification from the head of the relevant workplace.
- (2) For the purposes of this Directive, externally funded research, development and innovation activities means activities financed or co-financed from earmarked funds provided to TBU or UNI by a third party, in particular grants, subsidies, contract research or similar external sources. Activities financed exclusively from TBU or UNI internal sources shall not be considered externally funded.
- (3) A decision on waiving the selection procedure under paragraph 1 shall be made by the Director of UNI; the decision shall be recorded in paper or electronic form and filed in the internal documentation maintained at UNI.

The Director of UNI shall inform the UNI employee responsible for personnel administration of the use of the exemption.

- (4) Any change to the agreed type of work or the scope of the workload of an employee hired without a selection procedure pursuant to paragraph 1, as a result of which any of the exemption conditions under the relevant subparagraph of paragraph 1 is no longer met, shall be possible only after a selection procedure has been conducted in advance pursuant to this Directive.

Article 8

Final Provisions

- (1) Documentation from the selection procedure shall be retained in accordance with the TBU Filing and Disposal Plan.
- (2) This Directive repeals UNI Director's Directive SŘ/02/2023, Rules and Procedures for Filling Scientist Job Positions at UNI.
- (3) This Directive shall enter into force on 11 September 2026.

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