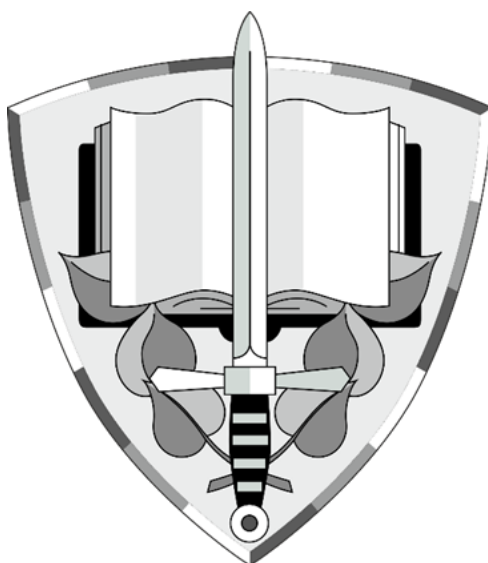


University of Defence

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REGISTERED INTERNAL REGULATION



SELECTION PROCEDURE REGULATIONS FOR FILLING OF ACADEMIC STAFF POSITIONS AT THE UNIVERSITY OF DEFENCE

Article 1

Introductory Provisions

- (1) Selection Procedure Regulations for Filling of Academic Staff Positions of the University of Defence (hereinafter referred to as “the Regulations”) are an internal regulation of the University of Defence (hereinafter referred to as “the University”) pursuant to § 17 (1)(f) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), and pursuant to Article 30 (1) of the Statute of the University of Defence.
- (2) The Regulations prescribe the details of the selection procedure for the filling of academic vacancies for both employment and service positions¹.
- (3) In the selection procedure for academic staff positions at the University, the principles set out in the Policy for Selection and Recruitment of Personnel Participating in Scientific Research Activities (OTM-R²) of the University of Defence are applied.

Article 2

General Provisions

- (1) For the purposes of these Regulations, a selection procedure means a process in which applicants’ fulfilment of prerequisites for working at a specific academic work or service position is ascertained on the basis of predetermined conditions.
- (2) The conditions of the selection procedure are approved, the selection process is announced and its course is managed and concluded by an announcer who is:
 - a) the dean of the relevant faculty if an academic staff position of a faculty is being filled,
 - b) the vice-dean responsible for representing the dean in the case of filling the position of an academic employee of a faculty that does not have a dean,
 - c) the director of the institute or centre concerned where the post of academic staff member is filled by an institute or centre,
 - d) the relevant vice-rector in the case of an academic staff position at an institute or centre that does not have a director³,
 - e) the rector in other cases.

¹ § 95 (12) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act).

² Open, Transparent and Merit-based Recruitment (OTM-R) rules.

³ Article 12(2), Article 13(2), Article 14(2), Article 15(2), Article 16(2) and Article 17(2) of the Rector’s Measure No. 17/2024 Organizational Regulations of the University of Defence.

Article 3

Initiation of the Selection Procedure

- (1) Prior to the initiation of the selection procedure, the announcer:
 - a) shall approve the selection procedure conditions,
 - b) shall appoint a commission for the evaluation of applicants (hereinafter referred to as “the Commission”) which is a temporary advisory body of the announcer.
- (2) The selection process begins on the day of publication of the conditions of the selection procedure in the public part of the University’s website.
- (3) The conditions of the selection procedure shall be published no later than thirty days prior to the deadline for application submission (hereinafter referred to as the “Application”).

Article 4

Elements of the Selection Procedure Conditions for Filling of Academic Staff Positions

- (1) Elements of the Selection Procedure Conditions are:
 - a) the designation of the announcer as referred to in Article 2(2) of the Regulations,
 - b) the title of the academic staff member’s position to which the selection procedure relates where the said title is understood as a designation of the service or employment position in the Table of Organization and Equipment,
 - c) details of the academic worker’s position,
 - d) binding criteria for the selection of candidates,
 - e) organisational information.
- (2) The conditions of the selection procedure shall be drawn up in writing and shall be published at the time of its announcement. The composition of the Selection Commission is not made public. The particulars of the selection procedure conditions shall be set out in writing in the same order and manner as set out in these Regulations.

Article 5

Details of an Academic Staff Position

- (1) Details of the academic staff position in the case of a position allocated for employees in an employment relationship involve:
 - a) information that the position is allocated for employees in an employment relationship,
 - b) information indicating if it is a managerial position,
 - c) type of work,
 - d) description of work activities,
 - e) the required level of security clearance,

- f) the required level of linguistic competence according to NATO Standard STANAG 6001 (hereinafter referred to as “STANAG 6001”) or its equivalent within the Decision of the Ministry of Education, Youth and Sports, which establishes the List of Standardized Language Examinations for the Language Qualification System for Employees in Administrative Offices (hereinafter referred to as the “Decision of the MoEYS”)⁴,
 - g) pay grade,
 - h) span of the extra pay if it is a managerial work position,
 - i) place of work performance,
 - j) duration of the employment relationship,
 - k) weekly working hours,
 - l) expected date of filling the position.
- (2) Details of the academic staff position in the case of a position allocated for a professional soldier involve:
- a) information that the position is allocated for a professional soldier,
 - b) information indicating if it is a managerial service position,
 - c) the intended rank for the post in question,
 - d) description of service activities,
 - e) the required level of security clearance,
 - f) the required level of language proficiency in accordance with STANAG 6001 or its equivalent within the Decision of the Ministry of Education, Youth and Sports,
 - g) place of service,
 - h) expected date of filling the position.

Article 6

Binding Criteria for Candidate Selection

- (1) A binding criterion is defined as a criterion that affects the selection of a suitable candidate for the academic staff position; binding criteria include qualification criteria, qualification requirements and other requirements.
- (2) A qualification criterion is defined as the degree of education. When announcing a selection procedure to fill the position of an academic worker, the announcer may, in relation to the qualification criterion, apply a requirement for the field of education⁵ in which the education was obtained.
- (3) The qualification prerequisites include:
 - a) scientific qualification requirement,

⁴ Decision of the Ministry of Education, Youth and Sports Ref. No. MSMT-12823/2016 of 8 August 2016, as amended by Decision of the Ministry of Education, Youth and Sports Ref. No. MSMT-24156/2019 of 3 September 2019.

⁵ § 44a of the Higher Education Act.

- b) language proficiency requirement,
 - c) military rank requirement in the case of an academic position allocated for a professional soldier,
 - d) requirement to complete a military career course in the case of a position allocated for a professional soldier.
- (4) Other requirements include:
- a) requirement for a security clearance level according to a specific legal regulation⁶,
 - b) prerequisite for the performance of duties according to the special legal regulation⁷,
 - c) other reasonable requirements of the announcer (e.g. requirement for prior experience in a managerial position, requirement for prior publication activity).
- (5) How the binding criteria are specified in the conditions of the selection procedure shall be determined by the Rector in a measure.
- (6) Within the selection procedure, the qualification requirements and other requirements are always specified both in terms of their fulfilment at an optimal level and a minimum level. The optimal level expresses the announcer's idea of the ideal candidate, and the minimum level expresses what will be accepted by the announcer as meeting the qualification or other requirements when evaluating candidates.

Article 7

Organisational Information

Organisational information is mainly:

- a) information on how to obtain further details on the academic staff position and further information on the selection procedure,
- b) information on the deadline for the submission of applications and how to submit them,
- c) a list of documents the announcer requires to be submitted with the application,
- d) the composition of the Commission with the designation of its Chairperson,
- e) date, place and time of interviews with candidates or the date and method of additional notification of the candidate regarding these facts,
- f) in the case of a selection procedure for filling the position of an academic staff member of the Language Centre - the date, place and time of the language examination in accordance with STANAG 6001, or the date and method of notifying the applicant of these facts,
- g) date and method of notification and publication of the result of the selection procedure,
- h) information on how and to whom an objection may be lodged.

⁶ Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended.

⁷ Act No. 451/1991 Coll., determining some further criteria for certain positions in state bodies and organizations of the Czech and Slovak Federative Republic, the Czech Republic and the Slovak Republic, as amended.

Article 8
Composition, Chairperson and Secretary of the Commission

- (1) The Commission is composed of a Chairperson and four members.
- (2) The announcer appoints the Commission in a way that:
 - a) the professional specialization, qualifications and previous experience of the Commission members shall enable qualified assessment of candidates for the position to be filled, while the detailed requirements for the qualifications of the Commission members shall be laid down by the Rector in a measure,
 - b) the composition of the Commission is, as far as possible, reasonably gender-balanced,
 - c) the requirements for the Commission members set out in the Rector's measure were met,
 - d) a member of the Commission is not a person directly subordinate to the post to be filled or a person whose relationship with the applicant could reasonably be considered to give rise to any conflict of interest.
- (3) The announcer shall remove a member of the Commission, in particular, if he/she fails to attend a panel meeting without a proper excuse, in which case no justification for the removal is required. In the event of the removal, resignation or death of a member of the Commission, the announcer shall immediately appoint a new member, taking into account the principles set out in paragraph 2.
- (4) The Chairperson of the Commission manages the activities of the Commission, is responsible to the announcer for the course of the selection procedure, verifies and signs the minutes of the Commission's proceedings and submits the results of the selection procedure and final recommendations of the Commission to the announcer.
- (5) The activities of the Commission are carried out by the Secretary of the Commission, who is not a member of the Commission.
- (6) The Secretary of the Commission is appointed by the head of the University's personnel department or, if the position of an academic employee of the Military Faculty of Medicine is being filled, by the head of the personnel department of this faculty (hereinafter referred to as "the announcer's personnel department"), from among its employees.
- (7) In relation to the selection procedure, the Secretary of the Commission mainly:
 - a) prepares documents for Commission meetings,
 - b) ensures the publication of the list of candidates pursuant to Article 10 (3)(a) of these Regulations,
 - c) organizes interviews with candidates, including communication with the candidates following the instructions of the Chairperson of the Commission,
 - d) prepares a draft written report on the outcome of the evaluation of the applicants (hereinafter referred to as the 'evaluation report'),
 - e) performs other tasks assigned by the Chairperson of the Commission.

Article 9

Meetings of the Commission

- (1) Meetings of the Commission shall be convened and chaired by the Chairperson of the Commission.
- (2) The Commission is eligible to act in the presence of at least four-fifths of the Commission's members while the Chairperson of the Commission is required to always be present during the meetings. Meetings of the Commission shall be closed to the public except for the parts stipulated to be public by the Selection Procedure Regulations.
- (3) A Commission member is obliged to:
 - a) attend meetings of the Commission and participate actively in its activities, taking into consideration the fact that attendance at a meeting of the Commission is not substitutable; should a Commission member fail to be able to attend a meeting of the Commission, they shall notify the Chairperson or the Secretary of the Commission at least one working day before the date of the meeting,
 - b) notify the announcer immediately after the member becomes aware of facts indicating that they are biased; a Commission member is deemed to be biased if they are reasonably presumed to have an interest in the outcome of the selection procedure on account of the member's relationship to the procedure in question or to one of the candidates.

Article 10

Course of the Selection Procedure

- (1) The course of the selection procedure comprises the following two consecutive phases:
 - a) Phase 1 – preparatory, consisting of the acceptance of applications and required documents, the Chairperson's evaluation of the degree to which applicants have met the qualification prerequisites and requirements set by the announcer in the selection procedure conditions, and subsequently, the publication of the list of applicants who have applied on time and met all the qualification prerequisites and requirements set by the announcer in the selection procedure conditions,
 - b) Phase 2 – conducting interviews with applicants who have met the qualification prerequisites and requirements set by the announcer in the selection procedure conditions,
 - c) Phase 3 – evaluation of applicants, including the preparation of an evaluation report on the applicants.
- (2) An application is considered submitted on time if it is delivered to the University, or to the relevant section of the University headed by the announcing Dean or Director, or if it is handed over to a postal service provider no later than the deadline specified in the selection procedure conditions.
- (3) Within seven working days of the application deadline, the personnel department of the announcer shall inform all candidates who submitted their applications on time and met the qualifications and other requirements specified in the selection procedure conditions of the date and place of the interview. Within the same time frame,

the personnel department of the announcer shall also inform the other applicants of the method for returning their applications and submitted documents.

- (4) Interviews with applicants are closed to the public unless otherwise specified. Applicants shall be invited to the interview by the Commission no later than five working days before the scheduled date of the interview.
- (5) After reviewing all applications, the Commission may propose to the announcer that the interview phase be waived:
 - a) if the number of candidates is small and all the candidates are known to the announcer on the basis of their previous activities, and at the same time
 - b) in the case of a selection procedure whose terms and conditions include binding criteria that can be verified and assessed based on the documents submitted by the applicants as required by the announcer in the selection procedure conditions, together with the application, and at the same time,
 - c) if the Rector, on the basis of a written request from the announcer or the Chairperson of the Commission, has agreed to waive the interview phase with candidates, unless the Rector is the announcer pursuant to Article 2(2)(e) of these Regulations.
- (6) The fact that interviews with applicants are waived shall be announced by the Secretary of the Commission to all applicants who submitted their application on time and met all the binding criteria set by the announcer in the selection procedure conditions.
- (7) If a civilian applies for a selection procedure to fill a position that is classified as suitable for appointment as a professional soldier, they are not required to meet the qualification requirements related to the career course and military experience.
- (8) In the case of an excused absence of the applicant, the Commission may, based on the applicant's request, assess the application in their absence based on the submitted documents.
- (9) In the case of a selection procedure to fill an academic staff position that is a managerial employment or service position, the interview phase shall take place under the following conditions:
 - a) In the case of a selection process to fill the position of a director of a higher education institution⁸ or another workplace of education and research activity⁹ or the head of a department, a public presentation of the plans for the development of the workplace in question, with the exclusion of the attendance of other applicants, may be a part of the interview (hereinafter referred to as a "public presentation"). The addition of a public presentation to the interview is decided upon by the announcer of the selection procedure. The public presentation is the first part of the interview and is directed by the Chairperson of the Commission. All applicants are granted an identical amount of time for the public presentation and they are informed about it in advance. The order of the candidates' performances is determined by the Chairperson of the Commission. The public may ask questions of the candidates. If it is not decided to include a public presentation in the interview, the interview with the candidates shall include a presentation of

⁸ 2 § 22 (1)(b) of the Higher Education Act.

⁹ 3 § 22 (1)(c) of the Higher Education Act.

the development plan of the department at which the post is being filled in the selection procedure;

- b) in other cases, the interview with the candidates includes a presentation of the development plan of the candidate's workplace where the position is being filled in the selection procedure.
- (10) Prior to the start of the interviews, it is possible to submit written comments to the announcer regarding the applicant(s). The announcer shall immediately forward the comments to the Commission. The applicant is entitled to respond to any comments in front of the Commission.
 - (11) The evaluation of applicants by the Commission is done on the basis of the submitted information and documents, as well as the interview, if conducted.
 - (12) During the interview, the Commission shall inform the candidate of the assessment of their strengths and weaknesses in terms of fulfilling the binding criteria set by the announcer in the conditions of the selection procedure. A candidate may declare that they do not require a written evaluation of their participation in the selection procedure.
 - (13) The assessment of applicants is not public; the order of their assessment is determined by the Commission.
 - (14) In the case of applicants who have met all the binding criteria set by the announcer in the conditions of the selection procedure and have completed the interview, the Commission shall vote on the order of the applicants according to their suitability for the vacant position to which the selection procedure relates. Voting on the order of applicants is secret. The approval of a majority of all Commission members is required to make a decision on each applicant. If two or more applicants are placed in the same slot in the ranking, the Commission votes on their ranking again.
 - (15) At a time when the personal presence of the Commission members or applicants is restricted based on a measure adopted pursuant to another law, meetings and voting may be conducted outside of the meeting by means of remote communication. Within the period set out in the previous sentence, the Commission may, by an open vote, determine the order of applicants according to paragraph 13.
 - (16) The Commission shall draw up a written report on the result of the evaluation of applicants, which shall be signed by all members of the Commission. In the report, the Commission shall explicitly state for each applicant:
 - a) which qualification prerequisites and requirements set by the announcer in the conditions of the selection procedure the applicant fulfils or does not fulfil,
 - b) the result of the vote and the Commission's recommendation to the announcer for the selection of the candidate.
 - (17) The Secretary of the Commission shall submit the evaluation report to the announcer within three working days of the date of the interviews with the candidates. The evaluation report shall be accompanied by an assessment of the strengths and weaknesses of each candidate's performance in the interview, which the Chairperson of the Commission shall forward to the Secretary of the Commission within two working days, and by the candidate's declaration referred to in the second sentence of paragraph 12, if signed by the candidate. The evaluation report is then stored at the announcer's personnel department.

Article 11
Commission Procedure of Evaluation and Assessment of Candidates
and Scope of Data to Be Published

- (1) When assessing and evaluating individual candidates, the Commission first ascertains whether each candidate who has submitted a timely application has met the binding criteria set out in the conditions of the selection procedure, while the binding criteria are deemed to have been met if the candidate has reached at least their minimum level set out in the conditions of the selection procedure.
- (2) If the selection procedure is not for the position of an academic staff member of the Language Centre and the candidate has proved their language competence with a document other than a document proving that they have passed the language examination according to STANAG 6001, the Commission will recognise their language competence on the basis of the documents submitted in accordance with the Decision of the MoEYS.
- (3) Following the assessment of the binding criteria, the Commission shall publish a list of candidates who have met them. For each candidate, the Commission shall publish:
 - a) the candidate's name and surname,
 - b) academic and scientific degrees,
 - c) a military rank should the candidate be a professional soldier.
- (4) When ranking candidates who have met the binding criteria set out in the selection procedure conditions, the Commission shall take into account in particular how the candidates meet the optimal level of the binding criteria set out in the conditions of the selection procedure.

Article 12
Conclusion of the Selection Procedure

- (1) The announcer shall conclude the selection procedure with a decision:
 - a) regarding whether the academic staff position shall be filled, and by which applicant, or
 - b) that the selection procedure shall be cancelled.
- (2) The announcer is not bound to the Commission's conclusions in their decision.
- (3) The decision of the announcer is published in the public part of the University's website within 14 days of receiving the Commission's report and concurrently communicated to all applicants in written form.
- (4) Within 15 days of the end of the selection procedure, the Personnel Department of the announcer shall provide the candidate who participated in the interview for the academic staff position with an evaluation of their participation in the selection procedure. No evaluation shall be given if the applicant has made a declaration in accordance with Article 10(12) of these Regulations.

Article 13

Corrective Measure

- (1) The applicant may submit written objections of a breach of Regulations to the Rector no later than seven working days from the date of publication of the announcer's decision in the public part of the University's website. Objections are submitted through the announcer. Filing objections has a suspensive effect.
- (2) The Rector rules on the objections.
- (3) The Rector shall decide on the objections within fifteen days of their receipt. The decision on the objections shall be delivered without delay in the hands of the objecting applicant.
- (4) The announcer's decision may be confirmed or annulled by the Rector on the basis of the objections submitted. In case of the annulment of the announcer's decision, the announcer is obliged to inform all applicants of this fact in writing immediately.
- (5) No corrective measure can be filed against the Rector's decision on the submitted objections.

Article 14

Special Provisions

- (1) The selection procedure may be waived if:
 - a) it is the case of appointing a professional soldier to the position of an academic staff member – lecturer¹⁰,
 - b) an academic staff member who is a professional soldier wishes to be assigned to an academic staff position that is not a managerial position within the given workplace on the day immediately following the day of termination of the service contractual relationship,
 - c) an academic worker who is in a managerial position wishes to be assigned to an academic staff position that is not managerial within the given workplace.
- (2) Unless the Rector decides otherwise, these Regulations shall also apply to the filling of employment and service positions of scientific staff.
- (3) Should the announcer or the Rector discover a violation of these Regulations in the course of a selection process, or if a situation arises in which a position cannot be filled after the announcement of the selection procedure, the selection procedure shall be cancelled. The information regarding the cancellation of the selection procedure shall be published in the public part of the University website.
- (4) The members and the Secretary of the Commission are obliged to maintain confidentiality with regard to the facts which come to their knowledge during the selection procedure.
- (5) Administrative support is provided by Personnel Department staff of the University or the Military Faculty of Medicine, depending on who is the announcer.

¹⁰ Act No. 221/1999 Coll., on Professional Soldiers, as amended.

- (6) General regulations on administrative proceedings¹¹ are not applicable to the selection procedure, with the exception of deadlines and time calculations¹².
- (7) The text of the announced selection process, applications, voting ballots, applicant evaluation report, and decision in the matter of the selection procedure are stored at the Personnel Department of the announcer for a period of three years. Following the expiration of this time period, the aforementioned documentation is shredded in an official capacity.

Article 15

Temporary, Revoking and Final Provisions

- (1) Selection procedures initiated before the date of entry into force of these Regulations shall be completed in accordance with the regulations effective at the time of initiation.
- (2) The following shall be cancelled:
 - a) Regulations of the Selection Procedure for Filling Academic Staff Positions at the University of Defence in Brno dated 13 June 2017, Ref. No. MO 195816/2017-2994, registered by the Ministry of Defence on 6 September 2017 under Ref. No. MO 179779/2017-7542.
 - b) 1st Amendment to the Regulations of the Selection Procedure for Filling Academic Staff Positions at the University of Defence in Brno dated 24 November 2021, Ref. No. MO 325551/2021-2994, registered by the Ministry of Defence on 6 January 2022 under Ref. No. MO 9305/2022-7542.
- (3) These Regulations were approved by the Academic Senate of the University¹³ of Defence on 10 April 2025.
- (4) These Regulations shall come into force on the date of registration by the Ministry of Defence¹⁴ and shall take effect on 1 July 2025.

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COL (GS) Prof. RNDr. Miroslav Pohanka, Ph.D., DSc.
Chairman of the Academic Senate of the University

m. p.

COL (GS) Assoc. Prof. Ing. Jan Farlík, Ph.D.
Rector of the University of Defence

¹¹ Act No. 500/2004 Coll., Administrative Procedure Code, as amended.

¹² § 39-41 of Act No. 500/2004 Coll., Administrative Procedure Code, as amended.

¹³ § 9 (1)(b)(3) of the Higher Education Act, as amended.

¹⁴ § 36(4) in conjunction with § 95(10)(a) of the Higher Education Act, as amended.

Pursuant to § 95(10)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, the Ministry of Education, Youth and Sports has granted consent to the registration of the Selection Procedure Regulations for Filling Academic Staff Positions at the University of Defence under Ref. No. MSMT-9180/2025-1, effective as of the date the consent was signed.

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Mgr. Vojtěch TOMÁŠEK
Director of the Department of Higher Education

Pursuant to § 36(2) and § 95(10)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, the Ministry of Defence registered the Selection Procedure Regulations for Filling Academic Staff Positions at the University of Defence under Ref. No. MO 351692/2025-7542, effective as of the date the registration was signed.

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Ing. Petr VANČURA
State Secretary at the Ministry of Defence