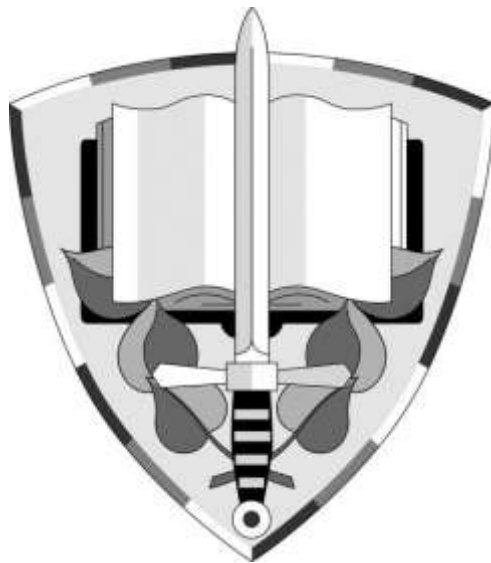


Ref. No. 549791/2024-2994

Approved by:
Brigadier General Prof. RNDr. Zuzana Kročová, Ph.D.
Rector
represented by
Colonel doc. Ing. Jan Bořil, Ph.D.

Signed electronically

Brno, 9 July 2024



**MEASURE OF THE RECTOR
OF THE UNIVERSITY OF DEFENCE
No. 10/2024
DETAILS OF THE SELECTION PROCEDURE
REGULATIONS FOR FILLING OF ACADEMIC STAFF
POSITIONS AT THE UNIVERSITY OF DEFENCE**

PART ONE
INTRODUCTORY PROVISIONS

Article 1
Introductory Provisions

- (1) This measure:
 - a) defines which service or employment positions within the University of Defence and its units¹ (hereinafter only referred to as "the University") are considered academic staff positions,
 - b) determines, pursuant to Article 3 (1) a) of the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence (hereinafter only referred to as "the Selection Procedure Regulations"), the elements of the selection procedure conditions and their mandatory parameters,
 - c) determines, pursuant to Article 3 (1) b) of the Selection Procedure Regulations, the requirements for the composition of the Commission for the assessment of candidates (hereinafter only referred to as "the Commission") and the requirements for the qualification of the Commission members,
 - d) determines, pursuant to Article 3 (1) b) of the Selection Procedure Regulations, details of the Commission meetings,
 - e) determines, pursuant to Article 4 (3) of the Selection Procedure Regulations, the scope of data published in the public part of the website of the announcer about the candidates who submitted an application for the selection procedure in a timely manner and met all the qualification criteria and requirements established by the announcer,
 - f) determines basic rules for drafting job descriptions and descriptions of service activities of the academic staff of the University or its units,
 - g) defines basic rules for determining the pay grades of employees who are members of the academic staff,
 - h) defines the rules for extending the term of service of professional soldiers who are academics.
- (2) The number of employment and service positions within the University and their personnel specification are determined by the Table of Organization and Equipment issued by the Ministry of Defence (hereinafter only referred to as "the Table of Organization and Equipment"); the academic staff positions are defined in the personnel section of the Table of Organization and Equipment.
- (3) Academic staff positions within the University are filled with employees² and professional soldiers³ pursuant to the rules stipulated by the Selection Procedure Regulations.
- (4) There is a prohibition of discrimination and unequal treatment during the application of this measure.

¹ § 22 of Act No. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to some other acts (the Higher Education Act).

² § 6 of Act No. 262/2006 Coll., the Labour Code, as amended (the Labour Code).

³ § 2 (1) of Act No. 221/1999 Coll., on Professional Soldiers, as amended.

Article 2
Academic Staff

- (1) Persons assigned within the University to employment or service positions designated, pursuant to the Table of Organization and Equipment, for the academic personnel are divided into professors, associate professors, assistant professors and assistants, provided that:
 - a) a professor is a person who has been appointed a professor pursuant to the Higher Education Act⁴,
 - b) an associate professor is a person who has been appointed an associate professor pursuant to the Higher Education Act⁵,
 - c) an assistant professor is a person who has completed a doctoral study programme or who has obtained another scientific qualification recognised by the Higher Education Act at a comparable level⁶,
 - d) an assistant is a person who has successfully completed a master's degree programme.
- (2) When an internal regulation of the University or a measure of the Rector uses the designation "professor, associate professor, assistant professor or assistant", it is assumed that this designation is given the meaning specified in the preceding paragraph.

PART TWO
SELECTION PROCEDURE CONDITIONS

Article 3
Elements of the Selection Procedure Conditions
for Filling of Academic Staff Positions

- (1) Elements of the Selection Procedure Conditions include:
 - a) designation of the announcer⁷,
 - 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) mandatory parameters for the selection of candidates,
 - e) organisational information.
- (2) The Selection Procedure Conditions shall be drawn up in writing; the Elements of the Selection Procedure Conditions shall be set out in writing in the order in which they appear in the preceding paragraph and in the manner and detail laid down in this measure.

⁴ § 73 of the Higher Education Act.

⁵ § 71 of the Higher Education Act.

⁶ § 98 (1)(c) and § 102 of the Higher Education Act.

⁷ Article 2 (2) of the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence.

Article 4
Details of the Academic Staff Position

- (1) Details of the academic staff position in the case of a position allocated for employees involve:
 - a) information that the position is allocated for employees,
 - 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 language proficiency in accordance with NATO STANAG 6001 (hereinafter referred to as "STANAG 6001"),
 - g) pay grade,
 - h) span of the extra pay for a managerial position,
 - i) place of work performance,
 - j) duration of the employment relationship,
 - k) 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,
 - g) place of service,
 - h) expected date of filling the position.

Article 5
Mandatory Parameters for Candidate Selection

- (1) A mandatory parameter is defined as a criterion that affects the selection of a suitable candidate for the academic staff position; a mandatory parameter includes qualification criteria, qualification requirements and other requirements.
- (2) Qualification criterion is defined as the degree of education. When launching a selection procedure to fill the position of an assistant or assistant professor, the announcer may, in relation to the qualification criterion, apply a requirement for the field of education⁸ in which the education was obtained.

⁸ § 44a of the Higher Education Act.

- (3) The qualification prerequisites include:
 - a) scientific qualification requirement,
 - 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 security eligibility level pursuant to the relevant generally binding regulation⁹,
 - b) prerequisite for the performance of duties according to the special legal regulation¹⁰,
 - c) other reasonable requirements of the announcer (e.g., requirement for prior experience in a managerial position, requirement for prior publication activity).
- (5) Mandatory parameters are, in terms of the selection procedure, specified:
 - a) pursuant to Annex No. 1 in the case of an academic staff position allocated for employees while their specific wording depends on whether the position needs to be filled by a professor, associate professor, assistant professor or assistant. This need shall be decided by the announcer before drawing up the conditions of the selection procedure considering the complexity of the activities to be performed by the member of the academic personnel,
 - b) pursuant to Annex No. 2 and 3 in the case of an academic staff position allocated for a professional soldier while their specific wording depends on the military rank prescribed for that position by the Table of Organization and Equipment.
- (6) Within the selection procedure, the qualification requirements are always specified both in terms of their fulfillment 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 requirements when evaluating candidates.

Article 6

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 process,
- 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 chairman,
- e) date, place and time of interviews with candidates or the date and method of

⁹ Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended.

¹⁰ 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.

- additional notification of the candidate regarding these facts,
- f) in the case of the selection procedure to fill the position of an academic staff position at the Language Centre – information on the date of the language proficiency examination pursuant to STANAG 6001,
 - 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.

PART THREE COMMISSION

Article 7 Commission Members

- (1) The members of the Commission are appointed by the announcer. The Commission is composed of a chairperson and four members.
- (2) The announcer appoints the Commission so that:
 - a) the professional specialisation, qualifications and previous experience of the Commission members shall enable qualified assessment of candidates for the position to be filled,
 - b) the composition of the Commission is, as far as possible, reasonably gender-balanced,
 - c) the requirements for the Commission members set out in Annex No. 4 of the measure were met,
 - d) a Commission member is not directly subordinate to the position to be filled.
- (3) The Commission members shall be removed by the announcer. The announcer shall remove a Commission member should the member be found to be biased by the announcer or should the Commission member fail to attend a meeting of the Commission without a proper excuse. The announcer shall not be obliged to justify the removal of a Commission member. If a Commission member is removed by the announcer, resigns or dies, the announcer shall immediately appoint another member pursuant to the principles set out in the preceding paragraph.
- (4) The announcer shall appoint the chairperson of the Commission. 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.

Article 8 Secretary

- (1) The secretary shall be appointed by the Rector from within the staff of the personnel department, even in cases when the Rector is not the announcer. The secretary shall not be a member of the Commission.
- (2) In relation to the selection procedure, the secretary:
 - a) prepares documents for Commission meetings,

- b) ensures the publication of the list of candidates pursuant to Article 4 (3) of the Selection Procedure Regulations,
- c) organises interviews with candidates, including communication with the candidates following the instructions of the chairman of the Commission,
- d) draws up a written report draft on the result of the assessment of candidates,
- e) performs other tasks assigned by the chairman of the Commission.

Article 9 Meetings of the Commission

- (1) Meetings of the Commission shall be convened and chaired by its chairperson.
- (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 Regulations¹¹.
- (3) Each Commission member is obliged to:
 - a) attend meetings of the Commission and participate actively in the activities of the Commission, 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, the member shall notify the chairperson or the secretary 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 procedure on account of the member's relationship to the procedure in question or to one of the candidates.

Article 10 Commission Procedure of Evaluation and Assessment of Candidates and Scope of Data to Be Published

- (1) When assessing and evaluating individual candidates, the Commission shall first assess, for each candidate who has applied in a timely manner, whether the candidate has met the individual mandatory parameters set out in the selection procedure conditions. During their assessment, the qualification requirements shall be deemed to be met if the candidate has reached at least the minimum level of the qualification requirements set out in the selection procedure conditions.
- (2) Unless the procedure is a selection procedure to fill an academic staff position at the Language Centre and if the candidate has provided evidence of their language proficiency with a document other than a document certifying completion of a language proficiency examination pursuant to STANAG 6001, the Commission shall recognise the language proficiency pursuant to the documents submitted by the candidate in terms of the decision of the Ministry of Education, Youth and Sports establishing a List of standardised language examinations for the purposes of the language qualification

¹¹ Article 4 (8) and (13) of the Selection Procedure Regulations for Filling of Academic Staff Positions of the University of Defence.

system for employees in administrative offices¹².

- (3) Following the assessment of the mandatory parameters, the Commission shall publish a list of candidates who have met the mandatory parameters. 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 mandatory parameters set out in the selection procedure conditions, the Commission shall, as appropriate, consider mainly the degree to which the optimal level of qualification requirements has been set in the selection procedure conditions.

PART FOUR SPECIAL PROVISIONS

Article 11

Description of Work Activities and Description of Service Activities of the Academic Staff Member

- (1) The description of work activities determines the specific workload of the employee within the contracted type of work. The description of service activities determines the service activities of a professional soldier within the service relationship. The description of work and service activities shall be approved by the announcer.
- (2) The description of the work activities of an academic staff member shall always include the basic description of work activities set out in Annex No. 5 of the measure; the description of service activities of an academic staff member shall always include the basic description of service activities set out in Annex No. 6 of the measure. Except for the basic work or service activities, the announcer may include in the description of work or service activities other activities pursuant to the legal legislation that may be required of the academic staff member.

Article 12

Pay Grade

- (1) Should the employee's description of work activities involve only basic work activities defined in Annex No. 5 of the measure, the employee shall be entitled to the pay grade determined pursuant to Annex No. 5 of the measure.
- (2) Should the employee's description of work activities also involve activities other than those defined in Annex No. 5 of the measure for which the employee is entitled, pursuant to the legal legislation¹³, to a higher pay grade than the pay grade specified in the preceding paragraph, the employee shall be entitled to the pay grade determined pursuant to these generally binding legal regulations.
- (3) Managers shall be obliged to organise work and service activities at managers'

¹² Decision of the Ministry of Education, Youth and Sports No. MSMT-12823/2016 of 8 August 2016, as amended by Decision of the Ministry of Education, Youth and Sports No. MSMT-24156/2019 of 3 September 2019.

¹³ In particular, the Labour Code and Government Regulation No. 222/2010 Coll., on the Catalogue of Works in Public Services and Administration.

workplaces in such a way as to prevent the performance of the work or service activity in question by a person classified in a lower pay grade or military rank than the pay grade or military rank corresponding to the work or service activity in question.

- (4) Every academic staff member is obliged to improve their scientific qualifications. Competent managers shall create appropriate conditions for the career growth of the academic staff members.
- (5) Should an employee, an academic staff member, attain higher scientific qualifications during the employee's employment, and should the employee's status within the meaning of Article 2 (1) of the measure change as a result of attaining the higher scientific qualifications, the employee shall, from the first day of the month following the month when the employee proves their attainment of the higher scientific qualifications to the announcer by submitting relevant documents, be entitled to the pay grade corresponding to the change in the aforementioned status. The announcer shall also modify the description of the work activities by the same date.

Article 13 Exceptions

- (1) In case of the selection procedure to fill an academic staff position at the Language Centre, the qualification requirement for English language competence pursuant to STANAG 6001 shall be modified to the language competence in a language to be taught by the academic staff member with both the optimal and minimum level of language competence established at the level of SLP 3333 pursuant to STANAG 6001 while the demonstration of such language competence in an equivalent manner is not permitted. For candidates who fail to prove the candidates' foreign language competence pursuant to STANAG 6001 by submitting an appropriate document, the announcer shall provide, in terms of the selection procedure, a possibility to take a language examination pursuant to STANAG 6001 as part of the selection procedure.
- (2) Exceptions to the provisions of the measure shall be granted by the Rector in exceptional and duly justified cases.

Article 14 Changes in the Period of Active Duty of Professional Soldiers – Academic Staff Members

- (1) The period of active duty of professional soldiers – academic staff members (hereinafter only referred to as "the period of active duty") is extended pursuant to Annex No. 7 and 8 of the measure.
- (2) The proposal to change the period of active duty shall be submitted to the Rector through the head of the Personnel Department of the University.
- (3) The proposal to change the period of active duty shall include a written statement of reasons if:
 - a) the change concerns a professional soldier with the rank of Colonel, or
 - b) if it is proposed to extend the active duty for more than 6 years.
- (4) When proposing the length of extension of the active duty for a professional soldier, the following aspects shall be taken into account:
 - a) results of the soldier's performance evaluation,

- b) results of the soldier's physical training examination,
- c) other abilities and skills of the soldier.

PART FIVE TEMPORARY AND FINAL PROVISIONS

Article 15 Temporary Provisions

The provisions of this measure shall apply mutatis mutandis to selection procedures which have been launched but not completed before the date on which the measure comes into effect.

Article 16 Cancellation Provisions

The following shall be cancelled:

1. Measure of the Rector of the University of Defence in Brno No. 2/2018 - Details of the Selection Procedure Regulations for Filling of Academic Staff Positions at the University of Defence in Brno, Ref. No. MoD 28416/2018-2994 from 26 January 2018.
2. Measure of the Rector of the University of Defence in Brno No. 8/2019, the 1st Amendment to the Measure of the Rector of the University of Defence in Brno No. 2/2018, Ref. No. MoD 152220/2019-2994 from 21 May 2019.
3. Measure of the Rector of the University of Defence No. 8/2022, the 2nd Amendment to the Measure of the Rector of the University of Defence in Brno No. 2/2018, Ref. No. MoD 218676/2022-2994 from 17 June 2022.

Article 17 Validity and Effectiveness

- (1) The measure shall enter into force when signed by the Rector.
- (2) This measure shall come into effect on 1 August 2024.

Annex No. 1
MANDATORY PARAMETERS – EMPLOYEES

Decisive factor	MANDATORY PARAMETERS				
	Qualification criteria	Qualification requirements			Other requirements
		Title of the qualification requirement	Optimal level of the requirement compliance	Minimum level of the requirement compliance	
Professor	Higher education in a master's degree programme	Scientific qualification	Appointment as professor in the field of professional activity	Appointment as associate professor on the grounds of habilitation in the field of professional activity	Level of security eligibility required by the Table of Organization and Equipment
		English language proficiency pursuant to STANAG 6001 ¹⁴	3333 or its equivalent	2222 or its equivalent	Civil and moral integrity ¹⁵ Other requirements as needed by the particular workplace
Associate professor	Higher education in a master's degree programme	Scientific qualification	Appointment as associate professor on the grounds of habilitation in the field of professional activity	Higher education in a doctoral study programme or its equivalent	Level of security eligibility required by the Table of Organization and Equipment
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222 or its equivalent	1111 or its equivalent	Civil and moral integrity ¹⁵ Other requirements as needed by the particular workplace
Assistant professor	Higher education in a master's degree programme	Scientific qualification	Higher education in a doctoral study programme or its equivalent	Higher education in a master's degree programme	Level of security eligibility required by the Table of Organization and Equipment
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222 or its equivalent	1111 or its equivalent	Civil and moral integrity ¹⁵ Other requirements as needed by the particular workplace

¹⁴ For a selection procedure to fill an academic staff position at the Language Centre, the qualification requirement shall be stated pursuant to the exception set out in Article 14 (1) of the measure.

¹⁵ Act No. 451/1991 Coll. determining some further prerequisites for certain positions in state bodies and organizations of the Czech and Slovak Federative Republic, the Czech Republic and the Slovak Republic, as amended.

Assistant	Higher education in a master's degree programme	Scientific qualification	Higher education in a master's degree programme	Higher education in a master's degree programme	Level of security eligibility required by the Table of Organization and Equipment
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222 or its equivalent	1111 or its equivalent	Civil and moral integrity ¹⁵
					Other requirements as needed by the particular workplace

Annex No. 2
MANDATORY PARAMETERS - PROFESSIONAL SOLDIERS (ACADEMIC STAFF OF FACULTIES AND INSTITUTES)

Decisive factor	MANDATORY PARAMETERS				
	Qualification criteria	Qualification requirements			Other requirements
		Title of the qualification requirement	Optimal level of the requirement compliance	Minimum level of the requirement compliance	
Colonel	Higher education in a master's degree programme	Military rank	Colonel	Lieutenant Colonel with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Appointment as professor in the field of professional activity	Appointment as associate professor on the grounds of habilitation in the field of professional activity or a minimum of four years of experience in command or staff positions at the level of brigade, regiment, agency, base, section, department, directorate, force headquarters	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	3333	2222	Other requirements as needed by the particular workplace
		Career course	FML, FMT - GSC MFM - SOC institutes - GSC	FML, FMT, institutes - GSC graduate or a participant in an ongoing GSC (confirmed nomination at least) MFM - SOC	
Lieutenant Colonel	Higher education in a master's degree programme	Military rank	Lieutenant Colonel	Major with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Appointment as associate professor on the grounds of habilitation in the field of professional activity	Higher education in a doctoral study programme or its equivalent or a minimum of four years of experience in command or staff positions at the level of battalion, squadron, troop and higher	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	2222	Other requirements as needed by the particular workplace
		Career course	SOC	SOC	

Decisive factor	MANDATORY PARAMETERS				
	Qualification criteria	Qualification requirements			Other requirements
		Title of the qualification requirement	Optimal level of the requirement compliance	Minimum level of the requirement compliance	
Major	Higher education in a master's degree programme	Military rank	Major	Captain with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a doctoral study programme or its equivalent	Higher education in a master's degree programme	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	1111	Other requirements as needed by the particular workplace
		Career course	JOC	JOC	
Captain	Higher education in a master's degree programme	Military rank	Captain	First Lieutenant with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a master's degree programme	Higher education in a master's degree programme	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	1111	Other requirements as needed by the particular workplace
		Career course	JOC	JOC graduate or a participant in an ongoing JOC (confirmed nomination at least)	
First Lieutenant	Higher education in a master's degree programme	Military rank	First Lieutenant	Second Lieutenant with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a master's degree programme	Higher education in a master's degree programme	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	1111	Other requirements as needed by the particular workplace
		Career course	OC	OC	

Annex No. 3
MANDATORY PARAMETERS - PROFESSIONAL SOLDIERS (ACADEMIC STAFF AT THE CENTRES)

Decisive factor	MANDATORY PARAMETERS				
	Qualification criteria	Qualification requirements			Other requirements
		Title of the qualification requirement	Optimal level of the requirement compliance	Minimum level of the requirement compliance	
Colonel	Higher education in a master's degree programme	Military rank	Colonel	Lieutenant Colonel with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Appointment as associate professor on the grounds of habilitation in the field of professional activity	Higher education in a doctoral study programme or its equivalent or a minimum of four years of experience in command or staff positions at the level of brigade, regiment, agency, base, section, department, directorate, force headquarters	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	3333	2222	Other requirements as needed by the particular workplace
		Career course	CSMSS - GSC LC, PTSC - SOC	CSMSS - GSC graduate or a participant in an ongoing GSC (confirmed nomination at least) LC, PTSC - SOC	
Lieutenant Colonel	Higher education in a master's degree programme	Military rank	Lieutenant Colonel	Major with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a doctoral study programme	Higher education in a doctoral study programme or its equivalent or a minimum of four years of experience in command or staff positions at the level of battalion, squadron, troop and higher	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	2222	Other requirements as needed by the particular workplace
		Career course	SOC	SOC	

Decisive factor	MANDATORY PARAMETERS				
	Qualification criteria	Qualification requirements			Other requirements
		Title of the qualification requirement	Optimal level of the requirement compliance	Minimum level of the requirement compliance	
Major	Higher education in a master's degree programme	Military rank	Major	Captain with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a doctoral study programme or its equivalent	Higher education in a master's degree programme	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	1111	Other requirements as needed by the particular workplace
		Career course	JOC	JOC	
Captain	Higher education in a master's degree programme	Military rank	Captain	First Lieutenant with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a master's degree programme	Higher education in a master's degree programme	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	1111	Other requirements as needed by the particular workplace
		Career course	JOC	JOC graduate or a participant in an ongoing JOC (confirmed nomination at least)	

Decisive factor	MANDATORY PARAMETERS				
	Qualification criteria	Qualification requirements			Other requirements
		Title of the qualification requirement	Optimal level of the requirement compliance	Minimum level of the requirement compliance	
First Lieutenant	Higher education in a master's degree programme	Military rank	First Lieutenant	Second Lieutenant with the shortest period of active duty in the military rank	Level of security eligibility required by the Table of Organization and Equipment
		Scientific qualification	Higher education in a master's degree programme	Higher education in a master's degree programme	Civil and moral integrity ¹⁵
		English language proficiency in accordance with STANAG 6001 ¹⁴	2222	1111	Other requirements as needed by the particular workplace
		Career course	OC	OC	

Annex No. 4
REQUIREMENTS FOR THE MEMBERS OF THE COMMISSION

Academic staff position to be filled		Requirements for representation of persons in the Commission		
		Employees or professional soldiers from the University ¹⁶		Persons from outside the University ¹⁷ (number of persons)
		From the relevant workplace ¹⁸ (number of persons)	Other persons (number of persons)	
Professional soldier	Colonel	1	1	3 (note: 2 persons from the MoD and 1 practitioner)
	Lieutenant Colonel	1	2	2
	Major	2	2	1
	Captain	2	2	1
	First Lieutenant	2	2	1
Employee	Head of the Academic Department	0	2	3 practitioners from outside the MoD ¹⁹
	Group leader	1	2	2
	Director of the Institute or Centre	0	2	3
	Deputy Director of the Institute or Centre	1	2	2
	Director of the Department	1	2	2
	Head of the Office	2	1	2
	Academic Staff Member without Subordinates	2	2	1

¹⁶ Employees with the place of work within the University of Defence and professional soldiers assigned to the University of Defence.

¹⁷ A workplace is, in terms of faculties, specified as an academic department or, in terms of institutes and centers, as a department or office.

¹⁸ These are persons from the Ministry of Defence, i.e. persons from military units and establishments of the Army of the Czech Republic or the General Staff of the Army of the Czech Republic; or practitioners, i.e. persons from another university or a professional workplace.

¹⁹ If a suitable practitioner cannot be secured, it can be handled by a person from the Ministry of Defence.

Annex No. 5
BASIC DESCRIPTION OF WORK ACTIVITIES OF AN ACADEMIC STAFF MEMBER – AN EMPLOYEE – AND PAY GRADES

Pay grade	Basic description of work activities		Optimal qualifications
	General description of work activities ²⁰	Detailed description of work activities	
15	Creative development of decisive trends in the development of science and research associated with the application of results of scientific, research and development activities in the education of students and graduates of universities and in the training of scientists.	<ul style="list-style-type: none"> a) Mainly lecturing activities, teaching in seminars and tutorials, b) creative activities in the field of education.....²¹ on the level of: lecturer, c) a guarantor of a basic theoretical study subject and a study subject profiling the basis of a study programme, a guarantor of a study programme, d) providing consultations to students, e) professional guidance of assistants, f) conducting and opposing final theses, g) creative solutions of scientific, research and development tasks of decisive importance for the development of the relevant scientific field, h) creative development of decisive trends in the development of science and research associated with the application of results of scientific, research and development activities in the education of students, i) significant publishing and self-education activities. 	Professor (Article 2 (1) a) of the measure)
14	Creative solutions of scientific, research and development tasks or creative application of the results of basic research and other creative activities related to the development of cognitive and creative abilities of students and university graduates, organising and leading students' participation in research, lecturing activities and conducting lectures, conducting expert and evaluation activities and providing guidance and reviewing of seminar, diploma and scientific theses.	<ul style="list-style-type: none"> a) Lecturing activities, teaching in seminars and tutorials, b) creative activities in the field of education..... ²¹ on the level of: lecturer, c) a guarantor of a basic theoretical study subject and a study subject profiling the basis of a study programme, a guarantor of a study programme, d) providing consultations to students, conducting expert and evaluation activities, evaluating seminar papers, conducting and opposing final theses, e) professional guidance of assistants, f) individual and creative solution of scientific, research and development tasks, g) creative application of the results of basic research and other creative activities related to the development of cognitive and creative abilities of students, h) organising and guidance of students in creative activities, i) publishing and self-education activities. 	Associate Professor (Article 2 (1) b) of the measure)

²⁰ Pursuant to Government Regulation No. 222/2010 Coll., on the Catalogue of Works in Public Services and Administration.

²¹ The specific area of education according to Government Regulation No. 275/2016 Coll., on Education in Higher Education, is indicated.

Pay grade	Basic description of work activities		Optimal qualifications
	General description of work activities ²⁰	Detailed description of work activities	
13	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, providing consultations, lecturing activities and solution of scientific, research and development tasks or other creative activities - where appropriate.	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials and laboratory practical classes, lectures, b) a guarantor of a basic theoretical study subject profiling the basis of a bachelor's degree programme, a guarantor of a study subject profiling the basis of a master's degree programme and a guarantor of a bachelor's degree programme, c) creative activities in the field of education.....²¹ on the level of: lecturer, guarantor of a study subject, d) continuous monitoring of the fulfilment of students' study obligations, e) providing consultations to students, f) participation in the education of doctoral students, acting as a specialist supervisor, g) individual solution of scientific, research and development tasks according to defined objectives, h) publishing and self-education activities. 	Ph. D. – Assistant Professor (Article 2 (1) c) of the measure)
12	Educational activity in the acquisition and retention of knowledge and skills of students and graduates of higher education institutions.	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials and laboratory practical classes under the expert guidance of the study subject guarantor, b) creative activities in the field of education.....²¹ on the level of: tutorials teacher, c) providing consultations to students, d) publishing and self-education activities. 	Mgr./Ing. -Assistant (Article 2 (1) d) of the measure)

Annex No. 6

BASIC DESCRIPTION OF SERVICE ACTIVITIES OF AN ACADEMIC STAFF MEMBER – A PROFESSIONAL SOLDIER

Academic staff member with a military rank	Basic description of service activities	
	General description of service activities ²²	Detailed description of service activities
Colonel	<p>Educational and creative activities in teaching students and university graduates, creative development of decisive trends in the development of science and research associated with the application of results of scientific, research and development activities in the education of students and graduates of universities and training of scientists.</p>	<ul style="list-style-type: none"> a) Mainly lecturing activities, teaching in seminars and tutorials, b) creative activities in the field of education.....²¹ on the level of: lecturer, c) in case of a professor or associate professor - a guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, a guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - a guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, a guarantor of a study subject profiling the basis of the master's degree programme and a guarantor of the bachelor's degree programme, d) providing consultations to students, e) conducting and opposing final theses, f) creative solutions of scientific, research and development tasks of decisive importance for the development of the relevant scientific field, g) creative development of decisive trends in the development of science and research associated with the application of results of scientific, research and development activities in the education of students, h) significant publishing and self-education activities.

²² Pursuant to Government Regulation No. 60/2015 Coll., on the Determination of the List of Activities for Individual Military Ranks.

Academic staff member with a military rank	Basic description of service activities	
	General description of service activities ²²	Detailed description of service activities
Lieutenant Colonel	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, providing consultations, where appropriate - lecturing activities and creative solution of scientific, research and development tasks, creative application of the results of basic research, and other creative activities related to the development of cognitive and creative abilities of students and university graduates.	<ul style="list-style-type: none"> a) Lecturing activities, teaching in seminars and tutorials, b) creative activities in the field of education.....²¹ on the level of: lecturer, c) in case of a professor or associate professor - a guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, a guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - a guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, a guarantor of a study subject profiling the basis of the master's degree programme and a guarantor of the bachelor's degree programme, d) providing consultations to students, conducting expert and evaluation activities, evaluating seminar papers, conducting and opposing final theses, e) individual and creative solution of scientific, research and development tasks of decisive importance for the development of the relevant scientific field, f) creative development of decisive trends in the development of science and research associated with the application of results of scientific, research and development activities in the education of students, g) organising and guidance of students in creative activities, h) significant publishing and self-education activities.
Major	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, providing consultations, where appropriate - lecturing activities and implementation of scientific, research and development tasks or other creative activities.	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials and laboratory practical classes, lectures, b) creative activities in the field of education.....²¹ on the level of: lecturer, c) in case of a professor or associate professor - a guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, a guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - a guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, a guarantor of a study subject profiling the basis of the master's degree programme and a guarantor of the bachelor's degree programme, d) continuous monitoring of the fulfilment of students' study obligations, e) providing consultations to students, conducting expert and evaluation activities, evaluating seminar papers, conducting and opposing final theses, f) participation in the education of doctoral students, acting as a specialist supervisor, g) individual solution of scientific, research and development tasks according to defined objectives, h) publishing and self-education activities.

Academic staff member with a military rank	Basic description of service activities	
	General description of service activities ²²	Detailed description of service activities
Captain	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, providing consultations, solution of scientific, research and development tasks.	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials and laboratory practical classes, lectures, b) creative activities in the field of education.....²¹ on the level of: tutorials teacher, c) in case of a professor or associate professor - a guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, a guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - a guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, a guarantor of a study subject profiling the basis of the master's degree programme and a guarantor of the bachelor's degree programme, d) continuous monitoring of the fulfilment of students' study obligations, e) providing consultations to students, conducting expert and evaluation activities, evaluating seminar papers, conducting and opposing final theses, f) participation in the education of doctoral students, acting as a specialist supervisor, g) participation in the solution of scientific, research and development tasks according to defined objectives, h) publishing and self-education activities.
First Lieutenant	Educational activities in teaching students and university graduates.	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials, laboratory practical classes under the guidance of the study subject guarantor, or lectures, b) creative activities in the field of education.....²¹ on the level of: tutorials teacher, c) in case of a CSc. scientific degree holder or a Ph.D. academic title holder - a guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, a guarantor of a study subject profiling the basis of the master's degree programme and a guarantor of the bachelor's degree programme, d) providing consultations to students, e) publishing and self-education activities.

Annex No. 7

RULES FOR EXTENDING THE ACTIVE DUTY PERIOD – PROFESSIONAL SOLDIERS (ACADEMIC STAFF AT THE FACULTIES AND INSTITUTES)

Rank	Service position requirements		Compliance with the requirements			
			full for the rank +1	full	one req. not met	more reqs not met
Colonel	academic degree (designation)	prof./doc.	-	up to 6 years	up to 4 years	up to 3 years
	language proficiency	3333				
	career course	FML - GSC FMT - GSC MFM - SOC institutes - GSC				
Lieutenant Colonel	academic degree (designation)	doc.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	SOC				
Major	academic degree (designation)	Ph.D.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	JOC				
Captain	academic degree (designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	JOC				
First Lieutenant	academic degree (designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	OC				

Annex No. 8
RULES FOR EXTENDING THE ACTIVE DUTY PERIOD – PROFESSIONAL
SOLDIERS (ACADEMIC STAFF AT THE CENTRES)

Rank	Service position requirements		Compliance with the requirements			
			full for the rank +1	full	one req. not met	more reqs not met
Colonel	academic degree (designation)	doc. / Ph.D.	-	up to 6 years	up to 4 years	up to 3 years
	language proficiency	3333				
	career course	CSMSS - GSC LC - SOC PTSC - SOC				
Lieutenant Colonel	academic degree (designation)	Ph.D.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	SOC				
Major	academic degree (designation)	Ph.D. / Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	JOC				
Captain	academic degree (designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	JOC				
First Lieutenant	academic degree (designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency	2222				
	career course	OC				

Annex No. 9
LIST OF ABBREVIATIONS USED IN ANNEXES 2-8

a) Parts of the University

Faculty of Military Leadership	FML
Faculty of Military Technology	FMT
Military Faculty of Medicine	MFM
Centre for Security and Military Strategic Studies	CSMSS
Language Centre	LC
Physical Training and Sports Centre	PTSC

b) Career Courses

Officers Course	OC
Junior Officers Course	JOC
Senior Officers Course	SOC
General Staff Course	GSC