

University of Defence

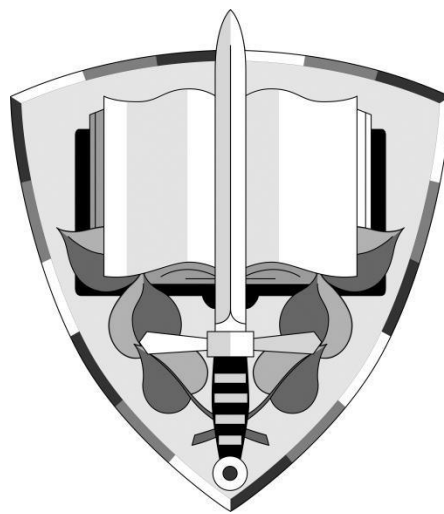
Kounicova 65, Brno, ZIP code 662 10, Data Box: hkraife

No. 28416/2018-2994

Number of sheets: 10

Approved by:
Brigadier General Prof. Ing. Bohuslav Příklad, Ph.D., m. p.
Rector

Brno 26 January, 2018



MEASURE OF THE RECTOR OF THE UNIVERSITY OF DEFENCE IN BRNO

No. 2/2018

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

as amended by the Measure of the Rector of the University of Defence in Brno No. 8/2019
and No. 8/2022

Brno 2018

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 personnel positions,
 - b) determines, pursuant to Article 3 (1) a) of the Selection Procedure Regulations for the Filling of Academic Personnel Positions of 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, elements 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 to draw up descriptions of work activities and descriptions of service activities of the academic personnel of the University or its units,
 - g) defines basic rules to determine the pay grades of employees who are members of the academic personnel.
- (2) The number of employment and service positions within the University and its units and the personnel specification of these employment and service positions 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 personnel positions are defined in the personnel section of the Table of Organization and Equipment.
- (3) Positions of the academic personnel within the University and its units are filled with employees² and professional soldiers³ pursuant to the rules stipulated by the Selection Procedure Regulations

Article 2
Academic Personnel

- (1) Persons assigned within the University to employment or service positions determined pursuant to the Table of Organization and Equipment for the academic personnel are divided into the positions of professors, associate professors, assistant professors and assistants pursuant to the following provisions:

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.

- 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 successfully completed a doctoral study programme or who has obtained another scientific qualification recognised by the Higher Education Act at a comparable level^{5a},
 - d) an assistant is a person who has successfully completed a master's degree programme.
- (2) Should an internal regulation of the University or a measure of the Rector use the designation "professor, associate professor, assistant professor or assistant", it shall be 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 the Filling of Academic Personnel Positions

- (1) Elements of the Selection Procedure Conditions include:
- a) designation of the announcer⁶,
 - b) position title of the academic personnel member subject to the selection procedure where the said title is understood to mean the designation of the service or employment position in the Table of Organization and Equipment,
 - c) details of the academic personnel 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 the manner and detail laid down in the measure.

Article 4

Details of the Academic Personnel Position

- (1) Details of the academic personnel position in the case of a position allocated for employees involve:
- a) information that the position is allocated for employees,
 - b) information indicating that it is a managerial position,
 - c) type of work,

⁴ § 73 of the Higher Education Act.

⁵ § 71 of the Higher Education Act.

^{5a} § 98 (1)(c) and § 102 of the Higher Education Act.

⁶ Article 2 (2) of the Selection Procedure Regulations for the Filling of Academic Personnel Positions at the University of Defence.

- d) description of work activities,
 - e) pay grade,
 - f) span of the extra pay for a managerial position,
 - g) place of work performance,
 - h) duration of the employment relationship,
 - i) span working hours,
 - j) expected date when the position is to be filled.
- (2) Details of the academic personnel position in the case of a position earmarked for a professional soldier involve:
- a) information indicating that the position is earmarked for a professional soldier,
 - b) information indicating that it is a managerial service position,
 - c) description of service activities,
 - d) place of service performance and
 - e) expected date when the position is to be filled.

Article 5

Mandatory Parameters for the Selection of Candidates

- (1) A mandatory parameter is defined as a criterion that affects the selection of a suitable candidate for the academic personnel position; a mandatory parameter includes qualification criteria, qualification requirements and other requirements.
- (2) Qualification criteria are 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 criteria, apply a requirement for the field of education⁷ in which the education was obtained.
- (3) The qualification criteria include:
- a) scientific qualification requirement,
 - b) language proficiency requirement,
 - c) military rank requirement in the case of an academic personnel position earmarked for a professional soldier,
 - d) requirement to complete a military career course in the case of an academic personnel position earmarked for a professional soldier.
- (4) Other requirements include:
- a) level of security eligibility requirement pursuant to the relevant generally binding regulation⁸,
 - b) prerequisites for the performance of duties according to the special legal regulation⁹,

⁷ § 44a of the Higher Education Act.

⁸ Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended.

⁹ 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.

- 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 personnel position earmarked for employees taking into account the fact that the specific wording of the mandatory parameters depends on whether the position needs to be filled by a professor, associate professor, assistant professor or assistant; the aforementioned need shall be decided by the announcer before drawing up the conditions of the selection procedure taking into consideration 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 personnel position earmarked for a professional soldier taking into account the fact that the specific wording of the mandatory parameters depends on the military rank prescribed for that position by the Table of Organization and Equipment.
- (6) The qualification requirements are, within the selection procedure, 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 includes:

- a) information on how to obtain further information about the academic personnel position and further information on the process of the selection procedure,
- b) information on the deadline for the submission of applications and how to submit them,
- c) list of documents the announcer requires to be submitted with the application,
- d) information on the members of the commission identifying 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 the selection procedure to fill the position of an academic personnel 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
Members of the Commission**

- (1) The members of the Commission are appointed by the announcer. The Commission is composed of the chairperson and other members.
- (2) The announcer shall appoint the members of the Commission pursuant to the following provisions:
 - a) the Commission shall be composed of 5 members,
 - b) the professional specialization, qualifications and previous experience of the commission members shall enable qualified assessment of candidates for the position to be filled,
 - c) the requirements for the commission members set out in Annex No. 4 of the measure shall be met; and
 - d) a commission member shall not be 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. Should a commission member be removed by the announcer or cease to exist as a person, the announcer shall immediately appoint another member pursuant to the principles set out in the preceding paragraph.
- (4) The chairperson of the Commission shall be appointed by the announcer. The chairperson of the Commission manages the activities of the Commission, is responsible to the announcer for the course of the selection procedure, verifies the minutes of the commission's proceedings with the chairperson's signature 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 publication of the list of candidates pursuant to Article 4 (3) of the Selection Procedure Regulations,
 - c) organizes interviews with candidates, including communication with the candidates following the instructions of the chairman of the commission,
 - d) draws up a draft written report 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 the chairman.
- (2) The Commission is deemed to be eligible to act in the presence of at least four-fifths of the Commission's members. The chairman of the Commission shall always be required to be present during the meetings of the Commission. Meetings of the Commission shall be closed to the public except for the parts stipulated to be public by the Selection Procedure Regulations¹⁰.
- (3) Each commission member shall be 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 chairman 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 the member is biased; a commission member shall be deemed to be biased should the commission member be 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 for the 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 personnel position at the Language Centre and if the candidate has provided evidence of the candidate's language proficiency with a document other than a document certifying completion of a language proficiency examination pursuant to STANAG 6001, the Commission shall recognize 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 standardized language examinations for the purposes of the language qualification system for employees in administrative offices¹¹.
- (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 the candidate's name, surname and academic or scientific rank. Should the candidate be a professional soldier, the Commission shall also publish the candidate's military rank.
- (4) When ranking candidates who have met the mandatory parameters set out in the selection procedure conditions, the Commission shall, as appropriate, take into account mainly

¹⁰ Article 4 (8) and (13) of the Selection procedure regulations for the filling of academic personnel positions of the University of Defence.

¹¹ Decision of the Ministry of Education, Youth and Sports No. MSMT-12823/2016 of 8 August 2016.

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 Personnel Member

- (1) The description of work activities determines the specific tasks and duties of the employee within the contracted type of work. The description of service activities determines the service activities and duties of a professional soldier within active duty. The description of work and service activities shall be approved by the announcer.
- (2) The description of the work activities of an academic personnel 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 personnel 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 personnel 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. This provision applies to the employees – academic personnel members.
- (2) Should the employee's description of work activities involve activities other than the activities defined in Annex No. 5 of the measure for which the employee is entitled, pursuant to the legal legislation¹², 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. This provision applies to the employees – academic personnel members.
- (3) Managers shall be obliged to organize work and service activities at managers' 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 personnel member is obliged to improve the member's scientific qualifications. Competent managers shall create appropriate conditions for the career growth of the academic personnel members.
- (5) Should an employee, an academic personnel member, attain a 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 the employee's attainment of the higher

¹² In particular, the Labour Code and Government Regulation No. 222/2010 Coll., on the Catalogue of Works in Public Services and Administration.

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 personnel position at the Language Centre, the qualification requirement for English language competence pursuant to STANAG 6001 shall be modified to the English language competence to be taught by the academic personnel member with both the optimal and minimum level of English language competence established at the level of SLP 3333 pursuant to STANAG 6001, unless the demonstration of such English language competence in an equivalent manner is 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 14a
Changes in the Period of Active Duty of Professional Soldiers – Academic Personnel Members

- (1) The period of active duty of professional soldiers – academic personnel 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 the measure shall apply accordingly with the necessary changes having been implemented to the selection procedures which have been launched but not completed before the date when the measure comes into effect.

Article 16
Force and Effectiveness

- (1) The measure shall enter into force when signed by the Rector.
- (2) The measure shall take effect on 1 February 2018. On this day, the Directive of the Rector of the University of Defence No. 2/2014 on the procedure for establishing work activities and duties of the academic personnel of the University of Defence and mutual cooperation of the academic personnel in providing teaching Reg. no. 150/1/21/2014-2994 of 23 December 2014 and the Directive of the Rector of the University of Defence No. 8/2015 amending and supplementing the Directive of the Rector of the University of Defence No. 2/2014 on the procedure for establishing work activities and duties of the academic personnel of the University of Defence and mutual cooperation of the academic personnel in providing teaching Reg. no. 150/1/35/2015-2994 of 18 December 2015 shall be repealed.

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 NATO STANAG 6001 ¹³	3333 or its equivalent	2222 or its equivalent	Civil and moral integrity ¹⁴ 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 pursuant to NATO STANAG 6001 ¹³	2222 or its equivalent	1111 or its equivalent	Civil and moral integrity ¹⁴ 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 pursuant to NATO STANAG 6001 ¹³	2222 or its equivalent	1111 or its equivalent	Civil and moral integrity ¹⁴ Other requirements as needed by the particular workplace
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 pursuant to NATO STANAG 6001 ¹³	2222 or its equivalent	1111 or its equivalent	Civil and moral integrity ¹⁴ Other requirements as needed by the particular workplace

¹³ For a selection procedure to fill an academic personnel position at the Language Centre, the qualification requirement shall be stated pursuant to the exception set out in Article 14 (1) of the measure.

¹⁴ 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.

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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	3333	2222	Other requirements as needed by the particular workplace
		Career Course	General Staff Course	General Staff Course graduate or a participant in the ongoing General Staff Course (minimum of confirmed nomination)	
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, and higher	Civil and moral integrity ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	2222	Other requirements as needed by the particular workplace
		Career Course	Senior Officers Course	Senior Officers Course	

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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	1111	Other requirements as needed by the particular workplace
		Career Course	Senior Officers Course	Senior Officers Course graduate or a participant in an ongoing Senior Officers Course (minimum of confirmed nomination)	
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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	1111	Other requirements as needed by the particular workplace
		Career Course	Junior Officers Course	Junior Officers Course graduate or a participant in an ongoing Junior Officers Course (minimum of confirmed nomination)	

Second Lieutenant	Higher education in a master's degree programme	Military rank	Second 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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	1111	Other requirements as needed by the particular workplace
		Career Course	Officers Course	Officers Course	

Annex No. 3

MANDATORY PARAMETERS - PROFESSIONAL SOLDIERS (ACADEMIC PERSONNEL 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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	3333	2222	Other requirements as needed by the particular workplace
		Career Course	General Staff Course	General Staff Course graduate or a participant in the ongoing General Staff Course (minimum of confirmed nomination)	
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 a battalion or squadron and higher	Civil and moral integrity ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	2222	Other requirements as needed by the particular workplace
		Career Course	Senior Officers Course	Senior Officers Course	

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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	1111	Other requirements as needed by the particular workplace
		Career Course	Senior Officers Course	Senior Officers Course graduate or a participant in an ongoing Senior Officers Course (minimum of confirmed nomination)	
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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	1111	Other requirements as needed by the particular workplace
		Career Course	Junior Officers Course	Junior Officers Course graduate or a participant in an ongoing Junior Officers Course (minimum of confirmed nomination)	

Second Lieutenant	Higher education in a master's degree programme	Military rank	Second 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 ¹⁴
		English language proficiency pursuant to NATO STANAG 6001 ¹³	2222	1111	Other requirements as needed by the particular workplace
		Career Course	Officers Course	Officers Course	

Annex No. 4
REQUIREMENTS FOR THE MEMBERS OF THE COMMISSION

Academic personnel position to be filled		Required numbers of persons from relevant positions to represent in the Commission		
		Employees or professional soldiers from the University ¹⁵		Persons from outside the University ¹⁶ (number of persons)
		From the relevant workplace ¹⁷ (number of persons)	Other persons (number of persons)	
Professional soldier	Colonel	1	1	3 (2 persons from the Ministry of Defence and 1 practitioner)
	Lieutenant Colonel	1	2	2
	Major	2	2	1
	Captain	2	2	1
	Second Lieutenant	2	2	1
Employee	Head of the Academic Department	0	2	3 non-defence practitioners ¹⁸
	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 personnel member without subordinates	2	2	1

¹⁵ Employees with the employees' place of work within the University of Defence and professional soldiers assigned to the University of Defence.

¹⁶ Persons from the Ministry of Defence (i.e. persons from military units and establishments of the Army of the Czech Republic, the General Staff of the Army of the Czech Republic) or practitioners (i.e. persons from another university or a professional workplace).

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

¹⁸ In cases when a specialist cannot be present, the specialist can be substituted by a person from the Ministry of Defence.

Annex No. 5

BASIC WORK ACTIVITIES OF AN ACADEMIC PERSONNEL MEMBER – AN EMPLOYEE – AND PAY GRADES

Pay grade	Basic description of work activities		Optimal qualifications
	General description of work activities ¹⁹	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 ...²⁰ level: lecturer, c) guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, guarantor of the study programme, d) provision of consultations to students, e) professional guidance of assistants, f) acting as an advisor and reviewer of theses and dissertations, g) creative implementation 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 implementation 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, organizing 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 education²⁰ level: lecturer, c) guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, guarantor of the study programme, d) provision of consultations to students, conducting expert and evaluation activities, evaluation of seminar papers, acting as an advisor and reviewer of theses and dissertations, e) professional guidance of assistants, f) individual and creative implementation 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) organizing and guidance of students in creative activities, i) publishing and self-education activities. 	Associate Professor (Article 2 (1) b) of the measure)

¹⁹ Pursuant to Government Regulation No. 222/2010 Coll., on the Catalogue of Works in Public Services and Administration.

²⁰ Specific area of education pursuant to Government Regulation No. 275/2016 Coll., on Education in Higher Education

Pay grade	Basic description of work activities		Optimal qualifications
	General description of work activities ¹⁹	Detailed description of work activities	
13	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, provision of 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 or lectures, b) guarantor of a basic theoretical study subject profiling the basis of a bachelor's degree programme, guarantor of a study subject profiling the basis of a master's degree programme and guarantor of a bachelor's degree programme, c) creative activities in the field of education ...²⁰ level: lecturer, guarantor of a study subject, d) continuous monitoring of compliance with students' study requirements, e) provision of consultations to students, f) participation in the education of doctoral students acting as a specialist supervisor, g) individual implementation 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 education²⁰ level: teacher of tutorials, c) provision of consultations to students, d) publishing and self-education activities. 	Mgr./Ing. – Assistant (Article 2 (1) d) of the measure)

Annex No. 6
BASIC SERVICE ACTIVITIES OF AN ACADEMIC PERSONNEL MEMBER – A PROFESSIONAL SOLDIER

Academic personnel member with a military rank	Basic description of service activities	
	General description of service activities ²¹	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 ...²⁰ level: lecturer, c) in case of a professor or associate professor - guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, guarantor of a study subject profiling the basis of the master's degree programme and guarantor of the bachelor's degree programme, d) provision of consultations to students, e) acting as an advisor and reviewer of theses and dissertations, f) creative implementation 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.
Lieutenant Colonel	<p>Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, provision of consultations, where appropriate - lecturing activities and creative implementation 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.</p>	<ul style="list-style-type: none"> a) Lecturing activities, teaching in seminars and tutorials, b) creative activities in the field of education ...²⁰ level: lecturer, c) in case of a professor or associate professor - guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, guarantor of a study subject profiling the basis of the master's degree programme and guarantor of the bachelor's degree programme, d) provision of consultations to students, conducting expert and evaluation activities, evaluation of seminar papers, acting as an advisor and reviewer of theses and dissertations, e) individual and creative implementation 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) organizing and guidance of students in creative activities, h) significant publishing and self-education activities.

²¹ Pursuant to Government Regulation No 60/2015 Coll., on the Determination of the List of Activities for Individual Military Ranks.

Academic personnel member with a military rank	Basic description of service activities	
	General description of service activities ²¹	Detailed description of service activities
Major	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, provision of 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 or lectures, b) creative activities in the field of education ...²⁰ level: lecturer, c) in case of a professor or associate professor - guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, guarantor of a study subject profiling the basis of the master's degree programme and guarantor of the bachelor's degree programme, d) continuous monitoring of compliance with students' study requirements, e) provision of consultations to students, conducting expert and evaluation activities, evaluation of seminar papers, acting as an advisor and reviewer of theses and dissertations, f) participation in the education of doctoral students acting as a specialist supervisor, g) individual implementation of scientific, research and development tasks according to defined objectives, h) publishing and self-education activities.
Captain	Educational and creative activities in teaching students and university graduates, conducting tutorials and seminars, continuous monitoring of studies, provision of consultations, implementation of scientific, research and development tasks.	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials and laboratory practical classes or lectures, b) creative activities in the field of education²⁰ level: teacher of tutorials, c) in case of a professor or associate professor - guarantor of a basic theoretical study subject and a study subject profiling the basis of the study programme, guarantor of the study programme; in case of a CSc. scientific degree holder or a Ph.D. academic title holder - guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, guarantor of a study subject profiling the basis of the master's degree programme and guarantor of the bachelor's degree programme, d) continuous monitoring of compliance with students' study requirements, e) provision of consultations to students, conducting expert and evaluation activities, evaluation of seminar papers, acting as an advisor and reviewer of theses and dissertations, f) participation in the education of doctoral students acting as a specialist supervisor, g) participation in the implementation of scientific, research and development tasks according to defined objectives, h) publishing and self-education activities.

<p style="text-align: center;">Second Lieutenant</p>	<p>Educational activities in teaching students and university graduates.</p>	<ul style="list-style-type: none"> a) Teaching in seminars, tutorials, laboratory practical classes or lectures under the guidance of the study subject guarantor, b) creative activities in the field of education²⁰ level: teacher of tutorials, c) in case of a CSc. scientific degree holder or a Ph.D. academic title holder - guarantor of a basic theoretical study subject profiling the basis of the bachelor's degree programme, guarantor of a study subject profiling the basis of the master's degree programme and guarantor of the bachelor's degree programme, d) provision of consultations to students, e) publishing and self-education activities.
---	--	--

Annex No. 7
RULES FOR EXTENDING THE ACTIVE DUTY PERIOD – PROFESSIONAL SOLDIERS
(ACADEMIC PERSONNEL AT THE FACULTIES AND INSTITUTES)

Rank	SM Requirements		Level of compliance with the requirements			
			full compliance for the Rank +1	full compliance	one req. not met	more reqs. not met
Colonel	academic degree (its designation)	prof./doc.	-	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	3333				
	career course	GSC				
Lieutenant Colonel	academic degree (its designation)	doc.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	SOC				
Major	academic degree (its designation)	Ph.D.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	SOC				
Captain	academic degree (its designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	JOC				
Second Lieutenant	academic degree (its designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	OC				

Annex No. 8
RULES FOR EXTENDING THE ACTIVE DUTY PERIOD – PROFESSIONAL
SOLDIERS
(ACADEMIC PERSONNEL AT THE FACULTIES AND INSTITUTES)

Rank	SM Requirements		Level of compliance with the requirements			
			full compliance for the Rank +1	full compliance	one req. not met	more reqs. not met
Colonel	academic degree (its designation)	doc./Ph.D.	-	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	3333				
	career course	GSC				
Lieutenant Colonel	academic degree (its designation)	Ph.D.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	SOC				
Major	academic degree (its designation)	Ph.D./Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	SOC				
Captain	academic degree (its designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	JOC				
Second Lieutenant	academic degree (its designation)	Ing., Mgr.	up to 10 years	up to 6 years	up to 4 years	up to 3 years
	language proficiency requirement	2222				
	career course	OC				