

**RULES AND REGULATIONS  
CONCERNING OPEN, TRANSPARENT AND MERIT-BASED  
STAFF RECRUITMENT POLICY  
AT MARIA CURIE-SKŁODOWSKA UNIVERSITY IN LUBLIN**

**TABLE OF CONTENTS**

**I. Introduction**

**II. General Provisions (§ 1 - § 3)**

**III. Common Provisions (§ 4 - § 7)**

**IV. Academic Staff (§ 8 - § 13)**

**V. Non-academic Staff (§ 14)**

**VI. Final Provisions**

**I. Introduction**

The policy of open, transparent and merit-based recruitment of employees at Maria Curie- Skłodowska University in Lublin outlined in this document is a tool for the implementation of the University's mission and development strategy in the area of human resources and obligations resulting from the award of HR Excellence in Research distinction.

**II. General Provisions**

1. The following Rules and Regulations shall set out the key directions of the University's authorities in the area of personnel policy, aiming to establish open, transparent and internationally comparable staff selection and recruitment procedures, as well as to create a stable intellectual potential at Maria Curie-Skłodowska University of Lublin, provide conditions for professional development, enhance the attractiveness of an academic career path, as well as support staff mobility and high quality research.
2. These Rules and Regulations shall apply to recruitment for all positions at Maria Curie- Skłodowska University in Lublin and to all potential candidates, regardless of their career stage.

## § 1 Definitions

The following terms used in this document shall mean:

- 1) **Law on Higher Education and Science** – Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2022, Item 574, as amended),
- 2) **Labour Code** – Act of 26 June 1974, Labour Code (Journal of Laws of 2022, Item 2140, as amended),
- 3) **Statutes** – the Statutes of Maria Curie-Skłodowska University in Lublin,
- 4) **University** – Maria Curie-Skłodowska University in Lublin,
- 5) **academic staff member** – a person employed at the University based on an employment contract in one of the staff groups: research, research and teaching or teaching staff,
- 6) **non-academic staff members** – persons employed at the University based on an employment contract in the following staff groups: scientific and technical, engineering and technical, library (including Archive and Museum staff), publishing, administrative and support staff,
- 7) **selection board** – a panel of persons appointed to select a candidate for a vacant position,
- 8) **competition notice** – a notice of recruitment under the competition held.

## § 2 General principles of the University's personnel policy

- 1) **Principle of openness** – publication of a competition notice in such a way as to reach a wide range of interested candidates in Poland and abroad as well as with sufficient advance notice to allow the timely submission of application documents;
- 2) **Principle of transparency** – a clear and transparent access to information relating to the announced recruitment procedure, the criteria for selecting candidates, the number of positions available and information on the qualifications required, the assessment criteria adopted and the career opportunities at the University, as well as the composition of the selection board, the stages of the competition procedure, the rules for announcing the recruitment results and the possibility of submitting an appeal, and the rules for making the recruitment documentation available in English;
- 3) **Principle of merit-based assessment of competences** – an objective and merit-based assessment of candidates, taking into account the candidates' professional background and qualifications, conducted in accordance with the requirements of the given position; the qualification requirements for a particular position should be in line with the needs of the position; the creation of excessive barriers to recruitment is prohibited;

- 4) **Principle of equality in recruitment and employment procedures** – the University does not accept any form of discrimination, in particular on grounds of gender, age, ethnic/national or social background, religion or belief, sexual orientation, disability, political opinion, social status, and family or material situation;
- 5) **Principle of confidentiality and protection of personal data** – the recruitment procedure shall be carried out in compliance with the principle of confidentiality and protection of the personal data processed;
- 6) **Principle of communication and information accessibility** – the University shall make it possible for people with special needs to take part in the recruitment process and inform all candidates about the recruitment, in particular about being qualified or non-qualified for the next stage of the recruitment procedure and about the date, place and time of the interview (if applicable) in a manner ensuring effective communication, i.e. by phone or e-mail.

### **§ 3 Objectives of the University's personnel policy**

The main objective of the University's personnel policy is to create a recruitment system for selecting best candidates by defining the rules and standards for the recruitment of both academic and non-academic staff members, in particular implemented through:

- 1) ensuring transparent and internationally comparable rules for the University's recruitment process and equal treatment of candidates,
- 2) actively attracting outstanding researchers from Poland and abroad to seek permanent or temporary employment at the University and creating a researcher-friendly environment for scientific development,
- 3) maintaining and raising the level of teaching and research to achieve the University's high prestige in Poland and abroad,
- 4) ensuring the employment stability of the University's personnel while allowing for the flexibility of their career paths,
- 5) participating in national and international strategic programmes aimed at systemically improving the qualifications of the University's staff,
- 6) setting the direction of the University's staff motivation policy, while respecting the principle of the University's financial efficiency, supporting staff members applying for externally funded grants and projects at the application, implementation and settlement stages,
- 7) respecting the principle of equal treatment of all candidates,

- 8) ensuring a balanced representation of people of the opposite sex in various committees, expert panels or collegiate bodies of the University,
- 9) promoting fair and equal treatment of all staff members within the University and improving the overall quality of the working environment, also providing confidential assistance in resolving work-related conflicts and disputes or complaints, and appointing an academic ombudsman,
- 10) developing scientific disciplines in accordance with the development plans implemented in the individual institutes and preparing the plans for teaching hours to be conducted within the faculties and other organisational units of the University while making optimum use of the staff available,
- 11) continually improving teaching quality, taking into account the educational needs at different levels and different forms of delivery, including in foreign languages and using distance learning methods and techniques, as well as promoting the highest quality content of teaching in accordance with the latest scientific findings and rewarding innovation in this area,
- 12) increasing the efficiency and quality of work, elaborating coherent and uniform work standards, making optimum use of employees' knowledge and skills, shaping employees' development-oriented attitudes by subjecting employees to periodic or extraordinary staff appraisals,
- 13) applying by the University of the criteria for periodic or extraordinary appraisals in the staff promotion procedure in accordance with the requirements and scope of duties for a given position, and in the case of academic staff, also the evaluation of the performance of their duties (with particular regard to scientific achievements in a given scientific discipline in the group of research or research and teaching staff), carried out by the collegial body, taking into account the criteria and in accordance with the procedure indicated in the internal regulations of the University,
- 14) setting the basic remuneration of employees at a level not lower than that provided for by the provisions of generally applicable law and the University's internal regulations; the increase in basic remuneration shall depend on the University's financial capacity and shall be based on the employee's achievements and, in the case of academic staff, on the employee's achievements in the area of research, teaching and organisational activities,
- 15) reducing to a minimum the administrative burden of the recruitment process, in particular by adopting a uniform template for the University's competition notice and the possibility of submitting applications in person, by post or electronically, by means of distance communication and ensuring access to the competition notice in English for candidates from abroad,
- 16) creating an image of the University as an attractive employer in Poland and abroad,
- 17) encouraging the best graduates with scientific aptitude to enrol at the University's Doctoral Schools with the prospect of employment after obtaining a doctoral degree.

### **III. Common Provisions**

#### **(Academic and Non-academic Staff)**

##### **§ 4 Recruitment rules for University employees**

1. The University's recruitment process shall be open, transparent (providing support to applying candidates) and tailored to the type of the position offered.
2. The recruitment procedure shall be carried out in accordance with the applicable legislation, the University's internal regulations and in compliance with international standards, and in the case of academic staff, in compliance with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
3. As soon as the employment relationship is established, employees of the University are considered to be professionals.
4. Any form of discrimination at the University shall be prohibited, both at the recruitment stage and in the course of employment, in particular by preventing discrimination on grounds of gender, age, ethnic/national or social background, religion or belief, sexual orientation, disability, political opinion, social status, and family or material situation.
5. The rules concerning the prevention of all forms of mobbing and discrimination at the University are set out in a separate ordinance by the Rector.
6. The University shall seek to achieve a balanced employment of both women and men in its workforce, including those in leadership or supervisory roles, respecting the type and degree of qualifications held by candidates.
7. The University shall not set any specific requirements with regard to the nationality or country of residence of candidates.
8. Candidates coming from outside of the European Union or holding a diploma confirming their education and/or qualifications issued abroad must meet the requirements set out by the laws in force in the Republic of Poland.
9. Apart from the exceptions stipulated in the provisions of generally applicable law and in these Rules and Regulations or other internal regulations of the University, the employment relationship at the University shall be established for the first time upon the completion of the competition procedure.
10. The competition notice shall contain the following information: the description of the position, the tasks and the place of work, the description of requirements and expectations regarding the candidate's knowledge and qualifications, the scope of the required documentation to be submitted by the candidate, the deadline for submitting applications/documents, in the case of a competition for a position in the academic staff group – the planned deadline for the conclusion of the competition, the required clauses provided for in the relevant legislation, and the contact details of

the person providing information on the competition, as well as any other information of importance to the candidate, e.g. on the type of employment contract, workload, and the method of submitting applications (in person, by post or electronically).

11. The information provided in the competition notice shall be concise, provide a complete list of documents required, while the administrative burden should be kept to a minimum and the description of qualifications and competences should not contain unnecessary and excessive requirements for the given position.
12. Information about the competition and its outcome, along with the justification for the position in the group of academic staff, shall be made available within 30 days before and after the competition in the Public Information Bulletin, on the University website and the website of the minister responsible for higher education and science, respectively.
13. Information about the competition in the academic staff group of the University shall also be made available in English on the website of the European Commission, the EURAXESS portal, used for the publication of job offers for researchers up to 30 days before the competition.
14. The notice about the competition in the group of non-academic staff shall be published on the University website and in any other customary manner. The deadline for the submission of application documents shall not be shorter than 14 days from the date of publication of the notice.
15. It is recommended that the selection of candidates consist of two stages, i.e. the assessment of candidate's qualifications and achievements based on the documentation submitted by the candidate, and the assessment of the candidate during the interview. The interview may be conducted by means of direct distance communication, i.e. by tele- or videoconference, in accordance with the University's rules and provided that it is technically possible to conduct such an interview.
16. Members of the selection boards and persons involved in the selection procedure must comply with the provisions of generally applicable law, the University's internal regulations and, in the case of academic staff, the rules set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
17. The selection board for academic staff positions shall be composed of persons representing a variety of qualifications and with relevant professional experience, including in the assessment of candidates.
18. Detailed rules for the appointment of selection boards, their composition and mode of operation are laid down in the Statutes and in separate ordinances of the Rector.
19. In the case of a competition for a position financed through external sources (e.g. grants or projects), information about the competition shall be made publicly available in accordance with the programme or project guidelines, in due time for the submission of an application.
20. A person whose impartiality is in doubt cannot be a member of a selection board.
21. Members of selection boards are required to maintain the confidentiality of information obtained in the course of the competition procedure in order to protect the privacy of candidates and

- guarantee an objective and fair recruitment process.
22. Members of selection boards shall have appropriate authorisations to process personal data and training in personal data protection and the University's recruitment policy. They shall also demonstrate knowledge of the requirements of the Code of Conduct for the Recruitment of Researchers.
  23. At the stage of submitting the application documents, candidates shall be required to submit the documents that are essential for objective verification and assessment of their application.
  24. At the recruitment stage, candidates may submit a copy of documents confirming their education and/or qualifications. Unless otherwise stipulated in the competition notice, original documents confirming candidates' education and qualifications shall be required only at the employment stage. Where this does not conflict with the provisions of the competition notice and the provisions of applicable law, it is recommended that candidates can submit a declaration, in which they undertake to provide the original documents upon the completion of the recruitment process. The submission of the original documents referred to in the first sentence above is a prerequisite for the recruitment of the successful candidate.
  25. The competition shall be open to candidates who have submitted their full application (i.e. including the required documents) by the deadline specified in the competition notice.
  26. Information on the competition procedure shall be communicated to candidates in an effective manner, i.e. by phone or e-mail based on the information provided in their applications.
  27. The University reserves the right to contact selected candidates who meet the competition requirements. Candidates shall be informed by phone on the subsequent recruitment process, in particular on the date, place and time of the interview, if applicable. The date of the interview should be set well in advance to allow the candidate to plan their travel and prepare for the interview.
  28. In the event that no candidate has obtained a favourable opinion from the selection board or no candidate has applied within the prescribed deadline and the competition has not been concluded, a new competition for a specific position may be announced upon the consent of the Rector, the Chancellor or the relevant Vice-Rector, in accordance with the rules laid down in the Statutes and other internal regulations of the University.
  29. An appeal against a negative opinion of the selection board shall be submitted to the Rector in an electronic form only, to the e-mail address from which the candidate received notification on not being qualified for the next stage of the recruitment procedure. The appeal must be filed within 7 days of the date of receipt of the notification referred to in the first sentence.
  30. The information on the outcome of the appeal shall be sent by e-mail to the address provided in the candidate's application.
  31. The conclusions reached by the selection board do not guarantee employment at the University. The Rector, the Chancellor or the relevant Vice-Rector shall take the final decision on employing the candidate in the position for which the competition procedure was conducted.

## **§ 5 Establishment and termination of employment at the University**

1. An employee of the University may be employed at the University on not more than a full-time basis.
2. Employment at the University shall be based on a contract of employment. Employment relationships at the University are terminated in accordance with the provisions of generally applicable law, in particular the provisions of the Law on Higher Education and Science, the Labour Code and the University's internal regulations.
3. The rules concerning the drafting, conclusion and registration of civil law contracts at the University are set out in a separate ordinance of the Rector.

## **§ 6 Motivation system and training policy for the University employees and change of employment conditions**

1. The University has an incentive system in place to encourage employees to perform their duties effectively. The motivation system is implemented in particular through the use of financial incentives, including the possibility of awarding an employee a prize, a benefit, a premium or a bonus, as well as non-financial tools such as praise, recognition, position reassignment and providing the employee with additional work equipment, such as a company mobile phone or laptop.
2. The University shall create conditions which enable:
  - 1) the professional development of employees and the enhancement of their professional qualifications, in particular by supporting staff members in obtaining academic degrees and titles, funding staff members' scientific publications, providing organisational and financial support for scientific conferences and panel discussions, and enabling them to gain experience at other universities;
  - 2) supporting employees in supplementing their knowledge, acquiring specific skills and competences necessary to perform their duties related to a particular position, through their participation in various forms of training, taking place at the initiative or with the consent of the University, in particular by organising trainings dedicated to employees, facilitated access to the educational and scientific offer of the University (various types of workshops, language courses, postgraduate studies, seminars and conferences) and through support for employees' self-education activities.
3. Detailed rules for the motivation of the University employees, as well as rules for improving their professional qualifications, are laid down in the remuneration regulations and in separate ordinances of the Rector.
4. A change in the terms and conditions of employment may, in particular, take the form of a position



promotion or salary advancement or, in the case of academic staff members, a transfer to another group of staff (research, research and teaching or teaching staff) with the retention of the existing position in accordance with § 84 of the Statutes.

5. Detailed rules for the promotion of the University employees and the submission of employees to periodic or extraordinary appraisals are set out in the Statutes and in separate ordinances of the Rector.

#### **§ 7 Remuneration of the University employees**

1. The University has remuneration regulations in place which set out the minimum conditions which must be met for employment in a particular position, in particular with regard to the relevant qualifications, education or work experience.
2. Employees' basic salaries are determined in accordance with the provisions of generally applicable law, including the provisions of the Law on Higher Education and Science and the Labour Code, the University's internal regulations, in particular the remuneration regulations, and in compliance with the principle of equal treatment of employees and the prohibition of discrimination.
3. In the case of systemic increases, the distribution of funds for their implementation and the rules for granting salary increases shall be each time determined by an agreement concluded with the trade union organisations operating at the University.

### **IV. Academic Staff**

#### **§ 8 Recruitment procedure**

1. The first employment relationship with an academic staff member, either for an indefinite period or for a definite period of more than three months, on a more than half-time basis, shall be established following an open competition.
2. An employee in an academic staff group shall be employed as of 1 February or 1 October of a given year. In justified cases, the Rector or the relevant Vice-Rector may employ an academic staff member during the ongoing semester.
3. The procedure and conditions for holding a competition for the academic staff position and the rules for the appointment and operation of boards for the employment of academic staff members are laid down in the Statutes and in a separate ordinance by the Rector.

#### **§ 9 Selection of candidates**

1. Competitions for academic staff positions are open and transparent, while the appraisal of candidates includes an assessment of their achievements and professional qualifications.
2. The assessment and selection of candidates is carried out in compliance with the provisions of

generally applicable law, the University's internal regulations as well as the standards of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, available on the University's website, in the section Legal Acts.

3. In order to ensure the objectivity of the recruitment procedure, the competition is a two-stage process which includes formal verification of the candidate (assessment whether the candidate meets the criteria set out in the provisions of generally applicable law, in particular the Law on Higher Education and Science, the Statutes and other internal regulations of the University, the competition notice, as well as assessment of the completeness of the documents submitted) and the stage of merit-based assessment (regarding the fulfilment of the requirements, possession of achievements and qualifications adequate to the expectations for a particular position, and in the case of obtaining an academic degree or a degree in arts abroad or obtaining a specific education abroad, assessment of the possibility of recognising the documents held by the candidate as equivalent to a Polish diploma conferring a specific Polish degree or a degree in arts or as equivalent to a Polish diploma or a professional title, respectively).
4. The candidate's qualifications shall be assessed in an appropriate manner, in particular by examining the nature of the achievements recorded during the education process, previous professional experience and academic career.
5. While assessing the candidate, in addition to a general assessment of their education and experience, account should be taken of the extent of the researcher's potential, creativity and level of autonomy. In addition to a quantitative assessment of their achievements, a qualitative assessment should also be made (not just focusing on the number of publications), taking into account the results of the previous multidimensional career path, the candidate's ability to work in a team, to transfer knowledge, to manage research, their language skills, innovative capacity and, in the case of candidates with experience in industry, the candidate's contribution in the area of patents, developments and inventions.
6. Career breaks or deviations from the chronological order in a candidate's CV should not be judged negatively, but rather seen as an evolution or a valuable contribution to the professional development of a candidate following a multidimensional career path.
7. Experience of domestic mobility (e.g. stay in another university or research environment, i.e. in the public or private sector) or international mobility, or a change of discipline or scientific area at an early or at a later stage of the research career, as well as experience of virtual mobility shall be considered as valuable contributions to a candidate's professional development.
8. The competition procedure shall allow candidates to submit CVs supported by evidence that reflect a representative range of achievements and qualifications relevant to the position for which they are applying.

## **§ 10 Exceptions to the competition requirement**

1. A competition procedure to employ an academic staff member at the University shall not be obligatory in the following cases:
  - 1) employment of an academic staff member on a half-time basis or less,
  - 2) the first employment of an academic staff member for a definite period of not more than 3 months on a more than half-time basis,
  - 3) other than those indicated in points 1-2 as defined in the Law on Higher Education and Science,
  - 4) the re-employment of an academic staff member who has terminated their employment relationship with the University due to the exercise of pension rights, in accordance with § 78 Section 2 Item 6 of the Statutes.
2. A competition procedure shall not be held in the event of a change in the terms and conditions of employment during an academic staff member's employment relationship in the case of:
  - 1) a transfer to another staff group (research, research and teaching or teaching staff) with retention of the current position, in accordance with § 84 of the Statutes,
  - 2) a position promotion within the individual staff groups (research, research and teaching or teaching staff), in accordance with § 83 of the Statutes.

### **§ 11 Employment of academic staff members**

1. The first employment contract with an academic staff member employed at the University on a full-time basis shall be concluded either for an indefinite period or for a definite period of up to four years.
2. The provisions of the Labour Code concerning restrictions on the conclusion of employment contracts for a definite period shall not apply to employment contracts concluded with academic staff members for a period of up to four years, as referred to in Section 1 above, and to the employment of academic staff members for an indefinite period for whom the University is not the place of primary employment, as well as to the employment of academic staff members who receive retirement benefits.
3. In addition to the requirements of the Law on Higher Education and Science and the provisions of the Statutes, the following criteria shall be considered when employing or extending the employment of an academic staff member:
  - 1) in a research and teaching position: the extension of the employment should support the discipline evaluated at the University in which the candidate is included, through publications included in the parametric evaluation of the discipline, published or in print and affiliated with the University; and in the case of candidates employed for the first time, preference should be given to candidates with the evidence of high-scoring publications from the last two years, active participation in national and international conferences, obtaining funding and carrying out research projects and other grants, having competences and

experience guaranteeing the proper conduct of the courses in accordance with the curricula implemented at the faculties,

- 2) in the research position: having a significant research record in the given discipline evaluated at the University in which the candidate will be included; a detailed documented research record with a list of research projects and other grants obtained in the discipline; active pursuit of scientific activity; obtaining funding for the creation of a position by procuring external funding for research projects (the candidate shall be employed for the period for which the funding of salary costs and derivatives is provided from external funds); in exceptional cases (e.g. justifying the need to maintain the discipline) the Rector may assign a temporary funding covering the maintenance costs of a research position from the University's resources,
- 3) in a teaching position: high evaluation of the courses (by the students, if the candidate has taught any courses) and significant teaching achievements; having competences and experience guaranteeing the proper conduct of the teaching courses; lack of specialist to conduct a specific type of course,
4. When employing or renewing the employment of an academic staff member in the research and teaching or teaching staff group, there must be a teaching load available to be assigned to a given position at the organisational unit of the University.

#### **§ 12 Employment of academic staff members on a less than half-time basis**

1. The employment of an academic staff member on a less than half-time basis, either for a definite or indefinite period, shall not require an open competition.
2. Employment is made at the request of the director of an institute (in the case of academic staff members from the research staff group), the director of an institute after consultation with the dean (in the case of academic staff members from the research and teaching staff group), the dean of a faculty or the head of a university-wide organisational unit (in the case of academic staff members from the teaching staff group), or at the initiative of the Rector after consultation with the relevant institute director and/or dean.
3. The person submitting a request for employment shall justify it in terms of vacancies and financial capacities of the organisational unit of the University in which the new employee is planned to be employed.
4. When employing or renewing the employment of an academic staff member in the research and teaching or teaching staff group, there must be a teaching load available to be assigned to a given position at the organisational unit of the University.

#### **§ 13 Employment of retired academic staff members and the status of emeritus professor of the University**

1. In compliance with the principle of equal treatment of men and women and employees of various staff groups, once an academic staff member has exercised their pension rights, they may continue to be employed by the University based on an employment contract for a definite period.
2. The employment of a retired academic staff member at the University should be justified by the need to transfer competence to staff with less professional experience or the need to ensure transfer of competence, continuation of projects, research or research and teaching activities commenced prior to the employee's retirement or the need to carry out the University's educational activities, in particular to carry out or organise specialised teaching activities.
3. The decision to employ a retired academic staff member at the University shall also be guided by the need to secure the appropriate scientific level of the unit to be contributed and developed by the staff member to be employed so that the scientific discipline evaluated at the University and represented by the given organisational unit achieves tangible benefits from the staff member's employment.
4. Retired academic staff members shall be employed at the request of the director of an institute (in the case of academic staff members from the research staff group), the director of an institute after consultation with the dean (in the case of academic staff members from the research and teaching staff group), the dean of a faculty or the head of a university-wide organisational unit (in the case of academic staff members from the teaching staff group), or at the initiative of the Rector after consultation with the relevant institute director and/or dean.
5. A request for the employment of a retired academic staff member and for a change in academic staff membership shall include appropriate justification for the requested employment or change of position, taking into account the anticipated benefits and consequences of the above change.
6. The justification for the proposed employment shall include a detailed analysis of the retired employee's research and teaching achievements as well as all the criteria laid down in the Statutes.
7. The director of an institute, the dean of a faculty or the head of a university-wide organisational unit drafting the justification shall be responsible for the arguments presented therein, which will be taken into account in the final decision on employment.
8. Detailed rules and procedures for the employment of retired academic staff members at the University are laid down in the Statutes and in a separate ordinance of the Rector.
9. A person who was employed by the University as a professor or university professor but who has retired and is not an employee of the University may be granted the status of emeritus professor of the University.
10. The specific rights of an emeritus professor of the University are laid down in a separate ordinance of the Rector.

## **V. Non-academic Staff**

### **§ 14 Recruitment procedure and employment**

1. The recruitment of non-academic staff members may be conducted through a competition procedure or in accordance with other internal regulations of the University.
2. The recruitment process of non-academic staff members shall be managed by the relevant organisational or administrative unit through the HR and Payroll Centre.
3. The competition procedure shall be conducted on the basis of a decision of the Rector, the Chancellor or the relevant Vice-Rector – taken on their own initiative, or at the request of the director of an institute, the dean of a faculty, the head of an organisational unit or an administrative unit indicated in the organisational regulations of the University.
4. The request for a competition procedure must include information on justified staffing needs, the requirements for the candidate, and the description of candidate's competence and qualifications.
5. The University shall employ candidates with appropriate skills, competences and qualifications to effectively carry out the duties assigned to a given position.
6. The candidate shall be selected based on the documentation submitted or sent by the candidate and the conducted interview.
7. The decision to employ or continue the employment of a non-academic staff member shall be taken by the Rector, the Chancellor or the relevant Vice-Rector on their own initiative or at the request of the director of an institute, the dean of a faculty, the head of an organisational unit or an administrative unit indicated in the organisational regulations of the University.
8. Apart from the competition procedure, the recruitment of non-academic staff members for vacant or created positions may be carried out by means of an analysis of the offers submitted.
9. Information about the search for a candidate for a vacant or created position in the group of non-academic staff members shall be posted on the University's website and made available in any other customary manner.
10. Non-academic staff members shall be employed on the basis of an employment contract concluded first for a trial period not exceeding three months or for a definite period not exceeding a total of 33 months and three contracts concluded with a single staff member.
11. Once the procedure referred to in Section 10 above has been exhausted, an employment contract for an indefinite period may be concluded with a non-academic staff member.
12. In justified cases, relating to the candidate's skills, competences and qualifications, the Rector, the Chancellor or the relevant Vice-Rector may decide to waive the requirement to conclude an employment contract for a trial or definite period.
13. Re-conclusion of an employment contract for a trial period is only possible if the employee is going to perform a different type of work or, in the case of an employee who is going to perform work of the same type, after three years from the termination of the employment relationship.
14. Detailed rules for the employment of non-academic staff members and the rules for the competition procedure, including the appointment of the selection board, are laid down in a separate ordinance of the Rector.

15. In matters concerning the employment of non-academic staff members of the University that are not regulated by the Law on Higher Education and Science, the provisions of the Labour Code shall apply.

#### **VI. Final Provisions**

1. In special cases justified by the interests of the University, the Rector or, with the consent of the Rector, the Chancellor or the relevant Vice-Rector may take a decision concerning the employment of a non-academic staff member without applying the provisions of these Rules and Regulations.
2. In cases where these Rules and Regulations deviate from the University's existing rules, with the effect of limiting the ability of existing employees to remain employed in a particular position or applicants for renewed employment, the new rules shall be applied with careful consideration and due responsibility.