



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 4/2024

Directive of the Rector
of the Comenius University Bratislava

**Postdoctoral Stays at Comenius University
Bratislava**

2024 Edition

Pursuant to Article 65(2) of Internal Regulation No. 5/2023 Statute of CU, the Rector of the Comenius University Bratislava (hereinafter referred to as "the CU") has issued this Directive:

Art. 1
Introductory provisions

- (1) The Directive is based on the recommendations of the European Charter for Researchers, which promotes the development of attractive research careers by creating an environment that fosters excellence in research and innovation and by setting transparent rules for creating and filling job positions. The aim of the Directive is also the fulfilment of the current CU Long-Term Plan.
- (2) The basic mission of postdoctoral stays is to provide targeted support for research and development at individual units of the Comenius University, to support young researchers¹ and increase the attractiveness of scientific careers, as well as to support the mobility of postdoctoral students.
- (3) For the purposes of this Directive, the following should be understood:
 - a) a postdoctoral student is a graduate of the third level of higher education who has completed his/her studies and successfully defended his/her dissertation thesis at a higher education institution other than the Comenius University, in particular at a foreign higher education institution, not later than three years before the decision on the assignment of the postdoctoral stay, and who has not exceeded the age of 35 years, and who, in addition to an employment contract, has also concluded a contract with a faculty of the Comenius University or a unit of the Comenius University on the awarding of a grant in the relevant amount,
 - b) a postdoctoral stay is a postdoctoral job position tied to the solution of grant projects at faculties and other units of the Comenius University,
 - c) an open competition is the creation of a postdoctoral stay and a selection procedure to fill the postdoctoral stay in accordance with the Internal Regulation of the CU²,
 - d) the person responsible for the grant project is the project principal investigator,
 - e) unit of the CU is a faculty of the CU or another unit of the CU³, at which scientific research or development activities are carried out,
 - f) the dean is the dean of the faculty of the Comenius University and the director or head of another unit of the Comenius University, which has a labour law personality and at which scientific research or development activities are carried out.
- (4) This Directive regulates the basic conditions for the implementation of an open

¹ For the sake of clarity and conciseness of the legal text, nouns referred to in the following text of the Internal Regulation in the masculine gender are used in the sense of generic masculine and include all genders.

² Internal Regulation No. 19/2022 Principles of the Selection Procedure for Filling the Job Positions of University Teachers and Researchers, Posts of Professors and Associate Professors and Functions of Senior Employees of the Comenius University Bratislava (hereinafter referred to as the "Principles of the Selection Procedure").

³ Section 21(1) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts.

competition aimed at the creation and filling of postdoctoral stays at Comenius University.

Art. 2

Postdoctoral stays and their funding

- (1) Filling of postdoctoral stays is carried out in relation to the approved number and structure of job positions at a unit of the Comenius University, in relation to ongoing research grant projects, on the basis of previous proposals of the deans and project principal investigators.
- (2) The employment relationship of a postdoctoral student on a postdoctoral stay within the meaning of this Directive shall be established by a written employment contract in accordance with the relevant legislations⁴, the Internal Regulations of the Comenius University⁵ and the Collective Agreement of the Comenius University, for a fixed term of one year. On the basis of an evaluation of the postdoctoral student's work, the contract may be extended in accordance with the relevant legislation, the Internal Regulations of the Comenius University and the Collective Agreement of the Comenius University. Unless otherwise agreed, the postdoctoral stay shall normally start on 1 October of the calendar year concerned. A postdoctoral student may reapply for a job position in accordance with this Directive. The total duration of his/her employment as a postdoctoral student at the Comenius University, including extensions, may not exceed three years.
- (3) There shall be no legal entitlement to an extension or renegotiation of the employment relationship under paragraph 2.
- (4) Postdoctoral stays shall be established for a fixed weekly working time, with a job title in accordance with the special regulations⁶, with an expected personal allowance of 50% of the tariff salary⁷.
- (5) The expected personal allowance of 50% of the tariff salary is provided by the CU unit from its own resources or from the resources of the grant project in which the postdoctoral student is involved.
- (6) The details of each postdoctoral stay are set out in the Postdoctoral Student Professional Development Plan (hereinafter referred to as the "Professional Development Plan"), which is referenced in the job description for that postdoctoral stay and which clearly articulates the postdoctoral student's creative activities in the area of scientific and

⁴ For example, Act No. 311/2001 Coll., the Labour Code, as amended, Act No. 552/2003 Coll. on the Performance of Work in the Public Interest.

⁵ For example, Internal Regulation No. 26/2021 Working Regulations of the Comenius University Bratislava, as amended.

⁶ Act No. 553/2003 Coll. on Remuneration of Certain Employees in the Performance of Work in the Public Interest and on Amendments and Supplements to Certain Acts, as amended, and the Internal Regulation No. 23/2018 Directive of the Rector of the Comenius University Bratislava, issuing the Salary Regulations of the Comenius University, as amended (hereinafter referred to as the "Salary Regulations of the Comenius University").

⁷ Art. 8 and Art. 12 of the Salary Regulations of the Comenius University.

research or development, his/her publishing activities and other outputs. The postdoctoral student is not expected to be involved in work activities other than those included in the job description and the Professional Development Plan.

- (7) For the financing of postdoctoral stays, funds are allocated within the CU budget for the calendar year from subsidies allocated by the Ministry of Education, Science, Research and Youth of the Slovak Republic or from grants that the University receives for this purpose.
- (8) The funds for the tariff salary shall be allocated from the funds determined pursuant to paragraph 7 and in accordance with Article 3 of this Directive to the individual units of the Comenius University by the Rector. The Rector shall allocate funds for such number of postdoctoral stays as is commensurate with the funds available for this purpose.
- (9) Accommodation may be provided for a postdoctoral student on a postdoctoral stay in the CU accommodation facilities in accordance with the CU Internal Regulations.
- (10) The agenda of postdoctoral stays must be published bilingually in Slovak and English.
- (11) If a grant is obtained from sources other than the CU's subsidy funds, all the rules of the relevant grant scheme from which the CU received the funds must be fully implemented in the call for applications for postdoctoral stays as well as during the period of the stay.

Art. 3 Open competition

- (1) The Rector shall allocate funds in accordance with Article 2(8) of the Directive on the basis of proposals for postdoctoral stays (hereinafter referred to as 'the proposal') and in accordance with the results of the assessment of these proposals, as a general rule equally between the individual units of the CU.
- (2) The CU publishes a call for proposals 30 days before the deadline for receipt of proposals, usually in April.
- (3) The proposal is submitted by the deans together with the principal investigators of the specific projects. The proposal must demonstrate the support for science, research or development, the relevance of the problems addressed, the fulfilment of the other objectives of this Directive and the related contribution to the implementation of the tasks and mission of the Comenius University.
- (4) In the proposal, the CU unit must demonstrate/declare that it has the funds to provide a personal allowance of 50% of the tariff salary.
- (5) The submitted proposals shall be assessed by a committee appointed by the Rector and the results of the assessment of the proposals shall be submitted by the committee to the Rector of the Comenius University. The dean shall decide on the establishment of postdoctoral stays. If the dean does not establish the postdoctoral stay, he/she shall

immediately reimburse the funds provided under paragraph 1.

- (6) A unit of the CU announces a selection procedure to fill the established postdoctoral stays with applicants. The notice of the selection procedure announcement (hereinafter referred to as "the notice") shall be public and shall be published on the University's website.
- (7) The notice must contain, in addition to the particulars specified in the Internal Regulation of the Comenius University,⁸ in particular:
 - a) specification of the professional content of the postdoctoral stay,
 - b) the required qualifications,
 - c) a link to the research project, including the responsible project leader,
 - d) the length of the postdoctoral stay,
 - e) postdoctoral student's job title,
 - f) other specifications if necessary.
- (8) For the purposes of the selection procedure, the applicant shall submit data and documents in accordance with the Internal Regulation of the Comenius University⁹, in which he/she shall also indicate his/her previous scientific career and experience, attach an application form and a motivation letter for a postdoctoral stay at the Comenius University.
- (9) The unit of the CU which has announced the selection procedure shall set up a selection committee. The selection committee¹⁰ shall have at least three members and its total number shall always be odd. The members of the selection committee are mainly the principal investigator of the project to which the postdoctoral stay is linked and other experts appointed by the dean, with one member of the selection committee appointed by the Vice-Rector of the Comenius University for Science, Postdoctoral Studies and Project Activities.
- (10) The selection procedure for the postdoctoral stay takes into account, in particular, the applicant's capacity for scientific and other creative activities and his/her previous achievements in the field of science, research or development.

Art. 4

Organisation of postdoctoral stays

- (1) The guarantor of the postdoctoral stay of the postdoctoral student is the principal investigator of the project for which the postdoctoral student's job position has been established.
- (2) Within 14 days after the postdoctoral student starts his/her postdoctoral stay, the guarantor prepares a Professional Development Plan, which includes in particular:

⁸ Art. 3 of the Selection Procedure Rules.

⁹ Selection Procedure Rules.

¹⁰ Art. 4 and 6 of the Selection Procedure Rules.

- a) the formalities relating to a postdoctoral student,
 - b) the connection to the project,
 - c) the content and objectives of the stay, including a detailed timetable,
 - d) expected outcomes,
 - e) any other activities and duties of a postdoctoral student,
 - f) the end date of the postdoctoral stay and other conditions relating to the duration of the postdoctoral stay.
- (3) The dean shall approve the Professional Development Plan. The Professional Development Plan approved by the dean is binding on the postdoctoral student.
- (4) The basic duties of the postdoctoral student on his/her postdoctoral stay include:
- a) implement the approved Professional Development Plan,
 - b) publish the results of scientific and other creative activities related to the research project,
 - c) present the interim results of his/her work at least once every six months at a seminar of the workplace to which he/she is assigned,
 - d) before the end date of the postdoctoral stay, submit to the dean of the faculty of the Comenius University and the Vice-Rector for Science and Doctoral Studies of the Comenius University a report with an overview of the achievements, publications and other creative outputs by the deadline set by the dean.
- (5) A postdoctoral student may be entrusted with activities and duties other than those specified in his/her job description or the Professional Development Plan only with his/her consent and after they have been added to the job description or the Professional Development Plan.
- (6) In justified cases (e.g. serious health problems), the postdoctoral student's Professional Development Plan may be modified by mutual written agreement of the guarantor and the postdoctoral student.

Art. 4

Organisation of postdoctoral stays

- (1) The terms and conditions of employment of a postdoctoral student on a postdoctoral stay, in particular concerning its commencement, duration and termination, which are not regulated by this Directive, shall be governed by the provisions of the relevant legislation, the Internal Regulations of the Comenius University and the Collective Agreement of the Comenius University.
- (2) Internal Regulation No. 3/2020 Directive of the Rector Postdoctoral Stays at Comenius University Bratislava is repealed.
- (3) This Directive shall enter into force and take effect on the date of its signature.

In Bratislava, on 15 March 2024

prof. (professor) JUDr. Marek Števček, DrSc.
Rector of the Comenius University