



Guarantor: Department of the Rector of UPJŠ

Košice, 7 March 2024  
No.: REK000273/2024-UPA/705

**Rector's Decision No. 1/2024,**  
**issuing rules for the establishment of postdoctoral research positions at Pavol**  
**Jozef Šafárik University in Košice and its parts**

Under the provisions of Section 15(1)(n) of Act No. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended, and in accordance with Article 4(3) of the Organizational Rules of UPJŠ in Košice I hereby

**issue,**

in order to support the development of scientific research and the career growth of young researchers, and in accordance with Act No. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended, this decision of the Rector regulating the establishment and filling positions of postdoctoral researchers at Pavol Jozef Šafárik University in Košice and its parts (the "Rector's Decision").

**Art. I**

**Creation of postdoctoral researcher positions**

1. Pavol Jozef Šafárik University in Košice ("UPJŠ") and its parts establish positions of postdoctoral researchers<sup>1</sup> (the "postdoctoral position" or the "postdoctoral fellowship"):
  - a) at the invitation of the Rector of UPJŠ,
  - b) at the invitation of the Dean of the respective faculty of UPJŠ,
  - c) within the framework of European Structural and Investment Fund projects or other research projects.

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<sup>1</sup> In this text, for simplicity, the masculine form of certain nouns is used (for example employee, student, Vice-Rector, Secretary etc.). In such cases, these nouns should be understood to include all persons, regardless of sex or gender.

2. The call for filling the positions of postdoctoral researchers is announced by the Rector of UPJŠ in Košice or by the Dean of a faculty if the positions of postdoctoral researchers are established at the respective faculty of UPJŠ.
3. The number of postdoctoral positions created for a specific year is determined by the Rector of UPJŠ or the Dean of a faculty of UPJŠ, if the postdoctoral positions are established at the respective faculty of UPJŠ, in accordance with the internal regulations of UPJŠ. A postdoctoral position can only be created in the part of Pavol Jozef Šafárik University in Košice that has the right to implement the third level of higher education, at the same time it already has graduates of the third level of university study and, based on the call of the Rector of UPJŠ or the Dean of the respective faculty for filling the postdoctoral positions, it has announced the topic(s) for the postdoctoral position.
4. Each topic for a postdoctoral fellowship must include:
  - a) the title of the topic to be addressed during the postdoctoral fellowship,
  - b) annotation (in Slovak and English), to which illustrative pictures can be attached at the discretion of the topic sponsor;
  - c) contact e-mail address of the host professor (the person who has the relevant competences and is primarily responsible for implementing, developing and ensuring the quality of the programme of the third level of higher education) from the host workplace,
  - d) contact e-mail address of the person responsible for the postdoctoral position at the workplace under whose guidance the postdoctoral fellowship and postdoctoral project will be carried out;
  - e) professional requirements/criteria that a candidate must meet to fill the postdoctoral position.
5. The responsible employee for a postdoctoral position at a workplace is a person who is authorised to train doctoral students at the third level of higher education (under Article 8(2) of the Doctoral Study Regulations at Pavol Jozef Šafárik University in Košice) and under whose guidance the postdoctoral fellowship and project at the workplace will be carried out.
6. The call for postdoctoral researchers is a two-round call. In the first round, the workplaces listed in paragraph 3 of this Article are invited to list topics for postdoctoral projects (usually March – April of the relevant year). In the second round, a call for postdoctoral researchers on these topics is published (usually May – August of the relevant year).
7. Parts of UPJŠ in Košice that will create postdoctoral positions based on the call of the UPJŠ Rector will be allocated funds to cover salary expenses in an amount corresponding to the classification of scientific research employees in the position of “researcher” in accordance with the provisions of Act No. 553/2003 on the remuneration of certain employees in the performance of work in the public interest and on the amendment of certain acts, as amended, and Rector’s Decision No. 22/2016 determining the structure of functional posts of scientific research staff of UPJŠ in Košice and the criteria for filling them. If a postdoctoral researcher carries out work activities in an environment in which risk factors are present, he/she is entitled to salary compensation for impaired performance of work in accordance with Article 19 of the applicable collective agreement. The faculty will request in writing the allocation of funds based on the actual classification of the selected candidates. At the same time, the parts of UPJŠ will be allocated funds (in case of a call by the Rector of UPJŠ) to cover current expenses for implementing research tasks of € 3,000 per position.
8. The faculty that establishes the postdoctoral post covers the salary expenses from its own appropriations for the year in question.

9. Where a postdoctoral post is filled as provided for in Article 1(1)(c) of this decision, the salary expenses are covered by the relevant European Structural Investment Fund or other research project.

## **Art. II**

### **Conditions and method of filling postdoctoral research positions**

1. In accordance with Article II(5) of the Principles of the Selection Procedure of Pavol Jozef Šafárik University in Košice for filling posts of university teachers, posts of researchers, posts of professors and associate professors, and positions of senior staff, the selection procedure does not apply to the filling of postdoctoral research positions.
2. Recruited postdoctoral research positions are filled for a period of two years, with the possibility of extending the employment relationship by 12 months. The employment of a postdoctoral researcher may be extended by the next 12 months, no more than once, on the basis of a written request from the postdoctoral researcher and a recommendation from the host professor pursuant to paragraph 10 of this Article.
3. Postdoctoral research positions can only be applied for by applicants who:
  - a) have completed the third level of university studies, and
  - b) meet the minimum requirements/criteria specified in the call.
4. To take a postdoctoral position, the applicant must be no more than five calendar years after the completion of the third level of university studies as at 30 September of the relevant year of the call (this interval does not include maternity and parental leave, civil military service, military service, and other objective obstacles to gaining professional experience).
5. The selection of candidates is carried out by a selection committee appointed by the Rector of UPJŠ on the basis of an assessment of the submitted documents.
6. Applicants for the position of postdoctoral researcher submit the following documents in electronic form along with the application:
  - a) curriculum vitae,
  - b) certified copies of second- and third-level university diplomas,
  - c) overview of publication outputs registered in professional databases WoS, SCOPUS and ERIH+, including responses to published papers; in the case of outputs not registered in the professional databases WoS, SCOPUS and ERIH+, copies thereof or copies of pages showing the authorship of the applicant are submitted when submitting the application and relevant bibliographic information is provided (title sheet of the publication, imprint, content, documentation on the review process, if reviewers are not mentioned in the publication), overview of patents, utility models, and other forms of intellectual property,
  - d) overview of participation in implementing research projects and completed study stays abroad,
  - e) overview of the most significant achievements and awards so far,
  - f) two letters of recommendation from two professors, where only one of the professors may be from the applicant's training site;
  - g) letter of acceptance from the host professor (the person who has the relevant competences and bears the main responsibility for the implementation, development, and quality assurance of the programme of the third level of higher education) from the host workplace; in the letter of acceptance, the host professor must guarantee material and financial requirements for the implementation of the postdoctoral project,
  - h) research project proposal during the proposed work at the given workplace (maximum 5 pages),
  - i) confirmation of previous experience (if relevant),

- j) extract from the criminal record; this is submitted only by selected candidates.
7. The process of preparing employment contracts with selected candidates and commencing their employment is carried out by the personnel department of the respective faculty of UPJŠ.
  8. If the created number of postdoctoral research positions is not filled in a given year, the call may be repeated.
  9. Every 12 months after the employment commencement, a postdoctoral researcher submits a report on the results achieved to the Rector of UPJŠ, including a list of published works or works sent to be printed. The report is signed by the host professor and the responsible postdoctoral officer at the workplace.

### **Art. III**

#### **Organizational support for filling postdoctoral research positions**

1. The Rector will establish a permanent working committee to organise the filling of postdoctoral research positions. The members of the committee are appointed and recalled by the Rector of UPJŠ.
2. The chairperson of the permanent working committee is the Vice-Rector for Science, Research and Projects.
3. The members of the permanent working committee are the Vice-Rector for International Relations, the Vice-Rector for Internationalization, the Vice-Rector for Interdisciplinary Education and Innovation, the Marketing and Communication Manager, the Press Officer and Spokesperson of UPJŠ, the Head of the Department of Organizational Activities and Human Resources and the Secretary of the committee.
4. The employment of postdoctoral researchers is led and managed by the Secretary of the committee.
5. The job description of the Secretary of the committee, in cooperation with individual members of the committee, includes organization of the call in the first and second rounds, communication with the host professor and the responsible employee for the postdoctoral position at the workplace, communication with applicants, promotion of postdoctoral positions, and organization of the postdoctoral fellowship at UPJŠ in Košice, etc.

### **Art. IV**

#### **Transitional provisions**

Legal relationships arisen before the entry into force of this decision shall be regulated in accordance with Rector's Decision No. 6/2021 of 15 March 2021 No. REK000420/2021-UPA/741.

### **Art. V**

#### **Final provisions**

1. This Rector's Decision shall become valid and effective on the day of its signature by the Rector of UPJŠ.

2. With the entry into effect of this decision, the Rector's Decision No. 6/2021 of 15 March 2021 No. REK000420/2021-UPA/741 ceases to be valid and in effect.

Prof. MUDr. Daniel Pella, PhD.  
Rector