



Regulations governing the open competition for the following academic positions: a teacher or instructor, a lecturer, a senior lecturer, an assistant, an assistant professor at Wrocław University of Science and Technology

1. These Regulations specify the rules for an open competition for the position of a teacher or instructor, lecturer, senior lecturer, assistant, and assistant professor employed more than half time for a definite or indefinite period of time at the University.
2. It is the dean, the head of an inter-faculty organisational unit of the University or the head of a university-wide unit who initiates an open competition for the positions referred to above.
3. The head of an organisational unit of a faculty (the director of an institute, the head of a department or the head of another unit) or the head of an organisational unit of an institute (the institute's department or another subunit), while observing the organisational route, shall submit to the dean a request to hold an open competition for a position in that organisational unit, enclosing a written justification of the merits and purpose of the request, indicating the source(s) of financing for the position.
4. The Dean, having consulted the faculty board on the development of research staff, shall decide whether or not to proceed with the case.
5. If the competition is to be conducted for a newly created position, prior to the commencement of the selection procedure and the submission of a request for initiating the competition, the applicant referred to in point 2 shall submit a request to the Rector for a consent to the creation of the position to which the request relates, enclosing an appropriate justification of the validity and advisability of the application and indicating the source(s) of financing for the position. If such a position exists in the organisational structure, but is not occupied, the applicant referred to in point 2 shall submit a request to the Rector for a consent to the opening of the competition.
6. After obtaining the consent of the Rector, the applicant referred to in point 2 shall announce an open competition for employment in a given organisational unit.
7. The dean shall inform the faculty council about the announcement of the open competition, while the head of the organisational unit of the University referred to in point 2 informs the relevant council of this unit.
8. The competition notice must contain at least:
 - 1) the name of the organisational unit of the University;
 - 2) the name of the field of study, scientific discipline and specialisation required from the candidate;
 - 3) requirements to be met by the candidate;
 - 4) a list of required documents;
 - 5) the deadline for the submission of documents;

- 6) the date from which the position will be available for taking up;
 - 7) working hours (full-time equivalent),
 - 8) the competition notice in Polish and English according to the templates attached to these Regulations.
9. The competition notice shall be published simultaneously in the following sources for the publication of vacancies for researchers:
- the University's website - for a period of at least seven calendar days,
 - the Ministry of Science and Higher Education's website - for a period of at least seven calendar days,
 - the European Commission's webpage on the European portal for mobile researchers – for a period of at least seven calendar days.
- The competition notices shall be placed by the human resources assistant or another person assigned to be the administrator of competition notices in a given faculty or in an inter-faculty or university-wide organisational unit of the University.
10. The dean shall appoint a selection board consisting of: a person to be the direct superior of the employed staff member and at least three persons representing the same or a related scientific discipline as the employed staff member, with at least two persons holding the title of professor and at least two with habilitation degree. The members of the board shall elect its chairman from among themselves.
- The role of the selection board may be delegated by the Dean to the board responsible for the development of research staff whenever its composition is extended to include a person to be the direct superior of the staff member concerned.
11. The head of a university-wide or inter-faculty unit shall appoint a selection board, comprising the head of the university-wide or inter-faculty unit, a person who is to be the immediate superior of the new staff member and at least three persons who represent the same or a related scientific discipline as the new staff member. The members of the board shall elect its chairman from among themselves.
12. The criteria for evaluating the achievements for the purposes of open competitions for the above positions shall be determined by the selection board. The assessment criteria shall take into account the requirements set out in § 70.4-9 of the University's Statute.
13. After the deadline for submission of documents, the applicant referred to in point 2 shall forward the documents to the selection board for further proceedings.
14. The selection board may decide, in addition to reviewing the documents, that interviews are to be held.
15. The selection board shall, on the basis of the criteria adopted, either select an applicant for employment or state that none of the candidates meets the requirements, with the result that the competition is closed without the selection of a candidate. The chairman of the selection board shall draw up minutes of the selection proceedings. The board may request, without giving any reasons, that the competition be closed without a decision being taken.
- The competition may also be closed without a decision in the event the documents submitted by all candidates do not meet the formal requirements.
16. The chairman of the selection board shall present the proceedings and results of the open competition to the applicant.
17. If, as a result of the selection procedure, a candidate is selected for the positions referred to in point 1 of these Regulations, the applicant, who is the head of an inter-faculty or

university-wide organisational unit, shall apply to the board of that unit for an opinion on the application for employment.

18. In the event of closing the competition without selecting a candidate, the applicant shall take a decision to repeat the selection procedure or to cancel the competition, informing the Rector thereof.
19. The Dean or the head of an organisational unit of the University shall submit to the Rector the documentation of the open competition procedure, together with the application for employment of the candidate selected by the selection board and approved by the faculty council or the council of an organisational unit of the University, if the opinion of the Council is required.
20. The Rector shall take a decision on whether or not to employ a candidate selected in an open competition.
21. After closing the selection procedure, the application documents are to be returned to the persons whose applications were rejected. They may collect them directly from the human resources assistant of a given organisational unit, up to six months after closing the competition, against a receipt, of which they must be informed in the competition notice or by telephone by the person responsible for supervising the competition. Applications not collected on time, in accordance with the office and archival regulations in force at Wrocław University of Science and Technology, shall be submitted for disposal. Receipts will be stored in the organisational unit announcing the competition for a period of six months from the date of the receipt, and will then be submitted for disposal.
22. Application documents sent for the purposes of the competition by a person who, as a result of the competition, takes up employment in Wrocław University of Science and Technology, are included in his/her personal files, which are kept in the human resources department for the duration of employment at the University. After the termination of employment, personal files, in accordance with the applicable office and archival regulations, shall be transferred to the archives of the University, where they shall be kept for at least fifty years.
23. Other documentation related to the announced competitions, including in particular the appointment of selection boards, their composition, minutes taken by selection boards with appendices, competition notices, shall be kept in organisational units. After two years, as archival documentation, in accordance with the applicable office and archival regulations, it is transferred to the archives of the University.
24. The register of open competitions is kept:
 - in the faculty by the human resources assistant,
 - in the organisational unit of the University by the human resources assistant,
 - at the University by the human resources development division.
25. Appendices to the Regulations:
 - template of competition notice - University - Appendix no. 1,
 - template of competition notice - Ministry - Appendix no. 2,
 - sworn translation of the names of academic staff positions - Appendix no. 3.A template of competition notice on the Euraxess portal for mobile researchers is available at <http://ec.europa.eu/euraxess/>.
26. The regulations governing the open competition for the positions of a teacher or an instructor, a lecturer, a senior lecturer, an assistant and an assistant professor shall be approved by the Senate.