VŠTE.
Vysoká škola technická
a ekonomická v Prešove

| Regulation No. **11/2026** | **Internal Regulation of the Institute of Technology and Business in Prešov** |
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# Directive VŠTE No. 11/2026 on Human Resources Management and Personnel Work

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# Directive on Human Resources Management and Personnel Work

Institute of Technology and Business in Prešov

Directive VŠTE No. 11/2026 on Human Resources Management and Personnel Work (Smernica VŠTE č. 11/2026 pre riadenie ľudských zdrojov a personálnu prácu)

2026

## Article 1 Introductory Provisions

The purpose of this Directive of the Institute of Technology and Business in Prešov (hereinafter the "Directive") is to lay down detailed descriptions of the individual activities in the area of securing and managing human resources.

The main task of the human resources management process is to contribute to the successful and high-quality fulfilment of the strategy of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov"). This is achieved through the interaction of the activity and creativity of intellectual capital and the creation of consistency between the number and structure of jobs and the number and structure of employees.

Within the quality assurance procedures, the acts from which the quality assurance procedures for human resources management at VŠTE in Prešov are derived are the acts and other legal regulations governing employment relations, in particular Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act"), Act No. 311/2001 Coll. the Labour Code, as amended (hereinafter the "Labour Code"), which governs the employment relations of the employees of VŠTE in Prešov as a private higher education institution (Section 49(1) of the Act), Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection, as amended.

This Directive applies to all constituent parts of VŠTE in Prešov and to all its employees.

For the purposes of this Directive:

Creative employees are university teachers, researchers and artistic staff (Section 49(2) of the Act),

Other employees are administrative, specialist and operational employees,

The Statute is the Statute of VŠTE in Prešov;

The constituent parts of VŠTE in Prešov are the departments and units of VŠTE in Prešov under Directive VŠTE No. 14/2026 Organisational Rules.

As regards responsibility and cooperation:

Operators, as the persons carrying out the processes and sub-processes, are designated at the individual activities of the process.

The owner of the process is the Chair of the Board of Trustees of VŠTE in Prešov. The Chair of the Board of Trustees of VŠTE in Prešov and the senior employees of the individual constituent parts of VŠTE in Prešov are responsible for managing this process.

As regards information about the process:

Creative employees and other employees work at VŠTE in Prešov as employees. Human resources management at VŠTE in Prešov is provided by the Office of the Chancellor of VŠTE in Prešov (hereinafter "ÚK"). Employment relations with creative employees and with senior employees of the constituent parts of VŠTE in Prešov are concluded, amended and terminated by the Chair of the Board of Trustees of VŠTE in Prešov after prior consultation with the Office of the Rector of VŠTE in Prešov (Rectorate) (hereinafter "REK"). The same procedure applies to the conclusion of employment relations based on agreements on work performed outside an employment relationship.

As regards the description of the course of the processes and sub-processes:

Preceding processes: Long-term and short-term plans of VŠTE in Prešov.

Subsequent processes: Provision of human resources for the activities of VŠTE in Prešov.

## Article 2 Personnel Strategy and Planning

### 2.1 Organisational Structure

The organisational structure of VŠTE in Prešov is defined in the Statute and in Directive VŠTE No. 14/2026 Organisational Rules. The number and structure of jobs at VŠTE in Prešov and its constituent parts are approved by the Chair of the Board of Trustees of VŠTE in Prešov after prior consultation with REK (Section 17(2)(c) and Section 31(3)(b) of the Act).

2.1.1 Creation of a new job for a creative employee

Where a new job for a creative employee needs to be created, the Rector submits a request for the creation of the new job to the Chair of the Board of Trustees of VŠTE in Prešov. The Chair of the Board of Trustees, after consultation with REK, assesses the request and decides on the possibility of creating the new job. If the creation of the new job is approved, ÚK makes the necessary changes and sends the applicant an affirmative statement; if the request is rejected, it sends the applicant a notice of rejection of the request.

2.1.2 Creation of a new job for other employees

Where a new job in the categories of other employees needs to be created, the Rector submits a request for the creation of the new job to the Chair of the Board of Trustees of VŠTE in Prešov. The Chair of the Board of Trustees, after consultation with REK, assesses the request and decides on the possibility of creating the new job. If the creation of the new job is approved, ÚK makes the necessary changes and sends the applicant an affirmative statement; if the request is rejected, it sends the applicant a notice of rejection of the request.

2.1.3 Change in the number and structure of jobs

Where the number and structure of jobs need to be changed, the Rector submits a reasoned request for a change in the number or structure of jobs to the Chair of the Board of Trustees of VŠTE in Prešov. The Chair

of the Board of Trustees, after consultation with REK, assesses the request and decides on the possibility of changing the number and structure of jobs. If approved, ÚK makes the necessary changes and sends the applicant an affirmative statement; if the request is rejected, it sends the applicant a notice of rejection of the request.

**2.2 Selection Procedures**

Selection procedures at VŠTE in Prešov are governed by the principles of the selection procedure for filling the academic positions of university teachers, the jobs of researchers, the academic positions of professors and associate professors and the positions of senior employees (Section 31(1)(d) and Section 52 of the Act) at VŠTE in Prešov (the principles may consist of several regulations). The academic positions of university teachers are filled by a selection procedure according to the ranking of the results of the selection procedure (Section 52(1) of the Act). An academic position of a university teacher may be filled without a selection procedure only in the cases under Section 52(10) of the Act (an employment relationship for reduced working hours for no more than one year, an agreement on work performed outside an employment relationship for no more than one year, the academic position of professional lecturer for no more than five years, a person over 70 years of age).

2.2.1 Common provisions on selection procedures

A selection procedure may be announced for a vacant job; a selection procedure may be announced for an occupied job if the date of its vacation has been determined. Such a job may be filled only after it has been vacated by the previous employee, except for recruitment to the job of an employee who is temporarily unfit for work or on non-active status. The dates on which jobs become vacant are monitored by REK. Sufficiently in advance, the REK officer informs the senior employee under whom the job falls organisationally of the need to announce a selection procedure.

The senior employee of the department/unit of VŠTE in Prešov submits to ÚK the documents for drawing up a proposal to announce a selection procedure.

ÚK, after consultation with REK, draws up a proposal to announce the selection procedure, which includes:

- a) the wording for the announcement of the selection procedure,
- b) the vacant job,
- c) the newly created job,
- d) the text of the announcement of the selection procedure, which must contain the details specified below.

If the Chair of the Board of Trustees of VŠTE in Prešov approves the announcement of the selection procedure, the authorised REK employee ensures publication of the announcement on the website of VŠTE in Prešov and on the website designated by the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry") (Section 52(2) of the Act). The announcement of the selection procedure must be published at least three weeks before it begins.

The selection procedure is public (Section 52(9) of the Act). Minutes are drawn up on the course of the selection procedure, containing the criteria for evaluating the applicants, a verbal evaluation of the applicants, the ranking of the applicants and the reasons for it.

After the selection procedure has ended, the authorised REK employee informs the candidates of the result of the selection procedure in accordance with Directive VŠTE No. 20/2026 Principles of the Selection Procedure for Filling the Jobs of University Teachers, Researchers and the Academic Positions of Professors and Associate Professors. The authorised REK employee also ensures that, within five working days of the end of the selection procedure, VŠTE in Prešov publishes on its website for 90 days the list of members of the selection committee, the details of the selected applicant and of the unsuccessful applicants to the extent under Section 140(1)(a) of the Act, the field of study and the number of applicants (Section 52(9) of the Act).

2.2.2 Selection procedure for filling the academic position of university teachers and for filling the academic positions of professors and associate professors

In a selection procedure for filling the academic position of a university teacher and for filling the academic position of a professor and an associate professor, the text must also contain the following details:

- a) the full name and registered office of the higher education institution,
- b) the designation of the job or academic position which is being filled by the selection procedure,
- c) the qualification requirements for filling the job or academic position,
- d) other criteria and requirements for applicants in connection with the selection procedure (Section 52(4) of the Act),
- e) the date and place for submitting the application to take part in the selection procedure,
- f) the list of documents required for the selection procedure.

2.2.3 Requirements for filling the positions of university teachers

University teachers work in the academic positions of professor, associate professor, assistant professor, specialist lecturer, professional lecturer and lecturer (Section 50(1) of the Act). VŠTE in Prešov may make the qualification requirements under the Act stricter in the principles of the selection procedure (Section 52(1) of the Act).

2.2.3.1 Professor

When filling the academic position of professor, the applicant must meet the qualification requirements under the Act:

- Section 50(5) of the Act (fulfilment of the criteria for obtaining the title of professor) and the criteria and conditions for filling academic positions approved by the Scientific Board of VŠTE in Prešov under Section 28(1)(f) and Section 31(1)(n) of the Act (general criteria for filling the academic positions of professors and associate professors and specific conditions for filling the academic positions of professors),

– Section 52(3) of the Act: the title of professor may not be a condition for filling the academic position of professor; a prerequisite for working in the academic position of professor is the continuous fulfilment of the current criteria and conditions for filling academic positions (Section 52(5) of the Act).

2.2.3.2 Associate Professor

When filling the academic position of associate professor, the applicant must meet the qualification requirements under the Act:

– Section 50(5) of the Act (fulfilment of the criteria for obtaining the title of associate professor) and the criteria and conditions for filling academic positions approved by the Scientific Board of VŠTE in Prešov under Section 28(1)(f) and Section 31(1)(n) of the Act,

– Section 52(3) of the Act: the title of associate professor may not be a condition for filling the academic position of associate professor; a prerequisite for working in the academic position of associate professor is the continuous fulfilment of the current criteria and conditions for filling academic positions (Section 52(5) of the Act).

2.2.3.3 Assistant Professor

When filling the academic position of assistant professor, the applicant must meet the qualification requirements under the Act:

– at least third-cycle higher education (Section 50(6) of the Act).

2.2.3.4 Specialist Lecturer

When filling the academic position of specialist lecturer, the applicant must meet the qualification requirements under the Act:

– completed second-cycle higher education (Section 50(7) of the Act; a specialist lecturer provides teaching without research activity).

2.2.3.5 Professional Lecturer

When filling the academic position of professional lecturer, the applicant must meet the qualification requirements under the Act:

– complete secondary general education or complete secondary vocational education and at least five years of practice related to the relevant field of study within the last ten years (Section 50(8) of the Act; the academic position of professional lecturer may be filled without a selection procedure for no more than five years – Section 52(10) of the Act).

2.2.3.6 Lecturer

When filling the academic position of lecturer, the applicant must meet the qualification requirements under the Act:

– at least first-cycle higher education (Section 50(9) of the Act).

Other requirements that may be demanded:

– publication and research activity in the field,

– teaching experience at a higher education institution,

– knowledge of specific foreign languages with the level of proficiency stated,

– participation in grant projects,

– professional experience with the specific field and number of years stated.

2.2.4 Selection procedure for filling the job of a researcher or artistic staff member

The requirements for filling the job of a researcher or artistic staff member are (the qualification requirements and job description of researchers and artistic staff are governed by the Work Rules – Section 53(3) of the Act):

– completed third-cycle higher education in the relevant field,

– active research activity in the field.

Other requirements:

– active knowledge of at least one world language,

– publication activity; applicants with authorship in Current Contents publications are preferred,

– study or research stays abroad.

2.2.5 Selection committee

After the deadline for submitting applications to the selection procedure has passed, REK delivers to the Rector the documents for appointing the members of the selection committee. The Rector, after consultation with the Chair of the Board of Trustees of VŠTE in Prešov and the head of the department/unit, appoints the committee. The committee consists of delegates representing ÚK and REK. The selection committee for filling the job or academic position of a university teacher has at least three members, who are appointed by the Rector of VŠTE in Prešov.

The proposal is accompanied by:

– a) the establishment of the selection committee,

– b) the letters of appointment of the individual members of the committee or the letter of appointment of the committee as a whole.

Invitations to applicants to the selection procedure, any notice of non-inclusion of an application in the selection procedure and the notice of the result are signed by the Rector or by the chair of the selection committee. The authorised REK employee may be present at the selection procedure as minute-taker and draws up minutes of its course. A copy of the minutes is submitted to ÚK and REK.

2.2.6 Selection committee for filling the academic positions of professor and associate professor

After the deadline for submitting applications to the selection procedure has passed, REK delivers to the Rector the documents for appointing the members of the selection committee. In establishing the selection committee and in its work, the Rector is governed by the Act:

– Section 52(8) and (9) of the Act: the selection committee has five members, who are appointed by the Rector; one member is designated by the employees' representative, at least two members work in the

academic position being filled or in a higher academic position, and at least one member is not an employee of VŠTE in Prešov.

Invitations to applicants to the selection procedure, any notice of non-inclusion of an application in the selection procedure and the notice of the result are signed by the Rector or by the chair of the selection committee. The authorised REK employee may be present at the selection procedure as minute-taker and draws up minutes of its course. In addition to the members of the committee, a student representative is also present at the selection procedure, designated by the student part of the academic community on the basis of a separate internal regulation of VŠTE in Prešov (Section 52(8) of the Act). A copy of the minutes is submitted to ÚK and REK.

**2.3 Filling the Jobs of Other Employees**

- a) by publishing a notice of a vacant job on the website of VŠTE in Prešov, or in the local press,
- b) personal recommendations,
- c) direct approach to a prospective employee,
- d) selection from registered job applications.

## Article 3 Personnel Administration

**3.1 Pre-contractual Relations**

Pre-contractual relations on behalf of the employer are conducted by ÚK through an authorised employee in accordance with the Labour Code.

The authorised ÚK employee ensures that, before the employment contract is concluded, the job applicant submits only the documents and data necessary to assess the fulfilment of the qualification requirements and the requirements for the performance of the work and for the conclusion of the employment relationship, in particular:

- a) the job application,
- b) a professional curriculum vitae,
- c) documents on education attained and professional competence, if required for the performance of the work,
- d) an identity document for inspection,
- e) a certificate of employment and an employment reference, in the case of an applicant who has already been employed,
- f) an extract from the criminal record, if required by the nature of the work or by a special legal regulation,
- g) documents necessary for the purposes of establishing the employment relationship, remuneration, income tax, social insurance and health insurance.

The employer may not require from the applicant data and documents which are unrelated to the work and to the employment relationship. The personal data of applicants are processed in accordance with the GDPR

and Act No. 18/2018 Coll.; the personal data of unsuccessful applicants are retained only for the period necessary for publishing the results of the selection procedure under Section 52(9) of the Act and for the purposes of any review of the selection procedure.

The authorised ÚK employee verifies whether the natural person applying for employment meets the prerequisites for performing the required work. If the applicant meets the prerequisites, the authorised ÚK employee asks the applicant to undergo an entry medical examination at a healthcare facility. If the applicant is medically fit to perform the work, the authorised ÚK employee, in cooperation with the Chair of the Board of Trustees of VŠTE in Prešov, draws up the employment contract in three copies and the employee's job description. One copy of the employment contract is for the employee, one remains at ÚK and one is filed in the employee's personal file.

**3.2 Conclusion, Amendment and Termination of Employment**

3.2.1 Creative employees

The employment contract or the agreement on amendment of the employment contract is drawn up by the authorised ÚK employee and submitted for signature to the Chair of the Board of Trustees of VŠTE in Prešov.

The cover sheet, if used at VŠTE in Prešov, is an internal administrative document intended for the recording and approval of documents and is not a mandatory element of the employment contract under the Labour Code.

Employment in the academic position of a university teacher is concluded in accordance with the Act and the Labour Code. An academic position of a university teacher may be filled on the basis of one selection procedure for no more than five years (Section 52(6) of the Act); this period is extended by the period of maternity leave, paternity leave, parental leave and temporary incapacity for work lasting at least 42 days. If a university teacher has worked in the academic position of a university teacher for at least nine years, the employment contract with him or her is concluded for a fixed term until the end of the academic year in which he or she reaches 70 years of age (Section 52(7) of the Act). The employment of a university teacher ends at the end of the academic year in which he or she reaches 70 years of age; after that age, employment may be concluded for no more than one year, including repeatedly (Section 50(12) of the Act). A university teacher or researcher may have no more than three employment relationships with higher education institutions having their registered office in the Slovak Republic, of which only one for the established weekly working time (Section 49(5) of the Act); ÚK verifies this fact when concluding the employment contract by means of the applicant's affidavit. Employment relationships concluded under the regulations in force until 31 August 2026 end on expiry of the agreed period (Section 145(4) of the Act).

The authorised ÚK employee obtains the opinions of REK and submits the material for signature to the Chair of the Board of Trustees of VŠTE in Prešov.

The agreement on the rights and obligations arising from the employment relationship and the determination of the employee's salary are signed by the Chair of the Board of Trustees of VŠTE in Prešov. The job description is determined and signed, after consultation with the Rector of VŠTE in Prešov, by the Chair of the Board of Trustees of VŠTE in Prešov.

Employment relations based on agreements on work performed outside an employment relationship are drawn up by the authorised ÚK employee on the instruction of the Chair of the Board of Trustees of VŠTE in Prešov.

A proposal for termination of employment is drawn up by the authorised ÚK employee after consultation with the Rector and the Chair of the Board of Trustees of VŠTE in Prešov, on the instruction of the Chair of the Board of Trustees, sufficiently in advance to allow all time limits laid down by the Labour Code to be observed. The proposal must contain:

– a cover sheet,

– the reasons for the proposal.

The proposal is signed by the Chair of the Board of Trustees of VŠTE in Prešov. If necessary, ÚK arranges a legal analysis of the submitted proposal and submits it with an opinion for decision to the Chair of the Board of Trustees. Documents establishing the termination of employment are signed by the Chair of the Board of Trustees of VŠTE in Prešov.

3.2.2 Other employees

In the conclusion, amendment and termination of the employment of other employees, a procedure similar to that for creative employees is followed.

3.2.3 Description of work activities

The employment contract contains the identification data of the employer and the employee. The employer is obliged to agree with the employee in the employment contract in particular:

– a) the type of work and its brief description,

– b) the place of work,

– c) the date of commencement of work,

– d) the wage conditions, unless agreed in a collective agreement.

An essential element of the employment contract is the type of work for which the employee is recruited and its brief description. A more detailed specification of the work performed may be laid down in the employee's job description or in another internal document of the employer. The job description specifies the type of work agreed in the employment contract and may not exceed its scope. The job description is drawn up by the Chair of the Board of Trustees of VŠTE in Prešov after consultation with the Rector of VŠTE in Prešov. Changes to the job description are made whenever the work activities performed by the employee change, by an addendum or by drawing up a new job description.

The Chair of the Board of Trustees of VŠTE in Prešov may consult the job description with the head of the department/unit at which the employee is to perform the work. If necessary, the head of the department/unit supplements the job description with any further activities which the employee will perform. The employee confirms acquaintance with and receipt of the job description by signing it.

In a proposal for the creation of a new job which is not yet defined in the organisational structure of VŠTE in Prešov, REK submits, together with the request for the creation of the job, a description of the work activities which the employee will perform.

Under the Act, university teachers work in the following academic positions:

– professor, associate professor, assistant professor, specialist lecturer, professional lecturer and lecturer (Section 50(1) of the Act).

The job description of university teachers must contain all work activities laid down by the Act for the individual positions (Section 50(3), (4) and (6) to (9) of the Act); the job descriptions of the academic positions of university teachers are governed by the Work Rules (Section 50(10) of the Act).

The job description of other employees must be drawn up in accordance with the legal regulations in force for the performance of the given work.

The job description may not exceed the type of work agreed in the employment contract.

Templates of basic job descriptions for the individual jobs of the organisational structure of VŠTE in Prešov are kept at ÚK.

3.2.4 Employee's personal file

The employer keeps a personal file on the employee. The personal file has no form precisely prescribed by law and no exhaustively defined content. It is kept to the extent necessary for the fulfilment of the employer's obligations and for the exercise of the rights and obligations arising from the employment relationship, in compliance with the rules on personal data protection (GDPR, Act No. 18/2018 Coll.) and in accordance with the Records Management Rules of VŠTE in Prešov (Registratúrny poriadok VŠTE v Prešove).

The content of the personal file usually consists of the employment contract (in the case of an employee working in an employment relationship) or one of the agreements on work performed outside an employment relationship (in the case of an employee working under such an agreement), as well as other documents relating to the employment relationship, for example the curriculum vitae, personal questionnaire, record of the selection procedure, agreement on material liability, warning of breach of work discipline, notifications of changes in the employee's data (e.g. change of bank account or health insurance company), documents on education and the document on termination of the employment relationship.

The employee's personal file usually contains in particular:

Part one – establishment of the employment relationship

– a) the employment contract or agreement on work performed outside an employment relationship,
– b) addenda and agreements on amendment of the employment contract,
– c) the job description, if drawn up,
– d) documents and records relating to the selection procedure.

Part two – qualification requirements

– a) copies of documents on education,
– b) certificates and documents on professional competence.

Part three – employment-law and wage documents

– a) determination of wages or the salary decree,

– b) documents on changes to the employment relationship.

Part four – occupational health and safety

– a) records of OHS and fire protection training,

– b) documents on medical examinations, if required.

Part five – other documents

– a) the job application,

– b) the curriculum vitae,

– c) documents relating to the employment relationship and its termination.

**3.3 Commencement of Employment and Registration in Information Systems**

After the employment contract has been signed, the relevant ÚK employee:

– a) registers the employee with the Social Insurance Agency and notifies the payroll office/external payroll office of the data necessary for registration with the health insurance company,

– b) organises the employee's induction training, the completion of which the employee confirms on the forms: Record of fire protection (OPP) training completed, Record of the employee's induction training in OHS regulations and instruction of the employee on OHS at the workplace, records relating to personal data protection,

– c) registers the employee in the information systems of VŠTE in Prešov, including the academic information system AiS2 (hereinafter "AiS2"),

– d) in the case of university teachers, researchers and artistic staff, ensures, in cooperation with REK, the provision of data to the Central Register of Employees to the extent under Section 134 and Annex 2 of the Act and their ongoing updating within the time limits under Section 12 of Decree No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (hereinafter the "Decree"), including data on the employment relationship, the academic position, responsibility for a study programme (guarantorship) and impediments to work lasting at least 30 days.

**3.4 Job Applications**

In the case of an application delivered electronically, the relevant ÚK employee sends the sender a confirmation that the message has been read and may print the application without attachments.

In the case of an application delivered in written form, the responsible ÚK employee registers the application and delivers it to ÚK.

**3.5 Protection of Whistleblowers**

VŠTE in Prešov, as an employer, fulfils its obligations under Act No. 54/2019 Coll. on the Protection of Whistleblowers of Anti-social Activity and on Amendments to Certain Acts, as amended. If VŠTE in Prešov is subject to the obligation to introduce an internal system for verifying reports, it designates a responsible person and the manner of submitting and verifying reports in a separate internal regulation; an employee may not be penalised for making a report. A breach of academic integrity by an employee, in particular

participation in academic fraud under Section 102 of the Act, is deemed a serious breach of work discipline (Section 102(3) of the Act); the procedure is governed by the Work Rules and by Directive No. 5/2025 Code of Ethics.

## Article 4 Personnel Development

### 4.1 Employee Adaptation Process

The adaptation process of a newly recruited employee begins with the conclusion of the employment contract and usually lasts for the probationary period.

The main objective of adaptation is for the new employee to become oriented as quickly as possible in the organisational structure of VŠTE in Prešov and to integrate into the work team.

The employee adaptation process is provided in particular by the authorised employees of REK and ÚK and by the direct senior employee.

The authorised employees of REK and ÚK provide information of a general nature common to all employees of VŠTE in Prešov, in particular:

- a) the organisational structure of VŠTE in Prešov, orientation in its premises, orientation on its website (www.vste.sk),
- b) employee welfare (catering, healthcare, employees' obligations relating to the reporting of hours worked).

The direct senior employee:

- a) acquaints the employee with the Work Rules, the collective agreement, the Act and other legal and internal regulations relating to the work performed by him or her, including the Code of Ethics (Directive No. 5/2025), the rules on the use of artificial intelligence (Section 8 of the Act, Directive VŠTE No. 23/2026) and the rules on personal data protection and cybersecurity. The employee confirms the acquaintance in writing,
- b) introduces the employee to the workplace and goes through his or her job description with him or her in detail,
- c) organises the training and instruction necessary for the performance of the work in the given job.

### 4.2 Educational Activities

4.2.1 Raising the qualifications and further education of creative employees

The relevant senior employees of the unit at which employees work as university teachers, researchers or artistic staff pay maximum attention to the qualification and age structure of their employees so as to ensure continuity of staffing in accordance with the approved structure of jobs and in connection with the conditions for the accreditation of study programmes and the Standards for the Study Programme issued by the Slovak Accreditation Agency for Higher Education. A university teacher is obliged to develop professionally on a continuous basis (Section 50(2) of the Act).

Within the selection procedure for filling the academic positions of university teachers in the positions of specialist lecturer and lecturer, the selection committee may recommend to a successful applicant who does not have third-cycle higher education further education aimed at obtaining it. Assistant professors, associate professors and professors are provided with conditions for the habilitation procedure and the inaugural procedure under Section 51 of the Act and for creative leave under Section 50(11) of the Act (no more than six months once every seven years).

Other forms of education of creative employees are the organisation of and participation in international and national congresses, conferences, training courses, seminars and professional internships, including staff mobility under Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme.

Last but not least, regular training is organised in accordance with the legislation in force in the area of occupational health and safety.

4.2.2 Education of other employees

Refreshing and developing previously acquired knowledge through training courses, lectures and seminars focused on current changes in employment-law and economic legislation.

Regular training carried out in accordance with the legislation in force, e.g. in the area of occupational health and safety.

For professions requiring special competence of limited duration, the relevant senior employee ensures mandatory retraining within the time limits laid down by law.

4.2.3 Resources

The resources of the processes are standard – without specific requirements.

4.2.4 Monitoring and measurement of processes

For creative employees, the development of the qualification structure of university teachers and the development of the number of university teachers without a scientific degree are evaluated regularly every six months. The report is submitted by the head of department to the Rector.

For other employees, the situation and development are evaluated as at 30 June and 31 December of the relevant calendar year. The report is submitted by ÚK to the Rector.

## Article 5 Final Provisions

### 5.1 Continuity of the Regulation and Related Regulations

This internal regulation is directly linked to the following regulations and documents:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll., in particular Sections 49 to 54, 102, 134 and 145,
- Decree No. 205/2026 Coll. implementing certain provisions of the Higher Education Act, in particular Section 12 and Sections 19 to 25,
- the Labour Code (Act No. 311/2001 Coll., as amended),

- Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection, as amended,
- Act No. 54/2019 Coll. on the Protection of Whistleblowers of Anti-social Activity, as amended,
- Act No. 269/2018 Coll. on Quality Assurance of Higher Education, as amended, and the Standards of the Slovak Accreditation Agency for Higher Education (Standards for the Internal System, Standards for the Study Programme, Standards for the Habilitation Procedure and Inaugural Procedure),
- Statute of VŠTE in Prešov (Štatút VŠTE v Prešove),
- Work Rules of VŠTE in Prešov (Pracovný poriadok VŠTE v Prešove),
- Directive VŠTE No. 14/2026 Organisational Rules (Organizačný poriadok),
- Directive VŠTE No. 20/2026 Principles of the Selection Procedure for Filling the Jobs of University Teachers, Researchers and the Academic Positions of Professors and Associate Professors (Zásady výberového konania),
- Criteria and Conditions for Filling Academic Positions (internal regulation under Section 31(1)(n) of the Act approved by the Scientific Board),
- Directive No. 5/2025 Code of Ethics (Etický kódex),
- Directive VŠTE No. 23/2026 on the Use of Generative AI by Students and Academic Staff,
- Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme,
- Records Management Rules of VŠTE in Prešov (Registratúrny poriadok).

**5.2 Documentation**

5.2.1 Management of the organisational regulation

The Chair of the Board of Trustees of VŠTE in Prešov, or a person authorised by him, is responsible for the management of this organisational regulation.

5.2.2 Amendment and repeal procedure

The Chair of the Board of Trustees of VŠTE in Prešov is responsible for the amendment and repeal procedure of this organisational regulation.

5.2.3 Distribution list

This organisational regulation is made in three originals, which are kept at REK, ÚK and with the Chair of the Board of Trustees of VŠTE in Prešov.

The organisational regulation is published on the website of VŠTE in Prešov (www.vste.sk) in accordance with Section 18(1)(h) of the Act and is accessible to all stakeholders.

5.2.4 Annexes

Templates of the annexes are kept at ÚK. The annexes and forms (templates of job descriptions, induction training forms, templates of the announcement of a selection procedure and of the minutes) are updated together with this Directive; the current templates are published by VŠTE in Prešov on its website.

5.2.5 Validity and repealing provisions

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

This internal regulation repeals Measure of the Chair of the Board of Trustees No. 03/2022 VSK 03-01 on Human Resources Management and Personnel Work at the College of International Business ISM Slovakia in Prešov of 19 January 2022.

No other internal regulation is repealed by this wording; it replaces the original wording of Directive VŠTE No. 11/2026 of 20 April 2026.

This internal regulation was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

This internal regulation enters into force and takes effect on 20 April 2026.

This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov