

Pilsen, 27th November 2019

ZCU 027965/2019

Dean's Decree No. 2D/2019

Career Development Regulations of the Faculty of Arts of the University of West Bohemia

Preamble

Career Development Regulations of the Faculty of Arts of the University of West Bohemia (hereinafter "FA") contributes to creating an environment favourable to constant and sustainable improvement of quality of research, educational and other activities. To that effect, the Career Development Regulations manages the process and instruments of career development planning and the process of career development evaluation. FA respects academic freedom and academic rights, including the freedom of research. In compliance with academic freedom and rights, FA and UWB determines their strategic directions. The processes outlined in the FA Career Development Regulations allows to protect the freedom of research and, at the same time, reflect the FA strategic direction in every activity. The transparent process of career development also contributes to ensuring the compliance of professional responsibilities and personal life of the employee.

Article 1

Subject and General Principles

- (1) The FA Career Development Regulations outline the processes and instruments of career development and the processes and standards of evaluation of research, educational and other activities.
- (2) The FA Career Development Regulations apply to academic workers and other FA employees conducting research or educational activities, provided that their workload is 20 hours per week or higher. For the purposes of this decree, such female and male employees are designated generally as workers.

(3) Career development means continuous enhancement of competencies, skills and qualifications of individual workers, which allows the improvement of quality of all activities conducted within FA.

(4) Workers involved in the educational and research activities are classified within FA into job positions of lecturers, assistants, assistant professors, associate professors, professors, scientific, research, and development workers, and science, research and development specialists. Job descriptions of activities and obligations, responsibilities, powers and qualification prerequisites for individual positions are provided in Annex No. 2.

(5) Standards of workloads in the area of educational activities stipulated in Article 3 and standards in the area of research activities stipulated in Article 4 respect the milestones of career development deriving from the hierarchy of academic ranks and, with regard to this, of job positions related to the academic ranks.

(6) Employee given the academic rank of associate professor or professor is not necessarily entitled to the job position of the same name. Similarly, acquiring the academic title of “doctor” does not give any entitlement to the job position of assistant professor.

(7) Entitlement to job positions as described in the previous paragraph can be arranged with the agreement on increasing the qualifications concluded between the employee and supervisor.

Article 2

Process of Career Development Planning

(1) The process of career development planning is ensured and managed by the heads of departments. During this process, workers are expected to cooperate. The head of department ensures that the FA and UWB strategic goals are reflected in workers’ activities during career development planning. In the career development planning process, the head of department applies the quality criteria to individual fields of activity, especially the valid methodology for evaluating the results of science and research.

(2) Career development planning is generally carried out annually. Different scheduling of career development planning shall be decided by the head of department when justified.

(3) Typically, in the first month of the year, the head of department invites the worker to create a proposal of the Personal Career Development Plan (OPKR/PCDP) for the given period. The worker creates a proposal of his PCDP in writing using the form provided in Annex No. 1.

(4) The PCDP proposal is examined by the head of department and discussed with the worker. The head of department can request adjustments to worker’s PCDP proposal or make changes in the PCDP proposal if it is necessary for worker’s successful career development or for achieving the strategic goals of the department, FA, or UWB. The head of department acquaints the worker with the final version of the PCDP in a verifiable manner, thus converting the content of the PCDP to the assignment of work tasks in accordance with section 38, article 1, letter a) of the Labour Code.

(4) PCDP includes:

- a) medium-term goals of career development, typically for a five-year period,
- b) planned science and research activities (outlining thematic focus, specific planned activities, duration and schedule),
- c) planned publications and other results of science and research (type of result according to valid methodology for evaluating the results of science and research, outline of thematic focus and estimated date of fulfilment),
- d) planned grant and project proposals,
- e) planned activities related to development of pedagogical competencies and improvement of the quality of department's educational activity,
- f) other planned activities and their results,
- g) relevant circumstances justifying departures from the standards defined in Articles 3 and 4.

(5) In the process of creating PCDP, job positions and related standards defined in Articles 3 and 4 are taken into account. The standards serve as a general guidance for identifying worker's reasonable load from which it is possible to deviate, mainly with respect to:

- a) the quality of planned results,
- b) current priorities related to worker's growth of qualification,
- c) the schedule of activities within projects and grants realization,
- d) specifics of individual fields connected with presentation and publication of scientific and research results,
- e) department's short-term organizational needs,
- f) worker's load resulting from other activities not included in the standards.

(6) In the process of creating PCDP, the worker and the supervisor ensure that the planned research and educational activities are thematically coherent.

(7) When justified, PCDP can be adjusted or amended during the year. The worker shall be entitled to adjust the PCDP in cases worthy of special consideration, such as motherhood, parenthood, change of medical condition, care for a dependant, and other exceptional life situations.

Article 3

Worker's Educational Activities

(1) Worker's educational activities is planned for the period of one academic year. The head of department shall specify the extent and manner of involvement in department's educational activity within a timetable that shall be presented to the worker in a verifiable manner at least two months before the start of the academic year.

(2) Activities related to developing worker's pedagogical competencies and improving the quality of department's educational activity are planned for the period of one calendar year and are a part of worker's PCDP. These activities include mainly:

- a) international scholarly visits with educational activities,
 - b) other education focused on gaining competencies in educational activities,
 - c) innovating the content of courses, preparation of new courses,
 - d) creating study materials and study aids.
- (3) Within the educational activities, the worker:
- a) provides contact teaching in line with the timetable for the corresponding academic year,
 - b) provides teaching using the methods of distance learning,
 - c) evaluates the work of students in the courses for which he or she is responsible,
 - d) provides consultations within the office hours specified in advance,
 - e) acts as a supervisor and opponent to students' final theses,
 - f) sits on the committees for state final examinations or state doctoral examinations,
 - g) responds to students' feedbacks to his/her educational activities,
 - h) participates in the development of courses and study programmes as a course guarantor, study programme guarantor or the chair of the Doctoral Board.
- (4) The extent of contact teaching provided through lectures, seminars and practicums is usually:
- a) 8 teaching hours per week in case of a professor,
 - b) 10 teaching hours per week in case of an associate professor,
 - c) 12 teaching hours per week in case of an assistant professor,
 - d) 14 teaching hours per week in case of an assistant,
 - e) 18 teaching hours per week in case of a lecturer,
 - f) 4 teaching hours per week in case of a scientific, research and development worker,
 - g) 0 teaching hours per week in case of a science, research and development specialist.
- (5) Maximum number of simultaneously supervised theses shall be stipulated by a Dean's decree.

Article 4

Worker's Scientific and Research Activities

- (1) Scientific and research activities entail activities in the area of basic and applied research, publishing and presenting research results, and other related activities.
- (2) Scientific and research activities of the worker are planned for a one-year period. Planned activities are included in worker's PCDP.
- (3) The standard of published results of the scientific and research activities is as following:
- a) 2 articles indexed in the Web of Science or Scopus databases per calendar year and 1 scientific monograph in three years in case of a professor,
 - b) 2 articles indexed in the Web of Science or Scopus databases per calendar year and 1 scientific monograph in three years in case of an associate professor,

- c) 1 article indexed in the Web of Science or Scopus databases and 1 article in a scholarly peer-reviewed journal per calendar year, and 1 scientific monograph in three years in case of an assistant professor,
 - d) 1 article in a scholarly peer-review journal per calendar year in case of an assistant,
 - e) 3 articles indexed in the Web of Science or Scopus databases per calendar year and 1 scientific monograph in three years in case of scientific, research and development worker,
 - f) 3 articles indexed in the Web of Science or Scopus databases per calendar year and 1 scientific monograph in three years in case of a science, research and development specialist.
- (5) All professors, associate professors, assistant professors, scientific, research and development workers, and science, research and development specialists are required to submit at least one application for a research grant or project at an external funding provider given that at the time of drawing up the PCDP, he or she is not involved in a grant or project by an external funding provider as a lead researcher, co-researcher or a key figure.
- (6) Additionally, as part of the scientific and research activities, the worker:
- a) presents the scientific and research results at scholarly conferences,
 - b) participates in organizing conferences and workshops,
 - c) publishes or presents the research results in other forms corresponding to the definitions of types of results within the current methodology for evaluating research organizations,
 - d) contributes to the popularisation of scientific and research results in the form of appearances at public events or in media, and in other suitable manners,
 - e) participates in activities of editorial boards of scholarly journals and publishers, and of authorities of professional organizations.
- (7) The worker publishes and presents the results of scientific and research activities in at least one foreign language.
- (8) The worker is open to cooperation within research teams. The head of department provides favourable conditions for conducting team research activities.
- (9) When choosing the research subject and research methods, the worker takes into consideration the current methodology for evaluating research organizations with respect to the definition of the contribution to knowledge and social relevance of the results achieved.

Article 5

Instruments of Career Development

(1) PCDP is the fundamental instrument of career development. By means of PCDP, worker's activities are focused on the fields relevant to his/her professional interest while respecting the strategic direction and goals set at the level of the department, FA and UWB. Additionally, PCDP is the basis for evaluating workers, which ensures transparency of the evaluation process and equal conditions for all employees.

(2) Building on the content of PCDP, the head of department can use other complementary instruments of career development that are:

- a) flexible management of worker's working time,
- b) enabling the work from home,
- c) sabbatical leave,
- d) financial and material support for conducting research activities,
- e) financial and material support for activities seeking to present the results of research activities,
- f) financial and material support for activities seeking to publish the results of research activities,
- g) financial and material support for the internationalization of worker's research or educational activities,
- h) support for the participation in continuous education focused on developing teaching competencies and skills relevant to scientific and research activities and other activities carried out by the worker.

(3) The complementary instruments of career development available to UWB employees are determined by the UWB Career Development Regulations.

Article 6

Evaluating Career Development at the Department Level

(1) The evaluation of career development at the department level is conducted annually. The career development evaluation builds on the process of career development planning. The evaluation consists of an interview held between the head of department and the worker.

(2) The interview is held based on the following materials related to the year that is being evaluated:

- a) PCDP,
- b) records of worker's scientific and research results in the Database of Research Outcomes (OBD),
- c) results of students' assessment of the quality of teaching,
- d) other documents provided by the worker upon request from the head of department or on his/her own initiative,
- e) other documents requested at the discretion of the head of department.

(3) Based on the interview, the head of department decides whether the goals were achieved and whether the activities set in the PCDP for the period were accomplished. When assessing the activities, the head of department pays attention to their quality evaluated in accordance with relevant criteria. The head of department takes into account the circumstances worthy of special consideration that occurred during the evaluated period, especially motherhood, parenthood, care for a dependant, change of medical condition, and other exceptional life situations.

(4) The worker has the right to respond to the evaluation, particularly to justify departures of conducted activities from the PCDP. Based on the interview, the head of department prepares an evaluation report summarizing the results of the evaluation. The head of department acquaints the worker with the evaluation report in a verifiable manner. In case worker's activities do not meet the required standards, the head of department takes corrective actions.

(5) The evaluation results shall be reflected in workers' remuneration in the form of a special bonus. Managers are obliged to decide on special bonuses in accordance with transparent criteria based on the results of career development evaluation, specifically the evaluation of the PCDP fulfilment.

(6) In case of repeatedly failing to meet the required standards, the worker can be partially or fully deprived of his/her personal bonus, if granted.

Article 7

Evaluating Career Development at the Faculty Level

(1) The evaluation of career development at the Faculty level is conducted every two years. The evaluation is carried out based on the documents listed in Article 6, Point 2 referring to the evaluated period. The heads of departments ensure the uploading of these documents to the Faculty data storage within the deadline defined by the Dean. The data included in the HaP system are also considered within the evaluation.

(2) The evaluation takes the form of an interview held between the Dean and the worker, or possibly with the presence of other members of the Faculty management. During the interview, the worker shall present his/her activities from the reference period and answer any possible questions.

(3) Based on the interviews, the Faculty management prepares a report on the evaluation of department's workers career development. As part of the report, the Faculty management can initiate the adoption of measures regarding department's workers career development and department's personnel management. The Dean acquaints the head of department with the report within a personal interview. Consequently, the head of department shall acquaint the department's workers with the report and ensure the correction of identified deficiencies. The head of department shall inform the Dean of the actions taken.

(4) The assessment of the career development of the heads of departments is also part of the Faculty level career development evaluation process. The heads of departments draw up the PCDP for a two-year period in the same structure as other workers. The evaluation of the PCDP fulfilment is part of an interview between the head of department and the Dean. When applying the standards included in Articles 3 and 4 of this Decree on the heads of departments, the time required for activities related to managing the department is taken into account.

Article 8

Final provisions

- (1) This Decree comes into effect on the day of signature.
- (2) This Decree comes into force on the 1st of January 2020.
- (3) From the day of this Decree's entry into force, the Dean's Decree No. 1/2012 on Career Development Regulations of Academic, Scientific, Research and Development Workers of the Faculty of Arts of the University of West Bohemia shall be repealed.

PhDr. David Šanc, Ph.D.
the Dean

Annexes:

Annex 1 – The Form of the Personal Career Development Plan

Annex 2 – Description of job positions covered by the FA Career Development Regulations

Annex 1: The Form of the Personal Career Development Plan

Article 1

Personal Career Development Plan Template

(1) Part of this annex is the template for the Personal Career Development Plan (PCDP). In cooperation with the heads of departments, workers prepare their PCDP exclusively by using this template.

(2) In the PCDP of every worker, sections 1, 2, 3 and 6 must be filled out. Other sections do not need to be filled out, provided that the activities in question are not planned.

Article 2

Justification for Departures from Standards

(3) In case of departure from standards in the published results of scientific and research activities according to Article 4, Point 3, the head of department shall give reasons for the departure in PCDP in Section 3, while building on general reasons for departures from standards given in Article 2, Point 5.

(4) In case of departure from the standard of worker's average load of contact teaching stipulated in Article 3, Point 4 by more than two teaching hours per week, the head of department shall give reasons for the departure in PCDP in Section 7 while building on general reasons for departures from standards given in Article 2, Point 5. Worker's average load of contact teaching is defined as the arithmetic mean of the number of scheduled teaching hours in the summer and winter semester of the relevant calendar year, or as the arithmetic mean of the number of scheduled teaching hours in the semesters falling within the period covered by the PCDP.

(5) In case of departure from the standard stipulated in Article 4, Point 5, the head of department shall give reasons for the departure in PCDP in Section 6 while building on general reasons for departures from standards given in Article 2, Point 5.



**FAKULTA FILOZOFICKÁ
ZÁPADOČESKÉ UNIVERZITY
V PLZNI**

PERSONAL CAREER DEVELOPMENT PLAN FOR THE YEAR _____

Name and surname:

Department:

Date:

1. Medium-term objectives of career development

for the period of next five years – priorities in the area of qualification enhancement and other general objectives of career development related to teaching and research activities

2. Scientific and research activities

description of planned thematic focus of the research and specific research activities including scholarly activities abroad

3. Publication results of scientific and research activities in line with Methodology 17+

publication outputs meeting the criteria of one of the types of publication results defined in Methodology 17+ (type of output, co-authors, thematic focus, language, timeframe for fulfilment, type of funding, link to a project or grant, quartile expected - in case of Jimp or Jsc – e.g., see scimagojr.com), potential reasons for departures from standards concerning the results of scientific and research activities

4. Publication results of scientific and research activities unclassifiable within Methodology 17+

other results of scientific and research activities (type of result, co-authors, thematic focus, language, timeframe for fulfilment, type of funding, link to a project or grant)

5. Non-publication results of scientific and research activities

non-publication types of results as per Methodology 17+, or other activities related to presenting results of scientific and research activities (type of result as per Methodology 17+ [if classifiable], co-authors, thematic focus, language, timeframe for fulfilment, type of funding, and link to a project or grant, in case of a conference contribution – details of the conference [place and date, hosting institution, name of the conference])

6. Ongoing and planned grants and projects

grants and projects in progress (provider, name of the project, project duration, role within the grant/project, other team members, current status of the project), planned grants and projects (provider, thematic focus, estimated date of submission, role within the grant/project, other team members), potential reasons for departures from standards concerning the planning of grants and projects

7. Development of pedagogical competencies and improvement of the quality of educational activities

teaching mobilities (date, method of funding, hosting institution), courses focused on developing pedagogical competencies (thematic focus, course organizer, date of completion), innovation of courses, study materials and aids (description of activities and prospective outcomes, dates of fulfilment), potential reasons for departures from standards concerning contact teaching

8. Other planned activities and their results

activities not falling under any of the above categories (description of the activity and possible outcomes, date of fulfilment)

Annex 2: Description of job positions covered by the FA Career Development Regulations

Article 1

Job Position Overview

(1) The FA Career Development Regulations apply to academic workers classified into job positions:

- a) professor,
- b) associate professor,
- c) assistant professor,
- d) assistant,
- e) lecturer,
- f) scientific, research, and development worker.

(2) Apart from the academic workers, the Career Development Regulations apply to science, research and development specialists.

(3) The below-indicated descriptions of job positions are the starting point for determining specific work tasks of workers in these positions.

Article 2

Professor

(1) Work activities and obligations of a professor:

- a) carries out teaching and related activities according to the timetable for the relevant year arranged by the head of department;
- b) assesses and verifies the knowledge and skills of the students within courses;
- c) provides consultations within his/her office hours set in advance;
- d) acts as a supervisor and opponent to bachelor's, master's and rigorous theses on subjects approved by the head of the corresponding department to the extent specified by Dean's decree;
- e) acts as a supervisor and opponent to dissertation theses and an opponent to habilitation theses to the extent specified by Dean's decree;
- f) acts as a member in committees for state final examinations, state doctoral examinations, and for doctoral dissertation thesis defence;
- g) acts as an opponent for the assessment of project proposals;
- h) draws up the PCDP for the relevant period upon request by the head of department;
- i) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- j) prepares and submits grant project proposals in line with the PCDP for the given period;
- k) acts as a coordinator and a lead researcher in grant projects;

- l) carries out activities in pedagogical competencies development in line with the PCDP for the given period;
- m) participates in the development of educational activities as a course guarantor or as a study programme guarantor;
- n) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities of a professor:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of educational, research and related activities to the extent as defined by applicable internal regulations.

(3) Powers:

- a) defines the conditions for completing courses of which he or she is the guarantor for the relevant year;
- b) evaluates students' work by granting credits and examinations;
- c) proposes the evaluation of bachelor's, master's, rigorous, dissertation, and habilitation theses;
- d) as a member of state final examination committees, he or she assesses the performance of the students within the state final exam.

(4) Qualification and other prerequisites:

- a) completed appointment procedure in a scientific field relevant to his/her job classification;
- b) knowledge of a foreign language at minimum B2 level;
- c) knowledge of other languages in line with specific job classification allowing participation in international activities.

Article 3

Associate Professor

(1) Work activities and obligations:

- a) carries out teaching and related activities according to the timetable for the relevant year arranged by the head of department;
- b) assesses and verifies the knowledge and skills of the students within courses;
- c) provides consultations within his/her office hours set in advance;
- d) acts as a supervisor and opponent to bachelor's, master's and rigorous theses on subjects approved by the head of the corresponding department to the extent specified by Dean's decree;
- e) acts as a supervisor and opponent to dissertation theses and an opponent to habilitation theses to the extent specified by Dean's decree;

- f) acts as a member in committees for state final examinations, state doctoral examinations, and for doctoral dissertation thesis defence;
- g) acts as an opponent for the assessment of project proposals;
- h) draws up the PCDP for the relevant period upon request by the head of department;
- i) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- j) prepares and submits grant project proposals in line with the PCDP for the given period;
- k) acts as a coordinator and a lead researcher in grant projects;
- l) carries out activities in pedagogical competencies development in line with the PCDP for the given period;
- m) participates in the development of educational activities as a course guarantor or as a study programme guarantor;
- n) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of educational, research and related activities to the extent as defined by applicable internal regulations.

(3) Powers:

- a) defines the conditions for completing courses of which he or she is the guarantor for the relevant year;
- b) evaluates students' work by granting credits and examinations;
- c) proposes the evaluation of bachelor's, master's, rigorous, dissertation, and habilitation theses;
- d) as a member of state final examination committees, he or she assesses the performance of the students within the state final exam.

(4) Qualification and other prerequisites:

- a) completed habilitation procedure in a scientific field relevant to his/her job classification;
- b) knowledge of a foreign language at minimum B2 level;
- c) knowledge of other languages in line with specific job classification allowing participation in international activities.

Article 4

Assistant Professor

(1) Work activities and obligations:

- a) carries out teaching and related activities to the extent of and in line with the requirements specified by the head of department;

- b) assesses and verifies the knowledge and skills of the students within courses;
- c) provides consultations within his/her office hours set in advance;
- d) acts as a supervisor and opponent to bachelor's and master's theses on subjects approved by the head of the corresponding department;
- e) in exceptional and justified cases, he or she acts as a supervisor to dissertation theses;
- f) acts as a member in committees for state final examinations, state doctoral examinations, and for doctoral dissertation thesis defence;
- g) acts as an opponent for the assessment of project proposals;
- h) draws up the PCDP for the relevant period upon request by the head of department;
- i) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- j) prepares and submits grant project proposals in line with the PCDP for the given period;
- k) acts as a coordinator, a lead researcher, or a research team member in grant projects;
- l) carries out activities in pedagogical competencies development in line with the PCDP for the given period;
- m) participates in the development of educational activities as a course guarantor or as a bachelor's study programme guarantor;
- n) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of educational, research and related activities to the extent as defined by applicable internal regulations.

(3) Powers:

- a) defines the conditions for completing courses of which he or she is the guarantor for the relevant year;
- b) evaluates students' work by granting credits and examinations;
- c) proposes the evaluation of bachelor's, master's, and rigorous theses;
- d) as a member of state final examination committees, he or she assesses the performance of the students within the state final exam.

(4) Qualification and other prerequisites:

- a) completed doctoral studies (or their recognized equivalent) in a scientific field relevant to his/her job classification;
- b) knowledge of a foreign language at minimum B2 level;
- c) knowledge of other languages in line with specific job classification allowing participation in international activities.

Article 5

Assistant

(1) Work activities and obligations:

- a) carries out teaching and related activities to the extent of and in line with the requirements specified by the head of department;
- b) assesses and verifies the knowledge and skills of the students within courses;
- c) provides consultations within his/her office hours set in advance;
- d) acts as a supervisor and opponent to bachelor's theses on subjects approved by the head of the corresponding department;
- e) acts as a member in committees for state final examinations;
- f) draws up the PCDP for the relevant period upon request by the head of department;
- g) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- h) prepares and submits grant project proposals in line with the PCDP for the given period;
- i) acts as a lead researcher or a research team member in grant projects;
- j) carries out activities in pedagogical competencies development in line with the PCDP for the given period;
- k) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of educational, research and related activities to the extent as defined by applicable internal regulations.

(3) Powers:

- a) evaluates students' work by granting credits and examinations;
- b) proposes the evaluation of bachelor's theses;
- c) as a member of state final examination committees, he or she assesses the performance of the students within the state final exam.

(4) Qualification and other prerequisites:

- a) completed master's studies in a scientific field relevant to his/her job classification;
- b) knowledge of a foreign language at minimum B2 level.

Article 6

Lecturer

(1) Work activities and obligations:

- a) carries out teaching and related activities to the extent of and in line with the requirements specified by the head of department;
- b) assesses and verifies the knowledge and skills of the students within courses;
- c) provides consultations within his/her office hours set in advance;
- d) acts as a supervisor and opponent to bachelor's theses on subjects approved by the head of the corresponding department;
- e) acts as a member in committees for state examinations;
- f) draws up the PCDP for the relevant period upon request by the head of department;
- g) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- h) prepares and submits grant project proposals in line with the PCDP for the given period;
- i) acts as a lead researcher or a research team member in grant projects;
- j) carries out activities in pedagogical competencies development in line with the PCDP for the given period;
- k) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of educational, research and related activities to the extent as defined by applicable internal regulations.

(3) Powers:

- a) evaluates students' work by granting credits and examinations;
- b) proposes the evaluation of bachelor's theses;
- c) as a member of state final examination committees, he or she assesses the performance of the students within the state final exam.

(4) Qualification and other prerequisites:

- a) completed university studies in a scientific field relevant to his/her job classification.

Article 7

Scientific, Research, and Development Worker

(1) Work activities and obligations:

- a) draws up the PCDP for the relevant period upon request by the head of department;

- b) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- c) prepares and submits grant project proposals in line with the PCDP for the given period;
- d) acts as a coordinator, a lead researcher, or a research team member in grant projects;
- e) carries out teaching and related activities to the extent of and in line with the requirements specified by the head of department;
- f) provides consultations within his/her office hours set in advance;
- g) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of educational, research and related activities to the extent as defined by applicable internal regulations.

(3) Powers:

- a) evaluates students' work by granting credits and examinations;
- b) as a member of state final examination committees, he or she assesses the performance of the students within the state final exam.

(4) Qualification and other prerequisites:

- a) completed university studies in a scientific field relevant to his/her job classification;
- b) knowledge of a foreign language at minimum B2 level.

Article 8

Science, Research and Development Specialists

(1) Work activities and obligations:

- a) draws up the PCDP for the relevant period upon request by the head of department;
- b) carries out scientific activities, publishes and presents their results in line with the PCDP for the given period;
- c) prepares and submits grant project proposals in line with the PCDP for the given period;
- d) acts as a coordinator, a lead researcher, or a research team member in grant projects;
- e) carries out activities focused on dissemination of results of his/her activities outside the academic sphere.

(2) Work responsibilities:

- a) is responsible for independently performing activities and fulfilling obligations listed in paragraph 1;
- b) is responsible for assuring the quality of research and related activities to the extent as defined by applicable internal regulations.

(3) Qualification and other prerequisites:

- a) completed university studies in a scientific field relevant to his/her job classification;
- b) knowledge of a foreign language at minimum B2 level.