



General principles and guidelines for recruitment of researchers and teachers-researchers following the competition procedures at Lublin University of Technology

In order to comply with the highest standards of competition procedures concerning the employment of researchers and teachers-researchers, the following rules mandatory at Lublin University of Technology are introduced:

1. The Selection Board is made up of at least 3 persons. The Board may include a member from outside the Lublin University of Technology (e.g. an expert in the field of industry). While appointing the Board the principle of gender equality should be obeyed.
2. At least two-month period, since the date of the competition notice until the date of its closure, must be obeyed. Necessary information must be published on the website www.pollub.pl as well as in appropriate services (Euraxess, Ministry, etc.).
3. Applicants for the post should be provided with the possibility of submitting the complete file of requested documents in electronic form.
4. The selection of candidates is in two stages:
 - 1) stage one – checking the documents formally and rejecting incomplete applications or those failing to meet the requirements provided in the competition notice.
 - 2) stage two – job interview with the short-listed candidates.
5. The Selection Board is obliged, during interviews, to provide the candidates with the possibility of a full presentation of their strengths and predispositions for the post they are applying.
6. The Selection Board is obliged to write the report of each interview (see appendix 2). On the basis of submitted documents and conducted job interview, the assessment of each applicant is carried out according to the set of selection criteria adopted by the Board.
7. Each criterion of applicants assessment is attributed to a number of points. The Board's decision is based on comparing the sum of points. It might also be helpful in outlining the information on applicants' strengths and weaknesses included in the feedback given to the candidates rejected at the

second recruitment stage in case a complaint against the Board's decision has been made.

8. After the interviews have been held, the Selection Board enters the number of candidates in a collective report (appendix 1 for this Regulation). The collective report should, in a clear and explicit way, justify the Selection Board's decision as far as accepting or rejecting a given candidate is concerned.
9. Applicants for the post may make a complaint against the Board's decision within 14 days since the date the recruitment results have been announced. The Selection Board's decision is final.
10. The collective report should contain information on candidate's administrative complaints against the Board's decision in case such complaints have been made.
11. Following the Faculty Board's recommendation, all reports, including appendices, should be supplied to the Rector's Office. After the decision has been made by the Rector, all the reports and appendices should be sent to the Dean of the Faculty. The Selection Board informs the successful candidate about the competition results.
12. The Selection Board informs about "the strengths and weaknesses" of the candidates rejected after the interview. The Selection Board sends the information to the LUT HR Department (appendix 3 for this Regulation) alongside with all the documents including copies of letters sent to the candidates.
13. The documents related to the "rejected candidates" should be sent to the LUT Archives after the competition procedure has been completed (including complaints). The competition procedure documents (reports and candidates complaints against the Selection Board's decision) are stored by the Archives for the period of 2 years in accordance with the University internal procedure.
14. During the competition proceedings, the Selection Board is obliged to obey the European Parliament and the UE Council's Ordinance 2016/679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free flow of such data as well as Directive 96/46/WE repeal (General Data Protection Regulation).

R e c t o r

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**Collective report of the Selection Board recruiting candidates for the position
of a researcher / teacher-researcher at Lublin University of Technology:**

Position

Faculty

Institute/Department*

Date of the Board meeting.....

Composition of the Selection Board at the Faculty of..... LUT:

Chairperson
of the Selection Board:

Members:

.....

.....

External expert
(if applicable):

Secretary
of the Selection Board:

During the period documents were received from the following candidates applying for the position of a researcher/teacher-researcher* at Lublin University of Technology – pursuant to the announced competition:

No.	First name and last name of a candidate	Assessment of documentation completeness ¹	Does the candidate meet the minimum requirements allowing for the second stage ²
1.		YES/NO	YES/NO
2.		YES/NO	YES/NO
3.		YES/NO	YES/NO
4.		YES/NO	YES/NO
5.		YES/NO	YES/NO
...		YES/NO	YES/NO

¹ - grade: YES - complete documents; NO - documentation with missing parts, incomplete

² - grade: YES - all requirements specified in the notice are met in the scope of: degree, seniority, education, achievements, etc.; NO - failure to meet at least one of the requirements

* - delete as appropriate

Specification	women	men
Number of applicants		
Number of people meeting the minimum permitted requirements for the second stage , admitted		
Number of people invited to the interview		

Among the candidates to the second stage (invited to the interview), the following people were selected:

- 1.
- 2.
- 3.
- 4.
- 5.
-

.....
signature of the Chairperson of the Selection Board

Signatures of members of the Selection Board:

- 1.
- 2.
- 3.
- 4.
- 5.

**Report on the interview held during the competition for the position
of a researcher/teacher-researcher* at Lublin University of Technology**

A job interview was held on the day with the selected candidate (*first and last name of the candidate*).

The interview was conducted: in person/ via audiovisual connection/ via voice call*.

During the interview, the candidate obtained the following ratings:

No.	Criterion	Scoring range	Number of awarded points (rating)	Justification (Optional)
1				
2				
3				
...				
Total:				

Additional Selection Board's comments regarding the candidate, relevant to the results of recruitment:

.....
.....
.....

.....
signature of the Chairperson of the Selection Board

Signatures of members of the Selection Board:

1.
2.
3.
4.
5.

* - delete as appropriate

**Information about the person who won the competition for the position
of a researcher/teacher-researcher* at Lublin University of Technology**

Position
Faculty
Institute/Department*
Date of the Board meeting.....

Composition of the Selection Board at the Faculty of..... :

Chairperson
of the Selection Board:
Members:
.....

External expert
(if applicable):

Secretary
of the Selection Board:

Based on the documents presented, the Selection Board states that for the position
..... at Lublin University of Technology (Faculty
....., Institute/Department*)
the following candidate was chosen:

First name, last name:

Personal identification number:

The name of the candidate's father:

Address:

* - delete as appropriate

A job interview was held on the daywith the selected candidate. The interview was conducted: in person/via audiovisual connection/via voice call*. During the interview, the candidate obtained the following ratings:

No.	Criterion	Scoring range	Number of awarded points (rating)	Justification (Optional)
1				
2				
3				
...				
Total:				

Additional Selection Board’s comments regarding the candidate, relevant to the results of recruitment:

.....

.....
signature of the Chairperson of the Selection Board

Signatures of members of the Selection Board:

- 1.
- 2.
- 3.
- 4.
- 5.

* - delete as appropriate

Collective report of accepted complaints to the recruitment procedure for the position of a researcher and teacher-researcher carried out by the Selection Board, held on the day

Composition of the Selection Board at the Faculty of..... :

Chairperson
of the Selection Board:

Members:

.....

.....

.....

External expert
(if applicable):

Secretary
of the Selection Board:

The competition was held on

Position

Faculty

Institute/Department*

Were there any complaints regarding the Committee's decision? Yes/No

No.	First name and last name of the candidate who submitted the complaint	The scope of the complaint
1.		
2.		
3.		
4.		
5.		
...		

A complaint (number -) was received and the documents were sent after considering the complaint to the LUT Archives.

Signatures of members of the Selection Board:

- 1.
- 2.
- 3.
- 4.
- 5.

* - delete as appropriate

**File description template from the competitions for the positions of a researcher
and teacher-researcher carried out by the Selection Board**

The competition was held on

Position
Faculty
Institute/Department*

Composition of the Selection Board at the Faculty of..... :

Chairperson of the Selection Board:
Members:

External expert (if applicable):
Secretary of the Selection Board:

* - delete as appropriate