



evropský
sociální
fond v ČR



EVROPSKÁ UNIE



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY



OP Vzdělávání
pro konkurenceschopnost

INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Czech Technical University in Prague

Project „Support of research teams of CTU“

CZ.1.07/2.3.00/30.0034

Instructions and Conditions for postdoc positions at CTU

Conditions of the work contract

1. The main work content of the postdoc will be their involvement into research activities within an expert team under the leadership of a mentor; their fulfilling the given plan of research activities; and involvement into educational activities in a declarer's organization averaging 3-5 hours per week per full-time work load. Performing the actual scientific activities involves publishing research output in prestigious foreign impact journals and taking part in national and international research projects. A compulsory part of the work content will be completing an internship spanning 3 months; participation in local or international conferences; and passing acquired knowledge to other research workers and students via workshops. A postdoc involved within the project must not and will not carry out other activities for the declarer.
2. Salary. A postdoc is entitled to a monthly salary totaling CZK 56,000 (gross) during their involvement in the project. The postdoc will be getting the salary via a bank transfer to their bank account.
3. The assumed length of the contract is 22 months; the assumed start of the contract is September 1, 2013 and the assumed finish of activities within the project is by June 30, 2015.
4. The work location is: CTU in Prague, Faculty of Biomedical Engineering, nám. Sítná 3105, 272 01 Kladno, Czech Republic.

The course of the selective procedure

The selective procedure is divided into two phases (rounds)

1st round – evaluation of qualification preconditions

2nd round – a detailed assessment of the candidates who pass the first round; a directed interview may be ordered between the candidate and evaluators; the interview may take the form of a skype video call or a face to face interview at the declarer's place – Czech Technical University in Prague, Faculty of Biomedical Engineering, nám. Sítná 3105, 272 01 Kladno, Czech Republic.

1st round: Evaluation of qualification preconditions.

The declarer will consider the candidate's fulfillment of the following requirements:

- a. The candidate has successfully completed the doctoral study at a university in the Czech Republic or reached a corresponding level of degree at a foreign university recognized according to the law No. 111/1998 Col., on universities and other laws in effect. The degree must have been accomplished in the last three years before the day of declaring this appeal, i.e. 29th March 2011 included until present.
- b. The candidate has published at least one contribution in a journal indexed by WoS.
- c. The candidate has sent a structured CV and a covering letter, both either in the Czech or English language.
- d. The candidate has sent a letter of recommendation in the Czech or English language, including contact information, i.e. either a telephone number or e-mail address of the recommending person.
- e. The candidate has proven their knowledge of English by passing the CAE or TOEFL or a corresponding certificate, possibly by presenting the dissertation thesis in English.
- f. All the information given by the candidate on the candidate's scientific activities (esp. the impact factors and full citation of published works) are correct.

The candidates that don't meet the above mentioned requirements will be eliminated from the selective procedure. Documentation that proves invalid or incomplete may also lead to disqualification of the candidate. The candidate will send the documentation listed above in electronic form (scanned signed documents) to the e-mails: trousilova@fbmi.cvut.cz (copy roubik@fbmi.cvut.cz). The electronic versions of required documents must be delivered by the date and hour of the end of the termination of accepting the applications. The declarer will carry out a written record of the assessment procedure signed by an authorized person. Printed version of the required documents will be delivered by the selected applicant during the admission process.

2nd round: Detailed assessment of candidates.

The board will be in session at the declarer's place – Czech Technical University in Prague, Faculty of Biomedical Engineering, nám. Sítná 3105, 272 01 Kladno, Czech Republic. A foreign member of the board may state their opinion in writing, by e-mail to the chairperson of the board. The chairperson of the board will determine whether the directed interview will take place and in what form while the candidate will be given a date and form of the interview in advance by e-mail. A directed interview will be performed either as a face to face interview or as a skype video call between the candidate and members of the board.

Dates concerning the selective procedure

a) Day and hour of termination of accepting the applications (envelope opening and formal inspection of applications): June 26, 2013, 11:59 p.m. CEST.

c) 1st round of selective procedure (evaluation of qualification preconditions): June 28, 2013.

d) 2nd round of selective procedure (evaluation of expertise, including a potential interview): July 4, 2013.

Assessment criteria

Documents will be inspected by the declarer of the selective procedure and the result will go through an authorization process by the board.

Criterion for candidate selection No.	Criterion	Importance
1	The number and quality of articles in impact journals and other publications	50 %
2	Mentor's recommendation with regard to research intentions	25 %
3	Motivation, position within the field (according to the covering letter)	25 %

In terms of criterion 1 – the number and quality of articles in impact journals and other publications – every assessor orders candidates according to the number of publications, their significance and authorship share of the candidate. In this order, the first candidate gets 100 points and the last 0 points. The remainder of the candidates will get points based on the assessor's consideration corresponding to the relative quality of their publication activity to the first candidate. The final number will represent the arithmetic mean of points granted by all individual members of the board.

In terms of criterion 2, the mentor will order the candidates so that the first gets 50 points and the last gets 0 points. The rest of the candidates will be assigned points according to how much the individual candidate complies with the research intentions of the mentor.

In terms of criterion 3, each assessor will order the candidates according to the same pattern. The first candidate will get 50 points and the last 0 points according to the criterion. The remainder of the candidates will get points based on the assessor's consideration. The final number will represent the arithmetic mean of points granted by all individual members of the board. The number of points may only be an integer (arithmetic rounding off) and the highest possible total amount is 200 points.

The board will carry out a written record of the course and result of the selective procedure which will be signed by members of the relevant board.

The result of the selective procedure

The selective procedure will be won by a candidate who acquires the highest total amount of points calculated from the individual criterion evaluation.

Selected candidates who fulfill all requirements of the selective procedure and pass both rounds of the procedure will be called upon to provide immediately the documentation necessary for being accepted into employment according to the internal regulations of the ČVUT.

A handwritten signature in blue ink, appearing to be 'J. Horák', is written in a cursive style. The signature is located in the lower right quadrant of the page.