University of Chemistry and Technology, Prague

Title	**INTERNAL STANDARD No. A/N/961/16/2025 (Full text including Amendment No. 1 of 16 September 2026)**
Subject	**Career Rules of the University of Chemistry and Technology, Prague**
Applicability	All university
Effective from	1 January 2026
Effective to	Unlimited
Revision	as necessary
Cancelled	
Prepared by	966 – Personnel Department
Issued by	Prof. Ing. Milan Pospíšil, CSc.

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail

Preamble

The Career Rules of the University of Chemistry and Technology, Prague (hereinafter the 'Career Rules'), in compliance with the Strategic Plan of UCT Prague, the Code of Ethics of UCT Prague and other internal documents stated in Article 1, represents the basic framework for the professional development of both academic and non-academic workers. The aim is to create a transparent and fair system that supports high-quality performance, professional growth and long-term stabilisation of employees. The Career Rules strive to foster professional identity and prestige of academic workers; to support excellence in educational, research, creative and organisational activities; to establish a clearly structured system of career levels and the corresponding competences; to link career development with the goals and strategy of the university; to motivate employees to lifelong learning and further improvement of their qualification; and to ensure transparency and equal opportunities in evaluation and progression. The Career Rules are a human resources management tool that helps to enhance the quality of the academic environment, to strengthen the competitiveness of the university and create conditions for the professional development of all its employees.

Introductory provisions

Article 1
Basic provisions

1) The Career Rules of the University of Chemistry and Technology, Prague (hereinafter 'UCT Prague') govern the rules and principles of career progression, career development, and career change in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (hereinafter the 'Act'), and further in accordance with Act No. 262/2006 Coll., the Labour Code, as amended (hereinafter the 'Labour Code').
2) The Career Rules are based in particular on the following internal documents of UCT Prague:
   a) Internal Salary Regulation of the University of Chemistry and Technology, Prague
   b) Job Catalogue of UCT Prague - directive
   c) Řád výběrového řízení na Vysoké škole chemicko-technologické v Praze (Rules of Selection Procedures at the University of Chemistry and Technology, Prague)
   d) Statute of UCT Prague
   e) Hodnocení zaměstnanců VŠCHT Praha (Evaluation of Employees of UCT Prague - internal standard)
   f) Rules of Lifelong Learning at UCT Prague.
3) The Career Rules are prepared in connection with the Human Resources Strategy for Researchers (HRS4R), which is based on the Recommendation of the Council of the EU of 18 December 2023. The Recommendation establishes a framework to support the attraction and retention of talented professionals in the fields of research, innovation, and entrepreneurship in Europe. This framework also includes the European Charter for Researchers, whose principles are reflected in these Career Rules.
4) For the purposes of this internal standard, 'head of workplace' means the direct superior manager pursuant to the Organizational Rules of UCT Prague. The 'head of a constituent part of UCT Prague' means the Rector / Dean / Vice-Rector / Bursar / Director of the Kralupy Technopark / Director of the Administration of University Facilities.
5) For the purposes of this internal standard, a postdoctoral researcher ('postdoc') means an employee of UCT Prague who has obtained the Ph.D. degree, or its equivalent abroad, within the past five years, but no more than eight years in case of grant and project calls that set out different rules, after completion of doctoral studies and who is at the same time classified under a valid employment contract in the position of a researcher or a researcher-academic worker with a salary group for which this degree is a requirement (see the directive Job Catalogue of UCT Prague).
6) Employees at UCT Prague are divided into categories and salary groups according to the specification of qualification requirements and job descriptions, which are further regulated by the Job Catalogue of UCT Prague. The Career Rules distinguish the following categories of job positions:
   a) ***Academic worker*** ('A' salary groups) – an employee engaged in pedagogical, scientific, research or other creative activity within employment relationship pursuant to the provisions of Section 70 (1), Act No 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (hereinafter the 'Higher Education Act');
   b) ***Scientific, research and development worker involved in teaching activities*** ('AV'salary groups) – an employee who conducts research and development and at the same time engages in teaching and creative activities within the meaning of Section 70(1) of the Higher Education Act;
   c) ***Researcher*** ('V' salary groups***)*** – an employee who conducts research and development, analyses data and publishes results in a specific field, focusing on acquiring new knowledge and creating new theories, methods, and technologies;

d) ***Technical-administrative worker and other positions, especially blue-collar professions*** ('B' salary group) – an employee who performs professional and managerial activities, technical, administrative or economic activities, or who primarily performs manual and physical work specific to a given field/area.

Article 2
Career management

1) Career management is an integral part of human resources management at UCT Prague and an important part of personnel planning. Through it, the necessary workforce capacity in the required quantity and quality is ensured, which supports the university's competitiveness in relation to other segments of the labour market and creates conditions for career growth, care, and professional development of employees.
2) The building of employees' careers at UCT Prague takes place in the following basic directions:
   a) ***Career development*** – activities leading to an increase in expertise and expansion of knowledge in the job position to which the employee is assigned under the valid employment contract, so that they can effectively fulfil their work tasks in accordance with the goals of UCT Prague. The direction of professional development is determined by the characteristics of the position, the performed activities and the objectives to be achieved within these activities.
   b) ***Career progression*** – the movement of an employee within job categories to a higher level. Career progression includes a change in the employee's salary group. Career progression of academic workers, researchers, research assistants, and technical workers is possible through attestation or a selection procedure announced for a specific job position.
   c) ***Career change*** – relates to a change in the employee's assignment to a job position whose content, qualification, and professional requirements differ from the position previously held by the employee. This usually involves assignment to a different category of salary groups.
3) The designation of research positions for salary groups according to the European framework is given in Annex 1 to the Job Catalogue of UCT Prague.

Article 3
Career development

1) UCT Prague supports the professional and personal development of its employees in accordance with the Code of Ethics and the long-term strategic objectives of the university; career development support is a key factor both in increasing the performance of the institution and in ensuring employee satisfaction and motivation. Specific objectives for individual groups of employees may be governed by other internal documents. Specific indicators may also be adopted within individual organisational units of UCT Prague.
2) As an employer, UCT Prague applies a fair, equal, and transparent approach in the area of professional development, ensuring equal opportunities for all employees regardless of gender, age, job position, workload, or any other status.
3) The career development of academic workers is a process of lifelong learning, involving the acquisition of pedagogical competences as well as the deepening and expansion of professional knowledge and skills that lead to ensuring the quality of all performed activities. Career development support for

academic workers includes the provision of a sabbatical leave[1], which contributes to increased creativity and innovative thinking, skills development, and the establishment of new professional contacts. Through career development, the employee typically attains a higher academic degree.

4) Researchers develop their careers through active participation in research projects, publication of results, establishment of professional contacts, and increasing their level of specialization. An integral part of career development is the continuous deepening of knowledge and skills required for both independent and team-based research activities.
5) The career development of technical and administrative workers consists in the ability to combine diligence, organisational skills, and adaptability to the changing needs of the organisation. These employees are key contributors to the smooth operation of everyday processes; therefore, it is essential to ensure their access to continuous education in modern technologies and communication skills. Their professional growth also includes the development of independence and decision-making competences. Gradual assumption of responsibility and active involvement in improving internal processes further strengthens their professional profile.
6) The career development of employees in manual professions takes place through education, acquisition of new skills and experience, and opportunities for promotion to managerial positions. Gaining new qualifications or specialisation in a specific area increases their professional competence and opens up opportunities for further professional growth.
7) Employees' development needs are monitored from the very beginning of their professional careers, when development objectives are defined as part of the onboarding process and their fulfilment is evaluated. In subsequent periods, career development forms part of regular employee appraisals, which usually take place once every two years[2] and during which an individual training plan is created or updated.

Article 3.1
Career development support

1) The Personnel Department of UCT Prague (hereinafter 'PD') ensures the recording, administration, and evaluation of all training activities for employees. It serves as a contact point for workplaces involved in employee training activities and, where necessary, provides support to those workplaces, for example through cooperation in planning and organising training services.
2) Career development support is provided through internal or external activities such as courses, seminars, workshops, conferences etc.
3) Internal activities are prepared based on the training needs of the employee or workplace. Specific individual requirements are addressed on an individual basis by agreement with the head of the workplace. Both short-term and long-term employee mobilities are supported, especially for academic workers, researchers, and research assistants.
4) For academic workers and researchers, career development is closely linked to scientific activity, pedagogical competence, and involvement in international cooperation.
    a) Within the development of academic competences, support is provided, for example, for training in modern forms of teaching, preparation of accreditations, supervision of final theses, participation in national and international projects and teamwork.
    b) Researchers receive support, for example, in grant preparation, publication of results, mobility, cooperation with industry, etc.

[1] The conditions for granting sabbatical leave are governed by the Directive 'Sabbatical Leave at UCT Prague'
[2] For details relating to specific job positions, see the internal standard 'Hodnocení zaměstnanců na VŠCHT Praha' (Evaluation of Employees at UCT Prague).

c) Technical-operative and administrative employees receive support in developing both professional and soft skills, for example in language skills, communication, or IT literacy.

5) Employee participation in development activities is recorded, continuously evaluated, and taken into account in employee appraisals and in decisions regarding further career progression.

Article 4
Career progression

1) Career progression means the transition of an employee to a position with a higher level of responsibility, difficulty, professional demands, or complexity. Career progression is usually accompanied by a change in the employment contract, job classification, salary group, or a change between fixed-term and indefinite contracts.
2) Career progression should be a natural result of the employee's long-term professional development and should be planned over a longer period of time. Therefore, it is desirable that employee appraisals include dialogue about the possibilities and conditions of further career progression.

Article 4.1
Attestation of academic workers

Article 4.1.1
Application for attestation

1) Attestation is a prerequisite for the placement of academic workers into salary groups A2, A4, A6, AV1 and AV3.
2) Pursuant to the provisions of Section 70 of the Higher Education Act, the term academic workers includes:
   a) professor,
   b) associate professor,
   c) assistant professor,
   d) assistant,
   e) lector,
   f) scientific, research and development worker involved in pedagogical activities, i.e. researcher-academic and academic assistant,
   g) extraordinary professor – the position of extraordinary professor is governed by the internal directive *Pravidla pro zřízení a obsazování místa mimořádného profesora na Vysoké škole chemicko-technologické v Praze (Rules for the Establishment and Filling of the Position of Visiting Professor at the University of Chemistry and Technology, Prague)*.
3) The prerequisites for submitting an application for attestation for placement into a salary group are as follows:
   a) **A2:** at least 5 years of professional experience after habilitation; a long-term stay abroad or existing international cooperation; participation in research projects funded by national or foreign providers as a principal investigator or co-investigator; supervision of a successfully defended doctoral thesis;
   b) **A4:** at least 3 years of professional experience after successful defence of a doctoral dissertation
      - for the position of Lector I: at least 5 years of teaching experience with frontal teaching of subjects within the common study core and at least 5 years of teaching experience after defence of a dissertation thesis;

c) **A6:** at least 3 years after completion of a master's degree;
   - for the position of Lecturer III: at least 3 years of professional experience after completion of a master's degree,

d) **AV1:** at least 5 years of professional experience after completion of doctoral studies;
e) **AV3:** at least 3 years of professional experience after completion of a master's degree.

4) The academic worker submits the application for attestation on the prescribed form (Appendix 1) to the relevant head of department, head of central department, or head of workplace with university scope of activity. The head issues a written opinion on the application and submits it to the Dean or to the Vice-Rector for Education or the Vice-Rector for Research and Development no later than within 15 days thereafter.

Article 4.1.2
Attestation procedure

1) The application for attestation is discussed within two months of its submission:
   a) in case of academic workers s of faculties, by the Dean at the Dean´s Collegium,
   b) in case of academic workers of central university departments, by the Vice-Rector for Education in a committee,
   c) in case of academic workers of workplaces with university scope of activity, by the Vice-Rector for Research and Development in a committee.
2) The function of the attestation committee is performed:
   a) at faculties, by the Dean's Collegium,
   b) in central university departments, by a committee composed of the Vice-Rector for Education (chair), heads of departments with university scope of activity and Vice-Deans for Education of all faculties,
   c) in central workplaces, by committees composed of the Vice-Rector for Research and Development (chair), head of the central workplace and Vice-Deans for Education of all faculties.
3) The Dean's Collegium or the attestation committee assesses, in the absence of the academic worker concerned, whether the criteria for awarding attestation are met.
4) If necessary, the Dean or the Vice-Rector for Education or the Vice-Rector for Research and Development may invite the evaluated academic worker or other persons to the meeting.
5) For a valid meeting of the Dean's Collegium or attestation committee, the presence of at least a simple majority of all members is required. Decision is taken by a majority of the members present. In the event of a tie, the vote of the chair, i.e. of the Dean or the Vice-Rector for Education or the Vice-Rector for Research and Development.
6) The opinion on attestation forms part of the minutes of the Dean's Collegium or the attestation committee and is also recorded in the Application for Attestation form.
7) Attestation of a member of the Dean's Collegium or attestation committee is carried out without the vote of the evaluated academic worker and in their absence. In the case of attestation of the Dean, the meeting is chaired by the Rector or an employee authorised by the Rector.

Article 4.1.3
Decision on attestation

1) Attestation of academic workers of UCT Prague departments is decided by the Dean; attestation of academic workers of departments with university scope of activity is decided by the Vice-Rector for

Education; and attestation of academic workers of central workplaces is decided by the Vice-Rector for Research and Development. In the case of attestation of the Dean, the Rector decides.

2) The academic worker receives, in a provable manner, a written decision on the prescribed form (Appendix 2) within 15 calendar days of the review of the application. A copy of the decision is also provided to the relevant head of department, head of department with university scope of activities or a central workplace.
3) The applicant may appeal against the decision of the Dean or Vice-Rector for Education or Vice-Rector for Research and Development to the Rector of UCT Prague within 15 calendar days of receipt of the attestation decision.
4) The Rector decides on the appeal within 30 calendar days, and the decision is final.
5) If accreditation is not granted, the academic worker may submit a new application no earlier than one year after submission of the previous application.

Article 4.2
Attestation of researchers, research assistants and technical workers

Article 4.2.1
Application for attestation

1) Attestation is a prerequisite for classification into salary groups V1, V3, and into salary group B3 in the case of technical workers.
2) Prerequisites for submitting an application for attestation to be included in the following salary groups:
   a) V1: at least 5 years of professional experience after completion of doctoral studies;
   b) V3: at least 3 years of professional experience after completion of a master's degree;
   c) B3: at least 5 years of professional experience after completion of secondary education.;
3) The application for accreditation on the prescribed form (Appendix 3 or 4) is submitted by the researcher, research assistant or technical workers (hereinafter the 'employee') to the relevant head of department or central university workplace. The head provides a written opinion and submits the application no later than within 15 days to the Dean in case of a department, the Vice-Rector for Education in case of a department with university scope of activities, or the Vice-Rector for Research and Development in case of other central university workplaces.

Article 4.2.2
Attestation procedure

1) The application for attestation is reviewed within two months of its submission by the accreditation and evaluation committee (hereinafter the 'committee'):
   a) In case of technical workers, research assistants and researchers of faculties, by the Dean at the Dean= s Collegium meeting;
   b) In case of technical workers, research assistants and researchers of departments with university scope of activities, by the Vice-Rector for Education;
   c) In case of technical workers, research assistants and researchers of central workplaces, by the Vice-Rector for Research and Development in a committee.
2) The function of the committee is performed:
   a) in case of faculties, by the Dean´s Collegium;

b) in departments with university scope of activities, by a committee composed of: the Vice-Rector for Education (chair), Vice-Deans for Education of all faculties and other members appointed by the Rector. The committee must have an odd number of members, at least five;
c) at other central workplaces, by a committee composed of: the Vice-Rector for Research and Development (chair), Vice-Deans for Research and Development of all faculties and other members appointed by the Rector. The committee must have an odd number of members, at least five.

3) The dean's collegium or the committee assesses, in the absence of the employee, whether the criteria for attestation are met.
4) If necessary, the Dean or Vice-Rector for Education or the Vice-Rector for Research and Development may invite the employee or other persons to the meeting .
5) A quorum requires the presence of at least a simple majority of all members of the Dean´s Collegium or the attestation committee. Decision is taken by a majority of the members present. In the event of a tie, the chair's vote is decisive.
6) The opinion on attestation forms part of the minutes of the Dean's Collegium or the attestation committee and is also recorded in the Application for Attestation form.
7) Attestation of a member of the Dean's Collegium or attestation committee is carried out without the vote of the evaluated person and in their absence.

Article 4.2.3
Decision on attestation

1) Attestation of technical workers, research assistants and researchers of UCT Prague departments is decided by the Dean; attestation of technical workers, research assistants and researchers of departments with university scope of activity is decided by the Vice-Rector for Education; and attestation of technical workers, research assistants and researchers of central workplaces is decided by the Vice-Rector for Research and Development.
2) The employee receives, in a provable manner, a written decision on the prescribed form (Appendix 5) within 15 calendar days of the review of the application. A copy of the decision is also provided to the relevant head of department, head of department with university scope of activity or a central workplace; one copy is also included in the personal file of the employee at the Personnel Department.
3) The employee may appeal against the decision of the Dean or Vice-Rector for Education or Vice-Rector for Research and Development to the Rector of UCT Prague within 15 calendar days of receipt of the attestation decision.
4) The Rector decides on the appeal within 30 calendar days, and the decision is final.
5) If accreditation is not granted, the employee may submit a new application no earlier than one year after submission of the previous application.

Article 4.3
Common provisions for attestation

1) In the case of academic workers, Applications for Attestation supplemented with the opinion of the Dean´s Collegium or of the attestation committee and together with the decision on attestation will be stored at the Dean´s Office of the relevant faculty, or at the Department of Education in the case of departments with university scope of activity and shall be accessible only to the Rector, the Dean, or the Vice-Rector for Education and the applicant. A copy of the decision on attestation will also be stored in the personal file of the applicant at the Personnel Department.
2) Documentation related to the attestation of researchers, research assistants, and technical workers will be forwarded by the relevant workplace to the Personnel Department to be included in the employee´s

personal file and will be accessible only to the Rector, the Dean or Vice-Rector for Education or the Vice-Rector for Research and Development, and the applicant.

Article 5
Career change

1) UCT Prague applies the principle of equal treatment and equal opportunities. Employees of UCT Prague have the opportunity to participate in announced selection procedures for filling vacant positions, provided they meet the conditions of the given selection procedure.
2) A career change may involve promotion to a higher or lower position within the pay scale system; a transfer between positions of a similar level but with a different focus or specialization; or a transfer between different organizational units, workplaces, or fields of activity.
3) A career change may be initiated:
   a) by an employee, for example due to a change in professional focus, motivation, the need to balance work and personal life, etc,
   b) by the employer, for example due to organisational changes, changes in workplace needs, the completion of projects, or as part of development plans.
4) The procedure for filling vacant positions and the specific conditions for individual job groups are governed by the internal regulation Řád výběrového řízení na VŠCHT Praha (Selection Procedure Rules at the University of Chemistry and Technology, Prague).
5) The current list of vacant positions is published on the official notice board of UCT Prague Úřední deska in the section 'Výběrová řízení' (Selection Procedures).
6) General and framework characteristics of work activities and qualification requirements for systemised positions are governed by the internal directive Job Catalogue of UCT Prague.

Article 6
Employee´s career path

1) The career path of a university employee is a systematically organized process of professional development that allows individuals to gradually acquire new competencies, experience, and responsibilities. The aim of this process is to support the professional growth of employees, increase the quality of their performance and ensure long-term motivation and stability within the institution.
2) The career path is based on the principles of transparency, fair evaluation and development of employee potential. Each employee has the opportunity to plan and develop their career in accordance with their personal goals and the strategic plans of the university
3) Career path stages
   a) entry stage – the onboarding period, when the employee gains basic experience, familiarizes themselves with the university environment, and fulfils their initial professional goals
   b) development stage – the period of deepening professional knowledge, teaching skills, involvement in research or creative activities and participation in projects
   c) stabilisation stage – the period when the employee achieves full professional competence and actively participates in the development of the department or faculty
   d) peak stage – the period in which the employee holds a managerial or professionally guaranteed position and acts as a mentor for younger colleagues.
4) Further basic information, important especially at the beginning of an employee's professional career at UCT Prague, is available on the website of the Personnel Department in the Employee Handbook.

Article 7
The final stage of career – emeritus period

1) The final stage of career represents the natural conclusion of an academic worker's professional career. At this stage, experience, know-how, and professional contacts are gradually passed on to younger generations of academic workers. The aim is to ensure the continuity of teaching, research, and academic traditions at the university.
2) The status of emeritus employee is an expression of recognition of the long-term professional, pedagogical, and creative activities of an employee who has made a significant contribution to the development of the faculty or university. It is usually granted after the termination of employment as a result of retirement.

Article 8
Final provisions

1) This internal standard was discussed by the Academic Senate of the University of Chemistry and Technology, Prague, on 9 December 2025 and shall enter into force and effect on 1 January 2026.
2) This internal standard repeals internal standard No. A/N/961/5/2025 Atestace akademických pracovníků na Vysoké škole chemicko-technologické v Praze (Attestation of Academic Workers at the University of Chemistry and Technology, Prague) and further repeals internal standard No. A/N/961/6/2025 Attestation and Periodic Evaluation of Scientific, Professional, and Technical Staff at the University of Chemistry and Technology, Prague.
3) The general and framework characteristics of work activities and qualification requirements for systemised job positions are regulated by the internal directive Job Catalogue of UCT Prague.

Prof. Ing. Milan Pospíšil, CSc.,
Rector

List of appendices forming an integral part of the Career Rules:

1. Annex 1 – Application for Attestation – Academic workers
2. Annex 2 – Decision on Attestation – Academic workers
3. Annex 3 – Application for Attestation – Researchers and Research Assistants
4. Annex 4 – Application for Attestation – Technician I – for inclusion in salary group B3
5. Annex 5 – Decision on Attestation – Researchers, Research Assistants and Technician I (B3)