

BRATISLAVA UNIVERSITY OF ECONOMICS AND BUSINESS

OTM-R POLICY

Bratislava University of Economics and Business adheres to open, transparent, and merit-based criteria in the recruitment and selection of researchers.

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1 INTRODUCTION

Bratislava University of Economics and Business (hereinafter referred to as “EUBA”) is a public higher education institution providing university education and conducting scientific research in the fields of economics, social sciences, and interdisciplinary sciences. EUBA adheres to the principles of the European Research Area (ERA), the European Charter for Researchers, and the principles of Open, Transparent and Merit-Based Recruitment of Researchers (OTM-R).

The objective of this OTM-R Policy is to ensure transparent, fair, non-discriminatory, and high-quality recruitment and selection processes for scientific and research positions at EUBA. The Policy supports the attraction of highly qualified national and international experts, strengthens the internationalization of the university, and contributes to the development of an excellent research environment.

EUBA is committed to creating conditions that promote equal opportunities, diversity, professional growth, and career development for researchers in line with the principles of the Human Resources Strategy for Researchers ([HRS4R](#)). Recruitment and selection procedures at the university are conducted on the basis of clearly defined criteria, professional competencies, career potential, and ethical standards.

The OTM-R policy is part of EUBA’s strategic human-resources management and is aligned with the university’s long-term strategy, its quality policy, internationalization efforts, research development, and the promotion of Open Science.

2 FUNDAMENTAL PRINCIPLES OF RECRUITMENT

EUBA upholds the principles of equal opportunity and non-discrimination irrespective of gender, age, ethnic or social origin, nationality, disability, religious or political belief, marital status, sexual orientation, or any other characteristic not related to the candidate’s professional competence.

Decisions on the recruitment of researchers are based exclusively on:

- the candidate’s professional competencies and qualifications;
- scientific, pedagogical, and professional achievements;
- potential for further professional and career development;

- relevant work experience;
- the alignment of the candidate's profile with the requirements of the position and the university's strategic objectives.

EUBA promotes an international academic culture and creates conditions that encourage the participation of both national and international candidates in recruitment and selection procedures. The University also recognizes the value of interdisciplinarity, international mobility, diverse career paths, and experience gained outside academia.

All recruitment and selection procedures are conducted in a transparent manner, with clearly defined requirements, evaluation criteria, and selection rules. EUBA ensures the professionalism of selection committees, the protection of applicants' personal data, and adherence to the ethical principles of the academic environment.

3 JOB ADVERTISING AND RECRUITMENT

Bratislava University of Economics and Business ensures the publication of job vacancies with the aim of attracting highly qualified national and international applicants.

Job positions are published through:

- the website of the Ministry of Education, Research, Development and Youth of the Slovak Republic;
- the university's official website (www.euba.sk);
- the university's electronic HR and communication tools;
- commercial job portals;
- international recruitment platforms (e.g. EURAXESS);
- professional and academic networks;
- social and professional networking platforms;
- other relevant portals depending on the nature of the position.

Job advertisements provide comprehensive and transparent information, including the job title, workplace, description of duties, required qualifications and professional competencies, type of employment (full-time/part-time), expected duration of the contract, salary conditions or salary range (where applicable), working conditions and benefits, working language and language-proficiency requirements, required application documents, application deadline, expected starting date, contact details, as well as the conditions governing the selection procedure.

Positions intended for researchers are also published in English, particularly in the context of international recruitment or roles funded through international projects. EUBA ensures equal and non-discriminatory access to information on job opportunities for both internal and external applicants.

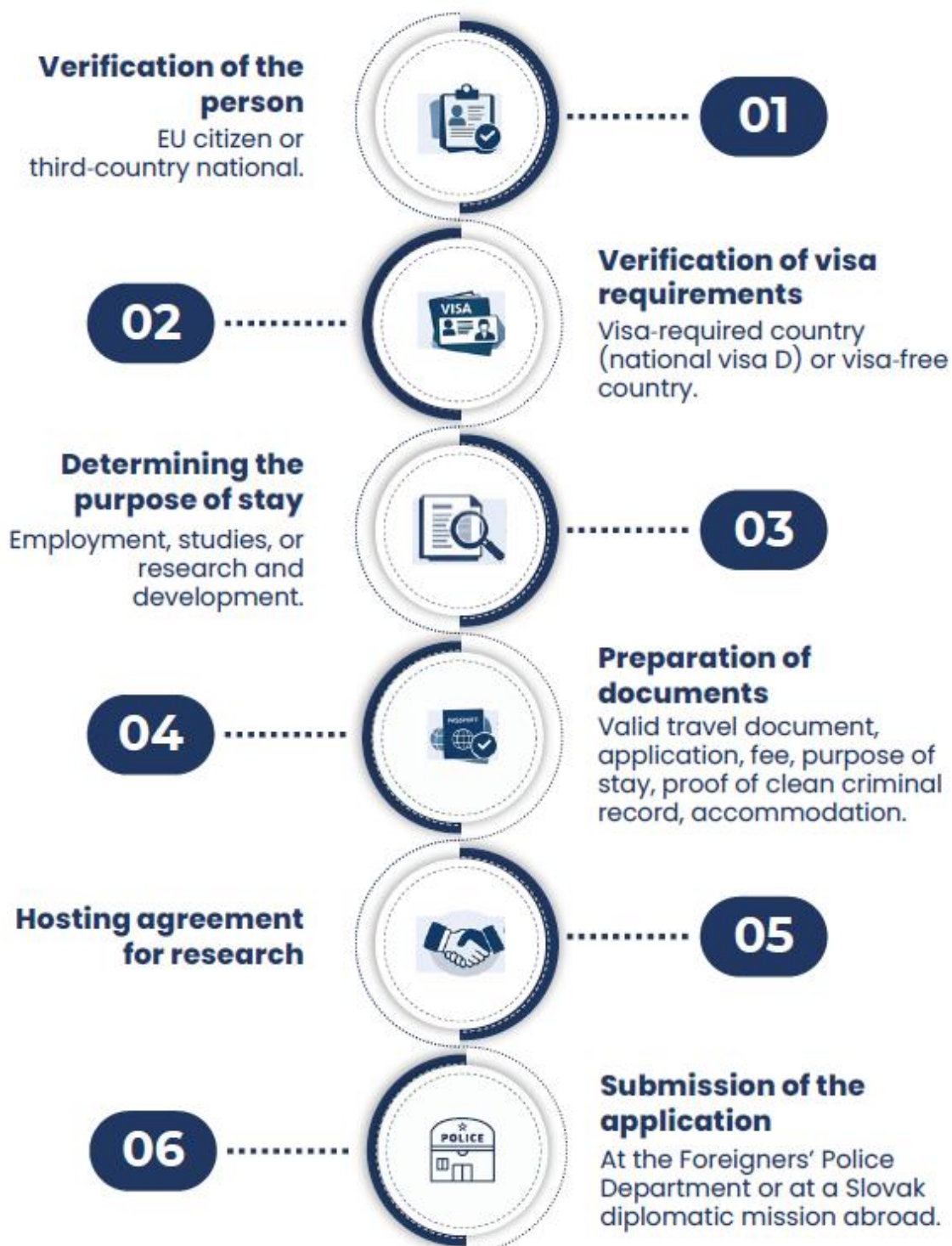
Research positions are classified according to the EURAXESS Research Profiles (R1–R4), ensuring alignment with European standards for the career development of researchers.

EUBA strives to ensure an efficient and time-predictable recruitment process. The selection procedure typically comprises the following phases:

- publication of the job vacancy;
- receipt of applications;
- formal eligibility screening;
- expert evaluation and shortlisting of applicants;
- interviews or other assessment methods;
- decision of the selection committee;
- notification of applicants regarding the outcome.

The precise timetable of the individual phases may be adjusted depending on the nature of the position.

EUBA also provides administrative and informational support in the recruitment of foreign staff and researchers, including assistance with visa procedures, residence permits, and hosting agreements for research purposes. The process for recruiting foreign employees forms part of the university's internationalization and EURAXESS activities and is illustrated in the following scheme.



4 SELECTION PROCESS

O – OPEN

EUBA ensures open and widely accessible publication of job opportunities. Selection procedures are announced at least three weeks prior to their implementation on the website of the Ministry of Education, Research, Development and Youth of the Slovak Republic, on the official website of Bratislava University of Economics and Business, and, where faculty-level positions are concerned, also on the websites of the respective faculties. Where appropriate, job vacancies may additionally be published on international and foreign academic platforms that support international mobility and open recruitment of researchers. The principles governing the selection procedures for filling academic positions, research positions, professorial and associate professorial posts, as well as managerial roles at EUBA, are regulated by an [internal regulation](#).

EUBA upholds the principle of openness also in the admission to doctoral studies by ensuring public and transparent dissemination of information on doctoral study programmes, dissertation topics, admission requirements, and the conditions of the admission procedure. Information on the admission process is available on the university's and faculties' websites, thereby guaranteeing equal access for domestic and international applicants to information on doctoral study opportunities. EUBA further promotes international openness and mobility of doctoral candidates in line with the principles of the European Charter for Researchers and the OTM-R policy. The general conditions for admission to third-cycle study programmes at the University of Economics in Bratislava are published on the university's website as part of an [internal regulation](#).

T – TRANSPARENT

EUBA ensures the transparency of selection procedures through predefined and publicly available rules, qualification requirements, evaluation criteria, required documents, and conditions for participation in the selection process. All applicants are assessed according to the same criteria and in accordance with the principles of equal treatment and non-discrimination. Transparency is further strengthened by the clearly established composition of selection committees, which reflects appropriate professional expertise, balanced gender representation, the participation of employee representatives, and, where relevant, the involvement of additional stakeholders. Selection procedures are conducted in accordance with predefined rules, including the methods of evaluation and the voting procedures of the selection committee. EUBA also ensures transparency of the outcomes of selection procedures by publishing information on the composition of the selection committee, the number of applicants, the evaluation criteria, and the results of the selection process, in compliance with applicable legislation and personal-data protection requirements. Each selection procedure is duly documented in a formal record that includes the evaluation of applicants, their ranking, and the justification of the committee's decision. The principles governing the selection procedures for filling academic positions, research positions, professorial and associate professorial posts, as well as managerial roles at EUBA, are regulated by an [internal regulation](#).

EUBA ensures the transparency of the admission procedure to doctoral studies through clearly defined and publicly available admission requirements, evaluation criteria, and rules governing the admission process. Applicants are assessed according to uniform and predefined criteria, and the admission procedure is conducted in accordance with the principles of equal treatment, non-discrimination, and academic integrity. Transparency is further supported by the clearly established competences of admission committees, the publication of study conditions, and the availability of relevant internal regulations and documents through the websites of the university and its faculties. The general conditions for admission to third-cycle (doctoral) study programmes at EUBA form part of an [internal regulation](#) published on the university's website.

Members of selection committees are required to avoid conflicts of interest in accordance with the EUBA Code of Ethics and the national Code of Research Integrity and Ethics. In cases where a conflict of interest is identified, the committee member must immediately declare this fact and refrain from evaluating the applicant concerned or withdraw from the committee.

M – MERIT BASED

EUBA applies the principle of merit-based recruitment through objective and systematic evaluation of the teaching, research, and publication performance of employees and applicants. The assessment of academic staff and researchers is carried out on the basis of predefined and transparent criteria set out in the university's internal regulations, taking into account the quality and scope of teaching activities, publication output, research achievements, international cooperation, project involvement, and other professional activities.

EUBA also establishes specific duties and performance expectations for academic staff and researchers in the areas of research and publication activity, thereby ensuring equal and objective conditions for the evaluation of work performance. Career progression, recruitment, and staff evaluation are based on professional competencies, demonstrated achievements, the quality of scientific work, and the individual's contribution to the development of the university's educational and research activities.

As of 4 May 2026, the university's internal regulations have been supplemented with provisions that take into account interruptions of work duties due to maternity and parental leave or long-term temporary incapacity for work when evaluating employee performance. Through this measure, EUBA strengthens the principle of fair and inclusive evaluation based on individual working conditions and supports equal opportunities within the academic environment.

The principle of merit-based assessment is supported through regular staff evaluation, the use of measurable performance indicators, and a strong emphasis on academic integrity, quality of outputs, and professional development. The measurable indicators and the process of regular evaluation are defined in the [internal regulation](#) on the specification of work duties in the field of publication and scientific research activities of employees in the functional positions of professor, associate professor and assistant professor; in the [internal regulation](#) on the specification of work duties in the area of publication and scientific research activities of researchers; in the [internal regulation](#) on the principles of evaluating university teachers; and in the [internal regulation](#) on the evaluation of research staff at EUBA.

The criteria for obtaining the title of Associate Professor and Professor are published on the EUBA website as part of an [internal regulation](#). The general criteria for filling positions of Associate Professor and Professor, as well as the specific conditions for filling positions of Professor at EUBA, are governed by a separate [internal regulation](#).

EUBA applies the principle of merit-based assessment also in the area of doctoral studies through transparently defined research requirements for doctoral candidates, regular evaluation of progress in fulfilling individual study plans, and objective assessment of academic and research results. The evaluation of doctoral candidates is based on the quality of their research activities, publication outputs, involvement in research projects, international cooperation, and fulfilment of study obligations in accordance with the university's internal regulations.

To strengthen the quality, transparency, and consistency of doctoral education, EUBA will establish a Doctoral School responsible for coordinating and advancing doctoral studies in line with the principles of the European Charter for Researchers and the OTM-R policy. Its mission will be to promote research excellence, interdisciplinary collaboration, the professional development of doctoral candidates, and the provision of equal evaluation conditions based on academic merit and integrity.

EUBA ensures that the evaluation of doctoral candidates and the conditions governing their academic progression are based on objective, measurable, and predefined criteria that contribute to research

quality, transparency of the academic environment, and the development of research competencies among early-stage researchers, in accordance with the university's [internal regulation](#).

EUBA promotes the application of the principles of transparent and merit-based recruitment, equal treatment, non-discrimination, and objective evaluation of candidates in all selection procedures. Members of selection committees act in accordance with the university's internal regulations, the principles of the OTM-R Policy, and the standards of the European Charter for Researchers, ensuring objective and impartial assessment of applicants.

In line with the OTM-R Policy, the following indicators are monitored as part of the management of selection procedures:

- number of external and internal applicants;
- number of international applicants;
- number of female applicants;
- total number of applicants;
- number of job advertisements published on EURAXESS;
- gender composition of selection committees (male/female representation);
- number of positions filled.

EUBA is committed to continuously reducing administrative burden by digitalizing and streamlining the recruitment process.

5 EVALUATION CRITERIA FOR CANDIDATES

Interviews with candidates are conducted to identify the most suitable applicant based on an assessment of their motivation, professional competencies, previous achievements, and potential for further professional development within the advertised position.

The selection committee applies evaluation criteria appropriate to the nature of the position. These criteria focus in particular on professional qualifications and experience, research and publication activity, teaching competencies, experience in project implementation, international mobility and cooperation, managerial and organizational skills, potential for further professional growth, and personal attributes relevant to the position. International and intersectoral mobility is considered an important asset for the professional development of candidates and a key element in strengthening research competencies.

The selection committee prepares the results of the selection procedure and issues a formal record documenting the course of the process.

Members of the selection committee act objectively and impartially, in accordance with the university's internal regulations. Voting within the selection committee is conducted by secret ballot. In evaluating candidates, the selection committee considers not only quantitative indicators but also qualitative aspects of the applicant's professional profile. The assessment focuses in particular on:

- professional and personal competencies;
- experience in leading research or development projects;
- experience in supervising work teams or doctoral candidates;
- international experience and mobility;
- knowledge of specialized methodologies and professional tools.

For senior academic and managerial positions, the selection procedure may also include a presentation of the candidate's vision for the future development of the department or organizational unit.

EUBA recognizes the diversity of applicants' career paths. Career interruptions, parental leave, intersectoral mobility, or non-linear career trajectories are assessed individually and are not considered a disadvantage per se.

The evaluation process does not apply automatic preferences based on length of experience or age. The decisive factors are the applicant's qualifications, professional competencies, and suitability for the position. EUBA respects and recognizes qualifications obtained abroad in accordance with applicable legislation and international agreements. International research, professional, and academic experience is regarded as a significant component of the candidate's overall assessment.

6 EQUAL TREATMENT, DIVERSITY AND INTERNATIONALISATION

Bratislava University of Economics and Business promotes the principles of equal treatment, diversity, and inclusion across all areas of employment relations, including staff recruitment and selection. The university ensures that selection procedures are conducted transparently, objectively, and without discrimination on the grounds of gender, age, nationality, ethnic or social origin, disability, religious or political belief, family status, sexual orientation, or any other characteristic unrelated to the applicant's professional competence.

The university fosters equal opportunities and supports gender equality, an inclusive working environment, recognition of diverse professional and career profiles, international mobility and cooperation, the involvement of foreign experts, and the reconciliation of work and private life. In filling job positions, EUBA respects the diversity of applicants' career paths, including international experience, interdisciplinary profiles, experience outside academia, or career interruptions due to parenthood, caregiving responsibilities, or other individual circumstances. To support work-life balance, EUBA operates its own nursery facility, established in September 2023.

EUBA promotes the internationalization of the academic and research environment through open and internationally oriented recruitment. For selected positions, the university publishes job advertisements also in English and actively supports the participation of international applicants in selection procedures.

Members of selection committees are required to uphold to the principles of ethics, equal treatment, and objectivity in the evaluation of candidates. EUBA also supports awareness-raising on diversity, inclusion, and the elimination of unconscious bias within HR and selection processes.

The university implements gender equality and inclusive academic environment principles through its [Gender Equality Plan](#), which promotes equal opportunities, work-life balance, non-discrimination, and a gender-sensitive approach in human-resources management. The Gender Equality Plan is publicly available on the university's website.

7 FEEDBACK TO CANDIDATES

EUBA ensures transparent, professional, and timely communication with applicants throughout the entire selection process. Applicants are continuously informed about the status of the procedure, in particular regarding the receipt of their application, fulfilment of formal requirements, invitations to interviews or subsequent stages of the selection process, and the final outcome. Upon completion of the selection procedure, all applicants are notified of the result in an appropriate manner, typically electronically.

EUBA promotes a culture of open and constructive feedback. Upon request, applicants may receive basic feedback on the outcome of the selection procedure, particularly in relation to the fulfilment of the position's requirements and the applied evaluation criteria.

Applicants may contact a designated contact person for any questions related to the progress of the selection procedure.

EUBA encourages the collection of feedback from applicants with the aim of improving the quality, transparency, and efficiency of recruitment processes.

Applicants may submit questions, suggestions, and comments regarding the selection procedure through the relevant organizational units of the university, which process them in accordance with internal regulations and applicable legislation.

8 CAREER DEVELOPMENT AND SUPPORT FOR RESEARCHERS

Bratislava University of Economics and Business supports the professional and career development of research, teaching, and professional staff in accordance with the principles of the European Charter for Researchers and the Human Resources Strategy for Researchers (HRS4R).

EUBA creates conditions for the long-term professional growth of its employees through:

- support for research activities;
- development of teaching competencies;
- participation in national and international projects;
- support for international mobility;
- continuing education and professional training;
- mentoring, knowledge and experience sharing;
- support for interdisciplinary cooperation;
- development of managerial and project competencies.

The university supports the involvement of researchers in international scientific networks, grant schemes, and partnership collaborations with the aim of strengthening internationalization and enhancing the quality of the research environment.

EUBA promotes the career development of researchers at all stages of their careers, including early-stage researchers, doctoral candidates, young researchers, and experienced research staff.

Support for career development includes the provision of information on opportunities for professional growth, support for publication and project activities, the creation of conditions for qualification enhancement, and support for participation in conferences, training programmes, professional events, and mobility schemes. Within the Faculty of Business Management, EUBA operates a team of trained staff, the Mentoring Centre for Leadership and Professional Growth, which provides mentoring and training in leadership and career development. The university regularly secures resources and organizes training activities for the development of its human resources, for example the EUBA STUBA Leadership 5.0 project.

9 QUALITY ASSURANCE AND MONITORING

EUBA regularly monitors and evaluates its recruitment, selection, and human-resources management processes to ensure their transparency, efficiency, and alignment with the principles of the OTM-R policy and HRS4R strategy. As part of the university's quality-assurance system, recruitment processes are continuously assessed, areas for improvement are identified, and measures are implemented to enhance the quality and professionalism of HR procedures.

EUBA monitors the transparency of selection procedures, adherence to the principles of equal treatment, the efficiency of recruitment processes, the structure and international participation of applicants, gender balance, candidate feedback, and the quality of communication throughout the selection process. For the purposes of monitoring and improving quality, the university may use internal evaluations and reports, statistical indicators and Key Performance Indicators (KPI), feedback from applicants and employees, internal and external audits, as well as regular reviews of HR processes.

10 STRATEGIC FRAMEWORK AND IMPLEMENTATION OF THE OTM-R POLICY

The Open, Transparent and Merit-Based Recruitment of Researchers (OTM-R) Policy is an integral part of the human-resources management strategy of Bratislava University of Economics and Business.

The OTM-R policy is interconnected in particular with:

- the university's long-term strategic plan;
- the university's mission and vision;
- AACSB accreditation and other accreditation activities of EUBA;
- the Verification of Excellence in Research (VER) conducted by the Ministry of Education, Research, Development and Youth of the Slovak Republic;
- the university's internationalization strategy;
- the system of researcher support and career development;
- the implementation of the HRS4R;
- the Gender Equality Plan.

The implementation, coordination, and continuous evaluation of the OTM-R Policy are ensured by the relevant organizational units of the university, in particular the university management, HR departments, and other competent units involved in recruitment processes and human-resources development.

EUBA ensures the regular updating of the OTM-R Policy in accordance with the legislation of the Slovak Republic, the recommendations of the European Commission, the principles of the European Research Area, and current trends in human-resources management in research and higher education. The OTM-R Policy is publicly available on the university's website and serves as a key institutional framework for ensuring transparent, fair, and high-quality recruitment and selection processes at EUBA.