

## **EMPLOYMENT REQUIREMENT SYSTEM**

The head of the Alfred Nobel Business College (hereinafter referred to as the College) defines the College's Employment Requirements System (hereinafter: ERS) in accordance with the applicable legislation and based on the College's goals and core activities:

### **CHAPTER I**

#### **General provisions**

##### **Scope of the Regulations**

The scope of the Regulations covers all lecturers, teachers and scientific researchers employed by the College, as well as employees who directly participate in the implementation of the College's tasks and do not perform teaching or research tasks, regardless of the form of employment of these persons at the College.

The Regulations must be applied:

- a) in the case of first employment at the College, for the purpose of evaluating the suitability to fill the position;
- b) upon termination of the legal relationship with the College;
- c) during his/her employment at the College, for the purpose of evaluating the performed activity, as well as assessing continued suitability;
- d) in case of promotion.

##### **Interpretative provisions**

For the purposes of these Regulations:

- a) lecturer and scientific researcher: all lecturers and scientific researchers, as well as persons who directly participate in the implementation of the College's tasks, who do not perform teaching or research tasks, regardless of the form in which the College employs them;
- b) other employees: all employees who directly participate in the implementation of the College's tasks and do not perform teaching or research tasks, regardless of the form in which the College employs them;
- c) employee: teachers, scientific researchers and other employees together;
- d) lecturer: a person who performs teaching duties under a legal relationship with the College.
- e) position: a general designation of a task to be performed at the College;

- f) employment: employment of employees in the framework of an employment relationship;
- g) appointment: assignment of an employee to a managerial or higher managerial position.

## CHAPTER II

### General provisions on the legal relationship of employees

#### General conditions for creating employment

At the College, the jobs defined in these Regulations can be organized in teaching positions, scientific researchers, and staff positions.

At the College, the employer's rights are exercised by the head of the institution. His countersignature is required to establish, modify or terminate a legal relationship.

The head of the institution is entitled to check the effectiveness of the professional work, as well as the continuous existence of the conditions of employment contained in the legislation, institutional documents, instructions, job descriptions, and employment contracts for the employees of the College.

#### Conditions of employment of instructors

The College's lecturers, scientific researchers and other employees have a full-time or part-time employment relationship with the College for a definite or indefinite period of time, while the teaching staff have a contract relationship.

The employment relationship with the University is established on the day of the employment contract, and the employment relationship is established upon signing the employment contract, unless otherwise specified in the contract.

The appointment to each position or management position takes effect on the basis of the appointment document, at the time indicated therein, or, failing that, on the day it is issued.

The employment contract and the appointment document can be compiled into one document, but in all cases they must be put in writing.

## CHAPTER III

### Special provisions concerning the legal relationship of lecturers and scientific researchers

#### Jobs that can be established at the College

Teaching positions that can be established at the College:

- a) College teacher
- b) Teacher of hours

The task of a teaching instructor can also be performed through a contract relationship, the nature of the activity performed by the instructor allows this, and the time for the work performed does not exceed seventy percent of the working time.

The instructor is obliged to spend at least 12 hours per week of his full working time - on average over two academic semesters - and the instructors with managerial assignments at least 10 hours per week for holding lectures, seminars, exercises, and consultations for the preparation of students (hereinafter: time devoted to teaching). The instructor conducts scientific research, and in working hours not tied to dealing with students or scientific research - as a job task - according to the employer's regulations, he performs all the tasks that are related to the operation of the College and require the expertise of the instructor. For part-time employees, the teaching time must be determined in proportion to the time of employment.

### **The College teacher**

A person who is suitable for the position of college teacher:

- a) has an Msc or doctoral degree (PhD.);
- b) his professional activity is outstanding and known to the standard circles of his field;
- c) able to give a presentation in English;
- d) suitable for holding lectures, leading the academic and scientific work of students and subordinate teachers;
- e) able to carry out independent – not only applied – scientific research work, lead a research group, carry out regular domestic and international publication activities, participate in foreign professional scientific meetings, and carry out national, regional and international public and professional activities.

The requirements for the continuous employment of college teachers:

- a) comprehensive knowledge and creative cultivation of the discipline that includes the taught subject, preparedness necessary for combining subjects, as well as independently compiling the curriculum of subjects, as well as presenting in a foreign language to maintain a high standard,
- b) the continuous content and methodological modernization of the material of the specialized field taught, and the management of activities in this direction (e.g. writing notes, textbooks, technical books),
- c) the organization of the teaching and scientific work,

- d) regular publishing and literary activities in domestic and international contexts, also in foreign languages,
- e) maintaining regular and diverse contact with the practical activities of the discipline, managing the solution of scientific tasks, coordinating the activities of tender groups, obtaining research/professional commissions,
- f) the development of scientific and scientific organizational activities, the field of science, institution, and the professional representation of the country in domestic and international scientific public life,
- g) initial and leading participation in professional public work in the institution, in solving faculty and university tasks

The head of the institution initiates the dismissal of the college teacher.

The manager is obliged to relieve the college teacher or the university teacher if

- a) it is requested by the data subject,
- b) the disciplinary penalty of final dismissal was imposed on the college teacher,
- c) the college teacher has been legally prohibited from practicing the profession by the court, or
- d) due to the intentional right involved, he was sentenced to a term of imprisonment to be legally enforceable.

### **General provisions for other employees of the college**

Other employees of the College perform the administrative, organizational, financial, economic, technical and service activities of the College.

Other employees of the College may be those who have the appropriate expertise to carry out the tasks specifically required by the position to be filled, and who can prove this with a diploma or actual professional experience, and who also has a clean criminal record.

## **CHAPTER IV**

### **The rights and duties of lecturers, teachers, scientific researchers and other workers**

#### **The rights of lecturers, teachers and researchers**

Faculty members, teachers and scientific researchers of the College are entitled to:

- a) defining the curriculum and choosing the applied teaching methods, as well as corresponding education in accordance with the qualification requirements, the curriculum regulations, and the division of labor established in the organizational unit;
- b) for the continuous performance of applied research work;
- c) participate in the development of research projects and research applications;
- d) find out about the domestic and international results of the given discipline;
- e) to cooperate with other research centers, universities, colleges and other economic organizations in building and nurturing professional-scientific relations;
- f) actively participate in workplace and institute public life;
- g) to achieve a scientific degree in accordance with their job classification;
- h) to participate in college training, assisting in the work of the scientific student circle;
- i) participate in the development of subject education programs and curriculum;
- j) to evaluate the academic work and performance of the students;
- k) the selection of students under the conditions specified in these Regulations;
- l) to submit an application for scientific purposes;
- m) in addition to scientific research tasks arising from their job duties, to research a scientific topic of their choice;
- n) to publish scientific research results.

#### **Duties of lecturers, teachers and researchers**

Faculty and academic researchers of the College are obliged:

- a) to comply with the relevant legislation, professional rules, college regulations and other regulations, as well as job descriptions and management instructions, in order to set an example and recommend the strengthening of the institutional organizational culture, to preserve and increase the good reputation of the College;
- b) to participate in the educational work of the College, in particular in the management of educational sessions (seminars, exercises, consultations, lectures, etc.) active participation, participation in the semester and annual exam periods, conducting and evaluating the final exam);
- c) to hold classes at the time fixed in the timetable, to take exams on the recommended exam days, to inform the head of the Study Office at least 24 hours before the start time of the session in the event of possible disruptions, and to make up for the missed classes or to make up a substitute;
- d) develop and develop subject programs and topics, as well as educational materials and notes (in electronic and printed form), help for topics and programs that exist in parallel, in order to eliminate possible overlaps or gaps in topics that are necessarily related to each other in order to create a uniform curriculum ;

- e) has up-to-date knowledge of the taught subjects, as well as knowledge of topics in other scientific fields;
- f) to know the specialist literature and to process and utilize it in one's own specialist field, as well as to incorporate the latest specialist literature into the subject program
- g) perform all tasks related to education and research that are assigned by your workplace manager or superior;
- h) the development of the institutional organizational and operational structure by taking on the tasks of actively participating in the work of the created work forums and preparing them as planned;
- i) provides continuous training for its own institution, making the acquired knowledge available to the institution during organized events for students and teachers, thereby promoting the nature of a "strengthening organization";
- j) to treat confidentially any business or official secrets related to the activities of the College that came to their attention when their employment relationship was established, during its existence, or during its termination.

### **Rights and duties of employees**

Employees of the College are obliged to comply with the relevant legislation, professional rules, college regulations and other regulations, as well as job descriptions and management instructions. During their employment, the employees of the College are obliged to use their full mental and physical preparation, experience and training to promote the appropriate, efficient and successful operation of the College, as well as to establish and preserve its good reputation. The employees of the College are also obliged to treat confidentially any business or official secrets related to the activities of the College that come to their knowledge when their employment relationship is created, during its existence, or during its termination.

It is the right of every employee of the College to:

- a) make proposals on any issue related to the life of the College, and receive meaningful answers to them;
- b) participate in making decisions affecting the interest and in the management body;
- c) uses the College's facilities, tools and equipment in accordance with the College's regulations and other regulations;
- d) contact the management with comments or complaints. After judging these submissions, the necessary action must be taken and the applicant must be informed;

- e) against the Main decision affecting the community operating within the school - taking into account the labor regulations - the affected persons and the entitled persons may take legal action within the College.

### **The working hours**

In the absence of a different regulation or agreement, the total working time is eight hours per day, forty hours per week, and 172 hours per month.

The head of the institution determines the work schedule, working time frame, and the rules for assigning daily working hours. The working time can be set at a maximum of two months or a maximum of eight weeks, in which case the employee must be informed in writing about the working time frame, as well as its start and end times.

The daily or weekly working hours of an employee may not exceed twelve or forty-eight hours, and the daily or weekly working hours of an employee employed in a stand-by position may not exceed twenty-four or seventy-two hours. The time of the ordered extraordinary work must be included in the amount of daily or weekly working time. When establishing a working time frame, the amount of weekly working time must be taken into account in the average of the working time frame.

### **Disciplinary responsibility of teachers, researchers and other employees**

It is the duty of all lecturers and scientific researchers of the College to participate in the teaching work of the College in accordance with their position, to continue their scientific research work, to contribute to the increase of income from the basic and entrepreneurial activities of the College, and to participate in the public life of the College. All employees and students of the College are obliged to behave in a dignified and ethical manner, and to maintain the good reputation of the College with their activities. Disciplinary proceedings may be initiated against those who violate this.

It is the duty of the College's lecturers, researchers and other employees to comply with the legislation and the College's regulations, and to use and protect the devices entrusted to them or used by them as intended.

Anyone who culpably and seriously violates this duty may be subject to disciplinary punishment and may be ordered to pay compensation.

The lecturers, researchers, students and other employees must acquire and apply the knowledge that protects health and safety, and they must report to the head of the Office of Studies or their superiors any accident or detection of a risk of accident.

Instructors, researchers and other employees of the College who do not fulfill the applicable requirements of the Organizational and Operating Regulations and the institutional requirements system may be classified as unfit for their duties. After a written notice with him, if the fact of breach of duty can be proven, the rector initiates the holding of the disciplinary hearing, and in justified cases, the termination of the employment relationship, taking into account the relevant labor laws.



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