



DIRECTIVE No. 231

Card of Creative Employee and Doctoral Student of the University of Žilina in the UNIZA Employee Portal

Discussed by: UNIZA Academic Senate on 25 April 2022

Approved by: UNIZA Scientific Board on 5 May 2022

Effective from: approval on 5 May 2022

Article 1

Basic Provisions

1. This directive is issued in accordance with Section 15 par. b) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts as amended (hereinafter referred to as the "Higher Education Act ") and with the Standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "SAAHE ") as part of the Internal Quality Assurance System of the University of Žilina in Žilina (hereinafter referred to as "IQAS UNIZA"), developed in accordance with Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act on Quality Assurance in Higher Education").
2. Articles 6, 7 and 8 of the Standards for the SAAHE study programme as well as Articles 6 and 7 of the Standards for the Higher Education Internal Quality Assurance System of SAAHE stipulate the need to demonstrate sufficient human resources with a focus on scientific-research and teaching staff (creative employees) as well as doctoral students, whose professional growth is a key attribute for the possibility of ensuring the quality of higher education and the development of the University as a scientific-research and educational institution.

Article 2

Portal of a Creative Employee and Doctoral Student at the University of Žilina

1. For this purpose, the University of Žilina (hereinafter referred to as "UNIZA") created the UNIZA Employee Portal (<https://zamestnanci.uniza.sk>), with up-to-date key information about creative employees and doctoral students.
2. Each creative employee and doctoral student have a Card registered on the UNIZA Employee Portal, which, in addition to automatically linked data from UNIZA information systems, also contains sections that employees and doctoral students create and gradually complete themselves.
3. Employee card shall contain:
 - a) public profile of the employee,
 - b) research/art/teacher profile of a person (hereinafter referred to as "VUPCH"),
 - c) research/artistic/other output (hereinafter referred to as "VTC"),
 - d) comprehensive evaluation of the employee,
 - e) publishing activity,
 - f) teaching load,
 - g) project activity,
 - h) internships abroad,
 - i) professional development,
 - j) awards received,
 - k) curriculum vitae and
 - l) other relevant information.
4. Each employee is obliged to continuously check and, if necessary, update at least once a year as of 31 March of the calendar year all relevant information referred to in par. 3 letters (a) to (l) of this Article of the Directive.
5. The information referred to in par. 3 letters (a) to (l) is kept in the Employee Card not only for the purpose of evaluation of the employee, but mainly for the purpose of continuous monitoring of the activities related to his/her professional development and the implementation of the SAAHE standards and IQAS UNIZA.
6. Doctoral students, as students of the 3rd degree of higher education, who play an important role in demonstrating the quality of higher education as well as science and research at UNIZA, are also the subject of the Card on the UNIZA Employee Portal, which includes:
 - a) public profile of the doctoral student,
 - b) publishing activity,

- c) project activity,
 - d) internships abroad,
 - e) awards received,
 - f) curriculum vitae and
 - g) other relevant information.
7. Each doctoral student is obliged to continuously check and, if necessary, update at least once a year as of 31 August of the calendar year all relevant information referred to in par. 6 letters (a) to (g) of this Article of the Directive.
 8. The public profile of the employee or doctoral student, which each employee and doctoral student is obliged to create and upload to the UNIZA Employee Portal system in accordance with par. 3 letter (a) and par. 6 letter (a) of this Article of the Directive, contains the most important basic information about employees and doctoral students for which the employee and doctoral student agree to their public publication. This information will also be linked to the directory of UNIZA employees as well as to the lists of employees and doctoral students kept at individual UNIZA workplaces (faculties, institutes, departments).
 9. The public profile of the employee and doctoral student should contain a basic brief professional characteristics with the mentioned employee profile including education, scientific-research focus (or successfully solved projects), pedagogical focus, ORCID number, office number, telephone number, email, workplace, consultation hours/days, and miscellaneous. In the Miscellaneous section, the employee and doctoral student can, in case of interest, insert, for example, a link to social networks or other forms of communication with students, or information that he/she considers important and agrees to their public publication on the UNIZA and individual workplaces websites.
 10. In the case of doctoral students, the public profile of the doctoral student also includes the title of the dissertation thesis topic and the name and surname of the dissertation thesis supervisor.
 11. With regard to the protection of personal data, it will be at the free discretion of the employee and the doctoral student whether to give their consent to the publication of the photograph, which he has kept in the UNIZA information systems.
 12. VUPCH and VTC referred to in par. 3 letter (b) and (c) of this Article of the Directive are prepared and updated in accordance with the SAAHE standards, as required by them.
 13. The area of comprehensive employee evaluation in accordance with par. 3 letter (d) of this Article of the Directive is regulated at UNIZA by Methodological guideline No. 1/2019 – Evaluation of the Comprehensive Work Performance of the Employees of the University of Žilina.
 14. Publishing activity and pedagogical activity of individual creative employees defined in par. 3 letter (e) and (f) of this article is automatically linked within the IQAS UNIZA with the university-wide information systems and the employee is only obliged to check it and in case of detected discrepancy to adjust it with regard to relevance (priority) and scientific or pedagogical value of individual outputs.
 15. The publishing activity of the doctoral student defined in par. 6 letter (b) of this Article of the Directive is automatically linked within the IQAS UNIZA with university-wide information systems (if it is inserted into them) and the doctoral student is only obliged to check it and adjust it in case of a discrepancy.
 16. The employee and doctoral student are obliged to upload and continuously update the CV in accordance with par. 3 letter (k) and par. 6 letter (f) of this Article of the Directive at least once a year in Europass format or another suitable standard form.
 17. Project activity according to par. 3 letter (g) and par. 6 letter (c) of this Article of the Directive is automatically linked to the university information system for UNIZA projects (<https://vav.uniza.sk>).
 18. In the event that the employee and the doctoral student complete foreign internships, courses, other forms of further education within the framework of increasing the qualification or professional development or receive an award during the calendar year, he/she shall enter this information in the Employee Card by 31 March of the following calendar year in accordance with par. 3 letters (h) to (j) or par. 6 letters (d) and (e) of this Article of the Directive.

Article 3

Conditions for the Processing of Personal Data of Employees and Doctoral Students in the Employee Card

1. The UNIZA operator will process the personal data of the persons concerned (creative employees and doctoral students) that are provided in the Employee Card in the UNIZA Employee Portal to ensure the quality of higher education and scientific-research activities at UNIZA in accordance with the UNIZA IQAS.
2. In the case of publicly published data, the employee or doctoral student agrees to their publication and determines the scope of this information, which he/she shall enter into the public profile of the employee or doctoral student of UNIZA in accordance with Art. 6 par. 1 letter (a) of EU Regulation 2016/679 from 27 April 2016 on the Protection of Natural Persons with Regard to the Processing of Personal Data and on the Free Movement of Such Data (hereinafter "GDPR").
3. Other information listed in the UNIZA Employee and Doctoral Student Card, in addition to the information in par. 2 of this Article of the Directive and information kept in nationwide information portals, e.g., CREPČ (Central Register of Publications) (publication activity), lists of approved projects, etc., are part of the UNIZA information systems, which are the supporting basis for demonstrating the quality of the provided higher education, science, and research.
4. The legal basis for the processing of personal data is the fulfilment of UNIZA's legal obligations pursuant to Art. 6 par. 1 letter (c) GDPR, tasks in the public interest in accordance with Art. 6 par. 1 letter (e) GDPR, Art. 89 GDPR and Art. 6 par.1 letter (f) GDPR monitored by the operator or approved by the employee or doctoral student.
5. The period of processing the personal data of the employee and the doctoral student with the possibility of publishing the public profile of the employee and doctoral student is from the date of concluding the employment relationship with UNIZA, or from the date of commencement of doctoral study to the date following the date of termination of employment or study in the case of a doctoral student.
6. Information stored in UNIZA information systems, except for the information referred to in par. 5 of this Article of the Directive, which are the outputs of the employee's work or the result of the doctoral student's study, and which serve to demonstrate quality assurance of higher education, science and research in accordance with SAAHE standards, requirements of the Ministry of Education, Science, Research and Sport of the Slovak Republic or IQAS UNIZA, shall remain stored in these systems after the termination of the employee's employment or the termination of the doctoral student's study with regard to the requirements of the SAAHE or the Ministry of Education, Science, Research and Sport of the Slovak Republic.

Article 4

Final Provisions

1. This Directive was discussed in the UNIZA Academic Senate on 25 April 2022.
2. This Directive was approved by the UNIZA Scientific Board on 5 May 2022.
3. This Directive shall enter into force on the day of its approval.

In Žilina on 5 May 2022

prof. Ing. Jozef Jandačka, PhD
Rector