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**PRINCIPLES OF HABILITATION  
AND INAUGURATION PROCEEDINGS  
AT THE UNIVERSITY OF PRESOV**

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# **Principles of Habilitation and Inauguration Proceedings at the University of Presov**

regulating the procedure of the University of Presov (hereinafter referred to as "UP" or "University") and its components in the habilitation and inauguration proceedings in accordance with the relevant provisions of Law No. 131/2002 Coll. on Higher Education and on changes and supplements to some Laws (hereinafter referred to as the "Law") and a decree of Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining the scientific-pedagogical titles and the artistic-pedagogical titles "Associate Professor" and "Professor" (hereinafter referred to as the "Decree").

## **Part One HABILITATION PROCEEDINGS Article 1**

- (1) The habilitation proceeding shall be initiated by the submission of a written application of the applicant with the annexes pursuant to paragraph 2 of this Article to the Chairperson of the Scientific Board of the university or the Chairperson of the Scientific Board (hereinafter referred to as the SB) of the faculty, if the study programme in the field of study to which the field of the habilitation and inauguration proceedings is assigned (hereinafter referred to as the "relevant field of study") is carried out at the faculty. In the application, the applicant shall indicate the field of habilitation and inauguration in which he or she is applying for the title of Associate Professor (§ 1 Section 1 of the Decree). The applicant shall submit the application via the Faculty Registry, which shall indicate the date of submission on the application.
- (2) To the application for initiation of the habilitation proceeding the applicant shall attach:
  - a) the habilitation thesis in four copies,
  - b) a curriculum vitae (according to a model in Annex 2),
  - c) a certified copy of the document confirming: higher education of the second degree - obtaining an academic degree, higher education of the third degree (obtaining an academic title, or a scientific-academic title PhD. or academic-scientific title Dr. according to previous regulations), or obtaining a scientific title CSc., DrSc.,
  - d) an overview of previous teaching activities and the results achieved in these activities, signed by the head of the scientific-pedagogical establishment (department, institute, research unit), such as lectures, seminars, workshops, conducting diploma, rigorous, bachelor's, dissertation and student research projects, creation of teaching materials, etc. Applicants who are not employees of faculties or research units of UP shall additionally submit confirmation of pedagogical activity signed by the Rector of the university/Dean of the faculty where the pedagogical activity took place,
  - e) a list of original published research, professional, and artistic works, including their references, submitted in written form and on electronic media. This list must be an

extract from the University Library of UP or from the University Library of the university at which the applicant works. If he/she is not working at the University or is from abroad, the list must be confirmed by the University Library of UP. In the list, the applicant shall indicate three to five works, as well as three to five references which he/she considers to be the most significant,

- f) a list of other original research, professional, and artistic works and performances which cannot be included in the list under letter (e). In this list, the applicant shall include reports on scientific research tasks, research, technical, or artistic projects completed, as well as other verifiable works and achievements which document his or her research, professional, or artistic performance. The content and layout of this list shall be determined by the applicant, subject to the restriction that it must not duplicate the facts set out in the lists referred to in letters (e) and (g),
- g) a list of other verifiable references to research (artistic) activity which cannot be included in the list referred to in letter (f). In this list, the applicant shall indicate participation in domestic and foreign lectureships, working stays or exhibitions held in research and artistic institutions, membership of scientific organizations, editorial boards of scientific journals, etc. Foreign lecture stays are specifically mentioned in the list. The content and layout of this list shall be determined by the applicant, subject to the restriction that it must not duplicate the facts set out in the lists referred to in letters (e) and (f),
- h) a scientific/artistic-pedagogical characteristic (SAPCH) drawn up and signed by the applicant and the employer (the Dean of the faculty at which the applicant teaches, or the Rector of the university if it is not divided into faculties, or the Director of the institute or other research unit at which the applicant works - according to the template available from the Faculty's Science and Research Department). The scientific/artistic and pedagogical characteristics (SAPCH) are also accompanied by a comprehensive chart of the fulfilment of the minimum criteria for obtaining the title of Associate Professor in the specific field of the habilitation and inauguration proceedings approved by the Scientific Board of UP,
- i) a brief and concise description of the most important research results, drawn up and signed by the applicant. In this description, the applicant shall also comment on all the results and references which he/she has identified as the most significant in the list of works and references referred to in letter (e),
- j) the set of works listed in the list of original published research (artistic) and professional works which the applicant considers to be the most significant, with an indication of their references under (e). At the request of the Chairperson of the Scientific Board of the faculty, the applicant shall submit a set of all the works referred to in letter (e). Reprints or copies of reprints must be submitted, with bibliographical data indicated. In the case of more extensive works, it is sufficient to submit a facsimile of the title page with the publisher's data indicated. Each part of the file must be labelled with an identification code according to the list under (e),
- k) three topics of the habilitation lecture,

- l) evidence of payment of a fee to cover the costs Associated with the habilitation or inauguration proceeding in accordance with the Directive on Tuition Fees and Fees Associated with studies.
- (3) A habilitation thesis is considered to be: a) a scientific monograph, or b) a monothematic thesis that presents new scientific knowledge, or c) a set of published research papers accompanied by a commentary, or d) a documentation of an artistic work or artistic achievement, or a set of conducted artistic works or artistic achievements. A habilitation thesis may be submitted with the consent of the Chairperson of the Scientific Board of the faculty if the study programme in the relevant field of study is also conducted at the faculty in a foreign language. The summary of the thesis is in Slovak language.

## **Article 2**

- (1) In accordance with the applicable internal regulations of the faculty, the members of the committee for the assessment of the application for the commencement of the habilitation proceeding established by the Dean shall assess whether the application for the award of the scientific-pedagogical title or the artistic-pedagogical title "Associate Professor" in the field of study to which the field of the habilitation proceeding and the inauguration proceeding is assigned by the applicant contains all the annexes pursuant to § 1, Section 2, and Section 3 of Decree and Article 1, Section 2 letters a) to m) and Section 3 of these Principles and recommend the acceptance/non-acceptance of the application to the Chairperson of the SB of the faculty.
- (2) The Chairperson of the Scientific Board of the faculty shall, no later than thirty days from the date of receipt of the application for the commencement of the habilitation proceeding, notify the applicant in writing: a) that the application has been accepted, that the annexes are complete and that the habilitation proceeding has been commenced, or b) that the application does not contain some of the requirements pursuant to Article 1, Section 2 and that the habilitation proceeding has been suspended until the deficiencies have been rectified, for a maximum period of one year. If the candidate has not remedied the deficiencies within the time limit set, the habilitation proceeding shall be terminated. If the candidate has satisfactorily remedied the deficiencies, the Chairperson of the Scientific Board shall notify him/her in writing that the suspension of his/her habilitation proceeding has been terminated.
- (3) If the field of habilitation and inauguration proceedings it is a field in which UP has not been granted accreditation for habilitation and inauguration proceedings, or if, on the basis of the criteria for the award of the title of Associate Professor, the candidate clearly fails to meet any of the conditions under § 76 Sections 1, 3, 4 and 6 of the Law, the Chairperson of the Scientific Board shall within four months return the application together with the documentation attached, and with the consent of the Scientific Board of the faculty explaining the reasons for doing so, to the candidate, and the habilitation proceeding shall be terminated.

### Article 3

- (1) The Chairperson of the Scientific Board, with the approval of the Board, appoints three opponents of the habilitation thesis and a three-member Habilitation Committee of experts<sup>1</sup> in the relevant field of the habilitation and inauguration proceedings within 6 months from the beginning of the habilitation proceeding so that no more than one opponent and no more than one member of the Habilitation Committee is an employee of UP. At least one opponent and the Chairperson of the Habilitation Committee must be holding the position of Professor in the relevant field of habilitation and inauguration at the University at the time of appointment, and the other opponents and members of the Habilitation Committee must be holding the positions of Professor or Associate Professor in the relevant field of habilitation and inauguration proceedings at the University at the time of appointment, or be significant experts in the relevant field of habilitation and inauguration proceedings. In justified cases, the opponents and other members of the Habilitation Committee may be active in the field of science, technology, or art according to the specialization of the candidate's creative activity. At least five members shall be appointed as members of Scientific Board of the faculty to attend the habilitation lecture and the defence of the habilitation thesis, if the habilitation lecture and the defence of the habilitation thesis will not take place at a meeting of the Habilitation Committee of the faculty. The Habilitation Committee shall, within 30 days of its appointment, examine the fulfilment of the criteria of the habilitation proceeding and write a report thereon in accordance with Article 18 Section 1 of these Principles.
- (2) From the statement drawn up by the Habilitation Committee pursuant to Section 1 of this Article it must be clear which publications, references, theses, and activities are the basis for its conclusion on whether the criteria for the habilitation proceeding are fulfilled or not.
- (3) The Chairperson of the SB of the faculty, in agreement with the Chairperson of the Habilitation Committee and after accepting the statement of the Habilitation Committee pursuant to Section 1 of this Article and the reports of all opponents, shall announce the date, time, place and title of the habilitation lecture and the date, time and place of the defence of the habilitation thesis, no later than fourteen days prior to their commencement and within nine months of the commencement of the habilitation proceeding: (a) to the applicant, (b) to the members of the Habilitation Committee, (c) to the opponents, (d) to the statutory representative of the legal entity with which the applicant is in a working relationship, (e) to the relevant workplaces in the Slovak Republic dealing with the submitted issue. The habilitation lecture and the defence of the habilitation thesis shall take place no later than ten months following the commencement of the habilitation proceeding.
- (4) Within three months of their appointment, habilitation thesis opponents shall, in accordance with § 1 Section 10 of the Decree, prepare written reports; when preparing such reports, they shall be provided with information from the central register of final theses, rigorous

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<sup>1</sup> The opponents are not considered members of the Habilitation Committee.

theses and habilitation theses on the verification of the degree of originality of the habilitation thesis.<sup>2</sup>

- (5) The Chairperson of the Scientific Board of the faculty shall announce, in the daily press and on the website of the University of Presov (hereinafter referred to as UP) and the website designated by the Ministry of Education, the date, time and place of the habilitation lecture and the defence of the habilitation thesis with other information pursuant to § 1 Section 14 of the Decree at least fourteen days prior to the date of the habilitation lecture and the defence of the habilitation thesis.
- (6) Not later than fourteen days prior to the defence of the habilitation thesis, the Chairperson of the SB of the faculty sends the opponent's reports to the candidate and the members of the committee by post, as well as in electronic form.

#### **Article 4**

- (1) The habilitation proceeding includes a habilitation lecture and the defence of the candidate's habilitation thesis. The habilitation lecture is public and takes place at a meeting of the Scientific Board of the relevant faculty or in the presence of at least five members of the Scientific Board and in the presence of the Habilitation Committee and opponents. The candidate shall demonstrate his/her scientific and pedagogical competence.
- (2) The defence of the habilitation thesis is a public research and pedagogical discourse between the candidate, the members of the committee, the opponents, and also other participants of the defence. The defence of the habilitation thesis takes place at a meeting of the Scientific Board of the faculty, or in the presence of at least five representatives of the Scientific Board of the faculty, in the presence of at least two opponents, and of the entire Habilitation Committee. It shall take place in an atmosphere of high standards, in compliance with the rules of ethics of research work and shall deal with the scientific contribution of the candidate to the discipline, the credibility and validity of the procedures and conclusions of the habilitation thesis.
- (3) The defence of the habilitation thesis shall be conducted by the Chairperson of the Habilitation Committee, or a member of the Habilitation Committee authorised by the Chairperson.

#### **Article 5**

- (1) At the beginning of the defence, the Chairperson shall state whether all the requirements necessary for the commencement of the defence have been fulfilled and shall acquaint those present with a brief curriculum vitae of the applicant and his/her characteristics. The Chairperson shall then inform the audience of the opinion of the Habilitation Committee containing the conclusion as to whether the candidate fulfils the criteria for habilitation

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<sup>2</sup>Information from the central register of theses, rigorous theses, and habilitation theses on the verification of the degree of originality of the habilitation thesis (hereinafter referred to as "the Central register") shall be made available to the opponents when the written report is being elaborated. The information from the central register shall be made available to the opponents prior to the elaboration of the written report, i.e. within a period of 3 months from the date of the appointment.

proceeding drawn up by the Habilitation Committee in accordance with Article 3 Section 1 of these Principles and announce the topic of the habilitation thesis.

- (2) In the further course of the defence, the candidate will acquaint those present with the content and main results of his/her habilitation thesis.
- (3) The opponents shall inform the attendees about the content of their written opinions. The written opinion of the absent opponent shall be read out by the Chairperson.
- (4) In the public discussion, the research and pedagogical competence of the candidate is verified, as well as the accuracy and scientific justification of the knowledge that is the content of the habilitation thesis, and the candidate during the discussion takes a stand point towards all the suggestions and objections of the opponents and answers their questions, as well as the questions of other participants in the discussion.
- (5) The Chairperson of the Habilitation Committee shall appoint one member of the Habilitation Committee who shall draw up the minutes of the defence. The minutes shall be signed by the Chairperson and the members of the Habilitation Committee present.

### **Article 6**

- (1) After the completion of the defence, a closed meeting of the Habilitation Committee is held to evaluate the course and result of the defence and the level of the candidate's activity (§ 1 Section 15 of the Decree).
- (2) The Habilitation Committee shall, no later than one month after the habilitation lecture and the defence of the habilitation thesis, submit a proposal to the Chairperson of the Scientific Board recommending, in accordance with § 1 Section 15 of the Decree and Article 18 Section 2 of the Principles whether to award the candidate the title of Associate Professor in the field of the habilitation and inauguration proceedings. The annexes referred to in Article 1 Section 2 shall constitute an integral part of the proposal submitted.

### **Article 7**

- (1) The Scientific Board of the faculty shall discuss the proposal of the Habilitation Committee pursuant to Article 6 Section 2 no later than within six months of its submission in the presence of the Chairperson of the Habilitation Committee or a member of the Habilitation Committee authorised by him/her.
- (2) The Scientific Board shall discuss the proposal of the Habilitation Committee and assess whether the candidate fulfils the condition for obtaining the title of Associate Professor and shall decide on whether to grant it to the candidate.
- (3) The Scientific Board decides whether to grant the title of Associate Professor by secret ballot; the decision requires the consent of a supermajority of all members of the Scientific Board of the faculty.
- (4) A written copy of the decision of the Scientific Board of the faculty on the award or non-award of the title of Associate Professor with justification shall be sent by the Chairperson of the Scientific Board to the candidate within thirty days of the decision of the Scientific Board of the faculty. The decision of the Scientific Board of the faculty cannot be challenged.

- (5) A written copy of the decision of the Scientific Board of the faculty on the award of the title of Associate Professor, together with documents on the previous course of the habilitation proceeding pursuant to Article 17 numbers 1) to 20) of these Principles, shall be delivered by the Chairperson of the Scientific Board of the faculty to the Rector through the Department of Science, Arts, Sports and Accreditation (hereinafter referred to as the "Department of SASandA). The acceptance protocol of habilitation proceeding shall be confirmed by the signature of the member of the university unit and the faculty staff member from which the file is taken over.

### **Article 8**

- (1) The Rector shall award the title of Associate Professor to the candidate within two months of receiving the decision of the Scientific Board of the faculty on the award of the title of Associate Professor. The evidence of the award of the title of Associate Professor shall be a decree. The signing of the decree by the Rector shall be the end of the habilitation proceeding. The scientific-pedagogical title or the artistic-pedagogical title "Associate Professor" in the field of habilitation proceeding and inauguration proceeding shall be awarded by the Rector of the University to the candidate who, in addition to the conditions specified in § 76 Section 3 and 4 of the Law, also meets the conditions pursuant to § 76 Section 6 letters (a), (b), (c) of the Law:
- a) is scientifically and pedagogically or artistically and pedagogically active in the relevant field of habilitation and inauguration proceedings at the University,
  - b) has produced a complete academic work in the relevant field of the habilitation and inauguration proceedings by his/her scientific works or has produced a complete artistic work in the relevant field of the habilitation and inauguration proceedings by his/her artistic works and artistic performances,
  - c) is a recognised scientific personality in professional circles or a recognised artistic personality in artistic circles in the relevant field of the habilitation and inauguration proceedings.
- (2) If the Rector discovers serious deficiencies or errors in the documentation of the habilitation documentation, he/she returns it back to the Chairperson of the Scientific Board and only after the completion or elimination or correction of the deficiencies he/she awards the title to the candidate.
- (3) The decrees are usually handed over to the appointed Associate Professors at a meeting of the Scientific Board of UP.

### **Article 9**

- (1) The science department at the faculty during the habilitation proceeding at the level of the Scientific Board of the faculty and the SASandA department during the proceeding at the level of the University shall keep written documentation about the course of the habilitation proceeding.
- (2) The written documentation is a part of the habilitation portfolio and includes in particular:



- a) candidate's application with the annexes pursuant to Article 1 Section 2 of these Principles,
- b) acknowledgement of receipt of the application sent by the Chairperson of the Scientific Board to the candidate or a letter of request to remedy the deficiencies with a notice of suspension of the proceeding pursuant to Article 1 Section 6 of the Decree, or a notice of termination of the proceeding with the returned application and the attached documents pursuant to Article 1 Section 2 of the Decree,
- c) correspondence between the Chairperson of the Scientific Board and the applicant concerning the completion of the application where the proceeding has been suspended pursuant to Article 1 Section 6 of the Decree. This correspondence shall include a letter from the Chairperson of the Scientific Board announcing the termination of the interruption of the proceeding and confirming that the application is complete and free from formal deficiencies,
- d) resolution of the Scientific Board of the faculty on its approval of the appointment of three opponents for the habilitation thesis and two other members of the Habilitation Committee, pursuant to § 1 Section 8 of the Decree,
- e) appointment decrees issued by the Chairperson of the Scientific Board for the members of the Habilitation Committee and the opponents,
- f) written opinions from all opponents of the habilitation thesis,
- g) statement of the Habilitation Committee on whether the criteria of the habilitation proceeding for the award of the title of Associate Professor have been fulfilled or not, processed in accordance with Article 18 Section 1 of these Principles,
- h) evidence of the early notification of the habilitation lecture and the defence of the habilitation thesis in accordance with Article 3 Section 3 of these Principles, with a list of the addresses to which it has been sent,
- i) evidence of the early dispatch of the habilitation lecture and the defence of the habilitation thesis, as referred to in Article 3 Section 5 of these Principles,
- j) evidence of the early dispatch of the habilitation thesis opinions as referred to in Article 3 Section 6 of these Principles, with a list of the addresses to which they have been sent,
- k) record of the habilitation lecture, with an attendance record attached,
- l) minutes of the defence of the habilitation thesis, with the certificate of attendance attached,
- m) proposal of the Habilitation Committee prepared in accordance with Article 18 Section 2 of these Principles,
- n) evidence of an invitation to a representative of the faculty or external educational institution at which the candidate is teaching to discuss the proposal at a meeting of the Scientific Board of the faculty, if the habilitation proceeding is being carried out at another faculty,
- o) extract from the minutes of the Scientific Board of the faculty which decided on the outcome of the habilitation proceeding pursuant to § 2 Sections 1 to 3 of the Decree, together with the voting record and the ballot papers and attendance register of the Scientific Board of the faculty,

- p) decision on the proposal for the award of the title of Associate Professor or on the termination of the habilitation proceeding, which has been sent to the candidate,
  - q) request from the Chairperson of the Scientific Board to the Rector of UP for the award of the title of Associate Professor to the candidate, with a list of the annexes pursuant to Article 17 of these Principles,
  - r) copy of the Associate Professor's decree issued to the candidate.
- (3) All applications, statements and decisions of the applicant and other authorised bodies, or other submissions, or copies thereof, must contain the necessary particulars required of documents used in official relations (identification of the authority which issued them, date of issue, signature of the responsible administrator, official stamp, etc.).
  - (4) The SASandA department of UP keeps the originals, the faculty keeps certified copies each in one copy.
  - (5) The habilitation thesis and the set of documents referred to in Article 1 Section 2 letter (j) of these Principles shall be taken over by the University Library of UP into its collection.
  - (6) The part of the habilitation record according to Article 17 (in 1 copy) as well as the database and the register of Associate Professors together with copies of their decrees shall be kept by the SASandA department of UP after the habilitation procedure has been completed.
  - (7) Five years after the award of the title of Associate Professor, the habilitation record is transferred to the Archives of UP. The science departments of the faculties, the SASandA department of UP shall publish in the form according to the model in Annex 1 on the web site designated by the Ministry of Education:
    - a) the date of receipt of the application for the habilitation proceeding, together with the information referred to in § 76 Sections 10 letters (a) and (b) of the Law and the title of the habilitation thesis, within 15 days of receipt of the application,
    - b) the date upon which the habilitation procedure is suspended and the time limit within which the deficiencies in the application are to be remedied, within 15 days of the suspension of the habilitation proceeding,
    - c) the name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title and place of work of the opponents of the habilitation thesis and of the members of the habilitation committee, indicating which of them is an employee of the university at which the habilitation is being carried out, within 15 days of the approval by the relevant Scientific Board,
    - d) the proposal of the habilitation committee with a recommendation to award or not to award the candidate the title of Associate Professor in the field of the habilitation proceeding and inauguration proceeding, together with the opponent's written opinions, within 15 days of its submission to the Chairperson of the relevant Scientific Board,
    - e) the decision of the relevant Scientific Board, including its reasons, if any, and the time limit for resubmission of the application pursuant to § 2 Section 2 of the Decree, within 15 days of the acknowledgement of receipt of the decision of the relevant Scientific Board to the applicant,
    - f) the attendance record of the meeting of the Scientific Board which has considered the application, up to the date of publication of the decision of the relevant Scientific Board,

- g) the date and reason for the termination of the habilitation proceeding within 15 days of the termination of the habilitation proceeding.

**Part two**  
**INAUGURATION PROCEEDINGS**  
**Article 10**

- (1) The inauguration proceeding begins with the submission of a written application of the applicant with the annexes pursuant to subsection 2 to the Chairperson of the Scientific Board of the faculty which has been granted accreditation of the habilitation and inauguration proceedings in the field of the habilitation and inauguration proceedings. In the application, the applicant writes the field of the habilitation and inauguration proceedings in which he or she is applying for appointment. The application should be submitted through the registry of the faculty, which marks the date of submission.
- (2) The applicant adds the following annexes to the application for the initiation of the inauguration proceeding:
  - a) a professional CV (according to a model in Annex 2),
  - b) a certified copy of evidence of: second-degree university education, third-degree university education (on obtaining an academic title or the scientific-academic title of PhD or the academic-scientific title of Dr. according to the previous regulations), or obtaining the scientific title of CSc., DrSc., a certified copy of the decree conferring the title of Associate Professor on the applicant, or a decision on the recognition of the professional qualification for the performance of the function of Associate Professor according to a special regulation,
  - c) an overview of previous teaching activities and achievements, signed by the head of the scientific-pedagogical unit (department, institute, centre), such as lectures, seminars, exercises, supervision of diploma, rigorous, bachelor, dissertation theses and student scientific papers, creation of teaching aids etc. In addition, applicants who are not employees of faculties or parts of the university provide a certificate of teaching activity signed by the dean of the faculty at which the teaching activity took place,
  - d) a list of original published scientific, professional and artistic works, with an indication of their references, submitted in written form and on electronic media. This list must be an extract from the Library of UP or from the university library of the university at which the applicant is working. If he or she is not working at the university or is from abroad, the list must be confirmed by the Library of UP. In the list, the applicant indicates three to five works, as well as three to five references which he or she considers to be the most significant,
  - e) a list of other original scientific, professional and artistic works and performances which cannot be included in the list referred to in point f). In this list, the applicant includes reports on scientific research tasks, scientific-technical or artistic projects completed, as well as other demonstrable works and achievements which can be used to document his or her scientific, professional, or artistic performance. The content

and layout of this list is determined by the applicant, but it must not repeat the facts set out in the lists referred to in letter e) and g),

- f) a list of other demonstrable references to scientific (artistic) activity which cannot be included in the list under (e). In this list, the applicant indicates participation in domestic and foreign lectureships, working stays or exhibitions held in scientific and artistic institutions, membership in scientific organisations, editorial boards of scientific journals, etc. Foreign lectureships are specifically mentioned in the list. The content and layout of this list is determined by the applicant, but it must not repeat the facts set out in the lists referred to in letter e) and f),
- g) a scientific/artistic-pedagogical characteristics (SAPCH), drawn up and signed by the applicant and the employer (the dean of the faculty at which the applicant teaches, or the Rector of the university if it is not divided into faculties, or the director of the institute or other research unit at which the applicant works - according to the template available from the faculty's science and research department). The scientific/artistic-pedagogical characteristics (SAPCH) are also accompanied by a clear table of fulfilment of the minimum criteria for obtaining the title of Professor in the specific field of the habilitation and inauguration proceedings approved by the Scientific Board of UP,
- h) a brief and concise description of the most important scientific results, drawn up and signed by the applicant. In this description, the applicant also comments on all the results and references which he or she has identified as the most significant in the list of works and references referred to in point e),
- i) the set of works listed in the list of original published scientific (artistic) and professional works which the applicant considers to be the most significant, with an indication of their references under e). At the request of the Chairperson of the Scientific Board of the faculty, the applicant submits a set of all the works referred to in e). Reprints or copies of the papers must be submitted with the bibliographical data indicated. In the case of larger works, a facsimile of the title page with the publisher's details indicated is sufficient. Each part of the file must be marked with an identification code according to the list under e),
- j) the three topics of the inaugural lecture,
- k) proof of payment of the fee for the costs Associated with the habilitation or inauguration proceedings according to the price list of UP,
- l) evidence of their own scientific school (within the meaning of the Criteria for the evaluation of the fulfilment of the conditions for obtaining the scientific-pedagogical titles or the artistic-pedagogical titles of Associate Professor and Professor, valid at UP),
- m) letters of recommendation from at least three foreign university Professors or other leading foreign experts from at least three countries,
- n) a list of published scientific, professional, or artistic works in English or any other appropriate language, to be sent to the foreign assessor,
- o) a set of the most significant separates, or other textual and pictorial material in the appropriate world language, documenting the applicant's scientific work for submission to the foreign assessor.

## **Article 11**

- (1) In accordance with the applicable internal regulations of the faculty, the members of the committee for consideration of the application for initiation of the inauguration proceeding in the field of habilitation and inauguration proceedings established by the dean, in which the applicant applies for inauguration, assess whether the application for initiation of the inauguration proceeding submitted by the applicant contains all the annexes pursuant to § 5 Section 2 and Article 10 Section 2 letter a) to o) of these Principles and recommend the acceptance/non-acceptance of the application to the Chairperson of the Scientific Board of the faculty.
- (2) No later than thirty days from the date of receiving the request for the initiation of the inauguration proceeding, the Chairperson of the Scientific Board of the faculty writes to the applicant and:
  - a) confirms receiving of the application, the completeness of the annexes and the initiation of the inauguration proceeding from the date of receiving of the application, or
  - b) announces that the application does not contain some of the elements referred to in Article 10 section 2 and that the inauguration proceeding is interrupted until the deficiencies have been remedied, for a maximum period of one year. If the applicant has not remedied the deficiencies within the time limit set, the inauguration proceeding is terminated. Once the Chairperson of the Scientific Board of the faculty has ascertained that the applicant has satisfactorily remedied the deficiencies brought to his or her attention, he or she notifies the applicant in writing that the interruption of his or her inauguration proceeding has been terminated.
- (3) If the field of the habilitation and inauguration proceedings is one in which UP has not been granted accreditation for the habilitation and inauguration proceedings, or if, on the basis of the criteria for obtaining the title of Professor, the applicant demonstrably fails to meet any of the conditions under § 76 Section 5 and 7 of the Act, the Chairperson of the Scientific Board of the faculty, with the consent of the Scientific Board, returns the application with the reasons and the attached documents to the applicant within four months, and the inauguration proceeding is terminated.

## **Article 12**

- (1) The Chairperson of the Scientific Board appoints, with the approval of the Scientific Board, three opponents and a four-member inaugural committee of distinguished domestic experts and at least one foreign expert within 6 months from the initiation of the inauguration proceeding, so that no more than one opponent and no more than one member of the inaugural committee are employees of UP. At least one of the opponents and the Chairperson of the inaugural committee must, at the time of appointment, be a Professor at the university in the relevant field of the habilitation and inauguration proceedings, and the other opponents and members of the inaugural committee must, at the time of appointment, hold the position of Professor or Associate Professor at the university in the relevant field of habilitation and inauguration proceedings or in a related field or, where

justified, be internationally recognised experts in the field of habilitation and inauguration proceedings. In justified cases, the opponents and other members of the inaugural committee may be active in the field of science, technology, or art according to the focus of the applicant's creative activity. Within 30 days of its appointment, the inaugural committee examines the fulfilment of the criteria in force at the faculty concerned for the inauguration proceeding and draws up an opinion thereon in accordance with Article 18 Section 1 of these Principles.

- (2) The opinion drawn up by the inaugural committee under Section 1 of this Article must make clear, which publications, references, works and activities form the basis for its conclusion as to whether or not the criteria for the inaugural proceeding have been met.
- (3) The Chairperson of the Scientific Board of the faculty, in agreement with the Chairperson of the inaugural committee and after receiving the opinions of all opponents and the opinion of the inaugural committee according to Section 1 of this Article, announces in the daily press and on the university website, or on the website of the faculty, the date, time, place and topic of the inaugural lecture in accordance with § 5 Section 9 and 10 of the decree so that it can take place at a public meeting of the Scientific Board in the presence of at least three members of the inaugural committee and at least two opponents. The opponents draw up, within three months of the appointment, written opinions on the application submitted.
- (4) With the inaugural lecture, the applicant demonstrates in particular his or her scientific and pedagogical competence, presents his or her overall contribution to the field, the contribution of his or her students to the development of the field and expresses his or her view of the current state of the field and its perspectives. The inaugural lecture is public and takes place in front of the Scientific Board of the faculty with the participation of at least three members of the inaugural committee and at least two opponents. The inaugural lecture (or part of it) should be delivered in one of the world languages at the request of the Chairperson or a member of the Scientific Board of the faculty.
- (5) The date, time and place of the inaugural lecture is announced no later than 14 days in advance by the Chairperson of the Scientific Board within nine months from the beginning of the inauguration proceeding in the daily press, on the university website and on the website designated by the Ministry of Education. The announcement includes the name, surname and workplace of the applicant and the title of the inaugural lecture. The inaugural lecture takes place no later than ten months after the initiation of the inaugural proceeding.
- (6) No later than one month after the inaugural lecture, a closed meeting of the inaugural committee is held to evaluate the course of the inaugural lecture and the level of the applicant's performance within the meaning of § 5 Section 11 of the decree. The inaugural committee submits to the Chairperson of the Scientific Board of the faculty a proposal pursuant to Article 18 Section 2 of these Principles with a recommendation to approve or not to approve the proposal for the appointment of the applicant as Professor in the field of habilitation and inauguration proceedings, which is signed by the Chairperson and the members of the committee.

### **Article 13**

- (1) The Scientific Board of the faculty discusses the proposal of the inaugural committee pursuant to Article 12 Section 6 within six months of its submission. It considers whether the applicant fulfils the conditions for appointment as Professor and decides whether to approve the proposal for appointment as Professor or not. It assesses whether the procedure laid down by law and by the decree has been followed throughout. If it finds that the inauguration proceeding was not conducted in accordance with the law or the decree, it determines how to remedy the deficiencies.
- (2) The Scientific Board of the faculty decides on the approval of a proposal for appointment as Professor or on the disapproval of a proposal for appointment as Professor by secret ballot. The approval of the proposal requires the consent of a supermajority of all members of the Scientific Board of the faculty.
- (3) A written copy of the decision of the Scientific Board of the faculty on the approval or disapproval of the proposal for appointment as Professor is sent by the Chairperson of the Scientific Board of the faculty to the applicant within thirty days of the decision of the Scientific Board of the faculty. The decision of the Scientific Board of the faculty cannot be appealed.
- (4) If the Scientific Board of the faculty approves the proposal for appointment as Professor, its Chairperson submits a written copy of this decision with a request for further proceeding and the annexes pursuant to Article 17 of these Principles to the Rector of UP within 30 days of the deliberation.
- (5) If, according to the decision of the Scientific Board, the applicant does not meet the conditions for appointment as a Professor, the Scientific Board does not approve the proposal and its Chairperson notifies the applicant in writing of this decision with the reasons within 30 days of the decision of the Scientific Board. The time limit for the possible resubmission of the application for the title of Professor is 12 months from the date of non-approval of the proposal for appointment as Professor by the Scientific Board of the university, determined by the Rules of Procedure of the Scientific Board of UP.

### **Article 14**

- (1) The Department for Science, Arts, Sports and Accreditation of UP sends a written description of the proposed applicant for Professor to the members of Scientific Board of UP no later than seven days before the date of the meeting of the Scientific Board of UP.
- (2) The Department for Science, Art, Sports and Accreditation of UP ensures the public accessibility of the list of the applicant's published original scientific (artistic) and professional works with their references on the UP website.

### **Article 15**

- (1) The Scientific Board of UP discusses and assesses the proposal of the Scientific Board of the faculty delivered to the Department of Science, Arts, Sports and Accreditation of the

UP no later than 14 days before the date of the meeting of the Scientific Board of UP and in accordance with § 6 Section 6 of the decree no later than six months after its submission and decides on its approval or disapproval.

- (2) At the meeting of the Scientific Board of UP, the applicant will give a 10-minute speech in Slovak, English, Czech or Polish and, through a presentation consisting of slides in Slovak, will evaluate the level of knowledge in the given field, his or her contribution and the contribution of his or her scientific school to the development of the field.
- (3) The Scientific Board of UP decides on the proposal for appointment as Professor by secret ballot in accordance with the Statute and the Rules of Procedure of the Scientific Board of UP. The approval of a supermajority of all members of the Scientific Board of UP is required for the approval of a proposal for a Professorship. The Rector of UP submits the approved proposal together with the required documents pursuant to § 6 Section 8 of the decree to the minister of education of the Slovak Republic. The proposal for awarding of the scientific-pedagogical title or the artistic-pedagogical title of "Professor" is approved by the Scientific Board of the faculty to the applicant who meets, in addition to the condition specified in § 76 Section 5 of the Act, the conditions under § 76 Section 7 of the Act, letters a), b), c):
  - a) he or she is scientifically and pedagogically or artistically and pedagogically active in the relevant field of habilitation and inauguration at the university,
  - b) he or she has influenced the development of the relevant field of habilitation and inauguration proceedings by the establishment of a scientific school or school of art or an original group of general recognition which builds on his or her published scientific work, discoveries, inventions or artistic creations,
  - c) he or she is a recognised scientific or artistic personality in the relevant field of the habilitation and inauguration proceedings, and his or her scientific works or artistic works or artistic performances have also achieved international recognition.
- (4) A written copy of the decision of the Scientific Board of UP on the approval or disapproval of the proposal for appointment as Professor together with the reasons is sent by the UP Rector to the applicant within thirty days of the decision. It is not possible to appeal against the decision of the Scientific Board of UP.

## **Article 16**

- (1) The science department at the faculty during the inauguration proceeding at the level of the Scientific Board of the faculty and the Department of Science, Arts, Sports and Accreditation of UP during the proceeding at the level of the Scientific Board of UP keep written documentation on the course of the inauguration proceeding.
- (2) All applications, opinions and decisions of the applicant and other authorised bodies, or other submissions, or copies thereof, must contain the necessary particulars required of documents used in official relations (identification of the authority which issued them, date of issue, signature of the responsible official, official stamp, etc.).



- (3) Department of Science, Arts, Sports and Accreditation of UP retains the original of the inauguration file, together with copies of their decrees, after the end of the inauguration proceeding pursuant to Articles 10 Section 2 and Article 17 (in 1 copy).
- (4) The science department of the faculty concerned archives a copy of the inauguration file with the documents referred to in Article 10 Section 2 and Article 17 (in 1 copy) after the inauguration proceeding has been completed. The file includes certified copies of the applicant's documents of higher education of the 2<sup>nd</sup> and 3<sup>rd</sup> degree, certified copies of the decree of Associate Professor or the decision on recognition of professional qualifications for the post of Associate Professor pursuant to a special regulation (Act No. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications and on the amendment and supplements to certain acts). The certified copies and the inauguration file are also sent to the ministry.
- (5) Five years after the appointment of Professor, the appointment file is transferred to the Archives of UP.

**Part three**  
**COMMON PROVISIONS**  
**Article 17**

After the proposal has been approved by the faculty SB, the Chairperson of the Scientific board sends the following documents to the department of UP of the SASandA (in one copy in the case of the habilitation proceeding or in two copies, if not stated otherwise, in the case of the inauguration proceedings):

**Contents of the proposal documentation for the award of the title of Associate Professor**

1. A written application of the candidate to begin the habilitation proceeding to the Chairperson of the faculty SB (§ 1 Section 1 of the Decree).
2. CV signed by the candidate (according to § 1 Section 2 of the Decree).
3. Certified copies of the applicant's certificates on higher education of the II. and III. degree.
4. A scientific/artistic-pedagogical characteristics (SAPCH) completed and signed by the applicant and the head of the scientific-pedagogical workplace (department, institute, research unit), giving an overview of the applicant's teaching activities at the University and an overview of the results achieved in these activities (pursuant to § 1 Section 2 of the Decree). The scientific and pedagogical characteristics shall also include a clear chart of the fulfilment of the minimum criteria for obtaining the title of Associate Professor in the field of habilitation and inauguration proceedings (title) at UP.
5. Overview of original published research papers, professional works and artistic works, textbooks, teaching texts, overview of research tasks, implemented technical or artistic projects, patents and copyright certificates, inventions and technical works, overview of verifiable citations and references to scientific works, professional works, artistic works or

artistic creations, overview of lectures and lectures held at home and abroad (according to § 1 Section 2 of the Decree).

6. List of the applicant's original published research papers, scientific theses, professional works, artistic works, textbooks, teaching texts, research tasks solved..., citations and reviews, lectures at home and abroad (according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the Central Register of Publication Activity and the Central Register of Artistic Activity No. 456/2012 and Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the Central Register of Publication Activity and the Central Register of Artistic Activity No. 397/2020, according to § 1 Section 2 of the Decree).
7. Statement of the Habilitation Committee on the fulfilment/non-fulfilment of the criteria of the habilitation proceeding for the title of Associate Professor.
8. Three topics of the habilitation lecture (according to § 1 Section 12 of the Decree).
9. Habilitation thesis.
10. Proposal of the Habilitation Committee / overall evaluation of the candidate by the Habilitation Committee, minutes of the habilitation lecture, minutes of the habilitation thesis defence, resolutions of the faculty SB.
11. Proof of payment of the fee for the payment of the costs associated with the habilitation proceeding according to the Directive on tuition fees and fees associated with studies.
12. Extract from the record of the faculty SB on the approval of the members of the Habilitation Committee and the opponents (with an indication of their workplaces according to § 1 Section 8 of the Decree), appointment decrees.
13. Proof of notification of the habilitation lecture and defence, proof of sending by post, proof of publication in the journal, proof of sending the reports and notifications of the habilitation proceeding.
14. Opponents' reports (according to § 1 Section 10 of the Decree).
15. Minutes of the proceedings and defence of the habilitation lecture with attendance list, evidence of the invitation of the faculty representative.
16. Proposal for the appointment of the candidate as Associate Professor in the field of the habilitation and inauguration proceedings prepared by the Habilitation Committee (according to § 2, Section 1 of the Decree) signed by the members of the Habilitation Committee with the attached voting protocol and ballot papers.
17. An extract from the minutes of the faculty SB on the proposal for appointment as Associate Professor (the result of the secret ballot) signed by the Chairperson of the faculty SB and the verifying officer (according to § 2 Section 3).
18. The decision on the proposal for the award of the title of Associate Professor or on the termination of the habilitation proceeding, which has been sent to the candidate.
19. A request from the Chairperson of the faculty SB to the Rector of UP for the award of the title of Associate Professor with a list of annexes.

## **Contents of the proposal documentation for the award of the title of Professor**

20. Application for the commencement of the inauguration proceeding to the Chairperson of the faculty SB or University (§ 5 Section 1 of the Decree), indicating the field of the habilitation and inauguration proceedings in which the appointment is applied for, acknowledgement of acceptance of the application addressed to the applicant or a call with a request to eliminate the deficiencies with a notice of suspension of the procedure pursuant to § 5 Section 4 of the Decree or a notice of the termination of the proceeding associated with the return of the application together with the attached documents pursuant to § 5 Section 5 of the Decree.
21. Correspondence between the Chairperson of the SB and the applicant concerning the completion of the application if the procedure has been suspended pursuant to § 5 Section 4 of the Decree. This correspondence shall include a letter from the Chairperson of the SB terminating the interruption of the procedure and confirming that the application is complete and free from formal deficiencies.
22. A structured (tabular brief) curriculum vitae signed by the applicant (in accordance with § 5 Section 2 of the Decree and the model set out in Annex 2). The CV must include the contact address of the candidate for sending the invitation letter from Rectorate of UP and the President's Office.
23. Certified copies of the candidate's documents of higher education of the 2nd and 3rd degree, the decree of the Associate Professor (according to § 5 Section 2 of the Decree).
24. The candidate's scientific/artistic/pedagogical profile (SAPCH), an overview of the candidate's teaching activities at the University and an overview of the results achieved in these activities, signed by the head of the scientific/pedagogical department (pursuant to § 5 Section 2 of the Decree).
25. List of the candidate's original published research papers, professional works, artistic works, textbooks, teaching texts, solved research tasks..., citations and references, lectures at home and abroad – confirmed by the University Library, to be marked in the list of 3-5 most significant works and references (according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the central register of publication activity and the central register of artistic activity no. 456/2012 and Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the central register of publication activity and the central register of artistic activity No. 397/2020, according to § 5 Section 2 of the Decree), a list of published scientific, professional or artistic works in a foreign language to be sent to a foreign assessor, letters of recommendation from at least 3 foreign university Professors and foreign assessors.
26. Overview of the applicant's results of scientific or artistic training activities of doctoral students (conducted and completed) (according to § 76 Section 7 of the Act and according to § 5 Section 2 of the Decree).
27. Summary of the criteria fulfilled by the candidate (a spreadsheet is recommended) for obtaining the title of Professor as approved by the SB of universities (pursuant to § 76 Section 8 of the Act and pursuant to § 5 Section 2 of the Decree).

28. Three topics and the syllabus of the inaugural lecture (pursuant to § 5 Section 9 of the Decree).
29. Extract from the record of the faculty SB on the approval of the members of the Inaugural Committee and the opponents (indicating their departments according to § 5, Section 6 of the Decree), list of foreign experts, nominating decrees.
30. Opponents' reports (according to § 5 Section 8 of the Decree).
31. Proposal of the Inaugural Committee on the fulfilment or non-fulfilment of the criteria for the appointment of the candidate as Professor in the field of habilitation and inauguration proceedings – evaluation prepared by the Inauguration Committee (according to § 5 Section 11 of the Decree), signed by the members of the Inaugural Committee.
32. Copy of the report on the publication of the inaugural lecture from the daily press (according to § 5 Section 10 of the Decree), proof of the invitation of a representative of the faculty or university at which the candidate is teaching (only if he/she is not working at UP).
33. Extract from the minutes of the faculty SB on the proposal for appointment of the candidate as Professor (the result of the secret ballot, ballot papers) signed by the Dean – Chairperson of the faculty SB, minutes of the Inaugural Committee, minutes of the inauguration procedure, attendance list from the inaugural lecture.
34. The decision of the faculty SB on the submission of the proposal for appointment as Professor addressed to the candidate.
35. Application of the Chairperson of the faculty SB to include the hearing of the proposal for appointment as Professor on the agenda of the faculty SB addressed to the Chairperson with a list of the enclosures.
36. Letters of recommendation and, if applicable, other statements from foreign assessors, proof of invitation of the candidate to the meeting of the SB of UP.
37. Proof of payment of the fee.
38. Separates of the most important works, textual, pictorial materials.

## **Article 18**

- (1) The Habilitation or Inaugural Committee shall, within thirty days of its appointment, prepare a draft statement for the faculty SB on the fulfilment or non-fulfilment of the criteria of the candidate for the title of Associate Professor or Professor. The proposal must include:
  - a) a list of the members of the committee, indicating their attendance at the meeting of the committee,
  - b) a list of the documents based on which the committee has prepared its proposal,
  - c) a statement on the quality and reliability of the submitted documents, with reference to the assessment of the categorisation accuracy of the individual publications, reviews, theses, and activities listed by the applicant in the lists referred to in Article 1 Section 2 letters (d), (f), (g), (h) and Article 10 Section 2 letters (c), (e), (f), (g) of these Principles,

- d) an analysis of the fulfilment of the criteria, explicitly listing the applicant's performance (by reference to the lists provided in Article 1 Section 2 letters d), f), g), h) and Article 10 Section 2 letters c), e), f), g) of these Principles),
  - e) a conclusion on whether the criteria are met or not,
  - f) the date on which the proposal was prepared, the signatures of the Chairperson and of all members of the Committee present.
- (2) At the meeting of the Committee after the habilitation / inaugural lecture, the Committee prepares a proposal according to § 1 Section 15 or § 5 Section 11 of the Decree. This proposal must include:
- a) a list of the members of the Habilitation or Inaugural Committee, its Chairperson and opponents, indicating their attendance at the meeting of the Committee,
  - b) professional assessment of the level of the candidate's inaugural lecture,
  - c) in the case of the habilitation proceeding, evaluation of the defence of the habilitation thesis,
  - d) assessment of the level of the applicant's teaching, research, and publication activities, and of the applicant's civil and moral qualities,
  - e) recommendation to grant or not to grant the candidate the title of Associate Professor in the field of the habilitation and inauguration proceedings, or to approve or not to approve the proposal for appointment as Professor,
  - f) if the Committee's proposal is negative, the reasons for the negative statement,
  - g) the date on which the proposal was prepared and the signatures of the Chairperson and members of the Committee.
- (3) The Habilitation or Inaugural Committee decides in matters for which it prepares written statements pursuant to Sections 1 and 2 by secret ballot.<sup>3</sup>
- (4) Science and research departments at the faculties, the department of SASandA of UP shall publish in the form according to the model in Annex No. 3 on the website designated by the Ministry of Education:
- a) the date of receipt of the application for the appointment as Professor, together with the information pursuant to § 76 Section 10 letters a) and b) of the Act and § 7 of the Decree, within fifteen days of the receipt of the application,
  - b) the date from which the inauguration proceedings is suspended and the period within which the deficiencies in the application are to be remedied, within fifteen days of the suspension of the inauguration proceedings,
  - c) the name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title, scientific title and place of work of the opponents and members of the Inaugural Committee, within fifteen days of their approval by the relevant Scientific Board, indicating the branch of the habilitation and inauguration proceedings or the field of science, technology or art in which they are scientifically or artistically active, indicating which of them

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<sup>3</sup> Opponents shall not participate in voting.

1. is an employee of the university at which the inauguration procedure is being conducted,
  2. is a foreign expert,
  3. holds a professorship at the university and a scientific activity in the field of the habilitation and inauguration proceedings,
- d) the proposal of the Inaugural Committee with a recommendation to approve the proposal for the appointment of the candidate as Professor in the field of the habilitation or inauguration proceeding or not to approve the proposal for the appointment of the candidate as Professor in the field of the habilitation or inauguration proceeding within fifteen days of its submission to the Chairperson of the relevant Scientific Board,
- e) the decision of the relevant Scientific Board, including its reasoning, if any, and the time limits for any resubmission of the application under § 2 Section 2 of the Decree, within fifteen days of the acknowledgement of receipt of the decision of the relevant Scientific Board to the applicant; in the case of the decision of the Scientific Board of the faculty, within fifteen days of the submission of its decision to the University's Scientific Board,
- f) the attendance record of the meeting of the Scientific Board which discussed the proposal for the appointment of the Professor, by the date of publication of the decision of the relevant Scientific Board,
- g) the date and reason for the termination of the inauguration procedure, within fifteen days of the termination of the inauguration procedure.
- (5) Science and research departments at the faculties of UP, the department of SASandA of UP shall publish in the form according to the model in Annex 2 and 3 on the website designated by the Ministry of Education in the terms established by a generally binding legal regulation for a period of five years from the date of completion of the habilitation proceeding or inaugural proceeding for the appointment of Professor, and on the website of UP designated by the Ministry:
- a) data from the professional CV of the candidate applying for the habilitation proceeding or the candidate of the inauguration proceedings to the extent:
    1. first name, surname, family name,
    2. academic titles, scientific-pedagogical titles, artistic-pedagogical titles, scientific titles,
    3. year of birth,
    4. data on higher education, further academic development and further training received,
    5. data on employment and teaching history,
    6. details of professional or artistic background,
    7. data on publication activity,
    8. references to scientific or artistic work,

9. the number of doctoral students for whom he/she is or has been a supervisor, indicating how many of them have duly completed their studies at the date on which the curriculum vitae was prepared,
- b) the name of the field of the habilitation and inauguration proceedings in which the procedure is carried out,
- c) the topic of the habilitation thesis or inaugural lecture,
- d) details of the opponents, in particular their name and surname, academic title and scientific or artistic-pedagogical title,
- e) the opponents' reports,
- f) the constitution of the Scientific Board of the University or the collective body of the faculty which discussed the proposal for the award of the scientific-pedagogical title or the artistic-pedagogical title of Associate Professor or the proposal for the appointment of Professor, in the scope of the name and surname of the member of the relevant body, his/her academic titles, scientific-pedagogical titles, artistic-pedagogical titles and scientific titles; if a member of the University Scientific Board of a higher education institution is not a member of the academic community of that higher education institution or if a member of a collective body of the faculty designated by the statutes of the higher education institution is not a member of the academic community of the higher education institution of which the faculty is a part, the name of the employer of that member shall also be indicated,
- g) the decision of the Scientific Board following the completion of the habilitation or inauguration proceeding,
- h) other information on the progress of the habilitation or inauguration proceeding.

## **Article 19**

- (1) If the candidate is employed at UP on a fixed weekly working time, the costs related to the habilitation or inauguration proceeding, remuneration of opponents and assessors, and the costs of business trips of the members of the committees shall be paid by the faculty at which the applicant is enrolled. If the candidate's habilitation proceeding takes place at a faculty of UP other than the faculty at which the candidate is enrolled, the faculty where the procedure takes place shall issue a request for reimbursement of these costs to the faculty at which the candidate is enrolled. The faculty shall submit the amount of the actual costs associated with the habilitation/inauguration proceeding. If the candidate does not meet the required criteria, the fee will be refunded with a 10% reduction for the costs incurred in initiating and preparing the realization of the habilitation/inauguration proceeding.
- (2) If the candidate is not in a regular weekly working relationship with UP, the Rector of UP may decide to reduce or waive the fee for the costs associated with the habilitation or inauguration proceeding.

## **Article 20**

- (1) If a candidate fails in the habilitation procedure, he/she may resubmit an application for the title of Associate Professor within the time limit determined by the rules of procedure of the Scientific Board of the relevant faculty. If the candidate is not successful in the inauguration procedure, he/she may resubmit an application for the initiation of the procedure for the appointment as Professor within the time limit determined by the Rules of Procedure of the Scientific Board of the University.
- (2) The time limit for the resubmission of the application for the award of the title of Professor, if any, shall be 12 months from the date of the disapproval of the proposal for appointment as Professor by the Scientific Board of the University.

## **Part Four**

### **FINAL PROVISIONS**

## **Article 21**

- (1) The Principles of the Habilitation proceedings for the Title of Associate Professor and the Inauguration proceedings for the Title of Professor at UP on June 07, 2022, are repealed.
- (2) Principles of the Habilitation proceedings for the Title of Associate Professor and the Inauguration proceedings at the University of Presov shall enter into force and effect on June 12, 2023.

In Prešov, on June 12, 2023

**Dr. h. c. prof. PhDr. Peter Kónya, PhD.,**  
**mppr.**  
Rector