

University of Prešov

**Directive on the Creation and Submission of Applications for
Accreditation of Habilitation Proceedings and Inauguration
Proceedings and Cancellation of Accreditation of the Habilitation
Proceedings and Accreditation of the Inauguration Proceedings at
the University of Prešov**

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Directive on the Creation and Submission of Applications for Accreditation of Habilitation Proceedings and Inauguration Proceedings, Modification and Cancellation of Accreditation of the Habilitation Proceedings and Accreditation of the Inauguration Proceedings at the University of Prešov

PART ONE

Introductory provisions

Article 1

Introductory provisions

1. The Directive on the Creation and Submission of Applications for Accreditation of Habilitation Proceedings (hereinafter referred to as "HP") and/or Inauguration Proceedings (hereinafter referred to as "IP"), Modification and Cancellation of Accreditation of the Habilitation proceedings and Accreditation of the Inauguration Proceedings is issued in accordance with § 15 Section 1 (b) of Act No 131/2002 Coll. on higher education institutions and on amendments and supplements to certain acts, as amended, as part of the internal quality assurance system at the University of Prešov (hereinafter referred to as "IQS"), as well as in accordance with the Standards for the Habilitation Proceedings and the Inauguration Proceedings of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "the HIP Standards"). The Standards define a set of requirements, the fulfilment of which is subject to the granting of accreditation of HP and/or IP at higher education institutions in the Slovak Republic.
2. The provisions of the Standards shall govern mainly the following generally binding regulations:
 - a) Act No 269/2018 Coll. on quality assurance in higher education and amending Act No 343/2015 Coll. on public procurement and amending certain acts, as amended (hereinafter referred to as "the Quality Assurance in Higher Education Act"),
 - b) Act No 131/2002 Coll. on higher education institutions and on amendments and supplements to certain acts, as amended,
 - c) Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No 246/2019 Coll. on the procedure for obtaining scientific-pedagogical and artistic-pedagogical titles "Associate Professor" and "Professor",
 - d) Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No 244/2019 Coll. on the system of study fields in the Slovak Republic,
 - e) Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No 16/2016 Coll. establishing professional organisations whose members practise a regulated profession with the right to use professional titles and regulated professions with educational coordination.

Article 2

Subject of provisions

1. The University of Prešov (hereinafter referred to as "UP") is entitled to create, implement and modify third-level study programmes (hereinafter referred to as "SP") in the field of study to which the Field of Habilitation and Inauguration Proceedings (hereinafter referred to as "the field of HIP") is assigned. If the HIP field is assigned to two study fields, the UP is entitled to create, implement and modify the third-level SP in the study fields to which the HIP field is assigned in both study fields.
2. The UP is authorised to create, implement and modify third-level SP in at least half of the fields

of study in which it provides higher education.

3. UP performs a long-term and continuous creative activity in the field of HIP, the intensity and scope of which correspond to the nature of those acts and the results reach a significant international level in the case of the implementation of HP and a high international level in the case of the implementation of IP.
4. UP has adopted publicly accessible criteria for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical titles of “Associate Professor” and “Professor” in the field of HIP, which comply with generally binding regulations and contain measurable indicators with defined minimum thresholds.
5. UP has in place and publicly accessible rules and procedures of HP and IP that comply with generally binding regulations. The HP and IP rules and procedures guarantee:
 - a) transparency and openness of proceedings on equal terms for all candidates known to them in advance,
 - b) that the candidate complies with the ethical principles of creative activity and publication of its results and that proven plagiarism or other academic fraud of the candidate justifies not awarding the title of “Associate Professor” and the title of “Professor”,
 - c) impartial, objective, professionally sound, consistent and unambiguous verification by the tenderer of compliance with the requirements and criteria laid down,
 - d) that the selection and composition of the opponents of HP and IP, the members of the habilitation committee and the members of the inaugural committee comply with generally binding regulations. The selection criteria for these persons guarantee that they are scientifically or artistically active in the relevant field of HIP or, in justified cases, in the fields of science, technology and art, according to the focus of the candidate’s creative activity.

PART TWO

Approval bodies of authorisation to submit applications in the field of HP and IP

Article 3 Internal Quality System Board

1. The highest internal quality assurance body at UP level is the Internal Quality System Board (hereinafter referred to as “IQS Board”). That body shall, inter alia:
 - a) verifies and evaluates whether the requirements of the university for the quality of educational activities in SP and the field of HIP are met,
 - b) discusses and approves the submission of applications for accreditation of the field of HIP and applications for assessment of compliance of IQS of the university with the standards for the provision of IQS of higher education,
 - c) comments on applications of faculties and other parts of the university for accreditation of the field of HIP,
 - d) checks the fulfilment of measures to remedy identified shortcomings in the performance of HP and/or IP in the relevant field of HIP.
2. The IQS Board shall, where appropriate, establish Ad Hoc Expert Committees (hereinafter referred to as the “AHEC”) as an advisory body for assessing compliance with HIP standards and criteria for the purposes of periodic evaluation of HIP.
3. Other activities, composition, terms of reference of the IQS Board, responsibilities, meetings, voting arrangements, etc. are defined in the Statute of the IQS Board.

Article 4 Faculty Quality Board

1. The highest internal body in the field of quality assurance at faculty level is the Faculty Quality

Board. That body shall, inter alia:

- a) assesses application proposals for accreditation of new field of HIP,
- b) assess proposals to modify the authorisation of accreditation of the field of HIP,
- c) assesses proposals for cancellation and initiates cancellation of HP accreditation and/or cancellation of IP accreditation in the field of HIP.

2. Other main activities, composition, competence of the Faculty Quality Board, its meetings, voting methods and deadlines, etc. are defined in the statutes of the Quality Boards of individual faculties.
3. The statutes of the Quality Boards of individual faculties must comply with generally binding legal regulations, standards of the Slovak Accreditation Agency for Higher Education and without hidden or obvious contradictions with this Directive and other directly related internal regulations of the UP.
4. After its approval by the Scientific Council of the faculty, the Chairperson of the Faculty Quality Council forwards the establishing statute of the Faculty Quality Council to the IQS Board for discussion and approval.
5. Any further modification of the Statute of the Faculty Quality Board after its approval by the Faculty Quality Board is forwarded by the Chairperson of the Faculty Quality Board for discussion and approval by the IQS Board.
6. The obligation to establish a Faculty Quality Board applies to all UP faculties, with the exception of university-wide UP departments. All processes related to the Faculty Quality Board in the case of university-wide workplaces are managed exclusively by the IQS Board.
7. The minimum number of members of the Faculty Quality Board is seven and is always odd.
8. The Chairperson of the Faculty Quality Board is the Dean of the relevant faculty.
9. As a rule, the members of the Faculty Quality Board are selected vice-deans of the respective faculty and persons responsible for the implementation, development and quality assurance of the field of HIP.
10. A member of the Faculty Quality Board must be at least 1 student representative, at least 1 employer representative (acting in practice related to the field) and at least 1 external representative (scientific-pedagogical worker of another university based in the Slovak Republic/outside the Slovak Republic).
11. A member of the Faculty Quality Board may not be a member of the IQS Board at the same time.
12. The members of the Faculty Quality Board shall be approved by the Scientific Council of the faculty concerned on the proposal of its dean, by an absolute majority of the members present.
13. Meetings of the Faculty Quality Board shall be convened by its Chairperson as necessary.
14. The Faculty Quality Board shall have a quorum if more than half of all its members are present.
15. The Faculty Quality Board shall vote on each motion for a resolution separately and, as a general rule, in public.
16. The adoption of the resolution requires the approval of an absolute majority of the members of the Faculty Quality Board present.
17. The Chairperson of the Faculty Quality Board may also declare an electronic or correspondence vote (hereinafter referred to as the “per rollam vote”) without an in-person meeting of the Faculty Quality Board, in particular if it is a matter which cannot be postponed further or where it is not expedient to convene an in-person meeting.
18. The overall course, the deadline for voting per rollam and the method of communicating the results are determined by the Chairperson of the Faculty Quality Board.

Article 5

Persons responsible for the field of habilitation and inauguration proceedings

1. In order to implement HP and/or IP, the workplace demonstrates that a group of five persons with responsibility for the development and quality assurance of the field of HIP are working at the workplace for a set weekly working time. These persons are scientifically or artistically active in the field of HIP or in a related field and at the same time fulfil the criteria according to Article 4 of the HIP Standards. Each of these persons may be responsible for the development and quality assurance of a maximum of one field of HIP and thus operate as a person responsible for the field of HIP at only one higher education institution in the Slovak Republic.
2. The Chairperson of the Faculty Quality Board appoints the HIP Coordinator (“COHIP”) from a group of five persons responsible for the development and quality assurance of the field of HIP.
3. COHIP methodically manages and guides a group of the remaining four persons responsible for the development and quality assurance of the field of HIP.
4. COHIP must meet the qualification requirements of Art. 4 of the HIP Standards.
5. The Chairperson of the Faculty Quality Board submits a proposal to the Faculty Quality Board for the removal of COHIP in the case of:
 - a) if it has ceased to comply with the requirements of paragraphs 1 to 4 of this Article,
 - b) if he does not perform his duties.
6. The COHIP function automatically ceases when:
 - a) if Slovak Accreditation Agency for Higher Education has withdrawn its authorisation to carry out HP and/or IP in the field of HIP,
 - b) if he/she requests in writing the Chairperson of the Quality Board of the relevant faculty to resign from COHIP,
 - c) if he or she terminates his or her employment relationship with UP,
 - d) deaths.
7. COHIP, in cooperation with the other persons forming the group of five persons with responsibility for the implementation, development and quality assurance of the field of HIP, carries out in particular the following activities:
 - a) ensures that HP and IP in the field of HIP are carried out in accordance with the relevant HIP Standards, the internal accreditation file and the applicable legislation,
 - b) oversees the quality of the field of HIP,
 - c) methodologically develops the content of the field of HIP in accordance with the current level of knowledge in the given field of education and science,
 - d) prepares a proposal for quantitative and qualitative criteria for the award of the titles of “Associate Professor” and “Professor”,
 - e) coordinates the preparation, control, evaluation and submission of the Application Proposal for Accreditation of HP and/or IP in the field of HIP (hereinafter referred to as “Application Proposal for Accreditation”),
 - f) cooperates with the Chairperson of the IQS Board authorised person when submitting an application for accreditation of HP and/or IP in the field of HIP (“Application for accreditation”) in the information system of the Slovak Accreditation Agency for Higher Education,
 - g) prepares the proposal and the documentation for the Application for modification of the authorisation of HP and/or IP (“Application for modification of the authorisation”),
 - h) prepares the proposal and the documentation for the Application for cancellation of accreditation of HP and/or cancellation of accreditation of IP (hereinafter referred to as “Application for cancellation of accreditation”).
8. Following the accreditation of HP and/or IP in the relevant HIP field, the primary responsibility for the development and quality assurance of the HIP field lies with a group of five persons who also form the Council for the Habilitation and Inauguration Proceedings (CHIP). The council is

appointed by the dean of the faculty after the HP and/or IP accreditation for the field of HIP, where the field of HI is implemented, or by the Rector of the UP if the field of HIP is implemented at a university-wide workplace. CHIP is responsible for the development and quality assurance of the field of HIP. In particular, CHIP persons shall:

- a) participate in the control and evaluation of applications for the initiation of HP and applications for the initiation of IP,
- b) provide assistance to the Chairperson of the Scientific Council in proposing the composition of the habilitation and inauguration committees and opponents of habilitation and inauguration proceedings,
- c) provide synergies in the design of quantitative criteria for obtaining the titles of "Associate Professor" and "Professor" in a given field of HIP,
- d) ensure that the field of HIP is conducted in accordance with HIP standards,
- e) oversee the quality of the field of HIP,
- f) develop the HIP field in terms of content and methodology in accordance with the current level of knowledge in the field,
- g) cooperate with the heads of departments of the faculty and with persons responsible for other fields of HIP,
- h) participate in the deliberations of the faculty bodies for IQS processes as necessary,
- i) draw up a Report on the interim evaluation of the field of HIP,
- j) prepare the documentation for the periodic evaluation of the field of HIP,
- k) implement the measures and observations raised in the HIP evaluations.

Article 6

Internal accreditation file of the field of habilitation and inauguration proceedings

1. The internal accreditation file of the field of HIP is in the processes of creation, modification, interim evaluation and periodic evaluation of the field of HIP and cancellation of accreditation, consisting of the selection of the following documents:
 - a) Application proposal for accreditation,
 - b) Application for accreditation in the information system of the Slovak Accreditation Agency for Higher Education form,
 - c) Application for modification of the authorisation,
 - d) Application for cancellation of accreditation,
 - e) Scientific/artistic-pedagogical characteristics (hereinafter referred to as "SAPCH") of persons responsible for the development and quality assurance of the field of HIP,
 - f) Characteristics of the submitted outputs of creative activity (hereinafter referred to as "OCA") in the field of HIP,
 - g) List of all quotations on outputs of creative activities of persons responsible for the field of HIP,
 - h) List of projects whose outputs support long-term and continuous creative activity in the field of HIP,
 - i) Rules of Procedure of the Scientific Council of UP,
 - j) Rules of Procedure of the Scientific Council of the faculty,
 - k) List or link to the members of the UP Scientific Council, indicating their institutional affiliation and the field in which they are scientifically or artistically active,
 - l) List or reference (link) to the members of the Scientific Council of the faculty, indicating their institutional affiliation and the field in which they are scientifically or artistically active,
 - m) List or reference (link) to the members of the Scientific Council of the university or faculty, if HP and IP are to take place at the faculty, with the professional capacity to assess HP and IP in the field of study to which the HIP field is assigned,
 - n) Reference (link) to HP's principles for awarding the title of "Associate Professor" and IP for awarding the title of "Professor" at UP,
 - o) Specific requirements for the fulfilment of HIP criteria approved by the relevant scientific councils,

- p) Principles for the selection procedure for filling the positions of university teachers, researchers, professors and associate professors and senior management staff at UP,
- q) General criteria for filling the positions professors and associate professors,
- r) Statements of AHEC members,
- s) Report of the AHEC on the fulfilment of HIP standards and criteria in the periodic evaluation of HIP,
- t) Interim evaluation report of the field of HIP,
- u) Minutes of AHEC meetings,
- v) Minutes of the meetings of the Faculty Quality Board,
- w) Minutes of the meetings of the IQS Board,
- x) Decisions of the IQS Board,
- y) other supporting documents.

2. The preparation of the internal accreditation file is coordinated by the persons responsible for the field of HIP under the leadership of COHIP, who are also responsible for its formal and substantive correctness.

PART THREE

Procedures for creating, modifying and cancellation of accreditation of habilitation and inauguration proceedings in the field of habilitation and inauguration proceedings

Article 7

Application for accreditation of habilitation and/or inauguration proceedings of new field of habilitation and inauguration proceedings

1. UP submits an application for accreditation of HP and/or IP, pursuant to § 31 of the Quality Assurance in Higher Education Act. The application is submitted electronically in the information system of the Slovak Accreditation Agency for Higher Education (<https://is.saavs.sk/>).
2. An application for accreditation of a new field of HIP may be submitted only if the new field of HIP is to:
 - a) meet the qualification requirements of HIP standards,
 - b) demonstrate originality vis-à-vis other pre-existing fields of HIP carried out at UP in the same field,
 - c) describe the justification for its implementation in the national context,
 - d) justify the link with the long-term objective and strategic direction of the UP.
3. Before submitting an application for accreditation electronically in the information system of the Slovak Accreditation Agency for Higher Education, it is necessary to discuss the Application proposal for accreditation together with the required documents in the individual boards in accordance with the procedure set out in paragraphs 4 to 14 of this Article.

Discussing the application at the level of the Faculty Quality Board

4. Before submitting the Application proposal for accreditation to the meeting of the Faculty Quality Board, the Chairperson of the Faculty Quality Board will assess the readiness of the environment to obtain the right to conduct HP and/or IP in the field of HIP, thoroughly verify the existence of adequate staffing, as well as originality vis-à-vis other already existing fields of HIP carried out at the UP in the same field, as well as other legal contexts in relation to HIP standards.
5. The Chairperson of the Faculty Quality Board entrusts COHIP, within 30 working days at the latest, with the elaboration of documented information for the Application proposal for accreditation, which is included in the Internal accreditation file of the field of HIP referred to in Article 6 of this Directive.
6. The Chairperson of the Faculty Quality Board shall submit the Application proposal for accreditation to the next meeting of the Faculty Quality Board, which shall decide on it:

- a) agrees with the Application proposal for accreditation,
- b) agrees with the Application proposal for accreditation with comments,
- c) does not agree with the Application proposal for accreditation.

7. In case of a favourable opinion, the Chairperson of the Faculty Quality Board submits the Application proposal for accreditation together with the opinion of the Faculty Quality Board to the Chairperson of the IQS Board.
8. If the Faculty Quality Board makes comments on the submitted Application proposal for accreditation, its Chairperson or a person authorised by him/her shall forward to COHIP the minutes of the meeting in question. COHIP will incorporate the comments into the Application proposal for accreditation and resubmit the modified proposal to the Chairperson of the Faculty Quality Board. The Chairperson of the Faculty Quality Board, as modified, will resubmit the Application proposal for accreditation at the next meeting of the Faculty Quality Board, which will decide on it.
9. In case of a dissenting opinion of the Faculty Quality Board, the decision is binding and the approval process of the Application proposal for accreditation is not continued.

Discussing the application at the level of the Internal Quality System Board

10. The Chairperson of the IQS Board in the case of paragraph 6 and a favourable opinion, after renegotiation in the case of paragraph 7 of this Article, shall submit an Application proposal for accreditation to the next meeting of the IQS Board, which shall decide on it:
 - a) agrees with the Application proposal for accreditation,
 - b) agrees with the Application proposal for accreditation with comments,
 - c) does not agree with the Application proposal for accreditation.
11. In the event of a favourable opinion of the IQS Board, the Chairperson of the IQS Board shall immediately inform the Chairperson of the Faculty Quality Board of the approval of the Application proposal for accreditation.
12. If the IQS Board agrees with the comments, the Chairperson of the IQS Board shall immediately inform the Chairperson of the Faculty Quality Board of the comments to be incorporated.
13. In case of disagreement of the IQS Board, the decision is binding and the approval process is not continued. In this case, the resubmission of the application is possible only after the grounds for non-approval have been removed.
14. In the case of the opinion of the IQS Board in paragraphs 11 and 12 of this Article, the person authorised by the Chairperson of the IQS Board, in cooperation with COHIP, shall submit all necessary documents to the Application for Accreditation in the information system of the Slovak Accreditation Agency for Higher Education (<https://is.saavs.sk/>). If necessary, the person appointed by the Chairperson of the IQS Board coordinates the cooperation of faculties with the staff of the Slovak Accreditation Agency for Higher Education.

Article 8
Application for modification of authorisation

1. Under the terms of the internal quality assurance system at UP, the following shall be considered as a modification of the authorisation for HP and/or IP:
 - a) changing the criteria of the field of HP and IP,
 - b) change of a person from a group of five persons with responsibility for the quality assurance of the field of HIP,
 - c) change of procedures and rules to HP and IP.
2. The Application for modification of authorisation is submitted by the Chairperson of the Faculty Quality Board where HP and/or IP in the field of HIP are carried out at the initiative of COHIP or one of the persons of CHIP who have responsibility for the development and quality assurance of

the HIP field.

3. The Application for modification of authorisation must be discussed and approved by the various bodies in the same way as provided for in Article 7 Sections 4 to 14 of this Directive.

Discussing the application at the level of the Faculty Quality Board

4. The Chairperson of the Faculty Quality Board entrusts COHIP or one of the persons responsible for the development and quality assurance of the field of the HIP with the preparation and submission of the Application for modification of authorisation, including updated versions of all documents affected by the implementation of the requested modifications.
5. The Chairperson of the Faculty Quality Board shall submit the Application for modification of authorisation, including updated versions of all documents affected by the implementation of the requested modifications, to the next meeting of the Faculty Quality Board, which, after discussion in the above-mentioned opinion:
 - a) agrees with the Application for modification of authorisation and recommends to the IQS Board to approve the Application for modification of authorisation,
 - b) disagrees with the Application for modification of authorisation and recommends to the IQS Board not to approve the Application for modification of authorisation.
6. Subsequently, the Chairperson of the Faculty Quality Board forwards the Application for modification of authorisation, including updated versions of all documents affected by the implementation of the requested modifications, together with her opinion to the Chairperson of the IQS Board.

Discussing the application at the level of the Internal Quality System Board

7. No later than 30 working days after the date of receipt of the Application for modification of authorisation, the Chairperson of the IQS Board shall submit the application to the meeting of the IQS Board which shall decide on it.
8. If the IQS Board agrees with the opinion of the Faculty Quality Board referred to in paragraph 5 (a) of this Article and approves the submitted Application for modification of authorisation, the Chairperson of the IQS Board shall immediately send the decision on consent with the submitted application to the Chairperson of the Faculty Quality Board.
9. If the IQS Board agrees with the opinion of the Faculty Quality Board referred to in paragraph 5 (b) of this Article, it shall propose the submitted Application for modification of authorisation not to approve. Subsequently, Chairperson of the IQS Board shall immediately send the decision to the Chairperson of the Faculty Quality Board with the reasons for non-approval. The Chairperson of the IQS Board will recommend to the Chairperson of the Faculty Quality Board to modify the Application for modification of authorisation in order to meet the standards for HIP or to submit the Application for cancellation of accreditation pursuant to § 32a of the Act on Quality Assurance in Higher Education.

Article 9
Application for cancellation of accreditation

1. After analysing the internal environment and establishing the fact of non-compliance with the relevant standards for habilitation proceedings and inauguration proceedings, the UP initiates and submits:
 - a) Application for cancellation of HP accreditation and IP accreditation in the relevant field of HIP,
 - b) Application for cancellation of IP accreditation in the relevant field of HIP.
2. In this case, the person authorised by the Chairperson of the IQS Board shall then submit all necessary documents to the Application for cancellation of accreditation in the information system of the Slovak Accreditation Agency for Higher Education (<https://is.saav.sk/>) and, if

necessary, coordinate the cooperation of faculties with the staff of the Slovak Accreditation Agency for Higher Education.

3. Upon receipt of the Agency's decision to cancel the accreditation, all pending proceedings in the relevant field of HIP are discontinued pursuant to § 32a of the Higher Education Quality Assurance Act.
4. The loss of the right to perform HP and IP occurs if:
 - a) the Slovak Accreditation Agency for Higher Education has decided to suspend the relevant accreditation of HP and/or IP in the relevant field of HIP pursuant to § 32 of the Act on Quality Assurance in Higher Education. Suspension of the relevant accreditation interrupts all uncompleted HP or IP in the relevant field of HIP,
 - b) the Slovak Accreditation Agency for Higher Education has decided to withdraw the accreditation of HP or to withdraw the accreditation of IP in the relevant field of HIP pursuant to § 32 of the Act on Quality Assurance in Higher Education. Once the decision to withdraw accreditation has become final, all pending proceedings in the relevant HIP field are discontinued.

Discussing the application at the level of the Faculty Quality Board

5. If facts are found indicating that the relevant standards for HIP are not being met, the Chairperson of the Faculty Quality Board shall submit the Application for cancellation of accreditation to the next meeting of the Faculty Quality Board, which in the following opinion:
 - a) agrees with the Application for cancellation of accreditation and recommends that the IQS Board approve the application,
 - b) disagrees with the Application for cancellation of accreditation and recommends that the IQS Board not approve the Application for cancellation of accreditation.
6. Subsequently, the Chairperson of the Faculty Quality Board forwards the Application for cancellation of accreditation, together with a supplementary opinion, to the Chairperson of the IQS Board.

Discussin the application at the level of the Internal Quality System Board

7. No later than 30 working days after the date of receipt of the Application for cancellation of accreditation, the Chairperson of the IQS Board shall submit that application to the IQS Board, which shall decide on it.
8. If the IQS Board agrees with the opinion of the Faculty Quality Board referred to in paragraph 5 (a) of this Article and approves the submitted application, the Chairperson of the IQS Board shall immediately inform the Chairperson of the Faculty Quality Board of the approval of the application and deliver to him the approval decision. The process continues in accordance with paragraph 2 of this Article.
9. If the IQS Board agrees with the opinion of the Faculty Quality Board referred to in paragraph 5 (b) of this Article, it shall propose not to approve the submitted Application for cancellation of accreditation. Subsequently, the Chairperson of the IQS Board shall immediately send the decision to the Chairperson of the Faculty Quality Board with the reasons for non-approval. The Chairperson of the IQS Board will recommend to the Chairperson of the Faculty Quality Board to adjust the circumstances so that the standards for HIP are met or to resubmit an Application for cancellation of accreditation under § 32a of the Act on Quality Assurance in Higher Education with a detailed justification.

PART FOUR

Interim and periodic evaluation of the field of habilitation and inauguration proceedings

Article 10

Definition of interim and periodic evaluation of the field of habilitation and inauguration proceeding

1. As part of its procedures, the UP consistently and without exception adheres to generally binding rules, valid and effective HP and IP rules and procedures and university criteria for evaluating whether the conditions for obtaining a scientific-pedagogical degree or an artistic-pedagogical degree "Associate Professor" and a scientific-pedagogical degree or an artistic-pedagogical degree "Professor" have been met. The basis for evaluating the quality and level of provision of the field of HIP is the Methodology for evaluating creative activities, which contains a set of procedures, criteria and indicators through which the Slovak Accreditation Agency for Higher Education evaluates the level of creative activities of the university.
2. The interim evaluation of the field of HIP is carried out at the level of the Faculty Quality Board, and the periodic evaluation of the field of HIP is carried out at the level of the IQS Board.
3. Each faculty may establish the responsibilities and powers of persons responsible for the development and quality assurance of the field of HIP by its own internal regulation.

Article 11

Interim evaluation of the field of habilitation and inauguration proceedings

1. The evaluation of the level of the field of HIP must also take into account selected indicators from the methodology for evaluating HIP standards. CHIP submits a report on the interim evaluation of the field of HIP every 3 years for discussion by the Faculty Quality Board, which includes in particular:
 - a) SAPCH of five persons with responsibility for the development and quality assurance of the field of HIP,
 - b) OCA forms of five persons with responsibility for the development and quality assurance of the field of HIP,
 - c) a list of projects whose outputs support long-term and continuous creative activity in the field of HIP,
 - d) a list of quotations for the outputs of the five persons responsible for the development and quality assurance of the field of HIP,
 - e) the number of proposals approved for the title of "Professor" in the current year,
 - f) the number of proposals approved for the award of the title of "Associate Professor" in the current year,
 - g) the number of HP and IP suspended in the current year.
2. After discussing the interim evaluation of the field of HIP in the Faculty Quality Board, the latter will adopt a resolution, which will be discussed in the IQS Board, proposing to:
 - a) approval of compliance with HIP standards in the relevant field of HIP and comment on the continuation of HP and IP in the relevant field,
 - b) propose measures to close gaps and align with HIP standards for the relevant field of HIP,
 - c) submission of an Application for cancellation of accreditation.
3. If measures are taken to remedy shortcomings and bring the relevant field of HIP into line with HIP standards, the minutes of the IQS Board meeting must indicate who is responsible for implementing the measures, by what date they are to be implemented and who will check the effective implementation of the measure. The measures taken must not conflict with relevant HIP legislation and standards.
4. Scientific Councils of faculties and the Scientific Council of UP evaluate at least once a calendar year all fields of HP and IP at the UP and their implementation as part of the evaluation of the level of scientific, research and artistic activity at the UP or at the faculties.

Article 12

Periodic evaluation of the field of habilitation and inauguration proceedings

1. The IQS Board periodically assesses the progress and level of compliance with HIP standards for the field of HIP at the UP every 6 years. In order to assess compliance with HIP standards, the IQS Board creates the AHEC exclusively from external experts, taking into account the content of the field of HIP at the UP.
2. The AHEC will prepare its opinion on the evaluated field of HIP in written form as the AHEC Report on the fulfilment of HIP standards and criteria.
3. The Chairperson of the AHEC shall draw up a draft resolution with a statement of reasons for the IQS Board. This proposal will be approved by the AHEC by a vote. The motion for a resolution for the IQS Board is approved if more than half of all AHEC members vote in favour.
4. The IQS Board shall discuss the opinion of the AHEC together with the draft resolution and the attached documentation. After discussion of the periodical evaluation of the field of HIP, a resolution is adopted by which the IQS Board:
 - a) approves the fulfilment of the standards and criteria for the relevant field of HIP,
 - b) proposes measures to remedy shortcomings and bring the relevant field of HIP into line with the standards and criteria for the relevant field of HIP,
 - c) proposes to the Chairperson of the Faculty Quality Board the submission of an Application for cancellation of accreditation.

PART FIVE

Final provisions

Article 13

Final provisions

1. This directive is binding for all faculties and parts of the UP where HP and IP are carried out.
2. This directive was approved by the Scientific Council of the University of Prešov on December 9, 2024.
3. The forms for the documents (applications and reports) referred to in this directive are published on the website of the UP.
4. This directive repeals Rector's Directive No 7/2024 Directive on the Creation, Modification, Approval, Cancellation of Study Programmes and the Submission of Applications for Accreditation of Study Programmes and Fields of the Habilitation Proceedings and Inauguration Proceedings at the University of Prešov dated June 3, 2024.
5. This directive repeals Rector's Directive No 3/2023 Interim Monitoring and Periodic Evaluation of the Fields of Habilitation Proceedings and Inauguration Proceedings dated June 13, 2023.
6. This directive enters into force and effect on January 01, 2025.

Prešov, December 09, 2024

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the UP