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

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

regulating the procedure of the University of Prešov (hereinafter referred to as "UP" or "university") and its constituent parts in habilitation and inauguration proceedings in accordance with the relevant provisions of Act No. 131/2002 Coll. on higher education institutions and on amendments and supplements to certain acts as amended (hereinafter referred to as the "Act") and 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 titles and artistic-pedagogical titles "Associate Professor" and "Professor" (hereinafter referred to as the "Decree").

## **Part One HABILITATION PROCEEDINGS**

### **Article 1**

- (1) The habilitation proceedings begins with the submission of a written application by the candidate with attachments in accordance with paragraph 2 of this Article to the Chairperson of the Scientific Council of the university or the Chairperson of the Scientific Council (hereinafter referred to as the SC) of the faculty, if the study programme in the field of study to which the field of habilitation proceedings and inauguration proceedings (hereinafter referred to as the "relevant field of study") is assigned is carried out at the faculty. The applicant shall specify in the application the field of habilitation proceedings in which he or she is applying for the title of Associate Professor (§ 1 Section 1 of the Decree). The applicant shall deliver the application with attachments by post or in person to the registry of the relevant faculty.
- (2) The applicant shall attach the following attachments to the application for the commencement of the habilitation proceeding:
  - a) four copies of the habilitation thesis,
  - b) a curriculum vitae signed by the applicant (according to the template in Annex 2)
  - c) Certified copies of documents (officially certified copies usable for legal purposes):
    - a certified copy of a document proving secondary education, or a certified copy of nostrification - a document proving the recognition of a foreign secondary education document,
    - a certified copy of a document certifying tertiary education, or a certified copy of nostrification - a document certifying the recognition of a foreign tertiary education document.
  - d) an overview of previous teaching activities and results achieved in this activity, signed by the head of the scientific-pedagogical workplace (department, institute, institution), such as lectures, seminars, exercises, supervision of diploma, rigorous, bachelor's, dissertation and student scientific, creation of teaching aids, etc. Applicants who are not employees of faculties or parts of UP shall additionally submit a confirmation of teaching activity signed by the rector of the university/dean of the faculty where the teaching activity took place,
  - e) a list of original published scientific, professional and artistic works with references, submitted in written form and a list on electronic media. This list must be a certified extract from the University Library of UP or from the university library of the university where the applicant works. If the applicant does not work at a university or is from abroad, the list will be assessed by the Council for Habilitation and Inauguration Proceedings (CHIP). In the list, the applicant shall indicate three to five works, as well as three to five responses, which they consider to be the most significant,

- f) a list of other original scientific, professional and artistic works and achievements that cannot be included in the list under point e). In this list, the applicant shall include reports on completed scientific research tasks, scientific-technical or artistic projects, as well as other demonstrable works and achievements that document their scientific, professional or artistic performance. The content and format of this list shall be determined by the applicant, with the proviso that it must not repeat the information provided in the lists under points (e) and (g),
- g) a list of other demonstrable responses to scientific (artistic) activity that cannot be included in the list under letter f). In this list, the applicant shall indicate participation in domestic and foreign lectures and work stays or exhibitions held at scientific and artistic institutions, membership in scientific organisations, editorial Councils of scientific journals, etc. Foreign lecture stays shall be indicated separately in the list. The content and format of this list shall be determined by the applicant, with the proviso that it must not repeat the information provided in the lists under points e) and f),
- h) scientific/artistic-pedagogical characteristic (SAPCH) prepared and signed by the applicant and employer (dean of the faculty where 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 workplace where the applicant works – according to the template available from the faculty's science and research department). Attached to the scientific/artistic-pedagogical characteristics (SAPCH) is a clear table showing the fulfilment of the minimum criteria for obtaining the title of Associate Professor in a specific field of habilitation and inauguration proceedings approved by the Scientific Council of UP,
- i) a brief and concise description of the most important scientific results, prepared and signed by the applicant. In this description, the applicant shall also comment on all the results and responses that they have marked as the most significant in the list of works and responses under point e),
- j) a set of works listed in the list of original published scientific (artistic) and professional works that the applicant considers to be the most significant, with an indication of their responses according to letter e). At the request of the Chairperson of the faculty's Scientific Council, the applicant shall submit a set of all works according to letter e). Reprints or copies with bibliographic data marked must be submitted. For more extensive works, it is sufficient to submit a facsimile of the title page with the publisher's details marked. Each part of the set must be marked with an identification code according to the list under letter e),
- k) a list of three topics for the habilitation lecture signed by the candidate,
- l) a proof of payment of the fee for the costs associated with the habilitation proceeding in accordance with the Directive on tuition fees and fees associated with studies.

(3) The following are considered habilitation theses: a) a scientific monograph, or b) a monothematic work that brings new scientific knowledge, or c) a collection of published scientific works supplemented by commentary, or d) documentation on a work of art or artistic performance, or a collection of completed works of art or artistic performances. A habilitation thesis may be submitted with the consent of the Chairperson of the faculty's Scientific Council if the study programme in the relevant field of study is also conducted at the faculty in a foreign language. A summary of the habilitation thesis shall be in the Slovak language.

(4) All documents (applications, opinions, decisions, etc.) of the applicant and authorised institutions must contain the formal requirements used in official correspondence (address details of the sender in the header of the official letter or on the institution's letterhead, date, signature of the applicant or signature of the responsible employee, official stamp, etc.).

## **Article 2**

- (1) In accordance with the applicable internal regulations of the faculty, the members of the commission for the assessment of applications for the initiation of habilitation proceedings established by the dean shall assess whether the application submitted by the candidate for the award of the scientific-pedagogical title or artistic-pedagogical title of "Associate Professor" in the field of study to which the habilitation proceeding is assigned contains all attachments in accordance with § 1 Section 2 and Section 3 of the Decree and Article 1 Section 2 (a) to l) and Section 3 of these principles, and shall recommend the acceptance/rejection of the application to the Chairperson of the faculty's Scientific Council.
- (2) The Chairperson of the faculty's Scientific Council shall, within thirty days of receiving the application for the commencement of the habilitation proceeding, notify the applicant in writing that: a) confirm receipt of the application, completeness of the attachments and commencement of the habilitation proceeding, or b) notify the applicant that the application does not contain certain requirements under Article 1 Section 2 and that the habilitation proceeding is suspended until the deficiencies are remedied, for a maximum period of one year. If the applicant has not remedied the deficiencies within the specified period, the habilitation proceeding shall be terminated. If the applicant has satisfactorily remedied the deficiencies, the Chairperson of the Scientific Council shall notify him/her in writing of the termination of the suspension of his/her habilitation proceeding.
- (3) In the case of a habilitation proceeding in a field in which UP does not have accreditation for habilitation proceedings, or if the candidate demonstrably does not meet any of the conditions under § 76 Sections 1, 3, 4 and 6 of the Act, the Chairperson of the Scientific Council shall return the application to the candidate within four months with the consent of the Scientific Council of the faculty, stating the reasons and attaching supporting documents, and the habilitation proceedings shall be terminated.

## **Article 3**

- (1) Within six months of the commencement of the habilitation proceeding, the Chairperson of the faculty's Scientific Council shall, with the consent of the Scientific Council, appoint three opponents for the habilitation thesis and a three-member habilitation committee<sup>1</sup> from among experts in the relevant field 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 chair of the habilitation committee must, at the time of appointment, hold the position of Professor at a university in the relevant field of the habilitation proceeding and inauguration proceeding, and other opponents and members of the habilitation committee must, at the time of appointment, hold the position of Associate Professor in the relevant field of the habilitation proceeding or be prominent experts in the relevant field of the habilitation proceeding. In justified cases, opponents and other members of the habilitation committee may work in the field of science, technology, or art according to the focus of the candidate's creative activity. At the same time, it shall appoint at least five members of the faculty's Scientific Council who will attend the habilitation lecture and the defence of the habilitation thesis, unless the habilitation lecture and the defence of the habilitation thesis take place at a meeting of the faculty's Scientific Council. Within 30 days of its appointment, the habilitation committee shall review the fulfilment of the criteria for the habilitation proceeding and prepare an opinion on this in accordance with Article 18 Section 1 of these principles.
- (2) The opinion prepared by the habilitation committee pursuant to paragraph 1 of this article must clearly indicate which publications, responses, works and activities form the basis for its conclusion on whether the criteria for the habilitation proceeding have been met or not.

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<sup>1</sup>Opponents are not considered members of the habilitation committee.

- (3) The Chairperson of the faculty's Scientific Council, after consultation with the chair of the habilitation committee and after receiving the opinion of the habilitation committee pursuant to paragraph 1 of this article and the reviews from 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 before they take place and within nine months of the start of the habilitation proceedings:
  - a) to the candidate, b) to the members of the habilitation committee, c) to the opponents, d) to the statutory representative of the legal entity with which the candidate is employed, e) important workplaces in the Slovak Republic that deal with the presented issue. The habilitation lecture and defence of the habilitation thesis shall take place no later than ten months after the start of the habilitation proceeding.
- (4) In accordance with § 1 Section 10 of the Decree, the opponents of the habilitation thesis shall prepare written reviews within three months of their appointment. When preparing these reviews, they shall be provided with information from the central register of final theses, rigorous theses and habilitation theses on the verification of the originality of the habilitation thesis.<sup>2</sup>
- (5) The Chairperson of the faculty's Scientific Council shall announce in the daily press and on the website of the University of Prešov (hereinafter referred to as UP) and on the website designated by the Ministry of Education the date, time and place of the habilitation lecture and defence of the habilitation thesis, together with other information pursuant to § 1 Section 14 of the Decree, at least fourteen days before they take place.
- (6) No later than fourteen days before the defence of the habilitation thesis, the Chairperson of the faculty's Scientific Council shall send the opponent's reviews to the candidate and the members of the committee by post and electronically.

#### **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 Council of the relevant faculty, or in the presence of at least five members of the Scientific Council and the habilitation committee, and in the presence of the opponents. The candidate demonstrates, in particular, his or her scientific and pedagogical competence.
- (2) The defence of the habilitation thesis is a public scientific and pedagogical debate between the candidate, members of the committee, opponents and, where applicable, other participants in the defence. The defence of the habilitation thesis takes place at a meeting of the faculty's Scientific Council or in the presence of at least five representatives of the faculty's Scientific Council, at least two opponents and the entire habilitation committee. It takes place in an atmosphere of high standards, in compliance with the rules of scientific ethics, and should focus primarily on the candidate's scientific contribution to the field, the authenticity and justification of the procedures and conclusions of the habilitation thesis.
- (3) The defence of the habilitation thesis is led by the chair of the habilitation committee or a member of the habilitation committee appointed by him.

#### **Article 5**

- (1) At the beginning of the defence, the chair shall state whether all the requirements necessary for the commencement of the defence have been met and shall acquaint those present with a brief curriculum vitae of the candidate and his or her characteristics. The chair shall then inform those present of the opinion of the habilitation committee, including its conclusion as to whether the candidate meets the criteria for the habilitation proceedings, which the habilitation committee has drawn up in accordance with Article 3 Section 1 of these principles, and shall announce the topic of the habilitation thesis.

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<sup>2</sup>When preparing a written review, opponents shall be provided with information from the central register of final theses, rigorous theses and habilitation theses on the verification of the originality of the habilitation thesis (hereinafter referred to as the "central register"). The information from the central register must be made available to the opponents before they prepare their written review, i.e. within three months of their appointment.

- (2) During the defence, the candidate shall inform those present of the content and main results of their habilitation thesis.
- (3) The opponents shall inform those present of the content of their reviews. The review of an absent opponent shall be read by the chair.
- (4) In a public discussion, the scientific and pedagogical competence of the candidate is verified, as well as the correctness and scientific justification of the findings contained in the habilitation thesis, and the candidate takes a position on 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 chair of the habilitation committee shall appoint one member of the habilitation committee to take the minutes of the defence. The minutes shall be signed by the chair and the members of the habilitation committee present.

### **Article 6**

- (1) After the defence, a closed meeting of the habilitation committee is held to evaluate the course and outcome of the defence and the level of the candidate's work (§ 1 Section 15 of the Decree).
- (2) No later than one month after the habilitation lecture and defence of the habilitation thesis, the habilitation committee shall submit to the Chairperson of the Scientific Council, in accordance with § 1 Section 15 of the Decree and Article 18 Section 2 of these principles, a proposal with a recommendation to award/not award the candidate the title of Associate Professor in the field of the habilitation proceeding. The submitted proposal shall also include the annexes pursuant to Article 1 Section 2.

### **Article 7**

- (1) The Scientific Council of the faculty shall discuss the proposal of the habilitation committee pursuant to Article 6 Section 2 no later than six months after its submission in the presence of the chair of the habilitation committee or a member of the habilitation committee authorised by him/her.
- (2) The faculty Scientific Council shall discuss the proposal of the habilitation committee and assess whether the candidate meets the conditions for obtaining the title of Associate Professor and decide whether to award it to the candidate.
- (3) The faculty Scientific Council shall decide on the award or non-award of the title of Associate Professor by secret ballot; the decision shall require the approval of a majority of all members of the faculty Scientific Council.
- (4) The Chairperson of the Scientific Council shall send a written copy of the council decision on the award or non-award of the title of Associate Professor, together with the reasons for the decision, to the candidate within thirty days of the Scientific Council's decision. The decision of the Scientific Council is final and cannot be appealed.
- (5) The Chairperson of the faculty's Scientific Council shall ensure that the habilitation proceedings file is delivered to the rector within 30 days of the faculty's Scientific Council issuing its decision. The habilitation file shall be produced in a single copy at the faculty and shall be delivered in accordance with protocol via the relevant faculty science department and the science department of the UP Rector's Office.

### **Article 8**

- (1) The rector shall award the candidate the title of Associate Professor within two months of receiving the decision of the faculty's Scientific Council on the award of the title of Associate Professor. The award of the title of Associate Professor shall be documented by a decree. The habilitation proceeding shall end with the signing of the decree by the rector. The scientific-pedagogical title or artistic-pedagogical title of "Associate Professor" in the field of the habilitation proceeding shall be awarded by the rector of the university to an applicant who, in addition to the conditions specified in § 76 Section 3 and 4 of the Act, also meets the conditions specified in § 76 Section 6 (a), (b) and (c) of the Act:

- a) is scientifically and pedagogically or artistically and pedagogically active in the relevant field of the habilitation proceeding at a university,
- b) has created comprehensive scientific work in the relevant field of the habilitation proceeding through his or her scientific work, or has created a comprehensive artistic work in the relevant field of the habilitation proceeding through his or her artistic works and artistic performances,
- c) is a recognised scientific figure in professional circles or a recognised artistic figure in artistic circles in the relevant field of the habilitation proceedings.

(2) If the rector finds serious deficiencies or errors in the documentation of the habilitation proceedings, he shall return it to the Chairperson of the Scientific Council and only after the deficiencies have been supplemented, removed or corrected shall he award the title to the candidate.

(3) Decrees are usually handed over to the appointed Associate Professors at a meeting of the Scientific Council of UP.

(4) Associate Professors confirm receipt of the decrees in person by signing the register of Associate Professor decrees. If the decree is received by another person designated by the Associate Professor, that person must present an official power of attorney to represent the Associate Professor in this matter. On the basis of the power of attorney, they shall sign the register and accept the decree. The power of attorney is part of the habilitation file.

## Article 9

(1) During the habilitation proceeding at the faculty level, the faculty's Science Department keeps a habilitation file containing all attachments in the specified number according to Article 1 Section 2 and delivers it to the Science Department of the UP Rector's Office according to Article 7 Section 5 of these principles. After the completion of the habilitation proceeding by issuing a decree on the award of the title of Associate Professor, the habilitation file shall be closed and kept for 5 years in the reference registry of the Science Department of the UP Rector's Office. After 5 years, the habilitation file shall be formally handed over to the Registry Centre and the UP Archive for safekeeping.

(2) Contents of the habilitation file:

- a) the applicant's application with attachments in accordance with Article 1 Section 2 of these principles,
- b) minutes from the meeting of the dean's committee to assess the application for the initiation of the habilitation proceeding,
- c) confirmation of receipt of the application sent by the Chairperson of the Scientific Council to the applicant or a request to remedy deficiencies with notification of the suspension of the procedure pursuant to § 1 Section 6 of the Decree or notification of the termination of the procedure with the return of the application and accompanying documents pursuant to § 1 Section 2 of the Decree,
- d) correspondence between the Chairperson of the Scientific Council and the applicant regarding the completion of the application, if the proceedings were suspended pursuant to § 1 Section 6 of the Decree. This correspondence also includes a letter from the Chairperson of the Scientific Council announcing the end of the suspension of proceedings with confirmation that the application is complete and has no formal deficiencies,
- e) the resolution of the Scientific Council of the faculty on its consent to the appointment of three opponents of the habilitation thesis and the chair and two other members of the habilitation committee pursuant to § 1 Section 8 of the Decree,
- f) appointment decrees issued by the Chairperson of the faculty's Scientific Council for the members of the habilitation committee and opponents,
- g) reviews from all opponents of the habilitation thesis,
- h) the opinion of the habilitation committee on the fulfilment or non-fulfilment of the criteria for the habilitation proceedings for the award of the title of Associate Professor, prepared in accordance with Article 18 Section 1 of these principles,
- i) proof of timely notification of the habilitation lecture and defence of the habilitation thesis in accordance with Article 3 Section 3 of these principles, with a list of addresses to which it was sent,

- j) proof of timely publication of the habilitation lecture and defence of the habilitation thesis in accordance with Article 3 section 5 of these principles,
- k) proof of timely sending of reviews of the habilitation thesis in accordance with Article 3 Section 6 of these principles, with a list of addresses to which they were sent,
- l) a record of the habilitation lecture with an attached attendance list,
- m) minutes of the habilitation thesis defence with an attached attendance list,
- n) a proposal by the habilitation committee prepared in accordance with Article 18 Section 2 of these principles,
- o) proof of invitation of a representative of the faculty or external educational institution where the candidate teaches to discuss the proposal at a meeting of the faculty's Scientific Council, if the habilitation proceedings takes place at another faculty,
- p) an extract from the minutes of the faculty Scientific Council, which decided on the outcome of the habilitation proceedings in accordance with § 2 Section 1 to 3 of the Decree, with the attached voting protocol, including the ballot papers and the attendance list of the faculty Scientific Council,
- q) decision on the proposal to award the title of Associate Professor or on the termination of the habilitation proceedings, which was sent to the candidate,
- r) request of the Chairperson of the Scientific Council to the rector of UP to award the title of Associate Professor to the candidate, with a list of attachments to the file pursuant to Article 9 Section 2 (a) and (q) of these principles,
- s) a colour copy of the Associate Professor's decree,
- t) official authorisation to accept the decree.

(3) The Science Departments at the faculties and the Science Department of the UP Rector's Office shall publish the following on the website designated by the Ministry of Education, in accordance with the template in Annex 1:

- a) the date of receipt of the application for the habilitation proceeding together with the information pursuant to § 76 Section 10 (a) and (b) of the Act and the title of the habilitation thesis, within 15 days of receipt of the application,
- b) the date from which the habilitation proceeding is suspended and the deadline for rectifying the deficiencies in the application, within 15 days of the suspension of the habilitation proceeding,
- c) the name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title and workplace of the opponents of the habilitation thesis and members of the habilitation committee, indicating which of them are employees of the university where the habilitation is taking place, within 15 days of approval by the relevant scientific council,
- 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 opponents' reviews, within 15 days of its submission to the chairperson of the relevant scientific council,
- e) the decision of the relevant scientific council, including its justification, if prepared, and the deadline for possible resubmission of the application pursuant to § 2 Section 2 of the Decree, within 15 days of confirmation of delivery of the decision of the relevant scientific council to the candidate,
- f) the attendance list from the meeting of the scientific council that decided on the application, by the date of publication of the decision of the relevant scientific council,
- 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 by the candidate with attachments in accordance with paragraph 2 to the Chairperson of the faculty's Scientific Council, which has been granted accreditation for the inauguration proceeding in the field of the inauguration proceeding. In the application, the candidate shall specify the field of the inauguration proceeding in which they are applying for appointment. The candidate shall deliver the application with attachments by post or in person to the registry of the relevant faculty.
- (2) The applicant shall attach the following attachments to the application (2 copies) for the commencement of the inauguration proceedings:
  - a) two original copies of structured CV signed by the applicant (according to the template in Appendix 4).
  - b) certified copies of documents (officially certified copies usable for legal purposes):
    - two certified copies of a document certifying secondary education, or a certified copy of nostrification - a document certifying the recognition of a foreign secondary education document,
    - two certified copies of a document certifying tertiary education, or a certified copy of nostrification – a document certifying the recognition of a foreign tertiary education document,
    - two certified copies of the decree awarding the applicant the title of Associate Professor or the decision on the recognition of professional qualifications to perform the function of Associate Professor in accordance with a special regulation,
  - c) twice the overview of previous teaching activities and results achieved, signed by the head of the scientific and pedagogical workplace (department, institute, institute), such as lectures, seminars, exercises, supervision of diploma, rigorous, bachelor's, dissertation and student scientific, creation of teaching aids, etc. Applicants who are not employees of faculties or parts of UP shall additionally submit a confirmation of teaching activity signed by the dean of the faculty where the teaching activity took place,
  - d) twice the list of original published scientific, professional and artistic works with references, submitted in written form and on electronic media. This list must be a certified extract from the University Library of UP, or from the university library of the higher education institution where the applicant works. If the applicant does not work at a university or is from abroad, the list will be assessed by the Council for Habilitation and Inauguration Proceedings (CHIP). In the list, the applicant shall indicate three to five works, as well as three to five responses, which they consider to be the most significant.
  - e) twice the list of other original scientific, professional and artistic works and achievements that cannot be included in the list under letter f). In this list, the candidate shall include reports on completed scientific research tasks, scientific-technical or artistic projects, as well as other demonstrable works and achievements that document their scientific, professional or artistic performance. The content and format of this list shall be determined by the applicant, with the proviso that it must not repeat the information provided in the lists under points (e) and (g).
  - f) twice the list of other demonstrable responses to scientific (artistic) activity that cannot be included in the list under e). In this list, the applicant shall indicate participation in domestic and foreign lectures, work stays or exhibitions held at scientific and artistic institutions, membership in scientific organisations, editorial Councils of scientific journals, etc. The list shall specifically mention foreign lecture stays. The content and format of this list is determined by the applicant, with the proviso that it must not repeat the information provided in the lists under points e) and f),
  - g) twice the scientific/artistic-pedagogical characteristics (SAPCH), prepared and signed by the applicant and employer (dean of the faculty where 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 workplace where the applicant works – according to the template available from the faculty's science and research department). Attached to the scientific/artistic-pedagogical characteristics

(SAPCH) is a clear table showing the minimum criteria for obtaining the title of Professor in a specific field of habilitation and inauguration proceedings approved by the Scientific Council of UP,

- h) twice a brief and concise description of the most important scientific results, prepared and signed by the applicant. In this description, the applicant shall also comment on all results and responses that he/she has marked as the most significant in the list of works and responses under letter e),
- i) a set of works listed in the list of original published scientific (artistic) and professional works that the applicant considers to be the most significant, with an indication of their responses according to letter e). At the request of the Chairperson of the faculty's Scientific Council, the applicant shall submit a set of all works according to letter e). Reprints or copies with bibliographic data marked must be submitted. For more extensive works, it is sufficient to submit a facsimile of the title page with the publisher's details marked. Each part of the set must be marked with an identification code according to the list under letter e),
- j) twice the list of three topics for the inaugural lecture and syllabus signed by the candidate,
- k) proof of payment of the fee for the costs associated with the inaugural appointment procedure according to the UP price list,
- l) twice the documents on own scientific school (in accordance with the Criteria for evaluating the fulfilment of conditions for obtaining scientific-pedagogical titles or artistic-pedagogical titles of Associate Professor and Professor, valid at UP),
- m) twice the letters of recommendation from at least three foreign university Professors or other leading foreign experts from at least three countries,
- n) twice the list of published scientific, professional or artistic works in English or another suitable language, intended for sending to a foreign reviewer,
- o) a set of the most significant offprints or other text and image materials in the relevant world language, documenting the applicant's scientific work, intended for sending to a foreign reviewer.

(3) All documents (applications, opinions, decisions, etc.) from the applicant and authorised institutions must contain the formal requirements used in official correspondence (the sender's address in the header of the official letter or on the institution's letterhead, date, signature of the applicant or signature of the responsible employee, official stamp, etc.).

## Article 11

- (1) In accordance with the applicable internal regulations of the faculty, members of the commission for assessing applications for the commencement of the inauguration proceeding in the field of the inauguration proceeding established by the dean, in which the candidate for inauguration applies, shall assess whether the application submitted by the candidate for the commencement of the inauguration proceedings contains all the annexes pursuant to § 5 Section 2 and Article 10 Section 2 (a) to o) of these principles and recommend the acceptance/rejection of the application to the Chairperson of the faculty's Scientific Council.
- (2) The Chairperson of the faculty's Scientific Council shall, within thirty days of the date of receipt of the application for the commencement of the inauguration proceedings, notify the applicant in writing:
  - a) confirm receipt of the application, completeness of the attachments, and commencement of the inauguration proceeding from the date of delivery of the application, or
  - b) notify that the application does not contain certain requirements under Article 10 Section 2 and the inauguration proceeding is suspended until the deficiencies are remedied, for a maximum period of one year. If the applicant fails to remedy the deficiencies within the specified period, the inauguration proceedings shall be terminated. Once the Chairperson of the faculty's Scientific Council has determined that the applicant has satisfactorily remedied the deficiencies pointed out to him or her, he or she shall notify the applicant in writing of the termination of the suspension of the inauguration proceedings.
- (3) If the field of the inauguration proceeding is one in which UP does not have accreditation for inauguration proceeding, or if the candidate demonstrably does not meet one of the conditions under § 76 Section 5 and 7 of the Act based on the criteria for obtaining the title of Professor, the Chair of the

faculty's Scientific Council, with the consent of the Scientific Council, shall return the application with justification and accompanying documents to the candidate within four months, and the inauguration proceedings shall be terminated.

## Article 12

- (1) Within six months of the start of the inauguration proceedings, the Chairperson of the faculty's Scientific Council shall, with its consent, appoint three opponents and a four-member inauguration committee consisting of prominent domestic experts and at least one foreign expert, so that no more than one opponent and no more than one member of the inauguration committee are employees of UP. At least one opponent and the chair of the inauguration committee must, at the time of appointment, hold the position of Professor at the university in the relevant field of the inauguration proceedings, and other opponents and members of the inauguration committee must be employed at the university as Professors or Associate Professors in the relevant field of the inauguration proceedings or in a related field at the time of their appointment, or, in justified cases, they must be internationally recognised experts in the field of the inauguration proceedings. In justified cases, opponents and other members of the inauguration committee may work in the field of science, technology, or art according to the focus of the candidate's creative activity. Within 30 days of its appointment, the inauguration committee shall review compliance with the criteria applicable at the relevant faculty for the inauguration proceedings and prepare an opinion thereon in accordance with Article 18 Section 1 of these principles.
- (2) The opinion prepared by the inauguration committee pursuant to paragraph 1 of this Article must clearly indicate which publications, reviews, works and activities form the basis for its conclusion on whether the criteria for the inauguration proceedings have been met or not.
- (3) The Chairperson of the faculty's Scientific Council, after consultation with the chair of the inauguration committee and after receiving the reviews from all opponents and the opinion of the inauguration committee pursuant to paragraph 1 of this Article, shall announce in the daily press and on the UP website, or on the faculty website, the date, time, place and topic of the inaugural lecture in accordance with § 5 Sections 9 and 10 of the Decree so that it can take place at a public meeting of the faculty's Scientific Council in the presence of at least three members of the inauguration committee and at least two opponents. Opponents shall prepare written reviews of the submitted application within three months of their appointment.
- (4) In their inaugural lecture, candidates demonstrate their scientific and pedagogical abilities, present their overall contribution to the field and the contribution of their students to the development of the field, and express their views on the current state of the field and its prospects. The inaugural lecture is public and takes place before the faculty Scientific Council with the participation of at least three members of the inaugural committee and at least two opponents. At the request of the Chairperson or a member of the faculty Scientific Council, the candidate shall deliver the inaugural lecture (or part thereof) in one of the world languages.
- (5) The date, time and venue of the inaugural lecture shall be announced by the Chairperson of the Scientific Council at least fourteen days in advance, within nine months of the start of the inaugural proceedings, in the daily press, on the UP website and on the website designated by the Ministry of Education. The announcement shall include the candidate's first name, surname and place of work, as well as the title of the inaugural lecture. The inaugural lecture shall take place no later than ten months after the start of the inaugural proceedings.
- (6) No later than one month after the inaugural lecture, a closed meeting of the inaugural committee shall be held to evaluate the course of the inaugural lecture and the level of the candidate's activity within the meaning of § 5 Section 11 of the Decree. The inauguration committee shall submit to the Chairperson of the faculty's Scientific Council a proposal in accordance with Article 18 Section 2 of these principles with a recommendation to approve or reject the proposal to appoint the candidate as a Professor in the field of the habilitation proceeding and inauguration proceeding, which shall be signed by the chair and members of the committee.

## **Article 13**

- (1) The faculty Scientific Council shall discuss the proposal of the inauguration committee pursuant to Article 12 Section 6 within six months of its submission. It shall assess whether the candidate meets the conditions for appointment as a Professor and decide whether to approve or reject the proposal for appointment as a Professor. It shall assess whether the procedure laid down by law and decree has been followed throughout the process. If it finds that the inauguration proceeding was not in accordance with the law or the decree, it shall determine the manner in which the deficiencies are to be remedied.
- (2) The faculty Scientific Council shall decide on the approval or disapproval of the proposal for appointment as Professor by secret ballot. The approval of the proposal requires the consent of a majority of all members of the faculty Scientific Council.
- (3) The Chairperson of the faculty Scientific Council shall send a written copy of the Scientific Council's decision on the approval or rejection of the proposal for appointment as Professor to the candidate within thirty days of the Scientific Council's decision. The decision of the faculty's Scientific Council cannot be appealed.
- (4) If the faculty Scientific Council approves the proposal for appointment as Professor, its chair shall submit a written copy of this decision to the Rector of UP within 30 days of the discussion, with a request for further proceedings.
- (5) If, according to the decision of the Scientific Council, the candidate does not meet the conditions for appointment as a Professor, the Scientific Council shall not approve the proposal and its chair shall notify the candidate of this decision in writing, stating the reasons, within 30 days of the decision of the Scientific Council. The deadline for resubmitting an application for the title of Professor is 12 months from the date of rejection of the proposal for appointment as Professor by the Scientific Council of the university, as determined by the rules of procedure of the Scientific Council of UP.

## **Article 14**

- (1) The Science Department of the UP Rector's Office shall send the members of the Scientific Council of UP a written description of the proposed candidate for the title of Professor no later than seven days before the date of the Scientific Council of UP meeting.
- (2) The Science Department of the UP Rector's Office shall ensure public access to a list of the candidate's original published scientific (artistic) and professional works, including their reviews, on the UP website.

## **Article 15**

- (1) The Scientific Council of UP shall discuss and evaluate the proposal of the Scientific Council of the faculty delivered to the Science Department of the Rector's Office of UP no later than 14 days before the date of the meeting of the Scientific Council of UP and, in accordance with § 6 Section 6 of the Decree, no later than six months after its submission, and shall decide on its approval or rejection.
- (2) At the UP Scientific Council meeting, the applicant will give a 10-minute presentation in either Slovak, English, Czech or Polish, and through a presentation consisting of slides in Slovak, assess the level of knowledge in the given field, his contribution and the contribution of his scientific school to the development of the field.
- (3) The UP Scientific Council decides on the proposal for appointment as Professor by secret ballot in accordance with the UP Statutes and the Rules of Procedure of the UP Scientific Council. The approval of a proposal for a Professor requires the consent of a majority of all members of the UP Scientific Council. The approved proposal, together with the required documents pursuant to § 6 Section 8 of the Decree, shall be submitted by the UP Rector to the Minister of Education of the Slovak Republic. The proposal for the award of the scientific-pedagogical title or artistic-pedagogical title of "Professor" shall be approved by the faculty Scientific Council for a candidate who, in addition to the conditions specified in § 76 Section 5 of the Act, also meets the conditions specified in § 76 Section 7 (a), (b) and (c) of the Act:

- a) is active in the relevant field of habilitation and inauguration proceedings at a higher education institution in a scientific and pedagogical or artistic and pedagogical capacity,
- b) has influenced the development of the relevant field of habilitation and inauguration proceedings by establishing a scientific school or artistic school or an original, generally recognised group that builds on his or her published scientific works, discoveries, inventions or artistic creations,
- c) is a recognised scientific or artistic personality in the relevant field of the inauguration proceedings, and his scientific works or artistic works or artistic performances have also achieved international recognition.

(4) The written version of the decision of the Scientific Council of UP on the approval or rejection of the proposal for appointment as Professor, together with the reasons, shall be sent by the Rector of UP to the candidate within thirty days of the decision of the Scientific Council of UP. The decision of the Scientific Council of UP cannot be appealed.

## Article 16

- (1) During the inauguration proceedings at the faculty level, the faculty's Science Department shall keep a record of the inauguration proceedings in a single copy containing all attachments in the specified number pursuant to Article 10 Section 2. The Chairperson of the faculty Scientific Council shall ensure that the inauguration file is delivered to the rector within 30 days of the faculty Scientific Council's decision. The file shall be delivered in accordance with protocol via the relevant faculty Science Department and the Science Department of the UP Rector's Office. After the proposal for appointment as Professor has been approved by a decision of the UP Scientific Council, the prescribed part of the documents intended for submission to the Minister of Education of the Slovak Republic shall be separated from the inauguration file. After closure, the inauguration file shall be kept for 5 years in the reference registry of the Science Department of the UP Rector's Office and after 5 years it is formally transferred to the custody of the UP Registry Centre and Archive.
- (2) Contents of the inauguration file:
  - a) the applicant's application with attachments in accordance with Article 10 Section 2 of these principles,
  - b) minutes of the meeting of the Dean's Committee for the assessment of the application for the commencement of the inauguration proceeding,
  - c) confirmation of receipt of the application sent by the Chairperson of the Scientific Council to the applicant, or a request to remedy deficiencies with notification of the suspension of proceedings pursuant to § 5 Section 4 of the Decree, or notification of the termination of proceedings with the return of the application and accompanying documents pursuant to V 5 Section 5 of the Decree,
  - d) correspondence between the Chairperson of the Scientific Council and the applicant regarding the completion of the application, if the proceedings were suspended pursuant to § 5 Section 4 of the Decree. This correspondence also includes a letter in which the chair of the VR announces the end of the suspension of proceedings with confirmation that the application is complete and has no formal deficiencies,
  - e) the resolution of the Scientific Council of the faculty approving the members of the inauguration committee and opponents (indicating their workplaces in accordance with § 5 Section 6 of the Decree),
  - f) appointment decrees,
  - g) opponent reviews (pursuant to § 5 Section 8 of the Decree),
  - h) letters of recommendation from at least three foreign university Professors or other leading foreign experts, signed by hand,
  - i) the opinion of the inauguration committee on whether the candidate meets the criteria for appointment as a Professor in the field of habilitation and inauguration proceedings – evaluation prepared by the inauguration committee (pursuant to § 5 Section 11 of the Decree) signed by the members of the inauguration committee,
  - j) copy of the report on the publication of the inauguration lecture in the daily press (pursuant to § 5 Section 10 of the Decree), proof of invitation of a representative of the faculty or

university where the candidate teaches (only if they do not teach at UP),

- k) proof of payment of the fee,
- l) proof of own scientific school,
- m) a collection of works in English,
- n) separate copies of the most significant works, text and image materials,
- o) proof of timely notification of the inaugural lecture and defence,
- p) proof of timely submission of reviews with a list of addresses to which they were sent,
- q) a record of the course of the defence of the inaugural lecture with an attached attendance list,
- r) proof of invitation of a representative of the faculty or external educational institution where the candidate teaches, to discuss the proposal at a meeting of the faculty's Scientific Council, if the inaugural proceedings take place at another faculty,
- s) an extract from the minutes of the faculty's Scientific Council, which decided on the outcome of the inaugural proceedings, with the attached voting protocol, ballot papers and attendance list of the faculty's Scientific Council,
- t) the decision of the faculty's Scientific Council on the submission of a proposal for appointment as Professor addressed to the candidate,
- u) excerpt from the minutes of the faculty Scientific Council on the proposal for appointment as Professor (result of secret ballot, ballot papers) signed by the dean – Chairperson of the faculty Scientific Council, minutes of the inauguration committee, record of the inauguration lecture, attendance list from the inauguration lecture,
- v) request by the Chairperson of the faculty Scientific Council to include the discussion of the proposal for appointment as Professor on the agenda of the university Scientific Council, addressed to its Chairperson, with a list of attachments sent.
- w) proof of invitation of the candidate to the meeting of the Scientific Council of UP.

### **Part Three** **COMMON PROVISIONS**

#### **Article 17**

- (1) Within thirty days of its appointment, the habilitation or inauguration committee shall prepare a draft opinion for the faculty Scientific Council on whether the candidate meets the criteria for the title of Associate Professor or Professor. The draft must include:
  - a) a list of committee members with attendance at committee meetings,
  - b) a list of the documents on which the committee based its draft opinion,
  - c) a statement on the quality and authenticity of the submitted documents, with particular regard to the assessment of the correctness of the categorisation of individual publications, citations, works and activities listed by the applicant in the lists pursuant to Article 1 Section 2 (d), (f), (g), h) and Article 10 Section 2 (c), (e), (f) and (g) of these principles,
  - d) an analysis of the fulfilment of the criteria, explicitly listing the applicant's achievements (with references to the lists under Article 1 Section 2 (d), (f), (g), (h) and Article 10 Section 2 (c), (e), (f), (g) of these principles),
  - e) a conclusion on whether the criteria have been met or not,
  - f) the date of preparation of the proposal, signatures of the chairperson and all members of the committee present.
- (2) At the committee meeting following the habilitation/inaugural lecture, the committee shall draw up a proposal in accordance with § 1 Section 15 or § 5 Section 11 of the Decree. This proposal must include:
  - a) a list of members of the habilitation or inauguration committee, its chairperson and opponents, stating their attendance at the committee meeting,
  - b) an expert assessment of the level of the candidate's inaugural lecture,
  - c) in the case of a habilitation proceedings, an evaluation of the defence of the habilitation thesis,

- d) an evaluation of the level of the candidate's pedagogical, scientific and publishing activities, the candidate's civic and moral qualities,
- e) a recommendation to award or not award the candidate the title of Associate Professor in the field of the habilitation proceedings and inauguration proceedings, or to approve or disapprove the proposal for appointment as Professor,
- f) if the committee's proposal is negative, justification of the negative opinion,
- g) the date of preparation of the proposal, the signatures of the chair and members of the committee.

(3) The habilitation or inauguration committee shall decide by secret ballot on matters on which it prepares written opinions pursuant to paragraphs 1 and 2.<sup>3</sup>

(4) The Science Departments at the faculties and the Science Department of the UP Rector's Office shall publish the following information in the form specified in Appendix No. 3 on the website designated by the Ministry of Education:

- a) the date of receipt of the application for appointment as Professor, together with the information specified in § 76 Section 10 (a) and (b) of the Act and § 7 of the Decree within fifteen days of receipt of the application,
- b) the date from which the inauguration proceedings are suspended and the deadline for remedying the deficiencies in the application, within fifteen days of the suspension of the inauguration proceedings,
- c) the name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title, scientific rank and workplace of opponents and members of the inauguration committee, within fifteen days of their approval by the relevant scientific council, shall indicate the field of the habilitation proceeding and inauguration proceeding or the field of science, technology or art in which they are scientifically or artistically active, indicating which of them
  - 1. is an employee of the university where the inauguration proceedings is taking place,
  - 2. is a foreign expert,
  - 3. works at a university as a Professor and is scientifically active in the field of the habilitation proceeding and inauguration proceeding,
- d) the proposal of the inauguration committee with a recommendation to approve the proposal to appoint the candidate as a Professor in the field of habilitation or inauguration proceedings, or not to approve the proposal to appoint the candidate as a Professor in the field of habilitation or inauguration proceedings within fifteen days of its submission to the chair of the relevant scientific council,
- e) the decision of the relevant scientific council, including its justification, if prepared, and the deadline for possible re-submission of the application pursuant to § 2 Section 2 of the Decree, within fifteen days of confirmation of delivery of the decision of the relevant scientific council to the candidate; in the case of a decision by the scientific council of the faculty, within fifteen days of the submission of its decision to the Scientific Council of the university,
- f) the attendance list from the meeting of the scientific council that discussed the proposal for the appointment of a Professor, by the date of publication of the decision of the relevant scientific council,
- g) the date and reason for the termination of the inauguration proceedings, within fifteen days of the termination of the inauguration proceedings.

(5) The science departments at the faculties and the Science Department of the UP Rector's Office shall publish the information in the form specified in Annexes 1 and 3 on the website designated by the Ministry of Education within the time limits specified by generally binding legal regulations for a period of five years from the date of completion of the habilitation proceeding or the procedure for the appointment of a Professor, and on the website of UP designated by the Ministry:

- a) information from the professional CV of the candidate for the habilitation proceeding or the candidate for the inauguration proceeding, including:
  - 1. name, surname, birth name,
  - 2. academic degrees, scientific and pedagogical degrees, artistic and pedagogical degrees, scientific titles,
  - 3. year of birth,

- 4. information on higher education, further academic growth and completed further education,
- 5. information on employment history and teaching activities,
- 6. information on professional or artistic focus,
- 7. information on publishing activities,
- 8. reviews of scientific or artistic work,
- 9. number of doctoral students whom he or she supervises or has supervised, specifying how many of them had duly completed their studies as of the date of preparation of the CV,
- b) the name of the field of habilitation and inauguration proceedings in which the proceedings are taking place,
- c) the topic of the habilitation thesis or inaugural lecture,
- d) information about opponents, in particular their first and last names, academic titles and scientific-pedagogical titles or artistic-pedagogical titles,
- e) reviews by opponents,
- f) the composition of the Scientific Council of the university or the collective body of the faculty that discussed the proposal to award the scientific-pedagogical title or artistic-pedagogical title of "Associate Professor" or the proposal to appoint a Professor, including the name and surname of the member of the relevant body, their academic titles, scientific-pedagogical titles, artistic-pedagogical titles and scientific degrees; if a member of the Scientific Council of a university is not a member of the academic community of that university or if a member of a collective body of a faculty designated by the statutes of the university is not a member of the academic community of the university of which the faculty is a part, the name of the employer of that member shall also be stated,
- g) the decision of the Scientific Council after the completion of the habilitation proceeding or inauguration proceeding,
- h) further details on the course of the habilitation proceedings or inauguration proceedings.

### **Article 18**

- (1) If the candidate at UP is employed for a fixed weekly working time, the costs associated with the habilitation or inauguration proceedings, remuneration for opponents and assessors, and the costs of business trips for committee members shall be covered by the faculty to which the candidate is assigned. If the candidate's habilitation proceedings takes place at a different UP faculty than the one where they are employed, the faculty where the procedure takes place will issue a request for reimbursement of these costs to the faculty where the candidate is employed. The faculty will submit the actual costs associated with the habilitation/inauguration proceedings. If the candidate does not meet the required criteria, the fee shall be refunded with a 10% reduction for the costs incurred by the commencement and current course and preparation of the habilitation/inauguration proceedings.
- (2) If the applicant is not employed by UP for the stipulated weekly working hours, the rector of UP may decide to reduce or waive the fee for covering the costs associated with the habilitation or inauguration proceedings.

### **Article 19**

- (1) If an applicant fails in the habilitation proceedings, they may resubmit an application for the title of Associate Professor within the period specified in the rules of procedure of the scientific council of the relevant faculty. If an applicant fails the inauguration proceedings, they may resubmit an application for the initiation of proceedings for appointment as a Professor within the period specified in the rules of procedure of the university's Scientific Council.
- (2) The deadline for resubmitting an application for the title of Professor is 12 months from the date of rejection of the proposal for appointment as Professor by the university's Scientific Council.

**Part Four**  
**FINAL PROVISIONS**

**Article 21**

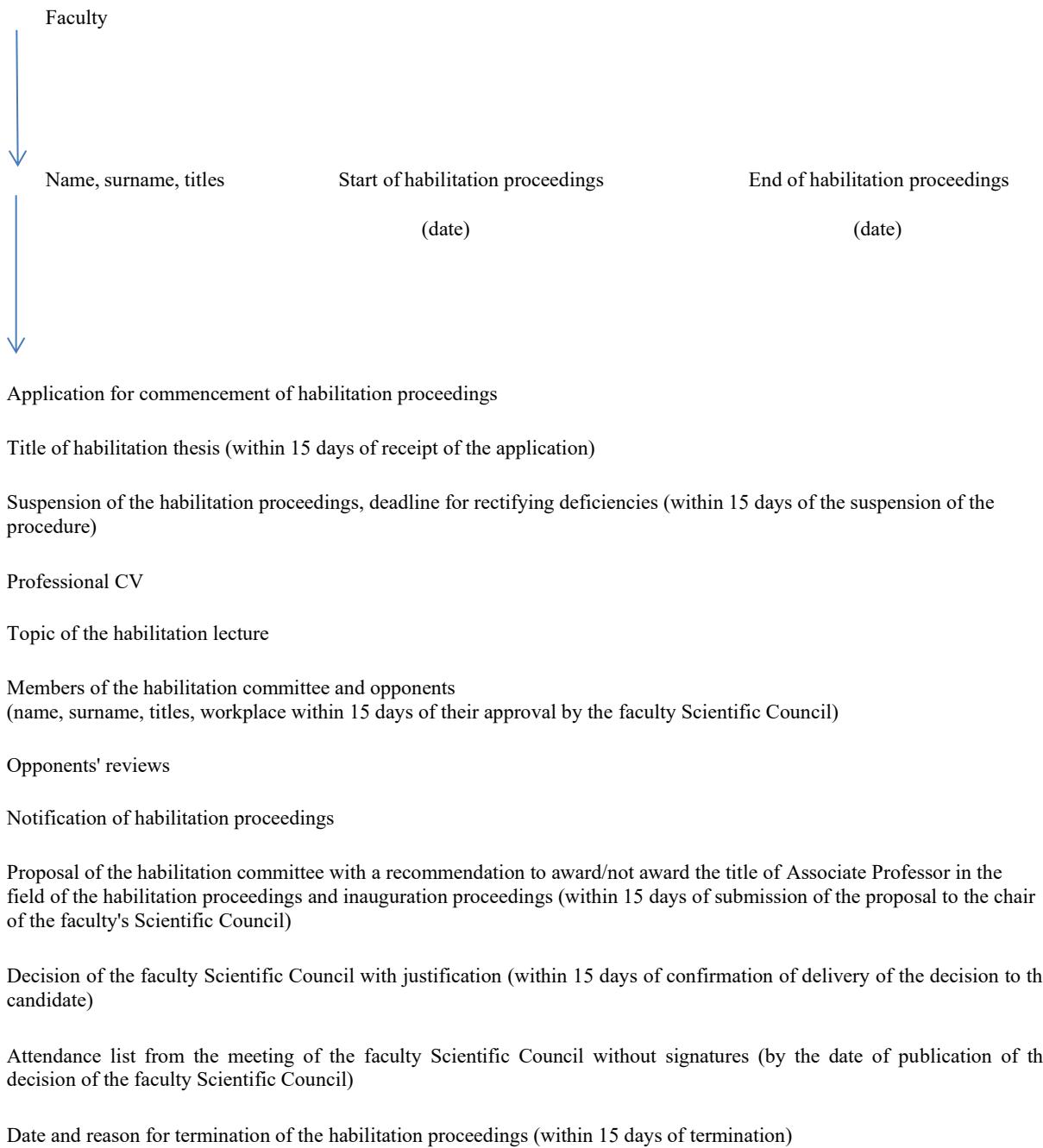
- (1) The Principles of the Habilitation and Inauguration Proceedings at the University of Prešov dated 12 June 2023 are hereby repealed.
- (2) These Principles of the Habilitation and Inauguration Proceedings at the University of Prešov shall enter into force and effect on 25 June 2024.

Prešov, 25 June 2024

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

## Appendix No. 1

### **Habilitation proceedings at the University of Prešov**



## Appendix No. 2

### Sample of professional CV for habilitation proceedings

#### Professional CV

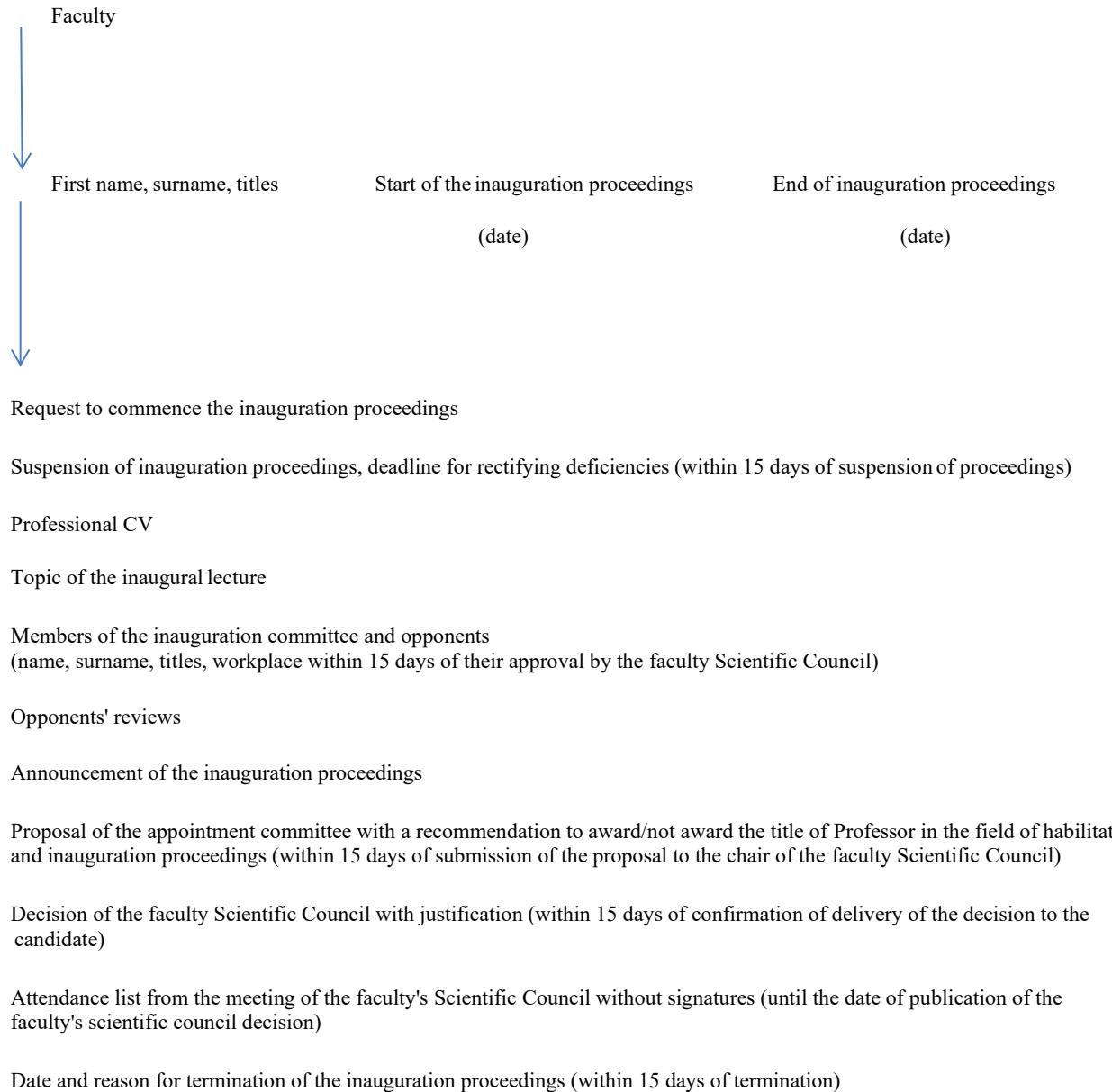
|   |  |
|---|--|
| First name and surname, birth name, titles  |  |
| Date and place of birth   |  |
| University education and further academic growth  |  |
| Further education   |  |
| Employment history  |  |
| Teaching experience (place of work/subjects)  |  |
| Professional or artistic focus  |  |
| Publications, including scope (author sheets) and categorisation of records according to the currently valid decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic* |  |
| *Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Z. z.   |  |
| Responses to scientific/artistic work   |  |
| Number of graduates: trained completed  |  |
| Number of doctoral students: trained completed  |  |
| Contact address, email and telephone contact  |  |

Date:

Signature of applicant

## Appendix No. 3

## Inauguration proceedings at the University of Prešov



## Appendix No. 4

### Sample of professional CV for the inauguration proceedings

#### Professional CV

|  |  |
|--|--|
| Name and surname, titles   |  |
| Date and place of birth  |  |
| University education and further academic growth   |  |
| Further education  |  |
| Employment history   |  |
| Teaching experience (place of work/subjects)   |  |
| Professional or artistic focus   |  |
| Publications, including scope (AH) and categorisation of records according to the currently valid decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic *<br>1. monographs<br>2. textbooks<br>3. lecture notes<br>*Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Z. z |  |
| Responses to scientific/artistic work  |  |
| Number of graduates: trained completed   |  |
| Number of doctoral students: trained completed   |  |
| Topic of the inaugural lecture   |  |
| Scientific Council of the faculty and university that decided on the proposal  |  |
| Proposal for appointment as Professor in the field of habilitation and inauguration proceedings  |  |
| Contact address, email and telephone contact   |  |

Date:

Signature of the candidate