



UNIVERSITY
OF ŽILINA

FULL TEXT OF DIRECTIVE No. 211

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Procedure for Obtaining the Scientific-Pedagogical Titles and Artistic-Pedagogical Titles Associate Professor and Professor at the University of Žilina

Processor:
Department for Science and Research

Job position of contact person:
Vice-rector for Science and Research
Head of Department

PART 1: INTRODUCTORY PROVISIONS

Article 1 General Provisions

1. With this directive, the University of Žilina regulates the procedure for obtaining the title of associate professor (hereinafter referred to as the "habilitation proceeding") and the procedure for the appointment of professors (hereinafter referred to as the "inauguration proceeding") under the conditions of the University of Žilina (hereinafter referred to as "UNIZA ") pursuant to Section 76 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"), the Decree No. 246/2019 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the proceedings for obtaining the scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as the "the Decree"), Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on the Amendment to Act No. 343/2015 Coll. on Public Procurement and on the Amendment to Certain Acts, as amended and Article 8 of the Standards for Habilitation Proceedings and Inauguration Proceedings/Proceedings for the Appointment of Professors of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "the SAAHE").

Article 2 Glossary of Terms

1. For the purposes of this directive, a system of terms (structures) is defined, the definitions of which are listed under letters a) to k) of this paragraph.
 - a) *A candidate* for the title of associate professor or professor is a person who has expressed an interest in obtaining the title of associate professor or professor and participating in the habilitation proceeding or the inauguration proceeding (hereinafter referred to as "HPaIP").
 - b) *The faculty/university evaluation committee (review panel)* is appointed by the dean of the faculty/rector for the university-wide HPaIP fields of study, while it consists of the guarantor of the relevant HPaIP field of study, further a group of experts in the given or related HPaIP field of study, capable of assessing and verifying the compliance with the valid criteria for obtaining the title of associate professor or professor in individual categories, including the compliance with the UNIZA recommended framework criteria by the candidate.
 - c) *The vice-rector for science and research* is, pursuant to the Higher Education Act, an academic official whose competence is the agenda of graduation growth at UNIZA.
 - d) *The dean of the faculty* is, pursuant to the Higher Education Act and Directive No. 236 Statute of the University of Žilina (hereinafter referred to as the "Statute"), the representative of the faculty; he/she manages it, represents and acts in matters of the faculty, and is also the chairperson of the scientific board of the faculty.
 - e) *The habilitation board* is appointed by the dean of the faculty/rector for the university-wide HPaIP fields of study. It consists of the habilitation committee and opponents approved by the scientific board of the faculty/UNIZA for the relevant habilitation proceeding and at least 5 members of the scientific board of the faculty/UNIZA, whose professional orientation is closest to the field of the habilitation proceeding that shall take place.

- f) *The scientific board of the faculty* is, in accordance with the Statute, composed of significant experts working in the fields in which the faculty carries out educational, research and creative activities and who are appointed and dismissed by the dean of the faculty with the approval of the Academic Senate of the faculty.
- g) *The habilitation/inauguration committee* is, pursuant to the Decree, a group of significant experts, working in the relevant field of the habilitation and inauguration proceedings, appointed with the approval of the scientific board of the faculty/UNIZA for each habilitation or inauguration proceeding after receiving an application for obtaining a candidate's title. As a rule, the chairperson of the habilitation/inauguration committee is the guarantor of the relevant HPaIP field of study.
- h) *The rector*, under the Higher Education Act and the Statute, is a statutory body of UNIZA; he/she manages it, acts on its behalf and represents it externally.
- i) *The UNIZA Scientific Board* is, under the Higher Education Act, composed of significant experts working in the areas in which UNIZA carries out educational, research and creative activities and who are appointed and dismissed by the rector with the approval of the UNIZA Academic Senate.
- j) *The Ministry of Education, Research, Development and Youth of the Slovak Republic* operates under the Act No. 575/2001 Coll. on the organisation of government activities and the organisation of the central state administration, as amended, and is the central body of the Slovak state administration for higher education institutions. In its competence is inter alia the submission of proposals for the appointment of professors to the President of the Slovak Republic.
- k) *The President of the Slovak Republic* is, under the Act No. 460/1992 Coll. The Constitution of the Slovak Republic, the head of the Slovak Republic, and under Article 102 par. 1 letter h), he/she appoints and dismisses university professors.

Article 3

Candidate for the Scientific-Pedagogical Title of Associate Professor or Professor

1. A candidate for the scientific-pedagogical title of associate professor (hereinafter referred to as the title "associate professor") or the scientific-pedagogical title of professor (hereinafter referred to as the title "professor") shall submit documents to the dean of the relevant UNIZA faculty before submitting his/her written application to commence the habilitation proceeding or the inauguration proceeding and documentation processed pursuant to the relevant provisions of the Decree.
2. The candidate must meet the minimum criteria of UNIZA in the given field of the habilitation proceeding and the inauguration proceeding, which are assigned to the study field and form Appendices No. 1 to No. 4.
3. In the event that the candidate is an employee at a different higher education institution or scientific research institution, where he/she reports his/her teaching, publishing, research and other creative activities, all appendices shall be documented by the confirmation of the relevant official of this higher education institution or scientific research institution. The documentation and materials processed pursuant to the relevant provisions of the Decree shall be submitted to the chairperson of the scientific board of the relevant faculty/UNIZA before submitting a written application for the commencement of the habilitation proceeding or the inauguration proceeding.

Article 4
Dean of a Faculty/Rector of UNIZA (Chairperson of the Scientific Board of a
Faculty/Chairperson of the UNIZA Scientific Board)

The dean of the relevant faculty/rector of UNIZA for university-wide HPaIP fields shall submit the candidate's processed documentation for verification of the compliance with the criteria to the faculty evaluation committee designated by him/her, in the case of university-wide HPaIP fields, to the university evaluation committee.

Article 5
Faculty/University Evaluation Committee

1. The faculty/university evaluation committee shall rigorously assess the materials submitted by the candidate and evaluate whether the orientation of the candidate's creative activity (candidate's research, artistic and other activities) and the outputs of his/her publication activity belong to the field of the habilitation proceedings and the inauguration proceedings in which the title associate professor or professor is applied for, it shall assess his/her pedagogical activity, shall further assess the compliance with the valid criteria for obtaining the title associate professor or the title professor in individual categories, including the compliance with the UNIZA framework minimum criteria (an overview of which creates the Appendices No. 1 to No. 5 of this internal regulation for individual fields of study of the habilitation proceedings and the inauguration proceedings).
2. The faculty/university evaluation committee shall process its findings into specific conclusions, while also recommending the appropriateness or the need to make modifications in the documentation. The chairperson of the committee submits the conclusions signed by the individual members of the faculty/university evaluation committee together with the candidate's necessary documentation to the dean of the faculty/to the Rector of UNIZA and informs him/her in detail about all the facts. In the event that all criteria are met and the faculty/university evaluation committee makes a recommendation to submit an application to commence the habilitation/inauguration proceeding, the dean of the faculty shall submit all the documentation to the vice-rector for science and research.
3. In the event that the faculty/university evaluation committee makes a recommendation to supplement the documentation, the dean/rector shall invite the candidate for the habilitation/inauguration proceeding to complete the relevant missing details or shall not recommend submitting the application for the commencement of the habilitation/inauguration proceeding.

Article 6
Vice-rector for Science and Research

1. The vice-rector for science and research shall examine in detail (usually within 30 days from the delivery of the documentation) whether the submitted materials are elaborated pursuant to the relevant provisions of the Decree, and whether the candidate meets the approved binding and minimum criteria for obtaining the title of associate professor or professor.
2. In the event that the vice-rector for science and research finds that the submitted materials are elaborated pursuant to the relevant provisions of the Decree and the candidate meets the approved binding and framework criteria of the relevant faculty/UNIZA, he/she shall

recommend to the dean/rector to invite the candidate to submit a written application to commence the habilitation proceeding or the inauguration proceeding.

3. In case of ambiguity, the vice-rector for science and research may initiate a meeting with the rector and the relevant dean at whose workplace the habilitation/inauguration proceeding is to commence. The purpose of the meeting is to inform the rector on the compliance with the criteria, the candidate's professional personality and other related facts. The rector gives/does not give a recommendation to submit an application to commence the habilitation/inauguration proceeding.
4. In the event that the vice-rector for science and research finds that the submitted materials are not elaborated pursuant to the relevant provisions of the Decree and/or the candidate does not meet the approved binding and framework criteria of the relevant faculty/UNIZA, he/she shall recommend to the dean/rector to ask the candidate to eliminate the deficiencies. After the deficiencies have been eliminated, the vice-rector for science and research shall reassess the materials. In the event that the deficiencies are eliminated, he/she shall recommend the dean/rector to invite the candidate to submit a written application to commence the habilitation or the inauguration proceeding pursuant to paragraphs 2 and 3 of this Article..
5. In the event that the vice-rector for science and research finds that the candidate does not meet the approved binding criteria of the relevant faculty/UNIZA, he/she shall recommend to the dean/rector that the candidate shall not submit a written application to commence the habilitation or inauguration proceeding.
6. In the event that the candidate for the habilitation proceeding or the inauguration proceeding submits a written application pursuant to the Decree without the procedure specified in Articles 3 to 6, the dean of the faculty/rector accepts his/her application to commence the habilitation proceeding or the inauguration proceeding and is obliged to commence the habilitation proceeding or the inauguration proceeding pursuant to the Decree. In the event that the dean/rector discovers deficiencies in the submitted application for the habilitation or inauguration proceedings:
 - a) he/she shall ask the candidate to eliminate the deficiencies and suspends the habilitation proceeding or the inauguration proceeding for a maximum of one year. If the candidate does not eliminate the deficiencies within the specified period, the habilitation or inauguration proceedings terminate. If the deficiencies are eliminated within the prescribed deadline, the habilitation or inauguration proceeding continues.
 - b) in the case of a field of HPaIP for which UNIZA has not been granted accreditation for the habilitation proceeding or inauguration proceeding, or if the candidate, on the basis of the criteria for obtaining the title of associate professor or professor, demonstrably does not meet any of the conditions pursuant to Section 76 par. 1, 3, 4, 5 and 6 of the Higher Education Act, the chairperson of the scientific board of the faculty/UNIZA returns the application within four months with the consent of the scientific board of the faculty/UNIZA with a justification and attached documents to the candidate and the habilitation proceeding or inauguration proceeding shall be terminated.

PART 2: HABILITATION PROCEEDING

Article 7

Commencement of the Habilitation Proceeding

1. The habilitation proceeding commences with the submission of an application for the award of the title associate professor, which shall be submitted by the candidate in writing to the

chairperson of the scientific board of the relevant faculty, if the study programme in the field of study to which the field of the habilitation proceeding and the inauguration proceeding is assigned takes place at the faculty. In the case of the university-wide HPaIP field, the candidate shall submit the application to the rector. In the application, the candidate shall indicate the HPaIP field in which the title is applied for and enclose the appendices pursuant to par. 2 of this Article.

2. All the documentation for the application is provided in printed form, while a part of the submitted application comprises:
 - a) habilitation thesis in printed form in four copies, as well as in electronic form in PDF format, while the electronic version of the habilitation thesis must be identical to the printed form of the habilitation thesis; at the same time, the candidate also submits a confirmation of the entry of the habilitation thesis into the Central Registry of Theses and Dissertations,
 - b) professional Curriculum Vitae, the template of which is given in Appendix No. 7 of this internal regulation,
 - c) a certified copy of a certificate of study of the second-level of university/higher education; in the case of certificates of study obtained at a foreign university, an official translation of the documents into the Slovak language,
 - d) a certified copy of a certificate of study of the third-level of university/higher education; in the case of certificates of study obtained at a foreign university, an official translation of the documents into the Slovak language and a decision of the Centre for Recognition of Diplomas of the Ministry of Education, Research, Development and Youth of the Slovak Republic, which shall recognise this document as equivalent to a diploma obtained pursuant to the valid regulations for the third-level university/higher education in the Slovak Republic or other decision on the recognition of obtained education,
 - e) an overview of pedagogical activities at a higher education institution and an overview of the results achieved in this activity, an overview of lectures and lecture stays at home as well as abroad,
 - f) a list of previously published original scientific works, professional works and artistic works, textbooks and teaching texts, an overview of provable citations and responses to scientific works, professional works, artistic works or creative artistic activity in a form that clearly enables the inclusion of the publication in the sense of the Central Register of the Publication Activities Record and the SAAHE Standards for HPaIP,
 - g) an overview of solved research tasks, implemented technical projects or artistic projects, patents and copyright certificates, inventions and technical works, as well as other evidence and awards by the scientific community,
 - h) a quantitative overview of the compliance with the criteria of the relevant faculty/UNIZA approved by the UNIZA Scientific Board, including the UNIZA framework minimum criteria,
 - i) the consent of the person concerned to the processing of his/her personal data for the purposes of the habilitation proceeding pursuant to the valid Act on the Protection of Personal Data,
 - j) in the event that the candidate is not an employee of UNIZA, he/she shall submit documents taking into account Article 3 of this internal regulation.
3. A candidate for the title associate professor, who is not employed at UNIZA for fixed weekly working hours, shall attach to the application proof of payment of the fee pursuant to Article 13 of this internal regulation.
4. The candidate shall submit his/her habilitation thesis in the Slovak language, with the approval of the chairperson of the scientific board of the relevant faculty/rector, also in a foreign language, such as:

- a) monograph (characterized pursuant to the provisions of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Coll. on the central register of evidence of publishing activity and the central register of evidence of artistic activity), or
 - b) monothematic work that brings new scientific knowledge, or
 - c) a set of published scientific works supplemented with a commentary (in the event that works where the candidate is a co-author are used, the candidate's share must be clearly indicated), or
 - d) documentation on a work of art or an artistic performance, or a set of realized works of art or artistic performances.
5. The habilitation thesis must meet the special requirements for such final work pursuant to the Higher Education Act and must be made available to the public pursuant to the Higher Education Act. The appearance of the cover and title page of the habilitation thesis must comply with the provisions of Section 1 and Section 2 of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Coll., which implements some provisions of the Higher Education Act.
 6. Before the habilitation thesis is published and made publicly available, its author shall submit to the chairperson of the scientific board of the relevant faculty/UNIZA a draft of the license agreement signed by him/her and an originality verification protocol pursuant to Directive No. 215 on Final, Rigorous and Habilitation Theses under the Conditions of the University of Žilina.

Article 8

Course of the Habilitation Proceeding

1. The chairperson of the scientific board of the faculty/UNIZA shall appoint, with its consent, three opponents of the habilitation thesis and a three-member habilitation committee from experts in the field within six months from the commencement of the habilitation proceeding, so that at most one opponent and at most one member of the habilitation committee is an employee of UNIZA and at the same time with the consent the scientific board of the faculty/UNIZA shall determine the topic of the habilitation lecture.
2. At the time of appointment, the chairperson of the habilitation committee shall work as and occupy the functional position of a professor and shall work scientifically or artistically at the time of appointment in the relevant field of the habilitation proceeding and the inauguration proceeding. As a rule, the chairperson of the habilitation committee is the guarantor of the relevant field of study of the habilitation proceeding and the inauguration proceeding. One opponent shall work as and occupy the functional position of a professor at the time of appointment. Other opponents and other members of the habilitation committee shall occupy functional positions of professors or associate professors at the time of appointment; in justified cases, other opponents or other members of the habilitation committee may be other significant experts. Opponents and other members of the habilitation committee work scientifically or artistically at the time of their appointment in the relevant field of the habilitation proceeding and the inauguration 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 orientation of the candidate's creative activity (candidate's research, artistic and other activities).
3. Due to a conflict of interest, the following persons may not be appointed as chairperson, member of the habilitation committee or opponent:
 - a. co-author of publication outputs that the applicant has submitted as part of fulfilling the criteria for obtaining the title of associate professor (co-author of more than 25

% of the submitted outputs; in the case of the opponent, the decisive period is the last five years from the date of submission of the application for the title of associate professor),

- b. a close person of the applicant according to the provisions of the Civil Code,
 - c. co-author of part of the set of published scientific works submitted by the applicant as a habilitation thesis
4. Opponents of the habilitation thesis shall elaborate written reviews within three months of appointment at the latest. Opponents are provided with information from the central registry of final theses, rigorous theses and habilitation theses on the verification of the degree of originality of the habilitation thesis when elaborating the written reviews.
 5. Opponents' reviews are entered and kept in the central registry of final theses, rigorous theses and habilitation theses for the period stipulated by the UNIZA Registration Regulations.
 6. The chairperson of the scientific board of the faculty/UNIZA shall publish in the daily press and on the UNIZA website within nine months from the commencement of the habilitation proceeding, no later than 14 days before it takes place, the date, time and venue of the habilitation lecture and the date, time and venue of the defence of the habilitation thesis (viva), further the name, surname, workplace of the candidate, the title of the habilitation lecture and the title of the habilitation thesis.
 7. The habilitation lecture and the defence of the habilitation thesis, which are part of the habilitation proceeding and through which the candidate mainly demonstrates his/her pedagogical competence and professional mastery of the field of study of the habilitation proceeding and the inauguration proceeding, shall take place no later than ten months after the commencement of the habilitation proceeding. The chairperson of the habilitation committee informs the committee of the result of the verification of the originality of the habilitation thesis and it is his/her duty to comment on the result of the verification, which is stated in the Originality Verification Protocol.
 8. The habilitation lecture and the defence of the habilitation thesis are public. They can be held:
 - a) in front of the habilitation board. In this case, the candidate must also speak at a regular meeting of the scientific board of the faculty, presenting his/her pedagogical and scientific research activities and his/her contribution to the development of the HPaIP field.
 - b) at a regular meeting of the scientific board of the faculty/UNIZA in the presence of at least two opponents and before the habilitation committee. The habilitation lecture and the defence of the habilitation thesis shall take place no later than ten months after the commencement of the habilitation proceeding.
 9. The habilitation lecture and the defence of the habilitation thesis can also be conducted in a combined way, that is, with or without physical presence via video conference or other means of information and communications technology.
 10. Pursuant to the Higher Education Act, in times of crisis, the defence of the habilitation thesis and the habilitation lecture can be conducted via video conference or other means of information and communications technology without physical presence.
 11. The habilitation committee shall evaluate the compliance with the conditions pursuant to Section 76 par. 1, 3 and 5 of the Higher Education Act, pursuant to the valid criteria for obtaining the title associate professor at the relevant faculty/UNIZA, including the compliance with the UNIZA framework recommended criteria and on the basis of the submitted documentation, opponent's reviews, expert assessment of the level of the delivered habilitation lecture and the result of the defence of the habilitation thesis it shall evaluate the pedagogical, scientific or artistic activity of the candidate as a whole and, no

later than one month after the habilitation lecture and the defence of the habilitation thesis, it shall submit a proposal to the chairperson of the scientific board of the faculty with a recommendation to award or not to award the candidate the title associate professor in the HPaIP field.

12. The scientific board of the faculty/UNIZA discusses the proposal of the habilitation committee pursuant to par. 11 of this Article no later than six months from its submission in the presence of the chairperson of the habilitation committee or a member of the habilitation committee authorized by him/her. It assesses whether the candidate meets the conditions for obtaining the title associate professor and decides whether or not to grant it to the candidate. At the same time, it shall assess whether the procedure established by the Higher Education Act and the Decree has been followed throughout the proceeding. The scientific board of the faculty/UNIZA decides on awarding/not awarding the title associate professor pursuant to Section 2 par. 3 of the Decree by secret ballot, while the decision requires the consent of a majority of all members of the scientific board of the relevant faculty/UNIZA.
13. If the scientific board of the faculty/UNIZA finds that the habilitation proceeding has not been conducted pursuant to the Higher Education Act or the Decree, it shall determine the way to eliminate the deficiencies.
14. If, according to the decision of the scientific board of the faculty/UNIZA, the candidate does not meet the conditions, the scientific board of the faculty/UNIZA shall not award the title associate professor, and its chairperson shall notify the candidate of this decision in writing with justification within 30 days of the decision of the relevant scientific board. The deadline for possible resubmission of the application for the title associate professor is determined by the rules of procedure of the relevant scientific board, and this deadline must not be longer than 3 years. In the case of university-wide fields of the habilitation proceeding and the inauguration proceeding, the candidate may resubmit the application for the title associate professor pursuant to the Rules of Procedure of the UNIZA Scientific Board, while this period must not be longer than 3 years. The period starts to run from the date of the decision of the relevant scientific board.
15. When resubmitting the candidate's application for the title associate professor, the proceeding follows pursuant to the provisions of Section 1 – Section 3 of the Decree and pursuant to Article 8 par. 13 of this directive.
16. If the scientific board of the faculty/UNIZA decides on awarding/not awarding the title associate professor, the decision together with the documentation on the previous progress of the habilitation proceeding shall be delivered by the chairperson of the scientific board of the faculty to the rector of UNIZA, or it shall be delivered to the rector as the chairperson of the UNIZA Scientific Board within 30 days of the decision.
17. If the candidate for the title associate professor is not employed by UNIZA as a member of the teaching staff, the chairperson of the scientific board of the faculty/UNIZA shall also invite a representative of the higher education institution or faculty where the candidate works as a teacher to discuss the proposal in the scientific board. He/she shall ask the relevant rector of the higher education institution or the dean of the respective faculty to send this representative.
18. The rector grants the candidate the title associate professor within two months upon receiving the decision of the scientific board of the faculty/UNIZA. A decree is a document confirming the award of the title associate professor. The habilitation proceeding finishes with the signing of the decree by the rector. A sample of the associate professor's decree can be found in Appendix No. 6.

19. If the rector has reasonable doubts that the scientific board of the faculty in a specific case did not comply with the criteria for obtaining the title associate professor or procedural errors occurred during the habilitation proceedings, the rector may, pursuant to Section 10a(3) of the Higher Education Act, return the proposal to the scientific board of the faculty for new proceedings or stop the proceedings.
20. Pursuant to Article 8 par. 2 letter b) of the SAAHE Standards for HPaIP, proven plagiarism of a candidate for the title associate professor is also a reason for not awarding the title associate professor.
21. After the completion of the habilitation proceeding, the habilitation file is archived by the Department for Science and Research of the Rector's Office of UNIZA, while the appendices to the file are returned to the dean's office of the relevant faculty.
22. Obligations related to the publication of documents and the documentation related to the habilitation proceeding are listed in Appendix No. 8.

Article 9

Withdrawal of the Title Associate Professor

1. The rector of UNIZA pursuant to Section 108f par. 3 of the Higher Education Act, shall withdraw the title associate professor if:
 - a) the person who has been awarded the title "associate professor" was legally convicted of an intentional crime and by committing this crime obtained an advantage that had an impact on the compliance with the conditions for obtaining the title associate professor or on the compliance with the conditions for the commencement of the habilitation proceeding,
 - b) the person who was awarded the title of "associate professor" committed academic fraud as a participant in the habilitation proceedings,
 - c) the person who has been awarded the title associate professor used the subject of intellectual property protection of another person without authorization, and through this action obtained an advantage that had an impact on the compliance with the conditions for obtaining the title associate professor or on the compliance with the conditions for the commencement of the habilitation proceedings,
 - d) the person who has been awarded the title associate professor, as a result of the decision on the invalidity of the state examination or its part or as a result of the relinquishment of the academic title, ceased to meet the condition for the commencement of the completed habilitation proceeding, or
 - e) the criteria for obtaining the title associate professor during the habilitation proceeding were not met.
2. The rector of UNIZA shall initiate the procedure for the withdrawal (revocation) of the title pursuant to Section 108g par. 6 of the Higher Education Act. Further details of the procedure for the revocation of the title are governed by the provisions of Section 108g, par. 7 to par. 17 of the Higher Education Act.

PART 3: INAUGURATION PROCEEDING

Article 10

Commencement of the Inauguration Proceeding

1. The inauguration proceeding commences with the submission of an application for the appointment of a professor which shall be submitted by the candidate in writing to the

chairperson of the scientific board of the relevant faculty, if the study program in the field of study to which the habilitation proceeding and the inauguration proceeding is assigned takes place at the faculty. In the case of the university-wide HPaIP field, the candidate shall submit the application to the chairperson of the UNIZA Scientific Board. In the application, the candidate shall indicate the field of the habilitation proceeding and the inauguration proceeding in which the appointment is applied for and enclose to it the appendices pursuant to par. 2 of this Article.

2. All the documentation for the application is provided in printed form, while a part of the submitted application comprises:
 - a) professional Curriculum Vitae, the template of which is given in Appendix No. 7 of this internal regulation,
 - b) a certified copy of a certificate of study of the second-level of university/higher education; in the case of certificates of study obtained at a foreign university, an official translation of the documents into the Slovak language,
 - c) a certified copy of a certificate of study of the third-level of university/higher education; in the case of certificates of study obtained at a foreign university, an official translation of the documents into the Slovak language,
 - d) a certified copy of the decree by which the candidate was awarded the title associate professor: in the case of a title obtained at a foreign university, an official translation of the document into the Slovak language,
 - e) an overview of pedagogical activities at a higher education institution and an overview of the results achieved in this activity in the functional position of associate professor, an overview of lectures and lecture stays at home as well as abroad,
 - f) a list of previously published original scientific works, professional works and artistic works, textbooks and teaching texts, an overview of provable citations and responses to scientific works, professional works, artistic works or creative artistic activity in a form that clearly enables the inclusion of the publication in the sense of the Central Register of the Publication Activities Record and The HPaIP SAAHE Standards,
 - g) an overview of solved research tasks, implemented technical projects or artistic projects, patents and copyright certificates, inventions and technical works, as well as other evidence of appreciation by the scientific community,
 - h) a quantitative overview of the compliance with the criteria of the relevant faculty approved by the UNIZA Scientific Board, in the case of the university-wide HPaIP field, a quantitative overview of the compliance with the criteria approved by the UNIZA Scientific Board, including the UNIZA framework recommended criteria,
 - i) the most important scientific works, professional works or artistic works, textbooks, teaching texts, documentation on works of art or artistic performances,
 - j) written references from leading foreign experts from at least three different countries outside the Slovak Republic, where it shall be confirmed in the references that the candidate meets the requirements for occupying the position of a professor in an international context; written references may not be given by the applicant's direct superior or direct subordinate, nor by a person close to him/her, pursuant to the provisions of the Civil Code,
 - k) the consent of the person concerned to the processing of his/her personal data for the purposes of the inauguration proceeding according to the valid Act on the Protection of Personal Data,
 - l) in the event that the candidate is not an employee of UNIZA, he/she shall submit documents taking into account Article 3 of this internal regulation.

- m) a candidate for the title professor, who is not employed at UNIZA for fixed weekly working hours, shall attach to the application proof of payment of the fee pursuant to Article 13 of this internal regulation.

Article 11

Course of the Inauguration Proceeding

1. The chairperson of the scientific board of the faculty/UNIZA shall appoint, with its consent, three opponents and a four-member inauguration committee of eminent domestic and foreign experts within six months from the commencement of the inauguration proceedings. One member of the inauguration committee and one opponent must be from abroad. At most one opponent and at most one member of the inauguration committee are employees of UNIZA, where the inauguration proceeding takes place. The chairperson of the scientific board of the faculty/UNIZA, with its approval, shall determine the topic of the inauguration lecture.
2. At the time of appointment, the chairperson of the inauguration committee shall work as and occupy the functional position of a professor and shall work scientifically or artistically at the time of appointment in the relevant field of study of the habilitation proceeding and the inauguration proceeding. As a rule, the chairperson of the inauguration committee is the guarantor of the relevant HPaIP field. One opponent shall work as and occupy the functional position of a professor at the time of appointment. Other opponents and other members of the inauguration committee shall occupy functional positions of professors at the time of appointment. In justified cases, other opponents or other members of the inauguration committee may be other internationally significant experts. Opponents and other members of the inauguration committee work scientifically or artistically at the time of appointment in the relevant field of the habilitation proceeding and the inauguration proceeding. In justified cases, opponents and other members of the inauguration committee may work in the field of science, technology or art according to the orientation of the candidate's creative activity (candidate's research, artistic and other activities).
3. Due to a conflict of interest, the following persons may not be appointed as chairperson, member of the habilitation committee or opponent:
 - a) co-author of publication outputs that the applicant has submitted as part of fulfilling the criteria for obtaining the title of associate professor (co-author of more than 25 % of the submitted outputs; in the case of the opponent, the decisive period is the last five years from the date of submission of the application for the title of associate professor),
 - b) a close person of the applicant according to the provisions of the Civil Code.
4. Opponents shall elaborate written reviews within three months of appointment at the latest.
5. The chairperson of the scientific board of the faculty/UNIZA shall publish in the daily press and on the website of UNIZA within nine months from the commencement of the inauguration proceeding, no later than 14 days before it takes place, the date, time and venue of the inauguration lecture, as well as the name, surname and workplace of the candidate and the title of the inauguration lecture.
6. The candidate's inauguration lecture, which is part of the inauguration proceedings, shall take place no later than ten months after the commencement of the inauguration proceedings.
7. The inauguration lecture is public and takes place in front of the scientific board of the faculty/UNIZA, with the participation of at least three members of the inauguration committee and at least two opponents. In the inauguration lecture, the candidate mainly demonstrates his/her pedagogical competence, presents his/her overall contribution to the

field of the habilitation proceeding and the inauguration proceedings and the contribution of his/her students towards the development of the field of the habilitation proceeding and the inauguration proceeding, and expresses his/her view of the current state and prospects of the field.

8. Pursuant to Section 108e par. 5 of the Act, in times of crisis, the inauguration lecture can be delivered via video conference or other means of information and communications technology without physical presence. The inauguration lecture can also be held in a combined way, that is, with or without physical presence via video conference or other means of information and communications technology.
9. The inauguration committee shall evaluate the compliance with the conditions pursuant to Section 76 par. 4 and 7 of the Higher Education Act pursuant to the valid criteria for obtaining the title professor at the relevant faculty or UNIZA, including the compliance with the UNIZA framework recommended criteria and based on the submitted documentation, opponent's reviews and expert assessment of the delivered inauguration lecture, it shall evaluate the pedagogical, scientific or artistic activity of the candidate as a whole and at the latest within one month upon the inauguration lecture, it shall submit a proposal to the chairperson of the scientific board of the faculty/UNIZA with a recommendation to approve/disapprove the proposal for the appointment of the candidate as a professor in the field of HPaIP.
10. The scientific board of the faculty/UNIZA shall discuss the proposal of the inauguration committee pursuant to par. 9 of this Article no later than six months from its submission by the inauguration committee in the presence of the chairperson of the inauguration committee or a member of the inauguration committee authorized by him/her and it shall assess whether the candidate meets the conditions for the appointment of a professor and decide on the approval/disapproval of the proposal for the appointment of a professor. At the same time, it shall assess whether the procedure established by the Higher Education Act and the Decree was followed throughout the proceeding. The scientific board of the faculty/UNIZA decides on the approval/disapproval of the proposal for the appointment of a professor pursuant to Section 6 par. 3 of the Decree by secret ballot, while the decision requires the consent of a majority of all members of the scientific board of the faculty/UNIZA.
11. If the scientific board of the faculty/UNIZA discovers that the inauguration proceeding has not been conducted pursuant to generally binding regulations/the Act or the Decree, the method for elimination of the deficiencies shall be determined.
12. If, according to the decision of the scientific board of the faculty/UNIZA, the candidate does not meet the conditions for the appointment of a professor, the scientific board of the faculty/UNIZA shall not approve the proposal and its chairperson shall notify the candidate in writing of this decision with justification within 30 days of the decision of the scientific board of the faculty/UNIZA. The deadline for possible resubmission of the application for the award of the title is determined by the rules of procedure of the relevant scientific board of the faculty/UNIZA, and this deadline must not be longer than 3 years. Under the terms of UNIZA, the candidate may resubmit the application for the title professor pursuant to the Rules of Procedure of the UNIZA Scientific Board, while this period must not exceed 3 years. The period starts to run from the date of the decision of the relevant scientific board.
13. If the scientific board of the faculty/UNIZA approves the proposal for the appointment of a professor, its chairperson shall submit the proposal to the chairperson of the UNIZA Scientific Board within 30 days of the discussion.
14. The UNIZA Scientific Board shall discuss the proposal of the scientific board of the faculty no later than six months after its submission by the scientific board of the faculty in the

presence of the chairperson of the inauguration committee or a member of the inauguration committee authorized by him/her. Part of the discussion of the proposal is the presentation of the candidate by the dean of the relevant faculty, while the candidate shall present his/her pedagogical and scientific research activities and his/her contribution to the development of the given field of the habilitation proceeding and the inauguration proceeding. The UNIZA Scientific Board shall evaluate whether the candidate meets the conditions for the appointment of a professor and shall decide on the approval/disapproval of the proposal for the appointment of a professor. If the UNIZA Scientific Board does not approve the proposal, its chairperson shall notify the candidate in writing of the result with justification within 30 days after the discussion in the UNIZA Scientific Board.

15. When resubmitting the candidate's application for the appointment of a professor, the proceeding follows pursuant to the provisions of Section 5, Section 6 of the Decree and pursuant to Article 11 par. 13 of this directive.
16. The UNIZA Scientific Board approves the proposal for the appointment of a professor by secret ballot. The approval requires the consent of a majority of all members of the UNIZA Scientific Board.
17. If the candidate for the appointment of a professor is not employed by UNIZA, the chairperson of the scientific board of the faculty shall also invite a representative of the higher education institution or faculty where the candidate works as a teacher to discuss the proposal in the scientific board. The chairperson of the UNIZA Scientific Board shall also proceed in the same way. They shall ask the relevant rector of the higher education institution or the dean of the respective faculty to send a representative.
18. If the UNIZA Scientific Board approves the proposal for the appointment of a professor, the rector shall submit the proposal together with the documents on the previous course of the inauguration proceeding, in addition to the documents pursuant to Section 5 par. 2 letter f) of the Decree, to the minister of education, research, development and youth of the Slovak Republic. The result shall be notified in writing to the minister and the candidate for the appointment of a professor within 30 days of the approval by the UNIZA Scientific Board.
19. The minister of education, research, development and youth of the Slovak Republic shall elaborate a proposal for the appointment of a professor in accordance with his/her competences and submit the prescribed documentation along with the proposal to the President of the Slovak Republic.
20. If the rector has reasonable doubts that, in a specific case, the scientific board of the faculty did not comply with the criteria for obtaining the title professor or procedural errors occurred during the inauguration proceeding, the rector may, before the meeting of the UNIZA Scientific Board pursuant to Section 10a, paragraph 4 of the Higher Education Act, return the proposal to the scientific board of the faculty for a new proceeding or stop the proceeding.
21. Pursuant to Article 8 par. 2 letter b) of the Standards for HPaIP SAAHE, proven plagiarism or other academic fraud of a candidate for the title professor is also a reason for not awarding the title professor.
22. After the completion of the inauguration proceeding, the inauguration file is archived by the dean's office of the respective faculty or in the case of university-wide HPaIP fields by the Department for Science and Research of the Rector's Office of UNIZA.
23. Obligations related to the publication of documents and the documentation related to the inauguration proceeding are listed in Appendix No. 9.

Article 12

Proposal for the Dismissal of a Professor

1. The rector of UNIZA pursuant to Section 108f par. 4 of the Higher Education Act shall decide on the submission of a proposal for the dismissal of a professor if:
 - a) the person who was appointed as a professor was legally convicted of an intentional crime and by committing this crime obtained an advantage that had an impact on the compliance with the conditions for obtaining the title professor or on the compliance with the conditions for the commencement of the inauguration proceeding,
 - b) the person who was appointed as a professor used the subject of intellectual property protection of another person without authorization, and through this action obtained an advantage that had an impact on the compliance with the conditions for obtaining the title professor or on the compliance with the conditions for the commencement of the inauguration proceeding,
 - c) the person who was appointed as a professor, as a result of the withdrawal or relinquishment of the title associate professor, ceased to meet the condition for the commencement of the inauguration proceeding, or
 - d) the criteria for obtaining the title professor during the inauguration proceeding were not met.
2. The rector of UNIZA shall initiate the procedure for the withdrawal (revocation) of the title pursuant to Section 108g par. 6 of the Higher Education Act. Further details of the procedure for the revocation of the title are governed by the provisions of Section 108g, par. 7 to par. 17 of the Higher Education Act.

PART 4: COMMON AND FINAL PROVISIONS

Article 13

Financial Costs Associated with the Habilitation and Inauguration Proceedings

1. If the candidate for the title associate professor or professor is employed by UNIZA for fixed weekly working hours, the costs related to the habilitation or inauguration proceeding are covered from the funds of the faculty or the workplace where the candidate is employed and where he/she works.
2. If the candidate for the title associate professor or professor is not employed by UNIZA for fixed weekly working hours, he/she is obliged to pay a fee before the commencement of the habilitation or inauguration proceeding in order to cover the costs associated with the habilitation or inauguration proceeding in the amount stipulated by the Directive No. 243 Directive on Tuition Fees and Fees, as amended. In case of a repeated application for the title associate professor or professor after an unsuccessful previous proceeding, the candidate is obliged to pay a fee in the same amount.

Article 14

Final Provisions

1. The provisions of the Higher Education Act and the Decree, as well as related legal regulations, apply to relationships not regulated by this directive.
2. This directive repeals the Methodological Guideline No. 8/2016 of 15 November 2016.
3. The directive includes its appendices:
Appendix No. 1 UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and

professors in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: transport, economics and management, mechanical engineering, cybernetics, informatics/computer science, electrical engineering, civil engineering, security sciences

Appendix No. 2 UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following field of study: media and communication studies

Appendix No. 3 UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following field of study: teaching and pedagogical sciences

Appendix No. 4 UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following field of study: ecological and environmental sciences

Appendix No. 5 UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: mathematics, physics

Appendix No. 6 Template of the associate professor's decree

Appendix No. 7 Template of the professional Curriculum Vitae

Appendix No. 8 Publication of documents and the documentation related to the habilitation proceedings

Appendix No. 9 Publication of documents and the documentation related to the inauguration proceedings

4. This directive was discussed by the UNIZA Academic Senate on 21 June 2021.
5. This directive enters into force on the day of its approval by the UNIZA Scientific Board, i.e. on 1 July 2021, and is effective from 1 October 2021.
6. Amendment No. 1 to Directive No. 211 was discussed by the UNIZA Scientific Board on 27 March 2025 and approved by the UNIZA Accreditation Board on 3 April 2025.
7. Amendment No. 1 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.

Prof. Ing. Ján Čelko, CSc.
Chairperson of the UNIZA Accreditation Board

UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors

in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: transport, economics and management, mechanical engineering, cybernetics, informatics/computer science, electrical engineering, civil engineering, security sciences

Activity	Habilitation proceeding	Inauguration proceeding
Completed education	at least 4 years after obtaining a PhD. degree	at least 5 years after obtaining the title of associate professor
A. Pedagogical and educational activities		
University textbooks or course books (scripts)	1	2
Scientific education of doctoral degree students completed by defending (viva) a dissertation thesis	-	1
Scientific education of doctoral degree students completed by the dissertation examination	-	1
Supervision of final theses of the 1st and the 2nd level of university education	at least 5	at least 10
B. Scientific research activity		
Outputs in impact scientific journals included in WOS (JCR) databases (*)	at least 2 , of which at least 1 with a quartile of at least Q2 and at least 1 with a quartile of at least Q3	at least 4 , of which at least 2 with a quartile of at least Q2 and at least 2 with a quartile of at least Q3
Scientific monograph	-	1
Hirsch index of the candidate (WoS/SCOPUS)	at least 3	at least 5
Stay abroad or internship at a foreign workplace	at least 1 with a total duration of at least 1 month	at least 2 with a total duration of at least 2 months
Total number of publications	at least 20	at least 40
Of which scientific papers indexed in WoS	at least 8	at least 15
Total number of citations	at least 15	at least 30
Of which WoS citations	at least 9	at least 25

(*) A candidate for the habilitation proceeding must submit at least 2 outputs in impacted scientific journals in the given field of study of the habilitation proceedings and in each of them he/she must have at least 25% of the author's share.

(*) A candidate for the inauguration proceeding must submit at least 4 outputs in impacted scientific journals in the given field of study of the inauguration proceedings and in each of them he/she must have at least 25% of the author's share.

UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors

in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: media and communication studies

Activity	Habilitation proceeding	Inauguration proceeding
Completed education	at least 4 years after obtaining a PhD. degree	at least 4 years after obtaining the title of associate professor
Pedagogical activity at a higher education institution for fixed weekly working hours	3 years	6 years
A. Pedagogical and educational activities		
Book publications in total	3	4
Of which scientific monographs	1	2
Of which university textbooks	1	1
Of which teaching texts or course books (scripts)	-	-
Scientific education of doctoral degree students completed by defending (viva) a dissertation thesis	-	1
Scientific education of doctoral degree students completed by the dissertation examination	-	1
Supervision of final theses of the 1st and the 2nd level of university education	10	20
B. Scientific research activity		
Total number of publications (chapters in scientific monographs, publications in scientific journals and collections)	20	40
Of which outputs in impact scientific journals included in WOS/Scopus (JCR) databases (*)	optimally 1 scientific paper in an impact journal with a quartile of at least Q3 in WoS or SCOPUS	optimally 2 scientific papers in an impact journal with a quartile of at least Q3 in WoS or SCOPUS
Of which foreign outputs	at least 3	at least 5
Of which scientific papers indexed in WoS or SCOPUS	optimally 2	optimally 4

Hirsch index of the candidate (WoS or SCOPUS)	-	-
Total number of citations	at least 15	at least 30
Of which citations of scientific papers in foreign publications	5	10
Of which citations and responses in WoS/Scopus databases	optimally 3	optimally 5

UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors
in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: teaching and pedagogical sciences

Activity	Habilitation proceeding	Inauguration proceeding
Completed education	at least 4 years after obtaining a PhD. degree	at least 4 years after obtaining the title of associate professor
Pedagogical activity at a higher education institution for fixed weekly working hours	3 years	6 years
A. Pedagogical and educational activities		
Book publications in total	2	4
Of which scientific monographs	1	2
Of which university textbooks	1	1
Of which teaching texts or course books (scripts)	-	-
Scientific education of doctoral degree students completed by defending (viva) a dissertation thesis	-	1
Scientific education of doctoral degree students completed by the dissertation examination	-	1
Supervision of final theses of the 1st and the 2nd level of university education	10	20
B. Scientific research activity		
Total number of publications (chapters in scientific monographs, publications in scientific journals and collections)	20	40
Of which outputs in impact scientific journals included in WOS/Scopus (JCR) databases (*)	optimally 1 scientific paper in an impact journal with a quartile of at least Q3 in WoS or SCOPUS	optimally 2 scientific papers in an impact journal with a quartile of at least Q3 in WoS or SCOPUS
Of which foreign outputs	at least 6	at least 12
Of which scientific papers indexed in WoS or SCOPUS	optimally 2	optimally 4

Hirsch index of the candidate (WoS or SCOPUS)	-	-
Total number of citations	at least 25	at least 60
Of which citations of scientific papers in foreign publications	at least 10	at least 20
Of which citations and responses in WoS/Scopus databases	optimally 3	optimally 5

UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors
in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: ecological and environmental sciences

Activity	Habilitation proceeding	Inauguration proceeding
Completed education	at least 5 years after obtaining a PhD. degree	at least 5 years after obtaining the title of associate professor
A. Pedagogical and educational activities		
Scientific monographs	-	1
University textbooks	-	1
Teaching texts or course books (scripts)	2	2
Scientific education of doctoral degree students completed by defending (viva) a dissertation thesis	-	1
Scientific education of doctoral degree students completed by the dissertation examination	-	1
Supervision of final theses of the 1st and the 2nd level of university education	10	20
B. Scientific research activity		
Total number of publications in scientific monographs, journals and collections	15	25
Outputs in impact scientific journals included in WOS (JCR) databases	at least 3 of which at least 1 with Q3	at least 6 , of which at least 2 with Q2
Of which domestic outputs	10	15
Of which foreign outputs	5	10
Citations of scientific papers in domestic publications	at least 10	at least 20
Citations of scientific papers in foreign publications	at least 5	at least 10
Of which citations and responses pursuant to SCI	at least 10	at least 25

Hirsch index of the candidate (WoS or SCOPUS)	at least 3	at least 5
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UNIZA minimum criteria for the habilitation and inauguration proceedings and for filling the positions of associate professors and professors
in the fields of the habilitation proceedings and the inauguration proceedings assigned to the following fields of study: mathematics, physics

Activity	Habilitation proceeding	Inauguration proceeding
Completed education	at least 5 years after obtaining a PhD. degree	at least 5 years after obtaining the title of associate professor
A. Pedagogical and educational activities		
University textbooks	0	1
Teaching texts or course books (scripts)	2	2
Scientific education of doctoral degree students completed by defending (viva) a dissertation thesis	-	1
Scientific education of doctoral degree students completed by the dissertation examination	-	1
Supervision of final theses of the 1st and the 2nd level of university education	2	4
B. Scientific research activity		
Total number of publications in scientific monographs, journals and collections	15	25
Outputs in impact scientific journals included in WOS (JCR) databases	at least 3 of which at least 1 with Q3	at least 6 of which at least 2 with Q2
Of which domestic outputs	10	15
Of which foreign outputs	5	10
Citations of scientific papers in domestic publications	at least 10	at least 20
Citations of scientific papers in foreign publications	at least 5	at least 10
Of which citations and responses pursuant to SCI	at least 10	at least 25

Hirsch index of the candidate (WoS or SCOPUS)	at least 3	at least 5
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**THE SLOVAK REPUBLIC
THE UNIVERSITY OF ŽILINA**

Žilina 9 June 2021
Decree No.: 513

Dear Mr/Mrs/Ms
Ing. Mikuláš Univerzitný, PhD.
born on 12 October 1980 in Žilina

Pursuant to Section 10 par. 7 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended and the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the proceedings for obtaining the scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor we award you with the scientific-pedagogical title

A S S O C I A T E P R O F E S S O R

**in the field of study of the habilitation proceedings and the inauguration proceedings
transport
effective from 15 June 2021.**

Pursuant to Section 4 of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. we confirm that the habilitation proceeding took place at the Faculty of the University of Žilina. The title of your habilitation thesis is and the chairperson of the habilitation committee was

We wish you much success in your future work.

R e c t o r

Template of the Professional Curriculum Vitae

Name and Surname		
Maiden name		
Academic degree, scientific-pedagogical title or artistic-pedagogical title and scientific degree		
Year and place of birth		
Academic degree and further academic growth		
Further education		
Course of employment		
Course of pedagogical activity (workplace/courses)		
Professional or artistic orientation		
Publication activity, including scope (author's sheets) and category of publication activity records pursuant to Decree No. 397/2020 Coll.	1. monograph	
	2. textbook	
	3. course book	
5 most significant outputs		
Responses to scientific/artistic work		
Number of doctoral degree students:	currently supervised	
	completed	

(not applicable for the habilitation proceedings)		
Contact address		

Publication of documents and the documentation related to the habilitation proceedings

1. The relevant employee of the dean's office of the faculty, on the basis of documents from the chairperson of the scientific board of the faculty, shall publish on the website of UNIZA, designated by the Ministry of Education, all documents related to the habilitation proceeding, the publication of which is required pursuant to Section 76 par. 10 of the Act on Higher Education for a period of 5 years, namely:
 - a) data from the professional Curriculum Vitae of the candidate for the habilitation proceeding in the scope of:
 - name, surname, maiden name,
 - academic degrees, scientific-pedagogical titles, artistic-pedagogical titles, scientific degrees,
 - year of birth,
 - data on university/higher education, further academic growth and completed further education,
 - data on the course of employment and the course of pedagogical activity,
 - data on professional or artistic orientation,
 - data on publication activity,
 - responses to scientific or artistic work,
 - b) the name of the field of study of the habilitation proceeding and the inauguration proceeding, in which the proceeding takes place,
 - c) the topic of the habilitation thesis (title),
 - d) data on the opponents, in particular their first and last names, academic degrees and scientific-pedagogical titles or artistic-pedagogical titles,
 - e) opponent's reviews,
 - f) the composition of the scientific board that discussed the proposal for the award of the title associate professor, including the name and surname of the member of the scientific board, his/her academic degrees, scientific-pedagogical titles, artistic-pedagogical titles and scientific degree(s); if the member of the scientific board of the faculty is not a member of the UNIZA academic community, the name of the employer of this member shall also be indicated,
 - g) the decision of the scientific board of the faculty after the termination of the habilitation proceeding,
 - h) other data on the progress of the habilitation proceeding.
2. At the same time, pursuant to Section 3 of the Decree, the relevant employee of the dean's office of the faculty shall publish:
 - a) date of delivery of the application for the habilitation proceeding together with the data pursuant to Section 76 par. 9 letters a) and b) of the Higher Education Act and the title of the habilitation thesis within 15 days from the delivery of the application,
 - b) the date from which the habilitation proceeding is suspended and the deadline in which the deficiencies of the application are to be eliminated, within 15 days from the suspension of the habilitation proceeding,
 - c) names, surnames, academic degrees, scientific-pedagogical titles, artistic-pedagogical titles and workplaces of opponents of the habilitation thesis and members of the habilitation committee, indicating which of them is an employee of UNIZA, where the

habilitation proceeding takes place, within 15 days of approval by the relevant scientific board,

- d) proposal of the habilitation committee with a recommendation to award or not to award the candidate the title associate professor in the field of study of the habilitation proceeding and the inauguration proceeding, together with the opponent's reviews within 15 days of its submission to the chairperson of the relevant scientific board,
 - e) the decision of the relevant scientific board, including its justification, if it is elaborated, and the deadline for possible resubmission of the application pursuant to Section 2 par. 2 of the Decree within 15 days of confirmation of delivery of the decision of the relevant scientific board to the candidate,
 - f) attendance list from the meeting of the scientific board that decided on the application, until the date of publication of the decision of the relevant scientific board,
 - g) the date and reason for the termination of the habilitation proceeding within 15 days from the termination of the habilitation proceeding.
3. Data pursuant to Section 1 par. 14 and Section 3 of the Decree is published by UNIZA on the website designated by the Ministry of Education about each proceeding separately and in the chronological order in which the decisive facts occurred.

Publication of documents and the documentation related to the inauguration proceedings

1. The relevant employee of the dean's office of the faculty, on the basis of documents from the chairperson of the scientific board of the faculty, shall publish on the website of UNIZA, designated by the Ministry of Education, all documents related to the inauguration proceeding, the publication of which is required pursuant to Section 76 par. 10 of the Act on Higher Education for a period of 5 years, namely:
 - a) data from the professional Curriculum Vitae of the candidate for the inauguration proceeding in the scope of:
 - name, surname, maiden name,
 - academic degrees, scientific-pedagogical titles, artistic-pedagogical titles, scientific degrees,
 - year of birth,
 - data on university/higher education, further academic growth and completed further education,
 - data on the course of employment and the course of pedagogical activity,
 - data on professional or artistic orientation,
 - data on publication activity,
 - responses to scientific or artistic work,
 - the number of the doctoral degree students who are or have been supervised by the candidate, with a specification of how many of them have properly completed their studies by the date when the CV is elaborated,
 - b) the name of the field of study of the habilitation proceeding and the inauguration proceeding, in which the proceeding takes place,
 - c) the topic of the inauguration lecture,
 - d) data on the opponents, in particular their first and last names, academic degrees and scientific-pedagogical titles or artistic-pedagogical titles,
 - e) opponent's reviews,
 - f) the composition of the scientific board that discussed the proposal for the award of the title professor, including the name and surname of the member of the scientific board, his/her academic degrees, scientific-pedagogical titles, artistic-pedagogical titles and scientific degree(s); if the member of the scientific board of the faculty is not a member of the UNIZA academic community, the name of the employer of this member shall also be indicated,
 - g) the decision of the scientific board of the faculty after the termination of the inauguration proceeding,
 - h) other data on the progress of the inauguration proceeding.
2. At the same time, pursuant to Section 7 of the Decree, the relevant employee of the dean's office of the faculty shall publish:
 - a) date of delivery of the application for the appointment of a professor together with the data pursuant to Section 76 par. 9 letters a) and b) of the Higher Education Act and the list pursuant to Section 5 par. 2 letter f) of the Decree within 15 days from the delivery of the application,
 - b) the date from which the inauguration proceeding is suspended and the deadline in which the deficiencies of the application are to be eliminated, within 15 days from the suspension of the inauguration proceeding,

- c) names, surnames, academic degrees, scientific-pedagogical titles, artistic-pedagogical titles and workplaces of opponents and members of the inauguration committee, within 15 days of their approval by the relevant scientific board, indicating the field of study of the habilitation proceeding and the inauguration proceeding or the field of science, technology or art, in which they are involved in scientific or artistic activities and the relevant employee shall indicate which of them
 - is an employee of UNIZA, at which the inauguration proceeding takes place,
 - is a foreign expert,
 - works at a higher education institution occupying the functional position of a professor,
 - d) proposal of the inauguration committee with a recommendation to approve the proposal for the appointment of the candidate as a professor in the field of study of the habilitation proceeding and the inauguration proceeding or not to approve the proposal for the appointment of the candidate as a professor in the field of study of the habilitation proceeding and the inauguration proceeding within 15 days of its submission to the chairperson of the relevant scientific board,
 - e) the decision of the relevant scientific board, including its justification, if it is elaborated, and the deadline for possible resubmission of the application pursuant to Section 6 par. 2 of the Decree within 15 days from the confirmation of delivery of the decision of the relevant scientific board to the candidate; if it is a decision of the scientific board of the faculty, within 15 days from the submission of its decision to the UNIZA Scientific Board,
 - f) attendance list from the meeting of the scientific board that discussed the proposal for the appointment of a professor, until the date of publication of the decision of the relevant scientific board,
 - g) the date and reason for the termination of the inauguration proceeding within 15 days from the termination of the inauguration proceeding.
3. Data pursuant to Section 5 par. 10 and Section 7 of the Decree is published by UNIZA on the website designated by the Ministry of Education about each proceeding separately and in the chronological order in which the decisive facts occurred.