



Guarantor: Rector's Office

Košice 20 June 2025

Ref.: REK00002/2025-UPA/ 1922

**Rector's Decision No. 20/2025,
regulating the procedure for obtaining the scientific-pedagogical titles
and the artistic-pedagogical titles of associate professor and professor
at Pavol Jozef Šafárik University in Košice**

Pursuant to the provisions of Section 15(1)(o) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter the "Act"), and in accordance with Article 4(3) of the Rules of Organization of UPJŠ in Košice, under the provisions of Section 23(7)(e) of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter the "Higher Education Quality Assurance Act"), in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining the scientific-pedagogical titles and the artistic-pedagogical titles of associate professor and professor (hereinafter the "Decree"), the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 244/2019 on the System of Fields of Study of the Slovak Republic (hereinafter the "Decree on Fields of Study"), and in accordance with the Standards for Habilitation Proceedings and Inauguration Proceedings of the Slovak Accreditation Agency for Higher Education of 17 October 2024, the Scientific Board of Pavol Jozef Šafárik University in Košice (hereinafter the "UPJŠ Scientific Board"), at the proposal of the Rector, approved on 19 June 2025 the following procedure for obtaining the scientific-pedagogical titles and the artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice (hereinafter the "Regulation"):

PART I

Procedure before initiation of the habilitation proceedings

- (1) Before submitting a written application, the applicant for the habilitation proceedings requests a preliminary opinion from the dean of the faculty on meeting the criteria for awarding the title of associate professor. The dean of the faculty requests the opinion of the Board of the Field of Habilitation and Inauguration Proceedings (hereinafter the "ROHIK"), consisting of a group of at least five persons responsible for the development and quality assurance of the field of habilitation and inauguration proceedings. The ROHIK meeting is convened by its chairperson.
- (2) Minutes are taken of the ROHIK meeting, in which ROHIK provides a preliminary opinion on the fulfilment of the individual criteria by the applicant under Articles II and III of the internal regulation, namely Rector's Decision No. 21/2025, ref. REK00002/2025-UPA/1943 of 20 June 2025 (hereinafter "Rector's Decision No. 21/2025"), determining the criteria for obtaining the

scientific-pedagogical titles and the artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice, as well as on the applicant's pedagogical activity as evaluated by students, and on the applicant's scientific integrity. The ROHIK opinion must clearly indicate which indicators (from the applicant's activities, outputs, and actions) form the basis for its conclusion regarding the recommendation or non-recommendation to submit an application to initiate the habilitation proceedings.

- (3) The minutes of the ROHIK meeting are delivered to the applicant and the dean of the respective faculty.
- (4) If the ROHIK recommends that the applicant submit an application for the habilitation proceedings, the minutes of the ROHIK meeting must also contain names of the proposed opponents of the habilitation thesis and members of the habilitation committee in accordance with to the criteria specified in Article 3(1) hereof.
- (5) The preliminary evaluation by ROHIK does not establish a legal entitlement of the applicant to success in the habilitation proceedings. The absence of the preliminary evaluation by ROHIK or a non-recommendation by ROHIK regarding the submission of the application does not prevent from submitting the application for habilitation proceedings.

PART II

Habilitation proceedings

Article 1

- (1) The habilitation proceedings begin with the submission of a written application by the applicant, including annexes as specified in paragraph 2 of this Regulation, to the chairperson of the Scientific Board of the faculty (hereinafter the "Faculty Scientific Board"), for the award of the scientific-pedagogical and artistic-pedagogical title "associate professor" (hereinafter the "title of associate professor") if the study programme in the field of study to which the field of habilitation proceedings and proceedings for appointment of professors is assigned (hereinafter the "relevant field of study") is conducted at the faculty. In the application, the applicant specifies the field of habilitation proceedings and proceedings for appointment of professors (hereinafter the "field of habilitation and inauguration proceedings"), in which they are applying for the title of associate professor.
- (2) The applicant attaches to the application under paragraph 1 the habilitation thesis in four copies and the annexes set forth in Article, 2 paragraphs 2 - 14 (hereinafter the "habilitation file") of Rector's Decision No. 3/2021 on determining the content of the habilitation file at Pavol Jozef Šafárik University in Košice and its parts, ref.: REK000420/2021-UPA/483 of 26 February 2021, as amended by Amendment No. 1 (hereinafter "Rector's Decision No. 3/2021").
- (3) The applicant submits the habilitation thesis as:
 - a) a monograph, or
 - b) a monothematic work that brings new scientific knowledge, or
 - c) a set of published scientific papers accompanied by a commentary, or
 - d) documentation of the work of art or artistic performance, or a collection of works of art or performances.
- (4) The habilitation thesis may also be submitted in a foreign language with the consent of the chairperson of the Faculty Scientific Board. A summary of the habilitation thesis is submitted in the Slovak language.
- (5) The habilitation file is also submitted in electronic form, in the appropriate format, with page numbering and the table of contents.
- (6) The habilitation thesis is also submitted in electronic form, in the appropriate format, with page numbering and the table of contents.

Article 2

- (1) The chairperson of the Faculty Scientific Board, usually within thirty days from the date of receipt of the application for awarding the title of associate professor:
 - a) acknowledges in writing to the applicant the receipt of the application, completeness of the annexes, and initiation of the habilitation proceedings, or
 - b) notifies the applicant in writing that the application does not contain certain particulars under Article 1(2) of this Regulation, invites the applicant to remedy the deficiencies within the specified period, and suspends the habilitation proceedings until the deficiencies are remedied, for a maximum of one year.
- (2) If the applicant fails to remedy the deficiencies within the specified period, the habilitation proceedings are terminated, and the chairperson of the Faculty Scientific Board notifies the applicant in writing thereof. If the applicant remedies the deficiencies within the specified period in a satisfactory manner, the chairperson of the Faculty Scientific Board notifies the applicant in writing of the end of the suspension of the applicant's habilitation proceedings.
- (3) If it is a field of habilitation and inauguration proceedings in which Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ") has not been granted the right to conduct habilitation proceedings, or if the applicant demonstrably fails to meet any of the conditions under the provisions of Section 76(1), (3) and (5) of the Act based on the criteria for obtaining the title of associate professor, the chairperson of the Faculty Scientific Board returns the application including the attached documents to the applicant within four months, with the consent of the Faculty Scientific Board and a written justification, and the habilitation proceedings are terminated.

Article 3

- (1) Within six months from the initiation of the habilitation proceedings, the chairperson of the Faculty Scientific Board, upon the consent of the Faculty Scientific Board, appoints three opponents of the habilitation thesis and a three-member committee from experts in the field of habilitation and inauguration proceedings so that at most one opponent and at most one member of the habilitation committee is an employee of UPJŠ, faculty of UPJŠ, or another part of UPJŠ where the habilitation proceedings are conducted. At the time of appointment, at least one opponent and the chairperson of the habilitation committee must work at the university as professor and be scientifically or artistically active in the relevant field of habilitation and inauguration proceedings. At the time of appointment, the other opponents and members of the habilitation committee must work at the university as professor or associate professor and be scientifically or artistically active in the relevant field of habilitation and inauguration proceedings. In justified cases, opponents and other members of the committee may work in the field of science, technology, or art according to the focus of the applicant's creative activity (pursuant to the provisions of Section 1(9) of the Decree). The proposal for the composition of the habilitation committee and the proposal of the opponents, together with justification of the fulfilment of the conditions under this paragraph, are submitted to the ROHIK by the chairperson of the Faculty Scientific Board.
- (2) The opponents of the habilitation thesis prepare written reports within three months of their appointment. For the purpose of preparing a written report, opponents are provided with the information from the central register of final theses, rigorous theses, and habilitation theses, including verification of the degree of originality of the habilitation thesis.
- (3) Within 30 days of its appointment, the habilitation committee reviews the fulfilment of the criteria of the habilitation proceedings and draws up an opinion under Article 20(1) of this Regulation.
- (4) The opinion drawn up by the habilitation committee must clearly indicate which indicators (applicant's activities, outputs, or actions) form the basis for its conclusion on the fulfilment or non-fulfilment of the criteria for the habilitation proceedings.

- (5) The chairperson of the Faculty Scientific Board, in agreement with the chairperson of the habilitation committee and after receiving the opinion of the habilitation committee under paragraph 3 of this Article and reports from all opponents, notifies, within the time limits under paragraph 6 of this Article, the date, time, place, and topic of the habilitation lecture, and the date, time, and place of the defence of the habilitation thesis to:
- a) the applicant,
 - b) the members of the habilitation committee,
 - c) the opponents,
 - d) the statutory representative of the legal entity employing the applicant.
- (6) Within nine months from the initiation of the habilitation proceedings, the chairperson of the Faculty Scientific Board announces the date, time, and place of the habilitation lecture, and the date, time, and place of the defence of the habilitation thesis in the daily press, on UPJŠ website, and on the website designated by the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry of Education"), no later than 14 days before they are held. The announcement includes the name, surname, and workplace of the applicant, the title of the habilitation lecture, and the title of the habilitation thesis. The habilitation lecture and the defence of the habilitation thesis take place no later than ten months after the initiation of the habilitation proceedings.
- (7) No later than fourteen days before the defence of the habilitation thesis, the chairperson of the Faculty Scientific Board sends the opponents' reports to the applicant and the members of the committee.

Article 4

- (1) The applicant's habilitation lecture and the defence of the habilitation thesis are part of the habilitation proceedings.
- (2) The habilitation lecture is public and takes place with the participation of at least five members of the Scientific Board and before the habilitation committee.
- (3) The defence of the habilitation thesis is public and takes place with the participation of at least five representatives of the Scientific Board, in the presence of at least two opponents, and before the habilitation committee.
- (4) At the beginning, the chairperson states whether all requirements necessary to start the defence have been met and informs those present about the applicant's brief curriculum vitae and characteristics. Subsequently, the chairperson acquaints those present with the opinion of the habilitation committee, containing the conclusion as to whether the applicant meets the criteria of the habilitation proceedings, prepared by the habilitation committee under Article 3(3) of this Regulation, and announces the title of the habilitation thesis.
- (5) The chairperson of the habilitation committee appoints a member of the habilitation committee who will take the minutes of the habilitation lecture and the defence of the habilitation thesis. The minutes are signed by the chairperson and the members of the habilitation committee present.
- (6) This is followed by the habilitation lecture. With the habilitation lecture, the applicant demonstrates pedagogical competence. The habilitation lecture is public and takes place with the participation of at least five members of the Scientific Board of the faculty and before the habilitation committee, or with the participation of opponents. After the lecture, a discussion takes place, during which the members of the committee, the present opponents, and other persons present may ask the applicant questions related to the topic of the habilitation lecture. The applicant responds to the questions.

Article 5

- (1) Subsequently, the defence of the habilitation thesis follows.

- (2) The defence of the habilitation thesis is a public scientific and pedagogical discussion between the applicant, members of the committee, opponents, or other participants in the defence. During the defence of the habilitation thesis, the applicant demonstrates professional mastery of the issues of the field of habilitation and inauguration proceedings, which is the subject of the habilitation thesis, responds to the comments of the opponents, and demonstrates a general overview of the field. During the defence, the applicant is subject to high professional demands, with regard to compliance with ethical standards and, especially, to the applicant's scientific contribution to the relevant field, as well as to the credibility and justification of the procedures and conclusions of the habilitation thesis.
- (3) The defence of the habilitation thesis is conducted by the chairperson of the habilitation committee, or by a member of the committee authorized by the chairperson.
- (4) The applicant acquaints those present with the content and main results of the habilitation thesis.
- (5) The opponents acquaint those present with the content of their reports. The report of any absent opponent is read in full by the chairperson.
- (6) The discussion, which may be attended by all those present, verifies the applicant's scientific competence, as well as the accuracy and scientific substantiation of the knowledge contained in the habilitation thesis. The applicant responds to all suggestions and objections raised by the opponents and answers their questions, as well as questions from other participants in the discussion.

Article 6

- (1) The habilitation committee evaluates the fulfilment of the conditions under Section 76(1), (3) and (5) of the Act according to the criteria for obtaining the title of associate professor. On the basis of submitted documents, opponents' reports, professional assessment of the quality of the habilitation lecture, and the outcome of the defence of the habilitation thesis, the committee evaluates the applicant's pedagogical, scientific, or artistic activity. No later than within one month after the habilitation lecture and the defence of the habilitation thesis, the committee submits to the chairperson of the Faculty Scientific Board a proposal with a recommendation either to award the applicant the title of associate professor in the relevant field or not to award the applicant the title of associate professor in the relevant field. The proposal is signed by the chairperson and the members of the habilitation committee.

Article 7

- (1) The Faculty Scientific Board discusses the proposal of the habilitation committee under Article 6 of this Regulation no later than within six months after its submission, in the presence of the chairperson of the habilitation committee or a member of the habilitation committee authorized by the chairperson. It assesses whether the applicant meets the conditions for obtaining the title of associate professor and decides whether or not to award the title to the applicant.
- (2) If the habilitation proceedings take place at a university or faculty other than the one where the applicant is pedagogically active, the chairperson of the Faculty Scientific Board invites a representative of a university or faculty where the applicant is pedagogically active to the meeting of the Faculty Scientific Board to discuss the proposal. The chairperson of the Faculty Scientific Board requests such a representative from the relevant university rector or faculty dean.
- (3) When discussing the proposal of the habilitation committee under paragraph 1 of this Article, the Faculty Scientific Board also assesses whether the procedure established by the Act and the Decree has been followed throughout the proceedings; if it finds that the habilitation proceedings have not been conducted in accordance with the Act or the Decree, it determines how the deficiencies are to be remedied.
- (4) The Faculty Scientific Board has a quorum to decide on the award or non-award of the title of

associate professor if at least two thirds of its members are present. The Faculty Scientific Board decides on the award or non-award of the title of associate professor by secret ballot. The decision requires the approval of an absolute majority of all members of the Faculty Scientific Board.

- (5) The decision of the Faculty Scientific Board to award the title of associate professor is communicated to the applicant in writing by its chairperson within 30 days of the decision. If, according to the decision of the Faculty Scientific Board, the applicant does not meet the conditions, the Faculty Scientific Board will not award the title of associate professor, and its chairperson will notify the applicant of this decision in writing, stating the reasons, within 30 days of the decision of the relevant Faculty Scientific Board. No appeal may be lodged against the decision of the Faculty Scientific Board. The period for re-submission of the application for obtaining the title of associate professor is determined by the Rules of Procedure of the Faculty Scientific Board. This period may not be shorter than one year or longer than three years.
- (6) Once the Faculty Scientific Board decides on the award or non-award of the title of associate professor, a written copy of the decision, along with the documents on the previous course of the habilitation proceedings under Article 19(1) of this Regulation, are delivered by the chairperson of the Faculty Scientific Board to the Rector of UPJŠ within thirty days of the decision via the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ.

Article 8

- (1) The faculty publishes the following information on the website designated by the Ministry of Education:
 - a) the date of receipt of the application for habilitation proceedings, together with the information pursuant to the provisions of Section 76(9)(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 proceedings are suspended and the deadline to remedy the deficiencies in the application, within 15 days of the suspension of the habilitation proceedings,
 - 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 UPJŠ, where the habilitation takes place, within 15 days of the approval by the relevant Faculty Scientific Board,
 - d) the proposal of the habilitation committee with a recommendation to award or not to award the applicant the title of associate professor in the field of habilitation and inauguration proceedings, along with opponent's reports, within 15 days of its submission to the chairperson of the relevant Faculty Scientific Board,
 - e) the decision of the relevant Faculty Scientific Board, including its justification (if prepared), and the deadline for re-submission of the application pursuant to Article 7(5) of this Regulation, within 15 days of acknowledgment of receipt of the decision of the relevant Faculty Scientific Board by the applicant,
 - f) an attendance list from the meeting of the Faculty Scientific Board at which the application was decided, until the date of publication of the decision of the relevant Faculty Scientific Board,
 - g) the date and reason for the termination of the habilitation proceedings, within 15 days of its termination.

Article 9

- (1) The Rector awards the title of associate professor within two months of receiving the decision

of the Faculty Scientific Board to award the title of associate professor. The official document confirming the award of the title of associate professor is a decree issued in accordance with the provisions of Section 4(2) and (3) of the Decree. The habilitation proceedings are concluded upon the Rector's signature of the decree.

- (2) The decree states:
 - a) the applicant's name, surname, and date of birth,
 - b) the field of habilitation and inauguration proceedings in which the title is awarded to the applicant,
 - c) the legal regulation according to which the title is awarded,
 - d) the name of the university and faculty at which the habilitation proceedings were conducted,
 - e) the title of the habilitation thesis,
 - f) the name and surname of the chairperson of the habilitation committee,
 - g) the date on which the title was awarded.
- (3) The decree awarding the title of associate professor is issued on an official document bearing the national emblem in watermark and an imprint of a round seal bearing the national emblem of the Slovak Republic.
- (4) The decrees are handed over to the appointed associate professors at the ceremonial opening of the new academic year.

Article 10

- (1) The department of science at the relevant faculty during the habilitation proceedings and the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ during the proceedings at the UPJŠ level maintain written documentation on the course of the habilitation proceedings.
- (2) The written documentation forms part of the habilitation file and contains in particular:
 - a) the applicant's application with annexes under Article 1(2) hereof,
 - b) acknowledgement of receipt of the application, sent by the chairperson of the Faculty Scientific Board to the applicant, or a request to remedy the deficiencies accompanied by a notification of suspension of the proceedings under the provisions of Section 1(6) of the Decree, or a notification of termination of the proceedings with the return of the application and its annexes under the provisions of Section 1(2) of the Decree,
 - c) correspondence between the chairperson of the Scientific Board and the applicant regarding supplementing the application if the proceedings have been suspended under the provisions of Section 1(6) of the Decree. This correspondence also includes the letter from the chairperson of the Scientific Board notifying of the end of the suspension, confirming that the application is complete and contains no formal deficiencies,
 - d) the resolution of the Faculty Scientific Board approving the appointment of three opponents of the habilitation thesis and the chairperson and two other members of the habilitation committee under the provisions of Section 1(8) of the Decree,
 - e) appointment decrees issued by the chairperson of the Faculty Scientific Board for the members of the habilitation committee and the opponents,
 - f) reports from all opponents of the habilitation thesis,
 - g) the opinion of the habilitation committee on whether or not the criteria for the habilitation proceedings have been fulfilled under Article 20(1) hereof,
 - h) proof of timely notification of the habilitation lecture and the defence of the habilitation thesis under Article 3(5) hereof,
 - i) proof of timely publication of the information regarding the habilitation lecture and the defence of the habilitation thesis under Article 3(6) hereof,

- j) proof of timely sending of the reports on the habilitation thesis under Article 3(7) hereof,
 - k) minutes of the habilitation lecture, with the attached attendance list,
 - l) minutes of the defence of the habilitation thesis, with the attached attendance list,
 - m) the proposal of the habilitation committee drawn up under Article 20(2) hereof,
 - n) proof of invitation of a representative of the faculty or external educational institution where the applicant is pedagogically active to the meeting of the Faculty Scientific Board to discuss the proposal, if the habilitation proceedings are conducted at another faculty,
 - o) an extract from the minutes of the meeting of the Faculty Scientific Board at which it was decided on the outcome of the habilitation proceedings under the provisions of Section 2(1) to (3) of the Decree, with the attached voting record and ballots,
 - p) the decision on the proposal to award the title of associate professor or to terminate the habilitation proceedings, which was sent to the applicant,
 - q) the request of the chairperson of the Scientific Board to the Rector of UPJŠ to award the title of associate professor to the applicant, with a list of annexes under Article 19(1) hereof,
 - r) a copy of the associate professor decree issued to the applicant.
- (3) All applications, opinions, and decisions of the applicant and other authorized authorities, as well as any other submissions or their copies, must contain necessary particulars required of the documents used in official communication (identification of the issuing authority, date of issue, signature of the responsible staff member, imprint of the official seal, etc).
 - (4) The Rector's Office of UPJŠ retains originals or certified copies of all supporting documents in one copy. Copies of these documents are sent to the faculty, bearing the certification by the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ confirming their conformity with the original or certified copy.
 - (5) The habilitation file with annexes under Article 1(2) of this Regulation and paragraph 2 of this Article are archived by the department of science of the relevant faculty. The habilitation thesis is archived in the collection of the University Library.
 - (6) Part of the habilitation file under Article 19(1) of this Regulation (in one copy), as well as the database and register of associate professors, along with the copies of their decrees, are administered and stored by the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ after the conclusion of the habilitation proceedings.
 - (7) Five years after the award of the title of associate professor the habilitation file is transferred to the Records Retention Centre of UPJŠ.

PART III

Procedure before initiation of the inauguration proceedings

- (1) Before submitting a written application, the applicant for appointment as professor (hereinafter the "inauguration proceedings") asks the dean of the faculty for a preliminary opinion on the fulfilment of the criteria for the award of the title of professor. The dean of the faculty requests the ROHIK – which consists of a group of at least five persons responsible for the development and quality assurance of the field of habilitation and inauguration proceedings – for an opinion. The meeting of the ROHIK is convened by its chairperson.
- (2) Minutes are taken of the ROHIK meeting, in which the ROHIK provides a preliminary opinion on the fulfilment of the individual criteria by the applicant under Articles V and VI of the internal regulation, namely Rector's Decision No. 21/2025, ref. REK00002/2025-UPA/1943, as well as on the applicant's pedagogical activity as evaluated by students, and on the applicant's scientific integrity. The ROHIK's opinion must clearly indicate which indicators (from the applicant's activities, outputs, and actions) form the basis for its conclusion on the recommendation or non-

- recommendation to submit the application to initiate the inauguration procedure.
- (3) The minutes of the ROHIK meeting are delivered to the applicant and the dean of the respective faculty.
 - (4) If the ROHIK recommends that the applicant submit an application for the inauguration proceedings, the minutes of the ROHIK meeting also contain the names of proposed opponents and members of the inauguration committee in accordance with to the criteria specified in Article 13(1) hereof.
 - (5) The preliminary evaluation by ROHIK does not establish a legal entitlement of the applicant to success in the inauguration proceedings. The absence of the preliminary evaluation by ROHIK or a non-recommendation by ROHIK regarding the submission of the application does not prevent from submitting the application for inauguration proceedings.
 - (6) The dean of the faculty ensures the submission of the applicant's inaugural file to the Rector of UPJŠ for preliminary discussion. The applicant for appointment as professor submits the annexes under (a) and (b) of this paragraph which form the basis for the evaluation of the applicant's international recognition for discussion to the Faculty Scientific Board, namely:
 - a) a proposal of at least six leading foreign experts capable of assessing the applicant's professional level, from at least three different countries outside the Slovak Republic. The proposal must include their address, functional position, scientific focus/area of research, citation of their most important scientific work, or personal scientific identifiers (such as ORCID ID, Web of Science Researcher ID, or Scopus Author ID),
 - b) a list of the five most significant scientific, professional, or artistic works in the relevant field, published in English or another appropriate world language, intended for submission to a foreign reviewer. If a work is not published in a world language, its title must be accompanied by an abstract in English.

PART IV

Inauguration proceedings

Article 11

- (1) The inauguration proceedings begin with the submission of a written application for inauguration proceedings submitted by the applicant, along with the annexes as specified in paragraph 2 of this Article, to the chairperson of the Faculty Scientific Board which holds the right to conduct inauguration proceedings in the field of habilitation and inauguration proceedings. In the application, the applicant specifies the field of habilitation and inauguration proceedings in which they are applying for appointment.
- (2) The applicant attaches to the application for inauguration proceedings the annexes set forth in Article 1, paragraphs 2 – 20 (hereinafter the "inaugural file") of Rector's Decision No. 4/2021 on determining the content of the inaugural file at Pavol Jozef Šafárik University in Košice and its parts, ref. REK000420/2021-UPA/484 dated 26 February 2021, as amended by Amendment No. 1 (hereinafter "Rector's Decision No. 4/2021").
- (3) The inaugural file is also submitted in electronic form, in the appropriate format, with page numbering and the table of contents.

Article 12

- (1) The chairperson of the Faculty Scientific Board, usually within thirty days from the date of receipt of the application for appointment as professor:
 - a) acknowledges in writing to the applicant the receipt of the application, completeness of the annexes, and initiation of the inauguration proceedings, or
 - b) if any deficiencies are found in the application, notifies the applicant in writing that the application does not contain certain particulars under Article 11(2) of this Regulation, invites the applicant to remedy the deficiencies within the specified period, and

suspends the inauguration proceedings until the deficiencies are remedied, for a maximum of one year.

- (2) If the applicant fails to remedy the deficiencies within the specified period, the inauguration proceedings are terminated, and the chairperson of the Faculty Scientific Board notifies the applicant in writing thereof. If the applicant remedies the deficiencies within the specified period in a satisfactory manner, the chairperson of the Faculty Scientific Board notifies the applicant in writing of the end of the suspension of the applicant's inauguration proceedings.
- (3) If it is a field of habilitation and inauguration proceedings in which UPJŠ has not been granted the right to conduct inauguration proceedings, or if the applicant demonstrably fails to meet any of the conditions under the provisions of Section 76(4) and (6) of the Act based on the criteria for obtaining the title of professor, the chairperson of the Faculty Scientific Board returns the application including the attached documents to the applicant within four months, with the consent of the Faculty Scientific Board and a written justification, and the inauguration proceedings are terminated.

Article 13

- (1) Within six months from the initiation of the inauguration proceedings, the chairperson of the Faculty Scientific Board, upon the consent of the Faculty Scientific Board, appoints three opponents and a four-member inauguration committee composed of distinguished domestic experts and at least one expert from abroad. No more than one opponent and no more than one member of the inauguration committee may be employees of UPJŠ, faculty of UPJŠ, or another part of UPJŠ. At the time of appointment, at least one opponent and the chairperson of the inauguration committee must work at the university as professor and be scientifically or artistically active in the relevant field of habilitation and inauguration proceedings. At the time of appointment, the other opponents and members of the inauguration committee must work at the university as professor or associate professor and be scientifically or artistically active in the relevant field of habilitation and 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 applicant's creative activity (pursuant to the provisions of Section 5(7) of the Decree). The proposal for the composition of the inauguration committee and the proposal of the opponents, together with justification of the fulfilment of the conditions under this paragraph, are submitted to the ROHIK by the chairperson of the Faculty Scientific Board.
- (2) The inauguration committee, within 30 days of its appointment, examines whether the criteria for the inauguration proceedings have been fulfilled and prepares the opinion pursuant to Article 20(1) hereof. The opinion prepared by the inauguration committee must clearly indicate which indicators (activities, outputs, actions) form the basis for its conclusion regarding fulfilment or non-fulfilment of the criteria for the inauguration proceedings.
- (3) The opponents prepare the written opinions on the submitted application within three months of their appointment.
- (4) Within nine months from the initiation of the inauguration proceedings, the chairperson of the Faculty Scientific Board, upon agreement with the chairperson of the inauguration committee and after receiving the reports from all opponents and the opinion of the inauguration committee under paragraph 2 of this Article, announces the date, time, and place of the inaugural lecture in the daily press, on UPJŠ website, and on the website designated by the Ministry of Education, so that the inaugural lecture takes place at a public meeting of the Faculty Scientific Board, no later than 14 days before it is held. The announcement includes the name, surname, and workplace of the applicant, and the title of the inaugural lecture. The inaugural lecture takes place no later than ten months after the initiation of the inauguration proceedings.
- (5) The applicant's inaugural lecture is a part of the habilitation proceedings. Through the inaugural lecture, the applicant demonstrates primarily their pedagogical competence, presents their

overall contribution to the field of habilitation and inauguration proceedings, the contributions of their students to the development of the field of habilitation and inauguration proceedings, and offers their perspective on the current state and future directions of the field of habilitation and inauguration proceedings. The inaugural lecture is public and takes place before the Faculty Scientific Board with the participation of at least three members of the inauguration committee and at least two opponents.

- (6) The inauguration committee evaluates the fulfilment of the conditions under the provisions of Section 76(4) and (6) of the Act, according to the criteria for obtaining the title of professor and on the basis of the submitted documentation, opponents' reports, and professional assessment of the inaugural lecture comprehensively assesses the applicant's pedagogical, scientific, or artistic activity and, no later than one month after the inaugural lecture, submits to the chairperson of the Faculty Scientific Board a proposal under Article 20(2) of this Regulation, with a recommendation to approve or not to approve the proposal for the appointment of the applicant as professor in the field of habilitation and inauguration proceedings, signed by the chairperson and members of the committee.

Article 14

- (1) The Faculty Scientific Board discusses the proposal of the inauguration committee under Article 13(6) of this Regulation no later than within six months after its submission by the inauguration committee, in the presence of the chairperson of the inauguration committee or a member of the habilitation committee authorized by the chairperson. It assesses whether the applicant meets the conditions for appointment as professor and decides whether to approve or not to approve the proposal for appointment as professor. If the inauguration proceedings are conducted at a university or faculty other than the one where the applicant is pedagogically active, the chairperson of the Faculty Scientific Board invites a representative of a university or faculty where the applicant is pedagogically active to the meeting of the Faculty Scientific Board to discuss the proposal. The chairperson of the Faculty Scientific Board requests such a representative from the relevant university rector or faculty dean.
- (2) The Faculty Scientific Board also assesses whether the procedure established by the Act and the Decree has been followed throughout the proceedings. If it finds that the inauguration proceedings have not been conducted in compliance with the Act or the Decree, it determines how the deficiencies are to be remedied.
- (3) The Faculty Scientific Board has a quorum regarding the appointment of professors if at least two-thirds of its members are present.
- (4) The Faculty Scientific Board decides on the approval or disapproval of the proposal for appointment as professor by secret ballot. The approval of the proposal requires the approval of an absolute majority of all members of the Faculty Scientific Board.
- (5) The decision of the Faculty Scientific Board on the approval of the proposal for appointment as professor is communicated to the applicant in writing by its chairperson within 30 days of the decision. If, according to the decision of the Faculty Scientific Board, the applicant does not meet the conditions to be appointed as professor, the Faculty Scientific Board will not approve the proposal, and its chairperson will notify the applicant of this decision in writing, stating the reasons, within 30 days of the decision of the relevant Faculty Scientific Board. No appeal may be lodged against the decision of the Faculty Scientific Board. The period for re-submission of the application for the award of the title of professor is determined by the Rules of Procedure of the Faculty Scientific Board. This period may not be shorter than one year or longer than three years.
- (6) If the Faculty Scientific Board approves the proposal for appointment as professor, the chairperson submits it together with a copy of the decision of the Faculty Scientific Board and annexes under Article 19(2) of this Regulation to the chairperson of UPJŠ Scientific Board within 30 days of the discussion of the proposal.

Article 15

- (1) The faculty publishes the following information 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 pursuant to the provisions of Section 76(9)(a) and (b) of the Act and the list under the provisions of Section 5(2)(f) of the Decree, within 15 days of receipt of the application,
 - b) the date from which the inauguration proceedings are suspended and the deadline to remedy the deficiencies in the application, within 15 days of the suspension of the inauguration proceedings,
 - c) the name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title, scientific degree, and workplace of the opponents and members of the inauguration committee, within 15 days of their approval by the relevant Faculty Scientific Board, the field of habilitation and inauguration proceedings or the area of science, technology, or art in which they are scientifically or artistically active, indicating which of them:
 - i. is an employee of the university where the inauguration proceedings are conducted,
 - ii. is a foreign expert,
 - iii. works at the university as professor,
 - d) the proposal of the inauguration committee with a recommendation to approve or not to approve the proposal for appointment of the applicant as professor in the field of habilitation and inauguration proceedings within 15 days of its submission to the chairperson of the relevant Faculty Scientific Board,
 - e) the decision of the relevant Faculty Scientific Board, including its justification (if prepared), and the deadline for re-submission of the application under Article 14(5) of this Regulation, within 15 days of the acknowledgment of receipt of the decision of the relevant Faculty Scientific Board by the applicant; in the case of a decision of the Faculty Scientific Board, within 15 days of its submission to the UPJŠ Scientific Board,
 - f) an attendance list from the meeting of the Faculty Scientific Board at which the proposal for appointment as professor was discussed, until the date of publication of the decision of the relevant Faculty Scientific Board,
 - g) the date and reason for the termination of the inauguration proceedings, within 15 days of its termination.

Article 16

- (1) The Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ sends to the members of the UPJŠ Scientific Board a written characteristics of the proposed applicant for a professor no later than five days before the date of the meeting of UPJŠ Scientific Board.
- (2) The Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ ensures public access to the list of original published scientific (artistic) and expert works of the applicant, stating the responses thereto on the UPJŠ website.

Article 17

- (1) UPJŠ Scientific Board discusses the proposal of the Faculty Scientific Board in accordance with Section 6(6) of the Decree no later than six months after its submission, in the presence of the chairperson of the inauguration committee, or a member authorized by the chairperson. It assesses whether the applicant meets the conditions for appointment as professor and decides whether to approve or not to approve the proposal for appointment as professor.
- (2) UPJŠ Scientific Board approves the proposal for appointment as professor by secret ballot,

pursuant to Section 6(7) of the Decree and the Rules of Procedure of the Scientific Board of Pavol Jozef Šafárik University in Košice. The approval requires the consent of an absolute majority of all members of the UPJŠ Scientific Board.

- (3) During the meeting of the UPJŠ Scientific Board, the applicant, in a 10-minute presentation, assesses the level of knowledge in the relevant field of habilitation and inauguration proceedings, comments on their own achievements and their contribution, as well as the contribution of the applicant's scientific school to the development of the field of habilitation and inauguration proceedings, and on their achievements in the field of education.
- (4) The decision of the UPJŠ Scientific Board to approve the proposal for appointment as professor is communicated in writing by its chairperson to the applicant within 30 days of the decision. If the UPJŠ Scientific Board does not approve the proposal for appointment as professor, its chairperson notifies the applicant in writing of the outcome, including justification, within 30 days of the discussion of the Scientific Board. No appeal may be lodged against the decision of the UPJŠ Scientific Board.
- (5) If the UPJŠ Scientific Board approves the proposal for appointment as professor, the Rector submits the proposal, together with documentation on the previous course of the inauguration proceedings (except for the documents referred to in Section 5(2)(f) of the Decree), to the Minister of Education, Research, Development and Youth of the Slovak Republic.
- (6) The Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ publishes the following on the website designated by the Ministry of Education:
 - a) the decision of the UPJŠ Scientific Board, including its justification (if prepared), and the deadline for re-submission of the application under Section 5(4) of the Decree, within 15 days of acknowledgement of receipt of the decision by the applicant,
 - b) an attendance list from the meeting of the UPJŠ Scientific Board that decided on the application, until the date of publication of the respective decision of the Scientific Board,
 - c) the date and reason for the termination of the inauguration proceedings, within 15 days of termination of the inauguration proceedings.
- (7) The Ministry of Education verifies the fulfilment of the conditions for the award of the scientific-pedagogical or artistic-pedagogical title "professor" and issues an opinion. If the Ministry of Education has doubts whether the conditions for obtaining the scientific-pedagogical title or artistic-pedagogical title "professor" have been met, or if the proposal for appointment has been returned to the Ministry by the President due to doubts, the Ministry may return the proposal for appointment as professor to the university for further proceedings. The inauguration proceedings are concluded with the President's decision either to appoint or not to appoint the applicant as professor.

Article 18

- (1) The department of science at the relevant faculty during the inauguration proceedings at the level of the Faculty Scientific Board and the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ during the proceedings at the level of UPJŠ Scientific Board maintain written documentation on the course of the inauguration proceedings.
- (2) The written documentation forms part of the inaugural file and contains in particular:
 - a) the applicant's application with annexes under Article 11(2) hereof,
 - b) acknowledgement of receipt of the application, sent by the chairperson of the Scientific Board to the applicant, or a request to remedy the deficiencies accompanied by a notification of suspension of the inauguration proceedings under the provisions of Section 5(4) of the Decree, or a notification of termination of the inauguration proceedings with the return of the application and its annexes,
 - c) correspondence between the chairperson of the Scientific Board and the applicant regarding supplementing the application if the inauguration proceedings have been

suspended under the provisions of Section 5(4) of the Decree. This correspondence also includes the letter from the chairperson of the Scientific Board notifying of the end of the suspension of the inauguration proceedings, confirming that the application is complete and contains no formal deficiencies,

- d) extract from the resolutions of the Faculty Scientific Board approving the appointment of the chairperson and other members of the inauguration committee and three opponents under the provisions of Section 5(6) of the Decree,
 - e) appointment decrees issued by the chairperson of the Scientific Board for the members of the habilitation committee and the opponents,
 - f) reports from all opponents,
 - g) the opinion of the inauguration committee on whether or not the criteria for the inauguration proceedings have been fulfilled, prepared under Article 20(1) hereof,
 - h) proof of timely publication of the date, time, and place of the inaugural lecture under the provisions of Section 5(10) of the Decree,
 - i) minutes of the inaugural lecture, with the attached attendance list,
 - j) the proposal of the inauguration committee under Article 20(2) hereof,
 - k) proof of invitation of a representative of the faculty or external educational institution where the applicant is pedagogically active, to the meeting of the Faculty Scientific Board to discuss the proposal, if the inauguration proceedings are conducted at another faculty,
 - l) an extract from the minutes of the meeting of the Faculty Scientific Board at which it was decided on the submission of the proposal for appointment as professor under the provisions of Section 6(1) to (4) of the Decree, with the attached voting record and ballots,
 - m) the decision of the Faculty Scientific Board on the submission of the proposal for appointment as professor, addressed to the applicant,
 - n) the opinions of the addressed foreign experts who assessed the applicant's professional level in an international context,
 - o) the request of the chairperson of the Scientific Board to place the discussion regarding the proposal for appointment as professor on the agenda of the UPJŠ Scientific Board, addressed to the chairperson of the UPJŠ Scientific Board, including the list of annexes sent under Article 19(2) hereof,
 - p) proof of invitation of the applicant to the meeting of the UPJŠ Scientific Board,
 - q) an extract from the minutes of the meeting of the UPJŠ Scientific Board at which it was decided on the submission of the proposal for appointment as professor under the provisions of Section 6(6) of the Decree, with the attached voting record and ballots,
 - r) the decision of the UPJŠ Scientific Board on the submission of the proposal for appointment as professor, addressed to the applicant,
 - s) the Rector's proposal for appointment as professor, together with the documents on the previous course of the inauguration proceedings, addressed to the Minister of Education, Science, Research and Sport of the Slovak Republic, including a list of annexes sent.
- (3) All applications, opinions, and decisions of the applicant and other authorized authorities, as well as any other submissions or their copies, must contain necessary particulars required of the documents used in official communication (identification of the issuing authority, date of issue, signature of the responsible staff member, imprint of the official seal, etc).
- (4) The Rector's Office of UPJŠ retains certified copies of all supporting documents in one copy. The originals of these documents are sent to the Ministry of Education, Science, Research and Youth of the Slovak Republic for further processing, bearing the certification by the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ confirming their

conformity with the original.

- (5) Part of the inaugural file under Article 19(2) of this Regulation and the documents under paragraph 2(l) to (s) of this Article (in one copy), as well as the database and register of appointed professors, are administered and stored by the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ.
- (8) Five years after the appointment as professor the inaugural file is transferred to the Records Retention Centre of UPJŠ

PART V

Common and final provisions

Article 19

- (1) In the case of habilitation proceedings, after approval of the proposal by the Faculty Scientific Board, the chairperson of the Faculty Scientific Board sends to the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ one copy of the applicant's application, documents, confirmations, overviews, lists, and annexes referred to in Article 2 paragraphs 1 - 27 of Rector's Decision No. 3/2021.
- (2) In the case of inauguration proceedings, the chairperson of the Faculty Scientific Board sends to the Department of Science, Research, and Doctoral Studies of the Rector's Office of UPJŠ the original and one copy of the applicant's application, documents, confirmations, lists, and overviews referred to in Article 1 paragraphs 1 - 29 of Rector's Decision No. 4/2021.

Article 20

- (1) The habilitation or inauguration committee, as a rule, within thirty days of its appointment, prepares an opinion for the Faculty Scientific Board on the fulfilment or non-fulfilment of the criteria for the applicant's habilitation as associate professor or appointment as professor. The proposal must contain a list of members of the committee, indicating their attendance at the committee meeting and:
 - a) a list of the documents on the basis of which the committee prepared the proposal,
 - b) evaluation of the pedagogical activities in the required extent and structure through the activities and outputs referred to in Articles II and V of Rector's Decision No. 21/2025,
 - c) an opinion on the fulfilment of indicators of creative activity in the form of scientific works or artistic outputs or performances in the number, structure, scope, intensity, degree of authorial contribution, and quality, as well as on the demonstration of recognition of the applicant as a scientific authority in professional circles through responses to published scientific works or artistic outputs and performances in the number and structure corresponding to international standards, as specified in Articles III and VI of Rector's Decision No. 21/2025,
 - d) an explicit justification on what grounds the committee confirms the creation of a comprehensive scientific work by the applicant in the case of habilitation proceedings,
 - e) an explicit justification of how the applicant has influenced the development of the relevant field of habilitation and inauguration proceedings by establishing a scientific school or art school or an original and generally recognized group that builds upon the outputs of the applicant's creative activity,
 - f) the conclusion on whether the applicant meets or does not meet the criteria laid down by the UPJŠ Scientific Board,
 - g) the date of the proposal and signatures of the chairperson and all members of the committee.
- (2) At the committee meeting after the defence of the habilitation thesis, or after the inaugural lecture, the committee prepares a proposal under the provisions of Section 1(15), or under the

provisions of Section 5(11) of the Decree. The proposal must contain:

- a) a list of members of the habilitation or inauguration committee, including its chairperson and opponents, indicating their attendance at the committee meeting,
 - b) professional assessment of the level of the applicant's habilitation lecture or inaugural lecture,
 - c) in the case of habilitation proceedings, evaluation of the defence of the habilitation thesis,
 - d) assessment of the level of the applicant's pedagogical, scientific, or artistic and publication activities (including feedback from students on the applicant's pedagogical activity) and compliance with the ethical standards in research integrity,
 - e) a recommendation to award or not to award the applicant the title of associate professor in the relevant field of habilitation and inauguration proceedings, or to approve or not to approve the proposal for appointment as professor in the relevant field of habilitation and inauguration proceedings,
 - f) if the proposal of the committee is negative, the reasons for the negative opinion,
 - g) the date of the proposal, signatures of the chairperson and members of the committee.
- (3) In the matters on which it prepares written opinions or proposals under paragraphs 1 and 2 of this Article, the habilitation committee or the inauguration committee decides by secret ballot. Voting under paragraph 2 of this Article is also attended by opponents present.

Article 21

- (1) UPJŠ may require the applicant for obtaining the scientific-pedagogical title or the artistic-pedagogical title "associate professor" or "professor" who is not employed by UPJŠ for a set weekly working time to pay a fee to cover the costs associated with the habilitation proceedings or inauguration proceedings. This does not apply to a applicant employed by UPJŠ for a set weekly working time, when the costs associated with the habilitation proceedings or inauguration proceedings, remuneration of opponents and assessors, and travel expenses of the committee members are usually paid from the budget of the faculty where the applicant is employed. The amount of the fee is determined by the UPJŠ internal regulation issued by the Rector. The fee is derived from the actual costs of these proceedings and forms the income of UPJŠ.
- (2) The obligation to pay the fee to cover the costs associated with the habilitation proceedings or inauguration proceedings is notified to the applicant by the chairperson of the Faculty Scientific Board in writing, together with the confirmation under Article 2(1)(a) or under Article 12(1)(a) of this Regulation, stating the amount and due date of the fee.

Article 22

- (1) The habilitation and inauguration proceedings initiated before the effective date of this Regulation are completed in accordance with the regulations in force at the time of submission of the application for habilitation or inauguration.
- (2) This internal regulation comes into force and effect on the day of its signing by the Rector of UPJŠ.
- (3) Upon the entry into effect of this Regulation, Rector's Decision No. 1/2021, ref. REK000420/2021-UPA/484 of 26 February 2021 is repealed.

prof. MUDr. Daniel Pella, PhD.
Rector of UPJŠ