



Guarantor: Rector's Office

Košice 11/01/2023

Ref. No.: REK000386/2023-UPA/141

**Rector's Decision No. 1/2023,
Issuing the Statute and Rules of Procedure of the Commission for the
Assessment of Scientific Qualifications of Employees of Pavol Jozef Šafárik
University in Košice**

In accordance with the applicable provisions of Act No. 133/2002 on the Slovak Academy of Sciences, as amended (the "Act"), the Rector of Pavol Jozef Šafárik University in Košice (the "Rector") has established a Commission for the assessment of scientific qualifications of employees of Pavol Jozef Šafárik University in Košice (the "Commission"). In accordance with the provisions of Section 15(1)(n) of Act No. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended, and in connection with Article 4(3) of the Organizational Rules of Pavol Jozef Šafárik University in Košice, I hereby

issue

this Statute and Rules of Procedure of the Commission for the Assessment of Scientific Qualifications of Employees of Pavol Jozef Šafárik University in Košice (the "Statute and Rules of Procedure").

**PART ONE
Statute of the Commission**

**Article 1
Mission of the Commission**

1. The activities of the Commission for the Assessment of Scientific Qualifications of Employees of Pavol Jozef Šafárik University in Košice ("UPJŠ") are governed by Act No. 133/2002 on the Slovak Academy of Sciences, as amended. The Commission is an independent advisory body to the Rector.
2. On the basis of the call for submission of proposals for the award of scientific qualification degrees from the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications, the Commission usually assesses applications for the award of scientific qualifications of levels IIa or I to researchers of UPJŠ twice a year (Section 74(1) of Act No. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended) before the Rector of UPJŠ submits them to the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications.

Article 2

Composition of the Commission

1. The members of the Commission and the Chairperson of the Commission are appointed and dismissed by the Rector.
2. The members of the Commission are prominent university teachers and researchers from UPJŠ, experts from practice and from research workplaces outside UPJŠ. The membership of experts from practice and from research workplaces outside UPJŠ in the Commission is conditional on the consent of the head of the organization in which they work. At least two members of the Commission must have the scientific degree of "Doctor of Sciences", or the scientific-pedagogical or artistic-pedagogical title of professor or a scientific qualification at level I.
3. The Commission has 7 members, including the Chairperson. Membership in the Commission may not be delegated to a proxy.
4. The Commission is composed of a Chairperson, a Vice-Chairperson, a Secretary, and members. The Secretary is appointed by the Rector from among the employees of the UPJŠ Rector's Office (as a rule, it is the science and research officer from the department for science, research, and doctoral studies). The Secretary takes care of the organizational and administrative work related to the activities of the Commission. The Secretary is not a member of the Commission and does not have the right to vote.

Article 3

Obligations and Rights of Commission Members

1. Members of the Commission are obliged to
 - a) contribute to the successful performance of its tasks by means of their knowledge, experience, and substantive appearance at the meetings of the Commission;
 - b) maintain objectivity in the assessment of proposals that are the subject of negotiations;
 - c) maintain confidentiality about the course and results of the negotiations.
2. Members of the Commission have the right to
 - a) give suggestions regarding the procedure of negotiation and assessment of the proposals under discussion;
 - b) to comment on the proposals under discussion and to request that their dissenting opinion be included in the minutes of the meeting of the Commission.
3. The Chairperson of the Commission
 - a) considers proposals for the deliberations of the Commission submitted by the Secretary of the Commission. If the proposal is not suitable for discussion by the Commission, it is returned to the dean of the faculty or the director of a part of the university for refinement and removal of deficiencies, stating the deadline for resubmission;
 - b) convenes a meeting of the Commission;
 - c) sets the agenda for the meeting of the Commission;
 - d) chairs the deliberations of the Commission;
 - e) appoints from among the members of the Commission the rapporteurs on the proposals submitted;
 - f) signs the minutes of the meeting of the Commission.

4. The Vice-Chairperson of the Commission deputises for the Chairperson of the Commission in his/her absence.
5. The Secretary of the Commission
 - a) assesses proposals for the award of scientific qualification at level IIa or I (the “proposal”) in terms of their completeness, factual accuracy and suitability for the Commission’s deliberations;
 - b) provides the Chairperson with summary information on the proposals submitted and their suitability for discussion by the Commission;
 - c) sends, in accordance with the decision of the Chairperson of the Commission on the designation of rapporteurs for proposals, one complete copy of the proposal in electronic form to the members of the Commission designated as rapporteurs;
 - d) is responsible for the clarity and completeness of the records of proposals discussed in the Commission, the scientific degrees awarded, and for the archiving of the Commission’s materials;
 - e) ensures the activities of the Commission from the administrative point of view, including the preparation of minutes of the Commission meetings.
6. The term of office of the Commission is four years.
7. Before the expiry of the term of office, membership in the Commission ends:
 - a) by resignation from office, from the date of delivery of the written act of resignation to the Rector or from a later date specified in the written act of resignation;
 - b) upon dismissal by the Rector, with effect from the date specified in this act of dismissal;
 - c) upon death or declaration of death.
8. As a rule, the Commission meets twice a year. The Commission may meet by means of videoconference transmissions.
9. The deliberations of the Commission are closed to the public, except for the matters referred to in Article 5(3) of this Decision.

Article 4

Preparation of proposals for the Commission’s deliberations

1. Proposals for the award of a scientific qualification at level IIa or I are prepared by the dean of the faculty or the director of a part of the university (the “proposer”) at which the applicant works.
2. The proposer may submit a proposal for the award of a scientific qualification at level IIa to the applicant, if the applicant meets the specified criteria, at any time after obtaining the basic creative competence expressed by the scientific qualification at level IIb (by awarding a scientific degree or obtaining a third-level university degree).
3. The requirements for creative competence required for the award of the scientific qualification at level IIa must correspond at least to the level of research, development or artistic activity required to fill the position of associate professor in the relevant field of the habilitation proceedings.
4. The proposer may submit a proposal for the award of a scientific qualification at level I to the applicant if the applicant has created a set of scientific works with a focus in terms of theory and application, that have significantly influenced the development of science, has a leading position in the development of the relevant field of science and technology and is

educating other researchers. As a general rule, a scientific qualification at level I is awarded to researchers who have already obtained a scientific qualification at level IIa.

5. The requirements for creative competence required for the award of a scientific qualification at level I correspond at least to the level of research, development or artistic activity required to fill the position of professor in the relevant field of the inauguration proceedings.
6. The scientific qualification at level I is awarded to an applicant with the scientific degree of DrSc. It can also be awarded to an applicant who is not a Doctor of Science, but only if the applicant achieves at least twice the requirements in the relevant criteria set by the Slovak Commission for Scientific Degrees for the procedure for obtaining the scientific degree of DrSc.
7. An applicant for the award of a qualification at level IIa or I has the right to attach his/her statement to the proposal.
8. The proposer submits the proposal to the Commission for discussion in two copies in the case of the applicant for the award of the scientific degree at level IIa or in three copies in the case of the applicant for the award of the scientific degree at level I.
9. The proposal includes:
 - an application (addressed to the dean of the relevant faculty or the director of a part of the university) for reassignment to a scientific qualification at level IIa or I; in it, the applicant states the field of science in which he/she is applying for the scientific qualification degree (the characteristics of his/her work must correspond to this field of science). The applicant's application should be marked with the date of its delivery under the records of incoming mail.
 - the introductory letter to the proposal (the template is usually listed in the Slovak Academy of Sciences call as Annex No. 1);
 - an overview of selected quantitative and qualitative data on the applicant for reassignment to the scientific qualification at level IIa or I, (templates for IIa and I are usually listed in the Slovak Academy of Sciences call as Annex No. 2);
 - a brief curriculum vitae of the applicant in terms of his/her professional and scientific development;
 - an evaluation of the applicant prepared by a senior employee, in which the results of his/her research activities under the above-mentioned overview (including an evaluation of participation in the education of doctoral students and other experts in the case of scientific qualification at level I) and the characteristics of his/her personality are properly stated;
 - a complete list of the applicant's publishing activities divided under the above-mentioned overview or Decree No. 397/2020 on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities ("Decree No. 397/2020"). For each collective publication, the percentage share of contribution by the applicant, the impact factor of the journal, and the number of citations are indicated. This overview is documented in the form of an extract from the scientific library verified by its responsible employee with the date of compilation of the file.
 - a complete list of responses to scientific professional works, artistic works or artistic creations broken down in accordance with Decree No. 397/2020. This overview is documented in the form of a statement from the UPJŠ University Library verified by its responsible employee;

- an overview of the minimum threshold values for measurable indicators of the level of research, development or artistic activity required to fill the position of associate professor/professor in the relevant field of the habilitation proceedings or inauguration proceedings (Annex No. 4);
- copies of two publications that most aptly display the applicant's creative ability;

PART TWO

Rules of Procedure of the Commission

Article 5

Meeting of the Commission

1. The meetings of the Commission are convened and chaired by the Chairperson or a member authorised by the Chairperson.
2. An invitation to a meeting of the Commission must be delivered to the members of the Commission and other invited persons at least one week before the meeting.
3. The basis for the Commission's deliberations is the submitted documentation, including the proposal and evaluation of the applicant. The preparation of documents is provided by the dean of the faculty or the director of a part of the university where the applicant works. The head of the workplace where the applicant works has the right to participate in the meeting of the Commission. The Chairperson of the Commission may also invite other experts to the Commission's deliberations on the submitted proposals of individual applicants or may request an opinion from these experts.
4. When assessing proposals for the award of scientific degrees at levels IIa or I, the Commission assesses the creative competence of the researchers. The requirements for creative competence necessary for the award of the relevant qualifying scientific degree are published on the Slovak Academy of Sciences website and on the UPJŠ website.
5. In the event that the applicant submits a proposal that does not meet the required criteria listed in Annex 3 of the Slovak Academy of Sciences call or has other deficiencies, the Commission invites the applicant to remedy the deficiencies or submit a written explanation and set a deadline for the applicant to remove them.
6. The proposal for the award of a scientific qualification degree is assigned by the Chairperson of the Commission to a member of the Commission for the preparation of a report.
7. If a member of the Commission is unable to attend the meeting and submits the report in writing, the report is attached to the minutes.
8. The Commission has a quorum if an absolute majority of its members are present at its deliberations. A proposal shall be deemed to have been adopted if an absolute majority of the members of the Commission present, but at least three members, vote in favour of it. The vote is secret. The Secretary of the Commission does not have the right to vote.
9. If the Commission decides that the applicant meets the set criteria, it forwards the proposal for further proceedings. The Commission does not justify this decision.
10. If the Commission decides that the applicant does not meet the set criteria, it returns the proposal to the proposer. In the justification of the decision, the Commission states which criteria the applicant did not meet. The proposer may submit a new proposal at the next meeting of the Commission at the earliest.
11. Minutes are written of the Commission's deliberations, containing a brief description of the course of the meeting and the decisions taken. The minutes are written even if the

Commission does not have a quorum. The minutes are signed by all the present members of the Commission.

12. The Chairperson of the Commission notifies the proposer of the outcome of the Commission's deliberations within 7 days from the meeting of the Commission.
13. Proposals for the award of a scientific qualification degree to UPJŠ employees discussed with the approval of the Commission are submitted to the Slovak Academy of Sciences Commission for the assessment of scientific qualifications by the Rector of UPJŠ. The preparation of proposals for their submission to the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications is arranged by the Chairperson of the Commission.

Article 6

Final provisions

1. This Rector's Decision No. 1/2023, Issuing the Statute and Rules of Procedure of the Commission for the Assessment of Scientific Qualifications of Employees of Pavol Jozef Šafárik University in Košice, enters into force and effect on the day of its signature by the Rector.
1. With the entry into force of this Decision, the Rector's Decision No. 16/2019 on the Rules of Procedure of the Attestation Commission of Pavol Jozef Šafárik University in Košice, ref. No.: REK0098/2019-UPA/6324 of 10 December 2019, is repealed.

Prof. RNDr. Pavol Sovák, CSc.
Rector