



Guarantor: Rector's Office

Košice 11/01/2023

Ref. No. REK000391/2023-UPA/150

**Methodological Instruction,
Regulating the Uniform Procedure for the Submission of Proposals for the
Award of Scientific Qualification Degrees to Employees of Pavol Jozef Šafárik
University in Košice**

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 issue

this Methodological Instruction Regulating the Uniform Procedure for the Submission of Proposals for the Award of Scientific Qualification Degrees to Employees of Pavol Jozef Šafárik University in Košice (the "Methodological Instruction").

Preamble

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 UPJŠ employees (the "Commission"). The Commission discusses proposals for the award of scientific qualification degrees at level IIa or I to researchers at UPJŠ (Section 74(1) of Act No. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended) and comments on them before the Rector submits them to the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications.

**Article 1
Recitals**

1. The aim of this methodological instruction is to unify the procedure of individual faculties and parts of Pavol Jozef Šafárik University in Košice ("UPJŠ") when submitting proposals for the award of scientific qualification degrees.
2. The methodological instruction regulates the procedure and content of the proposal for the award of scientific qualification degrees, which are submitted to the Commission.
3. The proposal for the award of scientific qualification degrees consists of a summary of quantitative and qualitative indicators of the applicant's creative activity, responses to the applicant's creative activity and includes an evaluation of the applicant, in which the results of the applicant's scientific activity (including the evaluation of participation in the education of other professionals) and the characteristics of the applicant's personality are properly stated.

Article 2

Commission for the Assessment of Scientific Qualifications of UPJŠ Employees

1. The activities of the Commission are governed by the applicable provisions of Act No. 133/2002 on the Slovak Academy of Sciences, as amended.
2. The Commission assesses proposals for the award of scientific qualification degrees to UPJŠ researchers (Section 74(1) of Act no. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended) on the basis of a call for proposals for the award of scientific qualification degrees, before the Rector of UPJŠ submits them to the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications.
3. When assessing proposals for the award of scientific qualification degrees, the Commission evaluates the results achieved in the applicant's creative activity and their importance for the development of science and technology. It assesses the quantitative, but mainly the qualitative aspect and considers the specifics of the relevant scientific field of the examined proposal. The applicant's other activities listed in their documentation are considered by the Commission as supporting facts.
4. When deciding on the application for the award of the scientific qualification at level IIa or the scientific qualification at level I, the Commission also considers the level of criteria in terms of creative activity in the relevant field of the habilitation proceedings and the inauguration proceedings.
5. Fulfilment of the quantitative criteria set out in the Slovak Academy of Sciences call for proposals for the award of scientific qualification degrees for a given year does not constitute entitlement to the award of a scientific qualification at level IIa or a scientific qualification at level I.
6. 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 invite other experts to discuss the submitted proposals of individual applicants, or may request an opinion from these experts.
7. The Commission meets twice a year (usually in March and September).
8. Proposals for discussing the award of scientific qualification degrees are submitted to the Commission by the dean of the relevant faculty or the director of a part of the university by 28 February and by 31 August of the relevant year.
9. Proposals submitted after these dates are discussed at the next meeting of the Commission.
10. The approved criteria for awarding scientific qualification degrees at levels IIa and I are published on the university's website and on the Slovak Academy of Sciences website.

Article 3

Preparation and Content of the Proposal for the Award of Scientific Qualification Degrees

1. A proposal for the award of a scientific qualification at level IIa or a scientific qualification at level I is submitted to the Commission by the dean of the faculty or the director of a part of the university at which the applicant works.
2. An applicant may submit an application for the award of a scientific qualification at level IIa to the dean of the relevant faculty or the director of a part of the university, if the applicant has demonstrated the ability to independently solve scientific tasks in a new, non-traditional way, evaluate the applicability of the results of solving scientific tasks, aid their use and publish the results of solving scientific tasks in writing or in the form of

completed works, and if the applicant meets the required criteria at any time after acquiring the basic creative ability expressed by scientific qualification at level IIb (through the awarding of a scientific degree or obtaining a third-level higher education).

3. An applicant may submit an application for the award of a scientific qualification at level I to the dean of the relevant faculty or to the director of a part of the university 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, scientific qualification at level I is awarded to researchers who have already obtained a scientific qualification at level IIa.
4. The requirements for creative competence required for the award of a 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.
5. The requirements for creative competence required for the award of a scientific qualification at level I must 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 applicant is obliged to state the scientific field in which he/she is applying for a scientific qualification degree, while the characteristics of his/her work must correspond to this scientific field, and also state whether he/she conducts research in a field that has an international character or in a field without a direct international link – in this case, he/she will justify in detail why the scientific field is without a direct international connection.
7. The submitted proposal includes the following documents, dated and signed by the applicant, unless otherwise specified below:
 - an application (addressed to the dean of the relevant faculty or the director of a part of the university) for reassignment to the scientific qualification at level IIa or scientific qualification at level 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 of the proposal (the template is usually listed in the Slovak Academy of Sciences call as Annex No. 1);
 - an overview of the selected quantitative and qualitative data on the applicant for reassignment to 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 professionals in the case of scientific qualification 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 Coll."). For each collective publication, the percentage of the applicant's contribution, the impact factor of the journal and the number of citations are indicated.

This overview is documented in the form of a statement from the scientific library verified by its responsible employee with the date of compilation of the file.

- a complete list of responses to scientific and professional works, artistic works or artistic creation, classified in accordance with Decree No. 397/2020 Coll. 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 of 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 habilitation proceedings or inauguration proceedings (Annex No. 4, usually published on the website of UPJŠ);
 - copies of the two publications that most aptly describe the applicant's creative ability;
 - 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 he/she 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.
8. An applicant for the award of a scientific qualification at level IIa or a scientific qualification at level I has the right to attach his/her statement to the applicant's evaluation prepared by the senior employee.
 9. The applicant submits the documents for the application for the award of a scientific qualification at level IIa in duplicate, and the application for the award of a scientific qualification at level I in triplicate. The application documents are submitted bound (not hardcover) in the order specified in point 5 of this Article.
 10. The applicant also submits the documents for the application for the award of a scientific qualification degree electronically in PDF format in the order specified in point 5 of this Article.
 11. In the event that the applicant submits a proposal that does not meet the required criteria set out in Annex 3 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 remedy them.
 12. If the Commission decides that the applicant meets the set criteria, it forwards the proposal for further proceedings to the Rector of UPJŠ. The Commission does not justify this decision.
 13. If the Commission decides that the applicant does not meet the set criteria, it returns the proposal to the applicant. 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.

Article 4

Submission of a Proposal to the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications

1. The proposal for the award of a scientific qualification degree is forwarded by the Rector of UPJŠ to the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications.
2. The award of scientific qualification levels IIa and I in accordance with the applicable provisions of Act No. 133/2020 on the Slovak Academy of Sciences, as amended, is decided by the Slovak Academy of Sciences Commission for the Assessment of Scientific Qualifications on the proposal of the Rector of UPJŠ.

Article 5
Final Provisions

1. This methodological instruction becomes valid and effective on the day of its signature by the Rector of UPJŠ.
2. With the entry into force of this Decision, the Rector's Decision No. 14/2020 on the Methodological Guideline for the Submission of Proposals for the Award of Scientific Qualification Degrees to the Attestation Commission of Pavol Jozef Šafárik University in Košice, No.: REK000231/2020_UPA/1813 of 11 June 2020 is repealed.

Prof. RNDr. Pavol Sovák, CSc.
Rector of UPJŠ