



Guarantor: Rector's Office

In Košice February 26, 2021

Ref.: REK000420/2021-UPA/481

**Rector's Decision no. 1/2021,
regulating the procedure for obtaining scientific-pedagogical titles
and artistic-pedagogical titles Associate Professor and Professor at
Pavol Jozef Šafárik University in Košice**

Following the par. § 12 par. 1 letter b) of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, (hereinafter referred to as the "Act"), pursuant to § 23 para. 7 letter 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, (hereinafter referred to as the "University Quality Assurance Act") and 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 scientific-pedagogical titles and artistic-pedagogical titles Associate Professor and Professor (hereinafter referred to as the "Decree") On 26 February 2021, the Scientific Board of Pavol Jozef Šafárik University in Košice - pedagogical titles and art pedagogical titles Associate Professor and Professor at Pavol Jozef Šafárik University in Košice, as follows:

PART I.

Procedure before the start of the habilitation proceeding

- (1) Before submitting a written application, the applicant for the habilitation proceeding will ask the Dean of the faculty for a preliminary opinion on the fulfillment of the criteria for the award of the title of associate professor. The Dean shall request the opinion of the Board of the Habilitation and Inauguration Proceeding Department (hereinafter referred to as "ROHIK"), consisting of a group of at least five persons responsible for the development and quality assurance of the Habilitation and Inauguration Department. The ROHIK meeting shall be convened by its chairman.
- (2) Minutes shall be made of the ROHIK meeting in which ROHIK will give a preliminary opinion on the fulfillment of the individual criteria of the candidate pursuant to Art. II. and III. internal regulation, namely the Rector's Decision no. 2/2021, which determines the criteria for obtaining scientific and pedagogical titles and artistic-pedagogical titles Associate Professor and Professor at Pavol Jozef Šafárik University in Košice, for the evaluation of the applicant's pedagogical activities by students and for the applicant's scientific integrity It must be clear from the ROHIK statement which indicators (from the applicant's activities, outputs and activities) are the basis for its conclusion on the recommendation or non-

recommendation to submit an application for the commencement of the habilitation proceeding.

- (3) In the event that ROHIK recommends the applicant to submit an application for the habilitation proceeding, the minutes of the ROHIK meeting also contain a proposal of possible opponents of the habilitation thesis and members of the habilitation committee according to the criteria specified in Art. 3 par. 1 of this Regulation.
- (4) The preliminary evaluation by ROHIK does not establish a legal claim of the applicant for success in the habilitation proceeding. The absence of a preliminary assessment by ROHIK or a negative recommendation by ROHIK in relation to the submission of the application are not an obstacle to the submission of the application for the habilitation proceeding.

PART II.

Habilitation proceeding

Art. 1

- (1) The habilitation proceeding begins with the submission of a written application by the applicant with annexes according to para. 2 of this regulation to the President of the Scientific Board of the Faculty for the award of scientific-pedagogical and art-pedagogical title "Associate Professor" (hereinafter "Associate Professor"), if the study program in the field of study to which the Department of Habilitation and Professorships is assigned relevant field of study”), takes place at the faculty. The applicant shall state in the application the Department of Habilitation Proceedings and the Proceeding for the Appointment of Professors (hereinafter referred to as the “Department of Habilitation and Inauguration Proceedings”), in which he is applying for the title of Associate Professor.
- (2) The applicant shall attach the habilitation thesis in 4 copies and the annexes specified in Art. 2 par. 2 - 14 Decisions of the Rector no. 3/2021 on determining the content of the habilitation file at the Pavol Jozef Šafárik University in Košice and its parts dated 26.2.2021 (hereinafter referred to as the habilitation file).
- (3) The applicant submits a habilitation thesis as:
 - a) a monograph, or
 - b) a monothematic work which 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 performance or a collection of works of art or performances performed.
- (4) The habilitation thesis can also be submitted in a foreign language with the consent of the chairman of the scientific council of the faculty (hereinafter referred to as the "Faculty CoR"). The summary of the habilitation thesis is in Slovak language.
- (5) The habilitation file is also submitted in electronic form in the appropriate format with page numbering and content.
- (6) The habilitation thesis is also submitted in electronic form in the appropriate format with page numbering and content.

Art. 2

- (1) As a rule, the Chairman of the Faculty CoR within 30 days from the date of delivery of the application for the title of associate professor to the applicant in writing:

- a) acknowledge receipt of the application, completeness of the annexes and commencement of the habilitation proceeding; or
 - b) notifies that the application does not contain certain particulars pursuant to Art. 1 par. 2 of this regulation, invites the applicant to eliminate the deficiencies within the specified period and suspends the habilitation proceeding until the deficiencies are eliminated, for a maximum of one year.
- (2) If the applicant has not eliminated the deficiencies within the specified period, the habilitation proceeding will be terminated and the Chairman of the Faculty CoR will notify the applicant in writing. If the candidate has satisfactorily remedied the deficiencies within the specified period, the chairman of the Faculty CoR will notify him in writing of the end of the suspension of his habilitation proceeding.
- (3) If it is a department of habilitation and inauguration proceedings in which UPJŠ does not have the right to conduct habilitation proceedings, or if the applicant proves that he / she does not meet any condition according to § 76 par. 1, 3, 4 and 6 of the Act, the chairman of the faculty CoR will return the application to the applicant within four months with the consent of the faculty CoR and with the attached documents, and the habilitation proceeding will end.

Art. 3

- (1) The Chairman of the Faculty CoR appoints three opponents of the habilitation thesis and a three-member habilitation committee from experts in the field of habilitation and inauguration proceedings within six months from the beginning of the habilitation proceeding so that at most one opponent and at most one member of the habilitation committee or UPJŠ faculty another part of UPJŠ, on which the habilitation takes place. At least one opponent and the chairman of the habilitation committee must work at the university as a professor and scientifically or artistically at the time of appointment in the relevant department of the habilitation and inauguration proceeding and other opponents and members of the habilitation committee must work at the university at the time of appointment as a professor or as an associate professor and to work scientifically or artistically at the time of appointment in the relevant field of the habilitation and inauguration proceeding. 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 candidate's creative activity (in accordance with § 1 paragraph 9 of the Decree). The proposal of the composition of the habilitation committee and the proposal of the opponents, together with the justification of the fulfillment of the conditions under this paragraph, shall be submitted by the ROHIK Faculty CoR through the Faculty Chairman.
- (2) Opponents of the habilitation thesis will prepare written reports within three months of the appointment. Opponents are provided with information from the central register of final theses, rigorous theses and habilitation theses when verifying the written report, with verification of the degree of originality of the habilitation thesis.
- (3) Within 30 days of its appointment, the habilitation committee will review the fulfillment of the criteria of the habilitation proceeding and will draw up an opinion in accordance with Art. 20 par. 1 of this Regulation. (4) It must be clear from the opinion prepared by the habilitation committee which indicators (activities, outputs, activities of the applicant) are the basis for its conclusion on the fulfillment or non-fulfillment of the criteria for the habilitation proceeding.

- (5) The Chairman of the Faculty Board, in agreement with the Chairman of the Habilitation Committee and after accepting the opinion of the Habilitation Committee pursuant to para. 3 of this article and opinions from all opponents, shall notify within the time limits under para. 6 of this article date, time, place and topic of the habilitation lecture and date, time and place of the defense 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 person with which the candidate is employed.
- (6) Within nine months of the start of the habilitation proceeding, the Chairman of the Faculty Board will announce in the daily press, on the UPJŠ website and the website designated by the Ministry of Education, Science, Research and Sports of the Slovak Republic (hereinafter the "Ministry of Education") , time and place of the defense of the habilitation thesis no later than 14 days before their holding. The announcement will state the name, surname and workplace of the applicant, the title of the habilitation lecture and the habilitation thesis. The habilitation lecture and the defense of the habilitation thesis will take place no later than ten months after the beginning of the habilitation proceeding.
- (7) No later than fourteen days before the defense of the habilitation thesis, the chairman of the Faculty Board will send the opponent's opinions to the candidate and the members of the committee.

Art. 4

- (1) Part of the habilitation proceeding is the applicant's habilitation lecture and the defense of the habilitation thesis.
- (2) The chairman of the Faculty Board will appoint at least 5 members of the Faculty Board who will participate in the habilitation lecture and defense of the habilitation thesis. If less than 50% of Scientific Board members attend the habilitation lecture and defense of the habilitation thesis, the candidate will present the thesis of the habilitation lecture at the CoR meeting and present the most important results of the habilitation thesis in a 10-minute presentation.
- (3) At the beginning, the chairperson will state whether all the requirements necessary to start the defense have been met, informing those present about the candidate's brief curriculum vitae and their characteristics. Subsequently, the chairperson will acquaint those present with the opinion of the Habilitation Committee containing the conclusion whether the candidate meets the criteria of the habilitation proceeding, which the Habilitation Committee has prepared according to Art. 3 par. 3 of this regulation and announce the name of the habilitation thesis.
- (4) The chairman of the Habilitation Committee will appoint a member of the Habilitation Committee, who will prepare the minutes of the habilitation lecture and the defense of the habilitation thesis. The minutes shall be signed by the chairman and the present members of the Habilitation Committee.
- (5) This is followed by a habilitation lecture. With the habilitation lecture, the applicant proves their pedagogical competence. The habilitation lecture is public and takes place with the participation of at least five members of the scientific council of the faculty and before the Habilitation Committee, or with the participation of opponents. After the lecture, a discussion

will take place, during which the members of the committee, present opponents and other persons present may ask the candidate questions on the topic of the habilitation lecture. The candidate responds to the questions.

Art. 5

- (1) In the next course, the defense of the habilitation thesis follows.
- (2) The defense of the habilitation thesis is a public scientific and pedagogical discussion between the candidate, members of the committee, opponents, or other participants in the defense. When defending the habilitation thesis, the candidate demonstrates professional mastery of the issues of the habilitation and inauguration proceeding, which is the subject of the habilitation thesis, responds to the comments of opponents and demonstrates a general overview of the field. The defense 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. During the defense, the candidate is subject to high professional demands, with regard to compliance with the rules of ethics, and especially to the candidate's scientific contribution to the field, as well as to the credibility and justification of the procedures and conclusions of the habilitation thesis.
- (3) The defense of the habilitation thesis is conducted by the chairman of the Habilitation Committee or a member of the committee authorized by him.
- (4) The candidate acquaints those present with the content and main results of his habilitation thesis.
- (5) Opponents will acquaint those present with the content of their opinions. The opinion of the absent opponent shall be read in full by the chairman.
- (6) The discussion, which can be attended by all present, verifies the candidate's scientific ability, as well as the accuracy and scientific substantiation of the knowledge contained in the habilitation thesis and the candidate will comment on all suggestions and objections of opponents and answer their questions, also to questions from other participants in the discussion.

Art. 6

- (1) The Habilitation committee will evaluate the fulfillment of the conditions according to § 76 par. 1, 3, 4 and 6 of the Act, according to the criteria for obtaining the title of associate professor and on the basis of submitted documents, opponent's opinions, professional assessment of the level of the habilitation lecture and the result of the habilitation thesis the habilitation lecture and the defense of the habilitation thesis will submit to the chairman of the scientific council of the faculty a proposal with a recommendation to award the candidate the title of associate professor in the field or a proposal with a recommendation not to award the candidate the title of associate professor in the field. The proposal will be signed by the chairman and members of the Habilitation Committee.

Art. 7

- (1) The Faculty Board discusses the proposal of the Habilitation Committee according to Art. 6 of this regulation no later than six months after its submission in the presence of the

chairman of the Habilitation Committee or a member of the Habilitation Committee authorized by them. It will assess whether the candidate meets the conditions for obtaining the title of associate professor and decide whether or not to award it to the candidate.

- (2) If the habilitation proceeding takes place at a university or faculty other than the one where the applicant works as a pedagogue, the chairman of the Faculty Board will invite a representative of the university or faculty where the applicant works as a pedagogue to discuss the proposal. They will ask the relevant university Rector or the Dean of the faculty to send this deputy.
- (3) The Faculty Board during the discussion of the proposal of the Habilitation Committee according to par. 1 of this Article shall also assess whether the procedure established by the Act and the Decree has been followed throughout the proceedings; if it finds that the habilitation proceeding has not been carried out in accordance with the Act or the Decree, it shall determine the method of eliminating the deficiencies.
- (4) The Faculty Board is able to pass a resolution when deciding whether or not to award a degree if at least two thirds of its members are present. The Faculty Board decides on the award or non-award of the title of associate professor by secret ballot. The decision requires the consent of an absolute majority of all members of the Faculty Board.
- (5) The decision of the Faculty Board to award the title of Associate Professor shall be notified in writing by its chairman to the applicant within 30 days of the decision of the Faculty Board. If the candidate does not meet the conditions according to the decision of the Faculty Board, the Faculty Board will not award the title of Associate Professor and its chairman will notify the candidate in writing with a justification within 30 days of the decision of the relevant Faculty Board. There is no admissible appeal against the decision of the Faculty Board. The deadline for possible re-submission of the application for obtaining the title of associate professor is determined by the rules of proceeding of the Faculty Board. This period may not be less than one year and not more than three years.
- (6) If the Faculty Board decides whether or not to grant the title of associate professor, a written copy of this decision, together with documents on the previous course of the habilitation proceeding pursuant to Art. 19 par. 1 of this Regulation, the Chairman of the Faculty Board shall deliver to the Rector of UPJŠ within thirty days of the decision through the Department for Scientific Research and Doctoral Studies (hereinafter referred to as the "Department for Higher Education and DŠ").

Art. 8

- (1) The Faculty will publish on the website designated by the Ministry of Education, Science, Research and Sports of the Slovak Republic
 - a) the date of delivery of the application for the habilitation proceeding together with the data according to § 76 par. 10 letter a) and b) of the 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 period within which the deficiencies of the application are to be rectified within 15 days from the suspension of the habilitation proceeding,
 - c) name, surname, academic degree, scientific-pedagogical degree, art-pedagogical degree and workplace of opponents of the habilitation thesis and members of the Habilitation Committee, indicating which of them is an employee of UPJŠ, where the habilitation takes place, within 15 days of approval by the relevant Faculty Board,

- d) the proposal of the Habilitation Committee with a recommendation to award or not to award the candidate the title of associate professor in the field of habilitation and inauguration proceedings, together with the opponent's opinions, within 15 days of its submission to the chairman of the relevant Faculty Board,
- e) the decision of the relevant Faculty Board, including its justification, if it is prepared, and the deadline for possible re-submission of the application according to Art. 7 par. 5 of this regulation within 15 days from the confirmation of delivery of the decision of the relevant Faculty Board to the applicant,
- f) an attendance list from the meeting of the Faculty Board that decided on the application, until the date of publication of the decision of the relevant Faculty Board,
- g) date and reason for the end of the habilitation proceeding, within 15 days from the end of the habilitation proceeding.

Art. 9

- (1) The Rector grants the applicant the title of associate professor within two months from the delivery of the decision of the Faculty Board on the award of the title of associate professor. The proof of the title of associate professor is a decree, drawn up in accordance with § 4 para. 2 and 3 of the Decree. By signing the decree by the Rector, the habilitation proceeding ends.
- (2) The decree shall state:
 - a) name, surname and date of birth of the candidate,
 - b) the department of habilitation and inauguration proceedings in which the candidate has been awarded a degree,
 - c) the legal regulation according to which the award of the title took place,
 - d) the designation of the university and faculty at which the habilitation proceeding took place,
 - e) the name of the habilitation thesis,
 - f) name and surname of the chairman of the Habilitation Committee,
 - g) the date on which the title was awarded.
- (3) The decree awarding the title of associate professor will be made on a document with the national emblem in the drawing (watermark) and provided with the imprint of a round stamp with the national emblem of the Slovak Republic.
- (4) The decrees are handed over to the appointed associate professor on the occasion of the opening of the new academic year at a ceremonial meeting of the UPJŠ Scientific Board.

Art. 10

- (1) The faculty science department during the habilitation proceeding and the Department for VVČ and DŠ R UPJŠ during the proceeding at the UPJŠ level keep written documentation on the course of the habilitation proceeding.
- (2) The written documentation is a part of the habilitation file and contains in particular:
 - a) the applicant's application with annexes pursuant to Art. 1 par. 2 of this Regulation,
 - b) an acknowledgment of receipt of the application, which is sent by the chairman of the Faculty Board to the applicant or a request with a request to eliminate the deficiencies with a notice of suspension of the proceedings pursuant to § 1 para. 6 Decrees or notification of the termination of the proceedings connected with the return of the application also with the attached documents according to § 1 par. 2 Decrees, correspondence of the President

of the Scientific Board and the applicant for supplementing the application, if the proceedings were suspended pursuant to § 1 para. 6 Decrees. This correspondence includes a letter from the President of the Scientific Board announcing the end of the suspension, confirming that the application is complete and has no formal deficiencies,

- a) resolution of the Faculty Board on its consent to the appointment of three opponents of the habilitation thesis and the chairman and two other members of the Habilitation Committee according to § 1 par. 8 of the Decree,
 - b) appointment decrees issued by the chairman of the Faculty Board for members of the Habilitation Committee and opponents,
 - c) opinions from all opponents of the habilitation thesis,
 - d) the opinion of the Habilitation Committee on the fulfillment or non-fulfillment of the criteria of the habilitation proceeding according to Art. 20 par. 1 of this Regulation,
 - e) proof of timely notification of the habilitation lecture and defense of the habilitation thesis according to Art. 3 par. 5 of this Regulation,
 - f) proof of timely publication of the habilitation lecture proceeding and the defense of the habilitation thesis according to Art. 3 par. 6 of this Regulation,
 - g) proof of timely sending of habilitation thesis assessments according to Art. 3 par. 7 of this Regulation,
 - h) record of the course of the habilitation lecture with the attached attendance list,
 - i) record of the course of the defense of the habilitation thesis with the attached attendance list,
 - j) proposal of the Habilitation Committee prepared according to Art. 20 par. 2 of this Regulation,
 - k) proof of invitation of a representative of the faculty or external educational institution where the applicant works as a pedagogue, to discuss the proposal for a meeting in the Faculty Board, if the habilitation proceeding takes place at another faculty,
 - l) an extract from the minutes of the Faculty Board, which decided on the result of the habilitation proceeding pursuant to § 2 para. 1 to 3 Decrees with attached protocol on voting and with ballot papers,
 - m) the decision on the proposal for the award of the title of associate professor or on the termination of the habilitation proceeding, which was sent to the candidate,
 - n) the request of the President of the Scientific Board to the Rector of UPJŠ to award the title of Associate Professor to the applicant with the list of annexes according to Art. 19 par. 1 of this Regulation,
 - o) a copy of the associate professor's decree issued to the applicant.
- (3) All applications, opinions and decisions of the applicant and other authorized bodies, or other submissions, respectively their copies must contain the necessary particulars required of the documents used in official communication (identification of the authority which issued them, date of issue, signature of the responsible staff member, imprint of the official stamp, etc.).
- (4) The faculty keeps the originals or certified copies of all background materials in one copy, their copies are sent to the UPJŠ, at which the department of the faculty science verifies their conformity with the original or a certified copy.
- (5) Habilitation file with appendices according to Art. 1 par. 2 of this Regulation and para. 2 of this article, after the end of the habilitation proceeding the science department of the relevant faculty archives. The University Library will take over the habilitation thesis into its

collection. Habilitation file with appendices according to Art. 1 par. 2 of this Regulation and para. 2 of this article, after the end of the habilitation proceeding, the science department of the relevant faculty archives. The University Library will take over the habilitation thesis into its collection.

- (6) Part of the habilitation file according to Art. 19 par. 1 of this regulation (in 1 copy) as well as the database and register of associate professors together with copies of their decrees after the end of the habilitation proceeding are managed and maintained by the Department for VVČ and DŠ R UPJŠ.
- (7) Five years after the award of the title of associate professor, the habilitation file will be transferred to the UPJŠ Registration Center.

PART III.

Pre-inauguration proceeding

- (1) Before submitting a written application, the candidate for appointment as a professor (hereinafter referred to as the "inauguration proceeding") will ask the Dean for a preliminary opinion on the fulfillment of the criteria for the award of the title of professor. The Dean will ask ROHIK, which consists of a group of at least five people who are responsible for the development and quality assurance of the Habilitation and Inauguration Department, for an opinion. The ROHIK meeting shall be convened by its chairman.
- (2) Minutes shall be made of the ROHIK meeting in which ROHIK will give a preliminary statement on the fulfillment of the individual criteria of the applicant pursuant to Art. V. and VI. internal regulation, namely the Rector's Decision no. 2/2021, which determines the criteria for obtaining scientific and pedagogical titles and artistic-pedagogical titles Associate Professor and Professor at Pavol Jozef Šafárik University in Košice, for the evaluation of the applicant's pedagogical activities by students and for the applicant's scientific integrity. It must be clear from the statement of ROHIK which indicators (from the activities, outputs and activities of the applicant) are the basis for its conclusion on the recommendation or non-recommendation to submit an application to initiate the inauguration proceedings.
- (3) A written record of the meeting shall be delivered to the applicant and the Dean of the relevant faculty.
- (4) In the event that ROHIK recommends the applicant to submit an application for the inauguration proceedings, the minutes of the ROHIK meeting shall also contain a proposal of possible opponents and members of the Inauguration Committee according to the criteria specified in Art. 13 par. 1 of this Regulation.
- (5) The preliminary evaluation by ROHIK does not establish a legal claim of the applicant for success in the inauguration proceedings. The absence of a preliminary assessment by ROHIK or a negative recommendation by ROHIK in relation to the submission of the application are not an obstacle to the submission of the application for the inauguration proceeding.
- (6) The Dean of the Faculty will ensure the submission of the applicant's inauguration file to the Rector of UPJŠ for preliminary discussion. The candidate for appointment as a professor shall submit the annexes referred to in points (a) to (b) of this paragraph, which will form the basis for the assessment of the candidate's international recognition when discussing the proposal in the Scientific Board, namely:

- a) proposal of at least six leading foreign experts able to assess the professional level of the applicant from at least three different countries outside the Slovak Republic. The proposal includes their address, functional position, scientific focus / area of research, citation of the most important scientific work, resp. personal scientific identifiers (ORCID ID or Research ID of the Web of Science or Scopus Author Scopus database ID),
- b) a list of the 5 most important scientific, professional or artistic works in the given field, published in English or another appropriate world language, intended for sending to a foreign assessor. If the thesis is not published in a world language, the title of the thesis must be supplemented by an abstract in English.

PART IV.

Inauguration proceeding

Art. 11

- (1) The inauguration proceeding begins with the submission of a written request for the inauguration proceeding, which the applicant submits to the chairman of the Faculty Board, together with the annexes pursuant to para. 2 of this Article, which has the right to conduct inauguration proceedings in the field of habilitation and inauguration proceedings. The applicant shall state in the application the department of the habilitation and inauguration proceeding in which it is applying for appointment.
- (2) The applicant shall attach to the application for the inauguration proceeding the annexes specified in Art. 1 in par. 2 - 20 Rector's decisions no. 4/2021 on determining the content of the inauguration file at the Pavol Jozef Šafárik University in Košice and its parts dated 26 February 2021 (hereinafter referred to as the inauguration file).
- (3) The inauguration file shall also be submitted in electronic form in the appropriate format with page numbering and indication of content.
- (4) The list of the most important scientific works, professional works or works of art, textbooks, teaching texts of documents on works of art or artistic performances shall also be submitted in electronic form in the appropriate format with page numbering.

Art. 12

- (1) As a rule, the Chairman of the Faculty Board within thirty days from the date of delivery of the application for appointment as a professor to the applicant in writing:
 - a) acknowledge receipt of the application, the completeness of the annexes and the commencement of the inauguration proceeding from the date of receipt of the application, or
 - b) notifies that the application does not contain certain particulars pursuant to Art. 11 par. 2 of this Regulation, shall invite the tenderer to eliminate the deficiencies within the specified period and shall suspend the inauguration proceedings until the deficiencies have been rectified, for a maximum of one year.
- (2) If the applicant has not eliminated the deficiencies within the specified period, the inauguration proceeding will be closed and the Chairman of the Faculty Board will notify the applicant in writing. If the applicant has satisfactorily remedied the deficiencies within the

specified period, the Chairman of the Faculty Board will notify them in writing of the termination of the suspension of his inauguration proceedings.

- (3) If it is a department of habilitation and inauguration proceedings, in which UPJŠ does not have the right to conduct inauguration proceedings, or if the candidate proves that they does not meet any of the conditions according to § 76 par. 5 and 7 of the Act, the Chairman of the Faculty Board shall return the application to the applicant within four months with the consent of the Faculty Board and with the attached documents, and the inauguration proceeding shall be terminated.

Art. 13

- (1) The chairman of the faculty appoints three opponents and a four-member Inauguration Committee from among important national experts and at least one foreign expert within 6 months from the beginning of the inauguration proceedings so that at most one opponent and at most one Inauguration Committee are UPJŠ, UPJŠ or other UPJŠ. At least one opponent and the chairman of the Inauguration Committee must work at the university as a professor and scientifically or artistically at the time of appointment in the relevant department of the habilitation and inauguration proceeding and other opponents and members of the Inauguration Committee must work at the university at the time of appointment professor or as an associate professor and to work scientifically or artistically at the time of appointment in the relevant field of the habilitation and 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 focus of the applicant's creative activity (in accordance with § 5 paragraph 7 of the Decree). The proposal of the composition of the Inauguration Committee and the proposal of the opponents, together with the justification for meeting the conditions under this paragraph, shall be submitted by the ROHIK Faculty Board through the Faculty Chairman.
- (2) Within 30 days of its appointment, the Inauguration Committee shall examine the fulfillment of the criteria for the inauguration proceeding and shall draw up an opinion in accordance with Art. 20 par. 1 of this Regulation. It must be clear from the opinion prepared by the Inauguration Committee which indicators (activities, outputs, activities) are the basis for its conclusion that the criteria for the inauguration proceeding have been met or not.
- (3) Opponents will prepare written reports on the submitted application within three months of the appointment.
- (4) Within nine months of the beginning of the inauguration proceedings, the chairman of the faculty announces in the daily press, on the UPJŠ website and on the website designated by the Ministry of Education in agreement with the chairman of the Inauguration Committee and after receiving opinions from all opponents 2 of this article, the date, time and place of the inauguration lecture so that it can take place at a public meeting of the Faculty Board no later than 14 days before the meeting. The announcement will state the name, surname and workplace of the applicant and the name of the inauguration lecture. The inauguration lecture will take place no later than ten months after the start of the inauguration proceedings.
- (5) The applicant's inauguration lecture is also a part of the inauguration proceedings. In the inauguration lecture, the applicant demonstrates their pedagogical competence, presents their overall contribution to the habilitation and inauguration proceeding and the contribution of their students to the development of the habilitation and inauguration proceeding, and

expresses a view of the current state of the habilitation and inauguration proceeding. The inauguration lecture is public and takes place before the Faculty Board with the participation of at least three members of the Inauguration Committee and at least two opponents. If less than half of the members of the Scientific Board attend the inauguration lecture, the candidate will present the thesis of the inauguration lecture in a 10-minute speech at the Scientific Board meeting.

- (6) The Inauguration Committee will evaluate the fulfillment of the conditions according to § 76 par. 5 and 7 of the Act, according to the criteria for obtaining the title of professor and on the basis of submitted documents, opponent's opinions and professional assessment of the inauguration lecture, evaluate the applicant's pedagogical, scientific or artistic activity and . 20 (2) of this Regulation with a recommendation to approve, resp. not to approve the proposal for the appointment of the candidate as a professor in the field of habilitation and inauguration proceedings, which will be signed by the chairman and the members of the committee.

Art. 14

- (1) The Faculty Board discusses the proposal of the Inauguration Committee according to Art. 13 par. 6 of this Regulation no later than six months after its submission by the laugural Committee in the presence of the chairman of the Inauguration Committee or a member of the Inauguration Committee authorized by him. It will assess whether the candidate meets the conditions for appointment as a professor and decide whether or not to approve the proposal for appointment as a professor. If the inauguration proceeding takes place at a university or faculty other than the one where the applicant works, the chairman of the Faculty Board will invite a representative of the university or faculty where the applicant works to discuss the proposal in the Faculty Board. They will ask the Rector of the university or the Dean of the faculty to send this deputy.
- (2) The Faculty Board will also assess whether the proceeding established by the Act and the Decree has been followed throughout. If it finds that the course of the inauguration proceedings was not in accordance with the Act or the Decree, it shall determine the method of eliminating the deficiencies.
- (3) The Faculty Board is able to pass a resolution on the appointment of professors if two thirds of its members are present.
- (4) The Faculty Board decides on the approval of the proposal for appointment as a professor or on the non-approval of the proposal for appointment as a professor by secret ballot. The approval of the proposal requires the consent of an absolute majority of all members of the Faculty Board.
- (5) The decision of the Faculty Board on the approval of the proposal for appointment as a professor shall be notified in writing by its chairman to the applicant within 30 days of the decision of the Faculty Board. If the candidate does not meet the conditions for appointment as a professor according to the decision of the Faculty Board, the Faculty Board will not approve the proposal and its chairman will notify the candidate of this decision with a justification in writing by 30 days from the decision of the Faculty Board. There is no admissible appeal against the decision of the Scientific Board. The deadline for possible re-submission of the application for the title of professor is determined by the rules of procedure of the Faculty Board. This period may not be less than one year and not more than 3 years.

- (6) If the Faculty Board has approved the proposal for appointment as a professor, its chairman shall submit it within 30 days of the discussion of the proposal together with a written copy of the decision of the Faculty Board and the annexes pursuant to Art. 19 par. 2 of this regulation to the Chairman of the UPJŠ Scientific Board.

Art. 15

- (1) The Faculty will publish on the website designated by the Ministry of Education, Science, Research and Sports of the Slovak Republic
- a) the date of delivery of the application for appointment as a professor together with the data according to § 76 par. 10 letter a) and b) of the Act and the list according to § 5 par. 2 letter f) Decrees, by 15 days from receipt of the application,
 - a) the date from which the inauguration proceeding is being suspended and the period within which the deficiencies of the application are to be remedied, within 15 days from the suspension of the inauguration proceedings,
 - b) name, surname, academic degree, scientific-pedagogical degree, art-pedagogical degree, scientific rank and workplace of opponents and members of the Inauguration Committee within 15 days of their approval by the relevant faculty committee, scientifically or artistically and indicate which of them:
 - i. is an employee of the university where the inauguration proceedings take place,
 - ii. is a foreign expert,
 - iii. works at the university as a professor,
 - c) the proposal of the Inauguration Committee with a recommendation to approve or disapprove the proposal for the appointment of the applicant as a professor in the field of habilitation and inauguration proceedings within 15 days of its submission to the chairman of the relevant Faculty Board,
 - d) the decision of the relevant Faculty Board, including its justification, if it is being prepared, and the deadlines for possible re-submission of the application according to Art. 14 par. 5 of this regulation within 15 days from the confirmation of delivery of the decision of the relevant Faculty Board to the applicant; in the case of a decision of the Faculty Board, within 15 days of its submission to the UPJŠ Board,
 - e) an attendance list from the Faculty Board meeting that discussed the proposal for the appointment of a professor, until the date of publication of the relevant Faculty Board,
 - f) date and reason for the end of proceedings, within 15 days of the end of the inauguration proceedings.

Art. 16

- (1) The department for VVČ and DŠ SR UPJŠ will send to the members of the UPJŠ Scientific Board a written description of the proposed candidate for the professor no later than five days before the date of the UPJŠ Scientific Board meeting.
- (2) The department for VVČ and DŠ R UPJŠ will ensure public access to the list of original published scientific (artistic) and professional works of the applicant, stating their responses on the UPJŠ website.

Art. 17

- (1) The UPJŠ Board discusses the proposal of the Faculty Board in accordance with § 6 par. 6 Decrees no later than six months after its submission in the presence of the chairman of the Inauguration Committee or a member of the Inauguration Committee authorized by them. It will assess whether the candidate meets the conditions for appointment as a professor and decide whether or not to approve the proposal for appointment as a professor.
- (2) The UPJŠ Scientific Board approves the proposal for the appointment of a professor by secret ballot in accordance with § 6 para. 7 of the Decree and Rules of Procedure of the Scientific Board of the Pavol Jozef Šafárik University in Košice. The approval of an absolute majority of all members of the UPJŠ Scientific Board is required for approval.
- (3) At the UPJŠ Scientific Board meeting, the candidate will evaluate the level of knowledge in the field of habilitation and inauguration proceedings in a 10-minute presentation, comment on their own results and their contribution to the development of the habilitation and inauguration field and their achieved results in pedagogy.
- (4) The decision of the UPJŠ Scientific Board on the approval of the proposal for the appointment of a professor shall be notified in writing by its chairman to the candidate within 30 days of the UPJŠ Scientific Board's decision. If the UPJŠ Scientific Board does not approve the proposal for appointment as a professor, its chairman will announce the result in writing with a justification to the candidate within 30 days of the UPJŠ Scientific Board discussion. There is no admissible appeal against the decision of the Faculty Board.
- (5) If the UPJŠ Scientific Board approves the proposal for appointment as a professor, the Rector shall submit the proposal together with the documents on the previous course of the inauguration proceeding, except for the documents pursuant to § 5 para. 2 letter f) Decrees, to the Minister of Education, Science, Research and Sports of the Slovak Republic.
- (6) The paper for VVČ and DŠ R UPJŠ will be published on the website designated by the Ministry of Education, Science, Research and Sport of the Slovak Republic:
 - a) the decision of the UPJŠ Scientific Board, including its justification, if it is prepared, and the deadline for possible re-submission of the application according to § 5 par. 4 Decrees within 15 days of confirmation of delivery of the decision of the Scientific Board to the applicant,
 - b) an attendance list from the meeting of the UPJŠ Scientific Board, which decided on the application, until the date of publication of the decision of the relevant Scientific Board,
 - c) the date and reason for the end of the inauguration proceedings within 15 days of the end of the inauguration proceedings.

Art. 18

- (1) The Department of Science at the Faculty during the inauguration proceedings at the level of the Faculty Board and the Department for VVČ and DŠ R UPJŠ during the proceedings at the level of the UPJŠ Scientific Board keep written documentation on the course of the inauguration proceedings.
- (2) The written documentation is part of the inauguration file and contains in particular:
 - a) the applicant's application with annexes pursuant to Art. 11 par. 2 of this Regulation,
 - b) an acknowledgment of receipt of the application, which is sent by the President of the Scientific Board to the applicant or an invitation with a request to rectify the deficiencies with a notification of the suspension of the inauguration proceedings pursuant to § 5 para. 4 Decrees or notification of the end of the inauguration

proceeding associated with the return of the application and the attached documents,

- c) correspondence between the President of the Scientific Board and the applicant for supplementing the application, if the inauguration proceeding was interrupted pursuant to § 5 para. 4 of the Decree. This correspondence includes a letter from the President of the Scientific Board terminating the suspension of the inauguration proceeding, confirming that the application is complete and has no formal deficiencies, statement from the resolution of the Faculty Board on its consent to the appointment of the chairman and other members of the Inauguration Committee and three opponents according to § 5 par. 6 Decrees,
- d) appointment decrees issued by the President of the Scientific Board to members of the Inauguration Committee and opponents,
- e) opinions of all opponents,
- f) the opinion of the Inauguration Committee on the fulfillment or non-fulfillment of the criteria for the inauguration proceedings prepared pursuant to Art. 20 par. 1 of this Regulation,
- g) proof of timely publication of the inauguration proceedings of the inauguration lecture pursuant to § 5 para. 10 of the Decree,
- h) record of the course of the inauguration lecture with the attached attendance list,
- i) the proposal of the Inauguration Committee pursuant to Art. 20 par. 2 of this Regulation,
- j) proof of invitation of the representative of the faculty or external educational institution where the applicant works as a pedagogue, to discuss the proposal in the faculty Scientific Board, if the inauguration proceeding takes place at another faculty,
- k) an extract from the minutes of the Faculty Board, which decided to submit a proposal for appointment as a professor according to § 6 par. 1 to 4 of the Decree with attached protocol on voting and with ballot papers,
- l) the decision of the Faculty Board on the submission of a proposal for appointment as a professor addressed to the applicant,
- m) statements of the addressed foreign experts who assessed the professional level of the applicant in the international context,
- n) the request of the President of the Scientific Board to include the discussion of the proposal for appointment as a professor on the UPJŠ Scientific Board programme addressed to the UPJŠ President of the Scientific Board with the list of sent annexes according to Art. 19 par. 2 of this Regulation,
- o) proof of invitation of the candidate to the UPJŠ Scientific Board meeting,
- p) extract from the minutes of the UPJŠ Scientific Board, which decided to submit a proposal for appointment as a professor according to § 6 par. 6 Decrees with attached protocol on voting and with ballot papers,
- q) the decision of the UPJŠ Scientific Board to submit a proposal for appointment as a professor addressed to the candidate,
- r) the proposal of the Rector of UPJŠ for appointment as a professor together with documents on the previous course of the inauguration proceedings addressed to the Minister of Education, Science, Research and Sports of the Slovak Republic with a list of sent annexes.

- (3) All applications, opinions and decisions of the applicant and other authorized bodies, or other submissions, respectively. their copies must contain the necessary particulars required of the documents used in official communication (identification of the authority which issued them, date of issue, signature of the official responsible, imprint of the official stamp, etc.).
- (4) The Faculty keeps the originals or certified copies in one copy, their copies are sent to the UPJŠ R and the Ministry of Education, Science, Research and Sports of the Slovak Republic, at which the Department of Science of the Faculty verifies their conformity with the original or certified copy.
- (5) After the end of the inauguration proceeding, the department of science of the relevant faculty archives a part of the inauguration file with documents according to Art. 11 par. 2 of this regulation and according to par. 2 letter a) to n) of this Article.
- (6) Part of the inauguration file pursuant to Art. 19 par. 2 of this regulation and documents according to par. 2 letter l) to s) of this article (in 1 copy) as well as the database and register of appointed professors is managed and maintained by the Department for VVČ and DŠ R UPJŠ.
- (7) Five years after the appointment of the professor, the inauguration file will be transferred to the UPJŠ Registration Center.

PART V.

Common and final provisions

Art. 19

- (1) After approval of the proposal in the Faculty Board, the Chairman of the Faculty Board sends to the Department for VVČ and DŠ R UPJŠ in the case of the habilitation proceeding in one copy the applicant's application and documents, confirmations, overviews, lists and annexes referred to in Art. 2 par. 1 - 27 Decisions of the Rector no. 3/2021 on determining the content of the habilitation file at the Pavol Jozef Šafárik University in Košice and its parts dated 26.2.2021.
- (2) In the case of the inauguration proceedings, the Chairman of the Faculty Board sends to the Department for VVČ and DŠ R UPJŠ in one original and in one copy the applicant's application, documents, confirmations, lists and summaries specified in Art. 1 par. 1 - 29 Decisions of the Rector no. 4/2021 on determining the content of the inauguration file at the Pavol Jozef Šafárik University in Košice and its parts dated 26.2.2021.

Art. 20

- (1) Habilitation, resp. As a rule, the Inauguration Committee will draw up an opinion for the Faculty Board within thirty days of its appointment on the fulfillment or non-fulfillment of the criteria for the habilitation of the applicant as an associate professor, resp. appointment as professor. This proposal must contain a list of the members of the committee, indicating their presence at the committee's deliberations:
 - a) a list of documents on the basis of which the committee prepared its proposal,
 - b) a statement on the implementation of pedagogical activities to the required extent and structure through the activities and outputs referred to in Art. II and V of the Rector's Decision no. 2/2021, which determines the criteria for obtaining scientific-

pedagogical and artistic-pedagogical titles associate professor and professor at the Pavol Jozef Šafárik University in Košice approved by the Scientific Board on February 26, 2021,

- c) a statement on the fulfillment of indicators of creative activity in the form of scientific works or artistic outputs or performances in number, structure, scope, intensity, degree of authorial contribution and quality, as well as on proving recognition as a scientific personality in professional circles through responses to published scientific works or artistic outputs and performances in the number and structure corresponding to the international practices referred to in Art. III and VI of the Rector's Decision no. 2/2021, which determines the criteria for obtaining scientific-pedagogical and art-pedagogical degrees of associate professor and professor at the Pavol Jozef Šafárik University in Košice, approved by the Scientific Board on February 26, 2021,
 - d) an explicit justification on the basis of which the committee confirms the creation of a comprehensive scientific work by the applicant in the case of a habilitation proceeding,
 - e) an explicit justification as an applicant influenced the development of the relevant department of the habilitation and inauguration proceeding by creating a science school or an art school or an original, generally recognized group that builds on the outputs of his creative activity.
 - f) a conclusion that the applicant meets or does not meet the criteria laid down UPJŠ Scientific Board,
 - g) the date on which the proposal was drawn up and signed by the chairman and all members of the committee.
- (2) At the meeting of the committee after the defense of the habilitation thesis, resp. after the inauguration lecture, the committee will prepare a proposal according to § 1 par. 15, resp. according to § 5 par. 11 of the Decree. This proposal must include:
- a) list of members of the Habilitation, resp. the Inauguration Committee, its chairman and opponents, with an indication of their presence at the committee's deliberations,
 - b) professional assessment of the level of the presented habilitation, resp. the applicant's inauguration lecture,
 - c) in the case of a habilitation proceeding, evaluation of the defense of the habilitation thesis,
 - d) evaluation of the level of pedagogical, scientific or artistic and publishing activity of the candidate, (including feedback from students on his pedagogical activity) and observance of ethical standards in the field of research integrity,
 - e) a recommendation to grant or not to award the applicant the title of associate professor in the given field of habilitation and inauguration proceedings, resp. approve or disapprove the proposal for appointment as a professor in the given field of habilitation and inauguration proceedings,
 - f) if the committee's proposal is negative, the reasons for the negative opinion,
 - g) date of drafting of the proposal, signatures of the chairman and members of the committee.

- (3) Habilitation, resp. the Inauguration Committee in matters on which it prepares written opinions, resp. proposals, according to par. 1 and 2 of this Article, shall decide by secret ballot. Voting under para. 2 of this article are also attended by opponents present.

Art. 21

- (1) UPJŠ may require the applicant to obtain a scientific-pedagogical title or an artistic-pedagogical title of "associate professor" or "professor" who is not employed by UPJŠ for a set weekly working time to cover the costs associated with the habilitation or inauguration proceeding. This does not apply to an applicant who is employed at UPJŠ for a fixed weekly working time, when costs related to habilitation or inauguration proceedings, remuneration of opponents and assessors, travel expenses of committee members are usually paid from the budget of the faculty where the candidate 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 this proceeding and is the income of UPJŠ.
- (2) The obligation to pay a fee to cover the costs associated with the habilitation or inauguration proceeding shall be notified to the applicant by the Chairman of the Faculty Board in writing together with the confirmation pursuant to Art. 2 par. 1 letter a) or according to Art. 12 par. 1 letter (a) of this Regulation, stating the amount and due date of the fee.

Art. 22

- (1) The Scientific Boards of the Faculties shall bring their rules of procedure into line with this internal regulation by July 1, 2021.
- (2) Habilitation and inauguration proceedings initiated before the date of entry into force of this regulation shall be completed in accordance with the regulations in force at the time of application.
- (3) This internal regulation shall enter into force on the day of its approval by the UPJŠ Scientific Board in Košice on February 26, 2021 and shall enter into force on September 1, 2021.

This is the English language translation of the original Slovak language version of internal regulation and is not an authorized translation. In the event of inconsistency or discrepancy between the Slovak language version and the English translation of this internal regulation, the original Slovak language version prevails.

prof. RNDr. Pavol Sovák, CSc.
Rector UPJŠ