



Guarantor: Rector's Office

In Košice February 26, 2021
Ref.: REK000420/2021-UPA/483

Rector's Decision no. 3/2021
on determining the content of the habilitation file
at Pavol Jozef Šafárik University in Košice and its parts

Following the para. § 76 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, (hereinafter referred to as the "Act"); according to para. § 23 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 referred to as the "University Quality Assurance Act"); Act no. 270/1995 Coll. on the state language of the Slovak Republic, as amended (hereinafter referred to as the "State Language Act"); Decree of the Ministry of Education of the Slovak Republic no. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles Associate Professor and Professor, as amended (hereinafter the "Decree") and in accordance with the standards for the habilitation procedure and the procedure for appointing professors of the Slovak Accreditation Agency for Higher Education of 2 July 2020 (hereinafter referred to as "standards") and the Rector's Decision no. 1/2021, which regulates the procedure for obtaining scientific pedagogical titles and artistic-pedagogical titles Associate Professor and Professor at Pavol Jozef Šafárik University in Košice, no. j. REK000420 / 2021-UPA / 481, and Rector's Decision no. 2/2021, which determines the criteria for obtaining scientific-pedagogical degrees and art-pedagogical titles Associate Professor and Professor at Pavol Jozef Šafárik University in Košice. no. j. REK000420 / 2021-UPA / 482, I hereby

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this decision on determining the content of the habilitation file at Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ") and its parts.

Article 1
Introductory provisions

1. This decision on determining the content of the habilitation file at Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ") and its parts.

2. The decision regulates the content of the habilitation file, which is submitted to the Rector of UPJŠ after the decision of the Faculty Board on granting or not awarding the title of associate professor.
3. The habilitation file is a summary of documents on the previous course of the habilitation proceeding.

Article 2

Content of the habilitation file

The following documents are **dated and signed by the applicant**, which is stated in the submitted habilitation file, unless otherwise stated:

1. **Application** for the award of the scientific-pedagogical title of associate professor (hereinafter the "title") addressed to the chairman of the Faculty Board indicating the department of habilitation proceeding and proceeding for appointment of professors (hereinafter the „department of habilitation and inauguration proceeding“). **The application of the applicant shall be marked with the date of its delivery according to the records of incoming mail.**
2. **Consent of the data subject** to the processing of their personal data for the purposes of the habilitation proceeding (Regulation No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to personal data processing and on the free movement of such data and repealing Directive 95/46 / EC - General Data Protection Regulation). A sample of the consent of the person concerned is given in **Annex no. 3** of this Decision.
3. **Professional curriculum vitae** according to the model given in the annex to the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 246/2019 Coll. of 22 July 2019 on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor, as amended (see **Annex no. 1** to this decision).
4. **Officially certified copy** of the second degree diploma (with the original of the certificate).
5. **Officially certified copy** of the third degree certificate (with the original of the certificate).
6. In the case of a habilitation proceeding in the clinical field, the following is additionally submitted:
 - a) **confirmation of higher level attestation**, resp. completed a specialized study in the field and
 - b) **confirmation of completion of internship** in the field to which the department of habilitation proceeding and inauguration proceeding in which the habilitation proceeding takes place is assigned (at least 5 years of experience is required at the date of application).

7. **Confirmation of pedagogical activity** in subjects from the department to which the department of habilitation proceedings and inauguration proceedings is assigned, in which the candidate is to be awarded the title of associate professor; the confirmation should contain information on the scope and length of the employment relationship with the university (signed by the responsible person - the **relevant Vice-Dean, or the Head of the human resources department**).
8. **An overview of pedagogical activity** at the university and an overview of the results achieved in this activity (provisions of Section 75 (6) of the Act). The applicant states their participation in conducting lectures, seminars, exercises (range of lessons in absolute number or in the form of semesters), conducting bachelor's, diploma, rigorous, dissertation and student research papers, proves opposition to final theses, participation in examination committees, etc.). The **relevant Vice-Dean** confirms the document with his signature.
9. **List of original published scientific works, professional works and works of art, textbooks**, until January 31, 2022 according to the Decree of the Ministry of Education, Science and Research of the Slovak Republic no. 456/2012 Coll. on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities and from February 1, 2022 pursuant to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 397/2020 Coll. on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities. This overview is documented in the form of an **extract from the academic library verified by its responsible employee with the stated compilation date**. In the case of the employees of the Pavol Jozef Šafárik University in Košice, this is an extract from the UPJŠ University Library verified by its responsible employee. In the case of universities that are contributors to the Central Register of Records of Publishing Activities, this is an extract from the relevant academic library verified by the Vice-Dean, who is responsible for the scientific research activities of the faculty, or the Dean of the relevant university faculty. In the case of other applicants whose publishing activity is registered on the basis of a bibliographic registration contract, this is an extract from the UPJŠ University Library verified by its responsible employee.
10. **Overview of lectures and lecture stays at home and abroad**. The list includes special foreign lecture stays paid by the inviter. The report is confirmed by the relevant Vice-Dean or the candidate himself - in the form of a solemn declaration.
11. **An overview of solved research tasks, implemented technical projects or art projects, patents and copyright certificates, inventions, technical works or projects in the field of educational development**. The overview is confirmed by the signature of the relevant vice-dean or the head of the CCVaPP UPJŠ project support department, or the confirmation of the applicant's participation in solving research tasks, implemented projects, etc. is attached.
12. **Overview of other scientific and professional activity** (awards, membership in editorial boards, program committees of conferences, professional and expert bodies, etc.)

13. **Overview of other relevant activity in the field of education** (ERASMUS - teaching abroad for a total of at least 10 days, organization or professional guarantee of educational activity (workshop, exhibition, field trip, etc.), demonstration of language, pedagogical or digital skills and competences , awards for pedagogical activity, invited professional lectures at primary / secondary schools or cooperation in further education.
14. **Annexes** in the structure according to **Annex no. 2** of this decision, **depending on the department of habilitation and inauguration proceedings**:
 - a) **List of all pedagogical activity** according to the specification stated for individual departments of the habilitation and inauguration procedure according to point 1b given in Annex 2 to this decision. This report is **confirmed by the signature of the relevant Vice Dean**.
 - b) **List of successfully completed master's and dissertation (in the position of supervisor-consultant) final theses** according to the specification given for individual departments of habilitation and inauguration procedure according to point 1c given in Annex 2 of this decision with name of surname work and year of defense. This report is **confirmed by the signature of the relevant Vice-Dean**.
 - c) **A list of all outputs of pedagogical activity** according to the specification given for individual departments of the habilitation and inauguration procedure according to point 1d given in **Annex 2 to this decision (university textbooks or chapters in university textbooks, scriptum (indicating the total number of author's sheets) or text aids and e-learning courses. e-learning courses**. This overview is documented in the form of an **extract from the academic library certified by its responsible employee or the relevant Vice-Dean with the stated date of compilation of the extract**.
 - d) **Proof of evaluation of feedback from students on his pedagogical activities**. This document is **confirmed by the signature of the applicant's direct superior** (head of the department, director of the department, head of the department).
 - e) **List of all outputs of creative activity** according to the specification stated for individual departments of the habilitation and inauguration proceeding according to point 2a set out in Annex 2 to this Decision. This overview is documented in the form of an **extract from the academic library verified by its responsible employee with the stated date of compiling the statement**.
 - f) **List of outputs of creative activity (author's contribution rate)** according to the specification stated for individual departments of the habilitation and inauguration proceeding according to point 2b given in Annex 2 to this decision. This overview is documented in the form of an **extract from the academic library verified by its responsible employee with the stated date of compiling the statement**.
 - g) **List of creative activity outputs (qualitative indicator of creative activity outputs)** according to the specification stated for individual departments of the habilitation and inauguration proceeding according to point 2c given in Annex 2 to this Decision. This overview is documented in the form of an **extract from the academic library verified by its responsible employee with the stated date of compiling the statement**.

- h) **List of responses listed in citation databases WoS, SCOPUS or list of responses in foreign publications (also outside databases WoS, SCOPUS)** for scientific, professional works, works of art or artistic creation until January 31, 2022, broken down by decree of the Ministry of Education, Research and of Sports of the Slovak Republic no. 456/2012 Coll. on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities and from February 1, 2022 pursuant to the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 397/2020 Coll. on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities. This overview is documented in the form of an extract from the academic library **verified by its responsible employee**. In the case of the employees of the Pavol Jozef Šafárik University in Košice, this is an extract from the UPJŠ University Library verified by its responsible employee. In the case of universities that are contributors to the Central Register of Records of Publishing Activities, this is an extract from the relevant academic library verified by the Vice-Dean, who is responsible for the scientific research activities of the faculty, or the dean of the relevant university faculty. In the case of other applicants whose publishing activity is registered on the basis of a bibliographic registration contract, this is an extract from the UPJŠ University Library verified by its responsible employee. Responses shall be given in accordance with the specifications specified for the individual departments of the habilitation and inauguration proceedings pursuant to points 2d) and e) set out in Annex 2 to this Decision. **In a special list, the candidate will mark three to five works, as well as three to five responses, which they consider to be the most important.**
- i) **A brief and concise description of the most important scientific results and an evaluation of the personal contribution**, which will be developed and signed by the applicant. In this characteristic, the candidate will also comment on the results and responses, which he marked as the most important in the list of works and responses.
15. **Habilitation thesis**, including a written **license agreement** on the free use of the habilitation thesis (provisions of Section 63, Paragraphs 7 and 9 of the Act). If the habilitation thesis is submitted in a foreign language, it is necessary to submit the applicant's application for permission to submit the habilitation thesis in a foreign language and the consent of the chairman of the scientific of the Faculty Board habilitation thesis in the Slovak language.
16. In case of interruption of the habilitation procedure, **notification of the interruption** of the habilitation procedure (for a maximum of one year) with a call for elimination of deficiencies (if it is found that the application for the title of associate professor according to § 1 paragraph 1 of the Decree paragraphs 2 and 3 of the Decree), as well as a **notice terminating the suspension** of the habilitation proceedings.
17. **Excerpt from the resolution** of the Faculty Board on the appointment of three opponents of the habilitation thesis and a three-member habilitation commission (within six months from the beginning of the habilitation procedure). In accordance with para. § 1 par. 9 of the Decree, opponents of the habilitation thesis and members of the habilitation committee must work in the relevant department of the habilitation procedure and inauguration procedure at the time of appointment so that at most one opponent and at most one member of the habilitation committee are employees of the

university where the habilitation takes place. 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.

18. **Opponents' reports** (prepared within three months of the appointment of opponents).
19. **Confirmation of the announcement** of the habilitation lecture (date, time and place) and the defense of the habilitation thesis (date, time and place) in the daily press and on the UPJŠ website (eg in the form of a copy of the announcement in the daily press so that it is identifiable date of publication); (notified at least 14 days in advance and within nine months from the beginning of the habilitation proceeding).
20. **Opinion of the habilitation committee** on whether or not the criteria of the habilitation proceeding are met.
21. **Minutes from the habilitation lecture and from the defense of the habilitation thesis** (they take place no later than ten months after the beginning of the habilitation proceeding) with attached attendance documents.
22. **Report of the habilitation committee and proposal** with a recommendation to grant or not to award the candidate the title of associate professor in the field of habilitation and inauguration proceedings (they must be submitted to the chairman of the faculty's scientific board no later than one month after the habilitation lecture and defense of the habilitation thesis).
23. **Lit of the minutes** of the meeting of the Faculty Board at which the proposal of the habilitation committee was discussed (the discussion is held no later than six months after its submission in the presence of the chairman of the habilitation committee whether the proceeding established by law and decree was followed throughout the proceedings).
24. **Decision** of the Faculty Board on granting or not awarding the title of associate professor addressed to the rector of UPJŠ, including its justification, if it is prepared, and the deadline for possible re-submission of the application according to § 3 par. e) decrees.
25. If the habilitation procedure takes place at a university or faculty other than the one where the applicant works, **proof of inviting a representative of the university or faculty where the applicant works** to discuss the proposal in the Faculty Board and the related correspondence (the chairman of the Faculty Board will ask the relevant rector of the university or the Dean of the faculty to send a deputy).
26. **Protocol on control of originality of habilitation thesis.**
27. **A clear chart** comparing the required minimum threshold values of measurable indicators as one of the bases for evaluating the fulfillment of requirements for obtaining the scientific-pedagogical title of associate professor in individual departments of the habilitation and inauguration proceeding and their fulfillment by applicants (see **Annex 2** to this decision).

28. It is recommended to follow the logic of the chronological sequence of the submitted documents and the annexes to the habilitation file, in accordance with the individual provisions of the Decree.
29. It is recommended to number the individual documents and annexes of the habilitation file and to attach the **content of the habilitation file to it at the beginning of the habilitation file, stating the order** of the pages and the name of the documents and annexes.

Article 3 **Additional guidelines and requirements**

1. In the case of applicants from abroad (except for the Czech Republic), all documents of the habilitation file must be in the **state language** (provisions of § 4 paragraph 3 of the State Language Act), resp. documents in a foreign language must be submitted with an official translation into Slovak, except for the habilitation thesis according to Art. 2 par. 15 letter (l) the second sentence of this Decision.
2. Evidence of third-country higher education obtained abroad must be accompanied by a decision on recognition.
3. Habilitation file containing the annexes referred to in Article 2 (1) 1-14 and Article 2 para. 27 of this Decision is also submitted in an **electronic version** in a single file with page numbering and content.
4. The habilitation thesis is also submitted in an **electronic version** in one file with page numbering and content (if circumstances allow).

Article 4 **Final and transitional provisions**

1. For the application of Art. 2 par. 9 and par. 14 letter h) and Annex no. 1 of this regulation, a transitional provision according to § 8 of the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 397/2020 Coll. on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities.
2. With the entry into force of this decision, the Methodological Guideline on the Content of the Habilitation File of the Pavol Jozef Šafárik University in Košice, no. j. REK000816 / 2017-ÚPA / 14723 of November 23, 2017 and Supplement no. 1, no. j. REK00026 / 2018ÚPA / 3632 dated June 5, 2018.
3. A decision regulating the requirements of the habilitation file in force at the time of the commencement of the habilitation procedure will apply to the habilitation proceedings initiated before the entry into force of this decision.

4. This decision shall enter into force on the day of its signing by the Rector of UPJŠ and shall take effect 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



Annex no. 1

Curriculum Vitae Template

Name and surname, maiden name, academic degree, scientific-pedagogical title or artistic-pedagogical title and scientific rank	
Date and place of birth	
Higher education and further academic growth	
Additional education	
The course of employment	
Course of pedagogical activity (workplace / courses)	
Professional or artistic focus	
Publishing activity, including the scope (author's sheets) and category of records until January 31, 2022 according to Decree no. 456/2012 Coll. from. and from February 1, 2022 according to Decree no. 397/2020 Coll. 1. monograph 2. textbook 3. scripts	
Responses to scientific / artistic work	
Number of doctoral students: trained completed (does not apply to habilitation proceedings)	
Contact address	



Annex no. 2

An overview of the minimum threshold values of measurable indicators as one of the bases for evaluating the fulfillment of the requirements for obtaining the scientific-pedagogical title of associate professor in the field of habilitation proceedings and proceedings for the appointment of professors

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	Required	Admission by applicant
1. Pedagogical activity		
a) Minimum number of years of pedagogical activity since obtaining a PhD degree.		
b) Total number of pedagogical activity ¹		
c) Number of successfully completed final (diploma) theses		
d) Total number of outputs of pedagogical activity ²		
2. Creative activity		
a) Total number of outputs of creative activity ³		
b) Author's deposit rate ⁴		
c) Qualitative indicator of creative activity outputs ⁵		
d) Responses listed in WoS or SCOPUS citation databases		
e) Responses in foreign publications (also outside WoS, SCOPUS databases)		

¹ Each department of the Hal proceeding shall state the minimum total number, structure or degree of involvement of the applicant in pedagogical activities

² Each department of the Hal proceeding shall state the minimum total number, structure, scope and degree of involvement of the applicant in the outputs of the pedagogical activity

³ Each department of the Hal proceeding will define which outputs of creative activity, in what structure and to the extent they will contribute to the total number of outputs of creative activity

⁴ Each department of the Hal proceeding will state the method of evaluating the degree of the author's contribution

⁵ Each department of the Hal proceeding will state the method of evaluating the qualitative indicator of the outputs of creative activity.



According to Annex no. 1 Rector's decision no. 2/2021, which determines the criteria for obtaining scientific and pedagogical titles of associate professor and professor at the Pavol Jozef Šafárik University in Košice

Annex no. 3

Consent of the person concerned

pursuant to Regulation of the European Parliament and of the Council of the EU no. 2016/679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive no. 95/46 / EC (General Data Protection Regulation) ("GDPR"),

signed
(title, name, surname)

born

address

workplace

as the person concerned, I hereby grant to the Pavol Jozef Šafárik University in Košice with its registered office at Šrobárova 2, 041 80 Košice (hereinafter referred to as the "operator") pursuant to Art. 7 GDPR consent to the processing of my personal data for the purposes associated with the habilitation procedure to the extent of the data specified in the application and its annexes. This consent is valid for the duration of the proceedings as well as during the subsequent archiving of the submitted documents.

This consent can be revoked at any time by sending a written revocation of the consent to the controller and the revocation of the consent does not affect the lawfulness of the processing of personal data based on the consent prior to its revocation.

As the person concerned, I confirm that I have been informed of my rights under the applicable legislation. Notification of information to the data subject on the processing of personal data pursuant to Art. 13 The GDPR forms an integral part of this consent. At the same time, I declare that the personal data provided is true and has been provided freely.

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



In on

.....

signature

Information obligation according to Art. 13 of the Regulation of the European Parliament and the Council of the EU no. 2016/679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive no. 95/46 / EC (General Data Protection Regulation) ("GDPR")

Operator: Pavol Jozef Šafárik University in Košice, Šrobárova 2, 041 80 Košice, ID: 00397768
Responsible person: Mgr. Gabriela Ciberejová, e-mail: zodpovedna-osoba@upjs.sk

Purpose of personal data processing: habilitation proceeding

Legal basis for the processing of personal data: consent of the data subject

Personal data is processed only by authorized persons who have been properly instructed.

Recipients of personal data: Ministry of Education, Science, Research and Sports of the Slovak Republic, UPJŠ website.

The controller does not intend to transfer the processed personal data to a third country or international organization.

Retention period: UPJŠ archives and retains personal data within the period stipulated by valid legal regulations and the UPJŠ Registration Rules and Registration Plan.

There is no automated decision-making at UPJŠ, including profiling, referred to in Art. 22 par. 1 to 4 GDPR.

The person concerned has the right, upon written request from the operator:

- (a) request access to their personal data;
- (b) request the rectification, erasure or limitation of the processing of their personal data;
- (c) object to the processing of personal data;
- (d) the portability of their personal data;
- (e) to withdraw its consent to the processing of personal data at any time if the personal data are processed on that legal basis;
- f) the right to lodge a complaint to the supervisory authority, t. j. Office for Personal Data Protection of the Slovak Republic.

Those rights of the person concerned are further specified in Articles 15 to 21 of the GDPR.

<https://www.upjs.sk/verejnost-media/informacie-pre-verejnost/ochrana-osobnych-udajov/>

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