



Guarantor: Rector's Office

In Košice February 26, 2021
Ref.: REK000420/2021-UPA/484

Rector's Decision no. 4/2021
on determining the content of the inaugural 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, as amended (hereinafter referred to as the "Higher Education 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"); Decree of the Ministry of Education of the Slovak Republic no. 246/2019 Coll. on the procedure for obtaining scientific pedagogical and artistic-pedagogical titles of Associate Professor and Professor (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 July 2, 2020 (hereinafter the "Standards")) and 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 and pedagogical titles and artistic-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 inauguration file at the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "UPJŠ") and its parts.

Article 1

The following documents are **dated and signed by the applicant as part of the submitted inauguration file**, unless otherwise stated:

1. **Application** for appointment as a professor addressed to the chairman of the Faculty Board, stating the department of the habilitation proceeding and the inauguration

procedure in which the application is being submitted. The tenderer's application should 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 his or her personal data for the purposes of the inauguration procedure (Regulation (EU) No 2016/679 of the European Parliament and of the Council 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 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 of the Slovak Republic no. 246/2019 Coll. of July 22, 2019 on the procedure for obtaining scientific and pedagogical degrees and artistic-pedagogical degrees of associate professor and professor (see **Annex no. 1** to this decision).
4. **Officially certified copies** of 2nd and 3rd degree higher education documents (with the original of the certificate).
5. **Officially certified copy of the decree** awarding the applicant the title of associate professor or decision on the recognition of professional qualifications for the performance of the function of associate professor according to a special regulation (Sections 31 and 32 of Act No. 422/2015 Coll. amendment of some laws as amended) with the original certificate.
6. In the case of an appointment procedure in the clinical field, a **certified copy of the diploma** of qualification attestation II. degree, resp. an officially certified copy of the diploma of the acquired specialization in the specialized field in which the appointment procedure takes place and a certificate of at least 8 years of experience in the field to which the habilitation proceeding and the inaugural proceeding in which the inaugural proceeding takes place are assigned.
7. **Confirmation of the period** during which the applicant was employed by the university (including employment abroad with a university abroad) and the **extent of employment** during this period (signed by the responsible person - the relevant Vice-Dean of the university faculty 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 as an associate professor** (provision of § 75 para. 3 of the Act) confirmed by the relevant Vice-Dean of the faculty of the university in the structure:
 - a) units of the study programme (lecture, seminar, exercises, laboratory work, excursion, professional practice, etc.) in which the applicant has worked for the last 5 years;
 - b) the introduction of new study programme units;
 - c) preparation of new study programmes, their guarantee, preparation of new textbooks and teaching aids;
 - d) supervision and opposition of master's theses;
 - e) leadership of gifted students (ŠVOČ and others);
 - f) presidency and membership of state examination commissions;

- g) presidency and membership of rigorous examination committees;
- h) foreign cooperation in the field of pedagogy (in case of projects, state the position in the personnel matrix of the project: responsible solver of the project, deputy responsible solver, or co-solver of the project).

9. **Overview 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 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 employees of Pavol Jozef Šafárik University, 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. **An overview** of other indicators, such as **solved research tasks, realized technical projects or art projects, patents and author's certificates, inventions and technical works**. 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. indicating the position of the applicant (responsible solver of the project, deputy responsible solver, solver).
11. **An overview of practice and results in the field of creative activities, in particular:** leading research or artistic teams, organizing scientific or artistic events, carrying out research, development, artistic or other creative activities. The report is confirmed by the relevant Vice-Dean or the candidate himself in the form of a solemn declaration.
12. **An 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.
13. **An overview of other scientific and professional activity** (awards, membership in editorial boards, conference programme committees, professional and expert bodies, etc.)
14. **An overview of other relevant activities in the field of education** (membership in professional committees, bodies and councils focused on higher education, lecture stay abroad for a total of at least 20 days (eg ERASMUS mobility - teaching), organization or professional guarantee of educational activities (workshop, exhibition , professional excursion, etc.), demonstration of development of language, pedagogical or digital skills and abilities, awards for pedagogical activity).

15. **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 proceeding according to point 1b given in Annex 2 to this decision. This report is **confirmed by the signature of the relevant Vice-Dean**.
 - b) **Summary of results in science education** confirmed by the relevant Vice-Dean in the structure:
 - list of completed doctoral students (name and surname, title of the dissertation and year of defense);
 - list of doctoral students in science education;
 - other results in science education;
 - list of opposed dissertations (name and surname of the doctoral student, name of the dissertation, year and place of defense, name of the institution of the training workplace) documented by confirmation of participation in the opposition process.
 - c) **A list of all outputs of pedagogical activity** according to the specification given for individual departments of the habilitation and inauguration proceeding according to point 1e given in Annex 2 to this **Decision (university textbooks or chapters in university textbooks**, (indicating the total number of author's sheets) or **text aids and e-learning courses**. This overview is documented in the form of an **extract from the academic library verified by its responsible employee or the relevant Vice-Dean with the stated compilation date**.
 - d) **Proof of evaluation of feedback from students on his pedagogical activity**. 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 compilation date**.
 - 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 compilation date**.
 - 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 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 compilation date**.
 - 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 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.** In the case of employees of Pavol Jozef Šafárik University, 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 specification specified for the individual departments of the habilitation and inauguration procedure pursuant to point 2d, e set out in Annex 2 to this Decision.

- i) **Brief and concise description of the most important scientific results of the applicant**, which will be prepared and signed by the applicant.
16. **References / letters** from leading **foreign experts** from at least three different countries outside the Slovak Republic, whereby the expert confirms in the reference that the candidate meets the requirements to work as a professor in an international context;
17. **List of specific outputs for practice.**
18. **Overview of the fulfillment of the criteria** necessary for obtaining the scientific-pedagogical title of professor according to **Annex no. 2** of this Decision.
19. **Theses of the inauguration lecture.**
20. **A list of the most significant** scientific works, professional works or works of art, textbooks and documents on works of art or performances, accompanied by **copies** or **certificates** of performances.
21. **Excerpt from the resolution** of the Faculty Board on the approval of the members of the inauguration committee and the opponents (with an indication of their workplaces).
22. **Opponents' opinions.**
23. **A copy of the report on the publication** of the inauguration lecture proceedings from the **daily press.**
24. **Opinion of the Inauguration Committee** on whether or not the criteria for the inauguration proceeding have been met.
25. **Minutes and attendance lists** from the inauguration proceedings.
26. **Report of the Inauguration Committee**, signed by the Chairman of the Inauguration Committee, broken down as follows:

- a) evaluation of the results of pedagogical activity;
 - b) evaluation of scientific research and publication activity;
 - c) evaluation of professional activity;
 - d) a conclusion stating whether the applicant meets the criteria for obtaining the title of professor set by the UPJŠ Scientific Board for appointment as a professor, and an **explicit justification of how the candidate influenced the development of the relevant habilitation and inauguration proceeding** by creating a science or art school or an original, generally recognized group builds on the outputs of his creative activity.
27. **Proposal for appointment** as a professor prepared by the inauguration committee and signed by the members of the inauguration committee with the **opinion of the Dean of the faculty**.
 28. **Excerpt from the resolution** of the Faculty Board the proposal for appointment as a professor (result of a secret ballot) signed by the Dean.
 29. **Decision** of the Faculty Board addressed to the Rector of UPJŠ, including its justification, if it is being prepared, and deadlines for possible re-submission of the application according to § 7 par. e of the Decree.
 30. **It is recommended to follow the logic of the chronological sequence of the submitted documents and the annexes of the inauguration**, in accordance with the individual provisions of the Decree.
 31. It is recommended to number the individual documents and annexes of the inauguration file and to attach the **contents of the habilitation file with the order of the parties and the name of the documents and annexes**.

Article 2

1. After completing the parts of the inauguration file referred to in Art. 1 par. 1 - 15 and 17 - 20 of this decision, the Dean of the faculty will ensure the submission of the inauguration file to the Rector of UPJŠ for preliminary discussion before the appointment of the inauguration committee and opponents according to Part III para. 6 Decisions of the Rector 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.
2. Part of the preliminary discussion is the submission of 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 the address, functional position, scientific focus / area of research, citation of the most important scientific work, resp. personal scientific identifiers (ORCID ID or ResearchID of the Web of Science database or Scopus Author ID of the Scopus database). From among the proposed experts, the **Rector will select three**, whose chairman of the scientific council of the faculty at which the inaugural proceedings are taking place will address the request to assess whether the applicant meets the requirements for acting as a professor from the international context.

This proposal also includes a list of the 5 most important scientific, professional or artistic works in the given field, published in English or in another suitable world language, intended for sending to a foreign assessor. If the thesis is not published in a world language, the title of the thesis is supplemented by an abstract in English. This list is submitted in electronic form in the appropriate format with page numbering (if circumstances allow, also with copies of these 5 works in electronic form). To facilitate the preparation of the opinion by foreign assessors, individual faculties (or individual departments of the habilitation and inauguration procedure) are recommended to prepare their own form / questionnaire to assess the international acceptance of the applicant.

3. The complete inaugural file shall be submitted **in duplicate in written form and in electronic form** (Annexes referred to in Article 1 (1) to (19) of this Decision) in the appropriate format with page numbering.
4. **The list of the most important scientific works**, professional works or works of art, textbooks, textbooks and documents on works of art or performances shall also be submitted in electronic form in the appropriate format with page numbering (if circumstances allow).

Article 3

1. For the application of Art. 1 par. 9 and par. 15 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 Rector's decision no. 17/2015 on determining the content of the inauguration file at Pavol Jozef Šafárik University in Košice and its parts, no. j. REK00580 / 2017-UPA / 13953 of 15 November 2017, and Supplement no. 1 of June 5, 2018.
3. For the inauguration proceedings, resp. the procedure for appointment as a professor initiated before the effective date of this decision, the decision regulating the requirements of the inauguration file effective at the time of the beginning of the inauguration proceedings, resp. proceeding for appointment as a professor.
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	
Course of employment	
Course of pedagogical activity (workplace / courses)	
Professional or artistic focus	
Publishing activity, including scope (author's sheets) and categories of records until January 31, 2022 according to Decree no. 456/2012 Coll. and from 1 February 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 professor

in the field of habilitation proceedings and proceedings for the appointment of professors.....

	Required	Performance by the applicant
1. Pedagogical activity		
a) The minimum number of years of pedagogical activity since obtaining the scientific-pedagogical title of associate professor		
b) Total number of pedagogical activity ¹		
c) Number of successfully completed doctoral students		
d) Number of opposed dissertations		
e) Total number of outputs of pedagogical activity ²		
2. Creative activity		
a) Total number of outputs of creative activity ³		
b) Author's deposit input ⁴		
c) Qualitative indicator of creative output ⁵		

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

² Each department of the Hal procedure 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 procedure 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.

d) Responses listed in WoS, SCOPUS citation databases		
e) Responses in foreign publications (also outside WoS, SCOPUS databases)		

[§] According to Annex no. 2 Decisions of the Rector 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.

⁴ Each department of the Hal procedure shall indicate how the rate of the author's contribution is to be assessed.

⁵ Each department of the Hal procedure shall indicate the method for evaluating the qualitative indicator of the outputs of the creative activity.



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 27 April 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 of the inaugural proceedings 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.

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 27 April 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) (hereinafter referred to as 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: inaugural proceedings

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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