

MATEJ BEL UNIVERESITY IN BANSKÁ BYSTRICA



Directive No 1/2022
on the procedure for obtaining scientific-pedagogical and artistic-
pedagogical degrees of associate professor and professor
at Matej Bel University in Banská Bystrica

Responsible: prof. PhDr. Peter Terem, PhD.
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Rector of MBU

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Matej Bel University in Banská Bystrica (hereinafter referred to as "MBU") and its components proceed in the habilitation proceeding and the proceeding for the appointment of a professor (hereinafter referred to as the "inauguration proceeding") in accordance with the relevant provisions of the Act No 131/2002 Coll. 246/2019 Coll. on the proceeding for awarding scientific-pedagogical degrees and artistic-pedagogical degrees of associate professor and professor (hereinafter referred to as the "degree") and according to the following principles:

Part one

Habilitation proceeding

Article 1

General provisions

(1) The criteria for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical degree of associate professor (hereinafter referred to as "criteria for obtaining the degree of associate professor") for the fields of habilitation and inauguration proceedings are approved by the MBU Scientific Board (hereinafter referred to as "MBU Scientific Board") on the proposal of the faculty's Scientific Board (hereinafter referred to as the "Faculty Scientific Board (SB)").

(2) The habilitation proceeding shall be initiated by submitting an application for the award of the scientific-pedagogical degree or the artistic-pedagogical degree of associate professor (hereinafter referred to as "associate professor degree"), which the applicant shall submit in writing together with the annexes pursuant to paragraph 3 of this Article to the Chair of the Scientific Board of the relevant Faculty of MBU, which has been granted the right to conduct habilitation proceeding in the field of habilitation and inauguration selected by the applicant. In the application, the applicant shall indicate the field of the habilitation and inauguration proceedings in which he/she is applying for the degree of associate professor. The application shall be submitted through the registry of the faculty, which shall mark the date of submission on the application (the application shall be sent in both hard copy and electronic form). The procedure to be followed by the applicant before the actual submission of the application (e.g. request for a preliminary opinion on the fulfilment of the criteria) shall be regulated by the faculties in their internal regulations.

(3) The application submitted by the applicant shall include:

- (a) The habilitation thesis in hard copy form in quadruplicate and in electronic form in PDF format, the author guaranteeing that all copies of the work, regardless of the medium, have identical content.

(b) A curriculum vitae, including the applicant's contact address, in accordance with the model annexed to the Decree.

(c) A certified copy of the following documents:

- university diploma on second degree of higher education (obtaining academic degree)
- Third degree of higher education – (obtaining PhD. or CSc. academic degree, or academic-scientific degree Dr. pursuant to previous regulations) if an applicant comes from a foreign country, with the exception of the Czech Republic, a certified official translation of the diploma is being required;
- if the university diploma has been issued by a foreign institution of higher education, a certified translation of this document and a decision on the recognition of the document for academic purposes issued pursuant to Sections 33 and 39 of Act No 422/2015 Coll. on the Recognition of Educational Documents and on the Recognition of Professional Qualifications and on Amendments and Additions to Certain Acts, as amended;
- obtaining the scientific degree of doctor of science (DrSc.) (if applicable);
- obtaining an academic degree in a rigorous proceeding (if applicable).

d) Certificate regarding the length of teaching career from the faculty's organizational unit - human resources (HR) department of the faculty at which the applicant is being employed (hereinafter referred to as "the relevant organizational unit of the faculty").

(e) The applicant's scientific/artistic/pedagogical characteristics with annexes in accordance with the SAPCH model form (Annex 1).

f) A summary of applicant's teaching career at the university and the results achieved in the teaching process, signed by the head of the department (or the dean of the applicant's faculty if the applicant is not an employee of MBU) in the following structure:

- an overview of the profile courses of the study programmes safeguarded and taught by the applicant (name of the profile course, study programme, degree, field of study);
- an overview of the responsibility for the implementation, development and quality assurance of the study programme or part thereof at the university (study programme, degree, field of study);
- an overview of teaching other courses in the study programmes (course's name title, study programme, degree, field of study);
- an overview of final theses supervised (number of bachelor's, diploma and doctoral theses currently supervised, number of bachelor's, diploma and doctoral theses defended);
- a list of supervised doctoral students, indicating their first name, surname, study programme, field of study, dissertation topic, as well as a list of doctoral students who have completed their PhD. studies, indicating their first name, surname, study programme, field of study, dissertation topic and the date of completion of their doctoral studies;
- membership in the doctoral study committees (field, faculty);
- membership in the dissertation defence committees (field, number, faculty).

(g) List of original published scientific, professional and artistic works, textbooks and university scripts (comprising ORCID identifier). In the case of co-authorship, the applicant's share must be clearly indicated as a percentage. This list shall be extracted from the MBU University Library's database of publications and reviews and verified by the responsible staff member, indicating the date on which the extract was compiled. The list shall be drawn up at the latest on the date of the application, or with a later date in the case of interruption of the habilitation proceeding. An applicant from another higher education institution in the Slovak Republic shall submit a list of publication activities, which shall be an extract from the publication activities database of the relevant higher education institution, or from the Central Register of Publication Activities (CRPA), certified by the academic library of the relevant higher education institution. An applicant from an external environment (including applicants from abroad) may be asked by the Chair of the Faculty Scientific Board (SB) to register his/her activities in the MBU database of publication activities and reviews before submitting the application.

h) A list of demonstrable citations (SCI and non-SCI) and references to scholarly, professional, or artistic works. This overview is made by an extract from the database of publications and reviews of the MBU University Library and is verified by the responsible staff member of the Library, indicating the date of the extract. The summary shall be drawn up no later than the date of the application, or with a later date in the case of interruption of the habilitation proceeding. An applicant from another higher education institution in the Slovak Republic shall submit a summary of references, which shall be an extract from the database of publications and references of the relevant higher education institution, or from the central register of publications (CRPA), certified by the academic library of the relevant higher education institution. An applicant from an external environment (including applicants from abroad) may be asked by the Chair of the Faculty SB to register references in the MBU Publications and References Database before submitting an application.

(i) An overview of the research tasks and projects carried out, indicating the duration of the project and the role held by the applicant in the project (principal investigator or co-investigator) in the following structure:

- projects of international grant agencies (e.g. FP, COST, ERC, JRC, EUROCORE, ESF, NSF, etc.) or other foreign research projects;
- projects of domestic grant agencies (e.g. APVV, VEGA, KEGA);
- other projects involving research or the application of research to practice.

j) List of outputs for practice, patents, copyright certificates, inventions and technical works.

(k) List of other demonstrable references to scientific, professional and artistic activities which cannot be included in the list under points (g), (h), (i), (j). In this list, the applicant shall specifically indicate a summary of important lectures, research and artistic mobilities at home and abroad, membership in scientific organisations and editorial boards of journals, etc.

l) A quantitative overview of the fulfilment of the criteria for obtaining the degree of associate professor approved by the MBU Scientific Board.

m) Proposal of three topics for the habilitation lecture.

n) Candidate's consent regarding the processing of his/her personal data for the purposes of the habilitation proceeding (Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts, as amended).

o) Other specifics approved by the Scientific Board of the Faculty and the Scientific Board of MBU according to Article 1, paragraph 1 of this Directive.

p) The documentation according to points b) to o), with the exception of original documents and titles, shall be submitted in paper and electronic form in Slovak or Czech language in accordance with the internal regulations of the faculty. The documentation submitted shall include annexes confirming the data declared in (f) and (k) - e.g. participation in conferences, memberships, etc. The applicant shall submit the complete documentation to the Science and Research Office of the faculty concerned in one unbound original and three bound copies, as well as in an electronic version in PDF format.

q) One copy of the most important published works, especially book publications (monographs, textbooks, etc.), which will be made available to the habilitation commission and the Faculty SB until the end of the habilitation proceedings.

(4) After the topic of the habilitation lecture has been approved by the Faculty SB, the candidate submits the thesis of the habilitation lecture in electronic form and in one signed original to the Chair of the Faculty SB. A candidate from abroad (with the exception of a candidate from the Czech Republic) shall also submit the theses in Slovak.

(5) The habilitation thesis may also be submitted in a foreign language with the consent of the Chair of the Faculty SB. If the thesis is approved in a language other than Slovak, the summary of the habilitation thesis shall be in Slovak to the extent of approximately 10% of the habilitation thesis (except for the habilitation thesis written in the Czech language).

(6) The candidate shall submit the habilitation thesis as:

(a) a monothematic thesis which brings new scientific knowledge or

(b) a scientific monograph (independent, i.e. not co-authored and not older than two years before the date of the habilitation procedure, which is not identical to the compulsory monograph, if the latter is required in the criteria), or

(c) a set of published scientific papers clearly distinguished in the quantitative overview of publication activity (Article 1(3)(l) of this Directive), accompanied by a commentary of at least 1,5 AH (in the case of papers where the candidate is a co-author, the candidate's share must be clearly indicated as a percentage); or

(d) documentation of the work of art or artistic performances carried out.

If the habilitation thesis, or part of it, has been published in more than one periodical or non-periodical publication, the author shall provide information on all published parts of the thesis and on all publications in an affidavit statement.

(7) The habilitation thesis must meet specific requirements. The appearance of the cover and the title page of the habilitation thesis must be in accordance with the relevant provisions of § 1 and § 2 of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Coll., which implements certain provisions of the Act No. 131/2002 Coll. on Higher Education and on amendments and supplements to certain acts, as amended. The specimen of the habilitation thesis cover and the specimen of the title page and other formal requirements are specified in Directive No. 9/2021 regarding final, rigorous and habilitation theses at Matej Bel University in Banská Bystrica. According to Section 63(9) of the Higher Education Act, a condition for a successful habilitation proceeding is also the applicant's written consent to publish and make available to the public the habilitation thesis for the period of its retention according to Section 63(7) of the Higher Education Act without remuneration, i.e. its submission via the Academic Information System (AIS) to the Central Register of Final, Rigorosum and Habilitation Theses (CRFT). The CRFT then checks the originality of the applicant's thesis. The result for the originality of the thesis is made available to the Habilitation Commission.

Article 2

The commencement of the habilitation proceeding

(1) Within thirty days from the receipt of the application of the candidate for the award of the scientific-pedagogical degree or the artistic-pedagogical degree of associate professor, the Chair of the Faculty SB shall:

(a) confirm in writing the receipt of the application, the completeness of the annexes and the commencement of the habilitation proceedings; or

(b) invite the applicant in writing to remedy any deficiencies in the application so that it contains the elements referred to in Article 1(3) of the Directive and suspend the habilitation proceeding, for a maximum period of one year. If the candidate fails to remedy the deficiencies within the specified period, the habilitation proceeding shall be terminated. If the candidate satisfactorily remedies the deficiencies, the Chair of the SB shall notify the candidate in writing that the habilitation proceeding has been terminated.

(2) If the field of habilitation and inauguration proceedings is a field for which MBU was not granted accreditation for habilitation and inauguration proceedings, or if the candidate demonstrably fails to meet any of the conditions pursuant to Section 76 (1), (3), (4) and (6) of the Higher Education Act. on the basis of the criteria for obtaining the degree of associate professor, the Chair of the Faculty SB shall return the application to the

candidate with the consent of the Faculty SB within four months, together with the reasons and the attached documents, and the habilitation proceeding shall be terminated.

Article 3

The habilitation process

(1) Within six months from the commencement of the habilitation proceeding, the Chair of the Faculty SB shall appoint, with the consent of the Faculty SB, three opponents of the habilitation thesis and a three-member Habilitation Commission consisting of experts in the relevant field of the habilitation and inauguration proceeding, so that no more than one opponent and no more than one member of the Habilitation Commission shall be MBU employee. In the case of applicants from other universities, no more than one member of the Habilitation Commission and no more than one opponent shall be from the applicant's workplace. With the consent of the Faculty SB, the Chair of the Faculty SB shall determine the topic of the habilitation lecture. After the meeting of the Habilitation Commission of the Faculty, which approves the Habilitation Commission, the opponents and the topic of the habilitation lecture, the Chair of the Habilitation Commission of the Faculty will invite the applicant to pay the fee by wire transfer to the bank account of MBU, IBAN SK75 8180 0000 0070 0009 5590. The fee for the habilitation proceeding of a candidate who is not in employment with MBU is determined by the MBU Directive on the amount of tuition fees and fees related to the study and award of scientific-pedagogical and artistic-pedagogical degrees in the relevant academic year.

(2) The Chair of the Habilitation Commission shall be a professor at the time of appointment and shall be scientifically or artistically active in the relevant field of the habilitation and inauguration proceedings at the time of appointment. One of the opponents shall hold the degree of professor. The other opponents and members of the Habilitation Commission shall hold the degree of professor or associate professor at the time of appointment; in justified cases, other distinguished experts may be other opponents or other members of the Habilitation Commission. The opponents and other members of the Habilitation Commission shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation and inauguration proceedings. In justified cases, the opponents and other members of the Habilitation Commission may be active in the field of science, technology or the arts according to the focus of the applicant's creative activity.

(3) Within three months of its appointment, the Habilitation Commission shall examine the fulfilment of the criteria for the degree of associate professor by the candidate and shall draw up a joint written report indicating whether or not the candidate fulfils the criteria for the degree of associate professor. The report of the Commission shall take the form of written minutes signed by the members of the Habilitation Commission, which shall indicate the committee's conclusion as to whether or not the applicant meets the criteria for the habilitation proceeding and, at the same time, a vote of the members of the

Commission on the joint opinion, which may take the form of a secret ballot at the discretion of the Commission.

(4) Within three months of the appointment, the opponents of the habilitation thesis shall draw up reports and submit them in printed and electronic form. When preparing the written report, the opponents shall be provided with information from the central register of theses, rigorous theses and habilitation theses on the verification of the degree of originality of the habilitation thesis. The Chair of the Faculty SB shall send the opponents' reports to the candidate and to the members of the Habilitation Commission at least 14 days before the defence of the habilitation thesis.

(5) The opponents' reports shall be entered and stored in the central register of theses, rigorous theses and habilitation theses for the duration of the retention of the habilitation thesis; a written licence agreement with the copyright holder of the opinion shall be required to make these opponents' reports available to the public or to otherwise publish them.

(6) The defence of the habilitation thesis may take place if at least two opponents' reports are favourable and if the report of the Habilitation Commission pursuant to paragraph 3 is favourable as well. Otherwise, the Chair of the SB of the Faculty concerned shall invite the candidate to remedy the deficiencies and shall suspend the habilitation proceeding for a maximum period of one year.

(7) Within nine months from the beginning of the habilitation proceeding, the Chair of the Faculty SB shall publish the date, time and place of the habilitation lecture and the defence of the habilitation thesis no later than 14 days before the habilitation lecture and defence of the habilitation thesis in the daily press and on the MBU website. The notice shall include the name, surname and place of work of the candidate, the title of the habilitation lecture and the title of the habilitation thesis. The habilitation lecture and the defence of the habilitation thesis shall take place no later than ten months after the start of the habilitation proceeding.

(8) The relevant Faculty of MBU shall publish on the designated MBU website the date of receipt of the application for the award of the degree of associate professor, together with the following information¹ :

(a) data from the professional curriculum vitae of the habilitation candidate to the extent of:

1. first name, surname, maiden name;
2. academic degrees, scientific-pedagogical degrees, artistic-pedagogical degrees, scientific degrees;
3. year of birth;
4. details of higher education, further academic development and further training received;

¹ Pursuant to Section 76 (10) letters a) and b) of the Higher Education Act

5. details of employment and teaching career (workplace/subjects/courses);
6. data on professional or artistic background;
7. data on publication activities, including the scope (author sheets) and category of registration (according to Decree No 456/2012 Coll. and Decree No 397/2020 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic)
 - monograph
 - textbook
 - university scripts;
8. reviews of scientific or artistic work;
9. the name of the field of the habilitation and inauguration proceedings in which the proceeding is carried out;
10. the number of doctoral students for whom the applicant is or has been a supervisor, indicating how many of them have duly completed their studies at the date of the CV;
11. the topic of the habilitation thesis.

The information referred to in paragraph 8 (a) must be placed on the MBU website within 15 days of receipt of the application.

- (b) the date from which the habilitation proceeding is suspended and the time limit within which the deficiencies in the application are to be remedied, within 15 days of the suspension of the habilitation proceeding;
- (c) the name, surname, academic degree, scientific-pedagogical degree, artistic-pedagogical degree and place of work of the opponents of the habilitation thesis and the members of the Habilitation Commission, indicating which of them is an employee of the University at which the habilitation is being carried out, within 15 days of the approval by the relevant Scientific Board of the Faculty;
- (d) a proposal of the Habilitation Commission with a recommendation to grant or not to grant the candidate the degree of associate professor in the field of habilitation and inauguration, together with the opposing reports, within 15 days of its submission to the Chair of the relevant SB of the Faculty;
- (e) the decision of the relevant Faculty SB, including the reasons, if any, and the time limit for resubmission of the application, if any, pursuant to Article 2(2)² of the Decree³, within 15 days of the acknowledgement of receipt of the decision of the relevant Faculty SB to the candidate;
- (f) the attendance sheet from the meeting of the Faculty SB which decided on the application, up to the date of publication of the decision of the relevant Faculty SB, indicating the composition of the Faculty SB in the scope of the name and surname of the member of the Faculty SB, his/her academic degrees, scientific and pedagogical

² If the candidate does not meet the conditions according to the decision of the Faculty SB, the Scientific Board will not grant the title of Associate Professor and its Chair will notify the candidate in writing of this decision with reasons within 30 days of the decision of the relevant Scientific Board. The time limit for any resubmission of the application for the title of Associate Professor shall be determined by the Rules of Procedure of the Faculty Scientific Board. This period may not exceed three years.

degrees, artistic and pedagogical degrees and scientific degrees; if the member of the Faculty SB is not a member of the academic community of the higher education institution of which the faculty is a part, the name of the member's employer shall also be indicated;

(g) the date and reason for the end of the habilitation proceeding, within 15 days of the end of the habilitation proceeding;

(h) other details of the habilitation process.

The aforementioned data on each proceeding is published by the relevant Faculty on the MBU website separately and in the chronological order in which the decisive facts occurred.

Article 4

Habilitation lecture and the defense of the habilitation thesis

(1) The habilitation proceeding includes the candidate's habilitation lecture and the defence of the habilitation thesis.

(2) By the habilitation lecture the candidate demonstrates primarily his/her pedagogical competence. The habilitation lecture is public and takes place in the presence of at least five members of the Habilitation Commission of the Faculty and in front of a three-member Habilitation Commission, with the participation of at least two opponents.

(3) The defence of the habilitation thesis is public and takes place in the presence of at least five members of the Faculty SB, in the presence of at least two opponents and before a three-member Habilitation Commission. The defence is a public scientific and pedagogical debate between the candidate, the members of the Habilitation Commission, the opponents and other participants in the defence. It takes place in an atmosphere of high rigour, ethics of scientific work and is intended to demonstrate the scientific and pedagogical contribution of the candidate to the field of the habilitation and inauguration proceedings.

(4) At the beginning of the habilitation lecture and the defence of the habilitation thesis, the chair of the Habilitation Commission or a member of the Commission authorised by him/her shall state whether all the requirements necessary for the commencement of the defence have been fulfilled.

(5) The habilitation lecture and the defence shall be conducted by the chair of the Habilitation Commission or a member of the Commission authorised by him/her. He/she shall acquaint those present with the characteristics of the candidate and shall present the opinion of the Habilitation Commission containing the conclusion as to whether the candidate fulfils the criteria of the habilitation proceeding.

(6) The candidate shall present his/her habilitation lecture and inform those present of the content and results of his/her habilitation thesis.

(7) The opponents will inform the audience of the content of their reports. In the absence of one of the opponents, the chair or a member of the Habilitation Commission designated by him/her shall read his/her report.

(8) In the public debate, the candidate confirms his/her scientific competence, takes a position on the suggestions of the opponents and answers the questions of the opponents and other participants in the debate.

(9) The Chair of the Habilitation Commission of the Faculty may also invite a representative of the university or faculty at which the applicant is working to attend the habilitation lecture and the defence of the habilitation thesis. He/she shall request the rector of the relevant university or the dean of the relevant faculty to send a representative.

Article 5

Termination of the habilitation proceeding

(1) After the completion of the habilitation lecture and the defence of the habilitation thesis, a private session of the Habilitation Commission shall be held to evaluate the level of the habilitation lecture, the course and result of the defence and the level of the candidate's pedagogical and scientific activity according to the valid criteria for obtaining the title of associate professor at the relevant Faculty of the MBU. On the basis of a secret ballot without the participation of opponents, the Habilitation Commission shall submit a proposal with a recommendation to the Chair of the SB of the relevant Faculty to award or not to award the candidate the degree of associate professor in the field of habilitation and inauguration no later than one month after the habilitation lecture and the defence of the habilitation thesis has taken place.

(2) If the Habilitation Commission recommends not to award the degree of associate professor to the candidate, it shall justify its opinion in writing and deliver it to the Chair of the SB of the Faculty and to the candidate.

(3) The Habilitation Commission of the Faculty SB shall discuss the proposal of the Habilitation Commission pursuant to subsection (1) no later than within six months of its submission in the presence of the Chair of the Habilitation Commission or a member of the Habilitation Commission authorised by him/her and shall assess whether the candidate fulfils the conditions for obtaining the degree of associate professor and whether the proceeding is in compliance with the Higher Education Act, the Ordinance and this Directive has been followed throughout the procedure. If the Faculty SB finds that the

habilitation proceeding has not been conducted in accordance with the applicable regulations, it shall determine the method of eliminating the deficiencies. Otherwise, it shall decide whether or not to award the degree of associate professor by secret ballot, with the approval of a supermajority of all members of the Faculty SB being required for the decision to award the degree.

- (4) If the Faculty SB does not approve the proposal for the award of the degree of associate professor, its chair shall notify the candidate in writing of this decision with reasons within 30 days of the decision. The time limit for any resubmission of the application for the degree of associate professor, not exceeding three years, shall be determined by the rules of procedure of the Faculty SB. In this case, the habilitation proceeding will start anew, with all the conditions required by this Directive being fulfilled.
- (5) If the Faculty SB decides whether or not to grant the degree of associate professor, the written decision together with the documents on the course of the habilitation proceeding shall be delivered by the Chair of the Faculty SB to the Rector of MBU within 30 days of the decision. The decision of the Faculty SB cannot be appealed against.
- (6) If the habilitation proceeding is carried out at another university or faculty other than the one at which the candidate is a teacher, the Chair of the Faculty SB shall invite a representative of the university or faculty at which the candidate is a teacher to the discussion of the proposal in the scientific council. He/she shall request the relevant rector of the university or dean of the faculty to send this representative.
- (7) The Rector shall confer the degree of associate professor on the candidate within two months of receiving the decision of the Faculty SB. Evidence of the award of the degree of associate professor shall be a decree. The signing of the decree by the Rector shall terminate the habilitation proceeding.
- (8) The decree, which shall be drawn up on a sheet with the state emblem in a drawing (watermark) and stamped with the round stamp with the state emblem of the Slovak Republic, shall state⁴:

- (a) the applicant's first name, surname and date of birth;

⁴ 1. an extract from the resolution of the Faculty SB on the approval of the commission, opponents and the topic of the lecture. Original attendance list of the SB members at the SB meeting or, in the case of an online meeting, a statement from the application;
2. opponent's reports of the habilitation thesis;
3. the report of the Habilitation Commission;
4. a copy of the report on the publication of the defence and the lecture in the daily press;
5. a proposal from the Chair of the Habilitation Commission to the Chair of the Faculty SB recommending the award of the degree to the candidate;
6. an extract from the resolution of the Faculty SB on the award of the degree of associate professor (or not awarding the degree of associate professor), the result of the secret vote of the Faculty SB, the original attendance sheet of the members of the Faculty SB at its meeting or, in the case of online meeting an extract from the application.

- (b) the field of the habilitation and inauguration proceedings in which the applicant has been awarded a degree;
 - (c) the legal regulation under which the award of the degree was made;
 - (d) the name of the University and Faculty at which the habilitation procedure took place,
 - (e) the title of the habilitation thesis;
 - (f) the name and surname of the Chair of the Habilitation Commission;
 - (g) the date on which the degree was conferred.
- (9) If the Rector finds that the Habilitation Proceeding has violated the Higher Education Act or the Ordinance, he/she shall not grant the degree to the candidate and shall return the decision together with the documents to the SB of the Faculty concerned for reconsideration.
- (10) The habilitation file with all attachments shall be archived by the Office of the Vice-Dean for Science and Research of the relevant Faculty after the habilitation proceeding has been completed. The department shall keep the originals or certified copies of the documents in a single copy. One copy of the habilitation thesis shall be submitted by the candidate to MBU University Library.

Part two

Inauguration proceeding

Article 6 General provisions

- (1) The criteria for assessing the fulfilment of the conditions for obtaining the scientific-pedagogical degree of professor (hereinafter referred to as "criteria for obtaining the degree of professor") for the fields of habilitation and inauguration proceedings are approved by the MBU Scientific Board upon the proposal of the Faculty SB.
- (2) The inauguration proceeding is initiated by submitting an application for appointment as professor, which the candidate submits together with the annexes in writing to the Chair of the Faculty SB which has been granted the right to carry out the inauguration proceeding in the field of habilitation and inauguration selected by the candidate. In his/her application, the candidate shall indicate the field of habilitation and inauguration in which he/she is applying for the degree of professor. The application shall be submitted through the registry of the Faculty, which shall mark the date of submission on the application (the application shall be submitted in both paper and electronic form).
- (3) The application submitted by the candidate shall include:

(a) Three copies of selected published works for which he or she is applying for the degree of professor.

(b) A professional curriculum vitae, including the applicant's contact address, in accordance with the model annexed to the Decree.

(c) A certified copy of the following documents:

- university diploma on the second degree of higher education (academic degree)
- third degree of higher education diploma – (PhD. or CSc academic degree, or academic-scientific degree Dr. pursuant to previous regulation) if an applicant comes from a foreign country, with the exception of the Czech Republic, a certified official translation of the diploma is being required;
- obtaining the scientific degree of DrSc. (if applicable);
- obtaining an academic degree in a rigorous proceeding (if applicable).

(d) A certified copy of the decree awarding the degree of associate professor to the applicant or the decision on recognition of the professional qualification to perform the function of associate professor pursuant to a special regulation⁵.

Applicants from abroad submit a certified copy of the document on the recognition of the degree of associate professor and the Decision on the recognition of professional qualifications pursuant to Act No. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications and on the amendment and supplementation of certain acts, as amended.

The right to use a foreign degree in the Slovak Republic which has been granted under the national legislation of the State from which the title document originates, in the language of that State, may be obtained under the applicable regulations only on the basis of a decision on the recognition of the educational qualification document for the purposes of exercising a regulated profession in the Slovak Republic pursuant to a special regulation - Section 56 of Act No. 422/2015 Coll. on the recognition of documents of education and on the recognition of professional qualifications and on the amendment and supplementation of certain Acts, as amended by later Acts, if the applicant for recognition has fulfilled the conditions for the exercise of the regulated profession in the Slovak Republic. Such a decision shall be issued by the Ministry of Education, Science, Research and Sport of the Slovak Republic - Centre for Recognition of Educational Documents.

e) Certificate of length of teaching experience from the relevant department of the faculty at which the applicant works.

⁵ § 31 and § 32 of Act No. 422/2015 Coll. on the Recognition of Educational Qualifications and on the Recognition of Professional Qualifications and on Amendments and Additions to Certain Acts, as amended.

(f) The applicant's scientific/artistic and pedagogical characteristics with annexes according to the model form SAPCH (Annex 1).

g) A summary of teaching career at the university and the results achieved in these activities, signed by the head of the department (or the dean of the applicant's faculty if the applicant is not a MBU employee) in the following structure:

- an overview of the profile courses in the study programmes taught by the applicant (name of the profile course, study programme, degree, field of study);
- an overview of the responsibility for the implementation, development and quality assurance of the study programme or part thereof at the university (title of study programme, degree, field of study);
- an overview of the responsibility for the development and quality of the habilitation and inauguration field (name of the habilitation and inauguration field, the field of study to which it is assigned);
- an overview of the other courses of study in the study programme taught by the applicant (title of course, programme of study, degree, field of study);
- an overview of final theses supervised (number of bachelor's, diploma and doctoral theses currently supervised, number of bachelor's, diploma and doctoral theses defended);
- a list of supervised doctoral students, indicating their first name, surname, programme of study, field of study and dissertation topic, and a list of doctoral students who have completed their studies, indicating their first name, surname, programme of study, field of study, dissertation topic and the date of completion of their studies;
- membership of the doctoral study committees (field, faculty);
- membership of dissertation defence committees (field, number, faculty);
- membership of habilitation commissions (field, number, faculty).

h) List of original published scientific, professional and artistic works, textbooks and teaching texts (including ORCID identifier). In case of co-authorship, the percentage of the applicant's share must be clearly indicated. This list shall be extracted from the database of publications and reviews of the University Library of MBU and verified by the responsible staff member, indicating the date on which the extract was compiled. The list shall be drawn up no later than the date of the application for appointment as professor, or with a later date in the event of interruption of the inauguration procedure. A candidate from another higher education institution in the Slovak Republic shall submit a list of publication activity, which shall be an extract from the database of publication activity of the relevant higher education institution or from the central register of publication activity (CRPA), certified by the academic library of the relevant higher education institution. An applicant from an external environment (including applicants from abroad) may be asked by the Chair of the Faculty SB to register his/her activity in the MBU database of publication activity and reviews before submitting the application.

i) A list of demonstrable citations (SCI and non-SCI) and references to scholarly, professional, or artistic works or to artistic creations. This summary shall be made by an extract from the database of publications and reviews of MBU University Library and verified by the responsible staff member of the Library, indicating the date on which the

extract was compiled. The summary shall be drawn up no later than the date of the application for appointment as professor, or with a later date in the case of interruption of the inauguration procedure. A candidate from another higher education institution in the Slovak Republic shall submit a summary of references, which shall be an extract from the database of publications and references of the relevant higher education institution, or from the central register of publications (CRPA), certified by the academic library of the relevant higher education institution. An applicant from an external environment (including applicants from abroad) may be asked by the Chair of the Faculty SB to register references in the MBU Publications and References Database before submitting an application.

j) A summary of completed research tasks and projects with an indication of the duration of the solution and the function held by the applicant in the project (responsible investigator or co-investigator) in the structure:

- projects of international grant agencies (e.g. FP, COST, ERC, JRC, EUROCORE, ESF, NSF, etc.) or other foreign research projects;
- projects of domestic grant agencies (e.g. APVV, VEGA, KEGA);
- other projects involving research or the application of research to practice.

k) List of outputs for practice, patents, copyright certificates, inventions and technical works.

l) A list of other demonstrable references to scientific, professional and artistic activity which cannot be included in the list under (h), (i), (j) and (k). In this list, the applicant shall give an overview of major lectures, lectureships, research and artistic visits at home and abroad, membership of scientific organisations and editorial boards of journals, etc.

m) A quantitative overview of the fulfilment of the criteria for obtaining the degree of professor approved by the MBU Scientific Board.

n) Proposal of three topics for the inaugural lecture.

o) Candidate's consent regarding the processing of his/her personal data for the purposes of the inauguration procedure (Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts, as amended).

p) Other specifics approved by the Faculty SB and the MBU SB pursuant to Article 1(1) of this Directive.

q) The documentation according to points b) to p) with the exception of original documents and titles shall be submitted in paper and electronic form in Slovak or Czech language in accordance with the internal regulations of the faculty, signed by the applicant, indicating the date of signature. It shall be submitted to the Science and Research Office of the faculty concerned in one unbound original and three bound copies, as well as in an electronic version in PDF format.

r) One copy of the most important published works, especially book publications (monographs, textbooks, etc.), which will be made available to the Inaugural Commission, the Faculty SB the University SB until the termination of the inauguration proceeding.

s) A proposal from respected international experts (name, place of work, address) from at least three different countries outside the Slovak Republic, who will be approached by the Rector of MBU with a request for a written opinion on the international recognition of the candidate for the degree of professor in University SB, confirming in the references that the candidate fulfils the requirements for holding the position of professor in an international context.

(4) Upon approval of the topic of the inaugural lecture by the Faculty SB, the candidate shall submit a thesis for the inaugural lecture. A candidate from abroad shall submit theses in Slovak, Czech or English.

Article 7

The commencement of inauguration proceeding

(1) Within thirty days of receipt of the application for appointment as professor, the Chair of the Faculty SB shall:

(a) confirm in writing the receipt of the application, the completeness of the annexes and the commencement of the inauguration procedure; or

(b) invite the candidate in writing to remedy any deficiencies in the application so that it contains the elements referred to in Article 6(3) of the Directive and suspend the inauguration procedure, for a maximum period of one year. If the candidate fails to remedy the deficiencies within the time limit set, the inauguration procedure shall be terminated. If the candidate satisfactorily remedies the deficiencies, the Chair of the SB shall notify him/her in writing that the interruption of the inauguration procedure has been terminated.

(2) If the field of habilitation and inauguration proceedings is a field for which MBU has not been granted accreditation for habilitation and inauguration proceedings or if the candidate, on the basis of the criteria for obtaining the title of professor, demonstrably fails to meet any of the conditions pursuant to Section 76 (5) and (7) of the Higher Education Act, the Chair of the Faculty SB shall return the application with the consent of the Faculty SB, together with the justification and the attached documents, to the candidate within four months, and the inauguration proceedings shall be terminated.

Article 8

Inauguration process at the Faculty

(1) Within six months from the commencement of the inauguration proceeding, the Chair of the Faculty SB, with the consent of the Faculty SB, shall appoint three opponents and a four-member Inauguration Commission of respected domestic experts and at least one

foreign expert in the field of the habilitation and inauguration proceedings, so that no more than one opponent and no more than one member of the Inauguration Commission shall be MBU employees of an employee of the department from which the applicant comes. The Chair of the Faculty SB, with the approval of the Faculty SB, shall determine the topic of the candidate's inaugural lecture. After the meeting of the Faculty SB, which approves the Inaugural Commission, the opponents and the topic of the inaugural lecture, it will invite the candidate to pay the fee by wire transfer to the MBU bank account, IBAN SK75 8180 0000 0070 0009 5590. The fee for the inauguration procedure of a candidate who is not employed by MBU is set by the MBU Directive on the amount of tuition fees and fees associated with the study and award of scientific, pedagogical and artistic-teaching degrees in the relevant academic year. 10 % of the fee is earmarked for the reimbursement of the costs of the MBU Scientific Board.

(2) The Chair of the Inauguration Commission shall hold the position of professor at the time of appointment and shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation and inauguration proceedings. One of the opponents shall be a professor at the time of appointment. The other opponents and other members of the inaugural committee shall hold the degree of professor or associate professor at the time of appointment; in justified cases, the other opponents or other members of the Inaugural Commission may be other internationally respected experts. The opponents and other members of the Inaugural Commission shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation and inauguration proceedings. In justified cases, the opponents and other members of the Inaugural Commission may be active in the field of science, technology or the arts, according to the focus of the candidate's creative activity.

(3) Within three months of their appointment, the Inaugural Commission shall examine the fulfilment of the criteria for the degree of professor by the candidate and shall draw up a joint written report indicating whether or not the candidate fulfils the criteria for the degree of professor. The Commission's report shall take the form of written minutes signed by the members of the Inauguration Commission, which shall indicate the Commission's conclusion as to whether or not the candidate fulfils the criteria and, at the same time, a vote of the members of the commission on the joint opinion, which may be taken by secret ballot at the discretion of the Commission.

(4) The opponent shall, within three months of appointment, prepare reports on the submitted application and submit them in hard copy and electronic form. The Chair of the Faculty SB shall send the opponents' reports to the candidate and the members of the Inauguration commission at least 14 days before the inaugural lecture.

(5) The candidate's inaugural lecture is part of the inaugural proceeding. The inaugural lecture shall be used by the candidate to demonstrate his/her pedagogical competence and to present his/her scientific contribution to the topic of the inaugural lecture. The inaugural lecture is public and takes place in front of the Faculty SB with the participation

of at least three members of the Inaugural committee and at least two opponents. It takes place in an atmosphere of high rigor and ethics of scientific work.

(6) The inaugural lecture may be held if at least two opponents' reports are positive and the report of the Inaugural Commission according to paragraph 3 is positive. Otherwise, the Chair of the SB of the Faculty concerned shall invite the candidate to remedy the deficiencies and shall suspend the inauguration proceeding, for a maximum period of one year.

(7) Within nine months from the start of the inauguration proceeding, the Chair of the SB of the Faculty, after receiving the report of the Inauguration Commission, receiving the reports and in agreement with the Chair of the Inauguration Commission, shall publish the date, time and place of the inaugural lecture no later than 14 days prior to the inauguration in the daily press and on the website of the MBU. The announcement shall include the name, surname and place of work of the candidate and the title of the inaugural lecture. The inaugural lecture shall take place no later than ten months after the start of the inaugural proceeding.

(8) If the inauguration proceeding takes place at another university or faculty other than the one at which the candidate is a teacher, the Chair of the Faculty SB shall invite a representative of the university or faculty at which the candidate is a teacher to attend the inauguration lecture. He/she shall request the rector of the relevant university or the dean of the relevant faculty to send a representative.

(9) At the beginning of the proceedings, the Chair of the Inauguration Commission or a member of the Commission authorised by him or her shall state whether all the requirements necessary for the commencement of the proceedings have been fulfilled.

(10) The inauguration proceeding at this stage shall be conducted by the Chair of the Inauguration Commission. He or she shall acquaint those present with the characteristics of the candidate and shall deliver the report of the Inauguration Commission containing the conclusion as to whether the candidate fulfils the criteria for the degree of professor.

(11) During the proceeding, the candidate shall deliver the inaugural lecture. After this, he/she shall present his/her own scientific and pedagogical contribution to the development of the field of habilitation and inauguration.

(12) The opponents will inform the audience of the content of their reports. In the absence of one of the opponents, the Chair or a member of the Inauguration Commission designated by him/her shall read out his/her report.

(13) In the public debate, the candidate confirms his/her scientific competence, takes a position on the suggestions made by the opponents and answers the questions of the opponents and other participants in the debate.

(14) At the end of the debate, the Inauguration Committee shall evaluate the fulfilment of the conditions pursuant to § 76 par. 5 and 7 of the Higher Education Act, according to the criteria for obtaining the degree of professor and, on the basis of the submitted documents, the opponents' opinions and the professional assessment of the inaugural lecture, it shall evaluate the applicant's pedagogical, scientific or artistic activity in general and, no later than one month after the inaugural lecture, it shall submit a proposal to the Chair of the Faculty SB with a recommendation to approve or not to approve the proposal for the appointment of the applicant as a professor in the field of the habilitation and inauguration proceedings.

(15) The Faculty SB shall negotiate the proposal of the Inauguration Commission pursuant to paragraph 14 no later than six months after its submission by the Inauguration Commission in the presence of the Chair of the Inauguration Commission or a member of the Inauguration Commission authorised by the Chair and shall decide on the approval or disapproval of the proposal for appointment as professor by secret ballot, the approval of the proposal being subject to the consent of an absolute majority of all members of the Faculty SB.

(16) If the Faculty SB approves the proposal for appointment as professor, the Chair of the Faculty SB shall notify the candidate in writing within 30 days of the decision. The written decision, together with documents on the course of the inauguration proceeding, shall be delivered by the Chair of the Faculty SB to the Chair of the MBU Scientific Board within 30 days of the decision.

(17) If the Faculty SB does not approve the proposal for appointment as professor, the Chair of the Faculty SB shall notify the candidate in writing of this decision with reasons within 30 days of the decision and the inauguration proceeding shall be terminated. This decision may not be appealed. The time limit for any resubmission of the application, which may not exceed three years, shall be determined by the Rules of Procedure of the Faculty SB. In this case, the inauguration proceeding will start afresh, subject to the fulfilment of all the conditions required by this Directive.

(18) The relevant MBU Faculty shall publish on the MBU website the date of receipt of the application for appointment as professor, together with the following information⁶ :

(a) data from the professional curriculum vitae of the candidate for appointment as professor, to the extent of:

1. first name, surname, maiden name;
2. academic degrees, scientific and pedagogical degrees, artistic and pedagogical degrees, scientific degrees;
3. year of birth;

⁶ Pursuant to Section 76(10)(a) and (b) of the Higher Education Act

4. details of higher education, further academic development and further education attended;
5. details of employment and teaching career (department/subjects);
6. professional or artistic background;
7. data on publishing activities, including the scope (author sheets) and category of registration (according to Decree No 456/2012 Coll. and Decree No 397/2020 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic)
 - monograph
 - textbook
 - university scripts;
8. reviews of scientific or artistic work;
9. the number of doctoral students for whom the applicant is or has been a supervisor, indicating how many of them have duly completed their studies by the date of the CV;
10. the name of the field of the habilitation and inauguration proceedings in which the procedure is being carried out;
11. the subject of the inaugural lecture

The information referred to in paragraph 18(a), together with a list of the most significant scientific works, professional works or artistic works, textbooks, teaching texts, evidence of artistic works or artistic performances, must be placed on the MBU website within 15 days of receipt of the request.

b) the date from which the inauguration proceeding is suspended and the time limit within which the deficiencies in the application are to be remedied, within 15 days of the suspension of the inauguration proceeding;

c) the name, surname, title and place of work/employer of the opponents and members of the Inauguration Commission, within 15 days of their approval by the relevant Faculty Scientific Board, indicating who of them

1. is an employee of the MBU at which the inauguration proceeding is being conducted;
2. is a foreign expert;
3. holds a professorship at MBU and in which field of the habilitation and inauguration proceedings.

d) the proposal of the Inauguration Commission with a recommendation to approve the proposal for the appointment of the candidate as a professor in the field of the habilitation and inauguration proceedings or not to approve the proposal for the appointment of the candidate as a professor in the relevant field, together with the opposing opinions, within 15 days of its submission to the Chair of the relevant Faculty SB;

e) the decision of the relevant Faculty Scientific Board, including its reasoning, if any, and the time limit for any resubmission of the application pursuant to Section 6(2) of the

Decree⁷, within 15 days of the acknowledgement of receipt of the decision of the relevant Faculty Scientific Board to the candidate; if it is the decision of the Faculty SB, within 15 days of the submission of its decision to the MBU Scientific Board;

f) the attendance sheet from the meeting of the Faculty SB as well as the subsequent meeting of the MBU Scientific Board who discussed the proposal for the appointment of a professor, by the date of publication of the decision of the relevant SB, indicating the composition of the SB in the scope of the name and surname of the member of the SB, his/her academic degrees, scientific-pedagogical degrees, artistic-pedagogical degrees and scientific degrees; if a member of the SB is not a member of the academic community of the University or if a member of the Faculty SB is not a member of the academic community of the University of which the Faculty is a part, the name of the member's employer shall also be indicated;

g) the date and reason for the end of the inauguration proceeding, within 15 days of the end of the inauguration proceeding;

h) other details of the inauguration process.

The above data on each proceeding shall be published by the Faculty concerned on the MBU website separately and in the chronological order in which the decisive facts occurred.

Article 9

Inauguration process at the University level

(1) Within 30 days of the approval of the proposal for appointment as a professor by the Faculty Scientific Board, the Chair of the Faculty SB shall send a request to the Rector of MBU for the proposal to be discussed by the Faculty SB. The request shall be accompanied by:

(a) the inauguration file according to Article 6, paragraph 3 of the Directive;

b) a proposal for the appointment of the candidate as professor (pursuant to Article 5, paragraph 11 of the Decree) signed by the members of the Inauguration Commission, which includes an evaluation of the results of the candidate's teaching, research, publication and other professional activities, a conclusion stating whether the candidate meets the criteria for the title of professor (pursuant to Article 6, paragraph 1 of the Directive) with an explicit justification of how the candidate has influenced the development of the field of the habilitation and inauguration proceedings;

⁷ If, according to the decision of the Scientific Board, the candidate does not meet the conditions for appointment as professor, the Scientific Board shall not approve the proposal and its Chair shall notify the applicant in writing of this decision with reasons within 30 days of the decision of the Scientific Board. The time limit for any resubmission of the application for the title of professor shall be determined by the rules of procedure of the University's Scientific Board. This period may not exceed three years.

c) an extract from the resolutions of the meeting of the Faculty SB approving the members of the Inauguration Commission and the opponents (pursuant to Article 5, paragraph 6 of the Decree);

d) a copy of the report on the publication of the inaugural lecture in the daily press;

(e) the opponents' reports;

f) an extract from the resolutions of the meeting of the Faculty SB of the relevant Faculty on the proposal for appointment as professor (result of the secret ballot) signed by the Dean - Chair of the Faculty SB;

g) the thesis of the inaugural lecture.

(2) Within thirty days of receipt of the application, the Chair of the MBU Scientific Board shall confirm the completeness of the annexes or invite the applicant and the Faculty in writing to remedy any deficiencies (pursuant to Article 6, paragraph 3 of the Directive). They will assess whether the proceeding is in compliance with the Higher Education Act, the Ordinance and this Directive has been followed throughout the inauguration proceeding. If the Rector finds that the Higher Education Act, the Ordinance or the Directive have been infringed during the inauguration proceeding, he/she will return the application together with the documents to the SB of the Faculty concerned for reconsideration.

(3) The MBU Scientific Board shall discuss and consider the proposal of the Faculty SB in accordance with Section 6(6) of the Ordinance no later than six months after its submission in the presence of the Chair of the Inauguration Commission or a member of the Inauguration Commission authorised by him/her. If the inauguration proceeding takes place at another university or faculty other than the one at which the candidate is a teacher, the Chair of the MBU Scientific Board shall invite a representative of the university or faculty at which the candidate is a teacher to discuss the proposal in the Scientific Board. He/she shall ask the relevant Rector of the university or Dean of the faculty to send this representative. When discussing the proposal of the Inauguration Commission, the MBU Scientific Board shall assess whether the proceeding is in compliance with the Higher Education Act, the Decree and this Directive has been followed throughout the procedure. If it finds that the inauguration process was not in accordance with the Higher Education Act, the Ordinance or this Directive, it shall determine the method of eliminating the deficiencies.

(4) At the meeting of the MBU Scientific Board, its Chair or a person authorised by him/her shall state whether all the requirements for the continuation of the inauguration proceeding have been fulfilled and the Chair of the Faculty SB or a member of the Faculty SB authorised by him/her shall present the proposal of the

Faculty SB, in which he/she shall present the candidate and his/her scientific and pedagogical contribution to the development of the field. The candidate will then give a twenty-minute lecture focusing on the presentation of his/her research, after which a scientific debate will take place. After the debate, a closed discussion of the proposal will take place without the participation of the candidate.

(5) The MBU Scientific Board decides on the approval or disapproval of a proposal for appointment as a professor by secret ballot in accordance with the MBU Statutes and the Rules of Procedure of the MBU Scientific Board. Approval of the proposal shall require the consent of an absolute majority of all members of the MBU Scientific Board.

(6) The Chair of the MBU Scientific Board shall immediately notify the applicant of the outcome of the decision of the MBU Scientific Board to approve or disapprove the proposal for appointment as professor, and within 30 days of the deliberation of the MBU Scientific Board shall notify the applicant in writing of the outcome with the reasons for the decision.

(7) If the MBU Scientific Board approves the proposal for appointment as a professor, the Rector shall submit the proposal for appointment as a professor together with the documents on the previous course of the inauguration proceeding, except for the documents pursuant to Section 5(2)(f) of the Decree and the extract from the resolutions from the MBU Scientific Board meeting on the result of the secret ballot, to the Minister of Education, Science, Research and Sport of the Slovak Republic within 30 days of the approval by the MBU Scientific Board.

(8) If the MBU Scientific Board does not approve the proposal, the inauguration proceeding shall be terminated. This decision cannot be appealed against. The time limit for the possible resubmission of the application, not longer than three years, is determined by the Rules of Procedure of the Faculty SB which submitted the proposal. In this case, the inauguration proceeding will start afresh, subject to the fulfilment of all the conditions required by this Directive.

(9) The inauguration file with all annexes and correspondence shall be archived at the Faculty level by the Department for Science and Research of the Faculty concerned (one original and one electronic version in PDF format) and at the University level by the Office of the Vice-Rector for Science and Research (one original and one electronic version in PDF format) after the termination of the inauguration proceeding.

Article 10

Final provisions

(1) This Directive cancels Directive No 1/2013 on the procedure for obtaining the scientific-pedagogical and artistic-pedagogical degrees of associate professor and professor at the University of Matej Bel in Banská Bystrica and Supplement No 2 to Directive No 1/2013 on the proceeding for obtaining the scientific-pedagogical and artistic-pedagogical degrees of associate professor and professor at the University of Matej Bel in Banská Bystrica.

(2) This Directive shall enter into force on the date of its signing by the Rector of MBU in Banská Bystrica as of 1 February 2022.

doc. Ing. Vladimír Hiadlovský, PhD.
Rector

Annexes:

Annex 1: Scientific/artistic/pedagogical characteristics

Annex 2: Instructions for bibliographic registration of publication activities

Annex 3: Professional CV form

Scientific/artistic-pedagogical characteristics

1. Basic data

1.1. Surname
1.2. Name
1.3. Degrees
1.4. Year of birth
1.5. Name of the workplace
1.6. Address of the workplace
1.7. Position
1.8. Email address
1.9. Hyperlink to a person's entry in the Register of university staff
1.10 Name of the field of study in which a person works at the university
1.11 ORCID iD

2.Higher education and further qualification

	Name of the university or institution	Year	Study field and programme
2.1 First degree of higher education			
2.2 Second degree of higher education			
2.3 Third degree of higher education			
2.4 Associate professor			
2.5 Professor			
2.6 Doctor of Science (DrSc.)			

3 Current and previous employment

Occupation – position	Institution	Duration

4 The development of pedagogical, professional, language, digital and other skills

Description of activity, name of the course (if applicable), others	Name of the institution	Year

5 An overview activities within the teaching career at the university

5.1 Overview of the profile courses taught in the current academic year according to study programmes			
Name of the profile course	Study programme	Degree	Field of study

5.2 Overview of the responsibility for the delivery, development and quality assurance of the study programme or its part at the university in the current academic year		
Name of the study programme	Degree	Field of study

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5.3 Overview of the responsibility for the development and quality of the field of habilitation proceeding and inaugural proceeding in the current academic year	
Name of the filed of habilitation proceeding and inaugural proceeding	Study field to which i tis assigned

5.4 Overview of supervised final theses			
	Bachelor's (first degree)	Diploma (second degree)	Dissertation (third degree)
Number of currently supervised theses			
Number of defended theses			

5.5 Overview of other courses taught in the current academic year according to study programmes			
Name of the course	Study programme	Degree	Field of study

6 Overview of the research/artistic/other outputs

6.1 Overview of the research/artistic/other outputs and the corresponding citations		
	Overall	Over the last six years

Number of the research/artistic/other outputs		
Number of the research/artistic/other outputs registered in the Web of Science of Scopus databases		
Number of citations corresponding to the research/artistic/other outputs		
Number of citations registered in the Web of Science or Scopus databases		
Number of invited lectures at the international, national level		

6.2 The most significant research/artistic/other outputs	
1.	
2.	
3.	
4.	
5.	

6.3 The most significant research/artistic/other outputs over the last six years	
1.	
2.	
3.	
4.	
5.	

6.4 The most significant citations corresponding to the research/artistic/other outputs	
1.	
2.	
3.	
4.	
5.	

6.5 Participation in conducting (leading) the most important research projects or art projects over the last six years

1.	
2.	
3.	
4.	
5.	

7 Overview of organisational experience related to higher education and research/artistic/other activities

Activity, position	Name of the institution, board	Duration

8 Overview of international mobilities and visits oriented on education and research/artistic/other activities in the given field of study

Názov inštitúcie	Sídlo inštitúcie	Obdobie trvania pôsobenia/pobytu (uviesť dátum odkedy dokedy trval pobyt)	Mobilitná schéma, pracovný kontrakt, iné (popísať)

9 Other relevant facts

9.1 If relevant, other activities related to higher education or research/artistic/other activities are mentioned

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9.2 Number of PhD students		
Overall number of PhD students		
	Number	Name and surname of a PhD student
PhD students after graduation		
PhD students after dissertation examination		
Undergraduate PhD students		

9.3 Membership in national and international non-governmental bodies and organisations, editorial boards

In..... dated

**Instructions
for bibliographic registration of publications and reviews for external candidates for a
scientific-pedagogical degree at MBU**

1. Candidates for a scientific-pedagogical degree at MBU from the external environment (including candidates from abroad), whose publication activities and reviews are not processed in the local databases of academic libraries, or in the Central Register of Publication Activities, may be asked by the Chair of the Faculty SB to register their publication activities and reviews in the database of publication activities and reviews of the University Library of MBU (hereinafter referred to as "MBU University Library") prior to submitting an application for the award of the degree of associate professor or an application for the appointment to the rank of full professor.
2. MBU University Library proceeds with the bibliographic registration and categorisation of publishing activities and reviews in accordance with the provisions of Decree No. 397/2020 of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the Central Register of Publication Activity and the Central Register of Artistic Activity (hereinafter referred to as the "Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic").
3. If the applicant is requested by the Chair of the SB to register his/her publication activity and reviews in the database of publication activity and reviews of the MBU University Library, he/she is obliged to submit to the MBU the documents for registration of publication activity and reviews in accordance with § 3 - 6 and the relevant annexes of the Decree of the Ministry of Education and Science of the Slovak Republic.
4. The candidate shall submit for registration of his/her publication activity in sufficient time in advance the supporting documents for those publications which are listed in the mandatory Minimum Criteria for Habilitation Proceedings and Proceedings for Appointment of Professors at MBU approved by the MBU Scientific Council for individual disciplines of the habilitation and inauguration proceedings.
5. When the documents are handed over, MBU and the candidate shall draw up an acceptance protocol.
6. MBU University Library agrees on the classification of individual publications and reviews into categories according to the Annexes 1 and 2 of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic and shall process them into the database of publications.
7. After processing of the documents, MBU University Library will prepare an output from the database of publications and reviews for the applicant. The correctness of the records in the output shall be confirmed by MBU University Library with a stamp and signature of the head of the department.
8. In the event that the applicant fails to submit complete documentation, MBU University Library is not responsible for incomplete processing of publications and reviews.

9.Registration of publication activity and reviews and production of output from the database of publication activity for external candidates for scientific and pedagogical degrees is charged in accordance with the Price List of Fees and Services of the MBU University Library (Annex 2 of the Library Regulations of the MBU University Library).

10.The procedure for bibliographic registration of publication activities and reviews for external candidates for a scientific-pedagogical degree at MBU is further regulated by the Methodological Instruction of MBU University Library and the Directive of MBU on bibliographic registration and categorisation of publication activities and reviews.

Annex 3 to the Directive of MBU No 1/2022

Name and surname, birth registration number, degree	
Date and place of birth	
Higher education and further academic growth	
Further education	
Previous and current employments	
Teaching career (workplace / subjects)	
Professional or artistic orientation	
Publication activities including their extent (author sheets) and categories of registration (pursuant to the Decree of MESRS SR No 456/2012 Coll. and the Decree MESRS SR No 397/2020 Coll.) 1. monograph 2. textbook 3. university scripts	
Citations of scientific/artistic work	
Number of PhD. students: supervised after the completion of PhD. studies (non applicable for habilitation proceeding)	
Contact address	