



UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL REGULATION
UNIVERSITY OF ECONOMICS IN BRATISLAVA

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Criteria for obtaining the title of Associate Professor and Criteria for obtaining the title of Professor at the University of Economics in Bratislava

The University of Economics in Bratislava (hereinafter referred to as the "UE in Bratislava"), after approval by the Scientific Council of the UE in Bratislava (hereinafter referred to as the "SC of the UE in Bratislava"), issues in the meaning of § 15 (1) (1) letter.

131/2002 Colleges Act and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), as well as the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as the "Decree"), the internal regulation "Criteria for obtaining the title of associate professor and criteria for obtaining the title of professor at the UE in Bratislava" (hereinafter also referred to as the "criteria").

Article 1 General provisions

- [1] The scientific and pedagogical titles of Associate Professor or Professor are awarded only in the fields of habilitation and inauguration proceedings for which the UE in Bratislava has a valid accreditation pursuant to Section 76(1) of the Higher Education Act.
- [2] The basic condition for obtaining the scientific-pedagogical title of associate professor is:
- a) a third-level university degree,
 - b) elaboration of the habilitation thesis and successful completion of the habilitation procedure.
- [3] The Rector of the UE in Bratislava shall award the scientific-pedagogical title of Associate Professor in the field of habilitation and inauguration proceedings to a candidate who fulfils the following conditions (according to § 76 (6) of the Higher Education Act):
- a) scientifically and pedagogically active in the relevant field of habilitation and inauguration proceedings at the university,
 - b) with his/her scientific works he/she has created a coherent scientific work in the relevant field of habilitation and inauguration proceedings,
 - c) is a recognised scientist in the relevant field of habilitation and inauguration proceedings in professional circles.
- [4] Basic condition at to obtain scientific-pedagogical degree Professor is the previous acquisition of the title of associate professor and successful completion of the inauguration procedure.
- [5] The proposal for the award of the scientific and pedagogical title of professor shall be approved by the UE Board of Governors to the candidate who meets the following conditions (according to Section 76(7) of the Higher Education Act):
- a) scientifically and pedagogically active in the relevant field of habilitation and inauguration proceedings at the university,
 - b) has influenced the development of the relevant field of habilitation and inauguration proceedings by establishing a scientific school or a generally recognised group that

builds on his or her published scientific works, discoveries, inventions,

c) is a recognised scientific personality in his/her field of habilitation and inauguration and his/her scientific work has achieved international recognition.

[6] The fulfilment of the conditions under paragraphs 3 and 5 is assessed by the UE in Bratislava SC or the Scientific Board of the relevant faculty on the basis of the assessment of the fulfilment of the criteria for obtaining the title of associate professor and the criteria

for obtaining the title of professor approved pursuant to Section 12(1)(d) of the Higher Education Act.

- [7] The UE in Bratislava may require from a candidate for the scientific-pedagogical title of associate professor or professor a fee to cover the costs associated with the habilitation or inauguration procedure. The amount of the fee shall be determined by the internal directive of the UE in Bratislava on the determination of the amount of the fee for the payment of the costs associated with the habilitation and inauguration procedure. This does not apply to an applicant who is employed at the UE in Bratislava on a fixed-week contract.

Article 2

Experience and results in the performance of tasks in the field of higher education of the candidate for the degree of associate professor or professor

- [1] A candidate for the scientific-pedagogical title of associate professor or professor must demonstrate teaching experience at the UE in Bratislava, or at another higher education institution in the relevant field of habilitation and inauguration proceedings within the meaning of the Higher Education Act and the valid standards of the Slovak Accreditation Agency for Higher Education (hereinafter also referred to as "SAAWS").
- [2] The content of the pedagogical activity of the candidate for the scientific-pedagogical title of associate professor includes, in particular, the conduct of lectures on selected chapters of the subject, the conduct of seminars and exercises, or the corresponding forms of teaching, the evaluation of students, the conduct and review of final theses, the creation of study materials, the provision of consultations for students, the provision of excursions and professional practice of students, etc.
- [3] The minimum condition for obtaining the scientific-pedagogical title of associate professor is the performance of teaching activities for a period of at least four years after obtaining a university degree of the third degree of study in the relevant field of habilitation and inauguration proceedings.
- [4] The content of the pedagogical activity of a candidate for the scientific-pedagogical title of professor includes in particular the conduct of lectures and seminars, evaluation of students, including examinations at state examinations, supervision of doctoral students, conducting and opposing theses, and the creation of study materials.
- [5] The minimum condition for the pedagogical activity of a candidate for the scientific and pedagogical title of professor is the performance of pedagogical activity for a period of at least four years after obtaining the title of associate professor in the relevant field of the habilitation and inauguration procedure. Only the period during which the applicant has been employed by the university, working at least half of the established weekly working time (including abroad), shall be taken into account in the performance of teaching activities.
- [6] The minimum condition for a candidate to obtain the scientific-pedagogical title of professor is also the supervision of 2 doctoral students who have obtained the degree of

PhD, CSc., or Dr. in the study programme of the 3rd degree of study.

Article 3

Experience and results in the field of creative and other academic activities of the candidate for the degree of associate professor or professor

- [1] A candidate for the scientific-pedagogical title of associate professor or professor must demonstrate the experience and results of his/her creative and other academic activities at the UE in Bratislava or another higher education institution within the meaning of the Higher Education Act and the applicable SAAVŠ standards in the given accredited field of habilitation and inauguration proceedings.
- [2] In the field of science, the duties of a candidate for the title of associate professor include participation in the research and development activities of the department and publication of its results in scientific and professional publications, as well as their presentation at scientific and professional events and cooperation in the organization of scientific events, as well as the management of a research team.
- [3] In the field of science, the duties of a candidate for the degree of professor include research and development activities, publishing the results in scientific and professional publications and at scientific and professional events of international importance, leading research teams and organising scientific events.
- [4] The minimum conditions or criteria for experience and results in the field of creative and academic activities for candidates for the scientific-educational title of associate professor and professor are set out in Annex 5 of this Internal Regulation.
- [5] The practice and results in the field of creative activities of each candidate for the scientific and pedagogical title of associate professor or professor are evaluated primarily on the basis of publication outputs, which must be registered in the academic library in the case of habilitation and inauguration procedures in accordance with the internal directive on the registration of publication activities.
- [6] Within the publication activity of the candidate for the scientific-pedagogical title of associate professor or professor, a list of original published scientific works, professional works and artistic works, textbooks, teaching texts and other publication outputs is submitted, including responses to these outputs according to Decree No.397/2020 of the Ministry of Education and Science of the Slovak Republic on the central register of publication activity and on the central register of artistic activity. The list must be signed by the Director of the Slovak Economic Library of the UE in Bratislava or the Director of the relevant academic library.
- [7] In addition to a list of publications, it is also necessary for the applicant for the title of associate professor or professor to submit a list of research and educational grants in which he/she has been the responsible investigator or co-investigator.
- [8] In the field of other academic activities, each candidate for the scientific and pedagogical title of associate professor or professor shall prove, among other things, his/her contribution to the internationalisation of research and education at the UE in Bratislava through foreign mobility, or teaching in foreign languages, as well as his/her contribution to the academic self-government of the University or the Faculty and to the visibility of the UE in Bratislava in society.

- [9] The practice and performance in other academic activities of each candidate for the academic title of associate professor or professor shall be evaluated primarily on the basis of the evidence provided. Depending on the nature of the criterion to be assessed, this may include

entries in the travel register, information published on websites, etc.

Article 4

Appointment, guidance and terms of reference of the Habilitation Committee and opponents of the habilitation thesis within the habilitation procedure

- [1] Within six months from the beginning of the habilitation procedure, which starts with the submission of the candidate's application, the Chairperson of the Habilitation Board of the UE in Bratislava or the Scientific Board of the relevant faculty at which the habilitation procedure is being carried out shall appoint, with the consent of the relevant Scientific Board, three opponents of the habilitation thesis and a three-member habilitation committee of experts in the field, so that no more than one opponent and no more than one member of the habilitation committee shall be an employee of the UE in Bratislava.
- [2] The Chair of the Habilitation Committee shall hold the post of Professor at the time of appointment and shall be scientifically active at the time of appointment in the relevant field of the habilitation and inauguration procedure. One of the referees shall hold the post of professor at the time of appointment. The other referees and other members of the habilitation committee shall hold the post of professor or associate professor at the time of appointment; in justified cases, the other referees or other members of the habilitation committee may be other eminent experts with a minimum of 5 years' experience at middle management level. The referees and other members of the Habilitation Committee shall be scientifically active at the time of appointment in the relevant field of the habilitation and promotion procedure. In justified cases, the opponents and other members of the habilitation committee may be active in the field of science according to the focus of the candidate's creative activity.
- [3] The opponents of the habilitation thesis shall prepare written opinions within three months of their appointment. 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.
- [4] During the defence of the habilitation thesis, the candidate demonstrates professional mastery of the subject matter of the habilitation thesis, responds to the comments of the opponents and demonstrates a general overview of the field. The defence of the habilitation thesis shall be public and shall take place in the presence of at least five representatives of the relevant scientific council, in the presence of at least two opponents and before the habilitation committee.
- [5] The guidelines for the presentation of the candidate for the scientific-pedagogical title of Associate Professor in the habilitation procedure at the UE in Bratislava are contained in Annex 2 of this Internal Regulation.
- [6] The Habilitation Committee shall evaluate the fulfilment of the conditions according to § 76 par. 1, 3, 5, 6 and 7 of the Higher Education Act, the criteria for obtaining the title of associate professor and on the basis of the submitted documents and the opposing

opinions, an overall assessment of the applicant's pedagogical and scientific activity and, no later than one month after the habilitation lecture and the defence of the habilitation thesis, submits a proposal to the chair of the relevant scientific board with a recommendation whether or not to confer the title of associate professor in the field of study on the applicant.

- [7] The Rector of the UE in Bratislava awards the title of Associate Professor on the basis of a decision of the relevant scientific council. If the proposal for the award of the relevant degree is decided by the scientific board of the relevant faculty and the Rector of the UE in Bratislava has reasonable doubts that the scientific board of the relevant faculty in a particular case has not complied with the criteria of the UE in Bratislava for the evaluation of the fulfilment of the conditions for the award of the scientific-pedagogical title of associate professor or that procedural errors have been committed in the course of the habilitation procedure, the Rector of the UE in Bratislava may refer the proposal back to the scientific board of the relevant faculty for a new procedure, stating the reasons which have led to such a course of action.

Article 5

Appointment, guidance and terms of reference of the inauguration committee and the opponents in the inauguration procedure

- [1] Within six months from the beginning of the inauguration procedure for a professor, which starts with the submission of the candidate's application, the President of the CE of the UE in Bratislava or the Scientific Council of the relevant faculty where the inauguration procedure is being conducted shall appoint, with the consent of the relevant Scientific Council, three opponents and a four-member inauguration commission composed of eminent domestic experts and at least one foreign expert, so that no more than one opponent and no more than one member of the inauguration commission are employees of the UE in Bratislava.
- [2] The chair of the inauguration committee shall hold the position of professor at the time of appointment and shall be scientifically active at the time of appointment in the relevant field of the habilitation and inauguration procedure. One of the referees shall hold the post of professor at the time of appointment. The other referees and other members of the inaugural committee shall hold the post of professor or associate professor at the time of appointment; in justified cases, the other referees or other members of the inaugural committee may be other internationally eminent experts. The referees and other members of the inaugural committee shall be scientifically active at the time of appointment in the relevant field of the habilitation and inauguration procedure. In justified cases, the opponents and other members of the inaugural committee may be active in the field of science according to the focus of the candidate's creative activity.
- [3] Within three months of their appointment, the referees shall draw up written opinions on the application submitted.
- [4] The inauguration procedure also includes the candidate's inaugural lecture. By the inaugural lecture, the candidate demonstrates in particular his/her pedagogical competence, presents his/her overall scientific and pedagogical contribution in the field and the contribution of his/her students to the development of the field and expresses his/her view on the current state of the field and its perspectives. The inaugural lecture shall be public and shall take place before the appropriate scientific council, with the participation of at least three members of the inaugural committee and at least two opponents.

- [5] Guidelines for the presentation of a candidate for the scientific-pedagogical title of professor during the inauguration procedure at the UE in Bratislava are contained in Annex 4 of this Internal Regulation.
- [6] The Inauguration Committee shall evaluate the fulfilment of the conditions according to Section 76(5) and (7) of the Higher Education Act, the criteria for obtaining the title of professor and, on the basis of the documents submitted, the referees' opinions and the professional assessment of the inaugural presentation

lectures shall evaluate the applicant's overall pedagogical and scientific activity and, no later than one month after the inaugural lecture, submit a proposal to the chair of the relevant scientific council with a recommendation to approve or disapprove the proposal for the appointment of the applicant as a professor in the field of study.

Article 6

Habilitation approval process

- [1] The professional assessment of the habilitation lecture and the result of the defence of the habilitation thesis is one of the bases for the overall evaluation of the candidate by the habilitation committee.
- [2] The relevant scientific council, at which the habilitation procedure is carried out, shall discuss the proposal of the habilitation committee no later than six months after its submission by the habilitation committee in the presence of the chair of the habilitation committee or a member of the habilitation committee designated by him/her. It shall assess whether the candidate fulfils the conditions for the award of the title of associate professor and shall decide whether or not to approve the proposal for the award of the title of associate professor.
- [3] When discussing the proposal of the Habilitation Committee, the relevant Scientific Council shall also assess whether the procedure laid down by the Higher Education Act and the Ordinance has been followed throughout the procedure. If it finds that the conduct of the habilitation procedure was not in accordance with the Higher Education Act or the Ordinance, it shall determine how to remedy the deficiencies.
- [4] The relevant Scientific Board shall decide whether or not to award the title of Associate Professor by secret ballot. The decision shall require the approval of a supermajority of all the members of the relevant Scientific Council.
- [5] The decision of the relevant Scientific Board on the award or non-award of the title of Associate Professor, together with documents on the previous course of the habilitation procedure, shall be delivered by the Chairman of the relevant Scientific Board to the Rector of the UE in Bratislava within 30 days of the decision of the relevant Scientific Board.
- [6] If, according to the decision of the relevant scientific board, the applicant does not meet the conditions, the relevant scientific board shall not grant the title of associate professor and its chairperson shall notify the applicant 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 relevant Scientific Council. This period may not exceed three years.
- [7] The Rector of the UE in Bratislava shall award the candidate the title of Associate Professor within two months of receiving the decision of the relevant Scientific Board. The proof of the award of the title of Associate Professor is a decree. The signing of the decree by the Rector shall be the end of the habilitation procedure.
- [8] If the candidate for the title of associate professor is teaching at another university, the chair of the relevant scientific council shall invite a representative of the university or

faculty at which the candidate is teaching to discuss the proposal in the scientific council. He/she shall request the rector of the relevant university or the dean of the relevant faculty to send this representative.

Article 7

Approval process for the inaugural procedure

- [1] The relevant Scientific Council, at which the inaugural procedure is held, shall discuss the proposal of the inaugural committee no later than six months after its submission by the inaugural committee in the presence of the chair of the inaugural committee or a member of the inaugural committee designated by the chair of the inaugural committee. It shall assess whether the candidate fulfils the conditions for appointment as professor and shall decide whether or not to approve the proposal for appointment as professor.
- [2] If, according to the decision of the relevant Scientific Board, the applicant does not meet the conditions for appointment as professor, the relevant Scientific Board shall not approve the proposal and its chairperson shall notify the applicant 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 professor shall be determined by the rules of procedure of the relevant Scientific Council. This period may not exceed three years.
- [3] When discussing the proposal of the inauguration committee, the relevant scientific council shall also assess whether the procedure laid down in the Higher Education Act and the Decree has been followed throughout the procedure. If it finds that the conduct of the inauguration procedure was not in accordance with the Higher Education Act or the Ordinance, it shall determine how to remedy the deficiencies.
- [4] The relevant Scientific Council shall decide whether or not to approve the proposal for appointment as professor by secret ballot. The approval of the proposal shall require the consent of a supermajority of all the members of the relevant Scientific Council.
- [5] If the inauguration procedure took place at the faculty, the chair of the scientific council of the relevant faculty shall submit the proposal for appointment as professor, which has been approved by the scientific council of the relevant faculty, to the President of the CEU in Bratislava within 30 days of the deliberation of the scientific council of the relevant faculty.
- [6] If the inauguration procedure took place at a faculty, the CEU in Bratislava shall discuss the proposal of the Scientific Council of the relevant faculty no later than within six months of its submission by the Scientific Council of the relevant faculty in the presence of the chair of the inauguration committee or a member of the inauguration committee authorised by the chair.
- [7] If the inauguration procedure took place at the faculty, the CEU Board of Governors shall assess whether the candidate meets the conditions for appointment as a professor and shall decide on the approval or disapproval of the proposal for his/her appointment as a professor.
- [8] If the proposal is discussed by the Scientific Board of the relevant faculty before the discussion in the EU CoR and the Rector of the EU in Bratislava has reasonable doubts that the Scientific Board of the relevant faculty in a particular case has not complied with the criteria of the EU in Bratislava for the evaluation of the fulfilment of the conditions for the award of the academic title of professor or that there have been procedural errors in the course of the inauguration procedure, the Rector of the EU in Bratislava may, prior to the discussion in the EU CoR, refer the proposal back to the

Scientific Board of the relevant faculty for a new procedure, stating the reasons which have led to such a course of action.

- [9] The CEU in Bratislava decides on the approval or disapproval of a proposal for appointment as a professor, submitted by the chairman of the scientific council of the relevant faculty, by secret ballot. The approval of the proposal shall require the consent of a supermajority of all members of the CoR of the UE in Bratislava.

- [10] If the EU Bratislava CoR approves the proposal for appointment as a professor in the inauguration procedure carried out at the EU Bratislava or at the relevant faculty, the Rector of the EU Bratislava shall submit the proposal together with the documents on the previous course of the inauguration procedure to the Minister of Education, Science, Research and Sport of the Slovak Republic within 30 days of its approval by the EU Bratislava CoR.
- [11] If a candidate for the title of professor is teaching at another university or faculty, the chair of the relevant scientific council shall invite a representative of the university or faculty at which the candidate is teaching to discuss the proposal in the scientific council. He/she shall request the rector of the relevant university or the dean of the relevant faculty to send a representative.

Article 8

Identification, guidance and responsibilities of the persons responsible for the development and quality assurance of the Habilitation and Induction Department

- [1] Persons responsible for the development and quality assurance of the respective field of habilitation and inauguration proceedings are appointed in accordance with the applicable Rules for the Internal Quality Assurance System for Higher Education at the UE in Bratislava and collectively form the Programme Board for Habilitation and Inauguration Proceedings.
- [2] Before submitting an application for the habilitation or inauguration procedure, the candidate for the scientific-pedagogical title of associate professor or the scientific-pedagogical title of professor shall submit an application for examination of the relevance of the results of his/her teaching and creative activity to the field of the habilitation and inauguration procedure to the relevant Programme Board for Habilitation and Inauguration Procedure.
- [3] The meeting of the relevant Programme Board for Habilitation and Inauguration Proceedings for the purpose of reviewing the relevance of the results of the candidate's pedagogical and creative activities to the field of the habilitation and inauguration proceedings is convened by the Vice-Dean for Science and Doctoral Studies of the relevant faculty or the Vice-Rector for Science and Doctoral Studies of the UE in Bratislava, if the habilitation or inauguration proceedings are held in joint fields of habilitation and inauguration proceedings of several faculties or at the UE in Bratislava.
- [4] The Programme Board for Habilitation and Inauguration Proceedings shall discuss the relevance of the results of the applicant's pedagogical and creative activity to the field of the habilitation and inauguration proceedings at a closed meeting and shall draw up a record of this meeting, which shall form part of the applicant's application for the degree of Associate Professor or the degree of Professor.
- [5] The relevant Habilitation and Induction Programme Board also comments on the proposals of the members of the Habilitation Committee or the Induction Committee, as well as on the proposals of the opponents of the habilitation thesis and the opponents in the inauguration procedure, assessing the affiliation of these persons to the field of

the habilitation and the inauguration procedure. It does so before submitting the proposal for approval to the CEU Board of Governors or to the Scientific Council of the relevant faculty.

Article 9

Determination of the contents of the habilitation and inauguration file at the UE in Bratislava

- [1] The specified content of the habilitation file submitted to the UE in Bratislava is given in Annex 1 of this Internal Regulation.
- [2] The specified content of the inauguration file submitted to the UE in Bratislava is set out in Annex 3 of this Internal Regulation.

Article 10

Transitional and final provisions

- [1] This internal regulation was discussed and approved by the CoR of the UE in Bratislava on 26 September 2022.
- [2] This Internal Regulation shall enter into force and effect on the date of its approval by the CoR of the UE in Bratislava, with the exception of criterion No. 7 of Annex No. 5 "Contribution to the internationalization of education and scientific activity (total)". Criterion No 7 of Annex 5 shall enter into force and effect on 6 December 2024.
- [3] On the effective date of this internal regulation, the internal directive No.4/2014 as amended by Appendix No.1 approved at the meeting of the Scientific Council of the EU in Bratislava on 2.12.2019, Appendix No.2 approved at the meeting of the Scientific Council of the EU in Bratislava on 30.11.2020, Appendix No.3 approved at the meeting of the Scientific Council of the EU in Bratislava on 6.12.2021 and Appendix No.4 approved at the meeting of the Scientific Council of the EU in Bratislava on 7.2.2022 shall be cancelled.
- [4] Habilitation and inauguration procedures that were started and not completed before the date of entry into force of this Internal Regulation shall be completed in accordance with Internal Directive No 4/2014, as amended by Appendices Nos 1, 2, 3 and 4.

Bratislava, 26 September 2022

prof. Ing. Ferdinand Daňo, PhD.

rector of the UE in Bratislava

Determination of the contents of the habilitation file

The content of the habilitation dossier consists of the following documentation:

- [1] **The application of the candidate** for the scientific-pedagogical title of associate professor submitted in writing to the chair of the scientific board of the faculty concerned, indicating the field of the habilitation and inauguration procedure in which the candidate is applying for the title of associate professor (according to § 1 (1) of Decree No. 246/2019 Coll. on the procedure for obtaining the scientific-pedagogical titles or the artistic-pedagogical titles of associate professor and professor (hereinafter also referred to as "the Decree"). The date of receipt by the relevant faculty must be indicated on the application.
- [2] **A professional CV** as set out in the Annex to the Order, signed by the applicant. The CV must include the applicant's contact address.
- [3] **A certified copy of a second-level university degree.**
- [4] **A certified copy of a third-level university degree.**
- [5] **Evaluation and overview of teaching activity at the university and overview of the results achieved in this activity** (since obtaining higher education level 3) signed by the head of the department and the vice-dean (or other staff member) responsible for the area of education at the relevant faculty in the structure:
 - a) the educational activities (lectures, seminars, exercises) in which the applicant has been engaged during his/her teaching practice, including student assessment,
 - b) Introduction new subjects, preparation of new study programmes, their sponsoring, preparation of new textbooks and teaching aids,
 - c) conducting and opposing final theses,
 - d) Chairmanship and membership of state examination boards.
- [6] **A list of lectures and lecture stays at home and abroad** prepared and signed by the head of the department and verified and signed by the vice-dean responsible for the field of education at the faculty concerned, indicating the date on which they took place and the institution at which the lecture or lecture stay took place, broken down:
 - a) lectures and lecture stays in the Slovak Republic,
 - b) lectures and lecture stays abroad.

[7] **Evaluation and overview of research and educational projects** signed by the head of the department and the vice-dean for science and doctoral studies of the relevant faculty in the structure:

- the name and code of the project,
- Project number,
- grant scheme,
- solution time,
- position of the applicant in the research team (responsible researcher/co-researcher),
- the institution at which the project was carried out,
- the focus of the project

(research/education). Projects are broken down into:

- a) projects of international grant agencies,
- b) projects of domestic grant agencies and domestic sponsors.

[8] **List of original published scientific works, professional works, textbooks, teaching texts and other publication outputs**, as well as a list of demonstrable citations and references to scientific works, professional works according to the Decree No.397/2020 of the Ministry of Education and Science of the Slovak Republic on the central register of the record of publication activity and the central register of the record of artistic activity, signed by the director of the SEC, respectively the director of the relevant academic library.

[9] **The table of criteria for obtaining the title of Associate Professor at the UE in Bratislava**, which is contained in Annex 5 of this Internal Regulation. The table of criteria must be signed by the Vice-Dean for Science and Doctoral Studies of the faculty concerned.

[10] **The text of the habilitation lecture** (in A5 brochure), published by Ekonóm with its own ISBN, as well as in electronic form in PDF format. The number of printed habilitation lectures is determined by the faculty at which the habilitation procedure takes place; the text of the habilitation lecture is submitted to the Department for Science and Doctoral Studies of the UE in Bratislava in triplicate as well as in electronic form in PDF format.

[11] **Habilitation thesis**, which can be submitted as:

- monograph,
- monothematic work that brings new scientific knowledge,
- a collection of published scientific papers accompanied by a commentary.

The candidate submits the habilitation thesis to the relevant faculty in six copies (4

copies remain at the faculty, of which each opponent receives 1 copy, 1 copy is part of the candidate's file, 2 copies are submitted to the Department for

Science and Doctoral Studies of the UE in Bratislava, of which 1 copy is given to the SEC and 1 copy is part of the applicant's file).

- [12] The habilitation thesis is uploaded to the academic information system AIS2 for the purpose of checking the originality of the thesis. **The following documents generated from the AIS2 system must be attached to the habilitation thesis:**
- analysis sheet of the habilitation thesis,
 - a licence agreement for the use of the habilitation thesis for the purposes of central access to the thesis,
 - a licence agreement on the use of the habilitation thesis for the purpose of making the thesis available via the EU Bratislava website,
 - originality check report,
 - an affidavit stating that the thesis has been published in a periodical or non-periodical publication (in the case of a monograph or a set of published scientific works accompanied by a commentary),
 - or a statement of the provision of the school work without the possibility of disclosure.
- [13] **The record of the meeting of the relevant Programme Board for the Habilitation and Inauguration Proceedings**, indicating the conclusions as to whether the results of the applicant's teaching and creative activity, as well as the composition of the members of the Habilitation Committee and the opponents of the habilitation thesis, are in the field of the habilitation and inauguration proceedings in which the applicant is submitting the application for habilitation.
- [14] **Extract from the record of the scientific board of the faculty concerned on the approval of the members of the habilitation committee and the opponents**, indicating their workplace.
- [15] **The referee's reports** together with licence agreements for the use of the report for the final habilitation thesis (generated from the AIS2 system).
- [16] **A copy of the report in the daily press announcing the habilitation lecture and the defence of the habilitation thesis, as well as printed information about the habilitation lecture and the defence of the habilitation thesis published on the EU Bratislava website and on the website designated by the Ministry of Education and Science of the Slovak Republic.**
- [17] **Report and evaluation of the Habilitation Committee**, divided into:
- a) evaluation of the results of teaching activities,
 - b) evaluation of publication results,
 - c) evaluation of the results of scientific research activities,

- d) evaluation of the habilitation thesis,
- e) evaluation of the habilitation lecture and the defence of the habilitation thesis,

- f) a conclusion stating whether the habilitant meets the criteria for obtaining the title of associate professor according to § 76 (1), (3), (4) and (6) and the criteria for obtaining the title of associate professor as approved by the UE Bratislava CoR,
- g) a proposal to grant or not to grant the candidate the title of associate professor in the field of habilitation and inauguration.

The evaluation report must be prepared by the Habilitation Committee and signed by the members of the Habilitation Committee.

- [18] **The record of the meeting of the Scientific Board of the relevant faculty or an extract from the record with the decision on the approval or disapproval of the proposal of the Habilitation Committee, the attendance list from the meeting of the Scientific Board of the relevant faculty and the results of the voting of the members of the Scientific Board of the relevant faculty signed by the chair of the Scientific Board of the relevant faculty.**
- [19] **The form with information about the habilitation procedure of the candidate published on the EU Bratislava website and on the website designated by the Ministry of Education and Science of the Slovak Republic.**
- [20] **A proposal for the award of the scientific-pedagogical title of associate professor signed by the chairman of the scientific council of the faculty concerned.**
- [21] **Certified proposal for the award of the title of Associate Professor signed by the Vice-Rector for Science and Doctoral Studies.**

The complete habilitation file is archived in written form with the marking according to the Registration Regulations with the value symbol A-10 and is handed over to the permanent archival care of the Archive of the UE in Bratislava.

**Guidelines for applicants for the title of Associate Professor in the Habilitation
Procedure at the UE in Bratislava**

**Habilitation lecture and defence of the habilitation thesis before the scientific council of the
relevant faculty**

- [1] The habilitation lecture and the defence of the candidate's habilitation thesis before the scientific council of the relevant faculty is part of the habilitation procedure.
- [2] The habilitation lecture is public and takes place before the scientific council of the relevant faculty with the participation of at least five members of the scientific council of the relevant faculty and before the habilitation committee. The defence of the habilitation thesis is public and takes place in the presence of at least five representatives of the scientific council of the faculty concerned, in the presence of at least two opponents and before the habilitation committee.
- [3] The date, time and place of the habilitation lecture and the date, time and place of the habilitation thesis defence will be announced by the chair of the scientific board of the relevant faculty at least 14 days in advance and within nine months from the beginning of the habilitation procedure in the daily press, on the website of the UE in Bratislava and on the website designated by the Ministry of Education and Science of the Slovak Republic.
- [4] The habilitation lecture and the defence of the habilitation thesis shall take place no later than ten months after the start of the habilitation procedure.
- [5] In the habilitation lecture the candidate:
 - a) demonstrates in particular his/her pedagogical competence,
 - b) present his/her overall contribution to the field and the contribution of his/her students to the development of the field,
 - c) express an opinion on the current state of the field and its prospects,
 - d) presents accolades, recognitions and awards for its teaching and research activities,
 - e) presents its international activities related to the development of the field (publications abroad, presentations at scientific conferences abroad, membership in international associations and committees, etc.).
- [6] During the defence of the habilitation thesis, the candidate demonstrates professional mastery of the subject of the habilitation thesis, responds to the comments of the opponents and demonstrates a general overview of the issues in the field.

Determination of the contents of the inauguration file

The content of the inauguration file consists of the following documentation:

- [1] **The applicant's application for appointment as a professor** submitted in writing to the chair of the scientific council of the relevant faculty with an indication of the field of the habilitation and inauguration procedure in which the appointment is sought (pursuant to Section 5(1) of Decree No.246/2019 Coll. on the procedure for obtaining the scientific-pedagogical titles or the artistic-pedagogical titles of associate professor and professor, hereinafter also referred to as the "Decree"). The date of acceptance by the relevant faculty must be indicated on the application.
- [2] **Professional CV** according to the Annex to the Decree and in accordance with the methodological guidelines of the Ministry of Education and Science of the Slovak Republic on the content of the file on the proposal for the appointment of a professor (<https://www.minedu.sk/obsah-spisu-k-navrhu-na-vymenovanie-profesora/>) signed by the applicant. The curriculum vitae must also include the applicant's contact address.
- [3] **A certified copy of a second-level university degree.**
- [4] **A certified copy of a third-level university degree.**
- [5] A certified copy of the decree conferring the title of associate professor on the applicant, or a decision on the recognition of professional qualifications for the post of associate professor under a special regulation.
- [6] **Evaluation and overview of teaching activity at the university and overview of achievements in this activity in the function of associate professor** signed by the head of the department and the vice-dean (or other employee) responsible for the field of education at the relevant faculty in the structure:
 - a) the educational activities (lectures, seminars, exercises) in which the applicant has been engaged during his/her teaching practice, including student assessment,
 - b) introduction of new subjects, preparation of new study programmes, their sponsoring, preparation of new textbooks and teaching aids,
 - c) conducting and opposing final theses,
 - d) Chairmanship and membership of state examination boards.
- [7] **A list of lectures and lecture stays at home and abroad** prepared and signed by the head of the department and verified and signed by the vice-dean responsible for the field of education at the faculty concerned, indicating the date on which they took place and the institution at which the lecture or lecture stay took place, broken down:

- a) lectures and lecture stays in the Slovak Republic,
- b) lectures and lecture stays abroad.

- [8] **Evaluation and overview of research and educational projects** signed by the head of the department and the vice-dean for science and doctoral studies of the relevant faculty in the structure:
- the name and code of the project,
 - Project number,
 - grant scheme,
 - solution time,
 - position of the applicant in the research team (responsible researcher/co-researcher),
 - the institution at which the project was carried out,
 - the focus of the project
- (research/education). Projects are broken down into:
- a) projects of international grant agencies,
 - b) projects of domestic grant agencies and domestic sponsors.
- [9] **A list of original published scientific works, professional works, textbooks, teaching texts and other publication outputs**, as well as a list of demonstrable citations and references to scientific works and professional works according to Decree No.397/2020 of the Ministry of Education and Science of the Slovak Republic on the central register of the record of publication activity and the central register of the record of artistic activity, signed by the director of the SEC or the director of the relevant academic library.
- [10] **An overview of the most important scientific papers, professional works, textbooks and teaching texts.**
- [11] **Overview of the results of the scientific training activities of PhD students** in the breakdown of:
- a) list of doctoral students who have successfully completed their studies (name and surname, field of study, date of completion),
 - b) list of currently studying doctoral students (name and surname, field of study, date of commencement of studies, date of the dissertation examination).
- [12] **Table of criteria for obtaining the title of professor at the UE in Bratislava**, which is contained in Annex 5 of this Internal Regulation. The criteria table must be signed by the Vice-Dean for Science and Doctoral Studies of the faculty concerned.
- [13] **Written references on the applicant's achievements from leading international experts from at least three different countries (outside the Slovak Republic)**, confirming that the applicant meets the requirements for the position of professor in an international context (according to the Slovak Higher Education Accreditation Agency's Standard for Habilitation

and Inauguration Procedures HI 7.4.3).

- [14] **The text of the inaugural lecture** (in A5 brochure format), published by Ekonóm with its own ISBN, as well as in electronic form in PDF format. The number of printed inaugural lectures is determined by the faculty in which the inauguration procedure takes place; the text of the inaugural lecture is submitted to the Department for Science and Doctoral Studies of the UE in Bratislava in triplicate and in electronic form in PDF format.
- [15] **The record of the meeting of the relevant Programme Board for Habilitation and Induction**, indicating the conclusions as to whether the results of the applicant's teaching and creative activity, as well as the composition of the members of the inaugural committee and the opponents in the inaugural procedure, are in the field of the habilitation and inaugural procedure in which the applicant is submitting an application for appointment as professor.
- [16] **Extract from the record of the Scientific Board of the relevant faculty on the approval of the members of the inaugural committee and the opponents**, indicating their department.
- [17] **Opponent's opinions.**
- [18] **A copy of the daily press release announcing the date of the inaugural lecture, as well as printed information about the inaugural lecture published on the EU Bratislava website and on the website designated by the Ministry of Education and Science of the Slovak Republic.**
- [19] **Report and evaluation of the Inaugural Committee** broken down into:
- a) evaluation of the results of teaching activities,
 - b) evaluation of publication results,
 - c) evaluation of the results of scientific research activities,
 - d) a justification of how the applicant has influenced the development of the field through the creation of the research school,
 - e) evaluation of the inaugural lecture,
 - f) a conclusion stating whether the inaugural student fulfils the criteria for obtaining the title of professor pursuant to § 76 (1), (5) and (7) and the criteria for obtaining the title of professor approved by the UE Bratislava SC for appointment as a professor,
 - g) a proposal with a recommendation to approve or disapprove the proposal for the appointment of the candidate as professor in the field of habilitation and inauguration.
- The evaluation report must be prepared by the inaugural committee and signed by the members of the inaugural committee.
- [20] **The minutes of the meeting of the scientific council of the faculty concerned or an extract with the decision on the approval or disapproval of the proposal of the inauguration committee for appointment as professor, the attendance list of the meeting of the scientific council of the faculty concerned and the results of the vote of**

the members of the scientific council of the faculty concerned signed by the chairman of the scientific council of the faculty concerned.

- [21] **The minutes of the meeting of the EUEB Bratislava CoR or an extract with the decision on approval or disapproval of the proposal for appointment as a professor, the attendance list of the meeting of the EUEB Bratislava CoR and the results of the voting of the members of the EUEB Bratislava CoR** signed by the Chairperson of the EUEB Bratislava CoR and the scrutineers.
- [22] **The form with information about the inauguration procedure of the applicant published on the EU Bratislava website and on the website designated by the Ministry of Education and Science of the Slovak Republic.**
- [23] **A proposal for appointment as a professor** signed by the chair of the scientific council of the faculty concerned.
- [24] **Certified proposal for appointment as professor** signed by the Vice-Rector for Science and Doctoral Studies of the UE in Bratislava.
- [25] **Proposal for appointment as professor signed by the Rector of the UE** in Bratislava.

The complete inauguration file shall be archived in written form with the marking according to the Registration Regulations with the value symbol A-10 and shall be handed over to the permanent archival care of the Archive of the UE in Bratislava.

**Guidelines for applicants for the title of professor in the inauguration procedure at the
UE in Bratislava**

Inaugural lecture before the scientific council of the relevant faculty

- [1] The candidate's inaugural lecture before the scientific board of the relevant faculty is part of the inauguration procedure.
- [2] The inaugural lecture is public and takes place before the scientific council of the relevant faculty with the participation of at least three members of the inaugural committee and at least two opponents.
- [3] The date, time and place of the inaugural lecture will be announced by the chairman of the scientific council of the relevant faculty no later than 14 days in advance and at the same time within nine months from the beginning of the inaugural proceedings in the daily press, on the website of the UE in Bratislava on the website designated by the Ministry of Education, Science and Higher Education of the Slovak Republic.
- [4] The inaugural lecture shall take place no later than ten months after the start of the inaugural procedure.
- [5] In the inaugural lecture the candidate:
 - a) demonstrates in particular his/her pedagogical competence,
 - b) present his/her overall contribution to the field and the contribution of his/her students to the development of the field,
 - c) express an opinion on the current state of the field and its prospects,
 - d) presents accolades, recognitions and awards for its teaching and research activities.
- [6] The professional assessment of the inaugural lecture is one of the bases for the overall evaluation of the candidate by the inaugural committee.

Presentation of the applicant before the Scientific Council of the UE in Bratislava

- [1] The presentation of the candidate before the CEU in Bratislava is a part of the discussion of the proposal of the scientific board of the respective faculty for appointment as a professor.
- [2] The presentation of the candidate before the CE of the UE in Bratislava takes place no

later than six months after the submission of the proposal by the Scientific Council of the relevant faculty in the presence of the chair of the inauguration committee or a member of the inauguration committee authorized by him/her.

- [3] The presentation of the candidate before the CoR of the UE in Bratislava is preceded by the presentation of the conclusions of the evaluation report of the inauguration committee by the chairman of the inauguration committee or a member of the inauguration committee authorised by him/her.
- [4] The content of the applicant's presentation before the CoR of the EU in Bratislava is mainly:
- a) Critical assessment of the current state of the field and its development trends,
 - b) presenting their own contribution to the development of the field by creating a scientific school,
 - c) the applicant's international activities contributing to the development of the field.

Criteria for obtaining the title of Associate Professor and the title of Professor at the UE in Bratislava

	Criteria	Proposed Criteria		Notes
		doc.	prof.	
1	Pedagogical activity			
1.1	Teaching experience in the field (years)	4	8	
1.2	University textbooks (number/AH) - ACA, ACB	0	1/5	Possibility of substitution by category 2.2 in number of 3 outputs.
1.3	Scripts and teaching texts (number/AH) BCI	1/3	2/6	Possibility of substitution by category 1.2 or category 2.2 in the number of 1 output for the category of associate professor and in the number of 2 outputs for the category of professor.
1.4	Number of graduates who have completed their studies	10	20	Possibility of substitution by category 1.6
1.5	Subject guarantor	0	1	
1.6	Number of PhD students who have obtained PhD., CSc., Dr.	0	2	
	Scientific research and publishing activities			
2	Publication outputs category A (total):	3	6	
2.1	Scientific monographs (number/AH) AAA, AAB	1/3	2/6	Possibility of substitution by other A categories (i.e. 2.1.1 or 2.1.2 in the AH range given by category 2.1 or category 2.2 in the number of 3 outputs for 1 output of category 2.1)
2.1.1	Chapters in scientific monographs published in foreign publishers - ABC	-	-	
2.1.2	Studies in the character of scientific monographs in journals and proceedings published in foreign publishing houses ABA	-	-	
2.2	Scientific papers in domestic and foreign peer-reviewed journals ADC, ADD Scientific papers in domestic and foreign journals registered in Web of Science or SCOPUS databases ADM, ADN	2	4	For a professor, a minimum of 2 outputs in the categories ADC, ADD, ADM and ADNs are required IF > 0,25. For an associate professor, a minimum of 1 output in the categories ADC, ADD, ADM and ADNs IF > 0.25. IF refers to the impact factor of Clarivate Analytics' Journal CitationReports. If the IF is not known at the time the habilitation or promotion procedure is initiated, the last

				known IF of the journal is taken into account.
3	<i>Other scientific and professional publications (total):</i>	17	29	
3.1	Scientific papers and other book publications ABD, ABB, ACC, ACD, ADE, ADF, AEC, AED	10	18	Possibility of substitution by category 2

3.2	Research papers and other book publications <i>BAA, BAB, BBA, BBB, BCB, BCK, BDA, BDB, BDC, BDD, BDE, BDF, BDM, BDN, BEE, BEF, EAI, EAJ, EDI, EDJ, GHG</i>	7	11	Possibility of substitution by categories 2 and 3.1
4	<i>Papers published in proceedings (total):</i>	10	20	
4.1	Foreign conferences - AFA, AFC	5	10	
4.2	Home conferences - AFB, AFD	5	10	Possibility of substitution by category 4.1
5	<i>Citations and references (total):</i>	15	30	
5.1	Citations in domestic and foreign publications registered in Web of Science and SCOPUS citation indexes - codes 1,2	5	10	
5.2	Citations in national and international publications not registered in citation indexes - codes 3, 4 Reviews in domestic and foreign publications - codes 5, 6	10	20	Possibility of substitution by category 5.1
6	<i>Completed grants and other research tasks (total):</i>	4	7	
6.1	Principal investigator (or coordinator)*	1	3	For an associate professor, the deputy principal investigator or the head of the work package in international project.
6.2	Co-investigator	3	4	Possibility of substitution by category 6.1
7	<i>Contribution to the internationalisation of education and scientific activity (total):</i>	1	2	
7.1	Completed foreign placement (research or teaching) for a continuous period of at least 5 days and for a total period of (number of days)**	15	30	

* Only projects carried out on the basis of a grant (or funding) agreement between the grant provider (or international consortium coordinator) and the institution at which the applicant for the title of associate professor or professor was working at the time are eligible. Projects funded by internal EU Bratislava grant schemes are excluded.

** Stays to participate in an international scientific event are excluded.

Note: A *Work Package* in an international project is a block of project tasks carried out by an international team under the leadership of the EU in Bratislava.

	Complementary criteria	Required performance (yes/no)		Notes
		doc. min. 6	prof. min. 12	
8	<i>Activities for the development of the University and society</i>			
8.1	Membership of the programme board of the study programme			
8.2	Membership of the EUBA Scientific Council, membership of the Scientific Council of the Faculty of EUBA			
8.3	Membership of the scientific board of a faculty, university or research institute outside EUBA			
8.4	Membership of a trade union or sub-union committee EUBA			
8.5	Membership of a trade union or sub-union committee outside EUBA			
8.6	Membership of a national professional organisation			
8.7	Membership of an international professional organisation			
8.8	Membership of state examination, habilitation or admission committees			
8.9	Lectures at domestic scientific events			Outside those from which the output registered in the CREPČ has been issued
8.10	Lectures at international scientific events			Outside those from which an exit has been issued registered in the CREPČ
8.11	Membership of the editorial board of the journal			
8.12	Membership of programme or scientific committees of international scientific conferences			
8.13	Assessor of research projects from grants of agencies			
8.14	Managing the work of the SVOC, organizing internships and excursions for students			
8.15	Publicly available reports for the Slovak government, the EU or corporate practice, expert opinions in the field			
8.16	Opposition of dissertations, habilitation theses, inauguration theses Background			
8.17	Reviewing textbooks, monographs, scientific texts, journal articles, conference papers papers in proceedings			
8.18	Participation in governance (departments, faculties, universities)			
8.19	Membership of the Academic Senate			
8.20	Membership of grant scheme committees (domestic or foreign)			
8.21	Teaching in foreign languages			
8.22	Awards, recognitions and other activities significant to the field			