



## **FULL TEXT OF DIRECTIVE NO. 208**

elaborated on 18 December 2023

### **Rules for the Acquisition of Rights, Harmonization of Rights, Regulation and Cancellation of Rights to Habilitation and Inauguration Proceedings at the University of Žilina**

## **Article 1**

### **Introductory Provisions**

1. Directive "Rules for the Acquisition of Rights, Harmonization of Rights, Regulation and Cancellation of Rights to Habilitation and Inauguration Proceedings at the University of Žilina" is issued in accordance with Section 15 (1) (b) of Act No. 131/2002 Coll. on Higher Education Institutions and Amendments to Certain Acts, as amended, as part of the internal quality assurance system for higher education at the University of Žilina (hereinafter referred to as "IQAS") as well as in accordance with the Standards for Habilitation Proceedings and Proceedings for the Appointment of Professors of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "the Standards"). The Standards define a set of requirements, the fulfilment of which is conditional upon the granting of accreditation of habilitation and inauguration proceedings (hereinafter referred to as "HPaIP") at higher education institutions in the Slovak Republic.
2. The provisions of the Standards are regulated in particular by the following generally binding regulations:
  - a) Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments and Supplements to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Quality Assurance in Higher Education Act"),
  - b) Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"),
  - c) Decree No 246/2019 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as "the Decree"),
  - d) Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 244/2019 Coll. on the system of fields of study in the Slovak Republic,
  - e) Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 16/2016 Coll., establishing professional organisations whose members exercise a regulated profession with the right to use professional titles and regulated professions with coordination of education.
3. The provisions of the Methodology for Evaluation of Standards, approved by the Executive Board of the Slovak Accreditation Agency for Higher Education, were also applied in the development of the Directive.

## **Article 2**

### **Definitions**

1. For this Directive, the set of terms of the structures of the UNIZA IQAS is established, the definitions of which are given under points a) to i) of this paragraph:
  - a) A faculty/institute is part of UNIZA and its activities, scope of self-government and rights are regulated by the Higher Education Act.
  - b) Stakeholders are a group of experts from the relevant faculty or faculties, UNIZA units, whose field of research is close to the given field of the habilitation and inauguration procedure.
  - c) The guarantors of the habilitation and inauguration procedure are a group of experts responsible for the development and quality assurance of the field of HPaIP at UNIZA. More detailed information on the HPaIP guarantors is given in Article 9, point E.
  - d) The rector is the statutory body of UNIZA, he manages it, acts on its behalf, represents it externally and is the chairman of the UNIZA Scientific Board.
  - e) The dean of the faculty shall be the representative of the faculty following the Higher Education Act, he shall manage, represent and act in the affairs of the faculty, and he shall be the chairman of the Scientific Board of the faculty.
  - f) The Scientific Board of the faculty is comprised of eminent experts working in the fields in which the faculty carries out educational, research and creative activities, and who are

appointed and dismissed by the dean of the faculty with the consent of the faculty's Academic Senate.

- g) The UNIZA Scientific Board is comprised of eminent experts working in the fields in which UNIZA carries out educational, research and creative activities, and who are appointed and dismissed by the rector with the consent of the UNIZA Academic Senate.
- h) The Rector's Advisory Board is an advisory body to the rector, which mainly deals with conceptual issues of UNIZA's activities.
- i) The Board of Guarantors of HPaIP fields at the faculty is a group of experts responsible for the development and quality assurance of HPaIP fields. They are the main guarantors of the individual HPaIP fields for which the faculty has accreditation rights. They work scientifically or artistically on a fixed weekly basis at UNIZA in the field of HPaIP or a related field. The outputs of the creative activity of each of these persons are demonstrably of top international standard, they hold the rank of professor and have the title of professor. The Board of Guarantors of HPaIP fields needs to have at least 5 members. If the faculty's Board of Guarantors of HPaIP fields does not have a sufficient number of members, the dean shall submit a nomination to replenish its absent members up to five to the Scientific Board of the faculty. Only top experts from among the professors of the faculty may be nominated. If the number of HPaIP field guarantors of the faculty is five or more, the dean may submit nominations for a maximum of two additional members to the Scientific Board of the faculty, while the total number of nominated members may not exceed two in total. After the approval of the Scientific Board of the faculty, the dean of the faculty shall appoint the absent or post-nominated members of the Board of Guarantors of HPaIP fields.
- j) The University Board of HPaIP field guarantors (hereinafter referred to as UBG of HPaIP field) is established for the UNIZA university-wide HPaIP field and it constitutes part of IQAS UNIZA. The membership and activity of the University Board of HPaIP field guarantors is regulated by Articles 7 and 8 of this Directive.
- k) The UNIZA Accreditation Board and its activities are regulated by the Statute of the UNIZA Accreditation Board.
- l) The UNIZA Academic Senate is a body of academic self-government of UNIZA under the Higher Education Act and its composition, membership and activities are regulated by the Higher Education Act.

### **Article 3**

#### **Process for Obtaining Habilitation Proceedings and Inauguration Proceedings**

1. By monitoring the internal environment, the faculty/university (in the case of university-wide HPaIPs) shall verify, whether it is necessary to obtain habilitation and inauguration proceedings in the selected HPaIP field.
2. The dean/rector will consider in detail whether the circumstances are appropriate for obtaining HPaIP rights and will rigorously review the existence of adequate staffing, including the necessary number of fields of study in which the faculty/institute provides doctoral study, and the criterion from the Standards must be met: "The higher education institution demonstrates the existence of a critical mass for research and art and a high level of quality in research, artistic and other activities by its right to design, deliver and modify third-level programmes in at least half of the fields of study in which the higher education institution provides higher education."
3. The result of the examination shall be processed by the dean/rector into a letter of intention to obtain the right in the selected field of HPaIP, which shall include preliminary information concerning, in particular:
  - a) the name of the HPaIP field,
  - b) the name of the field of study to which it will be assigned, following the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic 244/2019 Coll. on the system of fields of study of the Slovak Republic,

- c) the content of the HPaIP field of study,
  - d) the staffing of the HPaIP field,
  - e) the level of creative activity in the field of HPaIP,
  - f) the criteria for obtaining the title of associate professor and professor in the field of HPaIP,
  - g) the title to be awarded,
  - h) the justification for the application.
4. The dean/rector shall submit the processed intention to the Rector's Advisory Board for discussion and request an opinion on the proposed document.
  5. The Rector's Advisory Board will comment on the intention in the form of a written opinion in the minutes of the Rector's Advisory Board, where the Rector's Advisory Board will state whether it:
    - a) agrees,
    - b) agrees with some comments,
    - c) disagrees with the intention to create rights for HPaIP.
  6. After a positive assessment of the intention to obtain the rights in the field of HPaIP by the Rector's Advisory Board, the dean/rector shall ensure that the level of criteria for obtaining the title of associate professor and professor for the given field of HPaIP is carefully set, respecting the minimum criteria of UNIZA, in compliance with the formalities according to Article 7, point (D) of this Directive.
  7. The dean shall submit the criteria thus established to the faculty's Scientific Board for discussion and subsequently to the UNIZA Scientific Board for approval, and in the case of university-wide HPaIP, to the UNIZA Scientific Board for approval by the rector.
  8. After approval of the criteria for obtaining the title of associate professor and the title of professor by the UNIZA Scientific Board, the dean appoints the HPaIP guarantors (in the case of university-wide HPaIPs, it is the rector), who are responsible for the development and quality assurance of the HPaIP field at the faculty/institute following the SAAHE standards.
  9. The HPaIP guarantors will develop a proposal for the rights of HPaIP in the given field of HPaIP, strictly observing all the attributes of the SAAHE standards.
  10. The HPaIP guarantors will develop a proposal dossier and application for obtaining HPaIP rights in a given HPaIP field following the SAAHE standards for the IQAS concerning HPaIP. The development of the proposal shall include the development of an application for accreditation for the acquisition of HPaIP rights with the relevant annexes, which are:
    - a) an internal evaluation report of the HPaIP field in both Slovak and English, if required by SAAHE,
    - b) a description of the HPaIP field in both Slovak and English as required by SAAHE,
    - c) the research/art/teacher profile of a person (hereinafter referred to as "R/A/TP") of the HPaIP guarantors in both Slovak and English languages as required by SAAHE,
    - d) descriptions of the submitted outputs of the research/artistic other activity/activities in both Slovak and English languages according to the requirements of SAAHE.
  11. The dean/rector shall submit the proposal for obtaining rights in the given HPaIP field to the Board of HPaIP field guarantors at the faculty/institute for consideration of the proposal and for drawing up an opinion on it.
  12. The faculty's/institute's Board of HPaIP fields guarantors shall assess the quality of the proposal for the acquisition of rights in a given HPaIP field based on the submitted dossier from standpoints as follows:
    - a) compliance with the requirements of the Quality Assurance in Higher Education Act,
    - b) compliance with the SAAHE standards for habilitation and inauguration procedures and the internal quality assurance system of education,
    - c) compliance with the internal regulations of UNIZA, including the Long-term Plan of the University of Žilina or the long-term plan of the faculty, according to the competence of the Board of the HPaIP fields guarantors, which drafted the modification.
  13. The Board of Guarantors of HPaIP fields at the faculty/institute shall comment on the intention in the form of a written opinion, which includes a statement whether it:
    - a) agrees,
    - b) agrees with some comments,
    - c) disagrees with the intention to create rights for HPaIP.

14. The dean/rector will comment on any suggestions made by the Board of HPaIP field guarantors and will request the HPaIP guarantors to incorporate relevant comments into the proposal.
15. The dean submits the complete application for HPaIP rights to the faculty's Scientific Board, in the case of university-wide HPaIP fields, the rector submits it to the UNIZA Scientific Board and subsequently to the UNIZA Accreditation Board.
16. Approval of the application for the HPaIP shall be carried out by the UNIZA Accreditation Board following the Statute of the UNIZA Accreditation Board.
17. The dean shall verify the fulfilment of the requirement for inclusion of at least one member of the given HPaIP field in the composition of the Scientific Board of the faculty and the UNIZA Scientific Board, in case of university-wide HPaIP fields, the rector shall verify the fulfilment of the requirement for inclusion of at least one member of the given HPaIP field in the composition of the UNIZA Scientific Board.
18. If such a specialist is missing in the composition of the Scientific Boards, it is necessary to add him/her to the composition of the Scientific Boards after approval by the Academic Senate of the faculty or the UNIZA Academic Senate following the Standards.

#### **Article 4**

##### **Process for the Harmonization of Habilitation and Inauguration Proceedings**

1. By monitoring the internal environment, the faculty/institute shall examine whether it is necessary to harmonize the rights of habilitation and inauguration procedures in the relevant field of HPaIP.
2. The dean (in the case of HPaIP university-wide disciplines, the rector), shall carefully consider whether the circumstances are appropriate to harmonize HPaIP right and carefully review the existence of adequate staffing, including the necessary number of fields of study in which the faculty, or in case of HPaIP university-wide disciplines, the institute, provides doctoral studies, regarding the criterion from the standards to be met: "The higher education institution demonstrates the existence of a critical mass for research and art and a high level of quality in research, artistic and other activities by its right to design, deliver and modify third-level programmes in at least half of the fields of study in which the higher education institution provides higher education."
3. The dean/rector shall ensure that the level of criteria for obtaining the title of associate professor and professor for a given field of HPaIP is consistently set, respecting the minimum criteria of UNIZA, in compliance with the requisites of Article 7 point (D) of this Directive.
4. The dean shall submit the criteria thus drawn up to the faculty's Scientific Board for discussion and subsequently for approval by the UNIZA Scientific Board. In the case of university-wide HPaIP fields, the rector delivers them to the UNIZA Scientific Board.
5. After the approval of the criteria for obtaining the title of associate professor and the title of professor by the UNIZA Scientific Board, the dean (in the case of university-wide HPaIP fields, the rector), appoints HPaIP guarantors responsible for the development and quality assurance of the HPaIP discipline at the faculty/institution following the SAAHE standards.
6. The HPaIP guarantors will develop a proposal for the harmonization of HPaIP rights in the given field of HPaIP, strictly observing all the attributes of the SAAHE standards.
7. The HPaIP guarantors shall develop a draft file for the harmonization of HPaIP rights in a given HPaIP field following the SAAHE Standards for IQAS concerning HPaIP. The development of the proposal shall include the preparation of an application for accreditation of the rights of harmonization to HPaIP with the relevant annexes, which are:
  - e) an internal evaluation report of the HPaIP field in both Slovak and English, if required by SAAHE,
  - a) a description of the HPaIP field in both Slovak and English as required by SAAHE,
  - b) R/A/TP of HPaIP guarantors in both Slovak and English as required by SAAHE,
  - d) descriptions of the submitted outputs of the research/artistic other activity/activities in both Slovak and English languages according to the requirements of SAAHE.

8. The dean/rector shall submit the proposal for the harmonization of rights in the given HPaIP field to the Board of HPaIP field guarantors at the faculty/institute for consideration of the proposal and for drawing up an opinion on it.
9. The faculty's/institute's Board of HPaIP fields guarantors shall assess the quality of the proposal for the harmonization of rights in a given HPaIP field based on the submitted dossier from standpoints as follows:
  - a) compliance with the requirements of the Quality Assurance in Higher Education Act,
  - b) compliance with the SAAHE standards for HPaIP and IQAS for education,
  - c) compliance with the internal regulations of UNIZA, including the Long-term Plan of the University of Žilina or the long-term plan of the faculty, according to the competence of the Board of the HPaIP fields guarantors, which drafted the modification.
10. The Board of Guarantors of HPaIP fields at the faculty/institute shall comment on the intention in the form of a written opinion, which includes a statement whether it:
  - a) agrees,
  - b) agrees with some comments,
  - c) disagrees with the intention to harmonize the rights at HPaIP for the creation of a harmonized HPaIP.
11. The dean/rector will comment on any suggestions made by the Board of HPaIP field guarantors and will request the HPaIP guarantors to incorporate relevant comments into the proposal.
12. The dean/rector shall submit the request for HPaIP field harmonization to the Faculty's/Scientific Board of UNIZA.
13. The dean shall submit the complete request for HPaIP harmonization to the UNIZA Accreditation Board. In the case of a university-wide HPaIP field, the complete application for harmonization of rights for HPaIP shall be submitted by the rector to the UNIZA Accreditation Board.
14. The approval of the application for the harmonization of rights for the HPaIP shall be carried out by the UNIZA Accreditation Board under the competences determined by the Statute of the UNIZA Accreditation Board.
15. The dean shall verify the fulfilment of the requirement for inclusion of at least one member of the given HPaIP field in the composition of the Scientific Board of the faculty and the UNIZA Scientific Board, in case of university-wide HPaIP fields, the rector shall verify the fulfilment of the requirement for inclusion of at least one member of the given HPaIP field in the composition of the UNIZA Scientific Board.
16. In case such a specialist is missing in the composition of the Scientific Boards, it is necessary to add him/her to the composition of the Scientific Boards after approval by the Academic Senate of the faculty, or the Academic Senate of UNIZA, following the Standards for the HPaIP.

## **Article 5**

### **Habilitation and Inauguration Rights Adjustment Process**

1. By monitoring the internal environment, the stakeholders shall examine whether the rights of habilitation and inauguration procedures in the selected HPaIP field need to be adjusted.
2. In terms of the internal quality assurance system at UNIZA, the adjustment of habilitation and inauguration proceedings is considered to be:
  - a) changing criteria for habilitation and inauguration procedures,
  - b) changing the guarantor for a given field of HPaIP,
  - c) changing procedures and rules for habilitation and inauguration procedures.
3. The HPaIP guarantors, upon receiving the relevant request, shall consider in detail whether the circumstances are appropriate to modify the HPaIP rights. They shall address their findings to the dean/rector.
4. The dean/rector shall evaluate the findings of the HPaIP guarantors and instruct them to prepare a proposal for the modification of the law of the habilitation and inauguration procedure in the given field of HPaIP in compliance with the requirements of Article 7 of this Directive.

5. The HPaIP guarantors shall prepare a proposal for the modification of the right of habilitation and inauguration in the given field of HPaIP following the SAAHE standards for the internal quality assurance system of higher education for HPaIP. The preparation of the proposal includes the preparation of an application for the adjustment of the HPaIP rights with the relevant annexes, which are:
  - a) an internal evaluation report of the HPaIP field in both Slovak and English, if required by SAAHE (not applicable for change of guarantor for a given HPaIP field),
  - b) a description of the HPaIP field in both Slovak and English as required by SAAHE (not applicable for change of guarantor for a given HPaIP field),
  - c) R/ATP of HPaIP guarantors in both Slovak and English as required by SAAHE,
  - d) descriptions of the submitted outputs of the research/artistic other activity/activities in both Slovak and English languages according to the requirements of SAAHE.
6. The dean/rector shall submit the proposal for the modification of the rights in the given HPaIP field to the Board of HPaIP field guarantors at the faculty/institute for consideration of the proposal and for drawing up an opinion on it.
7. Based on the submitted dossier, the faculty's/institute's Board of Guarantors of HPaIP fields shall assess the quality of the proposal for the adjustment of rights in a given HPaIP field in terms of:
  - a) compliance with the requirements of Act No. 269/2018 Coll,
  - b) compliance with the SAAHE standards for habilitation and inauguration procedures and the internal quality assurance system of education,
  - c) compliance with the internal regulations of UNIZA, including the Long-term Plan of the University of Žilina or the long-term plan of the faculty, according to the competence of the Board of the HPaIP fields guarantors, which drafted the modification.
8. The Board of Guarantors of HPaIP fields at the faculty/institute shall comment on the intention in the form of a written opinion, which includes a statement whether it:
  - agrees,
  - agrees with some comments,
  - disagrees with the intention to adjust the rights at HPaIP for the creation of a new HPaIP.
9. The dean/rector will consider the relevance of any comments made by the Board of HPaIP field guarantors at the faculty/institute on the proposal and shall ask the HPaIP guarantors to elaborate on the proposal for potential modification of the right of habilitation and inauguration in the given HPaIP discipline. After the proposal has been refined, if necessary, the dean/rector shall submit the relevant proposal to the faculty/Scientific Board of UNIZA and ask for its opinion on the proposed document.
10. After receiving the opinion of the Scientific Board of the faculty/Scientific Board of UNIZA, the dean/rector submits the application for the modification of the right of habilitation and inauguration proceedings in the given field of the HPaIP to the UNIZA Accreditation Board for approval; in case of university-wide HPaIPs, the rector submits the application to the UNIZA Accreditation Board.

## **Article 6**

### **Process of Revocation of Rights for Habilitation and Inauguration Proceedings**

1. By monitoring the internal environment, stakeholders shall examine whether it is necessary to continue owning habilitation and inauguration proceedings in the selected HPaIP field.
2. The dean, or in the case of university-wide HPaIP fields, the rector, initiates a motion to revoke the rights of habilitation and inauguration after analysing the internal environment in the HPaIP field and requests an opinion on the motion to revoke the rights from the Board of HPaIP fields guarantors at the faculty/institute.
3. Upon receiving the recommendations of the Board of HPaIP field guarantors at the faculty/institute for the revocation of habilitation and inauguration proceedings rights in the given HPaIP field, the dean/rector of the HPaIP guarantors shall request the proposal preparation for the revocation of the given HPaIP field. After its acceptance, the dean of the faculty/rector submits the request for the revocation of the right of habilitation and inauguration

proceedings in the given HPaIP field to the Scientific Board of the faculty and subsequently to the UNIZA Accreditation Board for approval.

4. Upon approval of the request for revocation of the right by the UNIZA Accreditation Board, the dean/rector releases the HPaIP guarantors from the tasks related to the cancelled HPaIP field.

#### **Article 7**

##### **University Board of HPaIP Field Guarantors**

1. UBG of the HPaIP field shall have at least 5 members.
2. UBG of HPaIP field shall consist of:
  - a) rector (the chairman of the UBG of HPaIP field),
  - b) minimum of 4 UBG of HPaIP field members.
3. The membership in UBG of the HPaIP field arises automatically for the guarantor of the university-wide HPaIP field upon his/her appointment as a guarantor of the HPaIP field made by the UNIZA Scientific Board and appointment by the rector.
4. If UNIZA does not have enough members of the UBG of the HPaIP field in the given HPaIP field, the rector shall submit to the Scientific Board of UNIZA a nomination for absent members of the UBG of the HPaIP field for approval. The maximum number of nominated members is five. Only top experts from the ranks of professors can be nominated. If the number of HPaIP field guarantors is five or more, the rector may submit to the UNIZA Scientific Board a nomination for a maximum of two additional members of UBG of the HPaIP field, while the total number of nominated members may not exceed two in total. After the approval UNIZA Scientific Board's approval, the rector appoints the absent or nominated members of UBG of the HPaIP field.

#### **Article 8**

##### **The Activity of the University Board of HPaIP Field Guarantors**

1. UBG of the HPaIP field is governed by this internal regulation and instructions of the chairman of UBG of the HPaIP field.
2. Through its statements, UBG of the HPaIP field actively participates in the design, modification, cancellation and harmonization of the university-wide HPaIP fields with the SAAHE standards valid at UNIZA. In particular, it comments on the proposals for the harmonization of the existing accredited university-wide HPaIP fields with the SAAHE standards, the need, intention and proposal for the design of a new university-wide HPaIP field, or the proposal for modification and the initiative to cancel a university-wide HPaIP field.
3. The meeting of the UBG of the HPaIP field is called and governed by the chairman and shall be closed to the public. It shall be carried out according to the actual need to discuss the relevant facts referred to in paragraph 2 of this Article.
4. UBG of HPaIP field is quorate if a majority of its members are present at the meeting. The adoption of a resolution shall require the affirmative vote of an absolute majority of all members.
5. The meeting of the UBG of the HPaIP field can be conducted by attendance, via video conference, when the members of the UBG of the HPaIP field are not physically present at the meeting, or in combination. In case of an urgent decision, the chairman of the UBG of the HPaIP field may also make use of *per rollam* voting by electronic communication.
6. Archiving of the documentation of the UBG of the HPaIP field shall be provided by the relevant UNIZA workplace.

#### **Article 9**

##### **Attributes of HPaIP Field Information**

##### **A. Name and Content of the HPaIP Field**



The HPaIP field is defined by its name and content following the mission and strategic objectives set out in the UNIZA Long-Term Plan. The name and content of the HPaIP field are designed to ensure that the content of the HPaIP field is as close as possible to the name and description of the field of study or to the names and descriptions of the pair of fields of study to which the HPaIP field is assigned. The descriptions of the fields of study are given in the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 244/2019 Coll. on the system of fields of study in the Slovak Republic.

### **B. Level of Education in the Field of Habilitation and Inauguration Proceedings**

1. A prerequisite for obtaining rights in the HPaIP field is that the faculty, or in the case of university-wide HPaIP, the university, has the authorization to establish, implement and modify third-level study programmes in the field of study to which the HPaIP field is assigned. If the HPaIP field is assigned to two fields of study, the faculty, or in the case of university-wide HPaIP, the university, has the authority to establish, implement and modify third-level study programmes in both fields of study.
2. The faculty, or in the case of university-wide HPaIP, a university, shall carry out a third-level programme of study, a second-level programme of study or a programme of study combining a first-level and a second level in the field or fields of study to which the field of study of HPaIP is assigned.

### **C. Level of Research/Artistic/Other Activity in the field of HPaIP**

1. A prerequisite for obtaining rights in the field of HPaIP is the pursuit of long-term and continuous research, artistic and other activity in the field so that the intensity and scope are appropriate to the nature of these proceedings and the results are of an internationally excellent standard.
2. The faculty/institute demonstrates the level of the results of research, artistic and other activity following the standards through the most significant outcomes of the research, artistic and other activities of the teachers (guarantors and co-guarantors) who have the responsibility for the development and quality assurance of the HPaIP field, whereby:
  - a) The faculty/institute selects and submits outputs by submitting 5 outputs per teacher, of which at least 2 outputs are from the last 6 years prior to the year in which the relevant application for accreditation is made,
  - b) the faculty/institute submits a total of 25 outputs,
  - c) the same output is submitted only once under the relevant assessment,
  - d) the same person submits outputs in only one assessment of research, artistic and other activity for accreditation of HPaIP at a higher education institution in the Slovak Republic,
  - e) in case of multi-authored outputs, the same output may be submitted and attributed to other persons in other assessments of research, artistic and other activity for HPaIP accreditation, up to a maximum of three times,
  - f) the faculty/institute shall ensure the availability of records of submitted creative outputs and responses to these outputs in bibliometric and citation databases, registers of publication artistic activity records or other retrieval systems that are accepted as relevant to the related HPaIP field.
3. The faculty/institute proves, following the Standards, the existence of the critical mass for research and the arts and a high level of quality in creative activities by being authorised to design, deliver, and modify third-level study programmes in at least half of the fields of study in which it provides higher education according to the Quality Assurance in Higher Education Act.
4. Demonstration of the critical mass of outputs with the high level of quality of creative activities might be substituted by UNIZA by the fact that it undergoes a periodic evaluation of research, development, artistic and other creative activities in individual fields of research once every six years according to Section 88a of the Higher Education Act. Furthermore, based on the results of the most recent evaluation it has been granted the authorisation to use the

designation "research university" (until the completion of the first periodic evaluation the procedure follows Section 38 (7) of the Quality Assurance of Higher Education Act).

#### **D. Level of Criteria for Obtaining the Title of Associate Professor and Professor**

1. The level of the criteria for the titles of associate professor and professor must be carefully set, in particular the following:
  - a) the faculty/institute must have adopted and publicly accessible criteria for obtaining the title of associate professor and for obtaining the title of professor, which are following generally obligatory regulations, following the minimum criteria for habilitation and inauguration proceedings in the given field of the HPaIP specified in Directive No. 211 Procedure for Obtaining the Scientific-Pedagogical Titles and Artistic-Pedagogical Titles Associate Professor and Professor at the University of Žilina,
  - b) the criteria for obtaining the title of associate professor require the applicant to demonstrate and submit:
    1. third-level university degree,
    2. fulfilment of other qualification requirements, if required by the nature of the relevant HPaIP field,
    3. recent scientific-pedagogical or artistic-pedagogical and teaching experience in the relevant HPaIP field at a higher education institution,
    4. experience and performance record in higher education tasks of scope, structure, and quality consistent with international practices and specificities in the relevant HPaIP field,
    5. experience and achievements in the field of research, artistic and other activities in the amount, structure, scope, intensity, level of authorial input and quality corresponding to international practices and specificities in the relevant HPaIP field,
    6. a demonstration that the applicant is a recognised scientific figure in professional circles or an artistic figure in artistic circles in the relevant HPaIP field,
    7. proof that the applicant has produced a coherent scientific work in the relevant HPaIP field with his/her scientific works or has produced a coherent artistic work in the relevant HPaIP field with his/her artistic works and artistic performances.
  - c) the criteria for obtaining the title of professor require the applicant to demonstrate and submit:
    1. previous acquisition of the title of associate professor,
    2. fulfilment of other qualification requirements, if required by the nature of the relevant HPaIP field,
    3. recent scientific-pedagogical or artistic-pedagogical and teaching experience in the relevant HPaIP field at a higher education institution,
    4. experience and performance record in higher education tasks of scope, structure, and quality consistent with international practices and specificities in the relevant HPaIP field,
    5. experience and achievements in the field of research, artistic and other activities in the amount, structure, scope, intensity, level of authorial input and quality corresponding to international practices and specificities in the relevant HPaIP field,
    6. a demonstration that the applicant has influenced the development of the relevant HPaIP field through the establishment of a scientific school, or has substantially and significantly influenced and contributed to the further development of an existing scientific school or art school or an original, generally recognised group extending the outputs of his/her creative activity,
    7. a demonstration that the applicant is a recognised scientific figure in professional circles or an artistic figure in artistic circles in the relevant HPaIP field and his/her scientific works or artistic works or artistic performances have also achieved international recognition.
2. The criteria for obtaining the title of associate professor or professor include measurable indicators with specified minimum thresholds based on international practice in the relevant HPaIP field. Additionally, to demonstrate international recognition, the criteria for the title of

professor require written references from leading international experts from at least three different countries outside the Slovak Republic, and the credentials shall confirm that the candidate meets the requirements for holding the position of professor in an international context.

3. The level of the criteria ensures that candidates aspiring to the title of associate professor or professor are required to have at least the same level of scope, intensity, quality, and recognition of their scholarly, artistic and other creative activity as was required of candidates in the period prior to the date when the SAAHE Standards entered into force.
4. In case the faculty/institute did not previously possess HPaIP rights in a given field, then the criteria of another university in the Slovak Republic in the given or related HPaIP field shall be used as the basis for establishing the faculty's criteria for obtaining the title of associate professor or professor.

#### **E. Staffing of the HPaIP field**

1. The guarantors of the HPaIP field are responsible for the development and quality assurance of the HPaIP field at the faculty/institute, scientifically or artistically working on the established weekly working time at UNIZA in the HPaIP field or in a related field in the number of 5 persons. At least two of these persons hold the position of professor and have the title of professor and the other persons hold at least the position of associate professor and have the title of associate professor. Each of these persons shall have responsibility for the development and quality assurance of no more than one field of habilitation and inauguration at only one higher education institution in the Slovak Republic. The outputs of the research, artistic and other activities of each of these persons shall demonstrably reach an international standard of excellence. One of the persons is designated by the dean or rector as the main guarantor.
2. Each of the HPaIP field guarantors may have responsibility for the development and quality assurance of no more than one HPaIP field at UNIZA and must not have responsibility for the development of and quality assurance of another HPaIP field at another university.
3. The composition of both the UNIZA Scientific Board and the faculty's Scientific Board shall be under the Higher Education Act, whereas the Scientific Boards shall consist of eminent experts. Also, at least one expert with the professional capacity to assess HPaIP in the field of study to which the HPaIP field is assigned shall be represented.

#### **F. Procedure for Obtaining the Titles of Associate Professor and Professor at UNIZA**

1. UNIZA has an established and publicly accessible procedure for obtaining the titles of associate professor and professor in the Directive 211 Procedure for Obtaining the Scientific-Pedagogical Titles and Artistic-Pedagogical Titles Associate Professor and Professor at the University of Žilina, which follows the generally binding regulations, while the specified procedure and the generally obligatory regulations are strictly observed. The procedure at UNIZA guarantees:
  - a) transparency and openness of the procedures under equal conditions for all applicants, which are known to them in advance,
  - b) impartial, objective, technically provided, consistent, and unambiguous verification of the fulfilment of the requirements and criteria provided by the applicant,
  - c) proven academic fraud on the side of the applicant (Article 27 of the SAAHE Methodology) is a reason for the non-award of the title of associate professor or non-appointment as professor,
  - d) that the selection and composition of the members of the Habilitation Committee, the members of the Inauguration Committee and the opponents of the HPaIP is following the generally binding regulations,
  - e) that the members of the Habilitation Committee, the members of the Inaugural Committee and the opponents of the HPaIP are active in the HPaIP field or, in justified cases, in the field of science, technology and the arts according to the focus of the candidate's research, artistic and other activity.

## **Article 10**

### **Final Provisions**

1. Any changes and additions to this Directive can only be made using numbered amendments, after discussion of the UNIZA Academic Senate and after approval of the UNIZA Scientific Board.
2. Habilitation and inauguration procedures which began before the date of entry into force of this Directive shall be governed by the rules still in force.
3. This Directive was discussed by the UNIZA Academic Senate on 21 June 2021 and approved by the UNIZA Scientific Board on 1 July 2021.
4. This Directive enters into force and effect on the day of its approval by the UNIZA Scientific Board, i.e. on 14 October 2021.
5. Amendment No. 1 to Directive No. 208 was discussed by the UNIZA Academic Senate on 25 April 2022 and approved by the UNIZA Scientific Board on 5 May 2022.
6. This Amendment enters into force and effect on the day of its approval by the UNIZA Scientific Board, i.e. on 5 May 2022.
7. Amendment No. 2 to Directive No. 208 was discussed by the UNIZA Academic Senate on 13 June 2022 and approved by the UNIZA Scientific Board on 17 June 2022.
8. Amendment No. 2 enters into force and effect on the day of its approval by the UNIZA Scientific Board, i.e. on 17 June 2022.
9. Amendment No. 3 to Directive No. 208 was discussed by the UNIZA Scientific Board on 14 December 2023 and approved by the UNIZA Accreditation Board on 18 December 2023.
10. Amendment No. 3 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.

Prof. Ing. Ján Čelko, CSc.  
Rector