

**Directive of the Chancellor of the Trnava University No. 1/2022
on Habilitation and Inauguration Procedures**

**PART ONE
Introductory Provisions**

- 1) The Present Directive regulates the terms and conditions as well as process for the habilitation and inauguration procedures, the conditions for the staffing of the habilitation and inauguration procedures (hereinafter referred to as "the HIP"), the framework criteria for obtaining the scientific/teaching and artistic/teaching degrees of Associate Professor and Professor, the procedure for obtaining the scientific/teaching and artistic/teaching degrees of Associate Professor and Professor as well as the conditions for applying for accreditation of any new HIP study programmes.
- 2) The habilitation and inauguration procedures at the Trnava University (hereinafter referred to as "the TU") shall be based on the Directive on the Quality Assurance and Evaluation of University Education Internal System.
- 3) The Hip at the TU are based on standards of the Slovak University and College Education Accreditation Agency for habilitation and inauguration procedures dated July 02, 2020 and on general statutes – the Act 269/2018 Coll. on University and College Quality Assurance Amending the Act no. 343/2015 on Public Procurement Amending Certain Acts as amended, the Act no. 131/2002 Coll. on Universities and Colleges Amending Certain Acts as amended, Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 269/2019 Coll. on the Procedure of Obtaining Scientific/Teaching and Artistic/Teaching Degrees of Associate Professor and Professor, the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 16/2016 Coll. to Establish Professional Organizations the Members of Which Perform Regulated Professions and Are Authorized to Use Professional Degrees and Regulated Professions with Coordination of Education and Government Regulation No. 296/2010 Coll., on Professional Qualification Needed to Work in the Area of Medicine, on the Continuation of Education of Health Care Staff, on the System of Specialization Fields and on the System of Certified Work Activities as amended and updated versions thereof and any future possible legal regulations of decisive importance.

**PART TWO
Sufficient Staffing for the HIP Departments**

- 1) At the TU, there is a group of five persons at each of the HIP departments responsible for the development and quality assurance thereof. They work for a number of hours as set on weekly basis. The persons concerned shall be scientifically or artistically active at the TU in the field of the HIP or in field related. At least two of them shall be in the position of Professor and shall hold that degree, while other persons shall be in the position of Associate Professor and hold that degree. Each of those persons shall only be in charge of the development and quality assurance of one field of habilitation and inauguration procedure at a university in the Slovak Republic.
- 2) In the case of an HIP department the content of which specified is related to the preparation of professionals for some of the regulated professions including the coordination of education listed in Annex 2 to the Decree of the Ministry of Educations,

Science, Research, Science and Sports of the Slovak Republic no. 16/2016 Coll. to Establish Professional Organizations the Members of Which Perform Regulated Professions and Are Authorized to Use Professional Degrees and Regulated Professions with Coordination of Education and which is based on the study programmes assigned to regulated professions under Regulation of the Government of the Slovak Republic No. 296/2010 Coll., on Professional Qualification Needed to Work in the Area of Medicine, on the Continuation of Education of Health Care Staff, on the System of Specialization Fields and on the System of Certified Work Activities to meet this requirement, it is sufficient for the TU to have three persons working in the HIP department or in in a field related for a specified weekly working time, at least one of whom holds a position of Professor and holds degree of Professor, while others hold positions of Associate Professors and hold that degree. Each of these persons shall only be in charge of the development and quality assurance of one field of habilitation and inauguration procedure at a university in the Slovak Republic.

3) A group of five persons in charge of the development and quality assurance of an HIP department forms the Board of the Habilitation and Inauguration Procedure Department of (hereinafter "the BHIPD") which is appointed and dismissed by the Dean of the Faculty. The BHIPD shall elect a Chair and a Vice-Chair from among members thereof. The Chairman of the BHIPD shall convene and chair a regular meeting of the BHIPD which shall take place at least once a year. If necessary, there is an extraordinary meeting of the BHIPD. The BHIPD shall also hold a session within the meaning of Part Five, Section 2 of the Present Special Internal Regulation to discuss and issue an opinion on an application of the dean. Such a meeting shall not be considered extraordinary. At their meeting, the BHIPD shall discuss any current issues of the relevant HIP and shall assess the level thereof. The Chair of the BHIPD may be deputized for by the Vice-Chair. The BHIPD shall be quorate if an absolute majority of members thereof attend a meeting thereof.

4) The TU Scientific Council and the Faculty Scientific Council shall, if the habilitation and inauguration procedures take place at the Faculty, be composed in accordance with the relevant provisions of general statutes and consist of significant experts of whom at least one hold professional capacity to assess the habilitation and inauguration procedures in the field of study that the study programme of habilitation and inauguration procedures is assigned to.

PART THREE

Criteria for Obtaining Scientific/Teaching Degree of Associate Professor and Artistic/Teaching Degree of Associate Professor

Article 1

QUALIFICATION REQUIREMENTS

- 1) The applicant completed a third-level university education.
- 2) The applicant shall currently be, in terms scientific and teaching or artistic and teaching activity in the relevant field or in in a field related of habilitation procedures and inaugural procedures, engaged at the University.

Article II. TEACHING

- 1) The minimum requirement for the commencement of the habilitation procedure shall be the teaching for at least three years after obtaining a third-level university degree. The applicant was teaching in the extent and structure as required carrying out at the same time some of the following activities and outputs: conducting lectures, seminars and exercises, evaluating students, leading and assessing theses (bachelor's, master's, including dissertations in the position of tutor and consultant), involvement in the creation of study materials, providing consultations to students, leading projects in the field of education development or participation in solving the same.
- 2) In the case of a habilitation procedure in a clinical field, the minimum requirement shall be experience in a clinical field and the acquisition of a specialisation in the field in which the HIP is carried out, or the acquisition of a specialisation in a related clinical field determined by the relevant general law and regulations of the relevant faculty at which the HIP is carried out.
- 3) The minimum thresholds for the measurable indicators according to individual branches of the HIP shall be determined by the internal regulations of individual faculties.

Article III. CREATIVE ACTIVITY

- 1) Creative activity requires meeting the following requirements:
 - a) by demonstrating that the applicant has been a recognised scientific personality in professional circles; or an artistic personality in artistic circles in the relevant field of habilitation and inauguration procedures,
 - b) demonstrating responses to published scientific works or artistic outputs and performances or other outputs of creative activity the number, structure and other attributes of which correspond to international established practice and specificities in the relevant field of the HIP (self-citations shall, however, be excluded).
- 2) The minimum thresholds for the measurable indicators according to individual branches of the HIP shall be determined by the internal regulations of individual faculties.
- 3) Published scientific works or artistic outputs or artistic performances or other outputs of creative activity and responses to such published scientific works or artistic outputs or performances or other outputs of creative activity shall be evidenced by an extract from the university library certified by responsible staff thereof. In the case of employees of the TU, this shall be an excerpt from the University Library verified by a responsible employee thereof. In the case of universities and colleges that contribute to the Central Register of Publications, this shall be the output from the relevant academic library verified by the Dean whose powers cover scientific and research activity of the faculty or the Dean of the relevant faculty of the University. In the case of any other candidates whose publication activity and responses thereto are processed on the basis of a bibliographic registration contract, this shall be an extract from the University Library of the TU verified by a responsible employee thereof.
- 4) As part of the creative activity, the applicant shall be required to prove that his/her

scientific works resulted in creation of a comprehensive scientific work in the relevant field of habilitation and inauguration procedures or that his/her art works and art performances resulted in creation of a comprehensive art work in the relevant field of habilitation and inauguration procedures.

5) The criteria as set out in the internal regulations of individual faculties guarantee that the applicant also meets other qualifications as specified in the Present Internal Regulation, if so required by the nature of the relevant field of habilitation and inauguration procedures.

6) Compliance with the conditions under the general statutes and under the specific internal regulations of the University and the faculty shall be further examined by the habilitation commission in the process of the habilitation procedure. They shall state a conclusion on the compliance or non-compliance of the criteria in a written proposal submitted to the Chairman of the Scientific Council of the Faculty.

7) The applicant shall be required to comply with ethical standards in the area of research integrity. Violation of ethical rules of research and education, proven in accordance with the relevant applicable general statutes and internal regulations of the University and parts thereof, shall constitute grounds for not awarding the degree of Associate Professor.

PART FOUR
Criteria for Obtaining the Scientific/Teaching Degree of Professor
and the Artistic/ Teaching Degree of Professor at the TU

Article 1
QUALIFICATION REQUIREMENTS

- 1) The applicant has obtained scientific/teaching degree or an artistic/teaching degree of "Associate Professor" or foreign equivalent thereof recognized in Slovakia.
- 2) The applicant shall currently be, in terms scientific and teaching or artistic and teaching activity in the relevant field or in in a field related of habilitation procedures and inaugural procedures, engaged at the University.

Article II.
TEACHING

- 1) The minimum requirement for initiating the procedure for the appointment of Professors shall be the teaching for at least three years after obtaining the title of Associate Professor. The applicant was teaching in the extent and structure as required carrying out at the same time some of the following activities and outputs: conducting lectures (including lectures in a compulsory subject), exercises, seminars, evaluating students including state examinations, leading and assessing final thesis at second and third levels, participation in the creation of study materials as well as in the development of the study programmes quality.
- 2) In the case of inauguration procedure in a clinical field, the minimum requirement shall be experience in that clinical field and the acquisition of a specialisation in the field in

which the HIP is carried out or the acquisition of a specialisation in a related clinical field determined by the relevant general statutes and regulations of the relevant faculty at which the HIP is carried out.

3) The minimum thresholds for the measurable indicators according to individual branches of the HIP shall be determined by the internal regulations of individual faculties.

4) The criteria as set out in the internal regulations of individual faculties guarantee that the applicant also meets other qualifications as specified in the Present Internal Regulation if so required by the nature of the relevant field of habilitation and inauguration procedures.

Article III. Creative Activity

1) Creative activities require meeting the following criteria:

a) impact on the development of the relevant field of habilitation and inauguration procedures by creating a scientific school or an artistic school or an original, generally recognized group that follows up with the outputs of his/her creative activity, at least by training no less than one successful postgraduate student and leading at least another postgraduate student who passed a dissertation examination in the field of study that the field of habilitation and inauguration procedures is assigned to and possible greater number of which is specified in the internal regulation of the relevant faculty at which the given field of the HIP takes place;

b) recognition that the applicant is considered a scientific personality in professional circles or an artistic personality in artistic circles in the relevant field of habilitation and inauguration procedures, his/her scientific works or artistic works or artistic performances have also achieved international recognition *e.g.* by taking lecture stays abroad, but in particular by demonstrating responses to published scientific works or artistic outputs and performances or other outputs of creative activity in the number, structure and with other attributes corresponding to internationally established practice and specificities of the field of habilitation and inauguration procedures (responses from abroad are also required, but auto-citations are, however, excluded);

c) demonstration of international recognition by written references from leading foreign experts from at least three different countries outside the Slovak Republic; an expert shall therein confirm that the results of the applicant's creative activity have been internationally recognized and that the applicant meets the requirements for admission as Professor in international context.

2) The minimum thresholds for the measurable indicators according to individual branches of the HIP shall be determined by the internal regulations of individual faculties.

3) Published scientific works or artistic outputs or artistic performances or other outputs of creative activity and responses to such published scientific works or artistic outputs or performances or other outputs of creative activity shall be evidenced by an extract from the university library certified by responsible staff thereof. In the case of employees of the TU, this shall be an excerpt from the University Library verified by a responsible employee thereof. In the case of universities and colleges that contribute to the Central Register of

Publications, this shall be the output from the relevant academic library verified by the Dean whose powers cover scientific and research activity of the faculty or the Dean of the relevant faculty of the University. In the case of any other candidates whose publication activity and responses thereto are processed on the basis of a bibliographic registration contract, this shall be an extract from the University Library of the TU verified by a responsible employee thereof.

4) Further qualification prerequisites, if so required by the nature of the relevant field of habilitation and inauguration procedures.

5) Compliance with the conditions under the general statutes and under the specific internal regulations of the University and the Faculty shall be further examined by the habilitation commission in the process of the habilitation procedure. They shall state a conclusion on the compliance or non-compliance of the criteria in a written proposal submitted to the Chairman of the Scientific Council of the Faculty.

6) The applicant shall be required to comply with ethical standards in the area of research integrity. Violation of ethical rules of research and education, proven in accordance with the relevant applicable general statutes and internal regulations of the University and parts thereof shall constitute grounds for not awarding the degree of Professor.

PART FIVE

Procedure for Obtaining Scientific/Teaching Degrees and Artistic/Teaching Degrees of Associate Professor and Professor at the University

1) The habilitation or inauguration procedure shall commence with an application in writing the requirements of which are determined by the general statutes and internal regulations of the relevant faculty. The Dean of the relevant faculty shall notify the applicant of approval or rejection of his/her application within 60 days.

2) Once an application in writing is filed on the part of an applicant, the Dean of the relevant faculty at which the HIP study program takes place shall immediately ask the relevant BHIPD for an opinion on meeting the criteria of the given HIP study program in terms of award of the degree of Associate Professor or Professor. The BHIPD shall be obliged to issue their opinion within 30 days of receipt of a request in writing from the Dean.

3) The BDHK meeting shall be recorded in the minutes in which the BDHK shall provisionally express themselves of the fulfilment of individual criteria of the applicant and on other requirements under the Present Internal Regulation and other related regulations of the University and faculties. The opinion of BDHK shall clearly indicate which indicators form a basis for conclusion of their recommendations or non-recommendations to submit an application for the initiation of habilitation or inauguration procedures.

4) The written minutes on the BDHK meeting shall be delivered to the Dean of the relevant faculty.

5) Further specific procedure of the habilitation procedure and the inaugural procedure of the applicant shall be determined by specific regulations of the faculty and the University.

PART SIX
Submission of Applications for
Accreditation of New HIP Study Programmes

- 1) The TU shall, in the case of an application for accreditation of a new HIP study programme, proceed according to the legal standards specified in the first part, Section 1 and Section 2 of the Present Internal Regulation.
- 2) The proposal for accreditation of a new HIP branch shall be submitted by the Chancellor upon request of the Dean of the Faculty at which the new higher education branch will be implemented to the Chair of the Board for Internal Higher Education Quality Assessment (hereinafter referred to as "the BIHEQA"). Prior to the submission to the BIHEQA, the proposal must at first be approved by the Scientific Council of the relevant faculty. The persons constituting staffing of the new branch of HIP shall cooperate according to the second part of Section 2 of the Present Internal Regulation in the development thereof.
- 3) The group of persons who are in charge of the development and quality assurance of the new HIP branch planned shall form a BIHEQA within the meaning of Part Two, Section 2 of the Present Internal Regulation.
- 4) The chair of the BIHEQA for the new HIP branch planned shall elaborate an application for accreditation of the new HIV branch according to the templates as published on the Slovak Accreditation Agency web domain. The same shall also contain a report on the compliance with the standards and criteria of the relevant HIP branch according to the form attached as Annex 1 to the Present Internal Regulation.
- 5) Once the relevant documentation of the BIHEQA for the new HIC branch according to Section 8 of the fifth part of the Present Internal Regulation is prepared, an application for accreditation of the new HIC branch (including the relevant information documented) shall be discussed and approved by the Scientific Board of the relevant faculty. Once approved, the same shall be submitted by the Dean of the Faculty to the Chair of the BDHC.
- 6) Chair of the BDHC shall, pursuant to Article 8, Section 6 and 7 of the BDHC Statute, forward the proposal submitted to the chairman of the Trade Union Task Force which covers the new HIP branch.
- 7) The chairman of the relevant Trade Union Task Force shall convene a meeting at which the proposal for accreditation of the new HIP branch shall be discussed. A member of another task force may, in the case of interdisciplinary character of the new HIP branch, also be invited to join the discussion.
- 8) Where necessary, the Secretary of the BHIPD shall request the Dean who submitted the request to complete the same and shall subsequently forward the same to the relevant Trade Union Task Force.
- 9) The *ad hoc* task force report submitted to the Trade Union Task Force shall discuss the same at their meeting and along with their opinion forward the same through their Chairman to the Chairman of the BDHC.

10) The Chairman of the BDHC Trade Union Task Force shall then send the minutes along with an unambiguous opinion on the recommendation or non-recommendation to submit an application for accreditation of a new HIP branch to the Chairman of the BDHC.

11) The Chairman of the BDHC shall convene a meeting at which the proposal submitted be put to the vote. The decision of the BDHC shall be binding. The accreditation process of the new HIV branch shall not be continued in the event of disagreement therewith. Another application may only be submitted in a year. In the event of affirmative opinion on a proposal for accreditation of a new HIP branch the Chairman of the BDHC shall, through the Secretary of the BDHC, notify the relevant dean who submitted the proposal and who shall accordingly inform the Scientific Council of the faculty concerned.

12) Once report of the Trade Union Task Force on compliance with the standards and criteria of the new HIP branch is received, the chairman of the BDHC shall convene a meeting of the BDHC at which the submitted report shall be discussed and approved. After a thorough assessment of all relevant documents and facts, the BDHC shall, as regards the application submitted for accreditation of the new HIP branch:

- a) consent to the same;
- b) consent to the same, but has objections (in this case, another discussion within the Trade Union Task Force and supplementing the documents shall be necessary),
- c) not consent.

13) In the event of affirmative opinion of the BDHC of the submission of an application for accreditation of a new HIP branch, the procedure under Article 2, Section 5, Item (b) and Article 11, Section 4 of the Statute of the BDHC, in accordance with their Rules of Procedure and pursuant to Article 31, Section 4 of the Act No. 269/2018 Coll. on Quality Assurance in Higher Education, shall follow.

PART SEVEN

Joint Provisions

1) The conditions and requirements for commencement of the habilitation and inauguration procedures set out in the present criteria shall be understood as minimum criteria and may not be replaced by the fulfilment of other criteria.

2) The Chancellor shall appoint only those candidates Associate Professors who meet the required criteria and passed habilitation or inauguration procedure.

3) The rules and procedures of the habilitation and inauguration procedures provided for in the Present Regulation, in another internal regulation of the University or in other internal regulations of individual faculties shall guarantee:

- a) transparency and openness of procedures on equal terms for all applicants which they are aware of in advance;
- b) impartial, objective, erudite, consistent, and unambiguous verification of compliance with the requirements and criteria on the part of an applicant,
- c) that the selection and composition of examiners of the habilitation and inauguration procedures, of the habilitation commission and the inauguration commission be in

accordance with general statutes and that the criteria for selection thereof guarantee that the persons concerned are scientifically or artistically engaged in the relevant field of the habilitation and inauguration procedures or, in justified cases, in the field of science, technology and art, according to the applicant's creative activity.

PART EIGHT
Final Provisions

- 1) Those HIPs which commenced prior the Present Regulation taking force shall be governed by criteria for obtaining the degree of Associate Professor and the degree of Professor under the regulations in force at the time of the commencement of those procedures.
- 2) The Present Internal Regulation was discussed by the BDHC and approved by the Scientific Council of the University of Trnava on January 17, 2022.
- 3) The Present Internal Regulation shall enter into force once signed by the Chancellor of the University and shall enter into force upon publication hereof on the University's official bulletin board.

prof. PaedDr. René Bílik, CSc.
Chancellor of the Trnava University

Annex 1

**REPORT ON MEETING THE STANDARDS FOR ACCREDITATION OF A
BRANCH OF HABILITATION AND INAUGURATION PROCEDURE**

**Part A:
INFORMATION ON THE FIELD OF HABILITATION AND INAUGURATION
PROCEDURES**

Faculty	
Name of the Field of Habilitation/ Inauguration Procedures (HIP)	
Field (s) of study that the HIP branch is assigned to	
Third-cycle study programmes in the field that the HIP is assigned to	
Second-cycle study programmes in the field that the HIP is assigned to	

**Part B
DRAFT FULFILLMENT OF SELECTED HIP CRITERIA ACCORDING TO
SLOVAK ACCREDITATION AGENCY STANDARDS**

HI 2.1.1 Name and content of habilitation and inauguration procedures specify branch thereof at the university.

Description of the draft fulfilment of a criterion
Description of the draft fulfilment of a criterion

HI 2.1.2 The university assigned the field of habilitation and inauguration procedures to one or two fields of study.

HI 2.1.3 The content of the habilitation and inauguration procedures is defined so as to be as close as possible to the field of study or fields of study to which the same is assigned.

Description of the draft fulfilment of a criterion

HI 3.2.1 The university do in the field of study or fields of study to which the field of habilitation and inauguration procedures are assigned to implement a third-cycle study programme, a second-cycle study programme or a study programme combining first-cycle

and second-cycle studies.

Description of the draft fulfilment of a criterion

HI 4.1.1 A group of five people in charge of the development and quality assurance of the habilitation and inauguration procedures work at the university for a fixed weekly working time. At least two of them shall be in the position of Professor and shall hold that degree, while other persons shall be in the position of Associate Professor and hold that degree.

Description of the draft fulfilment of a criterion

Description of the draft fulfilment of a criterion

HI 4.1.2 Persons in charge of the development and quality assurance of the habilitation and inauguration procedures, shall be scientific or artistically active in the field of habilitation and inauguration procedures or in in a field related.

HI 5.1.1. The university carry out long-term and continuous creative activity in the field of habilitation and inauguration procedures the intensity and scope of which correspond to the nature of those procedures and the results reach the top international level.

Description of the draft fulfilment of a criterion

HI 5.2.1 The university/college shall be entitled to create, implement and modify third-cycle study programmes in at least half of the fields of study in which university/college education is provided.

Description of the draft fulfilment of a criterion

HI 6.1.1 The University has adopted publicly available criteria for evaluating the compliance with the conditions for obtaining a scientific/teaching degree or an artistic/teaching degree of "Associate Professor" which are in accordance with general statutes.

Description of the draft fulfilment of a criterion

HI 7.1.1. The University has adopted publicly available criteria for evaluating the compliance with the conditions for obtaining a scientific/teaching degree or an artistic/teaching degree of "Associate Professor" which are in accordance with general statutes.

Description of the draft fulfilment of a criterion

Part C:

DECISION OF THE COUNCIL FOR INTERNAL QUALITY ASSESSMENT OF HIGHER EDUCATION OF THE UNIVERSITY OF TRNAVA

Council for Internal Evaluation of the Quality of University Education of the University of Trnava*

1. agree with the preparation of documented information on the application for accreditation of the habilitation and inauguration procedures as well as with approval thereof by the faculty bodies,
2. agree with preparation of documented information on the application for accreditation of the habilitation and inauguration procedures and approval thereof by faculty bodies with objections,
3. do not agree with the preparation of documented information on the application for accreditation of the habilitation and inauguration procedures, nor with approval thereof by the faculty bodies.

*Strike out whichever does not apply