Internal regulation
University of Ss. Cyril and Methodius in Trnava
21/2021

Principles of the Habilitation Proceedings for the Award of the Title of Associate Professor and the Appointment Proceedings for the Title of Professor at the University of Ss. Cyril and Methodius in Trnava

§ 1
Introductory provisions

1) Habilitation proceedings and appointment proceedings are carried out in accordance with Act No. 131/2002 Coll. on Higher Education Institutions and on amendments and supplements to certain acts, as amended (hereinafter referred to as the "Higher Education Institutions Act"), Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. z. on the proceedings for obtaining scientific-pedagogical titles or artistic-pedagogical titles of associate professor and professor, as amended (hereinafter referred to as the "Decree") and the internal regulations of the UCM.
2) An applicant for the title of associate professor must have completed a third-level university degree and must have been active scientifically and pedagogically or artistically and pedagogically in a given field of study at the university.
3) An applicant for appointment as a professor must have been habilitated and must have worked scientifically and pedagogically or artistically and pedagogically in a given field of study at the higher education institution.
4) These Principles of the Habilitation Proceedings for the Award of the Title of Associate Professor and the Appointment Proceedings for the Title of Professor at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "Principles") are approved by the Scientific Board of the UCM (hereinafter referred to as the "VR UCM") according to § 12 par. 1 letter e) of the Higher Education Institutions Act.
5) These principles are part of the Internal Quality Assurance System for Higher Education at the UCM and contain rules according to a special regulation[1].

Part one
Habilitation proceedings

§ 2
Submission of an application

1) The habilitation proceedings shall be initiated by the submission of a written application by the applicant with the annexes referred to in paragraph 2 to the chairperson of the Scientific Board of the Faculty (hereinafter referred to as the "Faculty VR"), which has granted the rights to carry out habilitation proceedings in the given field. In the application, the applicant shall indicate the field in which he/she is applying for the title of associate professor. The application shall be submitted through the University Registry, which shall mark the date of submission on the application.
2) To the application for the title of associate professor, the applicant shall attach:
   a) habilitation thesis in four copies,

[1] Act No. 269/2018 Coll. on quality assurance of higher education and on amendment and supplementation of Act No. 343/2015 Coll. on public procurement and on amendment and supplementation of certain acts, as amended

b) a curriculum vitae, a specimen of which is set out in the Annex to the Decree,
c) a certified copy of a proof of:
   i) second-level higher education - obtaining an academic degree,
   ii) higher education of the third-level degree (academic degree, or scientific-academic degree of PhD. or academic-scientific degree of Dr. according to previous regulations), or
   iii) obtaining the scientific degree CSc., DrSc.,
d) an overview of teaching activities at the university and an overview of the results achieved in these activities (§ 75 par. 5 of the Higher Education Institutions Act), the overview must be signed by the applicant and the head of the department (workplace) where the applicant works (has a full-time position) and must be stamped with the department (workplace) stamp,
e) a list of original published scientific works, professional works, and artistic works, textbooks, textbook texts, an overview of research tasks solved, technical projects or artistic projects carried out, patents and author's certificates, inventions and technical works, an overview of demonstrable citations and references to scientific works, professional works, artistic works or artistic creations, an overview of lectures and lecture stays at home and abroad.

§ 3
Habilitation thesis

1) The applicant submits the habilitation thesis as:
   a) monograph or
   b) a monothematic work that brings new scientific knowledge, or
   c) a set of published scientific papers accompanied by a commentary, or
   d) documentation of artwork or artistic performance or a set of executed artworks or artistic performances.
2) The habilitation thesis may also be submitted in a foreign language with the consent of the chairperson of the VR UCM or the Faculty VR if the study programme in the relevant field of study is carried out at the faculty (hereinafter referred to as the "Scientific Board"). The summary of the habilitation thesis shall be in Slovak.

§ 4
Application review and habilitation proceedings

1) Usually, within thirty days from the date of submission of the application for the award of the associate professor title, the chairperson of the faculty VR shall write to the applicant:
   a) confirms the receipt of the application, the completeness of the annexes, and the initiation of the habilitation proceedings, or
   b) notifies that the application does not contain certain requirements according to § 2

paragraph 2 and § 3 of these Principles, asks the applicant to remedy the deficiencies within a specified period, and suspend the habilitation proceedings until the deficiencies have been remedied, for a maximum period of one year.

2) If the applicant has not remedied the deficiencies within the specified time limit, the habilitation proceedings will be terminated and the chairperson of the Faculty VR will notify the applicant of this in writing. If the applicant has satisfactorily remedied the deficiencies within the specified time limit, the chairperson of the Faculty VR shall notify him/her in writing of the termination of the interruption of his/her habilitation proceedings.
3) The habilitation proceedings are carried out at a university that has been granted accreditation of the habilitation proceedings and the proceedings for the appointment of professors (hereinafter referred to as "accreditation of the habilitation proceedings and the inauguration proceedings"). In the case of a relevant field of study in which the programme of study is carried out at a faculty, the habilitation proceedings shall be carried out at the faculty.
4) If it is a field of study in which UCM has not been granted the right to conduct habilitation proceedings, or if the applicant, on the basis of the criteria for obtaining the title of associate professor, demonstrably fails to meet any of the conditions according to § 76 par. 1, 3, 4, and 6 of the Higher Education Institutions Act, the chairperson of the Faculty VR shall return the application with the justification and the annexed documents to the applicant within four months and the habilitation proceedings shall be terminated.

§ 5
Opponents and Habilitation Committee

1) Within six months from the initiation of the habilitation proceedings, the chairperson of the Scientific Board shall appoint, with the approval of the Scientific Board, three opponents of the habilitation thesis and a three-member Habilitation Committee, so that no more than one opponent and no more than one member of the Habilitation Committee shall be an employee of the higher education institution at which the habilitation is being carried out.
2) The chairperson of the Habilitation Committee shall hold the position of professor at the time of appointment and shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation proceedings and inauguration proceedings. One of the opponents holds the position of professor at the time of appointment. The other opponents and other members of the Habilitation Committee hold the position of professor or associate professor at the time of appointment; in justified cases, other distinguished experts may be other opponents or other members of the Habilitation Committee. The opponents and other members of the Habilitation Board shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation proceedings and inauguration proceedings. In justified cases, the opponents and other members of the habilitation committee may be active in the field of science,

technology, or the arts according to the focus of the applicant's creative activity.

3) The opponents of the habilitation thesis will prepare written reports within three months of the appointment. When preparing the written reports, 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) In his/her report, the opponent will clearly express his/her opinion on the habilitation thesis.

§ 6
Habilitation lecture

1) The habilitation proceedings include the applicant's habilitation lecture and the defence of the habilitation thesis.
2) Through the habilitation lecture, the applicant demonstrates his/her pedagogical competence. The habilitation lecture is public and takes place in the presence of at least five members of the Scientific Board and before the Habilitation Committee, or in the presence of opponents.
3) The defence of the habilitation thesis is a public scientific and pedagogical debate between the applicant, the members of the committee, the opponents, and possibly also other participants of the defence. During the defence of the habilitation thesis, the applicant 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 is public and takes place in the presence of at least five representatives of the Faculty VR, in the presence of at least two opponents, and before the Habilitation Committee.
4) Within nine months from the initiation of the habilitation proceedings, the chairperson of the Faculty VR shall announce in the daily press, on the UCM website, and on the website designated by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as the "Ministry of Education") the date, time and place of the habilitation lecture and the date, time and place of the habilitation thesis defence no later than 14 days prior to the date, time and place of the habilitation lecture and the date, time and place of the habilitation thesis defence. The notification shall state the name, surname, and place of work of the applicant, the title of the habilitation lecture, and the habilitation thesis. The habilitation lecture and the defence of the habilitation thesis shall take place no later than ten months after the start of the habilitation proceedings.
5) No later than fourteen days before the defence of the habilitation thesis, the chairperson of the Faculty VR sends the opposing reports to the applicant and the members of the committee.
6) The defence of the habilitation thesis shall be conducted by the chairperson of the habilitation committee or a member of the committee authorised by him/her.

§ 7
Introduction of the applicant and the course of habilitation proceedings

1) At the beginning of the defence, the chairperson will state whether all the requirements necessary for the defence have been met and will give a brief curriculum vitae of the applicant and his/her characteristics.
2) In the course of the defence, the applicant will acquaint those present with the content and main results of his/her habilitation thesis.
3) The opponents will inform the audience of the content of their reports. The report of the absent opponent shall be read out by the chairperson.
4) In the course of the defence, the applicant will acquaint the audience with the content and main results of his/her habilitation lecture.
5) In the discussion, in which all present can participate, the scientific competence of the applicant is verified, as well as the correctness and scientific justification of the knowledge contained in the habilitation thesis and the habilitation lecture, and the applicant takes a position on all the suggestions and objections of the opponents and answers their questions, as well as the questions of the other participants in the discussion.

§ 8
Evaluation of compliance with the conditions

The Habilitation Committee shall evaluate the fulfilment of the conditions according to § 76 par. 1, 3, 4, and 6 of the Higher Education Institutions Act, according to the criteria for obtaining the title of associate professor, and on the basis of the submitted documents, opponent's reports, professional assessment of the level of the habilitation lecture, and the result of the defence of the habilitation thesis, it will evaluate the overall pedagogical, scientific or artistic activity of the applicant and, no later than one month after the habilitation lecture and the defence of the habilitation thesis, submits a proposal to the chairperson of the Faculty VR with a recommendation to award the applicant the title of associate professor in the field or a proposal with a recommendation not to award the applicant the title of associate professor in the field.

§ 9
Decision

1) The Faculty VR shall discuss the proposal of the Habilitation Committee according to § 8 of these Principles no later than within six months from its submission in the presence of the chairperson of the Habilitation Committee or a member of the Habilitation Committee authorised by the chairperson. It shall assess whether the applicant fulfils the conditions for obtaining the title of associate professor and shall decide whether or not to confer it on the applicant.

2) If the habilitation proceedings are carried out at a different university or faculty than the one at which the applicant is a teacher, the chairperson of the Faculty VR shall invite a representative of the university or faculty at which the applicant is a teacher to discuss the proposal in the Faculty VR. He/she shall request the relevant Rector of the university or the Dean of the faculty to send this representative.
3) When discussing the habilitation committee's proposal under paragraph 1, the Faculty VR shall also assess whether the proceedings laid down by law and the Decree has been followed throughout the proceedings; if it finds that the habilitation proceedings were not in accordance with the law or the Decree, it shall determine the manner of eliminating the deficiencies.
4) In deciding whether or not to award the title of associate professor, the Faculty VR is able to hold a quorum if an absolute majority of all members of the Faculty VR are present. The Faculty VR decides whether or not to award the title of associate professor by secret ballot. The approval of an absolute majority of all members of the Faculty VR shall be required for a decision to be taken.
5) The decision of the Faculty VR on the award of the title of associate professor shall be notified in writing by the chairperson of the Faculty VR to the applicant within 30 days of the decision of the Faculty VR. If according to the decision of the Faculty VR, the applicant does not fulfil the conditions, the Faculty VR 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 Faculty VR. The decision of the Faculty VR cannot be appealed. The time limit for any resubmission of the application for the title of associate professor is determined by the Rules of Proceedings of the Faculty VR. This period may not exceed three years.
6) If the Faculty VR decides to award or not to award the title of associate professor, a written copy of this decision, together with documents on the previous habilitation proceedings, shall be delivered by the chairperson of the Faculty VR to the Rector of the UCM within thirty days of the decision through the Department of Quality and Science (hereinafter referred to as the "OKV").
7) The faculty shall publish on the website designated by the Ministry of Education:
    a) date of submission of the application for habilitation proceedings together with the data according to § 76 par. 10 letters a) and b) of the Higher Education Institutions Act and the title of the habilitation thesis, within 15 days from the submission of the application,
    b) the date from which the habilitation proceedings are suspended and the time limit within which the deficiencies in the application are to be remedied, within 15 days of the suspension of the habilitation proceedings,
    c) the name, surname, academic title, scientific-pedagogical title, and workplace of the opponents of the habilitation thesis and members of the Habilitation Committee, indicating which of them is an employee of the UCM, at which the habilitation proceedings is carried out, within 15 days from the approval by the relevant Faculty VR,

d) the proposal of the Habilitation Committee with a recommendation to award or not to award the applicant the title of associate professor in the field, together with the opposing reports, within 15 days of its submission to the chairperson of the relevant Faculty VR,
e) the decision of the relevant Faculty VR, including its justification, if one is prepared, and the deadline for possible resubmission of the application according to § 9 par. 5, within 15 days from the confirmation of receipt of the decision of the relevant Faculty VR to the applicant,
f) the attendance list from the meeting of the Faculty VR that decided on the application, until the date of publication of the decision of the relevant Faculty VR,
g) the date and reason for the end of the habilitation proceedings, within 15 days of the end of the habilitation proceedings.

§ 10
Award of the title

1) The Rector of the UCM awards the applicant the title of associate professor within two months from the delivery of the decision of the Faculty VR on the award of the title of associate professor. The proof of the award of the title of associate professor is a decree drawn up in accordance with § 4 of the Decree. The signing of the decree by the Rector of the UCM shall end the habilitation proceedings.
2) The decree shall state
   a) the applicant's name, surname, and date of birth,
   b) the field of the habilitation proceedings in which the applicant has been awarded the degree,
   c) the legislation under which the award of the title was made,
   d) the name of the university and faculty at which the habilitation proceedings took place,
   e) title of the habilitation thesis,
   f) the name and surname of the chairperson of the Habilitation Committee,
   g) the date on which the degree was awarded.
3) The decree awarding the title of associate professor shall be drawn up on a document with the state emblem in a drawing (watermark) and shall be stamped with the round stamp with the state emblem of the Slovak Republic.

§ 11
Recording and archiving

1) During the habilitation proceedings, the relevant department of the faculty keeps a written record of the course of the habilitation proceedings at the level of the Faculty VR and the OKV.
2) All applications, reports, and decisions of the applicant and other authorised bodies, or

other submissions, or copies, must contain the necessary particulars required of documents used in official relations (identification of the authority which issued them, date of issue, a signature of the responsible official, official stamp, etc.).

3) The faculty keeps the originals or certified copies in a single copy, and copies are sent to the UCM and the Ministry of Education, where the faculty/OKV verify their conformity with the original or certified copy.
4) One year after the habilitation proceedings, the habilitation file will be transferred to the UCM Archives.

Part two
Appointment proceedings

§ 12
Submission of an application

1) The appointment proceedings shall be initiated by the submission of a written application by the applicant with the annexes referred to in paragraph 2 of this section to the chairperson of the Faculty VR which has the right to carry out the appointment proceedings in the given field of study. In his/her application, the applicant shall indicate the field of the habilitation proceedings and inauguration proceedings in which he/she is applying for an appointment. The application shall be submitted at the University Registry, which shall mark the date of submission of the application.
2) To the application for appointment as a professor, the applicant shall attach:
   a) a curriculum vitae, a specimen of which is set out in the Annex to the Decree,
   b) a certified copy of proof of:
      i) second-level higher education - obtaining an academic degree,
      ii) higher education of the third-level degree (academic degree, or scientific-academic degree of PhD. or academic-scientific degree of Dr. according to previous regulations), or
      iii) obtaining the scientific degree CSc., DrSc.,
      iv) a certified copy of the decree awarding the title of associate professor to the applicant or a decision on the recognition of the professional qualification to perform the function of associate professor according to the special regulation § 31 and § 32 of Act No.422/2015 Coll. No. 276/2017 Coll., on the recognition of documents on education and the recognition of professional qualifications and the amendment and supplementation of certain acts, with the original being made available for inspection,
   c) an overview of teaching activities at the higher education institution and an overview of the results achieved in these activities in the function of associate professor
   d) a list of original published scientific works, professional works, and artistic works, textbooks, textbook texts, an overview of research tasks solved, technical projects or

artistic projects carried out, patents and author's certificates, inventions and technical works, an overview of demonstrable citations and references to scientific works, professional works, artistic works or artistic creations, an overview of lectures and lecture stays at home and abroad.

e) the most important scientific works or works of art, textbooks, teaching texts, and evidence of works of art or artistic achievements

§ 13
Application review

1) Usually, within thirty days from the date of submission of the application for appointment as professor, the chairperson of the faculty VR shall write to the applicant:
   a) confirms the receipt of the application, the completeness of the annexes, and the initiation of the appointment proceedings from the date of submission of the application; or
   b) notifies that the application does not contain certain requirements according to § 12 par. 2 of these Principles, asks the applicant to remedy the deficiencies within a specified period, and shall suspend the appointment proceedings until the deficiencies have been remedied, for a maximum period of one year.
2) If the applicant has not remedied the deficiencies within the specified time limit, the appointment proceedings will be terminated and the chairperson of the Faculty VR will notify the applicant in writing. If the applicant has satisfactorily remedied the deficiencies within the time limit, the chairperson of the Faculty VR shall notify him/her in writing that the interruption of his/her appointment proceedings has been terminated.
3) The inauguration proceedings is carried out at the UCM in the field of habilitation proceedings and inauguration proceedings that have been granted accreditation for the field of habilitation proceedings and inauguration proceedings. If it is a relevant field of study in which the study programme is carried out at a faculty, the inauguration proceedings shall be carried out at the faculty.
4) If it is a field of habilitation proceedings and inauguration proceedings in which the UCM has not been granted the right to carry out the appointment proceedings, or if the applicant, on the basis of the criteria for obtaining the title of professor, demonstrably fails to meet any of the conditions according to § 76 par. 5 and 7 of the Higher Education Institutions Act, the chairperson of the Faculty VR shall return the application with the justification and the annexed documents to the applicant within four months and the appointment proceedings shall be terminated.

§ 14
Opponents and Inauguration Committee

1) Within 6 months of the initiation of the appointment proceedings, the chairperson of the

Faculty VR shall appoint, with the approval of the Faculty VR, three opponents and a four-member inauguration committee of eminent national experts and at least one foreign expert, so that no more than one opponent and no more than one member of the Inauguration Committee were employees of the UCM, UCM faculty or other UCM division where the inauguration proceedings are carried out.

2) The chairperson of the Inauguration Committee shall hold the position of professor at the time of appointment and shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation proceedings and inauguration proceedings. One of the opponents holds the position of professor at the time of appointment. The other opponents and other members of the Inauguration Committee hold the position of professor or associate professor at the time of appointment; in justified cases, the other opponents or other members of the Inauguration Committee may be other internationally eminent experts. The opponents and other members of the Inauguration Committee shall be scientifically or artistically active at the time of appointment in the relevant field of the habilitation proceedings and inauguration proceedings. In justified cases, the opponents and other members of the Inauguration Committee may be active in the field of science, technology, or the arts, according to the focus of the applicant's creative activity.
3) The opponents shall, within three months of their appointment, draw up written reports on the application submitted.
4) Within nine months from the initiation of the appointment proceedings, the chairperson of the Faculty VR shall announce in the daily press, on the UCM website, and the website designated by the Ministry of Education, usually in agreement with the chairperson of the inauguration committee and after having received reports from all opponents, the date, time and place of the inauguration lecture so that it can take place at a public meeting of the Faculty VR no later than 14 days prior to the inauguration lecture. The notification shall state the name, surname, and place of work of the applicant and the title of the inauguration lecture. The inauguration lecture shall take place no later than ten months after the start of the appointment proceedings.
5) The inauguration proceedings also include the applicant's inauguration lecture. In the inauguration lecture, the applicant demonstrates, in particular, his/her teaching competence and presents his/her overall contribution to the field of habilitation proceedings and inauguration proceedings and the contribution of his/her students to the development of the field of habilitation proceedings and inauguration proceedings, and expresses his/her view on the current state of the field of habilitation proceedings and inauguration proceedings and its perspectives. The inauguration lecture is public and is held before the Faculty VR with the participation of at least three members of the Inauguration Committee and at least two opponents.
6) The Inauguration Committee shall evaluate the fulfilment of the conditions according to § 76 par. 5 and 7 of the Higher Education Institutions Act, according to the criteria for obtaining the title of professor, and on the basis of the submitted documents, opponent's

reports and professional assessment of the inauguration lecture presented, it will evaluate the overall pedagogical, scientific or artistic activity of the applicant and, no later than one month after the inauguration lecture, submits a proposal to the chairperson of the Faculty VR with a recommendation to approve the proposal for the appointment of the applicant as professor in the field of habilitation proceedings and inauguration proceedings or not to approve the proposal for the appointment of the applicant as a professor in the field of habilitation proceedings and inauguration proceedings, which will be signed by the chairperson and the members of the committee present at the meeting.

§ 15
Review and decision of the Faculty VR

1) The Faculty VR shall discuss the proposal of the Inauguration Committee according to § 14, paragraph 6 of these Principles no later than six months from its submission by the Inauguration Committee in the presence of the chairperson of the Inauguration Committee or a member of the Inauguration Committee authorised by him/her. It shall assess whether the applicant fulfils the conditions for appointment as a professor and shall decide whether or not to approve the proposal for appointment as a professor.
2) The Faculty VR will also evaluate whether the proceedings laid down by law and Decree have been followed throughout. If it finds that the course of the appointment proceedings was not in accordance with the law or the Decree, it shall determine the manner of eliminating the deficiencies.
3) The Faculty VR is able to hold a quorum in matters concerning the appointment of professors if an absolute majority of all members of the Faculty VR.
4) If the appointment proceedings take place at a different university or faculty than the one at which the applicant is a teacher, the chairperson of the Faculty VR shall invite a representative of the university or faculty at which the applicant is a teacher to discuss the proposal in the Faculty VR. He/she shall request the rector of the university or the dean of the faculty to send this representative.
5) The Faculty VR decides on the approval of a proposal for appointment as a professor or on the disapproval of a proposal for appointment as a professor by secret ballot. The approval of the proposal requires the consent of a supermajority of all members of the Faculty VR.
6) The decision of the Faculty VR on the approval of the proposal for appointment as professor shall be notified in writing by the chairperson of the Faculty VR to the applicant within 30 days of the decision of the Faculty VR. If, according to the decision of the Faculty VR, the applicant does not fulfil the conditions for appointment as professor, the Faculty VR shall not approve the proposal and its chairperson shall notify the applicant in writing of this decision with the justification in writing within 30 days of the decision of the Faculty VR. There is no right of appeal against the decision of the Faculty VR. The time limit for any resubmission of the application for the title of professor is determined by the Rules of Procedure of the VR UCM. This period may not exceed 3 years.

7) If the Faculty VR approves the proposal for appointment as a professor, the chairperson of the Faculty VR submits the proposal together with a written copy of the decision of the Faculty VR and the annexes according to § 18 par. 2. letter a) to p) to the chairperson of the VR UCM within 30 days of the discussions.

§ 16
Publication

1) The faculty shall publish on the website designated by the Ministry of Education:
   a) the date of submission of the application for appointment as professor, together with the information referred to in the section according to § 76 par. 10 letters a) and b) of the Act and the list according to § 12 paragraph 2 of these principles, within 15 days from the delivery of the application,
   b) the date from which the appointment proceedings is suspended and the time limit within which the deficiencies in the application must be remedied, within 15 days of the suspension of the appointment proceedings,
   c) name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title, scientific rank, and workplace of the opponents and members of the Inauguration Committee, within 15 days of their approval by the relevant Faculty VR, indicating which of them:
      i) is an employee of the university at which the appointment proceedings are taking place,
      ii) is a foreign expert,
      iii) serves as a professor at the university,
   d) a proposal of the Inauguration Committee with a recommendation to approve or disapprove the proposal for the appointment of the applicant as a professor in the field, within 15 days of its submission to the chairperson of the relevant Faculty VR,
   e) the decision of the relevant Faculty VR, including its justification, if it is prepared, and the time limits for any resubmission of the application according to § 13 par. 5 of these Principles within 15 days of the confirmation of the submission of the decision of the relevant Faculty VR to the applicant, if it is a decision of the Faculty VR, within 15 days of the submission of the decision of the VR UCM,
   f) the attendance list from the meeting of the Faculty VR that discussed the proposal for the appointment of a professor, until the date of publication of the decision of the relevant Faculty VR,
   g) the date and reason for the termination of the appointment proceedings, within 15 days of the termination of the appointment proceedings.
2) The OKV UCM will send the written characteristics of the proposed applicant for a professor to the members of the VR UCM at least seven days before the date of the VR UCM meeting.

§ 17
Discussion and approval of the proposal by the VR UCM

1) The VR UCM shall discuss the proposal of the Faculty VR in accordance with § 6 par. 6 of the Decree within six months of its submission at the latest in the presence of the chairperson of the Inauguration Committee or a member of the Inauguration Committee authorised by him/her. It shall assess whether the applicant fulfils the conditions for appointment as professor and shall decide whether or not to approve the proposal for appointment as professor.
2) The VR UCM approves the proposal for appointment as a professor by secret ballot in accordance with § 6 par. 7 of the Decree, the UCM Statute, and the Rules of Procedure of the VR UCM. Approval requires the consent of a supermajority of all members of the VR UCM.
3) In a 20-minute presentation at the VR UCM meeting, the applicant will evaluate the level of knowledge in the given field.
4) The decision of the VR UCM on the approval of the proposal for appointment as a professor shall be notified in writing by its chairperson to the applicant within 30 days of the decision of the VR UCM. If the VR UCM does not approve the proposal for appointment as professor, its chairperson shall communicate the result in writing with reasons to the applicant within 30 days of the VR UCM discussions. The decision of the VR UCM cannot be appealed.
5) If the VR UCM approves the proposal for appointment as a professor, the rector submits the proposal together with the documents on the previous course of the appointment proceedings, except for the documents according to § 5 par. 2 letter f) of the Decree, to the Minister of Education of the Slovak Republic.
6) OKV UCM will publish on the website designated by the Ministry of Education:
   a) the decision of the VR UCM, including its justification, if it is prepared, and the deadline for possible resubmission of the application according to § 5 par. 2 of the Decree within 15 days from the confirmation of the receipt of the decision of the Scientific Board to the applicant,
   b) the attendance list from the meeting of the VR UCM that decided on the application, until the date of publication of the decision of the relevant Scientific Board,
   c) the date and reason for the termination of the appointment proceedings within 15 days of the termination of the appointment proceedings.

§ 18
Recording and archiving

1) The written documentation on the course of the appointment proceedings at the level of the Faculty VR and the OKV at the level of VR UCM is kept during the appointment proceedings.

2) The written documentation is part of the appointment file and includes in particular:
   a) the applicant's application with the annexes according to § 12 par. 2 of these Principles,
   b) an acknowledgment of submission of the application sent by the chairperson of the Scientific Board to the applicant, or a letter of request to remedy the deficiencies with a notice of suspension of the proceedings according to § 5 par. 4 of the Decree, or a notice of termination of the proceedings accompanied by the return of the application and the attached documents according to § 5 par. 4 of the Decree,
   c) correspondence between the chairperson of the Scientific Board and the applicant concerning the completion of the application where the proceedings have been suspended according to § 5 par. 4 of the Decree; this correspondence shall include a letter by which the chairperson of the Scientific Board terminates the suspension of the proceedings, confirming that the application is complete and free from formal deficiencies,
   d) an extract from the resolutions of the faculty VR on its consent to the appointment of the chairperson and other members of the Inauguration Committee and three opponents according to § 5 par. 6 of the Decree,
   e) the appointment decrees issued by the chairperson of the Scientific Board for the members of the Inauguration Committee and the opponents,
   f) the reports of all opponents,
   g) proof of timely publication of the inauguration lecture according to § 5 par. 10 of the Decree,
   h) the minutes of the inauguration lecture with the attendance list attached,
   i) the proposal of the Inauguration Committee according to § 5 par. 11 of the Decree
   j) proof of the invitation of a representative of the faculty or external educational institution at which the applicant is teaching to the discussion of the proposal in the Faculty VR if the appointment proceedings take place at another faculty,
   k) an extract from the minutes of the Faculty VR which decided on the submission of a proposal for appointment as professor according to § 6 par. 1 to 4 of the Decree, with the attached voting record,
   l) the decision of the Faculty VR on the submission of the proposal for appointment as professor addressed to the applicant,
   m) a request from the chairperson of the Scientific Board to include the discussion of the proposal for appointment as a professor in the agenda of the VR UCM addressed to the chairperson of the VR UCM with a list of the enclosures sent according to § 19 par. 2 letter a) to p) of these Principles,
   n) proof of invitation of the applicant to the VR UCM meeting,
   o) an extract from the minutes of the VR UCM which decided on the submission of the proposal for appointment as professor according to § 6 par. 6 of the Decree with the attached voting protocol and ballot papers,
   p) the decision of the VR UCM on the submission of the proposal for appointment as professor addressed to the applicant,

r) a request from the Rector of UCM to submit a proposal for appointment as a professor together with documents on the previous course of the appointment proceedings addressed to the Minister of Education with a list of the enclosures sent.

3) All applications, reports, and decisions of the tenderer and other authorised bodies, or other submissions, or copies, must contain the necessary particulars required of documents used in official relations (identification of the authority which issued them, date of issue, a signature of the responsible official, official stamp, etc.).
4) The faculty keeps the originals or certified copies in a single copy, and the OKV UCM sends copies to the Ministry of Education, on which the science department of the faculty/OKV UCM verifies their correspondence with the original or certified copy.
5) One year after the appointment of the professor, the appointment file will be transferred to the UCM archives.

Part three
Common provisions

§ 19
Sending documents to the OKV

1) After the approval of the proposal in the Faculty VR, the chairperson of the Faculty VR sends the following documents in one copy to the OKV UCM, in the case of the habilitation proceedings:
   a) the applicant's request to initiate the proceedings,
   b) the applicant's curriculum vitae,
   c) proof of having obtained an academic, academic-scientific degree, scientific rank, or other scientific qualification (all the titles to be mentioned in the decree must be documented),
   d) an overview of pedagogical activities and achievements in educational activities according to § 2 par. 2 letter d) of these principles,
   e) the report of the Habilitation Committee,
   f) opponent's reports,
   g) the proposal of the Habilitation Committee according to § 8 of these Principles,
   h) the result of the vote of the Faculty VR and its decision sent to the applicant,
   i) originals, separates, or copies of published works that are graded as a minimum requirement for the title of associate professor; copies may be either all in hard copy or all in electronic form on an attached storage medium,
   j) criteria table,
   k) the consent of the data subject,
   l) an overview of the applicant's research or artistic work,
   m) a copy of the report on the publication of the inauguration lecture in the daily press (according to §5 par. 10 of the Decree).

2) The chairperson of the Faculty VR sends one copy to the OKV UCM, in the case of the appointment proceedings:
   a) the applicant's request to initiate the proceedings,
   b) the applicant's curriculum vitae,
   c) proof of having obtained an academic, academic-scientific degree, scientific rank, or other scientific qualification (all the titles to be mentioned in the decree must be documented), a certified copy of the decree awarding the title of associate professor to the applicant or a decision recognising the professional qualification to act in a position of associate professor,
   d) an overview of pedagogical activities and achievements in educational activities according to § 12 par. 2 letter c) of these Principles,
   e) opponent's reports,
   f) the proposal of the Inauguration Committee,
   g) the result of the vote of the Faculty VR and its decision sent to the applicant,
   h) scientific and pedagogical characteristics of the associate professor proposed for appointment as professor,
   i) a list of original published scientific, professional, and artistic works in the field in English or another appropriate language, according to §12 par. 2 letter d) of these Principles,
   j) originals, separates, or copies of published works that are graded as a minimum requirement for the title of associate professor; copies may be either all in hard copy or all in electronic form on an attached storage medium,
   k) criteria table,
   l) the consent of the data subject,
   m) an overview of the applicant's research or artistic work,
   n) overview of the applicant's results of scientific or artistic training activities of doctoral students (conducted and completed) (according to § 76 par. 5 of the Higher Education Institutions Act and § 5 par. 2 of the Decree),
   o) the topic and syllabus of the inauguration lecture (according to § 5 par. 9 of the Decree),
   p) a copy of the report on the publication of the inauguration lecture in the daily press (according to § 5 par. 10 of the Decree).

§ 20
Committee

1) At the meeting of the Committee after the defence of the habilitation thesis, or after the inauguration lecture, the Committee draws up a proposal according to § 1 paragraph 15, or according to § 5 paragraph 11 of the Decree. This proposal must include:
   a) a list of the members of the Habilitation or Inauguration Committee, its chairperson, and opponents, with an indication of their presence at the Committee's discussions,
   b) professional evaluation of the level of the applicant's habilitation or inauguration

lecture,

c) in the case of habilitation proceedings, an evaluation of the defence of the habilitation thesis,
d) evaluation of the level of the applicant's teaching, scientific and publishing activities, civic and moral qualities of the applicant,
e) a recommendation to grant or not to grant the applicant the title of associate professor in the given field of the habilitation proceedings, or to approve or not to approve the proposal for appointment as professor in the given field of the inauguration proceedings,
f) if the Committee's proposal is negative, the justification of the negative report,
g) date of drafting, signatures of the chairperson, and members of the committee.

2) The Habilitation or Inauguration Committee shall decide on matters on which it draws up written reports or proposals according to paragraph 1 by secret ballot.

§ 21
Fees

1) UCM may require from an applicant for a scientific-pedagogical degree or the artistic-pedagogical degree "Associate Professor" or "Professor" who is not in a fixed work schedule employment relationship with the UCM a fee to cover the costs associated with the habilitation proceedings or the appointment proceedings. This does not apply to an applicant who is employed at UCM on a full-time basis, where the costs related to the habilitation proceedings or appointment proceedings, the fees of opponents and assessors, and the costs of travel of members of committees are normally covered by the budget of the faculty where the applicant is employed. The amount of the fee is determined by an internal regulation of the UCM issued by the rector. The fee is derived from the actual costs of the proceedings and is the revenue of the UCM.
2) The obligation to pay the fee for payment of the costs associated with the habilitation proceedings or appointment proceedings shall be notified to the applicant in writing by the chairperson of the Faculty VR together with the notice of the initiation of the habilitation proceedings or appointment proceedings, indicating the amount and the due date of the fee.

§ 22
Final provisions

1) If an applicant is unsuccessful in the habilitation proceedings or appointment proceedings, he/she may resubmit an application for the award of the title of associate professor or an application for appointment as a professor at the earliest one year after the expiry of one year from the date of the decision of the Faculty VR or the VR UCM.
2) Any amendments to this policy may only be made by written amendments approved by the

VR UCM.

3) With the validity and effectiveness of these Principles, the validity of the Principles of the Habilitation Proceedings for the Award of the Title of Associate Professor and the Appointment Proceedings for the Title of Professor at the University of Ss. Cyril and Methodius in Trnava, which entered into force on 15.11.2016, will expire.
4) These Principles shall enter into force on 20 April 2021 and take effect on 1 May 2021.

In the university town of Trnava, on 29.4.2021

prof. Ing. Roman Boča, DrSc.,
Rector and chairman of the Scientific Board of the UCM

Principles of the Habilitation Proceedings for the Award of the Title of Associate Professor and the Appointment Proceedings for the Title of Professor at the University of Ss. Cyril and Methodius in Trnava, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.