Internal regulation
University of Ss. Cyril and Methodius in Trnava
23/2021

Criteria for filling the position of professor and associate professor at the University of Ss. Cyril and Methodius in Trnava

§ 1

General provisions

1) Criteria for filling the position of professor and associate professor at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as 'the criteria'), approved by the Scientific Board of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as 'VR UCM') in accordance with § 12 par. 1 letters. h), i) and § 77 par. 1, 2, 3, and 4 of Act No. 131/2002 Coll. on Higher Education and amending certain acts as amended ('Higher Education Act') § 23 par. 7 letters. c) and d) of Act No 269/2018 Coll. on Quality Assurance in Higher Education and on amendments to certain acts as amended by later Regulations ("Act on Quality"), Decree of The Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining scientific and pedagogical degrees and the degrees of associate professor and professor (hereinafter, the "Decree"), Standards for the habilitation proceedings and the proceedings for the appointment of professors 2020, in accordance with the Principles of the selection procedure for the recruitment of higher education teachers, research staff posts, the functions of professors and associate professors and the functions of senior staff of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "the Principles"),
2) Criteria are released according to § 15 par. 1 letter. m) of the law on higher education institutions a § 15 par. 1 letter. B) Organizational Rules of the University of Ss. Cyril a Methodius in Trnava.
3) These criteria are part of the Internal Quality Assurance System of Higher Education of the UCM and contain the rules according to the law on quality.

§ 2

General criteria for filling the position of professor at UCM

1) A qualification prerequisite for an applicant to fill the position of professor in the field of study is the acquisition of a scientific-pedagogical or artistic-pedagogical title of professor in the relevant field of study or related field of study and activity in a relevant field of study.
2) In the case of an applicant without scientific and pedagogical or artistic and pedagogical title professor is a qualification prerequisite for filling the position of professor in the field of study a previous acquisition of a scientific-pedagogical or artistic-pedagogical title of associate professor in a relevant field of study, or in a related field of study and fulfillment of the Criteria on the evaluation of the fulfillment of the conditions for obtaining the scientific-pedagogical or artistic-pedagogical title of professor in the field of study, which are set at the UCM for the relevant field of habilitation proceedings and inauguration proceedings. In case the UCM does not implement the relevant section of the habilitation and inauguration proceedings, the criteria of another higher education institution in the Slovak Republic in the relevant or related field of the habilitation proceedings and inauguration proceedings or in another similar field of study assigned to the respective field of study are standard for meeting this requirement.
3) The functional position of a professor at UCM can be filled by an applicant without a

scientific-pedagogical or artistic and pedagogical title professor for a fixed term of a maximum of three years. For this time, all employment relationships in all public higher education institutions, state universities, and private universities are taken into account. Concurrent employment relationships are taken into account separately. The employment contract for the post of professor concluded with a person without the title of professor shall be null and void from the first day of the calendar month following the end of the period referred to in the first sentence.

4) The position of professor at the UCM is filled by a selection process according to the principles.[1]

§ 3

Specific conditions for filling the position of professor at UCM

1) The scientific integrity of the applicant is an irreplaceable condition resting in consistent compliance with the highest professional and moral standards, transparency, implementation of research critically and without prejudices, and the absolute integrity of practice, teaching, and administration of science. Its opposite is scientific dishonesty, which is the reason for the vacancy of the position of professor at the UCM by the applicant.
2) The creative activity of the applicant is on the international level and is relevant from point of view of fulfilling the mission of the UCM, especially in bonds on the goals and outputs of education in a framework of a relevant field of study.
3) Proven ability of the applicant to ensure profile study subject in framework field of study to which a section of habilitation proceedings and inauguration proceedings is assigned.
4) Competences and abilities of the applicant to bear responsibility for the implementation, development, and security quality study fee program or otherwise defined comprehensive parts study program (approval, language, section common program).
5) An applicant without scientific and pedagogical titles or artistic and pedagogical titles the professor has at least such level of range, intensity, quality, and recognition of his scientific, artistic, and other creative activity, as required of applicants to meet the criteria for obtaining scientific-pedagogical or artistic and pedagogical title professor, which are fixed at the UCM for the respective section of habilitation proceedings and inauguration proceedings. In case a relevant UCM division does not implement habilitation proceedings and inauguration proceedings, the criteria of another higher education institution in the Slovak Republic in the relevant or related field of the habilitation and inauguration proceedings or another similar field assigned to the respective field of study are standard for meeting this requirement.
6) The applicant without a scientific and pedagogical title or artistic and pedagogical title of the professor has at least such level range, intensity, quality recognition of his scientific, artistic other creative activities, what with she demanded on the fulfilment criteria on the acquisition title Associate Professor or professor in the relevant field of study of the habilitation proceedings and the inauguration proceedings in the period preceding the date

[1] Principles of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors, Associate Professors, and Senior Staff of the University of Ss. Cyril and Methodius in Trnava

of entry into force of these criteria.

7) The applicant for the position of professor will submit the following documents proving results and continuity and the current level of his pedagogical and creative activity in the respective field of study; these shall be appropriately taken into account at the selection procedure:
   a) documents about qualifying assumptions (professional curriculum vitae, officially proven copy of the document about the highest obtained university educated, officially proven copy of the decree by which he was to the applicant granted the scientific and pedagogical, or artistic and pedagogical title of associate professor and an officially certified copy of the decree by which the applicant was awarded a scientific-pedagogical or artistic and pedagogical title professor, in case if he was for professor appointed),
   b) characteristics of pedagogical activities (document about pedagogical practice in the field of study, respectively in the related field of study, information on securing profile study subjects and other study subjects, about participation on the increasing of quality of a study program, about successful management of final theses (including dissertations), about participation in commissions within doctoral studies or in habilitation and inauguration commissions, about the creation of study materials and methods, about participation on the solutions of educational projects, about the past benefits of the applicant to the increasing quality of education in the field,
   c) characteristics of creative activities (solution of scientific research tasks, active participation in scientific research or artistic teams, management, or coordination of a successfully completed scientific research or artistic project obtained through competition in the relevant grant scheme (in the position of the principal investigator or deputy principal investigator), other scientific-research or artistic activities at the national and international level; further the applicant is recommended to submit information about solutions of application project with output to practice, about expertise and assessment activities,
   d) overview of publishing activities including citations in a number, quality, and structure required from applicants to meet the criteria for obtaining the scientific-pedagogical or artistic-pedagogical title of professor, which are fixed at the UCM for the relevant section of habilitation proceedings and inauguration proceedings. In case the UCM does not implement the relevant section of habilitation proceedings and inauguration proceedings, are accepted the standards for the fulfillment of the criteria from another higher education institutions in Slovak republic in relevant or in a related field of habilitation proceedings and inauguration proceedings or another similar field, assigned to the relevant field of study,
   e) other significant facts, other scientific and artistic activities of the applicant, membership in scientific boards and scholarly companies, membership in editorial boards of scientific and scholarly magazines, participation in foreign or international conferences with invited lectures, in case of artistic activity, invited participation in artistic events (jury, art board), about popularization and media coverage of the outputs of creative activities and study field.

§ 4

General criteria for filling the position of associate professor at UCM

1) The qualifying prerequisite for the occupation of a functional position of associate professor in the field is obtaining the scientific-pedagogical title of associate professor in the relevant field or a related field and working in the relevant field.
2) In the case of the applicant without a scientific and pedagogical or artistic and pedagogical title of associate professor, the qualification prerequisite for filling the position of associate professor in the field is the previous completion of the third degree of university studies in the relevant field, or in a related field of study and fulfillment of the Criteria on the evaluation of the fulfillment of conditions of acquisition of the scientific-pedagogical or artistic-pedagogical title of associate professor in the field, which are specified at UCM for the relevant section of habilitation proceedings and inauguration proceedings. In case the relevant UCM division does not implement the habilitation proceedings and the inauguration proceedings are the standards for the fulfillment of the requirements the criteria from other higher education institutions in Slovak republic in the relevant or related field of habilitation proceedings and inauguration proceedings or in another similar field.
3) A functional position of an associate professor at the UCM can be occupied by applicants without scientific and pedagogical or without an artistic-pedagogical title of associate professor, subject to the fulfillment of the conditions outlined in this regulation and for a fixed period, totaling no longer than three years. During this period is taken into account for working conditions in all public higher education institutions, state higher education institutions, and private universities. Concurrent employment relationships are taken into account separately. The employment contract for the post of professor concluded with a person without the title of professor shall be null and void from the first day of the calendar month following the end of the period referred to in the first sentence.
4) The occupation of the functional position of an associate professor at the UCM is carried out by a selection procedure according to the principles[2].

§ 5

Specific conditions for filling the position of associate professor at UCM

1) The scientific integrity of the applicant is an irreplaceable condition resting in consistent compliance with the highest professional and moral standards, transparency, implementation of research critically and without prejudices, and in absolute integrity with practice, teaching, and administration of science. The opposite is scientific dishonesty, which is the reason for the vacancy of the position of associate professor at UCM.
2) The creative activity of the applicant is relevant from the point of view of fulfilling the mission of the UCM, especially in bonds with targets and outputs of education in a framework of a relevant study field.

[2] Principles of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors, Associate Professors, and Senior Staff of the University of Ss. Cyril and Methodius in Trnava

3) The ability to ensure a profile study subject within a study field to which habilitation proceedings and inauguration proceedings are assigned to.
4) The ability to carry responsibility for carrying out, developing, and ensuring of quality of the study program or otherwise defined comprehensive parts of the study program (approbation, language, part of the common program).
5) An applicant without a scientific-pedagogical degree or an artistic-pedagogical degree of an associate professor has at least such level of range, intensity, quality, and recognition of his scientific, artistic, and other creative activity, as required of applicants to meet the criteria for obtaining scientific-pedagogical or artistic and pedagogical title Associate Professor, which are fixed at the UCM for the respective section of habilitation proceedings and inauguration proceedings. In case UCM does not implement a relevant field of habilitation proceedings and inauguration proceedings, the standard is the fulfillment of the required criteria from another university in the Slovak Republic in the relevant or related field of habilitation proceedings and inauguration proceedings or in another similar field, assigned to the relevant study field.
6) An applicant without a scientific-pedagogical degree or an artistic-pedagogical degree of an associate professor has at least such level of range, intensity, quality, and recognition of his scientific, artistic, and other creative activities, which were demanded in the period that preceded the date of entry into force of these criteria.
7) The applicant for the function of associate professor submits the following documents, proving the results, continuity, and the current level of his pedagogical and creative activities in the relevant study field, which will be adequately taken into account during the selection proceedings:
   a) documents about qualifying conditions (professional curriculum vitae, officially validated copy of the document about the highest obtained university education, officially validated copy of the decree by which the applicant was awarded the scientific-pedagogical or artistic-pedagogical title of associate professor, in case the title was awarded
   b) characteristics of the pedagogical activities (document about pedagogical practice in the study field, respectively in the related field of study, information on the provision of study subjects, on participation on the increasing quality of the study program, about successful management of final theses, about participation in commissions within doctoral studies, about creation of study materials and methods, about participation on the solutions of educational projects, about the previous contributions of the applicant to increasing of the quality of education in the field,
   c) characteristics of creative activities (solution of scientific research tasks, active participation in scientific research or artistic teams, participation on the successful scientific research or artistic project obtained by competition in relevant grant scheme, other scientific or artistic activities on the national and international level; further the applicant is recommended to submit information about the solution of an application project with output to practice, about expertise and assessment activities,
   d) overview of publishing activities, including reviews in a number, quality and structure that is required from applicants to meet the criteria for obtaining scientific-pedagogical or artistic-pedagogical title Associate Professor, which are fixed at the UCM for relevant

section of habilitation proceedings and inauguration proceedings. In case the UCM does not implement a relevant section of habilitation proceedings and inauguration proceedings, the standard is the fulfilment of the requirements and criteria from other higher education institutions in the Slovak republic in relevant or in a related field of habilitation proceedings and inauguration proceedings or in another similar field, assigned to the relevant field of study.

e) other significant facts, other scientific research and artistic activities of the applicant, membership in scientific boards and scholarly companies, membership in editorial boards of scientific and scholarly magazines, participation in the foreign or international conference with invited lecture, in case of artistic activities invited participation on the artistic events (jury, artistic board), about popularization and media coverage of the outputs of creative activities and the study field.

§ 6

Final provisions

1) At the UCM, only selection procedure opportunities are announced to fill the positions of associate professor and professor, which are approved in the qualification and professional structure of positions. The selection procedure is announced by the Dean of the Faculty or the Rector of UCM, who also determines the selection committee
2) Appointment to the position of professor or associate professor on the proposal of the dean of the faculty is subject to approval by the rector of the UCM.
3) These criteria shall take effect on the date of their approval by the Scientific Board of the UCM on 20 April 2021 and shall enter into force on 1 May 2021.
4) On the day of entry into force of these criteria, General criteria for filling the positions of professors and associate professors at the University of Ss. Cyril and Methodius in Trnava, which entered into force on 29 April 2014, and took effect on 1 May 2014, as well as Specific conditions for filling the positions of professors at the University of Ss. Cyril and Methodius in Trnava, which entered into force on April 29 2014, and took effect on May 1, 2014, are canceled.

In Trnava, 29 April, 2021

prof. Ing. Roman Boca, DrSc.
rector and the chairman of the Scientific Board of the UCM

Criteria for filling the position of professor and associate 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.