Internal regulation
University of Ss. Cyril and Methodius in Trnava
52/2021

Directive on the Evaluation of Creative Activity at the UCM

§ 1
Introductory provisions

1) The directive on evaluation of creative activity at the UCM (hereinafter referred to as "Directive") is issued according to § 15 par. 1 letter m) of Act no. 131/2002 Coll. on Higher Education Institutions and on the amendment of certain laws as amended (hereinafter referred to as "Higher Education Institutions Act"), § 48 par. 2 of the Statute of the University of Ss. Cyril and Methodius in Trnava and 15 par. 1 letter c) Organizational Rules of the University of Ss. Cyril and Methodius in Trnava.
2) This Directive is a part of the Internal Quality Assurance System for Higher Education at the UCM and contains rules according to a special regulation[1].
3) This Directive regulates the internal evaluation of the level of creative activity at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "UCM") in relation to all areas and needs of the evaluation of creative activity at the UCM.
4) This Directive is in accordance with the requirements for the fulfilment of the standards for the internal quality system, the standards for the study programme, and the standards for habilitation proceedings and inauguration proceedings at the UCM.
5) This Directive is in accordance with the requirements of the Standards for the Internal Quality System of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVS"), the SAAVS Standards for the Study Programme and the Standards for Habilitation Proceedings and Inauguration Proceedings of SAAVS.
6) Creative activity at UCM is a research activity, development activity, artistic activity, or other creative activity at the UCM that is relevant to the mission of UCM, especially in relation to the goals and outcomes of education.
7) Creative activity at UCM is evaluated through the assessment of the level of creative activity:
   a) teachers, doctoral students, and other creative staff,
   b) teachers providing profile subjects of the study programme in the relevant field(s) of study in which the study programme is carried out,
   c) persons with responsibility for the development and quality assurance of the field of habilitation proceedings and inauguration proceedings,
   d) within the study programme, field of habilitation proceedings and inauguration proceedings, field of study, workplace/department, UCM division, and the UCM.

§ 2
Demonstrating the level of creative activity by assessment area

1) Creative activity at UCM in relation to the fulfilment of standards for study programmes (hereinafter referred to as "SP") is demonstrated through the most significant outputs of the creative activity of each of the group of teachers providing profile subjects of the study

[1] Act No. 269/2018 Coll. on on quality assurance of higher education and amending Act no. 343/2015 Coll. on public procurement and on amendments to certain laws as amended (hereinafter referred to as "Act No. 269/2018 Coll.")

programme.

2) Creative activity at UCM is demonstrated in relation to the fulfilment of the standards for habilitation proceedings and inauguration proceedings (hereinafter referred to as "OHIK") through the most significant outputs of the creative activity of each of the group of persons responsible for the development and quality assurance of the habilitation proceedings and inauguration proceedings.
3) Creative activity at UCM is demonstrated in relation to the fulfilment of the standards for the internal quality system (hereinafter referred to as "VSK") through the most significant outputs of the creative activity of each of the teachers, doctoral students, and other creative staff at UCM.
4) Depending on the area and need for assessment, the assessor defines groups of teachers, doctoral students, and other creative staff (e.g. by participation in the implementation of the SP, by field of study, by qualification level/academic degree/position, by department, by UCM division or across the UCM).

§ 3
Delimitation of areas and assessment period

1) The area of assessment shall be indicated by the applicant for assessment in his/her application for assessment.
2) Areas of assessment are defined:
   a) the SP in the relevant field of study in which the SP is being or is to be implemented, or
   b) independently assessed approbation, part of the joint SP, translatological basis or teacher's basis, or field of study which content definition is related to the preparation of professionals for one of the regulated professions with education coordination listed in Annex 2 of Decree No.16/2016 Coll.[2] of the Ministry of Education, Science, Research and Sport of the Slovak Republic and is based on disciplines assigned to regulated professions according to the Government Regulation No. 296/2010 Coll.[3]
   c) OHIK that is assigned to one or two fields of study.
3) The area of assessment is assigned to the field(s) of study in which the relevant SP, approbation, teacher´s bases, translatological basis, or to which the OHIK is assigned.
4) The assessment period shall be 6 years prior to the year in which the relevant application for assessment is made.

[2] Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 16/2016 Coll., which establishes professional organizations whose members practice regulated professions with the right to use professional titles and regulated professions with the coordination of education, as amended (hereinafter also referred to as "Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 16/2016 Coll.")

[3] Government Regulation of the Slovak Republic No. 296/2010 Coll. on Professional Competence for the Health Care Profession, Methods of Continuing Education of Health Care Professionals, System of Specialization Fields and System of Certified Work Activities, as amended (hereinafter also referred to as "Government Regulation No. 296/2010 Coll.")

§ 4
Evaluators/assessors

1) The level of creative activity shall be assessed by the evaluators/assessors according to the area and needs of the assessment in accordance with this methodology.
2) The evaluator/assessor is:
   a) member of the UCM Internal Quality Evaluation Board (hereinafter referred to as "RVHK"),
   b) member of the temporary working group of the RVHK, appointed according to the Statute of the RVHK and the Rules of Procedure of the RVHK,
   c) member of the UCM division internal quality system established according to § 3 and 4 of the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings and inauguration proceedings, and submission of applications to the SAAVS (hereinafter referred to as "Directive on the creation"), with the respective scope and responsibilities defined by the internal regulations of the UCM division,
   d) the person responsible for the creative activity at the workplace (head of the workplace),
   e) person responsible for creative activity at the UCM division (vice-dean for science and research at the faculty, person responsible for creative activity at the institute),
   f) the person responsible for creative activity at UCM (Vice-Rector for Quality and Science at UCM),
   g) the person with primary responsibility for the quality and development of the SP, or OHIK,
   h) a person from the group of persons responsible for the profile subjects of the SP or for the quality and development of the OHIK,
   i) creative staff in self-evaluation (teacher, doctoral student, researcher at UCM).

§ 5
Evaluated persons for the areas of assessment of study programmes and fields of habilitation proceedings and inauguration proceedings

1) For each SP and OHIK, there are 5 persons identified at UCM who provide profile subjects for the SP or have responsibility for the development and quality assurance of OHIK in the relevant assessment area.
2) If the area of assessment is defined by a separate assessment of an approbation, part of a joint SP, a teacher´s basis, a translatological basis, or a field of study, the content of which is related to the preparation of professionals for one of the regulated professions with the coordination of education listed in Annex 2 of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 16/2016 Coll., it is based on the disciplines assigned to the regulated professions according to the Government Regulation No. 296/2010 Coll.., or it is another specific case, 3 persons providing profile subjects or

responsible for the development and quality assurance of OHIK are identified.

3) These persons are employed by UCM for a fixed work schedule at the time of application. In assessment areas relating to SPs with an orientation towards vocational training, training of health professionals, members of the armed forces, and artists, it is also permissible to include practitioners who have a part-time employment relationship with UCM at the time of the application for assessment.
4) The same person may be assigned to only one assessment area defined by the SP at each level of education and one assessment area defined by the OHIK.
5) A person can be included in the assessment only at the UCM.

§ 6
Evaluation of the level of creative activity

1) When evaluating the level of creative activity, a holistic expert (peer review) assessment of the most significant outputs of creative activity is applied.
2) The evaluation of the level of creative activity takes into account the specificities in the nature of creative activities across disciplines and art forms, which may justify differences in the detailed approach to evaluation.
3) The principle of evaluation is that, appropriate to each discipline, all types and forms of creative activity and their outputs are evaluated fairly and equally. Assessors shall apply procedures that enable them to recognise levels of creative activity across the full spectrum of applied, practical, basic, and strategic research, the arts, and other creative activities.
4) The evaluation of each output of creative activity results in its classification to one of the quality levels A+, A, A-, B or C.
5) The terms “excellent international”, “significant international”, “internationally recognized” and “nationally recognized” in the evaluation of creative activities refers to the level of quality and do not refer to the nature or geographical scope of specific studies, the place where the research was carried out, nor to the place where the results were disseminated.

§ 7
Submission of creative outputs and other documents for evaluation

1) The assessor shall ensure the availability of records of submitted outputs of creative activity and responses to these outputs in bibliometric and citation databases, registers of publications and artistic activity, or other search systems that are accepted as relevant in the relevant field of study.
2) The applicant for evaluation shall submit 5 outputs for each person assessed, i.e. 25 outputs for each area of evaluation or 15 outputs if the area of evaluation is defined by a separate evaluation of an apprenticeship, part of a joint SP, a teacher´s bases, a translatological bases, or a field of study which content definition is related to the preparation of professionals for one of the regulated professions with education coordination listed in Annex No. 2 of Decree No. 16/2016 Coll. of t the Ministry of Education, Science, Research and Sport of the

Slovak Republic is based on the fields of study assigned to regulated professions according to Government Regulation No. 296/2010 Coll, or it is another specific case.

3) Only outputs of creative activity that relate to learning outcomes or problem-solving within the relevant assessment area are submitted, with reasonable interdisciplinary overlaps allowed.
4) For multi-authored outputs, the output can be assigned to the person who has a demonstrably significant authorial contribution to its creation. At the UCM, in the case of multi-authored outputs, a description of the evaluated person's contribution is also included in the documentation.
5) The same output within a given assessment area shall be submitted only once.
6) In the case of multi-authored outputs, the same output may be submitted and attributed to other people in different creative activity evaluations, up to a maximum of three times.
7) In the case of the implementation of more than one SP in the relevant field of study, the UCM demonstrates the level of results of creative activity according to paragraphs 1 and 4 of this section separately for each SP. This does not apply in concurrent cases, such as SPs or parts of SPs with similar profile subjects carried out at the same UCM division if they are:
   a) the content of a related SP of a higher level in the relevant field of study;
   b) a different form or linguistic mutation of an identical SP;
   c) a part of the joint SP based on the content of the relevant field of study;
   d) a part of the SP in a combination of two fields of study based on the content of the respective field of study;
   e) a teacher's approbation of a combination SP based on the content of the relevant field of study;
   f) an approbation of the translation combination SP based on the content of the respective language;
   g) a conversion SP based on the content of the SP in the relevant field of study and level; or if it is a part of the first level SP carried out as interdisciplinary studies based on the content of the relevant field of study.
8) In the case of more than one SP in the relevant field of study at more than one place of education or more than one UCM division, the results of creative activity are demonstrated for each place of education and each division separately.
9) The outputs are presented in a complete form, i.e. in such a way that they can be assessed through a holistic expert evaluation. In justified cases, in particular, where the nature of the output does not allow for remote assessment, the UCM will provide access to the output to the assessor.
10) The publication date of at least 2 outputs of the creative activity of each evaluated person must fall within the assessment period according to § 3 par. 4 of this directive.
11) If the output is published in a language other than the national language and English, it is accompanied by an abstract in English that characterises the content, nature, and main results of the output.
12) Each output is accompanied by a list of citations and a short annotation providing

contextual information regarding the impact of the output on socioeconomic practice. The annotation provides factual information that serves as evidence of how the output has gained recognition, influenced the state of science, art, and technology, led to further developments, or has been used. This evidence is concise, verifiable, and externally cited as appropriate. In the case of claims relating to the industrial relevance of the output, contact details of the industrial partner shall be provided to enable the claims to be verified.

13) In the case of submission of non-textual or other practical output (including patents, software, and standards documents), an annotation with contextual information, in particular a description of the creative process and the content of the creative activity, shall also be submitted if this is not evident in the output.
14) In the case of output containing classified information or other sensitive data, it is necessary to obtain the consent of the relevant authority or interested party to submit it for evaluation. The UCM shall make this output available for evaluation. The assessors of this output are bound by a confidentiality agreement.

§ 8
Criteria and procedures for evaluating the level of creative activity output

1) Usually, the bases for the evaluation are:
   a) the output of creative activity,
   b) other supporting documents,
   c) other publicly available contextual information and information from bibliometric and citation databases, registers of publications and artistic activity, repositories, full-text, bibliographic and bibliometric electronic information sources, or other search systems that are accepted as relevant in the relevant field,
   d) interviews with the authors of the outputs if the situation requires it.
2) As part of the evaluation of the level of quality of the outputs of creative activity, the originality, rigorousness, and impact of each output are evaluated, taking into account the peculiarities of creative activities and their evaluation in the relevant field
3) Originality is the extent to which the output makes a significant contribution to understanding and knowledge in the relevant field. Outputs demonstrate originality in particular by:
   a) generate and interpret new empirical findings and/or new material;
   b) are dealing with a new and/or complex research problem;
   c) develop innovative research methods, methodologies, and/or analytical techniques;
   d) point to imaginative and creative solution possibilities;
   e) provide new arguments and/or new forms of expression, formal innovations, interpretations, and information;
   f) collect new types of data with which to work and/or develop theoretical insights or analyses of doctrine, policy, or practice and new forms of expression.
4) Rigorousness is the extent to which the output demonstrates intellectual coherence and integrity and adopts robust and appropriate concepts, analyses, sources, theories, and/or

methodologies.

5) Reach of an impact is the beneficial effect of the output on the external environment outside the UCM as well as on its educational activities and students, i.e. on the economy, society, culture, public policy and services, health, environment or quality of life in different geographical contexts along the local-global continuum. The impact includes, for example, effect, change, or contribution in activities, attitudes, awareness, behaviour, opportunities, capacities, performance, policy, practice, and process of understanding. It can be manifested within different categories of beneficiaries - clients, constituencies, communities, students, organisations, society, or individuals. The impact can also mean the reduction or prevention of risk, harm, cost, or other negative effects. Evaluation of the impact of an outcome includes an evaluation of its impact on the development of a scientific or artistic discipline, scientific and artistic thinking, and the impact on students, education, and other activities. The impact will be evaluated in terms of the extent to which potential categories of beneficiaries - clients, constituencies, communities, organisations, society, students, or individuals - have been reached. The impact shall not be evaluated in terms of pure geography or terms of absolute numbers of beneficiaries. The criteria are applied regardless of where the impact occurred, regardless of the geographical location of the beneficiary. In an evaluation of the reach of an impact, the extent to which the impact has enabled, enriched, influenced, informed, or changed the performance, policies, practices, attitudes, products, services, understanding, awareness, or quality of life, and the saturation of the needs of the beneficiaries shall also be taken into account.
6) In assessing outputs, the assessor holistically considers evidence of the quality of the output in terms of its originality, rigorousness, and impact and applies the following general definitions of quality levels, denoted by the letters A+, A, A-, B, and C:
    a) A+: excellent international level in terms of originality, rigorousness, and impact of the creative output - the output introduces a new agenda within the relevant creative activity or makes a major contribution to the development of the relevant creative activity in a global context;
    b) A: significant international level in terms of originality, rigorousness, and impact of the creative output - the output contributes significantly to the development of the relevant creative activity in a broader international context;
    c) A-: internationally recognised level in terms of originality, rigorousness, and impact of the output of the creative activity - the output represents a certain contribution to the development of the relevant creative activity in an international context;
    d) B: nationally recognised level in terms of originality, rigorousness, and impact of the output of the creative activity - the output represents a certain contribution to the development of the relevant creative activity in the national context;
    e) C: a level below the standard of nationally recognised quality in terms of originality, rigorousness, and impact of the creative output or unclassified output.
7) Creative output is automatically moved to the unclassified (C) category if the output is not submitted in accordance with the requirements under this methodology. Missing outputs are also considered unclassified if the required number of outputs are not submitted for

each person in the relevant assessment area.

8) The evaluation of outputs shall take into account the specificities of the evaluation of the level of creative activity according to the fields of study to which the relevant area of assessment is assigned.
9) The specifics of the evaluation of the level of creative activity outputs are framed within the groups of fields of study to which the area of assessment is assigned. The fields of study at UCM are classified into these groups as follows:
   a) Group of exact and natural sciences: Biology, Ecological and environmental sciences, Chemistry, Computer science.
   b) Group of social sciences and humanities: Economics and Management, Philology, Philosophy, Historical Sciences, Media and Communication Studies, Political Science, Psychology, Social Work, Teaching, and Educational Sciences.
   c) Group of medical and health sciences: health sciences.
   d) Group of technical and technological disciplines: biotechnology.

§ 9
Specifics of the evaluation of the level of creative activity outputs by discipline groups

1) The evaluation of the outcomes from the group of exact and science disciplines evaluates evidence of any of the following quality characteristics that are appropriate for each of the lettered quality levels:
   a) scientific rigorousness and consistency in terms of theoretical framework, methodological design, choice and application of research methods and techniques, presentation and interpretation of results, adherence to ethical principles,
   b) significant contribution and extension of the empirical knowledge and conceptual framework of the field,
   c) significant contribution to the introduction of new research methods and techniques,
   d) the academic relevance of the research and its significant contribution to theory building, the enrichment of scientific thinking or the development of a new paradigm in the field,
   e) the social relevance of the research,
   f) the applied contribution of the output to the development of knowledge, skills, socio-economic practice, new materials and technologies, management and/or policy,
   g) the complexity of the research challenge in terms of scope, workload, material and infrastructure needs, data collection, and research logistics.
2) The evaluation of the outputs from the group of exact and science disciplines welcomes and rewards research practices that promote reproducible science and the application of best practices. Examples include registered reports, publication of datasets and data, experimental materials, analytical code, and the use of checklists of reports for publication and those relating to the use of animals in research. They contribute to the evaluation of the rigorousness of the outputs submitted. Replication studies may be submitted as

outputs and the extent to which they contribute to significant new knowledge, improved methods, or theory or practice will be evaluated.

3) The evaluation of outputs from the group of exact and natural sciences disciplines normally takes into account information from reputable international databases, in particular, to evaluate the academic relevance and reach of the output's impact.
4) The social sciences and humanities group of outcomes assessment evaluates evidence of any of the following quality characteristics that are appropriate for each of the lettered quality levels:
    a) scientific rigorousness and consistency in terms of theoretical framework, epistemological anchoring, methodological design, selection and use of research procedures, strategies, methods and techniques, presentation and interpretation of results,
    b) significant contribution and extension of the empirical knowledge and conceptual framework of the field,
    c) creativity of solution and significant contribution to theory building and enrichment of scientific thinking and paradigms in the field,
    d) social relevance of the research,
    e) applied contribution of the output to knowledge development, skills development, socio-economic practice, civil society and national community development, cultural heritage preservation, governance and/or policy,
    f) the complexity of the research challenge in terms of scope, workload, material and infrastructure needs, data collection, and research logistics.
5) In the evaluation of outputs from the social sciences and humanities group, where relevant in the relevant field, information from reputable international databases is taken into account, in particular for the purpose of evaluation of the academic relevance and reach of the output's impact.
6) The medical and health professions group outcomes assessment evaluates evidence of any of the following quality characteristics that are appropriate for each of the lettered quality levels:
    a) scientific rigorousness and consistency in terms of theoretical framework, methodological design, choice and application of research methods and techniques, presentation and interpretation of results, adherence to ethical principles,
    b) significant contribution and extension of the empirical knowledge and conceptual framework of the field,
    c) significant contribution to the introduction of new research methods and techniques, diagnostic, therapeutic, and nursing procedures,
    d) the academic relevance of the research and its significant contribution to theory building, enriching scientific thinking in the field,
    e) the social relevance of the research,
    f) The applied contribution of the output to knowledge development, skills development, socio-economic practice, new medicines, management, and/or policy,
    g) the complexity of the research challenge in terms of scope, workload, material and

infrastructure needs, data collection, and research logistics.

7) The medical and health professions group outcomes evaluation welcomes and recognises research practice that promotes reproducible science and the application of best practices. Examples include registered reports, publication of datasets and data, experimental materials, analytical code, and the use of report checklists for publication and those relating to the use of animals in research. They contribute to the evaluation of the rigorousness of the outputs submitted. Replication studies are assessed as outputs and the extent to which they contribute to significant new knowledge, improved methods, or theory or practice is evaluated.
8) The evaluation of outputs from the group of medical and health disciplines normally takes into account information from reputable international databases, in particular, to evaluate the academic relevance and impact of the output at a level appropriate to international practice in the relevant field of study.
9) The evaluation of outcomes from the group of engineering and technology disciplines evaluates evidence of any of the following quality characteristics that are appropriate for each of the lettered quality levels:
   a) scientific rigorousness and consistency in terms of theoretical framework, methodological design, choice and application of research methods and techniques, presentation and interpretation of results,
   b) significant contribution and extension of the empirical knowledge and conceptual framework of the field,
   c) significant contribution to theory building and enrichment of scientific thinking in the field,
   d) the social, technological, and economic relevance of the research,
   e) application contribution of the output to the development of knowledge, skills, socio-economic practice, new materials, new technical and technological
   f) solutions, management and/or policy,
   g) the complexity of the research challenge in terms of scope, labour, material and
   h) infrastructure needs, data collection, and research logistics.
10) In the evaluation of outputs from the group of engineering and technology disciplines, information from reputable international databases is taken into account, in particular for the purpose of assessing the academic relevance and impact of the output.

§ 10
Procedure for determining the overall quality profile for the assessment area

1) The output rating profile is created by calculating the percentage of outputs that are assigned to each quality level, with each output contributing an equal share. The percentage values shall be rounded to the nearest whole number. (E.g. A+ (20%), A (36%), A- (32%), B (12%), C (0%).)
2) The overall score is calculated by assigning scores from 5 to 1 to each of the levels A+ to C in turn. The resulting Creative Activity Level score for the assessment area is calculated by

the following example: (20 x 5 + 36 x 4 + 32 x 3 + 12 x 2 + 0 x 1)/100 = 3.64.

3) The lower assessment thresholds for inclusion in the creative activity level categories are as follows:
   a) top/excellent international quality A+: 4.20;
   b) significant international quality A: 3.20;
   c) internationally recognised quality A-: 2.50;
   d) nationally recognised quality B: 1,50;
   e) poor quality C: less than 1.50.

§ 11
Monitoring and evaluation of the level of creative activity

1) The level of creative activity at the UCM is continuously and regularly monitored and evaluated according to the respective area of assessment:
   a) for the last year (Report on scientific research activities, VUPCH),
   b) for the last 3 years (Report on scientific research activities, Fulfilment of accreditation standards of the UCM and SAAVS),
   c) for the last 6 years (Report on scientific research activities, Request for internal accreditation of the SP, OHIK, request for evaluation of the harmonisation of standards at UCM with the SAAVS standards),
   d) for the last 10 years (usually through indicators for periodic evaluation of the internal quality system of UCM, formulation of relevant areas of the UCM Long-term Plan and UCM Strategic Goals, demonstrating the level of long-term and continuous creative activity).
2) Monitoring and evaluation of the level of creative activity is carried out annually by:
   a) creative worker self-assessment (VUPCH update),
   b) person responsible for the creative activity at the workplace (annual report on the scientific research activity of the workplace, or documents for the annual report on the scientific research activity of the UCM division for the workplace),
   c) the person responsible for creative activities at the UCM division (annual report on the scientific and research activities of the UCM division),
   d) person responsible for creative activities at the UCM (annual report on UCM's scientific and research activities).
3) The results of monitoring and evaluation of creative activity for the area of evaluation of creative activity defined by the workplace, UCM division, and the UCM are in the form of the Report on scientific research activity.
   a) The results of the evaluation of the creative activity at the UCM are documented in the Report on the Scientific and Research Activity of the UCM. They are discussed at the workplace and evaluated by the head of the workplace and the person with the main responsibility for the quality and development of the SP, or OHIK if it is implemented at the workplace. They are published on the UCM website.
   b) The results of the evaluation of the creative activity of the UCM division are

documented in the Report on the Scientific and Research Activity of the UCM division and are discussed by the UCM division's Scientific Board. If the UCM division does not have a Scientific Board established in accordance with its Statute, the report shall be discussed in a body designated by the division for this purpose. They shall be published on the UCM division's website.

c) The results of the evaluation of UCM creative activities are documented in the Report on UCM scientific research activities and are discussed by the UCM Scientific Board. They are publicly available on the UCM website.

d) The report on the scientific research activities of the UCM division shall be sent to the UCM division Internal Quality System Bodies, established according to Articles 3 and 4 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings, and the Submission of Applications to the SAAVS with the respective scope and responsibility defined by the UCM division's internal regulations.

e) The report on the scientific research activities of the UCM is sent to the RVHK for information.

4) The results of the monitoring and evaluation of creative activity for the areas of assessment defined by the SP or OHIK are in the nature of fulfiling the UCM internal accreditation standards and the SAAVS standards and are expressed in terms of the quality profile of the teacher and the overall quality profile of the group of persons defined in Article 5 of this Directive.

a) UCM departments maintain information on the level of creative activity of all teachers through the Scientific/Artistic/Pedagogical Characteristics of the person and the Characteristics of the submitted output of the creative activity. The Scientific/Artistic-Pedagogical Characteristics of the Person and the Characteristics of the Output of Creative Activity are part of the internal quality system at the UCM. They are updated annually by the teacher. Their topicality and completeness are ensured by the person responsible for creative activity at the workplace/person responsible for the workplace. The primary outcome indicator is the teacher quality profile.

b) Scientific/artistic-pedagogical characteristics and Characteristics of the submitted output of the creative activity of each creative staff member are publicly available on the UCM website, respectively on the website of the workplace.

c) The level of creative activity of teachers providing profile subjects of the SP and persons providing quality and development of the OHIK is monitored and evaluated by the person having the main responsibility for the quality and development of the SP/OHIK.

d) The level of creative activity of the group of persons responsible for the profile subjects of the SP and the group of persons responsible for the quality and development of the OHIK is at the required level at all times during the implementation of the SP/OHIK. The required level shall be reflected in the overall quality profile of the group of persons defined in Article 5 of this Directive.

e) Achieving and permanently maintaining the required overall quality profile is a

prerequisite for the implementation and fulfilment of the quality assurance standards of the SP and OHIK.

5) The overall quality profile for the SPs shall be determined according to Article 8 of this Directive by:
   a) the first level of the SP requires the achievement of a quality profile of the group of these individuals at the lower threshold level B (nationally recognised quality) - 1.50,
   b) the second level of the SP requires the achievement of a quality profile of the group of these individuals at the lower threshold level of A- (internationally recognised quality) - 2.50,
   c) The combined first and second level requires the quality profile of the group to be at the lower threshold level of A- (internationally recognised quality) - 2.50,
   d) The third level of the SP requires the achievement of a quality profile for the group of these individuals at the lower threshold level of A (significant international quality) - 3.20.
6) The overall quality profile of the OHIK development and quality assurance group shall be determined in accordance with Article 8 of this Directive and shall require the achievement of a lower cutoff level of A+ (international excellence) - 4.20.
7) For the purposes of evaluating the level of creative activity within fields of study, groups of fields of study, departments, UCM divisions, excellent teams, and overall at the UCM, the same procedure, profiling, and scaling is used.

§ 12
Indicators of creative activity at the UCM

1) As part of demonstrating the level of creative activity, indicators of creative activity relevant in the context of UCM's mission are also used to demonstrate continuous improvement through benchmarking against typical values in the field of measurement according to the needs of evaluation and the specificities of the field of study.
2) Creative activity indicators are a tool for the evaluation of long-term and continuous success, i.e. consistent success over the last 10 years prior to the year in which the creative activity is evaluated.
3) The indicators are used in the evaluation of creative activities in the context of the delivery of education at different levels and disciplines of education, or in the evaluation of the fulfilment of standards for habilitation proceedings and inauguration proceedings. These are in particular:
   a) number of publications of teachers in the last 6 years in each field of study and output category,
   b) number of publications of teachers registered in Web of Science or Scopus databases in the last 6 years in the individual fields of study and categories of outputs (or equivalent, e.g. in the arts),
   c) number of publications of doctoral students registered in Web of Science or Scopus databases in the last 6 years in the individual fields of study and categories of outputs

(or equivalent e.g. in arts),

d) number of responses to teachers' publications in the last 6 years,
e) number of responses to teachers' publications registered in the Web of Science and Scopus databases in the last 6 years,
f) number of creative outputs of international excellence, according to the field of study practice,
g) the quality profile of creative activity,
h) the amount of financial support received from domestic and international grant schemes and other competitive sources in the field,
i) number of 3rd-level students (PhD.) per supervisor (average and maximum),
j) number of 3rd-level students (PhD.) in the corresponding field of habilitation proceedings and inauguration proceedings,
k) number of supervisors in the field of habilitation proceedings and inauguration proceedings,
l) the number of approved proposals for appointment as professor in the UCM Scientific Board in the current year,
m) the number of approved proposals for the award of the title of associate professor in the Scientific Board of the faculty in the current year,
n) the number of habilitation proceedings and inauguration proceedings terminated (initiated proceedings that were not approved by the Scientific Board, withdrawn by the candidate, or otherwise terminated) in the current year,
o) other indicators according to the needs of evaluation and the specifics of the field of study (number of invited lectures, number of organised scientific events, number of active participation in scientific events, number of foreign mobility, number, and type of awards, number of memberships in scientific and professional organisations, number of memberships in scientific and editorial boards, number of editorial and compilation activities, number of popularisation and media outputs, number of cooperating entities from practice, number of projects linking creative and educational activities, number of students' involvement in creative activities, etc.).

§ 13
Final provision

1) Each UCM division that carries out creative activity has set minimum qualitative and quantitative criteria for the creative activity of creative staff in accordance with this Directive and with the specifics of the field of study within which the evaluation is carried out.
2) Each UCM division that carries out creative activity has set minimum qualitative and quantitative criteria for the creative activity of creative staff in accordance with the area of assessment and the particularities of the relevant evaluation.
3) Each UCM division that carries out creative activities has set minimum qualitative and quantitative criteria for the creative activities of creative staff in accordance with the

fulfilment of the SAAVS and UCM standards for the internal quality system, SP and OHIK.

4) For the purpose of evaluation of creative activities at UCM, the conceptual framework of the Methodology for Evaluation of SAAVS Standards Part VI, Article 27 is defined to ensure a uniform understanding of the requirements for the internal quality system, SP, and OHIK at the UCM according to Act No. 269/2018 Coll. and in the process of compliance with the standards at UCM.
5) Any differences in the meaning of terms are explained in the application for evaluation or in an annex to the application for evaluation, or the relevant evaluation or other documents of the internal quality system at the UCM.
6) This Directive was discussed in the UCM Rector's Board on 15 June 2021.
7) This Directive was approved by the UCM Scientific Board on 23 November 2021.
8) This Directive shall enter into force on the date of signing by the Rector of the UCM and shall take effect on 1 December 2021.
9) The Directive on the evaluation of creative activities at the UCM No. 27/2021 dated 15.6.2021 is also repealed by the validity of this Directive.

In the university town of Trnava, on 23. 11. 2021

prof. Ing. Roman Boča, DrSc.
Chairman of the UCM Scientific Board

Directive on the Evaluation of Creative Activity at the UCM, 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.