Internal directive

University of Ss. Cyril and Methodius in Trnava

54/2021

Procedure of the inauguration proceedings at the UCM

§ 1
Introductory provisions

1) The directive Procedure of the inauguration proceedings at UCM (hereinafter referred to as the "Directive") is issued according to §15 par. 1 letter b) of Act no. 131/2002 Coll. on Act on Higher Education Institutions and on amendments to certain laws as amended (hereinafter referred to as "Act No. 131/2002 Coll.").
2) This directive is part of the Higher Education Internal Quality Assurance System of UCM and includes rules according to a special regulation [1].
3) The directive is in accordance with § 76 of Act no. 131/2002 Coll., by decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic 246/2019 Coll. on the procedure for obtaining scientific-pedagogical and artistic-pedagogical titles associate professor and professor (hereinafter referred to as "Decree No. 246/2019 Coll."), the Standards of the Slovak Accreditation Agency for Higher Education for the inauguration procedure and inauguration procedure (hereinafter referred to as "Standards for HIK"), Principles of the inauguration procedure for awarding the title of associate professor, and the appointment procedure for a professor at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "Principles of HK and IK UCM"), by the directive Criteria for evaluating the fulfillment of the conditions for obtaining the scientific-pedagogical title of associate professor and professor at the University of Ss. Cyril and Methodius University in Trnava (hereinafter referred to as the "UCM Criteria") and the mandatory criteria for obtaining the title of associate professor and professor within the framework of the inauguration and inauguration procedures carried out at the relevant faculties of the UCM (hereinafter referred to as the "OHIK Obligatory Criteria").
4) The directive is part of the Principles of the inauguration procedure for awarding the title of associate professor and the appointment procedure for a professor at the University of Ss. Cyril and Methodius in Trnava, part of the fulfillment of the standards of the Slovak Accreditation Agency for Higher Education for HIK and the Internal Quality Assurance System at UCM.
5) The directive Procedure of the inauguration proceedings is generally binding for all divisions of the UCM.

[1] Act No. 269/2018 Coll. on Higher Education Quality Assurance 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.")

§ 2
Procedure

Abbreviations: IK – inauguration proceedings, IS – inauguration file, OHIK – field of inauguration proceedings and inauguration proceedings, SAAVŠ – Slovak Accreditation Agency for Higher Education, guarantor – the person bearing the main responsibility for quality assurance and development of OHIK, co-guarantors – persons ensuring quality assurance and development of OHIK, UCM – University of Ss. Cyril and Methodius in Trnava, VR – scientific board of the faculty, OKV – department for quality and science.

	Process	**Structure**	**Politics**	**Evidence**
1.	**Consultations** of the applicant, preparation of IS (applications and attachments) (**optional, recommended**)	If necessary: the chairman of the VR, the relevant vice-dean, the guarantor of the relevant OHIK, the relevant staff	§ 76 par. 1, 2, 5, 7, and par. 9 - 11 of Act no. 131/2002 Coll., § 5 par. 1-5 Decrees of the Ministry of Education and Culture of the Slovak Republic no. 246/2019 Coll., § 12 HK and IK UCM principles, UCM criteria, Mandatory OHIK criteria, Art. 8 par. 2a) Standards for HIK SAAVŠ.	**Publication of the application and relevant attachments** on the website of the UCM division on which the OHIK takes place, according to §76 par. 10a) and 10b) of Act no. 131/2002 Coll. and §3a) Decree no. 246/2019 Coll. within 15 days from the date of submission of the application and for a period of five years from the date of termination of the IK. It includes consent to the disclosure of data according to § 76 par. 10a) and 10b) of Act no. 131/2002 Coll. and § 5 par. 2f) and §7a) of Decree no. 246/2019 Coll.
2.	**Submission of IS** by the applicant **- initiation of IK**	UCM registry office **(the date of receipt of the application by the registry office is the start date of the IK)**	§5 par. 1 and 2 and §7a of Decree no. 246/2019 Coll.	
3.	Assessment of HS from the formal side	The relevant vice-dean, the guarantor in cooperation with the co-guarantors of the relevant OHIK	§5 par. 3 - 5, Decree no. 246/2019 Coll.[2] Art. 6 and Art. 8 par. 2a) – 2c) of the Standards for HIK SAAVŠ, § 12, § 13 Principles HI and IK UCM, UCM criteria, Mandatory OHIK criteria	Statement by the relevant Vice-Dean on the fulfillment of the inauguration file formal criteria. Statement of the guarantor and co-guarantors on the fulfillment of the formal criteria of the inauguration file.
4.	**Response of the chairman of the VR of the faculty to the** applicant's request (within 30 days from the start of the procedure)	Chairman of the VR of the faculty		**Sending the response of the Chairman of the VR of the faculty to the applicant on his/her application and its publication (including the statements of the Vice-Dean and the Guarantor)** within 15 days of its sending. In the case of interruption of the IK, the statement shall include the date from which the IK is interrupted and

[2] If the Chairman of VR of the Faculty finds that the application does not contain the requisites, he/she shall invite the applicant to remedy the deficiencies and shall suspend the IK, for a maximum period of one year. If the applicant has not remedied the deficiencies within the above period, the IK shall be terminated. If it is an OHIK for which UCM has not been granted HIK accreditation, 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 a 7 of Act No 131/2002 Coll., the Chairman of the VR of the faculty shall return the application with the consent of the VR of the faculty, with justification and with the attached documents, to the applicant within 4 months, and the IK shall be terminated.

				the time limit within which the deficiencies of the application are to be rectified. If the deficiencies are not rectified within the specified time limit, IK shall terminate. The notice of termination of the IK shall be sent to the applicant and shall be published with the date and reason for its termination, within 15 days of its termination.
5.	Elaboration of a proposal for the composition of the inauguration committee and opponents	The guarantor of the relevant OHIK in cooperation with the co-guarantors submit the proposal to the Chairman of the VR of the faculty	Art. 8 par. 2d) Standards for HIK SAAVŠ §76 par. 10c) and 10d) of Act no. 131/2002 Coll., §5 par. 6, 7 and §3c) and 3d) of Decree no. 246/2019 Coll., §14 par. 1 and 2 Principles for HI and IK UCM,	**Notification of the composition of the inauguration committee, the opponents, and the topic of the inauguration lecture** to the applicant and their publication within 15 days of their approval by the VR of the faculty.
6.	Approval of the proposal for the composition of the inauguration committee, the opponents, and the topic of the inauguration lecture by the scientific board of the faculty	The proposal of the composition of the committee and the opponents are submitted to the Scientific Board of the faculty by its Chairman, and the proposal of the three topics of the inauguration lecture is submitted to the Scientific Board of the faculty by the applicant (as part of the inauguration file)		
7.	**Appointment of inauguration committee members and opponents** (within 6 months of the start of the IK and within 15 days of their approval by the VR of the faculty)	Chairman of the Scientific Board of the Faculty	§5 par. 6 Decree no. 246/2019 Coll., §14 par. 1 and 2 Principles for HI and IK UCM	
8.	Sending the inauguration file to the members of the inauguration committee and the opponents (together with the appointment decree)	The relevant official of the department of the faculty		
9.	Preparation of opposing reviews (within 3 months from the receipt of the IS)	Opponents	§76 par. 10e) of Act no. 131/2002 Coll., § 5 par. 8 Decree no. 246/2019 Coll., §14 par. 3 Principles for HI and IK UCM	Sending of the opponents´ reviews to the applicant and the members of the committee (within 15 days from the receipt of all of them and no later than 14 days before the inauguration lecture)

				Publication of the opponents' reviews (within 15 days of their receipt, also individually).
10.	Determination of the date, time, and place of the inauguration	The Chairman of the VR of the faculty	§ 5 par. 9 and 10 of Decree no. 246/2019 Coll., §14 par. 4 Principles for HI and IK of the UCM	**Notification of the date, time, and place** of the inauguration lecture to the applicant **and their publication** (at least 14 days before their holding and within 9 months from the start of the IK) Sending of the inauguration lecture in writing by the applicant to the Chairman of the VR of the faculty (at the latest 7 days before the lecture)
11.	**Inauguration lecture** (within 10 months after the start of the IK)	The applicant, the inauguration committee, at least two opponents, and the VR of the faculty. The inauguration, including the scientific debate, is public.[3] The applicant shall submit to the VR of the faculty the originals or copies of all reported outputs of creative activity, or at least in the number, quality, and structure required by the fulfillment of the mandatory criteria.	§76 par. 5, 7 of Act no. 131/2002 Coll., §5 par. 11 and § 7d) of Decree no. 246/2019 Coll., § 14 par. 5 and 6, and § 20 Principles for HI and IK of the UCM	**The Commission statement - evaluation of the fulfillment** of the conditions according to §76 par. 5, and 7 of Act No. 131/2002 Coll. **with the proposal of recommendation to grant or not to grant the title of professor** in the field is published and notified to the applicant within 15 days of its delivery to the Chairman of the VR of the faculty.
12.	**Statement of the Inauguration Committee** (within 1 month of the lecture)	The chairman of the inauguration committee submits to the chairman of the Scientific Board of the faculty.		

[3] The Chairman of the Scientific Board assigns in advance the two present members of the Scientific Board so that during the discussion of the position of the inauguration committee in the Scientific Board, one of them evaluates the pedagogical and the other the scientific level of the inauguration lecture. In the event of an online Scientific Board meeting, these two authorized members of the Scientific Board shall submit their reports to the Chairman of the Scientific Board in advance and in writing as part of the Scientific Board discussion materials.

13.	**The decision of the VR of the faculty on the award of the title of professor** (within 6 months of the submission of the committee's statement)[4]	VR of the faculty, the Chairman of the Inauguration Committee or a member authorized by him/her, if the applicant is teaching at another university or faculty, a representative of the university or faculty at which the applicant is teaching is also invited.	§76 par. 8 of Act no. 131/2002 Coll. - Fulfillment of conditions according to §76 par. 7 of Act no. 131/2002 Coll. assesses the VR of the faculty based on criteria for obtaining the title of docent and criteria for obtaining the title of professor approved according to § 12 par. 1 letter e).[5] §76 par. 7, 10f) and 10g) of Act no. 131/2002 Coll. §6 and § 7e) and 7f) of Decree no. 246/2019 Coll., § 15 Principles for HI and IK UCM	**The decision of the VR of the faculty** is published together with the attendance list of the VR within 15 days from VR´s decision. The decision of the VR of the faculty to approve the proposal for appointment as a professor is notified in writing to the applicant within 30 days of the decision of the VR of the faculty. The decision of the VR of the faculty not to approve the proposal for appointment as a professor shall be notified in writing by the Chairman of the VR of the faculty to the applicant, with justification, within 30 days of the decision of the VR of the faculty. Publication of the composition of the VR of the faculty in accordance with §76 par. 10 f) of Act No. 131/2002 Coll., the attendance list of the VR of the faculty in accordance with §7 (f) of Decree No. 246/2019 Coll., and the decision of the VR of the faculty in accordance with §76 par. 10 g) of Act No. 131/2002 Coll.
14.	Review of documented information on IK[6]	Chairman of the UCM CoR, Vice-Rector for Quality and Science, Department of Quality and Science	§ 12 par. 2, §15 par. 7 and § 19 par. 2 Principles for HI and IK UCM	Statement by the Vice-Rector for Quality and Science on the conduct of the inauguration proceedings and the formal completeness of the documented information on IK and IS
15.	**The decision of the VR UCM on approval of the proposal on the award of the title of professor** (within 6 months from the submission of the proposal to the VR of the faculty)	VR UCM, the applicant, the chairman of the inauguration committee or a member of the inauguration committee authorized by the chairman. At the meeting of the VR UCM, the applicant will present his/her level of knowledge and his/her	§ 17, §15 par. 7 and § 19 par. 2 Principles for HI and IK UCM **§6 par. 6, 7, 8, 9 Decree no. 246/2019 Coll.,**	**The decision of the VR UCM** is published together with the attendance list of the VR UCM within 15 days after the decision of the VR UCM. The decision of the VR UCM on the approval of the proposal for appointment as a professor is notified in writing to the applicant within 30 days of the decision. The decision of the VR UCM not to approve the proposal for appointment as a professor shall be

[4] If, according to the decision of the Faculty's Scientific Board, the applicant does not meet the conditions, the Faculty's Scientific Board will not approve the proposal. The decision of the Faculty Scientific Board cannot be appealed. The time limit for the possible resubmission of an application for the award of the title of professor shall be determined by the Rules of Procedure of the UCM Scientific Board, and this time limit may not exceed 3 years.

[5] The title of "professor" in OHIK is awarded by the UCM to the applicant who meets the following conditions in addition to the conditions specified in §76 par. 5 and 6 of Act No.131/2002 Coll:
(a) scientifically and pedagogically or artistically and pedagogically active in the relevant OHIK at the university,
b) has produced a complete scientific work in the relevant OHIK with his/her scientific works or has produced a complete work of art in the relevant OHIK with his/her artistic works and artistic performances,
(c) is a recognized scientific personality in professional circles or a recognized artistic personality in artistic circles in the relevant OHIK.

[6] The documented information on IK is according to § 19 par. 2 of the UCM HI and IK Principles.

		contribution in the given field in a 20-minute speech.[7]		notified in writing by its Chairman to the applicant with justification within 30 days of the decision[8] Publication of the composition of the VR UCM according to §76 par. 10 f) of Act No. 131/2002 Coll., the attendance list of the UCM SB according to §7 letter f) of Decree No. 246/2019 Coll., and the decision of the VR UCM according to §76 par. 10 g) of Act No. 131/2002 Coll. and §7 letter e) of Decree No. 246/2019 Coll.
16.	**Sending the proposal and relevant IK documents from UCM to the Minister (The Ministry of Education, Science, Research and Sport of the Slovak Republic)**	Rector	§5 par. 2, ps. a) – e) Decree no. 246/2019 Coll., §17 par. 5 Principles for HI and IK of the UCM	
17.	**Record keeping and archiving**	Relevant faculty department, Department of Quality and Science of the UCM	§ 18 Principles for HK and IK UCM	One year after HK, the documented information on HK and HS are moved to the UCM Archives.
18.	**Professor appointment by the President of the Slovak Republic**	The President of the Slovak Republic	The appointment is an end to the procedure	The notice of termination of the IK shall be published with the date and reason for its termination within 15 days of its termination.

*[9]

[7] The following structure is recommended: 1. theses of the inaugural lecture delivered before the VR of the faculty, 2. contribution of own scientific research to the development of the field of study and social practice, 3. top publication outputs and project activities, 4. scientific university (PhD students), 5. internationalization.

[8] The decision of the VR UCM cannot be appealed.

[9] with § 76 of Act No. 131/2002 Coll. on Higher Education: https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2002/131/

Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining the scientific-pedagogical and artistic-pedagogical titles of associate professor and professor: https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2019/246/20190901

SAAVŠ Standards for Inauguration and Inauguration Proceedings: https://saavs.sk/wp-content/uploads/2020/09/Standardy-pre-habilitacne-konanie-a-inauguracne-konanie-1-1.pdf

Principles of the Inauguration Procedure for the Degree of Associate Professor and the Appointment Procedure for the Degree of Professor at the University of Ss. Cyril and Methodius in Trnava: https://www.ucm.sk/docs/legislativa/2021/Zasady_HKaVK_01052021.pdf

Guidelines Criteria for the evaluation of the fulfilment of the conditions for obtaining the scientific and pedagogical title of associate professor and professor at the University of Ss. Cyril and Methodius in Trnava: https://www.ucm.sk/docs/legislativa/2021/Kriteria_na_vyhodnotenie_doc_prof_01052021.pdf

Obligatory criteria for obtaining the title of associate professor and professor in the field of study: websites of the relevant faculties of UCM

§ 3
Documented information about the inauguration procedure

1) Inauguration file:
   a) Application for the appointment as a professor (according to the template).
   b) The applicant's professional CV (model).
   c) Certified copies of the second and third degree, on the award of the title of associate professor (or the degree of CSc., DrSc., other).
   d) An overview of teaching activities at the University and an overview of the results achieved in these activities in the position of an associate professor (confirmed teaching experience at the University (including previous confirmed teaching activities), a list of currently taught courses and the total number of courses taught with an indication of the study program, degree of study, form of the course (lecture, seminar, etc.), type of course (compulsory/profile, compulsory optional/profile, elective, etc.), etc.), including the weekly hourly allocation, the number of successfully completed final theses (in the structure according to the degree of study), a list of supervised or opposed final theses is recommended, indicating the author and the title of the thesis, or for first and second degree theses their selection, it is recommended to indicate any other educational activities at the University, work with students and its results, teaching materials, methods, procedures and innovations in education, participation in educational and examination committees at the University, organization of excursions and professional practice, etc. The applicant shall indicate the profile courses of study provided within the field of study to which OHIK is assigned. It is recommended to attach a statement from the head of the department at which the applicant is working or has worked on the quality and results of his/her teaching activities.
   e) List of outputs of creative activity - original published scientific, professional, artistic, educational works, patents, author's certificates, inventions, technical works, etc. An extract of publication activity from the official register of publications or artistic activity is confirmed by this register (e.g., by a member of staff of the university library). In the case of unregistered outputs, the applicant shall attach the reported output or confirmation of its existence by the relevant institution. It is recommended to include a structured selection of outputs according to the fulfillment of the mandatory criteria.
   f) A list of demonstrable citations and references to outputs of creative activity - according to the records in professional databases or institutional records of publications or artistic activity. In the case of references and citations not recorded in citation databases or registers of publication or artistic activity, the applicant shall attach the citing output with an indication of the reported citation/reference. It is recommended to include a structured selection of citations and references according to the fulfillment of the mandatory criteria.
   g) List of scientific or artistic projects and research tasks (type, number, title, period of work, position of the applicant, short annotation of the project). A structured selection of projects according to the fulfillment of the mandatory criteria is recommended.
   h) List of invited lectures, talks, study, research stays, and active participation in conferences and congresses (title of presentation/paper, name and type of event, place, date, institution). Demonstrable appearances in the media, social practice, popularization activities, etc. are also recommended. A statement from the head of the institution at which the applicant is or has been working on the quality and results of his/her creative activity is recommended.
   i) A selection of the most significant outputs of creative activity, reviews and citations, projects, performances, and other activities at the applicant's discretion.
   j) Written references from leading foreign experts from at least three countries outside the Slovak Republic.
   k) Three drafts of inauguration lecture topics.
   l) An affidavit by the applicant on the truthfulness and completeness of the documents submitted.
   m) Consent to the processing of personal data.

n) Originals or copies of all reported outputs of creative activity, or at least in the number, quality, and structure required by the mandatory criteria, in electronic form.
o) Additional supporting documents.

2) Proceedings at the Faculty:
   a) Statement of the Vice-Dean and Statement of the guarantor (or co-guarantors) on the formal completeness of the IS.
   b) Response of the Chair of the VR of the Faculty to the applicant's request (or correspondence between the applicant and the Chair of the VR of the Faculty if the IS had to be completed and the IK suspended).
   c) The proposal of the Chair of the VR of the Faculty on the composition of the inaugural committee and the opponents.
   d) Extract from the resolutions of the VR of the Faculty on the deliberation of the proposal of the inaugural committee and the opponents and its outcome, including the attendance list and the result of the vote.
   e) The letters of appointment of the members of the commission and the opponents.
   f) Evidence of notification of the composition of the inaugural committee and the opponents sent by the Chair of VR of the Faculty to the applicant.
   g) Reviews of the opponents.
   h) Evidence of the sending of the referees' reports by the Chair of the VR of the Faculty to the applicant.
   i) Proof of publication of the inauguration lecture.
   j) Proof of notification of the date, place, and time of the inaugural lecture by the Chair of the Faculty Board to the candidate.
   k) Evidence of the invitation of a representative of the HEI or faculty at which the candidate is teaching, if outside the faculty at which the IK is being held.
   l) Report of the inauguration lecture (as a relevant item of the VR of the Faculty meeting in the report of the VR of the Faculty meeting).
   m) The statement of the Inaugural Committee, including attendance list, voting record, and ballot papers (opponents do not vote but may be present during the discussion of the statement).
   n) The decision of the VR of the Faculty, including attendance list, voting record, and ballot papers.
   o) The decision of the VR of the Faculty to submit a proposal for appointment as a professor addressed by the Chair of the VR of the Faculty to the applicant.
   p) Request from the Chair of the VR of the Faculty to include the proposal for appointment as a professor in the agenda of the VR UCM.

3) Proceedings at the UCM:
   a) Evidence of the invitation of the applicant by the Chair of the VR UCM to the discussion of the relevant item of the VR UCM meeting.
   b) Evidence of the invitation of the Chair of the Inauguration Committee by the Chair of the VR UCM to the discussion of the relevant point of the VR UCM.
   c) Extract from the report of the VR UCM on the proceedings of the deliberations on the nomination for appointment as professor, including the attendance list.
   d) The decision of the VR UCM on the submission of the nomination for appointment as a professor (including attendance list, voting record, and ballot papers).
   e) The decision of the VR UCM on the submission of the proposal for appointment as a professor addressed by the Chair of the VR UCM to the applicant.
   f) The request of the Rector of UCM to submit a proposal for appointment as a professor together with all IK documents addressed to the Minister of Education of the Slovak Republic

4) The documented information on the IK may also include other, additional documents, requested by any of the interested parties, which are in favor of improving the IK, expanding the relevant

information, and proving the fulfillment of the conditions for obtaining the title of professor. Their request and completion are subject to compliance with the principles of transparency, objectivity, equal access, and compliance with all relevant legislative provisions.

§ 4
Final provisions

1) This Directive was discussed in the UCM Rector's Board on 15 June 2021.
2) This Directive was approved by the UCM Scientific Board on 23 November 2021.
3) This Directive shall enter into force on the date of signing by the Rector of the UCM and take effect from 1. December 2021.

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

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

Procedure of the inauguration proceedings 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.