



**Technical University in Zvolen**

**ORGANIZATIONAL DIRECTIVE  
No. 6/2021**

**EXECUTIVE REGULATIONS  
OF THE TECHNICAL UNIVERSITY IN ZVOLEN**

**to the Decree of the Ministry of Education, Science, Research and  
Sport of the Slovak Republic no. 246/2019 Coll. on the procedure  
for obtaining scientific-pedagogical titles and artistic-pedagogical  
titles of associate professor and professor**

**Zvolen 2021**

# Technical University in Zvolen

No. R-12161/2021

## Organizational Directive

### No. 6/2021

#### Executive Regulations of the Technical University in Zvolen

to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor

#### CONTENTS:

<b>First part</b>	Article 1	General provisions
<b>Second part</b>	<b>Habilitation Proceeding</b>	
	Article 2	Beginning of the habilitation proceeding
	Article 3	Process of habilitation proceedings
	Article 4	Completion of habilitation proceeding
	Article 5	Publishing information and documents related to habilitation proceedings
<b>Third part</b>	<b>Inauguration Proceeding</b>	
	Article 6	Beginning the inauguration proceeding
	Article 7	Process of inauguration proceeding
	Article 8	Completion of the inauguration proceeding
	Article 9	Publishing information and documents related to the inauguration Proceeding
<b>Fourth part</b>	<b>Common and Closing Provisions</b>	
	Article 10	Financial costs connected to habilitation and inauguration proceedings
	Article 11	Closing provision

**Prepared by:** Vice-rector for science and research

**Applicability:** Technical University in Zvolen

**Valid from:** 14th December 2021

## **Part 1**

### **Article 1** ***General Provisions***

(1) Technical University in Zvolen issues in accordance with § 76 par. 11 of Act no. 131/2002 Coll. on higher education institutions, and amendments to certain laws as amended (hereinafter referred to as the "Act on Higher Education Institutions") and Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles associate professor and professor (hereinafter referred to as "Decree") this organizational directive, which regulates the procedure for the habilitation proceeding for obtaining the title of associate professor (hereinafter referred to as the "habilitation proceedings") and the procedure for appointment as a professor (hereinafter referred to as "inauguration proceedings") in the conditions of the Technical University in Zvolen (hereinafter referred to as "TUZVO").

(2) An applicant for the title of associate professor or an applicant to be appointed as a professor shall, before submitting the application, submit to the chairman of the Scientific Board (hereinafter referred to as "the SB") of the relevant faculty a quantitative tabular overview of the fulfilment of the valid minimum threshold values of the criteria for the inauguration and habilitation proceedings, together with proof of their fulfilment (hereinafter referred to as "Criteria"). If the application is submitted by an applicant who is not an employee of TUZVO, or he also reports his teaching, publication and research activities at another university or scientific workplace, all attachments are documented by the confirmation of the relevant official from the other university or other scientific workplace. At the same time, he/she submits an opinion on the habilitation or inauguration proceedings of the rector of the university and the dean of the faculty where he works. In addition, he submits an Academic Honesty Declaration that his publications are not plagiarized (Annex 1).

(3) The chairman of the Scientific Board of the relevant TUZVO faculty will deliver the submitted materials within 7 days of their receipt to the Vice-rector for Science and Research (hereinafter referred to as Vice -rector for SaR) at TUZVO.

(4) The verification committee for the field of study, chaired by the Vice-rector for the SAR and its members are the Vice-dean for the SAR of the relevant faculty and a group of five persons who are responsible for the development and quality assurance of the field of habilitation and inauguration proceedings, will review the submitted materials, evaluate quantitative and qualitative fulfilment of the valid Criteria and will assess the compliance of the applicant's professional focus with the field of habilitation and inauguration requirements.

(5) The verification committee meeting will take place physically or online. The materials for the verification committee's decision will be prepared in the SAR report and sent to all members within 5 working days of the submission. The verification committee has a quorum if the majority of its members are present. The verification committee decides by a majority of the members present, in case of equality of votes, the vote of the chairman decides.

(6) Based on the evaluation by the verification committee, the Vice-rector for the SAR will send a statement to the chairman of the faculty's Scientific Board within 20 working days from the submission. The statement encloses the attendance list and the minutes of the meeting, which are verified by one person responsible for the development and quality assurance of the habilitation and inauguration proceedings.

(7) If the applicant fulfils the valid Criteria, the chairman of the Scientific Board of the relevant faculty will invite the applicant to submit an application for the award of the title of associate professor or professor.

(8) If the applicant does not meet the valid Criteria, the chairman of the Scientific Board of the relevant faculty will advise him/her not to apply for the title of associate professor or to be appointed as a professor.

(9) Once a year, the verification committee for the field of study prepares a report on its activities and on all approved proposals and stopped proceedings for the award of the title of associate professor and professor in the current calendar year (hereinafter "the Report"). When preparing the Report, the Standards for the habilitation and inauguration proceeding and the Methodology for evaluating the standards for the habilitation and inauguration proceedings of the Slovak Accreditation Agency will be used appropriately.

(10) The report is submitted by the Vice-rector for SAR to the Board for the Internal Quality Assessment System of TUZVO and for approval by the Scientific Board of TUZVO.

## **Part 2 HABILITATION PROCEEDING**

### **Article 2 *Beginning the habilitation proceeding***

(1) A written application for the award of a scientific-pedagogical title or an artistic-pedagogical title of associate professor (hereinafter referred to as the "associate professor title") together with enclosures pursuant to par. 2 of this article, the applicant submits to the chairman of the Scientific Board of the faculty department where the habilitation proceeding and/or inauguration proceeding takes place (hereinafter referred to as the "department") and TUZVO has the right to conduct habilitation proceedings in the department chosen by the applicant. The habilitation proceeding begins with the submission of an application for the associate professor title. In the application, the applicant shall indicate the department in which he /she is applying for the title.

(2) Part of the submitted application is:

- a) habilitation thesis in printed form in four copies as well as in electronic form in PDF format, while the electronic version of the habilitation thesis must be identical to the printed form of the habilitation thesis,
- b) professional resume, the sample of which is given in Annex no. 2,
- c) a certified copy of a second-level university education certificate,
- d) a certified copy of a third-level university education certificate, or a decision on education and the award of a degree issued by a foreign university,

- e) an overview of pedagogical activity at the university and an overview of the results achieved in this activity, an overview of lectures and lecture stays at home and abroad (according to § 75 paragraph 9 of the Act on Higher Education),
- f) a list of original published scientific works, professional works and artistic works, textbooks and teaching texts, an overview of provable citations (SCI and non-SCI) and responses to scientific works, professional works, artistic works or artistic work with the indication of unique identifiers from scientific databases Web of Science and SCOPUS,
- g) an overview of solved research tasks, implemented technical projects or artistic projects, patents and copyright certificates, inventions and technical works, as well as other evidence and awards by the scientific community,
- h) a quantitative overview of the fulfilment of the valid minimum threshold values of the criteria for the habilitation proceeding approved by the Scientific Board of TUZVO together with proof of their fulfilment,
- i) Academic Honesty Declaration that the publications are not plagiarized (Annex 1),
- j) in the event that the applicant is not an employee of TUZVO, he/she submits documents taking into account Art. 1 paragraph 2 of this organizational directive.

(3) An applicant for the title of associate professor, who is not employed at TUZVO for the established weekly working hours, shall attach to the application proof of payment of the fee according to Art. 12 of this organizational directive.

(4) The applicant submits the habilitation thesis in the Slovak language, with the consent of the chairman of the Scientific Board of the relevant faculty, also in Czech or in English, while the summary of the habilitation thesis must be in the Slovak language, as follows:

- a) monograph, or
- b) monothematic work that brings new scientific knowledge, or
- c) a set of published scientific works supplemented with a commentary (in the event that works where the applicant is a co-author are used, the applicant's share must be clearly indicated), or
- d) documentation on a work of art or artistic performance or a set of created works of art or artistic performances.

(5) The habilitation work must meet the special requirements for such work in accordance with paragraph 62a of the Act on Higher Education and must be made available to the public in accordance with paragraph 63 of the Act on Higher Education. The appearance of the cover and title page of the habilitation thesis must be in accordance with § 1 and § 2 of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 233/2011 Coll., which implements some provisions of Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended, and in accordance with the Organizational Directive of TU in Zvolen no. 1/2011 – Final and habilitation theses at the TU in Zvolen as amended (hereinafter referred to as "OS Final and habilitation theses at TUZVO"), to which the sample cover and sample title page of the habilitation thesis are also attached.

(6) Before the habilitation thesis is published and made available, its author submits to the TUZVO a draft license agreement signed by him/her, the sample of which is given in the

Directive's appendices – Final and habilitation theses at the TUZVO.

(7) If, in the submitted draft of the license agreement, the author requests a postpone period for making the work available to the public longer than 12 months, he/she shall also state the justification for the postpone period. The sample of this application is given in the OS appendices - Final and habilitation theses at the TUZVO.

(8) If the habilitation thesis, or part of it, was published in several periodical or non-periodical publications, the provisions of par. (6) and (7) of this article, and the author shall provide information on all published parts of the thesis and all publications in one Academic Honesty Declaration on the publication of the habilitation thesis within the framework of a periodical or non-periodical publication, the sample of which is given in the Directive's appendices – Final and habilitation theses at TUZVO.

### **Article 3**

#### ***The Process of habilitation proceedings***

(1) If the chairman of the Scientific Board of the relevant faculty finds that all the documents according to Art. 2 par. 2 of this directive requests the applicant to eliminate the deficiencies, and interrupts the habilitation proceeding for a maximum of one year. If the applicant does not eliminate the deficiencies within the specified period, the habilitation proceeding will end.

(2) If it is a field of habilitation proceedings in which the TUZVO has not been granted the right to conduct habilitation proceedings, or if the applicant, based on the criteria for awarding the title of associate professor, clearly does not meet any of the conditions according to § 76 sec. 1, 3, 4, and 6 of the Act on Higher Education, the chairman of the Scientific Board of the relevant faculty returns the application with the approval of the Scientific Board of the faculty with justification and attached documents to the applicant within four months, and the habilitation proceeding ends.

(3) The Chairman of the Scientific Board of the faculty appoints, with the approval of the Scientific Board of the faculty, within six months from the beginning of the habilitation proceeding, three opponents of the habilitation thesis and a three-member habilitation commission from experts in the field so that at most one opponent and at most one member of the habilitation commission is an employee of the TUZVO and at the same time with the approval of the Scientific Board faculty will determine the topic of the habilitation lecture.

(4) The chairman of the habilitation commission works as a full professor in the field or in a related field during the taking up the position in the habilitation commission. During being a member of the habilitation commission, one opponent works as a professor, and the other opponents and members of the habilitation commission as professors or associate professors in the field or in a related field or are significant experts in the field or in a related field. In justified cases, other opponents or other members of the habilitation commission can also be other important experts, or they work in the field of science, technology, or art according to the focus of the applicant's creative activity. At least one member of the habilitation commission and one opponent must be from abroad. It is also required that the members of the habilitation commission

and the opponents have not published joint publications and not solved joint projects for at least 3 years before the start of the habilitation proceeding, with which the applicant proves the fulfilment of the minimum threshold values of the Criteria. Persons who are responsible for the development and quality assurance of the field of habilitation and inauguration proceedings, as a rule, act as chairman or member of the habilitation commission or opponents of the habilitation thesis.

(5) Opponents of the habilitation thesis shall prepare written assessments within three months of appointment. Opponents are provided with the Protocol on checking the originality of the habilitation thesis from CRZP when preparing a written assessment.

(6) Reviews of opponents are sent and stored in the Central Register of Final, Rigorous and Habilitation Theses for the duration of their storage; making these testimonials available to the public or otherwise publishing them requires a written license agreement with the copyright holder of this testimonial. (Annex no. 3)

(7) With the habilitation lecture and the defence of the habilitation thesis, the applicant demonstrates his pedagogical competence, professional mastery of the issue, responds to the comments of opponents and demonstrates an overall overview of this field. The chairman of the habilitation commission informs the commission of the result of the originality check of the habilitation thesis and it is his/her duty to comment on the result of the check, which is stated in the Protocol on checking of originality.

(5) The habilitation lecture and the defence of the habilitation thesis, which are part of the habilitation proceeding, shall take place no later than ten months after the commencement of the habilitation proceeding.

(6) The Chairman of the Scientific Board of the faculty shall publish in the daily press and on the website of TUZVO within nine months from the beginning of the habilitation proceeding, no later than 14 days before the happening, the date, time and place of the habilitation lecture and the date, time and place of the defence of the habilitation thesis, hereinafter the name, surname, workplace of the applicant, title of the habilitation lecture and title of the habilitation thesis.

(7) The habilitation lecture is public and takes place in the presence of at least five members of the faculty's Scientific Board and in front of the habilitation commission. The defense of the habilitation thesis is public and takes place in the presence of at least five members of the faculty's Scientific Board, in the presence of at least two opponents and in front of the habilitation commission.

(8) In times of crisis, the habilitation lecture and the defense of the habilitation work can be conducted via video conference or other means of information and communication technology without physical presence.

**Article 4**  
***Completion of habilitation proceeding***

- (1) The habilitation commission will evaluate the fulfillment of the conditions according to § 76 sec. 1, 2, 3, 4 and 6 of the Act on Higher Education, according to the valid criteria for obtaining the title of associate professor at the relevant faculty of TUZVO and on the basis of the submitted documents, opponent's opinions, expert assessment of the level of the delivered habilitation lecture and the result of the defence of the habilitation thesis, the overall evaluation of the 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 chairman of the Scientific Board of the relevant faculty with a recommendation to award or not to award the applicant the title of associate professor in the field of habilitation.
- (2) The Scientific Board of the faculty discusses the proposal of the habilitation commission according to par. 1 of this article no later than six months from its submission in the presence of the chairman of the habilitation commission or a member of the habilitation commission authorized by him. It assesses whether the applicant meets the conditions for obtaining the title of associate professor and decides whether or not to award it. At the same time, it will assess whether the procedure established by the Act on Higher Education and the Decree was followed throughout the habilitation proceeding. If the Scientific Board of the faculty finds that the habilitation proceeding did not take place in accordance with the Act on Higher Education or in accordance with the Decree, it will determine the method of eliminating the deficiencies. Awarding or not awarding the title of associate professor is decided by the faculty's Scientific Board by secret ballot, while the decision requires the consent of a majority of all members of the Scientific Board of the relevant faculty. The meeting of the faculty's Scientific Board can be held via video conference or other means of information and communication technology without physical presence, including secret voting, if the technical conditions allow it.
- (3) 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 award the title of associate professor, and its president will notify the applicant of this decision in writing with the reasons within 30 days of the decision of the relevant Scientific Board. The deadline for possible resubmission of the application for obtaining the title of associate professor is determined by the relevant Rules of Procedure of the Scientific Board of the faculty. This period may not be longer than three years.
- (4) If the applicant for the title of associate professor does not work pedagogically at TUZVO or at the faculty where the habilitation proceeding takes place, the chairman of the board of the faculty will also invite a representative of the university or faculty where the applicant works pedagogically to discuss the proposal in the board. He will ask the relevant rector of the university or the dean of the faculty to send such representative.
- (5) If the Scientific Board of the faculty decides to award or not to award the title of associate professor, the decision together with documents on the previous course of the habilitation proceeding shall be delivered by the chairman of the Scientific Board of the faculty



to the Rector within 30 days.

(6) The Rector awards the title of associate professor to the applicant within two months from the delivery of the decision of the faculty's board. A decree is a document for awarding the title of associate professor. The habilitation proceeding ends with the signing of the decree by the rector. The decree awarding the title of associate professor contains the requirements listed in §4 sec. 2 and 3 of the decree.

(7) After the completion of the habilitation proceeding, the habilitation file with attachments is archived by the Department for Scientific Research Activities of the TUZVO Rectorate (hereinafter referred to as the "SAR Department"). Originals or certified copies of relevant documents are kept in one copy. In addition to the mandatory attachments to the application, the following must be delivered to the Office of the SAR:

- a) extract from the record of the scientific council of the faculty on the approval of members of the habilitation committee and opponents,
- b) originals of the opponent's assessments,
- c) a copy of the report on the publication of the habilitation lecture from the daily press,
- d) proposal of the habilitation commission with a recommendation to grant the title of associate professor in the field,
- e) an extract from the record of the Scientific Board of the Faculty with the result of a secret vote on the proposal for appointment as associate professor,
- f) copies of attendance records from the Scientific Board of the faculties, defence and habilitation lecture,
- g) notice of appointment as an associate professor in four originals.

## **Article 5**

### ***Publishing of materials and documents related to the habilitation proceeding***

(1) Based on documents from the chairman of the Faculty's Scientific Board, the employee of the SAR Office will publish all documents and actions related to habilitation proceedings, the publication of which is required in accordance with § 3 of the Decree and § 76, sec. 10 of the Act on Higher Education for a period of 5 years from the date of completion of the habilitation proceeding, namely:

- a) the date of delivery of the application for habilitation proceedings within 15 days from the delivery of the application, including points b), c) and d) of this paragraph and article,
- b) data from the professional resumé of the applicant for the habilitation proceeding according to the model specified in the annex to the decree,
- c) the department of the habilitation proceeding in which the associate professor is applying for the title,
- d) title (topic) of the habilitation thesis,
- e) the date from which the habilitation proceeding is suspended and the deadline in which the deficiencies of the application must be eliminated within 15 days from the suspension of the habilitation proceeding,
- f) the topic of the habilitation lecture within 15 days from the approval of the faculty's Scientific Board,
- g) name, surname, academic degree, scientific-pedagogical degree or art-pedagogical degree and workplace of opponents of the habilitation work and members of the habilitation

- commission, indicating which of them is an employee of the TUZVO within 15 days of the approval of the Faculty's Scientific Board,
- h) opponent's opinions within 15 days of submission to the chairman of the faculty's Scientific Board,
  - i) proposal of the habilitation commission with a recommendation to award or not to award the applicant the title of associate professor in the field of habilitation within 15 days of its submission to the chairman of the Faculty's Scientific Board,
  - j) decision of the relevant academic board - extract from the minutes of the faculty's Scientific Board, or the deadline for resubmission of the application according to Article 4, paragraph 3 of this directive within 15 days from the confirmation of delivery of the decision of the Scientific Board of the faculty to the applicant,
  - k) attendance record from the meeting of the Scientific Board, which decided on the application until the day of publication of the decision of the Faculty's Scientific Board,
  - l) date and reason for the termination of the habilitation proceeding within 15 days from the end of the habilitation proceeding.

(2) The chairman of the Scientific Board of the faculty submits to the SAR Department electronically to the address: [veda@tuzvo.sk](mailto:veda@tuzvo.sk) all documents necessary for publication according to par. 1 of this article, without delay, no later than 5 working days before the deadline for their publication.

#### **Article 6**

##### ***Revoking the title of associate professor***

- (1) Rector of TUZVO according to § 108f par. 3 of the Act on Higher Education, will revoke the title of the associate professor if:
  - a) the person who was awarded the title of "associate professor" was legally convicted of an intentional crime and, by committing this crime, obtained an advantage that had an impact on the fulfilment of the conditions for obtaining the title of associate professor or on the fulfilment of the conditions for starting the habilitation proceeding,
  - b) the habilitation thesis or part of it was demonstrably not prepared by a person who was awarded the title of associate professor,
  - c) the person who was awarded the title of associate professor used the protected subject of intellectual property of another person without authorization, and through this action obtained an advantage that had an impact on the fulfilment of the conditions for obtaining the title of associate professor or on the fulfilment of the conditions for starting the habilitation proceeding,
  - d) the person who was awarded the title of associate professor, because of the decision on the invalidity of the state examination or its part or as a result of giving up the academic title, ceased to fulfil the condition for starting the habilitation proceeding, or
  - e) the criteria for obtaining the title of associate professor during the habilitation proceedings were not met.
  
- (2) The Rector of TUZVO will initiate proceedings for the revocation of the title of associate professor according to § 108g sec. 6 of the Act on Higher Education, other conditions of the degree revocation procedure are governed by the provisions of § 108g sec. 6 to sec. 17 of the Act on Higher Education.

**Part 3**  
**INAUGURATION PROCEEDINGS**

**Article 7**  
***Beginning of the inauguration proceeding***

- (1) A written application for appointment as a professor together with attachments pursuant to par. 2 of this article, the applicant submits to the chairman of the Scientific Board of the faculty where the study program in the relevant field of study is conducted and TUZVO has been granted the right to conduct the inauguration proceedings in the field chosen by the applicant. The inauguration proceeding begins with the submission of an application for an appointment as a professor. In the application, the applicant shall indicate the department in which he/she is applying for the appointment as a professor.
- (2) Part of the submitted application is:
- a) professional resume, the sample of which is given in the annex to the decree,
  - b) a certified copy of a second-stage university education certificate,
  - c) a certified copy of a third-stage university education certificate, or a decision on education and the award of a degree issued by a foreign university,
  - d) a certified copy of the decree by which the applicant was awarded the title of associate professor (according to §4, paragraph 2 of the Decree), or a decision on the awarding of the title issued by a foreign university,
  - e) an overview of pedagogical activity at the university and an overview of the results achieved in this activity, in the capacity of associate professor (according to § 75 paragraph 5 of the Act on Higher Education and according to § 4 paragraph 2 of the Decree),
  - f) list of original published scientific works, professional works and artistic works, textbooks and teaching texts, an overview of lectures and lecture stays at home and abroad, etc. (according to §4 paragraph 2 of the Decree),
  - g) a list of verifiable citations (SCI (Science Citation Index) and non-SCI) and responses to scientific works, professional works, artistic works, or artistic creation (according to §4 paragraph 2 of the decree) with the indication of unique identifiers from the scientific databases Web of Science and SCOPUS,
  - h) an overview of solved research tasks, implemented technical projects or artistic projects, patents and copyright certificates, inventions and technical works, as well as other evidence of appreciation by the scientific community (according to §4, paragraph 2 of the Decree),
  - i) a quantitative overview of the fulfillment of the valid minimum threshold values of the criteria for the inauguration proceedings approved by the Scientific Board of TUZVO together with proof of their fulfillment,
  - j) the most important scientific works, professional works or artistic works, textbooks, teaching texts, documents about works of art or artistic performances,
  - k) an overview of the applicant's scientific or artistic training activities of doctoral students (trained and completed) in the field of the inauguration ceremony,
  - l) written references from leading foreign experts from at least three different countries outside the Slovak Republic, where it will be confirmed in the references that the applicant meets the requirements for working as a professor in an international context,
  - m) Academic Honesty Declaration that his publications are not plagiarized (Annex 1),
  - n) in case the applicant is not an employee of TUZVO, he submits documents taking into

account article 1 par. 2 of this organizational directive.

- (2) An applicant for appointment as a professor, who is not employed at TUZVO for the established weekly working hours, shall attach to the application proof of payment of the fee according to Art. 10 of this organizational directive.

## **Article 8**

### ***Process of inauguration proceedings***

- (1) If the chairman of the Faculty's Scientific Board finds that all the documents according to Art. 7 par. 2 of this organizational directive are not provided, he/she asks the applicant to eliminate the deficiencies and suspends the inauguration proceeding, for a maximum of one year. If the applicant has not eliminated the deficiencies within the specified period, the inauguration proceeding will end.
- (2) If it is a field of inauguration proceeding for which TUZVO has not been granted accreditation, or if the applicant, based on the criteria for obtaining the title of professor, clearly does not meet some of the conditions according to § 76 par. 5 and 7 of the Act on Higher Education, the chairman of the faculty's Scientific Board returns the application with the approval of the faculty's Scientific Board with a justification and attached documents to the applicant within four months, and the inauguration proceeding ends.
- (3) The Chairman of the Scientific Board of the Faculty shall, with her approval, appoint three opponents and a four-member inauguration commission from recognized domestic experts and at least one foreign expert within six months from the start of the inauguration proceedings, so that at most one opponent and at most one member of the inauguration commission are employees of TUZVO and at the same time with the approval of the Faculty's Scientific Board, he/she will determine the topic of the inauguration lecture.
- (4) At the time of inauguration commission membership, the chairman of the inauguration commission works as a professor in the field or in a related field, one opponent works as a professor, and other opponents and members of the inauguration commission work as professors or associate professors in the field or in a related field or must be important internationally recognized scientists or artists in the field or in a related field. In justified cases, opponents and other members of the inauguration commission may work in the field of science, technology, or art according to the focus of the applicant's creative activity. At least one member of the inauguration commission and one opponent must be from abroad. It is required that the members of the inauguration commission and the opponents do not have joint publications and do not deal with joint projects by which the applicant proves the fulfillment of the Criteria for at least 3 years before the start of the inauguration proceeding. Persons who are responsible for the development and quality assurance of the field of habilitation and inauguration proceedings usually act as the chairman or a member of the inauguration commission or opponent.
- (5) Opponents shall prepare written opinions on the submitted application within three months from the appointment.

- (6) The applicant's inauguration lecture, which is part of the inauguration proceeding, will take place no later than ten months after the start of the inauguration proceeding.
- (7) The Chairman of the Scientific Board of the faculty shall publish in the daily press and on the website of TUZVO within nine months from the start of the inauguration event, no later than 14 days before its event, the date, time, and place of the inauguration lecture, as well as the name, surname, and workplace of the applicant and the title of the inauguration lecture.
- (8) The inauguration lecture is public and takes place in front of the faculty's Scientific Board with the participation of at least three members of the inauguration commission and at least two opponents. In the inauguration lecture, the applicant mainly demonstrates his pedagogical competence, presents his overall contribution to the field and the contribution of his students to the development of the field, and expresses an overview of the current state and perspectives of the field.
- (9) In times of crisis, the inauguration lecture can be delivered via video conference or other means of information and communication technology without physical presence.
- (10) If the applicant for the appointment as a professor does not work at the TUZVO, the chairman of the Scientific Board of the faculty will also invite a representative of the university or faculty where the applicant works pedagogically to discuss the proposal in the Scientific Board. The chairman of the Scientific Board of TUZVO also proceeds in a similar way. They will ask the relevant rector of the university or the dean of the faculty to send a representative.

## **Article 9**

### **Completion of inauguration proceedings**

- (1) The inauguration commission will evaluate the fulfillment of the conditions according to § 76 par. 5 and 7 of the Act on Higher Education, according to the valid criteria for obtaining the title of professor at TUZVO and on the basis of submitted documents, opponent's opinions and expert assessment of the delivered inauguration lecture. The inauguration commission will evaluate the pedagogical, scientific or artistic activity of the applicant as a whole. The commission submits a proposal with a recommendation to approve or disapprove the appointment of an applicant as a professor in the field of the inauguration proceeding to the chairman of the Scientific Board of the respective faculty no later than one month after the inauguration lecture.
- (2) The Scientific Board of the faculty discusses the proposal of the inauguration commission according to par. 1 of this article no later than six months after its presentation by the inauguration commission in the presence of the chairman of the inauguration commission or a member of the inauguration commission authorized by him. It assesses whether the applicant meets the conditions for appointment as a professor and decides on the approval or disapproval of the proposal for appointment as a professor. At the same time, it will assess whether the procedure established by the Act on Higher Education and the Decree was followed during the entire inauguration proceeding. If it discovers that the inauguration proceedings did not take place in accordance with the Act on Higher Education or in accordance with the Decree, it will determine the method of

eliminating the deficiencies. The Scientific Board of the faculty decides on the approval or disapproval of the proposal for appointment as a professor in accordance with § 6 par. 3 of the Decree by secret ballot, while the approval of the majority of all members of the Scientific Board of the relevant faculty is required for approval.

- (3) The meeting of the faculty's Scientific Board as well as the TUZVO's Scientific Board can be held via video conference or other means of information and communication technology without physical presence, including secret voting, if the technical conditions allow it.
- (4) If, according to the decision of the faculty's Scientific Board, the applicant does not meet the conditions for appointment as a professor, the faculty's Scientific Board will not approve the proposal and its chairman will notify the applicant in writing of this decision with reasons within 30 days of the decision of the Faculty's Scientific Board. The deadline for possible resubmission of the application for the title of professor is determined by the Rules of Procedure of the Scientific Board of TUZVO. This period may not be longer than three years.
- (5) If the faculty's Scientific Board approves the proposal for appointment as a professor, its chairman shall submit the proposal to the chairman of the TUZVO's Scientific Board within 30 days of the discussion.
- (6) The TUZVO's Scientific Board shall discuss the proposal of the faculty's Scientific Board no later than six months after its submission to the faculty's Scientific Board in the presence of the Chairman of the Inauguration Commission or a member of the Inauguration Commission authorized by him. It assesses whether the applicant meets the conditions for appointment as a professor and decides on the approval or disapproval of the proposal for appointment as a professor. If the TUZVO's Scientific Board does not approve the proposal, its chairman will notify the applicant in writing of the result with justification within 30 days of the TUZVO's Scientific Board discussion of the proposal.
- (7) The TUZVO's Scientific Board approves the proposal for appointment as a professor by secret ballot. For approval, the consent of the majority of all members of the Scientific Board of TUZVO is required.
- (8) If the Scientific Board of TUZVO approves the proposal for appointment as a professor, the rector shall submit the proposal and originals or certified copies of documents on the requirements of the inauguration proceeding according to the content of the file on the proposal for appointment as a professor to the Minister of Education, Science, Research and Sports of the Slovak Republic. The result will be notified in writing to the minister and the applicant for appointment as a professor within 30 days from the approval of the TUZVO's Scientific Board.
- (9) After the end of the inauguration proceedings, the inauguration file with attachments is archived by the Department for Science and Research, which keeps copies of the relevant documents in one copy. In addition to the mandatory attachments to the application, the following must be delivered to the Department for Science and Research:
  - a) an overview of the applicant's scientific or artistic training activities of doctoral students (both trained and completed),
  - b) extract from the record of the Scientific Board of the faculty on the approval of members of the inauguration commission and opponents,
  - c) originals of the opponent's review,
  - d) topic and syllabi of the inauguration lecture,
  - e) a copy of the report on the publication of the inauguration lecture from the daily press,

- f) a proposal for the appointment of an applicant as a professor in a field of study drawn up and signed by the members of the inauguration commission,
- g) extract from the record of the Scientific Board of the Faculty with the result of a secret vote on the proposal for appointment as a professor,
- h) copies of attendance records from the Scientific Board of the faculties, the defence and the inauguration lecture.

## **Article 10**

### ***Publishing the materials and documents related to the inauguration proceeding***

- (1) On the basis of documents from the Chairman of the Scientific Board of the faculty and the Chairman of the Scientific Board of TUZVO, the employee of the SAR Department will publish all documents and actions related to the inauguration proceedings, the publication of which is required in accordance with § 7 of the Decree and § 76 par. 10 of the Act on Higher Education for a period of 5 years from the date of the end of the inauguration proceedings, namely:
  - a) the date of delivery of the application for appointment as a professor within 15 days from the delivery of the application, including points b), c) and d) of this paragraph and article,
  - b) data from the professional resumé of the candidate for the appointment of a professor according to the model specified in the annex to the Decree,
  - c) the most important scientific works, professional works or artistic works, textbooks, teaching texts, documents about works of art or artistic performances,
  - d) the name of the inauguration department in which the proceedings take place,
  - e) the date from which the inauguration proceedings are suspended and the deadline in which the deficiencies of the application must be eliminated within 15 days from the suspension of the inauguration proceedings,
  - f) name, surname, academic degree, scientific-pedagogical degree or art-pedagogical degree, scientific rank, and workplace of the opponents and members of the inauguration commission, indicating which of them is an employee of TUZVO, at which the inauguration proceedings take place within 15 days of their approval of the Scientific Board,
  - g) opponents' reviews within 15 days of their submission to the chairman of the Scientific Board,
  - h) the proposal of the inauguration commission with a recommendation to approve or disapprove the proposal for the appointment of a candidate as a professor in the field of inauguration proceedings within 15 days of its submission to the chairman of the SB,
  - i) decision of the Scientific Board - extract from the minutes of the Faculty's Scientific Board and TUZVO, or the deadline for resubmission of the application according to Article 8, paragraph 3 of this directive within 15 days from the receipt of the confirmation of the decision of the Faculty's Scientific Board or TUZVO,
  - j) attendance records from the meeting of the scientific councils that discussed the proposal for appointment as a professor until the date of publication of the decision of the scientific councils,
  - k) date and reason for the termination of the inauguration proceedings within 15 days of its termination.
- (2) The chairman of the faculty's SB and the TUZVO's SB submits to the Department for SaR electronically at the address [veda@tuzvo.sk](mailto:veda@tuzvo.sk) all documents necessary for publication by the

requirements according to par. 1 of this article, without delay, no later than 5 working days before the deadline for their publication.

**Article 11**  
***Proposal to revoke a professor***

- (1) Rector of TUZVO according to § 108f par. 4 of the Act on Higher Education will decide on the submission of a proposal for the revocation of a professor if:
- a) the person who was appointed as a professor was legally convicted of an intentional crime and by committing this crime obtained an advantage that had an impact on the fulfilment of the conditions for obtaining the title of professor or on the fulfilment of the conditions for starting the inauguration proceeding,
  - b) the person who was appointed as a professor used the object of intellectual property protection of another person without authorization, and through this action obtained an advantage that had an impact on the fulfilment of the conditions for obtaining the title of professor or on the fulfilment of the conditions for starting the inauguration proceeding,
  - c) the person who was appointed as a professor, as a result of the withdrawal or relinquishment of the title of associate professor, ceased to fulfil the condition for starting the completed inauguration proceeding, or
  - d) the criteria for obtaining the title of a professor during the inauguration proceeding were not met.

(2) The Rector of TUZVO will initiate the procedure for revocation of the title according to Section 108g, paragraph 6 of the Act, other conditions of the title revocation procedure are managed by the provisions of § 108g par. 6 to par. 17 of the Act on Higher Education.

**Forth part**  
**COMMON AND CLOSING PROVISIONS**

**Article 12**  
***Financial costs associated with the habilitation and inauguration proceedings***

- (1) If the applicant for obtaining the title is an associate professor or professor employed at TUZVO for the established weekly working hours, the costs related to the habilitation or inauguration proceedings are covered from the funds of the faculty where the applicant works.
- (2) If the applicant for the title of associate professor or professor is not employed at TUZVO, he/she is obliged to pay a fee for the payment of the costs associated with the habilitation or inauguration proceeding in the amount of €2,000 in the case of the habilitation proceeding and €2,500 € in the case of the inauguration proceeding. In the case of a repeated application to obtain a scientific-pedagogical or artistic-pedagogical title of associated professor or professor, the applicant is obliged to pay a fee of the same amount.
- (3) The rector of TUZVO decides on a possible reduction or waiver of the fee.



**Article 13**  
***Common and closing provisions***

- (1) The following annexes are an integral part of this organizational directive:  
Annex 1: Sample of the applicant's Academic Honesty Statement that his publications are not plagiarized  
Annex 2: Sample of professional resumé  
Annex 3: Sample of the license agreement of an opponent of habilitation work
- (2) Meeting the minimum threshold values of the criteria for the habilitation and inauguration proceedings does not establish the right to start or successfully complete the habilitation or inauguration proceedings.
- (3) Proven plagiarism of the applicant is a reason for not awarding the title of associate professor or professor.
- (4) The provisions of Act no. 131/2002 Coll. on Higher Education institutions and on amendments and additions to certain laws as amended and Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and art-pedagogical titles docent and professor, as well as related legal regulations.
- (5) Any changes and additions to this organizational directive can only be made by written amendments signed by the TUZVO rector after their approval by the TUZVO Scientific Board.
- (6) This Organizational Directive no. 6/2021 repeals Organizational Directive No. 9/2013 Executive regulations of the Technical University in Zvolen to the Decree of the Ministry of Education of the Slovak Republic no. 6/2005 Coll.
- (7) on the procedure for obtaining scientific-pedagogical titles or art-pedagogical titles associate professor and professor, as amended, approved by the TUZVO's Scientific Board on 10/12/2013, also registered under the number R-15539/2013.
- (8) This Organizational Directive no. 6/2021 - Implementation regulations of the TU in Zvolen to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles associate professor and professor, was discussed in the Academic Senate of TUZVO on 23/11/2021 and approved by the Scientific Council of TUZVO on 14/12/2021 and comes into force on this date.

In Zvolen, 20<sup>th</sup> December 2021

Dr.h.c. prof. Ing. Rudolf Kropil, PhD.  
Rector

**ACADEMIC HONESTY STATEMENT - sample**

Name, surname, titles  
Applicant's address

---

Dear  
Name, surname, titles  
Chairman of the Scientific  
Board of the Faculty  
Technical University in Zvolen

place, date

**Subject: Academic Honesty Statement**

I honestly declare that the publications listed in my publishing activity are not plagiarism. It is not a literal or differently modified use of thoughts, ideas or research results, or various written materials (project proposals, research plans), teaching materials, computer files, programs, translations, etc., whose authors or originators are other persons.

All publications are cited in accordance with the applicable legislation.

Applicant's signature

**Professional resumé – sample**

Name and surname, titles	(the original wording of the awarded degrees)
Date and place of birth	whole date and place)
University education and further academic growth	(completion date, place, awarded title)
Further education	(completion date, place, awarded title)
Employment history	(State: from - to, or until now; workplace; and work position)
The course of pedagogical work (workplace/ subject)	(State: from – to, or until now; workplace, and work position; the subjects which have been taught by the applicant)
Research/Artistic focus	
Publications including the volume/length/size and categories of publication record (e.g., AAB, according to the Decree of the Ministry of Education, Science, Research and Sport of the SR, no. 456/2012 coll.)	(Monograph – number of pieces, Textbook- number of pieces Teaching texts – number of pieces)
Responses to scientific /artistic works	(Citations in journals registered in WOS and SCOPUS – number, Citations in journals not registered in WOS a SCOPUS – number)
Number of doctoral students: Supervised Completed	(Not applicable for habilitation proceedings)
Address:	(Address, telephone, email)

Applicant's signature

**License agreement on the use of the review for the habilitation thesis - sample**

concluded according to § 65 to 76 of Act no. 185/2015 Coll. Copyright Act and § 63 par. 9 of Act No. 131/2002 Coll. on Higher Education and on the amendment of certain laws as amended

between

Degree name and surname:

Date and place of birth:

Permanent residence:

Role in the proceeding: the opponent of the habilitation thesis

in the case of an external opponent:

E-mail:

Citizenship:

Workplace:

Part of the workplace:

Workplace address:

(hereinafter referred to as "author of the review")

And

the Slovak Republic represented by

University, faculty: Technical University in Zvolen, name of the faculty where the habilitation proceeding takes place

Address of the Faculty:

Part of the University represented by the Dean:

(hereinafter referred to as "user" or "acquirer"):

**Art. 1**

**Subject of the Agreement**

- (1) The subject of this contract is the granting of the author's consent to the user for the use of the work specified in Art. 2 of this agreement (hereinafter referred to as the "license") according to the terms agreed in this agreement

**Art. 2**

**Work Specification**

- (1) Assessment for the habilitation thesis entitled:

Name and surname of the author of the thesis:

Name of the field of study:

Job identification number generated by the university's information system:

**Art. 3**  
**Method of use of the work and scope of the license**

- (1) The author of the review agrees to the publication of the work and grants the user consent to make a digital copy of the work available in a way that enables mass access<sup>1</sup>, through the central register of final, rigorous, and habilitation thesis (hereinafter "register").
- (2) After entering the work in the register, the user is entitled to make the work accessible to the public at the earliest on the day the final, rigorous, or habilitation thesis with which the work is associated is made accessible for the public.
- (3) The user is authorized to make the work accessible to the public
  - only with use
  - even without usesuch technological measures that prevent the public from permanently storing the work on a storage medium or printing it.
- (4) The license granted by the author of the review to the user under this contract is non-exclusive and territorially unlimited.
- (5) The author of the assessment grants the user a license for a period of 70 years from the date of registration of the work to which the work refers in the central register of final, rigorous and habilitation theses.

**Art. 4**  
**Reward**

- (1) The author of the review grants the acquirer a license free of charge.

**Art. 5**  
**Final Provisions**

- (1) This contract is concluded in writing and issued in two paper copies, one for each contracting party and in electronic form in the information system of the university.
- (2) This contract becomes valid and effective on the day it is signed by both parties; signing also means replacing a signature with a mechanical means. If any of the provisions of this contract become invalid, ineffective or unfeasible, this will not affect the validity, effectiveness, and feasibility of the other contractual arrangements.
- (3) The contracting parties declare that they concluded the contract freely and seriously, did not act in error or under pressure, understood its content, and sign it with their own hands as a sign of consent.

In (place)..... date ..... In ..... date.....

signature  
Author of the review

signature  
Acquirer represented by Dean

---

<sup>1</sup> § 4 par. 2 Act no. 211/2000 coll. on free access to the information and on changes and amendments of some laws (the Act on Freedom of Information) as amended