



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

**INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

No. B/2/2022

**Criteria for Award of the Degree of Associate Professor and
Criteria for Award of the Degree of Full Professor at the
University of Economics in Bratislava**

2022

Following the approval by the Scientific Council of the UEBA (hereinafter also referred to as the "UEBA SC"), the University of Economics in Bratislava (hereinafter the "UEBA") is issuing, in accordance with Article 15(1) of Act No. 131/2002 Coll. on universities and on amendments and supplements of certain laws as amended (hereinafter the "Universities Act") and in accordance with Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 246/2019 Coll. on the procedure for award of the scientific/pedagogical degrees and artistic/pedagogical degrees of associate professor and full professor (hereinafter the "Decree"), the internal regulation "Criteria for Award of the Degree of Associate Professor and Criteria for Award of the Degree of Full Professor at the University of Economics in Bratislava" (hereinafter also referred to as the "Criteria").

Article 1

General Provisions

- [1] The scientific/pedagogical degrees of associate professor or full professor are only awarded in the fields of habilitation procedure and inaugural procedure for which the UEBA holds a valid accreditation under Article 76(1) of the Universities Act.
- [2] The basic prerequisite for award of the scientific/pedagogical degree of associate professor shall be:
 - a) third level of higher education studies,
 - b) preparation of a habilitation thesis and successful completion of the habilitation procedure.
- [3] The scientific/pedagogical degree of associate professor in the field of the habilitation procedure and inaugural procedure shall be awarded by the UEBA Rector to the applicant who meets the following requirements (as defined by Article 76(6) of Universities Act):
 - a) serves in the capacity as a scientist and a teacher in the respective field of the habilitation procedure and inaugural procedure at a higher education institution,
 - b) has created comprehensive scientific work in the respective field of the habilitation procedure and inaugural procedure through his/her scholarly works,
 - c) is a scientific authority recognised in scientific circles in the respective field of the habilitation and inaugural procedure.
- [4] The essential requirement for awarding the scientific/pedagogical degree of full professor shall be a prior award of the associate professor's degree and a successful completion of the inaugural procedure.
- [5] The UEBA SC shall approve the motion for the award of the scientific/pedagogical degree of full professor to the candidate who meets the following requirements (as defined by Article 76(7) of Universities Act):
 - a) is currently serving in the capacity as a scientist and a teacher in the respective field of the habilitation procedure and inaugural procedure at a higher education institution,
 - b) has influenced development in the respective field of the habilitation procedure and inaugural procedure by establishing a scientific school or a widely recognized group related to his/her published scientific works, discoveries and inventions,

- c) is a recognised scientific authority in the respective field of the habilitation and inaugural procedure and his/her scientific works have also attained international recognition.
- [6] The fulfilment of the requirements under paragraphs 3 and 5 shall be assessed by the UEBA SC or by the Scientific Council of the relevant faculty based on the evaluation of fulfilment of the criteria for awarding the degrees of associate professor and full professor as approved according to Article 12(1)(d) of Universities Act.
- [7] The UEBA may require that an applicant for award of the scientific/pedagogical degree of associate professor or full professor pays a fee for defrayment of the cost associated with the habilitation or inaugural procedure. The amount of the fee is determined by the UEBA's internal regulation on determining the amount of the fee for defrayment of the cost associated with the habilitation procedure and inaugural procedure. This shall not apply to the applicant employed for full-time weekly hours at the UEBA.

Article 2

Previous Experience and Outputs Concerning Performance of University Education-Related Tasks of Applicant for Scientific/Pedagogical Degree of Associate Professor or Full Professor

- [1] The applicant for the award of the scientific/pedagogical degree of associate professor or full professor must demonstrate his/her teaching activities at the UEBA, or any other higher education institution in the respective field of the habilitation procedure and inaugural procedure pursuant to Universities Act and valid standards issued by the Slovak Accreditation Agency for Higher Education (hereinafter the "SAAHE).
- [2] The teaching activities of the applicant for the award of the scientific/pedagogical degree of associate professor shall include, in particular, giving lectures in selected chapters of the course, holding seminars and exercise sessions, or corresponding education forms, assessing students, supervising and examining final theses, designing study materials, providing consultations for students, arranging field trips and internships for students etc.
- [3] The minimum prerequisite for the award of the scientific/pedagogical degree of associate professor shall be serving in a teaching capacity for the period of at least four years since the attainment of the third level of higher education studies in the respective field of the habilitation procedure and inaugural procedure.
- [4] The teaching activities of the applicant for the award of the scientific/pedagogical degree of full professor shall include, in particular, giving lectures, holding seminars, assessing students, including student assessment at final state examinations, supervising post-graduate students, supervising and examining final theses, and designing study materials.
- [5] The minimum prerequisite for teaching activities of the applicant for award of the scientific/pedagogical degree of full professor shall be serving in a teaching capacity for the period of at least four years since the award of the associate professor's degree in the respective field of the habilitation procedure and inaugural procedure. The time counting towards the performance of teaching activities shall only include periods during which the applicant was employed at a higher education institution for the working hours amounting to at least one half of the full-time weekly hours (including employments abroad).
- [6] The minimum prerequisite for the applicant for award of the scientific/pedagogical degree

of full professor shall also be supervising of two post-graduate students who obtained PhD., CSc., or Dr. degree in a study programme in the third level of higher education studies.

Article 3

Previous Experience and Outputs Concerning Creative and Other Academic Activities of Applicant for Award of Scientific/Pedagogical Degree of Associate Professor or Full Professor

- [1] The applicant for the award of the scientific/pedagogical degree of associate professor or full professor must demonstrate previous experience and outputs of his/her creative and other academic activities at the UEBA or any other higher education institution pursuant to Universities Act and valid SAAHE standards in the respective field of the habilitation procedure and inaugural procedure.
- [2] The science-related duties of an applicant for the award of the scientific/pedagogical degree of associate professor shall include participating in research and development activities of the workplace and publishing the outputs thereof in scientific and specialist publications as well as presentation thereof at scientific and specialist events, cooperation in organising scientific events and supervision of a research team.
- [3] The science-related duties of an applicant for the award of the scientific/pedagogical degree of full professor shall include conducting research and development activities and publishing the outputs thereof in scientific and specialist publications and at scientific and specialist events of international importance, supervising research teams and organising scientific events.
- [4] The minimum prerequisites, or criteria for experience and outputs in respect of creative and academic activities of an applicant for the award of the scientific/pedagogical degree of associate professor and full professor are stated in Attachment No. 5 hereof.
- [5] The experience and outputs regarding creative activities of each applicant for the award of the scientific/pedagogical degree of associate professor or full professor shall be evaluated particularly based on publication outputs that in the case of habilitation procedures and inaugural procedures must be registered in an academic library in accordance with the internal regulation on registering publication activities.
- [6] In order to demonstrate publication activities of the applicant for the award of the scientific/pedagogical degree of associate professor or full professor, it is necessary to submit the list of original published scientific works, expert works and works of art, textbooks, educational texts as well as any other publication outputs including responses thereto according to Decree No. 397/2020 of the Ministry of Education, Science, Research and Sports of the Slovak Republic on central registry of publication activities and central registry of artistic activities. The list must be signed by the Head of the UEBA's Slovak Economic Library, or head of the respective academic library.
- [7] In addition to providing an overview of publication activities, it is also necessary for the applicant for award of the scientific/pedagogical degree of associate professor or full professor to submit a list of research and educational grants in which the applicant was involved as the principal investigator or a co-investigator.

- [8] In respect of further academic activities, each applicant for award of the scientific/pedagogical degree of associate professor or full professor shall document his/her contribution towards research and educational internationalization at the UEBA via foreign mobility or teaching in foreign languages as well as his/her contribution towards the university's or faculty's academic self-administration and towards raising awareness about the UEBA in society at large.
- [9] Previous experience and outputs concerning other academic activities of each applicant for award of the scientific/pedagogical degree of associate professor or full professor shall be evaluated particularly based on the evidence submitted. Depending on the nature of the criterion being evaluated, such evaluation may involve checking entries in the business trip register, information published on websites etc.

Article 4

Designation, Guidance and Scope of Powers of Habilitation Committee and Habilitation Thesis Examiners in Habilitation Procedure

- [1] Within six months from the start of the habilitation procedure, which commences upon submission of the applicant's application, the Chair of the UEBA SC or of the Scientific Council of the faculty where the habilitation procedure is held shall appoint, subject to the consent of the relevant Scientific Council, three habilitation thesis examiners and a three-member habilitation committee consisting of experts in the relevant field so that no more than one thesis examiner and no more than one habilitation committee member is a UEBA employee.
- [2] At the time of appointment, the habilitation committee chair shall hold the position of a full professor and shall serve in the capacity as a scientist in the respective field of the habilitation procedure and inaugural procedure. One examiner shall hold the position of a full professor at the time of appointment. At the time of appointment, the remaining examiners and remaining habilitation committee members shall hold the position of a full professor or an associate professor; in justified cases the remaining examiners or remaining habilitation committee members may be other important experts having at least 5 years of experience in mid-level management. At the time of appointment, the examiners and the remaining habilitation committee members shall serve in the capacity of a scientist in the respective field of the habilitation procedure and inaugural procedure. In justified cases, the examiners and the remaining habilitation committee members may pursue scientific activities in the scientific field corresponding to the applicant's creative activities.
- [3] The habilitation thesis examiners shall prepare written opinions within three months of their appointment. In preparing their written opinions, the habilitation thesis examiners shall be provided with information from the Central Registry of Final, Rigorosa and Habilitation Theses concerning verification of the habilitation thesis' degree of originality.
- [4] In defending the habilitation thesis, the applicant demonstrates professional mastery of the field that is the subject of the thesis, responds to the examiners' observations and demonstrates a high level of general awareness in the field. The defence of the habilitation thesis shall be public and shall be held with participation of at least five representatives of the Scientific Council at the relevant faculty, in the presence of at least two thesis examiners and before the habilitation committee.

- [5] The guidelines concerning the presentation of the applicant for award of the scientific/pedagogical degree of associate professor under habilitation procedure at the UEBA are provided in Attachment No. 2 hereof.
- [6] The habilitation committee shall assess the fulfilment of the conditions according to Article 76(1), (3), (5), (6) and (7) of Universities Act and the fulfilment of the criteria applicable to awarding the degree of associate professor; and on the basis of the documents submitted, thesis examiners' opinions, expert assessment of the level of the habilitation lecture delivered and the results of the habilitation thesis defence, shall also make an overall evaluation of the applicant's pedagogical and scientific activities, and no later than one month of holding the habilitation lecture and the habilitation thesis defence, shall submit a proposal to the Chair of the relevant Scientific Council, involving a recommendation to award or not to award the applicant the associate professor's degree in the given field.
- [7] The scientific/pedagogical degree of associate professor shall be awarded by the UEBA Rector based on the decision of the respective Scientific Council. If the proposal for award of the relevant degree is decided by the Scientific Council of the relevant faculty and the UEBA Rector has justified doubts that in the particular case the Scientific Council of the faculty has failed to comply with the UEBA criteria for evaluating the fulfilment of the conditions for award of the scientific/pedagogical degree of associate professor, or that during the habilitation procedure procedural defects have occurred, the UEBA Rector may return the proposal to the Scientific Council of the faculty for a new procedure, specifying the reasons that led Rector to pursue such course of action.

Article 5

Designation, Guidance and Scope of Powers of Inaugural Committee in Inaugural Procedure

- [1] Within six months from the start of the inaugural procedure for award of the full professor's degree, which commences upon submission of the applicant's application, the Chair of the UEBA SC or of the Scientific Council of the faculty where the inaugural procedure is held shall appoint, subject to the consent of the relevant Scientific Council, three examiners and a four-member inaugural committee comprising important domestic experts and at least one foreign expert so that no more than one examiner and no more than one inaugural committee member is a UEBA employee.
- [2] At the time of appointment, the inaugural committee chair shall hold the position of a full professor and shall serve in the capacity as a scientist in the respective field of the habilitation procedure and inaugural procedure. One examiner shall hold the position of a full professor at the time of appointment. At the time of appointment, the remaining examiners and remaining inaugural committee members shall hold the position of a full professor or an associate professor; in justified cases the remaining examiners or remaining inaugural committee members may be other internationally important experts. At the time of appointment, the examiners and the remaining inaugural committee members shall serve in the capacity of a scientist in the respective field of the habilitation procedure and inaugural procedure. In justified cases, the examiners and the remaining inaugural committee members may pursue scientific activities in the scientific field corresponding to the applicant's creative activities.
- [3] The examiners shall prepare their written opinions on the submitted application within three

months from their appointment.

- [4] The inaugural procedure shall also involve the applicant's inaugural lecture. In his/her inaugural lecture, the applicant mainly demonstrates his/her pedagogical competence, presents his/her overall contribution to the field and the contribution of his/her students to the field's development, and expresses his/her view on the current state of, and perspectives in the field. The inaugural lecture shall be public and shall be held before the respective Scientific Council with participation of at least three members of the inaugural committee and at least two examiners.
- [5] The guidelines concerning the presentation of the applicant for award of the scientific/pedagogical degree of full professor under inaugural procedure at the UEBA are provided in Attachment No. 4 hereof.
- [6] The inaugural committee shall assess the fulfilment of the conditions according to Article 76(5) and (7) of Universities Act and the fulfilment of the criteria applicable to awarding the degree of full professor, and on the basis of the documents submitted, examiners' opinions and expert assessment of the inaugural lecture delivered, shall also make an overall evaluation of the applicant's pedagogical and scientific activities. No later than one month of holding the inaugural lecture, the inaugural committee shall submit a proposal to the Chair of the relevant Scientific Council, involving a recommendation to approve or reject the proposal for the applicant's appointment as a professor in the respective field.

Article 6

Approval Process in Habilitation Procedure

- [1] An expert evaluation of the habilitation lecture delivered and the results of the habilitation thesis defence shall serve as one of the bases for the applicant's overall evaluation by the habilitation committee.
- [2] The Scientific Council holding the habilitation procedure shall discuss the habilitation committee's proposal no later than six months of the submission thereof by the habilitation committee in the presence of the habilitation committee chair or a habilitation committee member authorized by the chair. The Scientific Council shall assess whether the applicant meets the requirements for award of the associate professor's degree, and shall approve or reject the proposal for award of the associate professor's degree.
- [3] In discussing the habilitation committee's proposal, the competent Scientific Council shall also assess whether the procedure as stipulated by Universities Act and Decree has been observed throughout the entire proceedings. If the Scientific Council finds that the habilitation procedure was not held in accordance with Universities Act or Decree, it shall determine how to remedy the deficiencies.
- [4] The competent Scientific Council shall decide on awarding or not awarding the associate professor's degree by secret ballot. For the decision to be adopted in the voting, the consent of the majority of all members of the competent Scientific Council is required.
- [5] The decision of the competent Scientific Council on awarding or not awarding the associate professor's degree, along with the documents on the previous course of the habilitation procedure, shall be delivered by the Scientific Council Chair to the UEBA Rector within 30 days of the adoption of the decision by the Scientific Council.

- [6] If, according to the decision of the competent Scientific Council, the applicant does not meet the requirements, the Scientific Council shall not award the associate professor's degree and the Chair of the Scientific Council shall notify such decision, including a justification thereof, to the applicant in writing within 30 days of passing the decision by the Scientific Council. The time-period for re-submission, if any, of the application for award of the associate professor's degree shall be determined by the Rules of Procedure of the competent Scientific Council. This period may not exceed three years.
- [7] The UEBA Rector shall award the associate professor's degree to the applicant within two months of the delivery of the Scientific Council's decision. The document proving award of the associate professor's degree shall be the decree. The habilitation procedure terminates upon signing of the decree by the Rector.
- [8] If the applicant for award of the degree of associate professor serves in a teaching capacity at another higher education institution, the Chair of the competent Scientific Council shall also invite a representative of the institution or faculty where the applicant serves as a teacher to discuss the proposal in the Scientific Council. The Scientific Council Chair shall request the Rector of the respective higher education institution or Dean of the respective faculty to send such representative.

Article 7

Approval Process in Inaugural Procedure

- [1] The Scientific Council holding the inaugural procedure shall discuss the inaugural committee's proposal no later than six months of the submission thereof by the inaugural committee in the presence of the inaugural committee chair or an inaugural committee member authorized by the chair. The Scientific Council shall assess whether the applicant meets the requirements for appointment as a professor and shall decide on the approval or rejection of the proposal for appointment as a professor.
- [2] Should the applicant be not compliant with the requirements for appointment as a professor as provided in the decision of the competent Scientific Council, the Scientific Council shall not approve the proposal and the chair thereof shall notify such decision, including a justification thereof, to the applicant in writing within 30 days of passing the decision by the Scientific Council. The time-period for re-submission, if any, of the application for award of the full professor's degree shall be determined by the Rules of Procedure of the competent Scientific Council. This period may not exceed three years.
- [3] In discussing the inaugural committee's proposal, the competent Scientific Council shall also assess whether the procedure as stipulated by Universities Act and Decree has been observed throughout the entire proceedings. If the Scientific Council finds that the inaugural procedure was not held in accordance with Universities Act or Decree, it shall determine how to remedy the deficiencies.
- [4] The approval or rejection of the proposal for appointment as a full professor shall be decided by the competent Scientific Council by secret ballot. For the proposal to be adopted in the voting, the consent of the majority of all members of the competent Scientific Council is required.
- [5] If the inaugural procedure was held at a faculty, the Chair of the Scientific Council at the faculty shall submit the proposal for appointment as a full professor approved by the Scientific Council of the faculty to the UEBA SC Chair within 30 days of the discussion

thereof in the Scientific Council of the faculty.

- [6] If the inaugural procedure was held at a faculty, the UEBA SC shall discuss the proposal by the Scientific Council of the faculty no later than within six months of the submission thereof by the Scientific Council of the faculty in the presence of the inaugural committee chair or an inaugural committee member authorized by the chair.
- [7] If the inaugural procedure was held at a faculty, the UEBA SC shall assess whether the applicant meets the requirements for appointment as a full professor, and shall decide on approval or rejection of the proposal for the applicant's appointment as a full professor.
- [8] If, before the discussion at the UEBA SC, the proposal is discussed by the Scientific Council of the relevant faculty and the UEBA Rector has justified doubts that in the particular case the Scientific Council of the faculty has failed to comply with the UEBA criteria for evaluating the fulfilment of the conditions for award of the scientific/pedagogical degree of full professor, or that during the inaugural procedure procedural defects have occurred, the UEBA Rector may, prior to the discussion in the UEBA SC, return the proposal to the Scientific Council of the faculty for a new procedure, specifying the reasons that led Rector to pursue such course of action.
- [9] The approval or rejection of the proposal for appointment as a full professor, submitted by the Chair of the Scientific Council of the relevant faculty, shall be decided by the UEBA SC by secret ballot. For the proposal to be adopted in the voting, the consent of the majority of all members of the UEBA SC is required.
- [10] Should the UEBA SC approve the proposal for appointment as a full professor under the inaugural procedure held at the UEBA or at the UEBA's relevant faculty, the UEBA Rector shall submit the proposal, along with the documents on the previous course of the inaugural proceeding, to the Minister of Education, Science, Research and Sports of the Slovak Republic within 30 days of the approval thereof in the UEBA SC.
- [11] If the applicant for award of the degree of full professor serves in a teaching capacity at another higher education institution or at another faculty, the Chair of the competent Scientific Council shall also invite a representative of the institution or faculty where the applicant serves as a teacher to discuss the proposal in the Scientific Council. The Scientific Council Chair shall request the Rector of the respective higher education institution or Dean of the respective faculty to send such representative.

Article 8

Designation, Guidance and Scope of Powers of Persons Responsible for Quality Assurance in the Field of Habilitation Procedure and Inaugural Procedure

- [1] Persons responsible for development and quality assurance of the respective field of habilitation procedure and inaugural procedure shall be appointed in accordance with the valid Regulation for the Internal Quality Assurance System of Higher Education at the University of Economics in Bratislava, and collectively shall constitute the Programme Board for Habilitation Procedure and Inaugural Procedure.
- [2] Before submitting the application for habilitation procedure or inaugural procedure, the applicant for award of the scientific/pedagogical degree of associate professor or the

scientific/pedagogical degree of full professor shall submit to the competent Programme Board for Habilitation Procedure and Inaugural Procedure the application to review affiliation of the results of his/her teaching activities and creative activities to the field of the habilitation procedure and inaugural procedure.

- [3] The session of the competent Programme Board for Habilitation Procedure and Inaugural Procedure to review affiliation of the results of the applicant's teaching and creative activities to the field of the habilitation and inaugural procedure shall be convened by the Vice-Dean for Research and Doctoral Studies of the relevant faculty or by the UEBA's Vice-Rector for Research and Doctoral Studies, if the habilitation procedure or inaugural procedure is held in the fields of habilitation procedure and inaugural procedure that are common to several UEBA faculties or if it is held at the UEBA.
- [4] The Programme Board for Habilitation Procedure and Inaugural Procedure shall discuss affiliation of the applicant's results of teaching and creative activities to the field of the habilitation procedure and inaugural procedure in a closed session, and shall draw up a report thereof, which shall form part of the application of the applicant for award of the scientific/pedagogical degree of associate professor or the scientific/pedagogical degree of full professor.
- [5] The competent Programme Board for Habilitation Procedure and Inaugural Procedure shall also give its opinion on proposals made by the habilitation committee or inaugural committee members as well as on proposals put forward by the habilitation thesis examiners and the examiners in the inaugural procedure, and in doing so, shall assess relevance of such persons in respect of the field of the habilitation procedure and inaugural procedure. The competent Programme Board for Habilitation Procedure and Inaugural Procedure shall do so before submitting the proposal for approval to the UEBA SC or to the Scientific Council of the relevant faculty.

Article 9

Stipulation of Habilitation File and Inaugural File Content at UEBA

- [1] The designated content of the habilitation file to be submitted at the UEBA is specified in Attachment No. 1 hereof.
- [2] The designated content of the inaugural file to be submitted at the UEBA is specified in Attachment No. 3 hereof.

Article 10

Temporary and Final Provisions

- [1] This internal regulation was discussed and approved by the UEBA SC on 26 September 2022.
- [2] This internal regulation shall become valid and effective on the day of approval thereof by the UEBA SC, except for Criterion 7 of Attachment No. 5 "Contribution towards Research and Educational Internationalization (In Total)". Criterion 7 of Attachment No. 5 shall become valid and effective on 6 December 2024.

- [3] On the effective date hereof the effectiveness of the following shall be repealed: Internal Regulation No. 4/2021 as amended by Addendum No. 1 approved at the UEBA SC meeting on 2 December 2019, Addendum No. 2 approved at the UEBA SC meeting on 30 November 2020, Addendum No. 3 approved at the UEBA SC meeting on 6 December 2021 and Addendum No. 4 approved at the UEBA SC meeting on 7 February 2022.
- [4] Habilitation and inaugural procedures that had started but were not completed before the effective date hereof shall be completed under the Internal Regulation No. 4/2014 as amended by Addenda No. 1, 2, 3 and 4.

Bratislava, on this 26th day of September 2022

prof. Ing. Ferdinand Daňo, PhD.

UEBA Rector

Stipulation of Habilitation File Content

The following documents shall form the content of the habilitation file:

- [1] **The application of the applicant** for award of the scientific/pedagogical degree of associate professor submitted in writing to the Chair of the Scientific Council of the relevant faculty, specifying the field of habilitation procedure and inaugural procedure in which the applicant seeks associate professorship (under Article 1(1) of Decree No. 246/2019 Coll. on the procedure for award of the scientific/pedagogical degree and artistic/pedagogical degree of associate professor and full professor (hereinafter also referred to as "Decree")). The application shall state the date of reception thereof by the relevant faculty.
- [2] **Career résumé**, as defined by the attachment to Decree, signed by the applicant. The career résumé shall also include the applicant's contact address.
- [3] **Certified copy of a higher education diploma (second level of higher education studies).**
- [4] **Certified copy of a higher education diploma (third level of higher education studies).**
- [5] **Evaluation and overview of teaching activities at a higher education institution and overview of the results achieved in pursuing such activities** (from the attainment of third-level higher education onward), signed by the Head of Department and Vice-Dean (or any other employee) in charge of education at the relevant faculty, and structured as follows:
 - a) educational activities (lectures, seminars, exercise sessions) performed by the applicant throughout the period of his/her teaching career, including student assessment,
 - b) introduction of new courses, preparation of new study programs, sponsoring of new study programs, preparation of new textbooks and teaching materials,
 - c) final thesis supervision and examination,
 - d) chairmanship of, and membership in, state examination committees.
- [6] **Overview of lectures and lecture tours home and abroad** prepared and signed by the Head of Department, and certified and signed by the Vice-Dean in charge of education at the relevant faculty, including specification of the dates when the lectures or lecture tours were held and the institutions where they were held, structured as follows:
 - a) lectures and lecture tours in the Slovak Republic,
 - b) lectures and lecture tours abroad,
- [7] **Evaluation and overview of research and educational projects carried out**, signed by the Head of Department and the Vice-Dean for Science and Doctoral Studies at the relevant faculty, and structured as follows:
 - project name and code,
 - project number,
 - grant scheme,

- project completion period,
- the applicant's position on the research team (principal investigator/co-investigator),
- institution where the project was carried out,
- project theme (research/educational).

Projects shall be stated structured as follows:

- a) projects awarded by international grant agencies,
- b) projects awarded by national grant agencies and national project sponsors.

- [8] **List of original published scientific works, expert works, textbooks, educational texts and any other publication outputs**, as well as an overview of demonstrable citations of, and responses to scientific works and expert works under Decree No. 397/2020 of the Ministry of Education, Science, Research and Sports of the Slovak Republic on central registry of publication activities and central registry of artistic activities, signed by the Head of the Slovak Economic Library or by the Head of the relevant academic library.
- [9] **Table of compliance with the criteria for award of the associate professor's degree at the UEBA**, which is included in Attachment No. 5 hereof. The award criteria compliance table shall be signed by the Vice-Dean for Research and Doctoral Studies of the relevant faculty.
- [10] **Habilitation lecture text** (A5 format booklet) published in the Ekonóm Publishing House under a unique ISBN, as well as provided in electronic form in PDF format. The number of printed habilitation lectures shall be determined by the faculty where the habilitation procedure is held; the habilitation lecture text shall be submitted to the UEBA's Department for Research and Doctoral Studies in three copies as well as in electronic form in PDF format.
- [11] **The habilitation thesis** , which may be submitted by the applicant as:
- monograph,
 - monothematic work that brings new scientific knowledge, or
 - collection of published scientific works fitted with a commentary.
- The habilitation thesis shall be submitted by the applicant to the relevant faculty in six copies (4 copies shall remain at the faculty, of which each examiner shall receive 1 copy, 1 copy shall be attached to the applicant's file, 2 copies shall be submitted to the UEBA's Department for Research and Doctoral Studies, of which 1 copy shall be delivered to the Slovak Economic Library and 1 copy shall be attached to the applicant's file).
- [12] The habilitation thesis shall be entered into the Academic Information System AIS2 to allow for the final thesis' originality check. **The following documents generated in the AIS2 shall be attached to the habilitation thesis:**
- habilitation thesis' analysis sheet,
 - licence contract on using the habilitation thesis to make it centrally accessible,
 - licence contract on using the habilitation thesis to make it accessible via the UEBA website,
 - quality check protocol,

- self-declaration concerning publication of the final thesis in periodical or non-periodical publications (in the case of a monograph or a collection of published scientific works fitted with a commentary), or
- statement on providing the work without making it accessible.

[13] **Report of the meeting of the competent Programme Board for Habilitation Procedure and Inaugural Procedure**, including specification of conclusions whether the results of the applicant's teaching and creative activities as well as the make-up of the habilitation committee members and habilitation thesis examiners fall into the field of the habilitation procedure and inaugural procedure in which the applicant is submitting his/her application for habilitation procedure.

[14] **Extract from the record of the Scientific Council at the relevant faculty on approval of habilitation committee members and examiners**, including specification of the workplace thereof.

[15] **Examiners' opinions**, including licence contracts on using the examiner's opinion concerning the final habilitation thesis (AIS2 generated).

[16] **Copy of the daily newspaper report** announcing the holding of the habilitation lecture and habilitation thesis defence, **as well as a printout containing the information on the holding of the habilitation lecture and habilitation thesis defence published on the UEBA website or any such website as stipulated by the Ministry of Education, Science, Research and Sports of the Slovak Republic.**

[17] **Habilitation Committee report and evaluation**, structured as follows:

- a) evaluation of the results of teaching activities,
- b) evaluation of the results of publication activities,
- c) evaluation of the results of scientific research activities,
- d) habilitation thesis evaluation,
- e) evaluation of the habilitation lecture and habilitation thesis defence delivered,
- f) conclusion, including the statement whether the habilitation candidate meets the criteria for award of the associate professor's degree under Article 76(1), (3), (4) and (6) as well as the criteria for award of the associate professor's degree approved by the UEBA SC,
- g) proposal to award or not to award the associate professor's degree to the applicant in the field of the habilitation procedure and inaugural procedure.

The report with the evaluation shall be prepared by the habilitation committee and signed by the habilitation committee members.

[18] **Report of the meeting of the Scientific Council at the relevant faculty, or extract from such report, including the decision on approval or rejection of the habilitation committee's proposal, record of attendance from the meeting of the Scientific Council at the relevant faculty and voting results of the members of the Scientific Council at the relevant faculty**, signed by the Chair of the Scientific Council at the relevant faculty.

[19] **Form stating information about the applicant's habilitation procedure, published on the**

UEBA website and any such website as determined by the Ministry of Education, Science, Research and Sports of the Slovak Republic.

- [20] **Proposal to award the scientific/pedagogical degree of associate professor**, signed by the Chair of the Scientific Council at the relevant faculty.

- [21] **Certified proposal to award the degree of associate professor**, signed by the Vice-Rector for Research and Doctoral Studies.

The complete habilitation file shall be archived in written form and labelled according to the Registry Rules with A-10 code. The file shall be transferred into permanent archiving care of the UEBA Archives.

**Guidelines for Applicant for Award of Associate Professor's Degree under UEBA
Habilitation Procedure**

**Habilitation Lecture and Habilitation Thesis Defence before the Scientific Council of the
Relevant Faculty**

- [1] The habilitation lecture and habilitation thesis defence before the Scientific Council of the relevant faculty shall form part of the habilitation proceedings.
- [2] The habilitation lecture shall be public and shall be held before the Scientific Council of the relevant faculty with participation of at least five members of the Scientific Council of the faculty, and before the habilitation committee. The defence of the habilitation thesis shall be public and shall be held with participation of at least five representatives of the Scientific Council at the relevant faculty, in the presence of at least two thesis examiners, and before the habilitation committee.
- [3] The date, time and place of the habilitation lecture and the date, time and place of the habilitation thesis defence shall be announced by the Chair of the Scientific Council at the relevant faculty no later than 14 days in advance, but in any case, within nine months from the habilitation procedure commencement, in daily press, on the UEBA website and on any such website as stipulated by the Ministry of Education, Science, Research and Sports of the Slovak Republic.
- [4] The habilitation lecture and habilitation thesis defence shall be held no later than 10 months from the habilitation procedure commencement.
- [5] In the habilitation lecture, the applicant shall:
 - a) demonstrate particularly his/her teaching competence,
 - b) present his/her overall contribution to the field and contribution of his/her students to the field's development,
 - c) express his/her views on the current state of, and perspectives in the field,
 - d) present responses, acknowledgements and awards of his/her teaching and scientific activities,
 - e) present his/her international activities related to the field's development (publications abroad, speeches given on scientific conferences abroad, membership in international associations and committees etc.).
- [6] In defending the habilitation thesis, the applicant shall demonstrate professional mastery of the field that is the subject of the thesis, respond to the examiners' observations and demonstrate a high level of general awareness in the field.

Stipulation of Inaugural File Content

The following documents shall form the content of the inaugural file:

- [1] **Application of the applicant for award of the scientific/pedagogical degree of full professor** submitted in writing to the Chair of the Scientific Council of the relevant faculty, specifying the field of habilitation procedure and inaugural procedure in which the applicant seeks full professorship (under Article 5(1) of Decree No. 246/2019 Coll. on the procedure for award of the scientific/pedagogical degree or artistic/pedagogical degree of associate professor and full professor (hereinafter also referred to as "Decree")). The application shall state the date of reception thereof by the relevant faculty.
- [2] **Career résumé** as defined by the attachment to Decree and by the methodological guideline issued by the Ministry of Education, Science, Research and Sports of the Slovak Republic concerning the content of the file attached to the proposal for appointment as a professor (<https://www.minedu.sk/obsah-spisu-k-navrhu-na-vymenovanie-profesora/>), signed by the applicant. The career résumé shall also include the applicant's contact address.
- [3] **Certified copy of a higher education diploma (second level of higher education studies).**
- [4] **Certified copy of a higher education diploma (third level of higher education studies).**
- [5] Certified copy of the decree conferring the degree of associate professor on the applicant, or decision on recognition of professional qualifications required for the performance of the associate professor's duties under a separate regulation.
- [6] **Evaluation and overview of teaching activities at a higher education institution and overview of the results achieved in pursuing such activities in the capacity as an associate professor**, signed by the Head of Department and Vice-Dean (or any other employee) in charge of education at the relevant faculty, and structured as follows:
 - a) educational activities (lectures, seminars, exercise sessions) performed by the applicant throughout the period of his/her teaching career, including student assessment,
 - b) introduction of new courses, preparation of new study programs, sponsoring of new study programs, preparation of new textbooks and teaching materials,
 - c) final thesis supervision and examination,
 - d) chairmanship of, and membership in, state examination committees.
- [7] **Overview of lectures and lecture tours home and abroad** prepared and signed by the Head of Department, and certified and signed by the Vice-Dean in charge of education at the relevant faculty, including specification of the dates when the lectures or lecture tours were held and the institutions where they were held, structured as follows:

- a) lectures and lecture tours in the Slovak Republic,
- b) lectures and lecture tours abroad,

[8] **Evaluation and overview of research and educational projects carried out**, signed by the Head of Department and the Vice-Dean for Science and Doctoral Studies at the relevant faculty, and structured as follows:

- project name and code,
- project number,
- grant scheme,
- project completion period,
- the applicant's position on the research team (principal investigator/co-investigator),
- institution where the project was carried out,
- project theme (research/educational).

Projects shall be stated structured as follows:

- a) projects awarded by international grant agencies,
- b) projects awarded by national grant agencies and national project sponsors.

[9] **List of original published scientific works, expert works, textbooks, educational texts and any other publication outputs**, as well as an overview of demonstrable citations of, and responses to scientific works and expert works under Decree No. 397/2020 of the Ministry of Education, Science, Research and Sports of the Slovak Republic on central registry of publication activities and central registry of artistic activities, signed by the Head of the Slovak Economic Library or by the Head of the relevant academic library.

[10] **Overview of the most important scientific works, expert works, textbooks and educational texts.**

[11] **Overview of the applicant's results concerning academic training activities of doctoral students**, structured as follows:

- a) list of doctoral students who successfully completed their studies (name and surname, field of study, date of completion),
- b) list of doctoral students currently studying for their PhD degree (name and surname, field of study, date of study commencement, date of dissertation examination).

[12] **Table of compliance with the criteria for award of the full professor's degree at the UEBA**, which is included in Attachment No. 5 hereof. The award criteria compliance table shall be signed by the Vice-Dean for Research and Doctoral Studies of the relevant faculty.

[13] **Written references in respect of the applicant's results from leading foreign experts coming from at least three different countries (with the exception of the Slovak Republic)**, confirming that the applicant meets the requirements to hold the position of a full professor in an international context (according to the standard HI 7.4.3 on habilitation procedure and

inaugural procedure, issued by the Slovak Accreditation Agency for Higher Education).

- [14] **Inaugural lecture text** (A5 format booklet) published in the Ekonóm Publishing House under a unique ISBN, as well as provided in electronic form in PDF format. The number of printed inaugural lectures shall be determined by the faculty where the inaugural procedure is held; the habilitation lecture text shall be submitted to the UEBA's Department for Research and Doctoral Studies in three copies as well as in electronic form in PDF format.
- [15] **Report of the meeting of the competent Programme Board for Habilitation Procedure and Inaugural Procedure**, including specification of conclusions whether the results of the applicant's teaching and creative activities as well as the make-up of the inaugural committee members and inaugural procedure examiners fall into the field of the habilitation procedure and inaugural procedure in which the applicant is submitting his/her application for appointment as full professor.
- [16] **Extract from the record of the Scientific Council at the relevant faculty on approval of inaugural committee members and inaugural procedure examiners**, including specification of the workplace thereof.
- [17] **Examiners' opinions.**
- [18] **Copy of the daily newspaper report** announcing the date of the inaugural lecture, **as well as a printout containing the information on the holding of the inaugural lecture published on the UEBA website or any such website as stipulated by the Ministry of Education, Science, Research and Sports of the Slovak Republic.**
- [19] **Inaugural Committee report and evaluation**, structured as follows:
- a) evaluation of the results of teaching activities,
 - b) evaluation of the results of publication activities,
 - c) evaluation of the results of scientific research activities,
 - d) substantiation as to how the applicant has influenced the development of the respective field by establishing a scientific school,
 - e) evaluation of the inaugural lecture delivered,
 - f) conclusion, including the statement whether the inaugural candidate meets the criteria for award of the full professor's degree under Article 76(1), (5), and (7) as well as the criteria for award of the full professor's degree approved by the UEBA SC,
 - g) proposal, including recommendation to approve or reject the proposal for the applicant's appointment as a full professor in the field of the habilitation procedure and inaugural procedure.
- The report with the evaluation shall be prepared by the inaugural committee and signed by the inaugural committee members.
- [20] **Report of the meeting of the Scientific Council at the relevant faculty, or an extract**

thereof, including the decision on approval or rejection of the inaugural committee's proposal for appointment of the applicant as a full professor, record of attendance from the meeting of the Scientific Council at the relevant faculty and voting results of the members of the Scientific Council at the relevant faculty, signed by the Chair of the Scientific Council at the relevant faculty.

- [21] **Report of the UEBA SC meeting, or an extract thereof, including the decision on approval or rejection of the proposal for the applicant's appointment as a full professor, record of attendance from the UEBA SC meeting and voting results of the UEBA SC members, signed by the Chair of the UEBA SC and by the scrutineers.**

- [22] **Form stating information about the applicant's inaugural procedure, published on the UEBA website and on the website as determined by the Ministry of Education, Science, Research and Sports of the Slovak Republic.**

- [23] **Proposal to award the full professor's degree, signed by the Chair of the Scientific Council of the relevant faculty.**

- [24] **Certified proposal to award the degree of full professor, signed by the UEBA Vice-Rector for Research and Doctoral Studies.**

- [25] **Proposal to award the full professor's degree signed by the UEBA Rector.**

The complete inaugural file shall be archived in written form and labelled according to the Registry Rules with A-10 code. The file shall be transferred into permanent archiving care of the UEBA Archives.

Guidelines for Applicant for Award of Full Professor's Degree under UEBA Inaugural Procedure

Inaugural Lecture before the Scientific Council of the Relevant Faculty

- [1] The applicant's inaugural lecture before the Scientific Council of the relevant faculty shall form part of the inaugural procedure.
- [2] The inaugural lecture shall be public and shall be held before the Scientific Council of the relevant faculty with participation of at least three members of the inaugural committee and at least two examiners.
- [3] The date, time and place of the inaugural lecture shall be announced by the Chair of the Scientific Council at the relevant faculty no later than 14 days in advance, but in any case, within nine months from the inaugural procedure commencement, in daily press, on the UEBA website and on the website as stipulated by the Ministry of Education, Science, Research and Sports of the Slovak Republic.
- [4] The inaugural lecture shall be held no later than 10 months from the inaugural procedure commencement.
- [5] In the inaugural lecture, the applicant shall:
 - a) demonstrate particularly his/her teaching competence,
 - b) present his/her overall contribution to the field and contribution of his/her students to the field's development,
 - c) express his/her view on the current state of, and perspectives in the field,
 - d) present responses, acknowledgements and awards of his/her teaching and scientific activities.
- [6] An expert evaluation of the inaugural lecture delivered shall serve as one of the bases for the applicant's overall evaluation by the inaugural committee.

Applicant's Presentation before the UEBA Scientific Council

- [1] The applicant's presentation before the UEBA Scientific Council shall form part of the discussion of the proposal by the Scientific Council of the relevant faculty for the applicant's appointment as a full professor.
- [2] The applicant's presentation before the UEBA Scientific Council shall be held no later than six months from the submission of the proposal by the Scientific Council of the relevant faculty in the presence of the inaugural committee chair, or an inaugural committee member authorized by the chair.

- [3] The applicant's presentation before the UEBA Scientific Council shall be preceded by the delivery of the conclusions contained in the inaugural committee's evaluation report by the inaugural committee chair, or by an inaugural committee member authorized by the chair.
- [4] The applicant's presentation before the UEBA Scientific Council shall include, in particular:
- a) critical evaluation of the current state of the field and its development trends,
 - b) presentation of the applicant's own contribution to the field's development by establishing a scientific school,
 - c) the applicant's international activities contributing towards the field's development.

Criteria for Award of the Degree of Associate Professor and Criteria for Award of the Degree of Full Professor at the University of Economics in Bratislava

	Criteria	Proposed criteria		Notes
		Ass. prof.	Full prof.	
1	Teaching activities			
1.1	Teaching experience in the field (years)	4	8	
1.2	University textbooks (total/AS) - ACA, ACB	0	1/5	Can be substituted by category 2.2 - 3 outputs
1.3	Course literature and educational texts (total/AH) BCI	1/3	2/6	Can be substituted by cat. 1.2 or 2.2 - 1 output for ass. prof. and 2 outputs for full prof.
1.4	Number of supervised successful graduates	10	20	Can be substituted by cat. 1.6
1.5	Number of sponsored courses	0	1	
1.6	Number of successful PhD. graduates	0	2	
	Research and publishing activities			
2	Category A publication outputs (total):	3	6	
2.1	Scientific monographs (total/AS) AAA, AAB	1/3	2/6	Can be substituted by other category A publications (i.e. 2.1.1 or 2.1.2 in the extent defined by category 2.1 or 2.2 AS, in the ratio of 3 outputs for 1 category 2.1 output)
2.1.1	Chapters in internationally published scientific monographs - ABC	-	-	
2.1.2	Monograph-like studies published in international journals and proceedings ABA	-	-	
2.2	Academic papers in indexed international and national journals ADC, ADD Academic papers in international and national journals registered in Web of Science or SCOPUS databases ADM, ADN	2	4	An FP candidate is required to have at least 2 ADC, ADD, ADM, and ADN publications with IF > 0.25. An AP candidate is required to have at least 1 ADC, ADD, ADM, and ADN publication with IF > 0.25. IF shall mean Journal Citation Reports impact factor defined by Clarivate Analytics. If IF is not known at the time of the habilitation procedure or inaugural procedure commencement, the last known IF of the journal shall be taken into consideration.

3	<i>Other academic and professional publications (total):</i>	17	29	
3.1	Academic and other books ABD, ABB, ACC, ACD, ADE, ADF, AEC, AED	10	18	Can be substituted by cat. 2
3.2	Expert and other books BAA, BAB, BBA, BBB, BCB, BCK, BDA, BDB, BDC, BDD, BDE, BDF, BDM, BDN, BEE, BEF, EAI, EAJ, EDI, EDJ, GHG	7	11	Can be substituted by category 2 and 3.1
4	<i>Papers in proceedings (total):</i>	10	20	
4.1	International conferences - AFA, AFC	5	10	
4.2	National conferences - AFB, AFD	5	10	Can be substituted by category 4.1
5	<i>Citations and responses (total):</i>	15	30	
5.1	Citations in international and national publications registered in Web of Science and SCOPUS citation indexes - codes: 1, 2	5	10	
5.2	Citations in international and national publications not registered in citation indexes - codes: 3, 4 Reviews in international and national publications - codes: 5, 6	10	20	Can be substituted by category 5.1
6	<i>Completed grants and other research assignments (total):</i>	4	7	
6.1	Principal investigator (or coordinator)*	1	3	For AP candidates deputy principal investigator, or head of work package in international projects is acceptable.
6.2	Co-investigator	3	4	Can be substituted by category 6.1
7	<i>Contribution to research and educational internationalization (total):</i>	1	2	
7.1	Completed stay abroad (research or teaching) for at least five consecutive days and for (number of days) in total**	15	30	

* Only such projects are accepted that were accomplished under a grant (or funding) contract between the grant provider (or co-ordinator of international consortium) and the institution at which the applicant for associate or full professorship served at the time. Projects financed from UEBA internal granting schemes shall be excluded.

** Stays undertaken to attend international science events shall be excluded.

Note: *Work Package* in an international project shall mean a block of project assignments carried out by an international team under the guidance of the UEBA.

	Additional criteria	Required performance (yes/no)		Notes
		Ass. prof. at least 6	Full prof. at least 12	
8	<i>Activities for the development of university and society</i>			
8.1	Membership in the programme board of a study program			
8.2	Membership in the UEBA Scientific Board, membership in the Scientific Board of a UEBA faculty			
8.3	Membership in the scientific council of a faculty, university or research institute outside UEBA			
8.4	Membership in a branch, or sub-branch committee UEBA			
8.5	Membership in a branch, or sub-branch committee outside UEBA			
8.6	Membership in a nationwide professional organization			
8.7	Membership in an international professional organization			
8.8	Membership in state examination committees, habilitation or inaugural committee			
8.9	Lectures at national scientific events			Except for those having their published outputs registered in CRPA
8.10	Lectures at international scientific events			Except for those having their published outputs registered in CRPA
8.11	Membership in the editorial board of a journal			
8.12	Membership in programme or scientific committees of international scientific conferences			
8.13	Reviewer of research projects funded by grant agencies			
8.14	Thesis supervision in Student Scientific Competition, arrangement of internships and field trips for students			
8.15	Publicly available reports for the Slovakian government, EU or businesses, expert's reports in the field			
8.16	Dissertation, habilitation thesis and inaugural document examination			
8.17	Reviews of textbooks, monographs, academic texts, journal articles, proceedings papers			
8.18	Participation in management (department, faculty, university)			
8.19	Academic senate membership			
8.20	Membership in grant scheme committees (national or international)			
8.21	Teaching in foreign languages			
8.22	Awards, acknowledgements and other activities important for the respective field			