

Technical University in Zvolene

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**ORGANISATIONAL DIRECTIVE
number 9/2013**

**IMPLEMENTING REGULATIONS
OF THE TECHNICAL UNIVERSITY IN ZVOLEN**
to the Decree of the Ministry of Education of the Slovak Republic no. 6/2005
Coll. on the procedure for obtaining scientific-pedagogical titles and art-
pedagogical titles of associate professor and professor as amended



2013

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Applicability: Technical University in Zvolen

Valid from: 10th December 2013

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and art-pedagogical titles of associate professor and professors as
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First part

**Article 1
*General provisions***

(1) Technical University in Zvolen issues in accordance with § 76 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. 6/2005 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 "the 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 in the case of habilitation proceedings, materials processed pursuant to § 1 par. 2 letter e) and f) of the Decree and in the case of appointment proceedings materials processed pursuant to § 4 par. 2 letter d) and e) of the Decree. If the application is submitted by an applicant who is not an employee of the 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 from the information systems of this higher education institution or other scientific workplace.

(3) The chairman of the Board of Directors 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 the TUZVO.

(4) Vice-rector for SaR together with the chairman of the Board of Directors of the relevant TUZVO faculty or by the authorized vice-dean will examine the submitted materials and

evaluate the fulfilment of the applicable Criteria for habilitation procedures and procedures for the appointment of professors at the relevant faculty of the TUZVO (hereinafter referred to as "Criteria") within 15 working days of the submission of the materials to the Vice-Rector for SaR.

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

(6) If it is obvious that the applicant does not meet the valid Criteria at the relevant faculty of the TUZVO, the chairman of the Board of Directors of the relevant faculty will advise him/her not to apply for the title of associate professor or to be appointed as a professor.

Second part HABILITATION PROCEEDING

Article 2 *Beginning of the habilitation proceeding*

(1) A written application for the award of a scientific-pedagogical title of associate professor together with enclosures pursuant to par. 2 of this article, the applicant submits to the chairman of the Scientific Board of the TUZVO or to the chairman of the Scientific board of the faculty if the study program in the relevant field of study takes place at the faculty and the 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 and/or scientific field 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 CV, the sample of which is given in Annex of the decree,
- c) a certified copy of a second-level university education certificate,
- d) a certified copy of a third-level university education certificate,
- 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 8 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,
- 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 criteria for the habilitation proceeding approved by the Board of Directors of the TUZVO,

i) in the case that the applicant is not an employee of the 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 the 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.

(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 as follows:

- a) monograph characterized by the requirements of the Accreditation Commission, 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 the TU in Zvolen no. 1/2011 – Final and habilitation theses at the TU in Zvolen as amended by the addendum no. 1 dated 21st January 2013 (hereinafter referred to as "OS Final and habilitation theses at the 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 OS – 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 OS appendices – Final and habilitation theses at the TUZVO.

Article 3 ***Process of the habilitation proceedings***

(1) If the chairman of the Scientific Board of the relevant faculty finds out that the application for the award of the title of associate professor is not accompanied by all the requirements 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 Chair 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) At least one opponent and the chairman of the habilitation commission must, at the time of appointment, serve at the higher education institution as a professor in the field or in a related field and other opponents and members of the habilitation commission must at the time of appointment be in a position of professors or associate professors in the field or in a related field or are significant experts in the field or in a related field. As a general rule, the guarantor or co-guarantors of the habilitation proceedings and the proceedings for the appointment of professors act as chairman or member of the habilitation commission or opponent of the habilitation thesis.

(5) Opponents of the habilitation thesis shall prepare written assessments within three months of appointment. When drawing up a written report, opponents are provided with information from the central register of final theses, rigorous theses and habilitation theses on the verification of the degree of originality of the habilitation thesis.

(6) Reviews of opponents are sent and stored in the Central Register of Final, Rigorous and Habilitation Theses for the duration of their storage; in order to make these reviews available to the public or otherwise publish them, a written license agreement with the copyright holder of this review is required, a model of which is given in the appendices OS – Final and habilitation theses at the TU.

(7) The habilitation lecture shall take place only after receiving the "Protocol on the control of originality" of the habilitation thesis from the CRZP. The Chairman of the Habilitation Commission shall notify the Commission with the result of checking the originality of the habilitation thesis and it is his/her duty to comment on the result of the check, which is indicated in the Protocol on the control of originality.

(8) 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.

(9) The Chairman of the Scientific Board of the faculty shall publish in the daily press and on the website of the 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, as well as the name, surname, workplace of the applicant, title of the habilitation lecture and title of the habilitation thesis.

(10) 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.

Article 4 ***Completion of the 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 the TUZVO and on the basis of the submitted documents, opponent's review, 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 in accordance with § 2 article 3 of the decree by secret ballot, while the decision requires the consent of a majority of all members of the Scientific Board of the relevant faculty.

(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 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.

(5) If the applicant for the title of associate professor does not work pedagogically 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. He will ask the relevant rector of the university or the dean of the faculty to send such representative.

(6) Rector awards the title of associate professor to the applicant within two months from the delivery of the decision of the faculty's Scientific 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.

(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. Originals or certified copies of relevant documents are kept in one copy by the Office of the SAR.

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 of the TUZVO Rectorate will publish on the TUZVO website designated by the Ministry of Education and in the university information system of the TUZVO all documents and actions related to habilitation proceedings, the publication of which is required in accordance with § 2a of the Decree and § 76, sec. 10 of the Act on Higher Education for a period of 5 years, namely:

- a) within ten working days of receipt of the request:
 - the date of delivery of the application for habilitation proceedings,
 - data from the professional curriculum vitae of the applicant for the habilitation procedure as follows:
 1. name, surname, maiden name,
 2. academic titles, scientific-pedagogical titles, artistic-pedagogical titles, scientific ranks,
 3. year of birth,
 4. data on higher education, further academic growth and further education received,
 5. data on the course of employment and the course of pedagogical activity,
 6. data on professional or artistic focus,
 7. data on publication activity,
 8. responses/citations to scientific or artistic work,
 9. the number of PhD students to whom he/she is or has been the supervisor, specifying how many of them have fully completed their studies at the date of the curriculum vitae completion ,
 - the name of the field of study in which the proceedings are conducted,
 - the title (theme) of the habilitation thesis,
- b) within ten working days of the interruption of the habilitation proceedings:
 - the date from which the habilitation proceedings is suspended and the period within which the deficiencies of the application are to be removed,
- c) within ten working days of approval by the relevant Scientific Council:
 - the topic of the habilitation lecture,
 - name, surname, academic title, scientific-pedagogical title or artistic-pedagogical title and place of work of opponents of the habilitation thesis and members of the habilitation commission, indicating which of them is an employee of the TUZVO at which the habilitation takes place,
- d) within ten working days of its submission to the Chair of the relevant Scientific Council:
 - proposal of the habilitation commission with a recommendation to award or not to award the title of associate professor in the field to the applicant,
 - opponent's reviews,
- e) within ten working days of acknowledging receipt of the decision of the relevant Scientific Council to the applicant:
 - the composition of the Scientific Council, which has discussed the proposal for the award of a scientific-pedagogical title or the artistic-pedagogical title of "associate professor", to the extent that the name and surname of the member of the Scientific

Council, his academic titles, scientific-pedagogical titles, art-pedagogical titles and scientific ranks are to the extent that he or she is a member of the Scientific Council; if the member of the Scientific Council of the TUZVO is not a member of the academic community of TUZVO or if the member of the scientific council of the faculty is not a member of the academic community of the TUZVO, of which the faculty is part, the name of the employer of that member shall also be indicated,

- the decision of the competent scientific council after the end of the habilitation proceeding, including its justification, if it is being drawn up, and the time limit for possible resubmission of the application pursuant to § 2 par. 2 of the Decree,
- f) until the date of publication of the decision of the relevant Scientific Council:
- attendance list of the meeting of the Scientific Council which decided on the application,
- g) within ten working days of the end of the habilitation proceeding:
- date and reason for the end of the habilitation proceeding.

(2) The chairman of the Scientific Board of the faculty submits to the SAR Department of the TUZVO rectorat electronically to the address: 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:

Third part

INAUGURATION PROCEEDING

Article 6

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 TUZVO or to the chairman of the Scientific Board of the faculty where the study program in the relevant field of study is conducted and the 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 scientific field in which he/she is applying for the appointment as a professor.

(2) The submitted application shall include:

- a) curriculum vitae, a model of which is given in the Appendices 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,
- d) a certified copy of the decree by which the applicant was awarded the title of associate professor,
- 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 5 of the Act on Higher Education),

- f) list of original published scientific works, professional works and artistic works, textbooks and teaching texts, a list of verifiable citations (SCI (Science Citation Index) and non-SCI) and responses to scientific works, professional works, artistic works, or artistic creation,
- 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 of appreciation by the scientific community,
- h) a quantitative overview of the fulfillment of the criteria for the inauguration proceedings approved by the Scientific Board of the TUZVO,
- i) the most important scientific works, professional works or artistic works, textbooks, teaching texts, documents about artistic works of art or artistic performances,
- j) in case the applicant is not an employee of the TUZVO, he submits documents taking into account article 1 par. 2 of this organizational directive.

(3) Applicant for scientific-pedagogical title or artistic-pedagogical title of 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 7

Process of the inauguration proceeding

(1) If the chairman of the Faculty's Scientific Board finds that all the documents according to Art. 6 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 the 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 Chair of the Scientific Board of Directors 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 the 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 least one opponent and the chairman of the inaugural commission must, at the time of appointment, be serving at the higher education institution as a professor in a field or in a related field, and other opponents and members of the inaugural commission must, at the time of appointment, serve at the higher education institution as a professor in a specialty or in a related field, or be in a specialty or in a related field, by eminent internationally renowned scientists or

artists. The guarantor or co-guarantors of the habilitation procedure and the procedure for the appointment of professors shall, as a general rule, act as chairman or member of the inaugural commission.

(5) Opponents shall prepare written reviews 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 the 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.

Article 8

Completion of the inauguration proceeding

(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 the TUZVO and on the basis of submitted documents, opponent's reviews 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 § 5 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) 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 the TUZVO. This period may not be longer than three years.

(4) 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.

(5) 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.

(6) When resubmitting an applicant's application for appointment as a professor, the provisions of § 4, § 5 of the Decree are followed.

(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) If the applicant for 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 higher education institution or faculty where the applicant works pedagogically to discuss the proposal in the Scientific Council. The chairman of the Scientific Board of the TUZVO proceeds likewise. They will ask the relevant rector of the higher education institution or the dean of the faculty to send a representative.

(10) The appointment file with appendices after the end of the appointment procedure is archived by the Department for the Department for Scientific Research Activities of the TUZVO

Rectorate The Department for Scientific Research Activities keeps the originals or certified copies of the relevant documents in one copy

Article 9

Publishing information 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 published on the TUZVO website designated by the Ministry of Education and in the university information system TUZVO all documents and actions related to the inauguration proceedings, the publication of which is required in accordance with § 5 of the Decree and § 76 par. 10 of the Act on Higher Education for a period of 5 years, namely:

a) within ten working days of receipt of the request:

- date of receipt of the application for appointment as a professor,
- data from the professional curriculum vitae of the candidate for the appointment of a professor as follows:
 1. name, surname, maiden name,
 2. academic titles, scientific-pedagogical titles, artistic-pedagogical titles, scientific ranks
 3. year of birth,
 4. data on higher education, further academic growth and further education received,
 5. data on the course of employment and the course of pedagogical activity,
 6. data on professional or artistic focus,
 7. data on publication activity,
 8. responses/citations to scientific or artistic work,
 9. the number of PhD students to whom he/she is or has been the supervisor, specifying how many of them have fully completed their studies at the date of the curriculum vitae completion
- the most relevant scientific works, professional works or works of art, textbooks, teaching texts, evidence of works of art or performances,
- the name of the field of study in which the proceedings are conducted,
- the title (theme) of the habilitation thesis,

b) within ten working days of the interruption of the inauguration proceedings:

- the date from which the inauguration proceedings is suspended and the period within which the deficiencies of the application are to be removed,

c) within ten working days of approval by the relevant Scientific Council:

- name, surname, academic title, scientific-pedagogical title or artistic-pedagogical title and place of work of opponents and members of the inauguration commission, indicating which of them is an employee of the TUZVO at which the inauguration takes place,

d) within ten working days of its submission to the Chair of the relevant Scientific Council:

- proposal of the inauguration commission with a recommendation to award or not to award the title of professor in the field to the applicant,
- opponent's reviews,

- e) within ten working days of acknowledging receipt of the decision of the relevant Scientific Council to the applicant:
- the composition of the Scientific Council, which discussed the proposal for the appointment of a professor, to the extent that the name and surname of the member of the Scientific Council, his academic titles, scientific-pedagogical titles, art-pedagogical titles and scientific ranks; if a member of the Scientific Council of the TUZVO is not a member of the academic community of the TUZVO or if a member of the scientific council of the faculty is not a member of the academic community of the TUZVO, of which the faculty is part, the name of the employer of this member is also indicated,
 - the decision of the competent scientific council after the end of the procedure for the appointment of the professor, including its justification, if it is being drawn up, and the time limit for possible resubmission of the application pursuant to Paragraph 5 article (2) of the Decree,
- f) until the date of publication of the decision of the relevant Scientific Council
- attendance list of the meeting of the Scientific Council that discussed the proposal for the appointment of a professor
- g) within ten working days of the end of the proceeding for the appointment of a professor:
- the date and reason for the completion of the proceeding for the appointment of the professor.

(2) The chairman of the Scientific Board of the faculty submits to the SAR Department of the TUZVO Rectorat electronically to the address: 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:

Fourth part COMMON AND FINAL PROVISIONS

Article 10

Financial costs connected to the habilitation and inauguration proceedings

(1) If the applicant for obtaining the scientific-pedagogical or artistic-pedagogical title of associate professor or professor employed at the 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 obtaining the scientific-pedagogical or artistic-pedagogical title of associate professor or professor is not employed at the TUZVO for the established weekly working hours, 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 €750 in the case of the habilitation proceeding and €1, 000 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) Rector of the TUZVO decides on the possible reduction or remission of the fee.

Article 11

Final provisions

(1) The relationships not regulated by this organizational directive apply the provisions of Act no. 131/2002 Coll. on on higher education institutions and on amendments to certain laws as amended and Decree of the Ministry of Education of the Slovak Republic no. 6/2005 Coll. about the acquisition procedure scientific-pedagogical titles or art-pedagogical titles of associate profesor and profesor as amended, as well as related legal regulations.

(2) Any changes and additions to this organizational directive can only be made by written amendments signed by the rector of the TUZVO after their approval by the TUZVO Board of Directors.

(3) This Organizational Directive no. 9/2013 repeals the Organizational Directive no. 2/2011 Implementing regulations of the Technical University in Zvolen to the Decree of the Ministry of Education of the Slovak Republic no. 6/2005 Coll. on the procedure for obtaining scientific-pedagogical titles or art-pedagogical titles of associate professor and professor approved by the Board of Directors of the TUZVO on September 27, 2011, also registered under no. 11285/2011/RVVČ.

(4) This Organizational Directive no. 9/2013 - Implementation regulations of the TU in Zvolen to the Decree of the Ministry of Education of the Slovak Republic No. 6/2005 Coll. on the procedure for obtaining scientific-pedagogical titles or art-pedagogical titles of associate profesor and profesor, as amended, was approved by the TUZVO Scientific Council on December 10, 2013, and shall enter into force and effect on this date.

prof. Ing. Rudolf Kropil, CSc.
rector

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