



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 24/2021

approved by the Scientific Board
of Comenius University Bratislava

**Framework Criteria for obtaining
the title of associate professor and professor
at the Comenius University Bratislava**

Year 2021

At the Comenius University Bratislava (hereinafter referred to as "the CU"), in accordance with Section 12 (1) (e) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"), the Scientific Board of Comenius University Bratislava (hereinafter referred to as "the Scientific Board of CU") approved at its meeting on 8 November 2021 the Framework Criteria of CU for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical title "Associate Professor" and for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical title "Professor" (hereinafter referred to as "the Framework Criteria").

Art. 1

General provisions

- (1) The Framework Criteria determine the minimum criteria of the CU for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical title "Associate Professor" (hereinafter abbreviated as "the criteria for obtaining the title Associate Professor") and the minimum criteria for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical title "Professor" (hereinafter abbreviated as "the criteria for obtaining the title Professor"). Meeting the minimum criteria approved by the Scientific Board of CU is a prerequisite for obtaining the title of associate professor or professor. The Framework Criteria of CU are based on the ideas of the personality structure of the candidates for these titles, take into account the need for their presentation and promotion in the international scientific forum, and also take into account the scientific focus and orientation of the publication activity of the individual faculties and branches of the Habilitation and Inauguration Procedure (hereafter referred to as "HaIP").
- (2) The Scientific Boards of the faculties of CU discuss, approve and submit to the Scientific Board of CU for approval the criteria for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical title "Associate Professor" and for evaluating the fulfilment of the conditions for obtaining the scientific-pedagogical title "Professor" (hereinafter also referred to as the "Faculty Criteria"), which are in compliance with the Framework Criteria and are valid and effective for the HaIP branches carried out at the faculty, or contain specifics according to the individual fields of study to which the HaIP branches are assigned or specifics according to individual HaIP branches or their groups. Candidates for the title of associate professor or professor are also required to meet the Faculty Criteria.
- (3) In the cases where Habilitation and Inauguration Procedures in the HaIP branch are carried out at two or more faculties of CU, the Scientific Board of CU shall approve the same criteria applicable to the given HaIP branch at all faculties of CU. If the draft Faculty Criteria in a particular HaIP branch from different faculties differ, the Scientific Board of CU is authorized to make adjustments in the Faculty Criteria for such branch(s) in order to unify them.
- (4) The Framework Criteria for obtaining the title of associate professor and professor at the CU are in compliance with:
 - a) the Standards for habilitation procedure and procedure for appointment of professors (hereinafter referred to as "the Standards") of the Slovak Accreditation

Agency for Higher Education (hereinafter referred to as "the SAAVŠ"), which define a set of requirements, the fulfilment of which is conditional on the granting of accreditation of habilitation and inauguration procedures in higher education institutions in the Slovak Republic,

- b) generally binding legislation, in particular Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Quality Assurance Act"), the Higher Education Act, the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "the MESRS SR") No. 246/2019 Coll. on the procedure of obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as "the Decree on Habilitations and Inaugurations"), the Decree of the MESRS SR No. 244/2019 Coll. on the system of fields of study in the Slovak Republic, Decree of the MESRS SR No. 16/2016 Coll. establishing professional organisations whose members practise a regulated profession with the right to use professional titles and regulated professions with coordination of education and the Government Regulation of the Slovak Republic No. 296/2010 Coll. on professional competence for the exercise of health care profession, the methods of further education of health care professionals, the system of specialization branches and the system of certified work activities, as amended.
- (5) The Framework Criteria shall reflect:
- a) Methodology for evaluating standards, which contains a set of procedures, criteria and indicators through which the SAAVŠ evaluates the fulfilment of standards for the habilitation and inauguration procedure (hereinafter referred to as "the SAAVŠ Methodology").
 - b) Methodology of evaluating creative activities, which contains a set of procedures, criteria and indicators through which the SAAVŠ evaluates the level of creative activities of a higher education institution.
- (6) The Framework Criteria require candidates for the title of associate professor or professor to have the same or a higher level of scope, intensity, quality and recognition of their scientific, artistic and other creative activity than the level of scope, intensity, quality and recognition of their scientific, artistic and other creative activity required by the internal regulation approved by the Scientific Board of CU No. 3/2014 Framework Criteria for obtaining the title of associate professor and professor at CU.
- (7) Proven academic fraud on the part of the candidate shall be grounds for not awarding the title of associate professor or not awarding the title of professor.
- (8) The condition for obtaining the scientific-pedagogical title "Associate Professor" is
- a) a third-level university education¹,
 - b) the elaboration of a habilitation thesis and successful completion of the habilitation procedure.
- (9) The condition for obtaining the scientific-pedagogical title "Professor" is the previous obtaining of the scientific-pedagogical title "associate professor" and successful completion of the inauguration procedure.

(10) The Rector of CU shall award the scientific-pedagogical title or the artistic-pedagogical title "associate professor" in the field of study to an candidate who fulfils the following conditions in addition to those referred to in paragraph 8:

¹ Section 54 of the Higher Education Act.

- a) scientifically and pedagogically active in the given field of study in a higher education institution,
- b) with his/her scientific papers he/she has created a coherent scientific work in the given field of study,
- c) is a recognised scientific personality in his/her field of study in professional circles.

(11) The proposal for the award of the scientific-pedagogical title "professor" shall be approved by the Scientific Board of CU to an candidate who fulfils the following conditions in addition those referred to in paragraph 9:

- a) scientifically and pedagogically active in the given field of study in a higher education institution,
- b) has influenced the development of the given field of study by creating a scientific school or an original generally recognised group that builds on his/her published scientific papers, discoveries, inventions,
- c) is a recognised scientific personality in the given field of study, his/her scientific papers have also achieved international recognition.

Art. 2

Teaching activity of candidates

- (1) The minimum condition for the award of the title of associate professor is the performance of teaching activity in a higher education institution for a period of at least three years after obtaining third-level higher education and the candidate's current teaching activity in a higher education institution in the study programmes carried out in the field of study to which the HalP branch is assigned or in subjects belonging to the field of study to which the HalP branch is assigned, in the scope of at least 50% of the established weekly working time². If the Faculty Criteria so stipulate, the job title must be university teacher.
- (2) The tasks customary in the implementation of teaching activity pursuant to paragraph 1 include, in particular, conducting lectures on selected topics, conducting seminars, tutorials, practical exercises and other forms of direct teaching activity, evaluating students, including participation in state examinations, the guidance and external reading of final theses, and developing study materials. The details of the teaching activity under paragraph 1 may be determined by the Faculty Criteria, taking into account the specificities of the HalP branches.

The minimum condition for the award of the title of professor is the performance of teaching activity in a higher education institution for a period of at least three years after obtaining the title of associate professor and the candidate's current teaching activity in

a higher education institution in study programmes carried out in the field of study to which the HalP branch is assigned, or in subjects belonging to the field of study to which the HalP branch is assigned, in the scope of at least 50% of the established weekly working time³. If the Faculty Criteria so stipulate, the job title must be university teacher.

² In the event of maternity or parental leave, the employment relationship shall continue and shall be assessed on the basis of the amount of the working time under the current employment contracts relating to the working time prior to the commencement of maternity or parental leave, unless that working time is changed at a later date.

³ In the event of maternity or parental leave, the employment relationship shall continue and shall be assessed on the basis of the amount of the working time under the current employment contracts relating to the working time prior to the commencement of maternity or parental leave, unless that working time is changed at a later date.

- (3) The tasks customary in the implementation of teaching activity pursuant to paragraph 3 include, in particular, conducting lectures, seminars, tutorials, practical exercises and other forms of direct teaching activity, evaluating students, including participation in state examinations, the guidance of doctoral students, the guidance and external reading of final theses and the development of study materials. The details of the teaching activity under paragraph 3 may be determined by the Faculty Criteria, taking into account the specificities of the HalP branches.
- (4) A candidate's teaching activity in a higher education institution, even during a period when he/she has carried out teaching activity on a part-time basis of less than 50% of the established weekly working time, may be counted up in such a way that the cumulative extent of that part-time activity represents the performance of teaching activity equivalent to the performance of teaching activity over a period of at least three years to the extent of 50% of the established weekly working time.

Art. 3

Scope of candidates' scientific work

- (1) The minimum condition for obtaining the title of associate professor is:
- a) publication of scientific papers or outputs, of which a certain number of at least category A- (internationally recognised quality) (the number of these or the requirement of additional categories A and A+ shall be determined specifically for the HalP branches carried out at the faculty, or for the individual fields of study to which the HalP branches are assigned, or specifically for the individual HalP branches or their groups), or other outputs in accordance with the SAAVŠ Standards and Methodology,
 - b) the publication of university textbooks or teaching texts or textbooks or chapters therein with a total of at least 3 author's sheets; if the Faculty Criteria so stipulate; other publications shall also be considered as outputs under this point; if the Faculty Criteria so stipulate, other publications that are demonstrably used in the performance of teaching activity shall also be considered as outputs under this point (these specific publication outputs may not also be used to demonstrate the fulfilment of the criteria of the given candidate in the area of scientific papers or outputs),
 - c) carrying out research or development activities and publishing results, including

reports in the relevant branch.

- (2) The minimum condition for obtaining the title of professor shall be:
- a) publication of scientific papers or outputs, of which a certain number of at least category A+ (significant international quality) and A (internationally recognised quality) (their number shall be determined specifically for the HalP branches carried out at the faculty, or for the individual fields of study to which HalP branches are assigned, or specifically for the individual HalP branches or their groups), or other outputs in accordance with the SAAVŠ Standards and Methodology,
 - b) the publication of at least one textbook or two university textbooks or teaching texts or chapters therein (in the case of university textbooks or teaching texts or other publications established by the Faculty Criteria under this point, the publication of chapters in at least two university textbooks or teaching texts or other publications established by the Faculty Criteria under this point is required), with the actual contribution of the candidate being at least six author's sheets in length; if the Faculty Criteria so stipulate, other publications which are demonstrably used in the performance of teaching activity shall also be considered as outputs under this point (these specific publication outputs may not be used to demonstrate that the candidate meets the criteria for scientific papers or outputs),
 - c) carrying out research or development activities and publishing results, including reports in the relevant branch.

Art. 4

Evidence of scientific productivity

The results (outputs) of the candidate in the given field in which he/she is applying for the habilitation procedure for the award of the title of associate professor or for the inauguration procedure for the award of the title of professor shall be considered as decisive. The evaluation shall be based on the current status as of the date of the candidate's application submission. The candidate's results (outputs) shall be documented in particular by:

- a) a list of publications, artistic outputs and other outputs categorised within the meaning of the Internal Regulation No. 10/2019 Directive of the Rector of CU on the Registration of Publication Activity, or the Internal Regulation No. 17/2019 Directive of the Rector of CU on the Registration of Artistic Activity, or in accordance with the currently valid internal regulations that replace them or generally binding legal regulations that are replaced by the internal regulation. Only outputs that have already been published are taken into account, i.e. not those that have only been sent to the press or accepted to the press,
- b) a list of research grants (related to the HalP branch, including interdisciplinary grants) where he/she has been the principal investigator or co-investigator (in particular, candidates for appointment as professor), or by a list of other participation in and leadership of scientific or artistic teams, including the organisation of scientific or artistic events, if this is customary in view of the specificities of the fields of study to which the HalP branches are assigned or the specificities of the HalP branches; the details are to be determined by the Faculty Criteria of the HalP,
- c) a list of responses categorised within the meaning of the Internal Regulation No. 10/2019 Directive of the Rector of CU on the Registration of Publication Activity, or the Internal Regulation No. 17/2019 Directive of the Rector of CU on the Registration

of Artistic Activity, or in accordance with the currently valid internal regulations that replace them or generally binding legal regulations that are replaced by the internal regulation,

- d) other results (outputs) of the candidate either required by the Faculty Criteria or which the candidate considers important to present in the habilitation or inauguration procedure.

Art. 5

Bibliometric indicators of scientific productivity and its reviews

(1) Candidates shall submit a complete list of their scientific productivity and its accolades as an attachment to the application for the initiation of habilitation or inauguration procedures. In evaluating this list, preference is given to the most relevant categories:

- a) scientific publications in the field (meeting the relevant minimum and other criteria according to the SAAVŠ standards and methodology):
1. scientific monographs published by reputable publishing houses or registered in the WoS or Scopus databases or in other internationally relevant databases, which are identified in the Faculty Criteria as relevant to the HaIP branches carried out at the faculty or to the field of study to which the HaIP branches are assigned or to the HaIP branch or their group,
 2. other scientific monographs,
 3. scientific papers in journals or collections registered in the WoS or SCOPUS databases or in other internationally relevant databases, which are identified in the Faculty Criteria as relevant to the HaIP branches carried out at the faculty for the field of study to which the HaIP branches are assigned or to the HaIP branch or their group,
 4. scientific publications in other established journals and peer-reviewed collections and foreign scientific collections that are considered peer-reviewed according to local criteria.

The list of scientific publications shall indicate their classification according to the classification specified in the SAAVŠ Standards and Methodology for the Evaluation of their Performance:

1. A+: international excellence in terms of originality, rigorous character and impact of the creative output - the output introduces a new agenda within the relevant creative activity or makes a major contribution to the development of the relevant creative activity in a global context,
 2. A: significant international level in terms of originality, rigorous character and impact of the creative output - the output contributes significantly to the development of the relevant creative activity in a broader international context,
 3. A-: internationally recognised level in terms of originality, rigorous character and impact of the creative output - the output represents a certain contribution to the development of the relevant creative activity in an international context,
 4. B: nationally recognised level in terms of originality, rigorous character and impact of the creative output - the output represents a certain contribution to the development of the relevant creative activity in the national context;
 5. C: a level below the standard of nationally recognised quality in terms of originality, rigorous character and impact of the creative output or an unclassified output.
- b) Pedagogical and specialist publications in the field

1. university textbooks, teaching texts, scripts, or papers of a didactic nature and chapters therein,
 2. specialist book publications,
 3. specialist publications in journals and collections, entries in encyclopaedias and dictionaries,
 4. specialist, artistic translations and reviews, papers with an overview character.
- c) Responses
1. citations recorded in the Web of Science and Scopus citation indexes (or the faculty will add another specific relevant international database) or in other internationally relevant databases that are identified in the Faculty Criteria as relevant to the field of study to which the HaIP branches are assigned or to the HaIP branch or their group,
 2. unindexed citations,
 3. reviews of the candidate's papers.
- (2) The Faculty Criteria may specify which bibliometric indicators under paragraph 1 are required in the given faculty, or include specifics according to the individual fields of study to which the HaIP branches are assigned or specifics according to the individual HaIP branches or their groups.

Art. 6

Scientific school for candidates for appointment as professor

The formation of the scientific school of a candidate for professor is evidenced by the training of at least one doctoral student in the field of study to which the HaIP branch is assigned and by the training of at least one doctoral student after passing the dissertation examination in this field of study.

Art. 7

Assessment of the international level of candidates for appointment as professor

In order to meet the minimum criterion of international acceptance of the candidate, for all HaIP branches at least three written recommending references from leading international experts from at least three different countries outside the Slovak Republic are required for all HaIP branches, with the references confirming that the candidate fulfils the requirements for the position of professor internationally.

Art. 8

Final provisions

- (1) The faculties determine the specific requirements for HaIP candidates in the branches carried out at the faculty, according to the individual fields of study to which the HaIP branches are assigned or according to the individual HaIP branches or their groups in the form of "Criteria for obtaining the title of associate professor and criteria for obtaining the title of professor". These Faculty Criteria may be issued in the form set out in the Annex to this Regulation or in the form of a standard-text internal regulation, the annex to which shall be in accordance with the Annex to this Regulation.

- (2) The criteria for obtaining the title of associate professor and the criteria for obtaining the title of professor, submitted by the faculties of CU, become valid only after their approval by the Scientific Board of CU.
- (3) For the purposes of filling the positions of associate professors and professors, this Internal Regulation shall be followed from the date of its entry into force so that all positions of associate professors and professors at CU are filled in accordance with the Internal Quality System and in accordance with this Regulation as of the date of its taking effect. In the meantime, where practical, the existing regulations may also be followed, except in cases that are part of the process of alignment with the internal quality assurance system for higher education studies.
- (4) Faculties must align their Faculty Criteria with this Regulation as of its effective date.
- (5) The Internal Regulation of Comenius University Bratislava No. 3/2014 Framework Criteria for obtaining the title of associate professor and professor at Comenius University Bratislava is hereby repealed.
- (6) This Internal Regulation shall enter into force on the date of its approval by the Scientific Board of CU and shall take effect on 1 September 2022.

Prof. JUDr. Marek Števček, PhD.,
Chairman of the Scientific Board of CU

Minimum criteria for obtaining the title of associate professor and the title of professor at Comenius University Bratislava, approved by the Scientific Board of CU on.....

The name of the faculty that approves the minimum and other criteria for obtaining the title of associate professor and for obtaining the title of professor:

Department of Habilitation and Inauguration Procedure: **Name of the field of study to which the habilitation and inauguration procedure branches are assigned or the names of the habilitation and inauguration procedure branch(s)**

Minimum mandatory requirements	Required minimum values	
	Assoc. Prof.	Prof.
1. Educational activity and development of study materials Duration of teaching activity: Higher education textbook or teaching text or university textbooks or chapters therein the extent of the author's sheets (indicate the candidate's share of authorship): Final theses defended under the guidance of the applicant	3 years after PhD. - 3 author's sheets	3 years after Assoc. Prof. 1 x textbook or 2x teaching book or university textbook (including chapters) 6 author's sheets
2. Scientific and research or creative artistic activity*) Scientific outputs, of which outputs in categories A+, A and		
3. Responses to publication or artistic outputs*) Total responses, out of which:		
4. Scientific School Training of doctoral students: (completed/post-dissertation examination): Participant/leader of a research or artistic project or other scientific or artistic team according to the specifics	- -	
5. Other specific criteria**)		

*) Indicate in brackets the figures for the last 5 years

***) Additional criteria to be determined by the scientific boards of the faculties, taking into account the specifics of the Hal Procedure branch.

Optional part:

Definition of categories of scientific publications according to the specifics of a branch or group of branches⁴:

A+	
A	
A-	
B	

⁴ Unless the categories of scientific publications are defined according to the above table, each of his/her outputs will have to be categorised individually from a qualitative assessment of the content of scientific outputs, not from a formalistic and scientometric assessment.