

INSTRUCTIONS FOR PROCESSING THE DOCUMENTS FOR HABILITATION PROCEEDINGS AT THE ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK IN BRATISLAVA

pursuant to Section 10(8) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act") and Decree No. 246/2019 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the procedure the acquisition of scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as "the Decree").

The scientific, research and teaching activities of the candidate must correspond to the field of study in which the candidate is applying for the habilitation procedure.

The candidate is obliged to submit, together with the application, in the relevant field of the habilitation and inauguration procedure, the fulfilment of all the criteria of the St. Elizabeth's University of Health and Social Work in Bratislava and to document the materials according to the following points:

- 1. Application for the habilitation procedure addressed to the President of the Scientific Council of the St. Elisabeth University of Health and Social Work in Bratislava** (*according to § 1 (1) of the Decree*). *The field of the habilitation and inauguration procedure in which the habilitation procedure is being carried out, the date of the application and the applicant's signature must be indicated).*

The application shall be accompanied by the following annexes:

- Criminal record certificate and extract from the register of the Office of the National Security Service (NSS) or a sworn statement that the applicant was not and is not an agent of the secret services (StB, SIS)
 - **Confirmation of payment of the fee** by an applicant who does not work on a weekly fixed working time at the St. Elizabeth's University of Health and Social Work in Bratislava. The fee is published in the Rector's Directive No. 2/2018 on the amount of tuition fees and fees associated with studies, point 1.9.
- 2. Consent of the data subject** (attached) *to the processing of his/her personal data for the purposes of the habilitation procedure pursuant to Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Acts and REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data*
 - 3. A structured curriculum vitae of the applicant** (in a brief tabular format - attached, max. 1 page), **signed by the applicant** (*in accordance with Article 1(2) of the Decree and the model provided on the Ministry's website*). *The CV must include the applicant's contact address. In the 'Publication activity', it is necessary to indicate for publications **the code** (in accordance with Decree No 456/2012 Coll. on publication activity) and the **number of author's sheets** - AS (1 AS = 20 pages).*

You are encouraged to include other publications by the applicant.

In the section "Number of PhD students" it is also necessary to indicate their names and, in the case of completed PhD students, the year of completion of PhD studies.

4. **Certified copies of 2nd and 3rd level higher education documents** *For foreign applicants, you must submit the nostrification of the diplomas you have obtained.*
5. **Summary of pedagogical activity - give an overview of pedagogical activity at the university with emphasis on the results achieved in this activity** (according to § 75 (5) of the Act and according to § 1 (2) of the Decree) **where the applicant has worked pedagogically:** (*Indicate the subjects, lectures, seminars, exercises, - summary. Break down the years of activity at the university, titles of subjects taught*) - **provide a list of the names of the graduates** (*with the title of the thesis, the university and the year of the defence*) **provide certificates of teaching activity from the relevant institutions.**
6. **List of the applicant's original published scientific works, professional works, artistic works, textbooks, teaching texts, solved research tasks..., citations and reviews, lectures at home and abroad** (according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 456/2012 on the central register of publication activity)

6.1 PUBLISHING ACTIVITY

publications should be sorted according to the codes listed in the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 456/2012 Coll. on publishing activities (in the annex) and the number of author's sheets - AS. In the case of multiple authors, it is also necessary to indicate the percentage share of the candidate in the creation of a given publication.

We recommend that you preface this item with a summary of publication activity, sorted by code:

- Monographs
- College textbooks
- College scripts
- Scientific papers published in foreign journals
- Scientific papers published in domestic journals, etc. (*within the meaning of the Decree...*)

6.2 Overview of demonstrable citations (excluding self-citations)

- Citations in foreign publications
- Citations in domestic publications

6.3 Overview of the applicant's research work and grant projects (according to § 75 (5) of the Act and § 1 (2) of the Decree), to be accompanied by **confirmation of acceptance and completion of the solution, respectively**

6.4 Overview of participation in conferences at home and abroad **to provide evidence of attendance at conferences, invitations, etc.**

6.5 Overview of lectures and lecture stays at home and abroad

6.6 Other professional activities (membership in editorial boards, scientific boards, etc.)

6.7 The most significant recognition (awards) of scientific outputs in a given field of study

6.8 Other personality characteristics

7. **Overview of the applicant's results of scientific, training activities of doctoral students conducted and completed** (*according to § 76 (5) of the Act and according to § 1 (2) of the Decree*)
 - **list the names of PhD students (both graduates and those currently in training, indicating the field of study, the title of the thesis, and the start and end of PhD studies).**
 - **It is obligatory to provide the appointment decree for the doctoral student's supervisor as well as a copy of the diploma of the completed doctoral student.**
 - **any other activities within the research school** (*expert guidance, refereeing, etc.*)

8. Overview of the fulfilled criteria of the St. Elizabeth University of Health and Social Work in Bratislava for obtaining the title of associate professor - model in the appendix *The data given in the criteria of the St. Elizabeth University of Health and Social Work in Bratislava must be in accordance with the data given in the curriculum vitae of the candidate, as well as with the data in the habilitation dossier*

9. HABILITATING LECTURE: (according to § 1 (11), (12) of the Decree)

- By the habilitation lecture the candidate demonstrates his/her pedagogical competence.
- Submit the habilitation lecture in an electronic version (it is sufficient to submit it on the day of the lecture)
- Separately submit a brief annotation of the habilitation lecture (max. 1 A4 page)

10. HABILITATION PAPER: - The applicant shall submit the thesis (according to Section 1(3) of the Ordinance) **in four copies.**

- By the habilitation thesis the candidate demonstrates his/her professional mastery of the subject of the thesis.
- The habilitation thesis can be submitted as:
 - monograph or
 - a monothematic work that brings new scientific knowledge, or
 - a collection of published scientific papers accompanied by a commentary,
- The habilitation thesis may also be submitted in a foreign language with the consent of the Chair of the Scientific Council. The abstract of the thesis shall be submitted in Slovak
- Separately submit a brief annotation of the habilitation thesis (max. 1 A4 page)

The date, time and place of the habilitation lecture and the date, time and place of the habilitation thesis defence must be announced at least 14 days in advance in the daily press, on the university's website and on the website designated by the Ministry of Education, Science, Research and Sport of the Slovak Republic.

The notification shall include the name, surname and workplace of the applicant, the title of the habilitation lecture and the title of the habilitation thesis. The habilitation lecture and the defence of the habilitation thesis shall take place no later than ten months after the start of the habilitation procedure.

THE HABILITATION MATERIAL SUBMITTED BY THE CANDIDATE CONTAINS :

A. HABILITATION DOSSIER

Please add points 1 to 8:

- *electronically*
- *Printed sheets should not be printed, only loose sheets should be supplied.*

B. HABILITATION WORK: *The applicant submits a thesis (according to Article 1(3) of the Ordinance)*

- *in quadruplicate (hardback)*
- *1 x on CD or USB key*
- *upload to EZP at <https://www.vssvalzbety.sk/> link: <http://ezp.vssvalzbety.sk/login>*

C. APPENDICES: *(can be bound in comb binding, in eurocovers, etc.)*

In accordance with the requirements of the Ministry of Education, Science, Research and Sport of the Slovak Republic it is necessary to physically document (at least in the range as stipulated by the

Criteria, valid at the time of application):

- *publications (monographs, university textbooks, university scripts), ranked according to point 6.1*
- *Citation*
- *conferences (certificates of active participation)*
- *projects, grants (acknowledgements of receipt or completion of the project)*
- *certificate of teaching activity*

In Bratislava, 2019

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