

GUIDE
FOR THE PROCESSING OF THE PROCESSING GROUNDS FOR
THE APPOINTMENT OF PROFESSORS AT THE ST. ELIZABETH
UNIVERSITY OF HEALTH AND SOCIAL WORK IN
BRATISLAVA

131/2002 Coll. on Higher Education and on Amendments and Supplements 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 for the Acquisition of Scientific and Pedagogical Titles and Artistic and Pedagogical Titles of Associate Professor and Professor (hereinafter referred to as "the Decree")

The candidate's scientific, research and teaching activities must correspond to the field of study in which the candidate is applying for appointment as a professor. Together with the application for appointment in the relevant field, the candidate must submit that he or she meets all the criteria of the St. Elizabeth's University of Health and Social Work in Bratislava and must provide evidence of

materials according to the following points:

1. **Application for the initiation of the appointment procedure addressed to the President of the Scientific Council of the St. Elizabeth University of Health and Social Work in Bratislava** (according to § 4 (2) of the Decree). *The field of the appointment procedure, the date of the application and the candidate's signature must be indicated)*
 - 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 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 appointment procedure (Act No. 428/2002 Coll. on the Protection of Personal Data, as amended)*
3. **A professional CV of the applicant** (in a brief tabular format - attached), **signed by the applicant** (in accordance with Article 5(2) of the Decree and the model provided on the Ministry's website). *The curriculum vitae must also include a contact address for sending an invitation by the President's Office. In the 'Publication activity', it is necessary to indicate for publications **both the code** (in accordance with Decree No 456/2012 Coll. on publication activity) and the **number of author's sheets** - AH (1 AH = 20 pages).*

It is obligatory to indicate at least: 1 monograph (AH range),

1 university textbook (AH range), or 2 scripts, teaching texts (AH range)

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 2 copies of the documents of higher education of the 2nd and 3rd degree and certified 2 copies of the document by which the applicant was awarded the title of associate professor or the decision on the award of professional qualifications for the performance of the function of associate professor according to a special regulation** (*according to § 4 (2) of the Decree*) *1 x is delivered to the Ministry of Education, Science, Research and Sport of the Slovak Republic with the proposal for appointment, 1x remains at the university for the purposes of control. In the case of foreign applicants, it is necessary to submit the nostrification of the diplomas of education.*
5. **Overview 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 § 4 (2) of the Decree*) **where the applicant has worked pedagogically:** (*Indicate the subjects, lectures, seminars, exercises, - summary. List years of work at the university, titles of taught subjects + provide certificates of teaching activity from the relevant institutions*) - **list the names of graduates** (*with the title of the thesis, university and year of defence*)
6. **Overview of research tasks solved by the applicant - provide confirmations**
7. **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 and Higher Education of the Slovak Republic No. 456/2012 on the central register of publication activity*)

O b s a h:

7.1. 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 appendix) 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...*)

- ❖ **The most important scientific works, professional works, textbooks, teaching texts**

7.2. Overview of demonstrable citations (excluding self-citations)

- ❖ Citations in foreign publications
- ❖ Citations in domestic publications
- ❖ Citations in WOS/SCOPUS

7.3. Overview of the applicant's research work and grant projects (according to Section 75(5) of the Act and Section 4(2) of the Decree)

7.4. Overview of participation in conferences at home and abroad

- 7.5. Overview of lectures and lecture stays at home and abroad
- 7.6. Other professional activities (membership in editorial boards, scientific boards, etc.)
- 7.7. The most significant recognition (awards) of scientific outputs in a given field of study
- 7.8. Other personality characteristics

- 8. **An overview of candidates' scientific, training and doctoral activity results**
conducted and completed (according to § 76 (5) of the Act and § 4 (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.)**
- 9. **Overview of the fulfilled criteria of the St. Elisabeth University of Health and Social Work in Bratislava for obtaining the title of professor - model in the annex** *The data given in the criteria of the St. Elisabeth 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 inauguration file - point 7.*
- 10. **Topic and syllabus of the inaugural lecture**, its brief annotation *max. 1 A4 page (according to § 4 par. 9 of the Decree). Submit the inaugural lecture in electronic version*

The date, time and place of the inaugural lecture 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 Slovak republic.

The notification shall state the name, surname and place of work of the candidate, the title of the inaugural lecture and the title The lecture shall take place no later than ten months after the start of the inaugural procedure.

THE SUBMISSION OF THE INAUGURAL MATERIAL TO THE CHAIR OF THE SCIENTIFIC COUNCIL SHALL INCLUDE:

A. INAUGURAL FILE

Please add points 1 to 10:

- electronically
- printed in duplicate (1 x for SEU, 1 x for MESRS SR) not to be printed, only loose sheets to be delivered

B. 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 provide physical evidence in the annex (at least to the extent specified in the Criteria, valid at the time of submission of the application):

- ❖ publications (monographs, university textbooks, university scripts),

- ❖ Citation
- ❖ conferences (certificates of active participation)
- ❖ projects, grants (acknowledgements of receipt or completion of the project)

In Bratislava, 2019

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