



**ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK**

**Habilitation and inauguration proceedings  
in the conditions of the St. Elizabeth University of Health and  
Social Work, N. O. in Bratislava**

**Directive issued by the Rector of the St. Elizabeth's  
University of Health and Social Work, N. O. in  
Bratislava**

**BRATISLAVA 2021**

St. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK, N. O., Bratislava  
*Habilitation and inauguration proceedings in the conditions of the St. Elizabeth University of Health and Social Work of St. Elizabeth, N. O. in Bratislava*

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## CHAPTER ONE

### **INTRODUCTORY PROVISIONS**

#### **Article 1**

##### **Subject matter and scope of regulation**

*The Directive on Habilitation and Inauguration Proceedings in the Conditions of St. Elizabeth's University of Health and Social Work, N.O. in Bratislava* (hereinafter referred to as "Habilitation and Inauguration Proceedings of the University of *Health and Social Work*") contains the processes, policies, competencies, rights and obligations of the various levels of organization and management in the habilitation and *inauguration proceedings* as an important function of the scope of competence of the St. Elizabeth University of Health and Social Work in Bratislava (hereinafter referred to as "SEU")

#### **Article 2**

##### **Sources of regulation of habilitation and inauguration proceedings at the University of Applied Sciences**

1. *The Directive on Habilitation and Inauguration Proceedings of the SEU* contains the application and implementation of the provisions of

- *Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended,*
- *269/2018 Coll. on Quality Assurance of Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendment and Supplementation of Certain Acts, as amended* (hereinafter referred to as the "*Act on Quality Assurance of Higher Education*"),
- *Act No. 18/2018 Coll. on the Protection of Personal Data, as amended,*
- *296/2010 Coll. of the Government of the Slovak Republic on the professional competence for the exercise of the health profession, the manner of further education of health professionals, the system of specialisation fields and the system of certified work activities, as amended.*
- *Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic* (hereinafter referred to as "*246/2019 Coll. on the procedure for obtaining scientific- pedagogical titles and*

*artistic-pedagogical titles of associate professor and professor,*

- *Decree of the Ministry of Education and Science of the Slovak Republic No. 244/2019 Coll. on the system of fields of study in the Slovak Republic, - - - Decree of the Ministry of Education and Science of the Slovak Republic No. 16/2016 Coll. establishing professional organisations whose members exercise regulated professions with the right to use professional titles and regulated professions with coordination of education,*
- *Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020*  
*Z. z. on the Central Register of Publication Activity and the Central Register of Artistic Activity,*
- *Standards for Habilitation and Inauguration Proceedings of the Slovak Accreditation Agency for Higher Education of 2 July 2020 (hereinafter referred to as the "Standards"),*
- *Standards for the internal quality assurance system of higher education,*
- *Standards for Study Programme of the Slovak Accreditation Agency for Higher Education of 2 July 2020,*
- *Methodology for the evaluation of standards of the Slovak Accreditation Agency for Higher Education as amended on 18 February 2021,*
- *of the internal regulation of SEU "Creation, application and evaluation of the internal quality system of higher education of the University of Health and Social Work St. Elizabeth, N.O. in Bratislava dated 25 November 2021.*

2. The application and implementation of the obligations of the SEU in the habilitation procedure and inauguration procedure will be subject to evaluation of the SEU in the period from 1 September 2022 by the working groups of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVŠ").
3. SEU ensures the habilitation and inauguration procedure of SEU mainly through a continuous and independent assessment of the internal education system in order to obtain an objective and qualified view of the internal systems of SEU and their continuous improvement.
3. SEU creates conditions for habilitation and inauguration proceedings of SEU in accordance with the relevant provisions of the Act on Quality Assurance of Education, as amended,

and the relevant Act on Higher Education, carried out in particular through the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "agency"):

- The HEI shall submit applications for habilitation and inauguration to the Agency according to the rules of the relevant standards and the relevant methodology,
- SEU performs synergy with the Agency's operation in its conditions in and for the fulfilment of the competences of the bodies of the Slovak Accreditation Agency for Higher Education.

### **Article 3**

#### **Terminology in the habilitation and inauguration processes**

In the habilitation and inauguration processes, the SEU follows the following basic concepts:

**3.1.** A *self-citation* is a matching of any author or multiple authors in both the cited and citing document.

**3.2.** A *testimonial* is a quotation, review or artistic criticism of a published work. A testimonial of an artistic activity is in particular a published quotation of a work, presentation and artistic performance, a review or artistic criticism of a work, presentation or artistic performance, a reproduction of a work with a clear indication of the author in a foreign publication or in a domestic publication or medium.

**3.3.** A *related field* is a field of study, an interdisciplinary or transdisciplinary area of knowledge that contributes in a relevant way to the development of the field of habilitation and inauguration.

**3.4.** *International Excellence in Creative Activity* is the highest level of quality of the results of creative activities, determined on the basis of an assessment according to the procedures and criteria set out in the *Creative Activity Assessment Methodology* issued by the Agency. The term does not refer to the nature or geographical scope, nor to the place of realisation, nor to the place of dissemination of the results of the creative activity.

## **SECOND CHAPTER**

### ***HABILITATION AND INAUGURATION PROCEEDINGS***

#### **Article 4**

1. In the processes of habilitation and inauguration procedures, the SAAVS ensures the following in accordance with Articles 1 to 10 of *the SAAVS Standards for Habilitation and Appointment of Professors*.
2. SEU in the organization, conduct and implementation of habilitation and inauguration procedures provides:
  - developing rules and procedures for the habilitation and inauguration procedure, guaranteeing compliance with generally binding normative legal acts and internal regulations, including relevant criteria at all stages of the habilitation and inauguration procedure,
  - development of a methodology for evaluating standards for habilitation and inauguration procedures,
  - Establishing rules and Criteria for the definition of fields of study for habilitation and inauguration, including the development, implementation and modification of third-level study programmes in the field of study to which the field of study for habilitation and inauguration is assigned,
  - the fulfilment and application of the staffing of the relevant department of the habilitation and inauguration procedure,
  - ensures the level of creative activity in the field of habilitation and inauguration, ensures the level of quality culture at all levels and in the performance of all its functions,
  - Adoption of criteria for evaluating the fulfilment of the conditions for obtaining the title of associate professor and the title of professor (see Annexes to this Directive).
3. SEU establishes rules and procedures for the habilitation and inauguration procedure, which are publicly available and which are in accordance with generally binding regulations.



The rules and procedures of the habilitation and inauguration procedures of the SEU guarantee transparency and openness of the procedures under equal conditions for all candidates, which are known to them in advance, exclude the acceptance of proven plagiarism of the candidate, which is the factual basis for the non-award of the title of associate professor or the title of professor.

4. SEU guarantees impartial, objective, professionally informed, consistent and unambiguous verification of the fulfilment of the set requirements and criteria by the candidate and ensures the objectivity of the opposition procedure in the habilitation and inauguration procedure.

### **THIRD CHAPTER**

#### ***TRANSITIONAL AND FINAL PROVISIONS***

1. The guideline entitled "*Habilitation and inauguration procedure in the conditions of the SEU N. O. in Bratislava*"

- a) discussed by the Academic Senate of the SEU on 25.11.2021
- b) approved by the Scientific Council of the SEU on 26.11.2021

2. This Directive is effective from 26.11.2021

In Bratislava on 26.11. 2021

Dr. h. c. prof. MUDr. Juraj Benca, PhD., MPH  
Rector

**Annex No. 1 to the Guideline on Habilitation and Inauguration Proceedings of the SEU**  
***Instructions for the processing of habilitation procedure documents in the conditions of the***  
***St. Elizabeth University of Health and Social Work St. Elizabeth, N.O. in Bratislava***  
***(hereinafter referred to as "SEU")***

1. The procedure for processing documents for the habilitation procedure is carried out according 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 the *Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining scientific and pedagogical titles and artistic and pedagogical titles of associate professor and professor* (hereinafter referred to as "the Decree").

2. The candidate's scientific, research and teaching activities must correspond to the field of study in which the candidate is applying for the habilitation procedure. The candidate is required to submit, together with his/her application in the relevant field, evidence that he/she fulfils all the criteria of the Habilitation Committee and to provide evidence of the materials according to the following points:

- An application for the habilitation procedure, addressed to the President of the Scientific Council of the University of Applied Sciences in accordance with the above-mentioned Decree, in which the field of the appointment procedure is indicated, the date of the application and the signature of the applicant are indicated.

The application shall be accompanied by the following annexes:

- Criminal record extract and an extract from the register of the Institute of Memory of the Nation or an affidavit that the applicant has not been 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 the established weekly working time at the SEU, the rate of the fee is published in the relevant Rector's Directive on the amount of tuition fees and fees associated with studies, point 1.9.

- Consent of the data subject (in Annex 2b) to the processing of his/her personal data for the purposes related to the habilitation procedure pursuant to *Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts*.
- A structured curriculum vitae (in a tabular format in an annex, maximum one page), signed by the applicant (in accordance with Article 1(2) of the Decree and the model provided on the website of the Ministry concerned). The CV must include the applicant's contact address.
- In the "Publication activity" it is necessary to indicate the code for publications (in accordance with the *Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No.397/2020 Z. z. on the central register of the record of publication activity and the central register of the record of artistic activity*) as well as the number of author's sheets-AH (1 AH = 20 pages). We recommend that the applicant's other publications are also listed.
- In the "Number of PhD students" section, it is also necessary to indicate their names and surnames, and in the case of completed doctoral studies, the year of graduation.
- Certified true copies of 2nd and 3rd level university qualifications. In the case of foreign applicants, nostrification of the diplomas must be provided.
- Summary of pedagogical activity - 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 the implementing decree) where the applicant has been a teacher; courses, lectures, seminars, exercises-summaries shall be given. The years of work at the university, the titles of the subjects taught - a list of the names of the graduates (with the title of the thesis, the university and the year of the defence) must be provided.  
on pedagogical activities from the relevant institutions.
- 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. 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity*.

### 3. Publication 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.397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity* and the number of author's sheets-AH should also be indicated. In the case of multiple authors, the percentage share of the candidate in the production of the publication in question shall also be indicated.

A summary of publication activity, sorted by code, should be given at the beginning of the review:

- Monographs, -Higher education textbooks, -Higher education scripts, -Scholarly works published in foreign journals, -Scholarly works published in domestic journals, etc.
- Overview of demonstrable citations (without self-citations), -Citations in foreign publications, -Citations in domestic publications.
- Overview of research works and grant projects of the applicant (according to § 75 (5) of the quoted law and according to the quoted decree), it is necessary to provide confirmation of acceptance or completion of the solution.
- Overview of participation in conferences at home and abroad, confirmation of attendance at conferences, invitations, etc.
- Overview of lectures and lecture tours at home and abroad.
- Other professional activities (membership in editorial boards, scientific boards, etc.).
- The most significant recognition (awards) of scientific outputs in a given field of study.
- Other personality characteristics.

### 4. 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 the provisions of the cited decree)

- The name list of PhD students (graduates and concurrently trained with the indication of the field of science, the title of the thesis, the beginning and the end of PhD studies), the

appointment decree for the PhD supervisor, as well as a copy of the diploma of the PhD student's completed studies, any other activities within the research school (professional guidance, opponent studies, etc.) must be provided.

5. Overview of the fulfilled criteria of the SEU for obtaining the title of associate professor - model in the appendix The data given in the criteria of the SEU must be in accordance with the data given in the CV of the candidate, as well as with the data in the habilitation file.

#### 6. Habilitation lecture

By the habilitation lecture, the applicant demonstrates in particular his/her pedagogical competence, the applicant submits the habilitation lecture in an electronic version (it is sufficient to submit it on the day of the lecture), a brief annotation of the habilitation lecture must be submitted separately (maximum one A4 page).

#### 6. Habilitation thesis

- The applicant shall submit the thesis in accordance with the relevant provisions of the abovementioned Decree in quadruplicate.
  - By the habilitation thesis the candidate demonstrates his/her professional mastery of the subject of the thesis.
  - The habilitation thesis may be submitted as a) a monograph or b) a monothematic thesis that brings new scientific knowledge or c) 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 of the SEU. The abstract of the thesis shall be submitted in Slovak.
7. The date, time and place of the habilitation lecture and the date, time and place of the habilitation thesis defence shall be announced at least 14 days in advance in the daily press,

on the website of the SEU and on the website designated by the relevant ministry.

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.

8. The habilitation material submitted by the applicant includes:

A. Habilitation dossier (items 1. to 8. are delivered electronically, printed documents are not bound, only loose sheets are delivered.

B. Habilitation thesis

The candidate submits the habilitation thesis of the relevant ordinance in four copies (hardcover), once on CD and the habilitation thesis is uploaded to the EZP at [www.vssvalzbety.sk](http://ezp.vssvalzbety.sk) link: <http://ezp.vssvalzbety.sk/login>

C. Attachments

The annexes may be submitted bound in comb binding, in Euro envelopes, etc.

In accordance with the requirements of the relevant ministry, it is obligatory to physically document (at least to the extent specified by the Criteria, valid at the time of application) - publications (monographs, university textbooks, university scripts), -citations, -confirmations of participation in conferences (confirmations of active participation), -projects, grants (confirmations of acceptance or termination of the solution of the tasks), -confirmations of teaching activities.

## Professional CV template

Name and surname, surname at birth, academic title, scientific-pedagogical title or artistic-pedagogical title and scientific rank	
Date and place of birth	
Higher education and further academic development	
Further education	
Course of employment	
Course of pedagogical activity (workplace/subjects)	
Professional or artistic focus	
Publication activity, including scope (author's sheets) and categories of registration according to Decree No. 456/2012 Coll. 1. monograph 2. textbook 3. Scripts	
Responses to scientific / artistic work	
Number of PhD students: trained completed	
Contact address	



## **Annex No. 2 to the Guideline on Habilitation and Inauguration Proceedings of the SEU**

**Methodological Guideline establishing the content of annexes to the application for habilitation proceedings in the meaning of *the Decree of the Ministry of Education, Science, Research and Sport No. 246/2019 Coll.***

***z. 246/2019 Coll., the Decree No. 246/2019 Coll., on the procedure for the acquisition of scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as "Decree No. 246/2019 Coll.")***

### **I.**

The candidate for the habilitation procedure within the meaning of § 1 (2) and (6) of Decree No. 246/2019 Coll. submits

1. A request addressed to the President of the Scientific Council of SEU, which includes the following attachments:
  - Criminal record extract and extract from the register of the Office of the National Security Service (ÚPN), or an affidavit that the applicant has not been 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 SEU. The fee is published in the Rector's Directive on tuition fees and fees associated with studies, point 1.9.
2. Consent of the data subject to the processing of his/her personal data for the purposes related to the habilitation procedure.
3. Professional CV, *signed by the applicant* (model attached).
4. Certified true copies of 2nd and 3rd cycle university degrees.
5. An overview of teaching activities at the university and an overview of the results achieved in these activities (Section 75(4) of *Act No 131/2002 Coll. on Higher Education, as amended*).
6. Overview:
  - 6.1. original published scientific works, professional works, textbooks, teaching texts, (according to the *Decree of the Ministry of Education, Science, Research and Sport No. 397/2020 Coll. on the central register of the record of publishing activity and the central register of the record of artistic activity*),
  - 6.2. demonstrable citations and references to scientific and professional works,
  - 6.3. solved research tasks,

- 6.4. lectures and lecture stays at home and abroad,
- 6.5. participation in conferences.
- 6.6. Other professional activities.
7. Overview of the results of the scientific or artistic research activities of doctoral students (conducted and completed).
8. Overview of the fulfilment of the criteria set by the candidate to obtain the title of Associate Professor approved by the Scientific Council of SEU.
9. Topic and syllabus of the habilitation thesis and the rehabilitation lecture (according to § 1, par. 12,13 of the Decree).
10. Habilitation thesis (according to § 1 para. 2a/ of the Decree) in four copies.

## II.

The following facts are part of the documentation for the habilitation procedure:

1. Extract from the record of the meeting of the Scientific Council of the SEU on the approval of the 3-member habilitation committee and the opponents of the habilitation thesis.
2. Opponent's opinions.
3. Proposal of the chairman of the habilitation committee to the chairman of the Scientific Council of the SEU with a recommendation to award the candidate the title of associate professor in the field, or a proposal with a recommendation not to award the candidate the title of associate professor in the field.
4. A copy of the report on the publication of the defence of the habilitation thesis and the lecture from the daily press (according to § 1 (14) of the Decree) and on the website designated by the competent ministry.
5. Extract from the record of the proceedings of the Scientific Council of the University of Applied Sciences on the awarding of the title of Associate Professor or not awarding the title of Associate Professor (the result of the secret ballot).

### **Annex No. 3 to the Guideline on Habilitation and Inauguration Proceedings of the SEU**

#### ***Instructions for the processing of documents for the procedure for the appointment of professors in the conditions of the St. Elizabeth University of Health and Social Work (hereinafter referred to as "SEU")***

1. The procedure for the processing of documents for the appointment of professors is carried out in accordance with 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 for the Acquisition of the Scientific and Pedagogical Titles and the Artistic and Pedagogical Titles of Associate Professor and Professor* (hereinafter referred to as "the Decree").
2. 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 is required to submit the fulfilment of all the criteria of the SEU and to provide evidence of the materials according to the following points:
  - A. An application for the initiation of the appointment procedure addressed to the President of the Scientific Council of the University of Applied Sciences in accordance with Article 4(2) of the Decree, indicating the department in which the appointment procedure is being carried out, the date on which the application was submitted and the candidate's signature.
  - B. Criminal record extract and an extract from the register of the Institute of Memory of the Nation, or an affidavit that the applicant has not been and is not an agent of the secret services (StB, SIS).
  - C. Confirmation of payment of the fee by an applicant who does not work on the weekly established working time at the SEU, as stipulated in the *Rector's Guideline on the amount of tuition fees and fees associated with studies*, point 1.9.
  - D. Consent of the data subject (in Annex 7) to the processing of his/her personal data for the purposes of the appointment procedure (*Act No 18/2018 Coll. on the Protection of Personal Data, as amended*).

- E. A curriculum vitae (Annex 1), signed by the applicant in accordance with the provisions of Article 5(2) of the Order and the model provided on the website of the Ministry concerned. The curriculum vitae must include a contact address for sending invitations from the Office of the President of the Slovak Republic. In the "Publication activity" it is necessary to indicate the code for publications in accordance with the relevant *Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Coll. on the central register of the record of publication activity and the central register of the record of artistic activity*.

The number of author sheets-AH (1 AH = 20 pages) is also given. At least one monograph (AH range), at least one undergraduate textbook (AH range) or two teaching texts (AH range) are required. It is recommended that the applicant's other publications are also cited.

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

- F. Certified two copies of the documents of higher education of the 2nd and 3rd degree and certified two 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), one time is delivered to the Ministry of Education and Science of the Slovak Republic with the proposal for appointment, one time remains at the HEI for the purposes of control. In the case of foreign applicants, it is necessary to submit the nostrification of the diplomas of education obtained.
- G. 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 quoted Act and according to § 4 (2) of the Decree) where the applicant has worked pedagogically: (Indicate the subjects, lectures, seminars, exercises-summaries. The years of work at the university, the titles of the subjects taught + certificates of teaching activity from the relevant institutions must be provided), a list of graduates must be given with the title of the thesis, the university and the year of defence.
- H. Overview of research tasks solved by the applicant - provide confirmations
- I. Submit a 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 cited decree on the central register of

publication activity) in the following structure:

I.1. Publication activity

*Publications must be arranged according to the codes listed in the cited decree and the number of author sheets-AH must also be indicated. In the case of multiple authors, the percentage of the candidate's contribution to the publication must also be indicated.*

I.2. We recommend that a summary of publication activity, sorted by code, be included at the beginning of this section:

- Monographs
- College textbooks
- College scripts
- Scientific papers published in foreign journals
- Scientific papers published in domestic journals, etc. (within the meaning of the cited decree...)
- The most important scientific works, professional works, textbooks, teaching texts

I.3. Overview of demonstrable citations (excluding self-citations)

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

I.4. Overview of the applicant's research work and grant projects (according to Section 75(5) of the Act and in accordance with the relevant provisions of Decree No. 2 cited above)

I.5. Overview of participation in conferences at home and abroad

I.6. Overview of lectures and lecture stays at home and abroad

I.7. Other professional activities (membership in editorial boards, scientific boards, etc.)

I.8. The most significant recognition (awards) of scientific outputs in a given field of study

I.9. Other personal characteristics of the applicant

J. Overview of the applicant's results of scientific, training activities *conducted and completed by doctoral students (according to § 76 (5) of the Act and according to § 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),*

- provide the doctoral supervisor's letter of appointment as well as a copy of the doctoral student's diploma,
- Indicate any other activities within the research school (*mentoring, refereeing, etc.*).

K. Overview of the fulfilled criteria of the SEU for obtaining the title of professor - model in the appendix The data given in the criteria of the SEU must be consistent with the data given in the CV of the candidate as well as with the data in the inauguration file.

Topic and syllabus of the inaugural lecture, its brief annotation max. one A4 page (according to the cited 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 website of the SEU and on the website designated by the Ministry of Education.

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.

3. The submission of inaugural material must include:

3.1. Inauguration dossier in points to be delivered electronically and printed twice (one time SEU, one time MŠVVaŠ SR) do not bind, deliver only loose sheets

3.2. Attachments: (*can be bound in comb binding, in Euro covers, etc.*) In accordance with the requirements of the Ministry of Education and Science of the Slovak Republic, it is necessary to physically document in the attachments (at least to the extent specified in the Criteria, valid at the time of application) publications (monographs, university textbooks, university scripts), citations, conferences (confirmation of active participation), projects, grants (confirmation of acceptance or termination of the solution).

## **Annex No. 4 to the Guideline on Habilitation and Inauguration Proceedings of the SEU**

**Methodological Guideline establishing the content of annexes to the application for appointment as professor under the *Decree of the Ministry of Education, Science, Research and Sport No. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as the "Decree")***

### **I.**

1. A candidate for appointment as a professor in accordance with § 5 (2) of the Decree submits an application addressed to the President of the Scientific Council of the SEU, which includes the following annexes:
  - Criminal record certificate and extract from the register of the Office of the National Security Service (ÚPN) or a sworn declaration 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 SEU. The fee is published in the Rector's Directive on tuition fees and fees associated with studies, point 1.9.
2. The data subject's consent to the processing of his or her personal data for the purposes of the appointment procedure.
3. Professional CV, *signed by the applicant* (model attached).
4. Certified copies of 2nd and 3rd degree certificates and the decree of the Associate Professor.
5. Overview of pedagogical activities at the university and overview of the results achieved in this activity (§ 75 (5) of Act No. 131/2002 Coll. on Higher Education, as amended).
6. Overview of the applicant's research work
7. Overview of scientific research, publications and other professional activities:
  - 7.1. original published scientific works, professional works, textbooks, teaching texts (according to the *Decree of the Ministry of Education and Science of the Slovak Republic No. 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity*),
  - 7.2. demonstrable citations and references to scientific and professional works,
  - 7.3. solved research tasks,
  - 7.4. participation in conferences at home and abroad,
  - 7.5. lectures and lecture stays at home and abroad,

- 7.6. other facts characterising the applicant.
8. Overview of the applicant's results in scientific, training activities of doctoral students (conducted and completed),
9. Overview of the criteria for obtaining the title of professor approved by the Scientific Council of SEU,
10. Topic and syllabus of the inaugural lecture (according to § 5, par. 9 of the Decree).

## II.

The following requirements are part of the procedure for appointment as a professor:

1. Extract from the record of the meeting of the Scientific Council of the University of Applied Sciences on the approval of the four-member inauguration committee and three opponents.
2. Opponent's opinions.
3. Proposal of the chairman of the inauguration commission to the chairman of the Scientific Council of the SEU with a recommendation to approve the proposal for the appointment of the candidate as a professor in the field or not to approve the proposal for the appointment of the candidate as a professor in the field.
4. A copy of the report on the publication of the inaugural lecture in the daily press) and on the website designated by the competent ministry (pursuant to §5(10)of the Decree).
5. Extract from the record of the meeting of the Scientific Council of the University of Applied Sciences on the proposal for the appointment of a candidate as a professor(result of the secret ballot).



## Annex No. 5 to the Guideline on Habilitation and Inauguration Proceedings of the SEU

***Criteria and documents necessary to fulfill the criteria for inclusion in the position of DOCENT at the St. Elizabeth University of Health and Social Work in the fields of nursing, public health and social work (§ 12 (h) of Act No. 131/2002 Coll. on Higher Education), approved by the Scientific Council of the St. Elizabeth University of Health and Social Work on 15.12. 2020 (§ 12 (1) of the Act No, e/ of the Act on Higher Education) approved in connection with the adoption of the new Standards of Habilitation and Inauguration Proceedings of the Slovak Accreditation Agency for Higher Education Institutions***

	NURSING	PUBLIC HEALTH	SOCIAL WORK
Pedagogical activities	<ul style="list-style-type: none"> <li>Performing teaching activities for at least 3 years between obtaining a third-level university degree and being appointed to the post of associate professor</li> <li>Scientific degree Candidate of Science (CSc.) or philosophiae doctor (PhD.) Professional activity for a period of at least 3 years</li> <li>At least 3 years teaching experience</li> <li>Participates in the education of 1 doctoral student as a supervisor or as a specialist supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Performing teaching activities for at least 3 years between obtaining a third-level university degree and being appointed to the post of associate professor</li> <li>Scientific rank Candidate of Sciences (CSc.), or philosophiae doctor (PhD.)</li> <li>the exercise of professional activities for a period of at least 3 years</li> <li>At least 3 years teaching experience</li> <li>Participates in the education of 1 doctoral student as a supervisor or as a specialist supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Performing teaching activities for at least 3 years between obtaining a third-level university degree and being appointed to the post of associate professor</li> <li>Scientific rank Candidate of Sciences (CSc.), or philosophiae doctor (PhD.)</li> <li>the exercise of professional activities for a period of at least 3 years</li> <li>At least 3 years teaching experience</li> <li>Participates in the education of 1 doctoral student as a supervisor or as a specialist supervisor</li> </ul>
Scientific research and publication activity, acclaim, etc.	Author of at least 30 scientific and professional papers in extenso in peer-reviewed professional or scientific journals, proceedings. Of which: <ul style="list-style-type: none"> <li>at least 5 scientific papers in journals indexed in Web of Science, Scopus, ERIH plus</li> <li>in at least 10 publications as first author,</li> </ul>	Author of at least 30 scientific and professional papers in extenso in peer-reviewed professional or scientific journals, proceedings. Of which: <ul style="list-style-type: none"> <li>at least 5 scientific papers in journals indexed in Web of Science, Scopus, ERIH plus</li> <li>in at least 10 publications as first author</li> </ul>	Author of at least 30 scientific and professional papers in extenso in peer-reviewed professional or scientific journals, proceedings. Of which: <ul style="list-style-type: none"> <li>at least 5 scientific papers in journals indexed in Web of Science, Scopus, ERIH plus</li> <li>in at least 10 publications as first author</li> </ul>
	Author or co-author of at least 1 monograph or chapter in a monograph - In case of co-authorship, indicate the percentage of the applicant's share	Author or co-author of at least 1 monograph or chapter in a monograph. In the case of co-authorship, indicate the percentage of the applicant's share	Author or co-author of at least 1 monograph or chapter in a monograph. In the case of co-authorship, indicate the percentage of the applicant's share
	Author or co-author of a teaching text (scripts or university textbook). In the case of co-authorship, indicate the applicant's percentage share	Author or co-author of the teaching text (scripts or university textbook) In case of co-authorship, indicate the percentage share of the applicant	Author or co-author of the teaching text (scripts or university textbook) In case of co-authorship, indicate the percentage share of the applicant
	A minimum of 30 citations, including: <ul style="list-style-type: none"> <li>at least 5 are registered in the Web of Science or SCOPUS, ERIH, or abroad</li> </ul>	A minimum of 30 citations, including: <ul style="list-style-type: none"> <li>at least 5 are registered in the Web of Science or SCOPUS databases or abroad</li> </ul>	A minimum of 30 citations, including: <ul style="list-style-type: none"> <li>at least 5 are registered in the Web of Science or SCOPUS databases or abroad</li> </ul>
	At least 1 scientific research project (domestic and foreign grants, also institutional projects) - investigator or co-investigator	At least 1 scientific research project (domestic and foreign grants, also institutional projects) - investigator or co-investigator	At least 1 scientific research project (domestic and foreign grants, also institutional projects) - co-investigator

	For external applicants, fulfilment of the point 1.9. Rector's GUIDELINES No. 1/2020 on the amount of tuition fees and fees associated with studying at St. Elizabeth's University of Applied Sciences in the academic year 2020/2021	For external applicants, compliance with point 1.9. Rector's DIRECTIVE No. 1/2020 on the amount of tuition fees and fees associated with studying at St. Elizabeth's University of Applied Sciences in the academic year 2020/2021	For external applicants, compliance with point 1.9. Rector's DIRECTIVE No. 1/2020 on the amount of tuition fees and fees associated with studying at St. Elizabeth's University of Applied Sciences in the academic year 2020/2021
Lecture activity	Active participation (lecture, poster) in at least 30 scientific events: of which: <ul style="list-style-type: none"> <li>• min. 5 scientific events abroad</li> <li>• min. 10 local invitees</li> </ul>	Active participation (lecture, poster) in at least 30 scientific events: of which: <ul style="list-style-type: none"> <li>• min. 5 scientific events abroad</li> <li>• min. 10 local invitees</li> </ul>	Active participation (lecture, poster) in at least 30 scientific events. <ul style="list-style-type: none"> <li>• of which at least 5 scientific events abroad</li> <li>• of which at least 10 domestic invitees.</li> </ul>

## Annex No. 6 to the Guideline on Habilitation and Inauguration Proceedings of the SEU

*Criteria and documents necessary to meet the criteria for the position of PROFESSOR at the St. Elizabeth University of Health and Social Work in the fields of: nursing, public health and social work according to the provisions of § 12 (h) of Act No. 131/2002 Coll. on Higher Education, approved by the Scientific Council of the St. Elizabeth University of Health and Social Work on 15.12. 2020 (§ 12 (1) (e/ of the Higher Education Act) approved in connection with the adoption of the Standards for Habilitation and Inauguration Proceedings of the Slovak Accreditation Agency for Higher Education*

	NURSING	PUBLIC HEALTH	SOCIAL WORK
Pedagogical and professional activities	<ul style="list-style-type: none"> <li>Carrying out teaching activities for a period of at least 3 years after obtaining the degree of associate professor</li> <li>Carrying out teaching activities for at least 5 years</li> <li>At least 5 years of professional experience, attestation, PSF</li> <li>Acquisition of the scientific-pedagogical title of associate professor in field of nursing or in a related field</li> <li>Acquisition of the scientific degree of philosophiae doctor (PhD.), candidate of sciences (CSc.) or doctor of sciences (DrSc) */</li> </ul>	<ul style="list-style-type: none"> <li>Carrying out teaching activities for a period of at least 3 years after obtaining the degree of associate professor</li> <li>Carrying out teaching activities for at least 5 years</li> <li>At least 5 years of professional experience, attestation, PSF</li> <li>Acquisition of the scientific-pedagogical title of associate professor in the field of study of public health or in a related field</li> <li>Acquisition of the scientific degree of philosophiae doctor (PhD.), candidate of sciences (CSc.) or doctor of sciences (DrSc) */</li> </ul>	<ul style="list-style-type: none"> <li>Carrying out teaching activities for a period of at least 3 years after obtaining the degree of associate professor</li> <li>Carrying out teaching activities for at least 5 years</li> <li>At least 5 years of professional experience, attestation, PSF</li> <li>Acquisition of the scientific-pedagogical title of associate professor in the field of study social work or in a related field</li> <li>Acquisition of the scientific degree of philosophiae doctor (PhD.), candidate of sciences (CSc.) or doctor of sciences (DrSc) */</li> </ul>
Scientific research and publication activity, acclaim, etc.	Minimum requirements for the scope of publication activity: author or co-author of at least 50 scientific and professional publications, of which: <ul style="list-style-type: none"> <li>first author in at least 10 publications.</li> <li>10 outputs in journals indexed in Web of Science, Scopus, ERIH plus; at least 2 of them must be the first author; At least 5 in the last 5 years</li> <li>author or co-author of at least 20 international publications,</li> </ul>	Minimum requirements for the scope of publication activity: author or co-author of at least 50 scientific and professional publications, of which: <ul style="list-style-type: none"> <li>first author in at least 10 publications</li> <li>10 outputs in journals indexed in Web of Science, Scopus, ERIH plus; at least 2 of them must be the first author; At least 5 in the last 5 years</li> <li>author or co-author of at least 20 international publications,</li> </ul>	Minimum requirements for the scope of publication activity: author or co-author of at least 50 scientific and professional publications, of which: <ul style="list-style-type: none"> <li>first author in at least 10 publications;</li> <li>10 outputs in journals indexed in Web of Science, Scopus, ERIH plus; at least 2 of them must be the first author; At least 5 in the last 5 years</li> <li>author or co-author of at least 20 international publications,</li> </ul>
	Author of at least 1 monograph or co-author. In case of co-authorship indicate the percentage of the applicant.	Author of at least 1 monograph or co-author. In case of co-authorship indicate the percentage of the applicant.	Author of at least 1 monograph or co-author. In case of co-authorship indicate the percentage of the applicant.
	Author or co-author of 1 university textbooks or textbooks - teaching texts	Author or co-author of 1 university textbooks or textbooks - teaching texts	Author or co-author of 1 university textbooks or textbooks - teaching texts
	At least 50 responses (citations) to published works, of which: <ul style="list-style-type: none"> <li>at least 10 are registered in foreign databases Web of Science or SCOPUS, Medline, ERIH plus</li> </ul>	At least 50 responses (citations) to published works, of which: <ul style="list-style-type: none"> <li>at least 10 are registered in foreign databases Web of Science or SCOPUS, Medline, ERIH plus</li> </ul>	At least 50 responses (citations) to published works, of which: <ul style="list-style-type: none"> <li>at least 10 are registered in foreign databases Web of Science or SCOPUS, Medline, ERIH plus</li> </ul>
	At least 2 scientific research projects (domestic and foreign grants, also institutional projects) - investigator, co-investigator	At least 2 scientific research projects (domestic and foreign grants, also institutional projects) - investigator, co-investigator	At least 2 scientific research projects (domestic and foreign grants, also institutional projects) - investigator, co-investigator

	At least 3 written references on the applicant's achievements from foreign experts, from three different countries outside the Slovak Republic. Indicate that he/she meets the requirements for holding the post of professor in an international context.	At least 3 written references on the applicant's achievements from foreign experts, from three different countries outside the Slovak Republic. Indicate that he/she meets the requirements for holding the post of professor in an international context.	At least 3 written references on the applicant's achievements from foreign experts, from three different countries outside the Slovak Republic. Indicate that he/she meets the requirements for holding the post of professor in an international context.
	For external applicants, compliance with point 1.9. 1/2020 on the amount of tuition fees and fees associated with by studying at St. Elizabeth's University of Applied Sciences in the academic year 2020/2021	For external applicants, fulfilment of the point 1.9. Rector's GUIDELINES No. 1/2020 on the amount of tuition fees and fees associated with studying at SEU St. Elizabeth in academic year 2020/2021	For external applicants, compliance with point 1.9. 1/2020 on the amount of tuition fees and fees associated with by studying at St. Elizabeth's University of Applied Sciences in the academic year 2020/2021
Scientific education of doctoral students	Education of scientific and pedagogical staff in a given or related field. Of which: <ul style="list-style-type: none"> <li>at least 1 successfully trained PhD student</li> <li>at least 1 PhD student after passing the dissertation examination</li> </ul>	Education of scientific and pedagogical staff in a given or related field. Of which: <ul style="list-style-type: none"> <li>at least 1 successfully trained PhD student</li> <li>at least 1 PhD student after passing the dissertation examination</li> </ul>	Education of scientific and pedagogical staff in a given or related field. Of which: <ul style="list-style-type: none"> <li>at least 1 successfully trained PhD student</li> <li>at least 1 PhD student after passing the dissertation examination</li> </ul>
	Development of the field and doctoral studies e.g. <ul style="list-style-type: none"> <li>member of the committee or opponent for the defence of doctoral dissertations (PhD.), resp.</li> <li>member or opponent of habilitation and inauguration commissions.</li> </ul>	Development of the field and doctoral studies e.g. <ul style="list-style-type: none"> <li>member of the committee or opponent for the defence of doctoral dissertations (PhD.), resp.</li> <li>member or opponent of habilitation and inauguration commissions.</li> </ul>	Development of the field and doctoral studies e.g. <ul style="list-style-type: none"> <li>member of the committee or opponent for the defence of doctoral dissertations (PhD.), resp.</li> <li>member or opponent of habilitation and inauguration commissions.</li> </ul>
Lecture activities, conferences	Active participation in at least 50 scientific events (posters, lectures), of which: <ul style="list-style-type: none"> <li>at least 20 invited events</li> <li>minimum attendance at 10 international events and several of them invited lectures abroad</li> </ul>	Active participation in at least 50 scientific events (posters, lectures), of which: <ul style="list-style-type: none"> <li>at least 20 invited events</li> <li>minimum attendance at 10 international events and several of them invited lectures abroad</li> </ul>	Active participation in at least 50 scientific events (posters, lectures), of which: <ul style="list-style-type: none"> <li>at least 20 invited events</li> <li>minimum attendance at 10 international events and several of them invited lectures abroad.</li> </ul>

**Annex No. 7 to the Guideline on Habilitation and Inauguration Proceedings of the SEU**

***Consent of the data subject to the processing of personal data (in accordance with the provisions of Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts)***

**Consent of the data subject  
with the processing of personal data**

(within the meaning of Act No. 18/2018 Coll. on the Protection of  
Personal Data and on Amendments and Additions to Certain Acts)

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Signed:

Born:

Bytom:

Workplace:

I hereby grant my consent to the processing of personal data provided in the materials submitted to the application for habilitation or inauguration proceedings, pursuant to Act No. 18/2018 Coll. on the Protection of Personal Data, as amended, for the SEU and the Ministry of Education, Science, Research and Sport of the Slovak Republic, for the purposes associated with the habilitation or inauguration proceedings.

I have been informed that, pursuant to the provisions of Section 14(3) of Act No. 18/2018 Coll., I, as the data subject, may withdraw my consent to the processing of personal data concerning me at any time.

Furthermore, I have been informed that the withdrawal of consent does not affect the lawfulness of the processing of personal data prior to its withdrawal, i.e. prior to the provision of consent, and also that, as the data subject, I may withdraw consent in the same way as I gave it.

Done at  
Bratislava, on

.....  
*signature of the person concerned*

**Appendix No 1/2021**

to the Internal Regulation: Directive - Habilitation and inauguration proceedings in the conditions of the St. Elizabeth University of Health and Social Work

*Notification, transmission and handling of personal data of students and employees of the college, as well as persons applying for graduation under the Act 131/2002 Coll. on Higher Education or a specialization within the meaning of Government Regulation No. 296/2010 Coll. on professional competence for the exercise of the health profession, the manner of further education of health professionals*

**1. The university's remit in the information delivery system**

The St. Elizabeth University of Health and Social Work is not an obliged person according to Act No. 211/2000 Coll. on free access to information, as it does not meet the definition of an obliged person according to § 1 and § 2 of the cited Act, its legal form is a non-profit organization.

**2. Submission of information containing personal data**

With the Rector's consent, information may be provided to a legal or natural person residing in the Slovak Republic outside the Act No. 211/2002 Coll. on Free Access to Information, if the following conditions are met:

A natural or legal person with permanent residence in the Slovak Republic may be provided with information on graduation proceedings (rigorous, habilitation, doctoral, specialisation studies), or on the course of higher education studies of the first, second and third degree only if:

- a) the data subject(s) (opponents, members of the CoR committee) give their consent to the processing of personal data,
- b) the name, address of the legal and natural person requesting the information is clear beyond doubt (this is not an anonymous request),
- c) the data is requested by a person who has consent to the processing of personal data and

the authorisation of a domestic or foreign accreditation or evaluation body, a central government authority in competence of the Ministry of Education and Science of the Slovak Republic and the Ministry of the Interior of the Slovak Republic), as well as the appropriate level of NBU clearance to work with personal data.

### **3. Sanctions**

If a legal or natural person attempts, alone or in cooperation with third parties, to obtain personal data without complying with the obligations set out in this Internal Regulation, an employee or student of the College who becomes aware of this shall make an appropriate notification to the Rector of the College and to the Head of Human Resources. The latter shall immediately report such attempt or act to the competent district prosecutor's office at the place of the request on suspicion of the offence of misuse of personal data. The Rector shall at the same time make a notification to the central government authority for the protection of personal data.

### **4. Common provision**

This is without prejudice to the obligation of the university to publish the legally prescribed data on the graduation procedures of the university for a period of 5 years, imposed by Act No. 131/2002 Coll. on universities and Decree No. 6/2005 as amended. As far as the persons of citizens in the Slovak Republic are concerned, the regulations in question apply to them in their entirety. They apply to foreign nationals *mutatis mutandis*, taking into account the legislation in force at the place of the university or the place of work of the natural person, student or employee of the university. Data defined as 'indicators' (signatures, photographs, etc.) may be published only with the consent of the persons concerned.

**5.** This Amendment shall enter into force on 26.11. 2021

In Bratislava, 26. 11. 2021

Dr. h. c. prof. MUDr. Juraj Benca, PhD., MPH  
Rector