

Unofficial consolidated text Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana includes:

- Clean copy of Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 27<sup>th</sup> September 2016
- Amendments to Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 18<sup>th</sup> October 2016

## **Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana**

### **Section One:**

#### **1. General Provisions**

##### Article 1 (Purpose)

The Criteria for Appointment to the Titles of University Teacher, Researcher and Associate (hereinafter referred to as: the Criteria) at the University of Ljubljana (hereinafter referred to as: the UL) regulate the conditions, criteria and the procedure for appointment to the titles of university teacher, researcher and associate.

The Criteria define the minimum common, general and special conditions for appointment to a particular title.

The member institutions of the UL may, as appropriate, also add to these conditions certain special conditions for appointment to a title in a specific habilitation field. The special conditions for individual member institutions of the university are adopted by the Senate of the UL upon the proposal of a member institution and after obtaining a prior opinion from the Habilitation Commission, after which they form an annex to these Criteria.

##### Article 2

The purpose of these Criteria is to ensure uniform and objective Criteria for Appointment to a title, which should in turn contribute to the raising of the quality of pedagogical, research and artistic work at the UL.

#### **2. Habilitation Fields**

##### Article 3

Candidates may be appointed to titles in habilitation fields that are provided in Annex 1 to these Criteria.

The Senate of the UL may supplement or amend the list of habilitation fields upon the proposal of a member institution and after obtaining a prior opinion from the Habilitation Commission.

The Senate's decision on the amendment of habilitation fields is adopted according to the same procedure as these Criteria, whereby the decision simultaneously represents an amendment to these Criteria.

## Article 4

A candidate may be appointed to a title in one or more habilitation fields.

### 3. Titles

## Article 5

The titles of university teachers are:

- full professor (redni profesor),
- associate professor (izredni profesor),
- assistant professor (docent),
- senior lecturer (višji predavatelj),
- lecturer (predavatelj) and
- language instructor (lektor).

The titles of researchers are:

- research counsellor (znanstveni svetnik),
- senior research fellow (višji znanstveni sodelavec) ,
- research fellow (znanstveni sodelavec).

The titles of university associates are:

- assistant (asistent),
- librarian (bibliotekar),
- expert adviser (strokovni svetnik),
- senior expert (višji strokovni sodelavec),
- junior expert (strokovni sodelavec), and
- instructor (učitelj veščin).

The title of a research associate is assistant-researcher.

Article 5. a  
(Comparable scientific or research titles)

At the same time, the Senate of the Member or Senate of the UL, when electing the pedagogical title of the candidate, also elects a comparable scientific or research title, regardless of the candidate's role. The election period to the research title is equal to the election period to the pedagogical title.

Comparable scientific or research titles are:

Educational title	Comparable scientific or research title
Full professor	Research counsellor
Associate professor	Senior research fellow
Assistant professor	Research fellow
Senior lecturer, expert adviser	Independent developer
language instructor, lecturer, senior expert	Senior developer
assistant (with a research doctorate)	assistant with a doctorate
assistant (with a research master's degree)	Assistant with a master's degree
assistant (with II level diploma or equivalent)	assistant
Expert adviser	Independent developer
Senior expert	Higher developer
Expert adviser	Developer
instructor	Developer
librarian	Developer

**a. Duration of the Title**

Article 6

University teachers and researchers, with the exception of full professors and research counsellors, are appointed to the respective title for a period of five years (hereinafter referred to as: the Electoral Period). They may be re-appointed to the same title and for the same electoral period under the conditions for re-appointment.

Assistants and assistant-researchers are appointed to the respective title for a period of three years. They may be re-appointed to the same title and for the same electoral period under the conditions for re-appointment.

Full professors and research counsellors are appointed to the respective title permanently by the Senate of the UL.

Other university associates are appointed to the title permanently by the Senate.

## **b. The Sequence of Titles**

### Article 7

University teachers may be appointed to individual titles in the following sequence:

- assistant professor, associate professor, full professor,
- lecturer, senior lecturer.

Researchers may be appointed to the titles in the following sequence: research fellow, senior research fellow, research counsellor.

## **c. The Relationship between Pedagogical and Research Titles**

### Article 8

A researcher may be appointed to the title of university teacher if they fulfil the condition of pedagogical qualification for appointment to a particular title.

Under the condition stipulated in the first paragraph, a research counsellor may be appointed to the title of full professor, a senior research fellow may be appointed to the title of associate professor, while a research fellow may be appointed to the title of assistant professor.

In this case, the pedagogical title applies until the expiry of the research title on the basis of which the person was appointed to the title of university teacher.

### Article 9

The titles of university teachers are proof of the academic and professional qualification required for appointment to the titles of researchers in the relationships between the individual titles specified in the previous article.

## **4. The Procedure for Appointment to a Title**

### Article 10

(The Application of the Rules within the Scope of the Procedure)

In the process of assessing the fulfilment of conditions for appointment to a title, the rules in force at the date of the application, are used.

Within the scope of the procedure for appointment to a title, the provisions of the General Administrative Procedure Act and of the Statutes of the UL shall apply mutatis mutandis in addition to the provisions of these Criteria.

### Article 11

(The Method for Instituting the Procedure for the First Appointment to a Title)

The procedure for appointment to the title of university teacher or associate, or researcher or associate, is instituted at the request of a candidate for appointment to a particular title.

The candidate must file an application in writing with a member faculty that has key responsibility within the UL for the field for which the candidate wishes to be habilitated.

When the habilitation involves fields for which more than one member institution has key responsibility, the candidate may file the application for appointment with any of the said member institutions. The member institutions that cover the candidate's habilitation field reach

an agreement in such a case on the appointment of rapporteurs on the professional or artistic qualification of the candidate.

#### Article 12

(The Method for Instituting the Procedure for Subsequent Appointment or Re-Appointment to a Title)

The procedure for subsequent appointment or re-appointment to a title is instituted no less than 6 months prior to the expiry of the valid title. The administration of the member institution where the candidate is employed is obliged to notify the candidate of the above mentioned procedure in writing and in a timely manner.

#### Article 13

(Evidence in the Procedure for Appointment to a Title)

The application for appointment to a title shall contain:

- a request with the indication of the habilitation field for which the candidate wishes to be habilitated and the title to which they wish to be appointed;
- a curriculum vitae detailing the candidate's professional, scientific, artistic and educational work;
- a bibliography in the form of an extract from COBISS or evidence of planned and executed scientific or artistic work;
- evidence of pedagogical abilities,
- evidence of appointment to a title, provided the candidate has already held a title;
- certified transcripts of a higher education, university degree, specialisation, master's or doctoral qualification or evidence of the recognition of important works of art;
- for the purposes of appointments to a title in various artistic fields, within the scope of which artistic abilities and creativity are evaluated, the application shall further contain evidence of the required public recognition of important works of art as stipulated by the special criteria for the recognition of important works of art;
- evidence of knowledge of foreign languages.

Upon the first appointment to a title, the candidate shall also submit evidence of their employment to date.

#### Article 14

Within the scope of the procedure for appointment to a title, the candidate's bibliography shall include bibliography, published in the period to the date the application for re-appointment to the current title or appointment for a higher title.

If the applicant submits multiple applications at the same time, he cannot claim the same bibliography in several applications.

#### Article 15

The competent administrative office of the member institution, which finds that the filed request or documentation is incomplete or incorrectly compiled, invites the candidate to remedy the deficiencies no later than within a period of 30 days.

If the candidate fails to remedy the deficiencies within 30 days of receiving the notification, the application shall be deemed to have been withdrawn.

## Article 16

The Senate of the Member at which the procedure for appointment to a title is underway, deliberates on the submitted application and appoints no less than three rapporteurs to provide an evaluation of the professional or artistic qualification of the candidate and – in the event that the candidate is already performing pedagogical work – invites the Student Council of the member institution to formulate an opinion on the candidate's pedagogical work.

## Article 17

### (Probationary Public Lecture)

The rapporteurs who produce an expert evaluation of the professional or artistic qualification of the candidate requesting the title of university teacher for the first time determine, with the candidate's agreement, the topic and the date of the probationary public lecture if so required by the Criteria.

The rapporteurs and the student appointed by the Student Council of the member institution evaluate the success of the lecture and draw up a special report on the evaluation in accordance with the Rules on the Probationary Lecture.

If one of the rapporteurs is unable to attend the lecture, the Senate of the member institution appoints a replacement member.

### Article 17. a

The Member institution shall inform the candidate with negative assessments of the rapporteurs and the positive or negative opinion of the Student Council. At his request, he is also informed of the positive assessments, but no information is provided on the names of the rapporteurs or other information from which it could be concluded who the rapporteur is. The acquaintance is forwarded via e-mail address given by the employer or, if the candidate is not employed by the University, in another appropriate way. Within three working days of receipt, the candidate can comment the content of negative assessments or negative opinion of the Student Council.

## Article 18

In cases involving the first appointment to a title or appointment to a higher title, the member institution sends the entire documentation to the Habilitation Committee, together with the rapporteurs' evaluations, the opinion of the Student Council and the results of the student survey on the pedagogical work of the candidate and a possible written statement of the candidate regarding the negative assessments of the rapporteurs and / or the negative opinion of the Student Council.

In the event that the candidate fails to submit a written statement within the prescribed deadline, the Member institution shall forward to the Habilitation Committee a statement in addition to the above-mentioned documentation that the candidate did not make a written statement on the negative assessments and / or the negative opinion of the Student Council.

## Article 19

If the Habilitation Committee finds that the request for appointment to the title is incomplete, it shall postpone the decision on the request and invite the candidate to submit the missing evidence or documents. The deadline shall not be less than one month or more than four months.

If the candidate fails to submit the missing evidence or documents within four months, the

Habilitation Committee informs the panel of the Member institution on which the procedure for application to the title is being conducted. The Senate of the Member institution rejects the application.

#### Article 20

Within a period of two months, the Habilitation Committee decides on the request for appointment to the title based on the material or facts known at the time of appointment of rapporteurs for the preparation of a professional assessment of the candidate's professional or artistic competence and communicates its decision to the Senate of the member institution competent for appointment.

The decision regarding the candidate for appointment to a title is based on the rapporteurs' evaluations of the candidate's professional and artistic qualification.

If, on the basis of a comprehensive assessment of the submitted material, the Habilitation Commission finds that it is not possible to accept the rapporteurs' opinion, it shall provide a special justification of its opinion.

Following the decision of the Habilitation Commission on granting consent to the appointment, the application can no longer be withdrawn.

#### Article 21

If the Habilitation Commission finds that the opinions of two or more rapporteurs for the determination of the candidate's professional qualification are negative, it adopts a decision stating that the conditions for the continuation of the procedure have not been met and accordingly notifies the Senate of the member institution conducting the procedure for appointment to the title thereof.

The Member institution shall forward the decision to the candidate that the conditions for the continuation of the procedure are not fulfilled and informs him that he can apply for re-election to the title within 14 days from the receipt of the decision and proceed as a re-election procedure.

If the Habilitation Committee has issued a decision that the conditions for continuing the procedure are not fulfilled and if the candidate did not request a re-election within the deadline, the senate of the Member institution shall take a declaratory decision to stop the procedure within 30 days.

#### Article 22

Re-appointment to a title is decided on by the Senate of the Member institution conducting the procedure for appointment to the title based on the documentary materials or facts known at the time of appointment of rapporteurs for the preparation of a professional assessment of the candidate's professional or artistic competence.

#### Article 23

The Senate of the member institution decides on the appointment of the candidate to the title within a period of 30 days of receiving the consent of the Habilitation Committee.

If the Habilitation Committee does not grant its consent, the candidate may, within 14 days from the receipt of the decision of the Habilitation committee on the rejection of the consent, request the member to re-elect to the title and proceed as a re-election procedure

If the Habilitation Committee does not grant its consent and if the candidate has not applied for

re-election within the deadline, the Senate of the Member institution shall, within 30 days, adopt the declaratory decision that the election is not possible.

#### Article 24

A candidate that has not been appointed in the procedure for appointment to a title may not re-apply for appointment to the same title within one year of the day that their application was rejected.

#### Article 25

##### (Discretionary Decision-Making Powers)

An appointment to a title is the expression of the autonomous academic assessment of a candidate's work as well as their professional, artistic and pedagogical abilities. The fulfilment of the conditions for appointment in accordance with these Criteria is the precondition for deliberation upon the request for appointment and creates no right whatsoever to appointment.

Based on its discretionary decision-making powers, and within the scope of the procedure for appointment to a title and from among several possible decisions, the competent body adopts the decision that it deems to be the most suitable and professionally justified in that particular case, for which it then provides the reasoning or supporting facts and evidence found during the procedure.

#### Article 25.a

A visiting teacher or visiting researcher may be appointed who has the appropriate valid habilitation of the relevant other university or independent higher education institution or research institution, or occupies a position in such an organisation for which at least equivalent conditions are required as for a habilitation title at the UL.

A guest teacher or visiting researcher is appointed by the Rector on the proposal of the Dean of the Member institution and after the previous opinion of the Habilitation Committee of the UL.

The proposal contains justification of the need to include a visiting teacher or researcher in a pedagogical or research process; the proposal to place a guest teacher in one of the teacher's titles and justify the candidate's excellence - scientific or artistic achievements, publications, the reputation of the institutions and the period when he was working on them. The application must be accompanied by proof of valid habilitation of the home institution or evidence of appropriate employment at the workplace, as stated in the first paragraph of this article.

In the preliminary opinion, the Habilitation Committee of the UL proposes, among other things, which of the three titles of a higher education teacher should be filled by a candidate for a visiting teacher.

Visiting teachers or visiting researchers are appointed for a period of 12 months, with the possibility of reappointment for an additional 12 months. Upon the expiration of two consecutive appointments, they may be reappointed to this title after 4 years.

A guest teacher or visiting researcher has the same rights and duties as an academic or researcher in the performance of teaching and research work. A visiting teacher or visiting researcher does not participate in the management of a member and a university.



## **A. Appeal in the Procedure for Appointment to a Title**

### **a. Right of Appeal**

#### Article 26

A candidate may file an appeal with the University Senate within 15 days of the day that the decision rejecting their application for appointment to the title or deciding on their re-appointment to the same title was served.

### **b. Reasons for Appeal**

#### Article 27

An appeal may be filed for the following reasons:

- if the provisions of the law or the Statutes on the procedure for appointment to a title have been violated,
- if in the course of the appointment procedure the facts relevant to the decision have been established incorrectly or incompletely.

#### Article 28

An appeal is filed with the member institution that conducted the procedure for appointment to a title. The member institution is obliged to submit to the University within a period of seven days.

The University Senate appoints a rapporteur from among its member institutions at the first session after receiving the appeal.

The rapporteur prepares a report within a period of 30 days and submits it to the University Senate.

#### Article 29

After receiving the appeal, the University notifies the candidate that they may, within a period of ten days of receiving the notification, access the documentation from the appeal procedure in the presence of an authorised University employee and state in writing their opinion regarding all the facts of the appeal procedure within a further ten days of gaining access to the documentation.

### **c. Decision on the Appeal**

#### Article 30

The University Senate decides on the appeal at its first session after receiving the rapporteur's report.

If the report of the rapporteur indicates that the appeal was filed too late, the Rector rejects the appeal and notifies the Senate thereof.

## Article 31

The appeal is decided on by the University Senate in a session that is closed to the public, at which deliberation and voting takes place.

The deliberation on the appeal commences with the report of the rapporteur, who presents a suitable decision to the Senate.

The University Senate may either reject or accept the appeal by annulling the contested act and returning the case to the member institution for re-consideration at the stage of the procedure during which the violation occurred.

The Senate takes the decision with the majority of the votes of the member institutions present, whereby a Senate member may not abstain from the vote.

The decision of the University Senate is final.

## **5. The Procedure for the Recognition of a Title Obtained at a Different University**

### Article 32

If a candidate who already holds the title of teacher at a different university applies for a tendered position of teacher at the UL, it is necessary to establish, within the scope of a special procedure, the equivalence of that title with the title of teacher at the UL prior to taking the decision on the appointment.

When a procedure for the establishment of equivalence of the teaching title is required, the procedure for appointment of the candidate is extended by the time required for the implementation of the procedure for the establishment of the equivalence of the teaching title.

### Article 33

Within the scope of the procedure for the establishment of the equivalence of the teaching title obtained at a different university, it is necessary to ascertain the equivalence of the quantitative and qualitative criteria on the basis of which the candidate obtained the teaching title at the other university, and the criteria required for appointment to a title under these Criteria.

Within the scope of the procedure for the establishment of equivalence of the teaching title obtained at a different university, the provisions of these Criteria required for appointment to a title are applied *mutatis mutandis*.

The recognition of equivalence of the title is valid for the same period as the validity of the appointment to the teaching title at the UL.

### Article 34

The procedure for the establishment of the equivalence of the teaching title obtained at a different university is conducted by the member institution that gave the initiative to issue a tender for the free teaching post.

The procedure commences with the Dean's declaratory decision on the fact that a candidate who obtained the teaching title at a different university has applied for the tendered position.

The Senate of the member institution at which the procedure for the establishment of the equivalence of the teaching title is being conducted invites the candidate to immediately submit information on the procedure through which they obtained the teaching title, their biography and bibliography, as well as three of their most important works, in physical form,

that are available in one of the widely spoken foreign languages.

The Senate of the member institution appoints three rapporteurs from among UL teachers who within a period of 30 days each compile their own report on the equivalence of the candidate's teaching title with the teaching title at the UL.

The Dean of the member institution conducting the procedure sends the rapporteurs' reports together with other documentary materials to the Habilitation Commission of the UL.

#### Article 35

Based on the rapporteurs' reports, the documentary materials received and the generally available data, the Habilitation Commission ascertains whether the candidate's teaching title is equivalent to the teaching title at the UL and either issues a positive or negative opinion in this regard.

Based on a positive opinion of the Habilitation Commission, the Senate of the member institution conducting the procedure adopts a declaratory decision stating that the candidate's teaching title is equivalent to the teaching title at the UL.

In the event of a negative opinion of the Habilitation Commission, the Senate of the member institution conducting the procedure adopts a declaratory decision stating that the candidate's teaching title is not equivalent to a teaching title at the UL and that the candidate may not be selected in a public tender for a teaching post at the UL.

#### Article 36

If a candidate fails to communicate the required information within a period of 30 days of being invited to do so and fails to request the extension of the deadline, the Senate of the member institution conducting the procedure adopts a decision on the halting of the procedure for the establishment of equivalence of the teaching title obtained at a different university with the corresponding teaching title at the UL.

### **6. Conditions for Appointment to a Title**

#### Article 37

A candidate for appointment to a title must cumulatively fulfil the common, general and special conditions for appointment to a title.

#### **A. Common Conditions for Appointment to a Title**

#### Article 38

The common conditions for appointment to a title are the conditions that must be fulfilled by every candidate in order to be appointed to a title.

#### Article 39

The common conditions for appointment to a title are:

- proven suitable education or suitable academic title,
- proven capacity for professional or artistic work,
- proven pedagogical abilities,

- positive evaluation by the majority of the rapporteurs on the candidate's qualification,
- active knowledge of at least one of the widely spoken foreign languages.

Pedagogical abilities do not need to be proven by the candidates for appointment to the titles of researcher, assistant-researcher, expert adviser, senior expert, junior expert or librarian.

#### Article 40

Candidates prove their qualification for professional work by means of documented publications of scientific and professional work, documented research and professional achievements, documented collaboration in scientific and professional projects, patents and other documented achievements that are considered to represent evidence of originality and quality in a particular professional field.

Qualification for artistic work is proven by documented public or publicly available performances of copyrighted works, public or publicly available presentations or publications of artistic works and other documented achievements that are considered to represent evidence of originality and quality in a particular artistic field.

#### Article 41

Pedagogical abilities are demonstrated within the scope of the appointment to the title of university teacher by a probationary lecture and, in the case of an appointment to a higher title or re-appointment, in accordance with Article 53 of these Criteria.

In the event that the candidate has already carried out teaching work at the UL, by the opinion of the Student Council and the results of the student survey on the candidate's pedagogical work is also taken into account at the first appointment to the title of university teacher.

#### Article 42

Active knowledge of a foreign language is proven by a certificate of an institution competent for the issuance of such certificates or an internationally recognised certificate of the knowledge of a particular language (TOEFL, IELTS, TCF, TestDaF, CELU, etc.)

A candidate for appointment to a title who received a doctoral degree at a foreign university under a programme conducted in one of the widely spoken foreign languages and who wrote their doctoral thesis in that language is not obliged to submit evidence on active knowledge of one of the widely spoken foreign languages.

Evidence of knowledge of a foreign language only needs to be provided for the first appointment.

### **B. General Conditions for Appointment to an Individual Title**

#### 43. Article 43

The general conditions are formal conditions that must be fulfilled by a candidate in addition to the common conditions in order to be appointed to a title.

The following may be appointed to individual positions:

1. a person may be appointed to the title of full professor, associate professor, assistant professor, research counsellor, senior research fellow and research fellow if they hold a doctor of philosophy degree;
2. a person may be appointed to the title of full professor, associate professor and assistant

professor in artistic disciplines if they have their works of art recognised and they hold a university education in the appropriate field of study obtained under a study programme adopted prior to June 2004 and they have completed a second-cycle study programme adopted after that date;

3. a person may be appointed to the title of senior lecturer if they hold a master's degree or a specialisation acquired under a study programme adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date;

4. a person may be appointed to the title of foreign language lecturer in non-language-oriented fields of study if they have 5 years of suitable practical experience and a university education in a suitable field of study acquired under a study programme adopted prior to June 2004, or they have completed a second-cycle study programme adopted after that date;

5. a person may be appointed to the title of lecturer for courses on which the principal focus is special professional knowledge if they have 10 years of successful practical professional experience and at least a university education acquired under a study programme adopted prior to June 2004, or have completed at least a second-cycle study programme adopted after that date;

6. a person may be appointed to the title of language instructor if they hold a university education in a suitable field of study acquired under a study programme adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date;

7. a person may be appointed to the title of assistant if they hold a university education in a suitable field of study acquired under a study programme adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date and if they achieved an average grade of 8 (out of 10) throughout the course of their study;

8. a person may be appointed to the title of assistant-researcher if they hold a university education in a suitable field of study acquired under a study programme adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date and if they achieved an average grade of 8 (out of 10) throughout the course of their study;

9. a person may be appointed to the title of expert adviser if they hold a university education in an appropriate field of study obtained under a study programme adopted prior to June 2004 or have completed a second-cycle study programme adopted after that date and have 15 years of suitable professional practical experience in a field related to the field for which they are being appointed to the above title;

10. a person may be appointed to the title of senior expert if they hold a university education in a suitable field of study acquired under a study programme adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date and have 10 years of suitable practical experience in a field related to the field for which they are being appointed to the above title;

11. a person may be appointed to the title of junior expert if they hold a university education in a suitable field of study acquired under a study programme adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date and 2 years of suitable practical experience in a field related to the field for which they are being appointed to the above title;

12. a person may be appointed to the title of instructor if they hold a university education in a suitable field of study acquired under study programmes adopted prior to June 2004, or have completed a second-cycle study programme adopted after that date and have 5 years of suitable practical experience in a field related to the field for which they are being appointed to the above title;

13. a person may be appointed to the title of librarian if they hold a university education in a suitable field of study acquired under a study programmes adopted prior to June 2004 or have completed a second-cycle study programme adopted after that date, 3 years of suitable practical experience and have demonstrated an ability for independent professional work.

## **a. Elements of Qualification for the Habilitation Field**

### Article 44

The substantive elements for the assessment of qualification for the habilitation field are:

- success in resolving scientific, research-development or professional issues,
- active work in an international context,
- work experience in a professional environment, etc.

### Article 45

Qualification for a particular habilitation field is proven by:

- relevant bibliography in the field for which the candidate wishes to be habilitated,
- evidence of successful collaboration in an international context,
- demonstrable citations in scientific literature and
- positive evaluations by rapporteurs.

### Article 46

A candidate's work must be published or presented in a manner that is recognised by the profession as suitable for recognition by the domestic and international professional public in the field for which the candidate wishes to be habilitated.

A candidate may replace internationally recognised work with work that is important for the national identity and culture in the habilitation fields if performances in the international context are not possible or are inadequate as a criterion of quality. These fields are defined upon the proposal of the member institutions by the Habilitation Commission and then adopted by the Senate of the UL (Annex 2).

### Article 47

A candidate proves international recognition of their work specifically through the following indicators of international recognition:

- internationally recognised publications,
- demonstrable citations in scientific literature,
- invitations to hold lectures at international scientific meetings,
- membership of editorial boards of international journals,
- membership of foreign academies,
- heads of the subject in international undergraduate or postgraduate programmes, and
- pedagogical collaboration in the provision of undergraduate and postgraduate study programmes at foreign universities.

The list of indicators of international recognition and their quantitative value for individual fields are adopted by the Senate of the UL after obtaining the prior opinion of the Habilitation Commission. The list is annexed to these Criteria (Annex 3).

### Article 48

A candidate proves international recognition of their artistic work specifically with the following indicators of international recognition:

- the presentation of their work at festivals or other equivalent events held abroad,
- membership of international panels of judges.

The detailed criteria for international recognition are proposed by the member institutions and are then adopted by the Senate of the UL after obtaining the prior opinion of the Habilitation Commission. The list is annexed to these Criteria (Annex 4).

#### Article 49

A publication is deemed to be a publication with international recognition if the text is published in one of the widely spoken foreign languages and in one of the journals indexed in SSCI or SCI with  $IF > 0$  and AHCI, or in journals that are comparable in terms of quality and international recognition with the former journals according to the opinion of the profession. A comparable journal must be on one of the relevant international lists. The list of these journals is proposed by the member institutions primarily responsible for the field for which the candidate wishes to be habilitated and is then confirmed by the Senate of the UL after obtaining the prior opinion of the Habilitation Committee (Annex 5).

#### Article 50

In cases where, in the reasoned opinion of the member institution, there is no first or leading authorship (e.g. where authors are classified in alphabetical order), the first or leading authorship criterion is not taken into consideration.

### **b. Elements of Artistic Qualification**

#### Article 51

The substantive elements for the assessment of artistic qualification for the habilitation field are:

- public performances of copyrighted works,
- public presentations of artistic works,
- awards and decorations for artistic work, and
- activity in an international context.

#### Article 52

Artistic qualification for a particular habilitation field is proven by:

- critiques of artistic work,
- awards for artistic work,
- membership in international ensembles and panels of judges,
- collaboration at established domestic and foreign festivals, competitions and events,
- invitations for guest appearances abroad,
- collaboration with established domestic and foreign arts institutions, and
- positive evaluations by rapporteurs.

### **c. Elements of Pedagogical Qualification**

#### Article 53

The elements for the assessment of the candidate's pedagogical qualification for appointment to a title are:

- the comprehensibility and systematic nature of lectures, exercises, seminars, consultations and knowledge evaluations,
- successful mentoring of bachelor's degrees, specialisations, master's degrees, doctoral degrees, life-long learning and postgraduate study, mentoring of exchange students and student research work,
- their attitude towards students,
- the opinion of students on pedagogical work,

- encouragement to pursue scientific, artistic, pedagogical and professional work,
- the preparation and professional, pedagogical and methodical or didactic value of teaching aids, study materials and text books,
- the development of laboratories or other specialised units supporting the pedagogical process,
- pedagogical training supported by evidence and obtained under general programmes for pedagogical training or individual programmes at a member institution.

### **C. Special Conditions for Appointment to a Specific Title**

#### Article 54

The special conditions are, in addition to the common and general conditions, the quantitative and qualitative conditions that must be fulfilled by a candidate in order to be appointed to a title.

#### **i. Full Professor and Research Counsellor**

A candidate may be appointed to the title of full professor if, in addition to the common and general conditions, they fulfil the following special quantitative and qualitative conditions:

Qualitative conditions:

- they are able to act independently in scientific, artistic, research and development spheres and contribute new knowledge or creative work in the field for which they are being habilitated;
- they provide evidence of international recognition of their work;
- since completing their doctoral studies, they have acted in a research and pedagogical capacity at a foreign university or research institution for at least 3 continuous months, or
- since having their important works of art recognised, they have acted in an artistic and pedagogical capacity at a foreign university or important arts institution for at least 3 continuous months; work within panels of judges at important international arts contests or competitions or international events that are considered of exceptional importance on account of the location or venue shall be valued the same as activity at a foreign university or arts institution;
- they have furthered or enhanced scientific and artistic achievements and provide for their application, or have enriched Slovenian and international knowledge and culture;
- they have acted as a mentor for at least one successfully defended doctoral thesis or co-mentor for two, or mentor for at least one special artistic achievement;
- they have published scientific or artistic works (monograph, book, text book) that are important for the development of the discipline in an international or national framework;
- they have managed research projects, and
- they have the consent of the Habilitation Committee.

On the basis of expert opinions and submitted relevant documentation, in specially justified cases, the candidate may, in specific life circumstances that prevent him from having a longer absence from home (for example, workers working part-time in accordance with the regulations on pension and disability insurance, regulations on health insurance or other regulations; workers who nurture and protect a child who needs special care and protection in accordance with the regulations governing family benefits; other similar, objectively justified cases), recognise the fulfilment of the condition of the 3-month uninterrupted pedagogical, research or artistic activity at a foreign university, a research institution or an important artistic institution, on the basis of a different active international activity. In such cases, expert rapporteurs must assess the comparability or appropriateness of such international operation.

Quantitative conditions:

- within the scope of the evaluation of the published work or pedagogical activities, they have achieved at least 90 points (at least 20 of which for pedagogical activities and at least 50



of which for scientific or artistic activities), at least 30 of which must have been achieved within the most recent electoral period (at least 7.5 points of which for pedagogical activities and at least 15 points of which for scientific or artistic activities);

- they have published at least 14 articles (at least 7 of which must have been published since the last appointment to a lower title), of which the candidate must be the first or leading author, in a journal from the list of journals prepared by the member institution. At least 6 of the above 14 articles must be published in journals indexed in SSCI and SCI as journals with  $IF > 0$ , or AHCI journals, or in journals that are comparable in terms of quality and international recognition with the above mentioned journals, provided it is characteristic of the habilitation field that the SSCI, SCI journals with  $IF > 0$  or AHCI journals are not the sole reliable criterion for the verification of recognition. The list of journals is confirmed by the Senate of the UL upon the proposal of a member institution and after obtaining the prior opinion of the Habilitation Committee.

A candidate may replace no more than 8 articles referred to in the second indent of the previous paragraph (which, however, do not replace the mandatory articles published in journals indexed in SSCI and SCI with  $IF > 0$  and AHCI, or in journals from the list of journals confirmed by the Senate of the UL upon the proposal of a member institution and after obtaining the prior opinion of the Habilitation Commission) with a scientific monograph, part of a scientific monograph, text book or professional achievement. The authorship of a scientific monograph published by a publishing company from the confirmed list of publishers may replace two articles. The authorship of part of a scientific monograph published by a publishing company from the confirmed list of publishers (Annex 6) may replace one article. Two of the articles that are being replaced by the candidate with a scientific monograph or part of a scientific monograph may be replaced by a peer reviewed university text book. The authorship of a peer reviewed university text book counts as one article. One of the articles that are being replaced by the candidate with a scientific monograph or part of a scientific monograph may be replaced by a top-level professional or sporting achievement (technology transfer, patent, drafting of legal documentary materials, etc.).

The candidate must have at least three publications in the Slovene language. This does not apply to foreigners.

#### Article 56

A candidate may be appointed to the title of full professor if, in addition to the common and general conditions, they fulfil the following special quantitative and qualitative conditions for appointment:

- at least 14 internationally recognised works or 14 top-level artistic achievements with a public presentation (7 since the first appointment to the current title),
- the candidate is recognised internationally for their artistic work.

An exceptional work of art with distinctive international recognition may replace four of the works referred to in the first indent of the previous paragraph of this Article, which is decided on at the discretion of the rapporteurs in their reports on artistic capability.

#### Article 57

A candidate for appointment to the title of full professor must give a public lecture prior to appointment.

A candidate for appointment to the title of full professor in an artistic field may instead of the public lecture present their work of art in the manner that is usual for the artistic field in question.

## Article 58

A candidate may be appointed to the position of research counsellor if, in addition to meeting the general conditions for the research activity and the special qualitative and quantitative conditions referred to in Article 55 of the Criteria, with the exception of the sixth indent of the second paragraph and the first indent of the third paragraph, they have achieved at least 90 points.

## ii. Associate Professor and Senior Research Fellow

### Article 59

A candidate may be appointed to the title of associate professor if, in addition to the common and general conditions, they fulfil the following special qualitative and quantitative conditions:

Qualitative conditions:

- They are able to act independently in the scientific, artistic, research and development spheres and contribute new knowledge or creative work in the field for which they are being habilitated; this ability is demonstrated by the relevant bibliography in the habilitation field;
- they have been active in a professional environment and successful in their endeavours;
- they provide evidence of international recognition of their work;
- since completing their doctoral studies they have acted in a research and pedagogical capacity at a foreign university or research institution for at least 3 continuous months; or
- since having their important works of art recognised, they acted in an artistic and pedagogical capacity at a foreign university or important arts institution for at least 3 months, 30 days of which have been without interruption. Work within panels of judges at important international arts contests or competitions and mentorship of students who receive international decorations at international competitions or international events that are considered of exceptional importance on account of the location or venue shall be valued the same as activity at a foreign university or arts institution;
- they have acted as a co-mentor for at least one successfully defended doctoral thesis or have otherwise contributed to the education of experts in their field. The following shall be regarded as such a contribution:
  - mentorship of a postgraduate student who was granted direct transfer from master's study to doctoral study;
  - mentorship of students for special artistic achievements, at competitions and within the scope of artistic ensembles or groups;
  - successfully completed mentorship of at least one student paper that received the University Prešeren Award, or a national professional award or international award;
  - principal mentorship of two successfully defended professional specialisations, including a specialisation examination;
  - management of a research project, and
  - the consent of the Habilitation Commission.

On the basis of expert opinions and submitted relevant documentation, in specially justified cases, the candidate may, in specific life circumstances that prevent them from having a longer absence from home (for example, workers working part-time in accordance with the regulations on pension and disability insurance, regulations on health insurance or other regulations; workers who nurture and protect a child who needs special care and protection in accordance with the regulations governing family benefits; other similar, objectively justified cases), recognise the fulfilment of the condition of the 3-month uninterrupted pedagogical, research or artistic activity at a foreign university, a research institution or an important artistic institution, on the basis of a different active international activity. In such cases, expert

rapporteurs must assess the comparability or appropriateness of such international operation.

Quantitative conditions:

- within the scope of the evaluation of the published work or pedagogical activities, they have achieved at least 60 points (at least 15 of which for pedagogical activities and at least 35 of which for scientific or artistic activities), at least 25 of which must have been achieved at least 7 of which must have been published since the last appointment to current a title (at least 7.5 points of which for pedagogical activities and at least 15 points of which for scientific or artistic activities);
- they have published at least 7 articles (at least 4 of which must have been published since the last appointment to a lower title), in which the candidate must be the first or leading author, in a journal from the list of journals prepared by the member institution. At least 3 of the above 7 articles must be published in journals indexed in SSCI and SCI as journals with  $IF > 0$  or AHCI journals, or in journals that are comparable in terms of their quality and international recognition with the above mentioned journals, provided it is characteristic of the habilitation field that the SSCI and SCI journals with  $IF > 0$  or AHCI journals are not the sole reliable criterion for the verification of recognition. The list of journals is confirmed by the Senate of the UL upon the proposal of a member institution and after obtaining the prior opinion of the Habilitation Commission.

A candidate may replace no more than 4 articles referred to in the second indent of the previous paragraph (which, however, do not replace the mandatory articles published in journals indexed in SSCI and SCI with  $IF > 0$  and AHCI) with a scientific monograph, part of a scientific monograph, text book or professional achievement. The authorship of the scientific monograph published by a publishing company from the confirmed list of publishers may replace two articles. The authorship of part of a scientific monograph published by a publishing company from the confirmed list of publishers may replace one article. One of the articles that are being replaced by the candidate with a scientific monograph or part of a scientific monograph may be replaced by a peer reviewed university text book. One of the articles that are being replaced by the candidate with a scientific monograph or part of a scientific monograph may be replaced by a top-level professional or sporting achievement (technology transfer, patent, drafting of legal documentary materials, etc.).

The candidate must have at least two publications in the Slovene language. This does not apply to foreigners.

#### Article 60

A candidate may be appointed to the title of associate professor in an artistic field if, in addition to the common and general conditions, they fulfil the following special qualitative and quantitative conditions:

- at least 7 internationally recognised works or seven top-level artistic achievements with a public presentation (4 since the first appointment to the current title),
- the candidate is recognised internationally for their artistic work.

An exceptional work of art with distinctive international recognition may replace three of the works referred to in the first indent of the previous paragraph of this Article, which is decided on at the discretion of the rapporteurs in their reports on artistic capability.

#### Article 61

##### (Combination of Scientific and Artistic Works)

For specific fields defined by the Senate of the UL, a candidate for appointment to the title of associate professor and full professor may invoke their scientific and artistic works. In such a case, at least two thirds of the works submitted for appointment to the title of associate professor or full professor must be from a field of arts or science for which they were

appointed to the title of assistant professor.

#### Article 62

A candidate may be appointed to the position of senior research fellow if, in addition to meeting the general conditions for the research activity and the special qualitative and quantitative conditions referred to in Article 59 of the Criteria, with the exception of the sixth indent of the second paragraph and the first indent of the third paragraph, they have achieved at least 60 points.

### **iii. Assistant Professor and Research Fellow**

#### Article 63

A candidate may be appointed to the title of assistant professor if, in addition to the common and general conditions, they fulfil the following special qualitative and quantitative conditions:

Qualitative conditions:

- they are successful in resolving scientific, research-development, artistic or professional issues;
- they are active in an international context;
- they have the consent of the Habilitation Commission, which is based on a comprehensive (quantitative and qualitative) assessment of the candidate's work.

Quantitative conditions:

- they have achieved at least 20 points for scientific activity within the scope of the evaluation of the published work, and
- they have published at least 3 articles as the first or leading author. At least 1 of the above 3 articles must be published in journals indexed in SSCI and SCI as journals with  $IF > 0$  or AHCI journals, or in journals that are comparable in terms of their quality and international recognition with the above mentioned journals, provided it is characteristic of the habilitation field that the SSCI and SCI journals with  $IF > 0$  or AHCI journals are not the sole reliable criterion for the verification of recognition. The list of journals is confirmed by the Senate of the UL upon the proposal of a member institution and after obtaining the prior opinion of the Habilitation Commission.

A candidate may replace no more than 2 articles referred to in the second indent of the previous paragraph (which, however, do not replace the mandatory article published in journals indexed in SSCI and SCI with  $IF > 0$  and AHCI) with a scientific monograph or part of a scientific monograph. The authorship of the scientific monograph published by a publishing company from the confirmed list of publishers may replace two articles. The authorship of part of a scientific monograph published by a publishing company from the confirmed list of publishers may replace one article.

#### Article 64

A candidate may be appointed to the title of assistant professor in an artistic field if, in addition to the common and general conditions, they fulfil the following special qualitative and quantitative conditions:

- they have cumulatively achieved at least 20 points through publicly performed copyrighted works or public presentations of their works of art (concerts, recitals, theatre plays, exhibitions, etc.);
- they present at least three internationally recognised works or three top-level artistic achievements,
- the candidate is recognised internationally for their artistic work.

An exceptional work of art with distinctive international recognition may replace two of the works referred to in the second indent of the previous paragraph of this Article, which is decided on at the discretion of the rapporteurs in their reports on artistic capability.

#### Article 65

A candidate may be appointed to the position of research fellow if, in addition to meeting the general conditions for the research activity and the special qualitative and quantitative conditions referred to in Article 63 of the Criteria, they have achieved at least 20 points.

#### **iv. Senior Lecturer**

#### Article 66

A person may be appointed to the title of senior lecturer if they have:

- provided evidence of professional work and publications proving they are professionally well-established in the field in which they wish to be appointed to the title,
- a relevant bibliography,
- demonstrated their pedagogical abilities.

A candidate for senior lecturer shall be deemed to have fulfilled the condition referred to in the second indent of the first paragraph of this Article in terms of quantity if they have cumulatively achieved at least 16 points in the evaluation of the published work, at least 6 points of which must be achieved after the completed postgraduate study.

#### **v. Lecturer**

#### Article 67

A candidate may be appointed to the position of lecturer if they are professionally established in the field in which they wish to be elected to the title and receive positive evaluations from the majority of the rapporteurs.

#### **vi. Language Instructor**

#### Article 68

(1) A person may be appointed to the title of language instructor if they have:

- 3 years of suitable pedagogical experience and, if the title involves living languages, at least 3 months continuous of professional or pedagogical activity involving periods of at least 14 days in the language environment of the languages with respect to which they are included in the pedagogical process;
- have a suitable bibliography that comprises work recognised by the profession as a suitable method of presentation for the field for which they are habilitated;
- have exhibited a capacity for professional and pedagogical work, and
- have demonstrated pedagogical abilities.

A candidate for a language instructor shall be deemed to have fulfilled the condition referred to

in the second indent of this point if they have cumulatively achieved at least 5 points in the evaluation of published work.

## **vii. Assistant and Assistant-Researcher**

### Article 69

A person may be appointed to the title of assistant and assistant-researcher if they:

- have completed their previous course of study with an average grade of at least 8 (out of 10), whereby the calculation of the average takes into account the grades of all passed examinations, exercises and other graded study obligations which the candidate completed up to and including the final stage of their education;
- have received at least grade 8 (out of 10) for their final degree paper, provided it is a condition for the completion of the study;
- have proven their ability for professional, scientific, research and development, or artistic work.

## **7. Conditions for Re-Appointment**

### **A. Re-Appointment to the Title of Assistant**

#### Article 70

After the expiry of the first electoral period, an assistant may be re-appointed to the same title if they meet the following conditions:

- they have recorded success in educational and scientific or artistic, and research and development work;
- they have demonstrated their pedagogical abilities, and
- they have completed all of the obligations of the programme for obtaining a master's degree with the exception of the master's dissertation or other obligations of the postgraduate study, provided they are enrolled in the study programme for obtaining a master's degree, or a specialisation, which was adopted prior to June 2004.

#### Article 71

An assistant may be re-appointed to the same title for the third time if they meet the following conditions:

- they have recorded success in educational and scientific or artistic and research and development work;
- they have demonstrated their pedagogical abilities, and
- they hold at least a master's degree obtained through an educational programme adopted prior to June 2004.

#### Article 72

An assistant who studied on second-cycle study programmes adopted after June 2004 may be re-appointed to the title for the third time if they fulfil the following conditions:

- they have demonstrable success in educational and scientific or artistic and research and development work;
- they have demonstrated their pedagogical abilities, and
- they are successful in their doctoral study or creative in an artistic field.

#### Article 73

An assistant may be re-appointed to the same title for the fourth time if they meet the following conditions and criteria:

- they hold a doctor of philosophy degree or an award for important works of art;
- they have recorded success in educational and scientific or artistic and research and development work; and
- they have demonstrated their pedagogical abilities.

A candidate is deemed to have fulfilled the quantitative conditions for the fifth and subsequent appointments to the title of assistant if they have cumulatively achieved at least 5 points from scientific and research, pedagogical, professional or artistic activity in each of the electoral periods.

## **B. Re-Appointment to the Title of Assistant-Researcher**

### Article 74

After the expiry of the first electoral period, an assistant-researcher may be re-appointed if they provide show success in scientific or research and development work and they hold a master's degree obtained under a programme or specialisation that was adopted prior to June 2004.

### Article 75

A candidate may be re-appointed to the title of assistant-researcher for the third time if they hold a doctorate.

If a candidate has studied on a second-cycle study programme adopted after June 2004, they may be re-appointed to the title for the third time if they have fulfilled the conditions of the study programme for obtaining a doctor of philosophy degree (with the exception of the defence of the doctoral thesis).

A candidate may be re-appointed to the title of assistant-researcher for the fourth and subsequent times if they have achieved at least 15 points for scientific and research activity.

The candidate for the fifth and subsequent appointments to the title of assistant - researcher meets the quantitative conditions, if, in any appointment period, reaches a total of at least 5 points from scientific research, educational, professional or artistic activity.

## **C. Re-Appointment to the Title of University Teacher and Researcher**

### Article 76

In case of re-appointment to the title of associate professor, a candidate must have achieved at least 15 points in the period since the last appointment (of which at least 5 points must be for pedagogical and at least 9 points for scientific or artistic activity) according to the points system laid down in these Criteria, and must further have submitted at least two important works in the period since the last application for appointment.

A candidate who was appointed to the title of associate professor or senior scientific assistant according to the Criteria, dated to 5th November 1996 (16th October 2001, 12th May 2009), has no residence abroad, and has submitted an application for re-appointment (first re-appointment) to the title of associate professor / senior scientific assistant according to the new Criteria, dated to 25th October 2011 (Amendments 24th April 2012, 21st October 2014, and 30th June 2015) must satisfy the conditions of hosting abroad and project management.

On the basis of expert opinions and submitted relevant documentation, in specially justified cases, the candidate may, in specific life circumstances that prevent them from having a longer absence from home (for example, workers working part-time in accordance with the

regulations on pension and disability insurance, regulations on health insurance or other regulations; workers who nurture and protect a child who needs special care and protection in accordance with the regulations governing family benefits; other similar, objectively justified cases), recognises the fulfilment of the condition of the 3-month uninterrupted pedagogical, research or artistic activity at a foreign university, a research institution or an important artistic institution, on the basis of a different active international activity. In such cases, expert rapporteurs must assess the comparability or appropriateness of such international operation.

In the case of re-appointment to the title of senior research fellow, a candidate must have achieved at least 15 points for scientific activity according to the points system laid down in these Criteria in the period since the last appointment, and must further have submitted at least two important works in the time since the last appointment.

In the case of re-appointment to the title of assistant professor in the same habilitation field, a candidate must have achieved at least 12 points in the period since the last appointment (of which at least 3.75 points must be for pedagogical and at least 7.5 points for scientific or artistic activity) according to the points system laid down in these Criteria, and must further have submitted at least one important work in the time since the last appointment.

A candidate may be re-appointed to the title of senior lecturer if they have achieved at least 7.5 points for scientific and research, artistic, professional and pedagogical activity in the last electoral period.

A candidate may be re-appointed to the title of lecturer if they have achieved at least 5 points for scientific and research, artistic, professional and pedagogical activity in the last electoral period.

A person may be re-appointed to the title of language instructor if they have achieved 4 points in the last electoral period.

#### Article 77

If a candidate fails to fulfil the conditions for re-appointment, they may request to be appointed to a lower title, provided they have already been appointed to that title before. In this case, they must fulfil the conditions required for the re-appointment to the lower title.

If a candidate fails to file an application for appointment to a higher title or re-appointment to the same title, or fails to file a request for appointment by the expiry of the deadline for filing a request for appointment to a title, their title shall expire.

A candidate whose title has expired may be re-appointed to the same title. In this case, the work done since the last appointment onwards is taken into account for the verification of the fulfilment of the conditions and criteria for appointment to a title.

A candidate who files an application for appointment to a title in the habilitation field for which they have not yet obtained a title up to the filing of the application cannot invoke the scientific works they already submitted for the previous appointments.

### **8. Early Appointment to a Title and Out-of-Sequence Appointment to a Title**

#### Article 78

At first appointment to any of the titles of university teacher or researchers, by way of exception, a candidate may be appointed to a title prior to the expiry of the currently valid title or may be appointed to a title whereby the sequence of titles is not observed.



An application for appointment is deemed early if it is filed sooner than 9 months prior to the expiry of the valid title. The procedure for early appointment to a title is based on a candidate's outstanding achievement with first or leading authorship.

In order to be appointed to a title early, a candidate must fulfil all of the conditions stipulated in these Criteria for Appointment to the title applied for. Part of the qualitative conditions can be replaced by outstanding achievements.

#### Article 79

The provision of the previous Article on the early appointment to a title shall be applied *mutatis mutandis* also for appointment to a title which is out of the sequence of appointments to titles.

In the case of out-of-sequence appointments, a candidate shall fulfil all of the qualitative and quantitative conditions stipulated in these Criteria for Appointment to the title applied for.

#### Article 80

Outstanding achievements of a candidate include receiving an important, universally known international award or demonstrably internationally significant artistic achievements. Rapporteurs specifically evaluate these achievements.

#### Article 80.a

A candidate who has not been appointed in the procedure for appointment to the title cannot re-apply for appointment to this title before the expiration of one year after his application has been rejected.

### **9. Reports on Professional and Artistic Qualification within the Scope of Procedures for Appointment to a Title**

#### **A. The Importance of the Report on Professional and Artistic Qualification (The Binding Character of the Reports for the Commission)**

#### Article 81

A report on scientific, professional and artistic qualification shall contain an unbiased evaluation of a candidate's work. In their report, a rapporteur shall indicate, in accordance with the Instructions for the Implementation of the Criteria, whether a candidate fulfils the conditions for appointment to a title stipulated in these Criteria (Annex 7) and to what extent they fulfil them.

#### **B. Rapporteurs**

#### Article 82

Within the scope of the procedure for appointment to a title, a rapporteur may be a university teacher or researcher holding the same or higher title than the title to which the candidate is being appointed.

The rapporteurs shall include at least two university teachers habilitated in the field for which the candidate wishes to be habilitated. If there is no habilitated teacher with the same or higher title for the field in which the candidate is being habilitated the rapporteur may be a teacher holding the same or higher title in a related field.

### Article 83

A rapporteur evaluating a candidate's scientific, professional and artistic qualification cannot be a teacher or researcher whose consanguinity (lineal consanguinity or collateral consanguinity of the fourth degree), marital affinity (affinity of the second degree) or other relationships (spouse or common-law partner, etc.) with the candidate constitute reasonable doubt as to their impartiality and objectivity.

The report on the candidate's scientific, professional and artistic qualification shall contain the rapporteur's statement that they assume the moral and professional liability for the correctness and contents of the report.

## **C. The Contents of Reports**

### Article 84

The report on the candidate's professional and artistic qualification shall contain:

- an analysis and evaluation of the quality of a candidate's submitted work,
- reasoned evaluation of the importance of a candidate's scientific or artistic oeuvre and pedagogical work when the report is compiled for the purpose of appointment to a pedagogical title,
- a clear and unambiguous statement on whether a candidate fulfils the conditions for appointment to a title.

## **D. Deadline for the Compilation of Reports**

### Article 85

A rapporteur shall compile the evaluation within the deadline set by the decision of the Senate of a member institution on the appointment of a rapporteur.

The deadline for the compilation of the report on the candidate's professional and artistic qualification may not be shorter than one or longer than three months.

In the event of exceptional circumstances (illness, longer work-related absence, etc), a rapporteur may request an extension of the deadline for the compilation of the report. The decision on the extension of the deadline is taken by the Senate of the member institution that appointed the rapporteur. The deadline cannot be extended by more than two months.

## **E. The Consequences of the Failure to Compile the Report within the Deadline**

### Article 86

If a rapporteur fails to compile the report within the deadline and does not request an extension of the deadline, the Dean of the member institution conducting the procedure for appointment to a title invites them to compile the report immediately.

If, despite being reminded by the Dean to do so, the rapporteur does not compile the report within three weeks, the Senate of the member institution appoints another rapporteur.

During the delay of the report, the deadlines related to the habilitation of the candidate are suspended so that the candidate may retain their current status.

## **F. Confidentiality of the Report and the Protection of the Rights of the Rapporteur and the Candidate**

### Article 87

Members of bodies that decide or give their opinion in the proceedings may review rapporteur's assessment.

The rapporteur shall submit it to the Dean of the Member institution conducting the procedure for appointment to a title in a sealed envelope. The envelope shall bear the wording: Report – official secret.

## **10. The Opinion of the Student Council on the Candidate's Pedagogical Work**

### Article 88

The Student Council of the Member institution conducting the procedure for appointment to a title compiles a report on the candidate's pedagogical work within the deadline set by the Senate of the Member institution on which the procedure for appointment to the title is being held, in writing.

The Student Council compiles the opinion on the candidate's pedagogical work based on student surveys and informal information obtained from the students.

The Student Council is not bound by the results of student surveys in formulating its opinion. If the opinion of the Student Council deviates from the survey results, this derogation should fully explained and justified.

### **A. Basis for the Opinion of the Student Council and the Binding Character of the Survey Results for the Student Council**

#### Article 89

When formulating their opinion, the Student Council shall not be bound by the results of the student surveys. If the Student Council's opinion diverges from the survey results, this divergence shall be explained and justified in detail.

### **B. The Components of the Student Council's Opinion**

#### Article 90

The opinion of the students shall contain the following:

- reference to the candidate and the evaluation period to which the opinion pertains,
- reference to the quantitative and qualitative indicators that served as the basis for the evaluations of the candidate's pedagogical work,
- an exhaustive justification.

A negative opinion of the Student Council shall, in addition to the components stipulated in the first paragraph, also contain the temporal, quantitative and substantive definition of the specific deficiencies in the candidate's pedagogical work.

### **C. The Effect of a Failure to Compile the Student Council's Opinion on the Procedure for Appointment to a Title**

#### Article 91

If a member institution's Student Council fails to compile the opinion on the pedagogical work of a candidate within the deadline set for the compilation of the opinion by the Senate, the opinion shall be deemed to be positive.

## **Section Two:**

### **11. The Awarding of Points for the Bibliographical Value of Individual Works**

#### Article 92

The significance of scientific, artistic or professional works is quantitatively evaluated within the scope of the procedure for appointment to a title using a points system. The number of points for an individual work depends on the nature of the work, the journal in which it was published, the publishing company that published the monograph, or the manner in which the work of art was presented.

Pedagogical activity is also scored.

Article 93  
(The Points System)

The quantitative evaluation of candidates' scientific and research, artistic, pedagogical and professional activity is performed using the following points system:

<b>1. SCIENTIFIC AND RESEARCH ACTIVITY</b>		
1.1	Articles with peer review Domestic and foreign journals with peer reviews, international exchange and a summary in a foreign language	up to 12 points up to 8 points up to 6 points up to 2 points up to 1 point
1.1.1	- Group 1 (the upper 5% of the quoted journals in individual areas)	
1.1.2	- Group 2 (SSCI, SCI, AHCI)	
1.1.3	- Group 3 (journals substituting SSCI, SCI, AHCI)	
1.1.4	- Group 4 (other reviewed journals)	
1.1.5	- Group 5 (other journals)	
1.2.1	Monograph (foreign)	up to 25 points
1.2.2	Monograph (domestic)	up to 20 points
1.3.1	Part of a monograph (foreign)	up to 8 points
1.3.2	Part of a monograph (domestic)	up to 4 points
1.4	Invited and published plenary lecture:	2 points 5 points
1.4.1	- at domestic scientific conferences	
1.4.2	- at international scientific conferences	
1.5	Published session lecture:	1 point 3 points
1.5.1	- at domestic scientific conferences	
1.5.2	- at international scientific conferences	
1.6.	Documented and published papers at scientific symposia and scientific seminars:	up to 0.5 point up to 1 point
1.6.1	- domestic	
1.6.2	- international	
1.7	Reviews published in the form of an article	up to 2 points
<b>2. ARTISTIC ACTIVITY</b>		
2.1.	Public performance or presentation of a work of art	up to 0.5 point
2.2.	Public performance, publication or presentation of a work of art with a published critique	up to 2 points
2.3.	Public performance, publication or presentation of a work of art at important presentations of national significance	up to 4 points
2.4.	Public performance, publication or presentation of a work of art on an international level	up to 5 points

2.5.	Public performance, publication or presentation of a work of art defined by the profession as a top-level achievement of national significance	up to 8 points
2.6.	Public performance, publication or presentation of a work of art defined by the profession as a top-level achievement in an international context	up to 20 points
2.7.	Other documented artistic activity approved at the discretion of expert commissions	up to 5 points
<b>3. PEDAGOGICAL ACTIVITY</b>		
3.1.1	Text books	up to 10 points up to 5 points up to 5 points up to 2 points up to 2 points
3.1.2	University text book with peer review	
3.1.3	New, supplemented edition	
3.1.4.1	Other non-university reviewed text books	
3.1.4.2	- study aid (also video lectures) - study materials (in written and electronic format)	
3.2	International projects in the development of study programme curricula, pedagogical methods, etc.	up to 3 points
3.3	Certified pedagogical activity at a foreign university	up to 8 points
3.4	Mentorship (co-mentorship is awarded half the points)	up to 1 point up to 0.5 point up to 1 point up to 1 point up to 1.5 points up to 2 points up to 1.5 points up to 2 points up to 2 points up to 3 points
3.4.1	- for bachelor degree papers (university) or 2 <sup>nd</sup> Bologna cycle	
3.4.2	- for final papers (higher education) or 1 <sup>st</sup> Bologna cycle	
3.4.3	- for student research papers	
3.4.4	- for student art papers	
3.4.5	- for national classifications following a demanding selection	
3.4.6	- for international classifications following a demanding selection	
3.4.7	- for Prešeren Awards (Faculty)	
3.4.8	- for Prešeren Awards (University)	
3.4.9	- for master's degrees under the programmes before the introduction of the Bologna programmes	
3.4.10	- for doctoral degrees	
3.5	Student evaluation, average survey mark greater than 4.5 for each year, the mark is taken into account for a maximum of one course per year	up to 3 points
3.6	Student award for pedagogical work (awards defined by the member institutions by way of special rules)	up to 3 points
3.7	Organisation of summer school, seminar, competition	up to 2 points up to 1 point
3.7.1	- with predominantly foreign participation	
3.7.2	- with predominantly domestic participation	

3.8	Participation in organised pedagogical training (at the university level or in an international context), with a certificate	up to 1 point
<b>4. PROFESSIONAL ACTIVITY</b>		
4.1	Popular science book	
4.1.1	- at home	up to 3 points
4.1.2	- abroad	up to 6 points
4.2	Editor or co-editor of a journal, book, conference proceedings	
4.2.1	- domestic	up to 3 points
4.2.2	- foreign	up to 6 points
4.3	Professional article or computer program	up to 1 point
4.4	Published presentations, reports and expert reports	up to 0.5 points
4.5	Popular professional articles	up to 0.1 point
4.6	Patents, (co-)authorship of a taken-over or free invention	
4.6.1	Patents granted by the national patent office	3 points
4.6.2	Patents granted by the European patent office	6 points
4.6.3	Granted triad patent (EU, USA, Japan)	12 points
4.7	Co-creation of a top-level sporting achievement	
4.7.1	Medal from a European championship	3 points
4.7.2	Medal from a world championship	5 points
4.7.3	Medal from the Olympics	10 points
4.8	Other documented professional activity selected at the discretion of expert commissions	up to 12 points

## 12. Transitional and Final Provisions

### Article 94 (Procedures Instituted Prior to the Entry into Force of the Criteria)

The procedures for appointment to a title instituted prior to the use of these Criteria shall be completed under the conditions and criteria in accordance with which they were instituted.

### Article 95 (Validity of the Recognised Titles)

A candidate who was appointed to a title under the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate dated 5 November 1996 (and amended on 16 October 2001 and 12 May 2009) may – when their title expires – re-apply for appointment to the same or higher title under the Criteria that were applied upon the last appointment to their current title.

For subsequent appointments, a candidate shall fulfil the conditions of these Criteria.

Upon the first appointment under these Criteria for Appointment to a higher title, they shall only fulfil the difference between the quantitative requirements for appointment to the current and the quantitative requirements for appointment to the higher title under these Criteria.

#### Article 96

(List of Journals, Publishers, International Recognition Indicators and Fields that are Important for the National Independence and Culture)

The list of journals, publishers and indicators of international recognition and their quantitative value are confirmed by the Senate of the UL upon the proposal of a member institution and after obtaining the prior opinion of the Habilitation Commission. The indicated lists form an annex to these Criteria.

The list of fields that are important for the national independence and culture and which do not enable performances in the international context or in which such performances are not suitable to serve as quality criteria are defined by the Habilitation Commission upon the proposal of the member institutions adopted by the Senate of the UL and annexed to these Criteria.

#### Article 97 (Entry into Force)

These Criteria enter into force on 1 November 2011.

Upon the date of entry into force of these Criteria, the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate dated 5 November 1996 (and the amendments dated 16 October 2001 and 12 May 2009) as well as the text of the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana dated 30 June 2009 shall cease to apply.

The Senate of the UL shall adopt the annexes referred to in Articles 1, 3, 46, 47, 48, 49, 55, 81 and 96 of these Criteria within a period of 1 month of the entry into force of these Criteria. Until the adoption of the new annexes, the annexes to the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate dated 5 November 1996 (and the amendments dated 16 October 2001 and 12 May 2009) shall apply.

The Criteria shall be published on the website of the University of Ljubljana.

**Amendments to the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 24<sup>th</sup> April 2012, contain the following transitional and final provisions.**

#### Article 6

Amendments of the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana shall enter into force on the day following the adoption by the Senate of the University of Ljubljana.

Amendments shall be published on the website of the University of Ljubljana.

**Amendments to the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 21<sup>st</sup> October 2014, contain the following transitional and final provisions.**



Article 13  
(Transitional and Final Provisions)

These amendments shall enter into force on the day following the adoption by the Senate of the University of Ljubljana.

The amendment to the third indent of the first paragraph of Article 55 and the amendment to the fourth indent of the first paragraph of Article 55 shall apply to applications, submitted after 1<sup>st</sup> January 2018.

**Amendments to the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 30<sup>th</sup> June 2015, contain the following transitional and final provisions.**

**II. Transitional and Final provisions**

Article 1

These amendments shall enter into force on the day following the adoption and publication on the University of Ljubljana webpages.

Article 2

Candidates whose equivalence of teacher titles has been established prior to this amendment in the Criteria shall retain recognised equivalent titles for the period as established in the recognition procedure of the equivalent title.

**Amendments to the Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 27<sup>th</sup> September 2016, contain the following transitional and final provisions.**

Article 35  
(transitional and final provisions)

These amendments of the Criteria shall enter into force on 15<sup>th</sup> day following the publication on the University of Ljubljana webpages.

The procedures initiated prior to the entry into force of these amendments shall be conducted and completed in accordance with the Criteria heretofore applicable, except in the following cases:

- amendments to the third paragraph of Article 25a and the fourth paragraph of the Article 25 a, which apply to already submitted applications, in so far as HC UL has not yet taken a decision,
- a new second paragraph of Article 55, a new second paragraph of Article 59, the amendment to the third paragraph of Article 75 and a new third paragraph of Article 76 of the Criteria shall apply to already submitted applications, insofar as the rapporteurs

have not yet been appointed.

Article 13, paragraph 2, "Transitional and Final Provisions" Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 21<sup>st</sup> October 2014, is removed.

The amendments to indents 3 and 4 of the first paragraph of Article 55, the amendments to the fourth and fifth indents of the first paragraph of Article 59, the amendment to the first indent of the first paragraph of Article 68 and the amendment to the second paragraph of Article 76 of the Criteria shall apply to applications submitted 5 years from the date of entry into force of these amendments to Criteria. Candidates for an associate professor, who submit the application to this moment, must meet the condition of abroad in accordance with Criteria for Appointment to the Titles of University Teacher, Researcher and Associate at the University of Ljubljana, dated to 25<sup>th</sup> October 2011.