

**Disclaimer: All of the translations contained on this website are unofficial. Only the original Slovene texts of the Statutes of the UL and Criteria have legal effect, and the translations are to be used solely as reference materials to aid in the understanding of Statutes of the UL and Criteria. The University of Ljubljana is not responsible for the accuracy, reliability or currency of the translations provided on this website, or for any consequence resulting from the use of information on this website.**

**Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana - Official consolidated text No. 2, valid from 17 October 2019**

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On the basis of articles 6 (par. 2, ind. 3), 55 and 57 of the Higher Education Act (ZViSUPB7, Official Gazette of the Republic of Slovenia, n° 32/12, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ and 65/17), and by articles 52 (point 14) and 196 of the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, n° 4/17, 56/17... ), the Senate of the University of Ljubljana at its meeting on 17 September 2019 has approved the amendments to and the

## **Official consolidated text No. 2 of the Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana**

### **1. General Provisions**

#### **Article 1 (Purpose)**

The Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana (hereinafter “UL”) regulate the conditions, criteria and the procedure for appointment to the titles of university teachers, researchers and associates (hereinafter the “Criteria”).

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

The purpose of the 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 educational, research and artistic work at UL.

The member institutions of UL may, as required, also add to these conditions certain special conditions for appointment to a title in an individual habilitation field. Such special conditions for individual member institutions are approved by the University Senate on the proposal of the member institution concerned after an opinion on the matter has been obtained from the Habilitation Committee. The special conditions that have been approved are included as an annex to these Criteria.

#### **Article 2**

The appointment to a title is based on an independent academic assessment of the candidate's work and their research, artistic, technical and teaching skills.

The fulfilment of the quantitative criteria for appointment to a title is only a precondition for the application to be considered and does itself not constitute a right to appointment.

#### **Article 3 (Annexes)**

The annexes, which are an integral part of these Criteria, are:

- list of habilitation fields (Annex 1)
- annexes relating to member institutions, which include:
  - specification of those habilitation fields where it is possible to combine academic and artistic works;
  - specification of those fields in which international impact cannot be obtained or is not suitable as a measure of quality; in such fields, the works which are relevant to the appointment must be of significance for national identity and culture;
  - specification of those habilitation fields to which the category of first or corresponding author does not apply or in which it is not relevant or not evidenced in the usual way;
  - list of journals which are comparable to the journals indexed in SSCI or SCI (IF>0) or AHCI for individual habilitation fields for which the member institution is responsible;

- list of publishers which are recognized for the purpose of categorizing monographs and monograph chapters as important works or for the purpose of assessing their quality, for individual habilitation fields;
- list of indicators for international impact and the quantitative requirements thereof for individual titles by individual habilitation fields;
- any special (additional) conditions for appointment to a title for individual habilitation fields.

and

- Guidelines for the implementation of the Criteria (technical guidelines).

The University Senate adopts changes to the annexes and to the Guidelines for the implementation of the Criteria after obtaining an opinion from the Habilitation Committee. The decision of the Senate concerning changes to the annexes is adopted using the same procedure as for the Criteria and has the effect of changing these Criteria.

## **2. Habilitation fields**

### **Article 4**

A candidate may be appointed to titles in habilitation fields which are listed in Annex 1 to these Criteria.

### **Article 5**

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

## **3. Titles**

### **Article 6**

The titles of university teachers are:

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

The titles of researcher staff are:

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

The titles of university associates are:

- teaching assistant (asistent),
- librarian (bibliotekar),
- specialist consultant (strokovni svetnik),
- senior specialist adviser (višji strokovni sodelavec),
- specialist adviser (strokovni sodelavec),
- skills instructor (učitelj veščin).

The title of a research associate is junior researcher.

## **Article 7**

### **a. Duration of the Title**

The University Senate appoints professors and senior research fellows for an indefinite period.

The Senate of a member institution appoints for a period of five years associate professors, assistant professors, senior instructors, instructors, lecturers, senior research associates and research associates. They may be reappointed according to the conditions for reappointment.

The Senate of a member institution appoints for a period of three years teaching assistants and junior researchers.

The Senate of a member institution appoints for an indefinite period librarians, specialist consultants, senior specialists, specialist advisers and skills instructors.

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

## **Article 8**

University teachers may be appointed to titles in the following sequence: assistant professor, associate professor, professor.  
- lecturer, senior lecturer.

Members of researchers staff may be appointed to the titles in the following sequence: research associate, senior research associate, senior research fellow.

This article determines the seniority of titles for each of the two types of title.

### **c. Relationship between Teaching and Research Titles**

## **Article 9**

A researcher may be appointed to a university teacher title if they have the required teaching competence for appointment to the relevant title.

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

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

## **Article 10**

The titles of university teachers reflect the academic and professional competence which is required for appointment to research titles according to the correspondence between individual titles as defined in the previous article.

## **4. General Terms concerning the Procedure**

### **Article 11**

#### **(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.

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

The provisions of these Criteria, which regulate the procedure at university level, shall apply mutatis mutandis in procedures taking place at member institutions.

### **Article 12**

#### **(Confidentiality of Documents and Data Protection in Relation to the Candidate and the Referee)**

Personal data and confidential data which are contained in the procedure documentation are processed and kept in accordance with the law which regulates the protection of these data and with internal acts of the University.

### **Article 13**

#### **(Discretionary Decisions)**

On the basis of its discretionary powers, the competent body reaches the decision that it deems to be the most appropriate and professionally justified in the particular case, for which it then shall provide the reasoning or supporting facts and evidence determined during the procedure.

### **Article 14**

#### **(Procedure of Appeal)**

The appeal proceeds in accordance with the regulations of the University Senate.

### **Article 15**

#### **(Initiation of the Procedure of Appointment to a Title)**

The procedure for appointment to a title is initiated at the candidate's request.

The candidate must file a written application at the member institution which is responsible for the habilitation field in which the candidate seeks to be appointed.

When more than one member institution is responsible for a field of habilitation, the candidate may file the application for appointment at any one of them. If a candidate has already been appointed to a title in such a field, their applications for subsequent appointments must be filed at the same member institution. The member institutions that are responsible for the habilitation field in question reach an agreement on the appointment of referees who will assess the candidate.

### **Article 16**

#### **(Extending the Validity of an Existing Title for the Duration of the Procedure)**

A candidate who has a valid title and wishes to be appointed to the same or a different title and also wishes to maintain the validity of their existing title until the final decision on the application must file their application at least 6 months prior to the expiry of the valid title.

**Article 17**  
**(Appointment to a Lower Title)**

If a candidate applies for an appointment to a lower title, they must fulfil the conditions required for reappointment to the lower title from the point of submission of their previous application.

**Article 18**  
**(Procedure for Early Appointment to a Higher Title)**

A candidate who has been appointed for the first time to any university teaching or research title may exceptionally be appointed to a higher title prior to the expiry of the currently valid title.

An application for appointment to a title counts as early if it is submitted more than 9 months prior to the expiry of the valid title. An early appointment to a title is based on a candidate's outstanding achievements as first or corresponding author, which are specified in Article 48 of these Criteria.

In order to be appointed to a title early, a candidate must fulfil the conditions stipulated in these Criteria for appointment to the requested title. Part of the quantitative conditions can be replaced by outstanding achievements.

**Article 19**  
**(Out-of-Sequence Appointment to a Title)**

The provision of the previous Article on the early appointment to a title shall also be applied mutatis mutandis for appointment to a title which does not conform to the usual 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 requested title.

**Article 20**  
**(Appointment to a Title Taking into Account a Previous Lower Title Obtained outside UL)**

If a candidate applies for a title and does not have a valid lower title obtained at UL, but has a relevant valid habilitation from another suitable university or independent higher education or research institution, or has a position at such an organization for which at least equivalent conditions are required as for a habilitation title at UL, the recognition of this title must be stated and the period of its validity be determined in the application procedure using the provisions of these Criteria, Such appointment to a title does not count as appointment according to articles 18 or 19.

**Article 21**  
**(Procedure for Appointment to a Title after the Expiry of a Title's Validity)**

A title at the University has expired if more than one year has passed since the end of validity of the previous title at the University. If a candidate applies after the expiry of the validity of a title for the title which they had last prior to the expiry of its validity, or applies for appointment to a lower title, they file an application for a first appointment to a title and must fulfil the conditions stipulated by these Criteria for appointment after expiry.

**Article 22**  
**(Application for Appointment to a Title)**

An application for appointment to a title must be prepared in accordance with the Guidelines for the implementation of the Criteria, which are an annex to these Criteria.

**Article 23**

The competent administrative office of the member institution which finds that the filed application or documentation is incomplete or incorrectly compiled shall invite the candidate to remedy the deficiencies within no more than 30 days.

If within 30 days of receiving the notification the candidate fails to supply the required information and does not request extension to the deadline, the Senate of the member institution where the procedure is taking place shall withdraw the candidate's application.

**Article 24**

The Senate of the member institution where the procedure for appointment to a title is taking place shall appoint at least three referees to assess the candidate and, in the event that the candidate has already carried out teaching work at UL, shall invite the Student Councils of all member institutions where the candidate has been teaching to provide an opinion on the candidate's work as a teacher.

**Article 25**  
**(Performance of a Trial Public Lecture)**

For the purpose of preparing a professional assessment of the candidate who is seeking a university teaching title for the first time, the referees shall agree with candidate the topic and date of a public trial lecture.

The referees and the student nominated by the Student Council of the member institution evaluate the lecture and prepare a special report on it in accordance with the Rulebook on the Trial Lecture.

The referees and the student shall, as a rule, be present at the public trial lecture in person or via electronic media. As a rule, at most one of the referees may be present via electronic media. If a referee is unable to attend the lecture, the Senate of the member institution shall appoint a replacement member.

As a rule, the public trial lecture is in Slovene, but may also be in another language if there are justifiable reasons for this.

**Article 26**  
**(Notification of a Negative Assessment)**

The member institution shall notify the candidate of a negative assessment of the referees and/or of a negative opinion of the Student Council; at their request, the member institution shall also advise them of positive assessments and opinions. The names of the referees as well as other information from which the identity of the referees could be determined shall be removed from the notification.

The candidate can comment on the content of the negative assessments or the negative opinion of the Student Council within three working days of receipt.

If the candidate does not provide a written response within the stipulated deadline, the member institution forwards to the Habilitation Committee, along with the full documentation, a statement to the effect that

the candidate did not provide a written response to the negative assessments or the negative opinion of the Student Council.

### **Article 27**

The member institution forwards to the Habilitation Committee the full documentation in the following cases: the first appointment to a title or an appointment to a higher teaching or research title, the second reappointment to a title and all subsequent reappointments to a title of university teacher or research with the exception of lector. In other cases the full documentation is forwarded to the Senate of the member institution.

An appointment to a higher title in accordance with this article also includes appointment to a higher title to which the candidate has already previously been appointed but where the candidate has since been appointed to a lower title and then filed an application for reappointment to a higher title.

### **Article 28**

If the Habilitation Committee finds that the application for appointment to a title is incomplete, it shall defer the decision on the application and invite the candidate to submit the missing evidence and 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 the deadline, the University Habilitation Committee informs the Senate of the Member institution at which the procedure is underway. The Senate of the member institution shall withdraw the application.

### **Article 29**

The University Habilitation Committee decides on the candidate's application within two months of receiving the complete application.

If, on the basis of a thorough assessment of the submitted material, the Habilitation Committee finds that it is not possible to accept the referees' opinions, it must provide a special justification of its opinion.

It is not possible to withdraw an application following the decision of the University Habilitation Committee.

### **Article 30**

The competent body for appointments to a title decides on the appointment of a candidate to a title within 60 days from receiving the decision of the University Habilitation Committee.

If the University Habilitation Committee has not given its approval, the candidate who has requested an appointment to a higher title may, within 14 days of receipt of the University Habilitation Committee's decision on the denial of approval, apply for reappointment to the current title at the member institution and then the procedure continues as a reappointment procedure.

If the University Habilitation Committee has not recommended to the University Senate that a candidate be appointed to the title of professor or senior research fellow, the central administrative office notifies the candidate of the negative recommendation of the University Habilitation Committee. The candidate can respond within 14 days of receipt of notification of the University Habilitation Committee's recommendation. Within the same time frame, the candidate can apply for reappointment to the current title at the member institution and then the procedure continues as a reappointment procedure.

If the University Habilitation Committee has not given its approval and the candidate has not requested a reappointment, the Senate of the member institution rejects the candidate's application for appointment.

### **Article 31**

The competent body for appointments to a title shall reject a candidate's application on the grounds of academic dishonesty or serious breaches of ethical principles relating to academic or artistic work. In such cases, the candidate may no longer apply for appointment to a title at the University of Ljubljana.

### **Article 32**

A candidate who has not been appointed to a title for which they have applied cannot reapply for the same title earlier than one year after the rejection of their application.

## **5. Appointment of Visiting University Teachers and Researchers**

### **Article 33**

In order to be appointed a visiting university teacher or visiting researcher one must be in possession of a valid habilitation from another suitable university or independent higher education or research institution, or have a position at such an organization for which at least equivalent conditions are required as for a habilitation title at UL.

A visiting university teacher or visiting researcher is appointed by the Rector on the proposal of the Dean of the member institution and after an opinion has been obtained from the University Habilitation Committee.

The proposition contains a justification of the need to hire a visiting teacher or researcher; a proposal to assign the visiting teacher or researcher to a teaching or research title; a description of the candidate's excellence (academic or artistic output, publications, reputation of their institutions and the periods when the candidate worked for them). The proposal must be accompanied by proof of valid habilitation of the home institution or evidence of appropriate employment, as stated in the first paragraph of this article.

In a preliminary opinion, the University Habilitation Committee also proposes which of the three titles of a university teacher or researcher should be assigned to the candidate.

Visiting teachers or visiting researchers are appointed for a period of 12 months, with the possibility of reappointment for an additional 12 months. A proposal for reappointment must be sent to the University Habilitation Committee prior to the expiry of the period for which the candidate has been appointed a visiting teacher or a visiting researcher. Upon the expiry of two consecutive periods of appointment, they may be reappointed to a such a title after 4 years.

## **6. Procedure for the Recognition of a Title**

A title obtained outside UL can be recognized at UL in accordance to the procedure for the recognition of a title. For a title to be recognized the candidate must be in possession of a valid habilitation from another suitable university or independent higher education or research institution, or have a position at such an organization for which at least equivalent conditions are required as for a habilitation title at UL.

In the procedure for the recognition of a title obtained outside UL the provisions of these Criteria are followed as applicable.

The recognition of a title is valid for the same period of the validity of the title at the institution where it was originally obtained, but no longer than an equivalent title would be valid at UL.

### **Article 35**

The procedure commences with the Dean stating that it is in the interest of the member institution for a candidate's title to be recognized.

On the basis of the Dean's statement the candidate files their application at the member institution responsible for the field of habilitation in which they have been appointed to a title. The application shall contain information on the procedure through which the title has, the candidate's biography and bibliography, as well as the printed versions of three of their most important works available in a world language.

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

If within 30 days of receiving the notification the candidate fails to supply the required information and does not request extension to the deadline, the Senate of the member institution where the procedure is taking place shall withdraw the candidate's application.

The Senate of the member institution where the procedure is underway appoints three reviewers who within a period of 30 days write their reports on the comparability of the candidate's title obtained outside UL. The reviewers also suggest which is the title that the candidate should obtain through the procedure for the recognition of a title.

The Dean of the member institution where the procedure is underway forwards to the University Habilitation Committee the reviewers' reports along with the rest of documentation.

### **Article 36**

On the basis of the reviewers' reports, the documentation received and the generally accessible information, the Habilitation Committee takes a decision on whether to give approval for the title to be recognized.

Within 60 days from receiving the decision of the University Habilitation Committee, the competent body decides on the recognition of the title in question.

If the University Habilitation Committee has not given its approval, the Senate of the member institution where the procedure is underway withdraws the candidate's application.

## **7. Components of the Assessment of Competence for the Habilitation Field and Their Demonstration**

### **a. Components of the Assessment of Academic, Professional and Artistic Competence and Their Demonstration**

#### **Article 37**

#### **(Components for the Assessment of Academic and Professional Competence)**

The assessment of academic and professional competence in the field of habilitation comprises the following components:

- proven ability to solve problems of an academic, research and development or technical nature;
- active international engagement;
- work experience in a professional environment, etc.

**Article 38**  
**(Demonstration of Academic and Professional Competence)**

Academic and professional competence in the field of habilitation is demonstrated by means of the following:

- an adequate bibliography in the field of habilitation in which the candidate seeks to be appointed; such a bibliography includes documented academic or professional publications, documented research and professional achievements, documented collaboration in academic, research or professional projects, patents and other documented achievements that are considered to represent evidence of originality and quality in a particular field:
  - evidence of successful international engagement,
  - demonstrable citations in academic literature and
  - positive reviews from the referees.

**Article 39**  
**(Components of the Assessment of Artistic Competence)**

The assessment of artistic competence in the field of habilitation comprises the following components:

- public use of copyrighted works,
- public performances of artistic works (concerts, recitals, theatrical performances, exhibitions),
- awards and prizes for artistic work, and
- international engagement.

**Article 40**  
**(Demonstration of Artistic Competence)**

Artistic competence for a particular habilitation field is demonstrated 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
  - reviews of artistic work,
  - awards for artistic work,
  - membership in international ensembles and juries,
  - collaboration at established national and international festivals, competitions and events,
  - invitations for international guest appearances,
  - collaboration with established national and international art institutions, and
  - positive reviews from the referees.

**Article 41**  
**(Works Taken into Consideration in the Procedure)**

As part of the procedure for appointment to a title, the candidate's works which are taken into consideration are those that are relevant to the field of habilitation and have been written or created and published or accepted for publication by the date of the filing of the application.

If a candidate applies for more than one title in the same field of habilitation, the applications cannot make use of the same works.

## **Article 42 (Important Works)**

In the assessment of academic, professional and artistic competence, the candidate's important works are subject to particular evaluation. These works must be of relevance to the field of habilitation and must be published or presented in a manner that is considered to be internationally representative in academic or artistic terms in the field in which the candidate seeks to be appointed. In the fields where international impact cannot be obtained or is not suitable as a measure of quality, important works must be of significance to the national identity and culture.

The following types of works can be considered academically important:

- articles published in one of the widely spoken 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, when the journals indexed in SSCI or SCI with  $IF > 0$  and AHCI are not the only reliable indicator of international impact;
- academic monographs and monograph chapters published by a publishing company from the approved list of publishers;
- works that are of significance for the national identity and culture in those fields of habilitation where international impact cannot be obtained or is not suitable as a measure of quality;
- peer-reviewed university textbooks;
- outstanding professional (technology transfer, patents, drafting of legal acts) or sports achievements.

Journals comparable to the journals indexed in SSCI or SCI with  $IF > 0$  and AHCI must appear on a relevant international list. The lists relating to individual fields of habilitation can be found in the annexes to these Criteria compiled by individual member institutions.

A work written in a foreign language and published in a Slovene journal that is listed in the approved international citation indexes can also count as an internationally important work if the journal meets the criteria of international significance; as such it must have an international editorial board and international authors.

The following types of works can be considered artistically important:

- works of international importance or outstanding artistic output that has been presented to the public;
- works which are of significance for the national identity and culture in those fields of habilitation where international impact cannot be obtained or is not suitable as a measure of quality;
- peer-reviewed university textbooks;
- outstanding professional achievements.

Important works which the candidate wishes to have considered as such for their appointment to the titles of professor, senior research fellow, associate professor or senior research associate must state the candidate's affiliation with UL. In cases where UL has recognized a title obtained by the candidate outside UL, this requirement is applicable to works published after the recognition of the title.

In the assessment of a candidate's academic, professional and artistic competence, the quality of their output as a whole is also taken into consideration besides the quality of individual important works.

**Article 43**  
**(First and Corresponding Authorship)**

In the assessment of a candidate's academic, professional and artistic competence, their first and corresponding authorship of important works are also taken into consideration.

In fields to which the category of first or corresponding author does not apply or in which it is not evidenced in the usual way (for instance, where the authors' names are given in alphabetical order), the candidate's relevant contribution to a collective work in question must be evident. Lists of such fields of habilitation are approved by the Senate of the University and can be found in the annexes to these Criteria compiled by individual member institutions.

**Article 44**  
**(Combination of Academic and Artistic Works)**

For specific fields defined by the University Senate, a candidate for appointment to the title of associate professor and professor may present their academic and artistic works. In such a case, at least two thirds of the works submitted for appointment to the title of associate professor or professor must be from the academic or artistic field in which they were appointed to the title of assistant professor.

**b. Components of Teaching Competence**

**Article 45**

The assessment of a candidate's teaching competence for appointment to a title comprises the following components:

- the quality of lectures, practical classes, seminars, student consultations and examinations;
- successful supervision of theses (bachelor's, specialization, master's, doctoral) and of lifelong and other postgraduate learning, supervision of exchange students and of other student research work;
- their relationship with students;
- students' evaluation of their teaching;
- encouraging students to pursue academic, artistic, teaching and professional work,
- the preparation and didactic quality of teaching aids, study material and textbooks,
- the development of laboratories or other specialized units which support the teaching process,
- teacher training supported by evidence and obtained under general teacher-training programmes at a member institution.

**Article 46**

When a candidate applies for appointment to a university teaching title for the first time, irrespective of the habilitation field, their teaching skills are demonstrated by means of a trial lecture, and in subsequent appointments in accordance with Article 45 of these Criteria.

If the candidate has already taught at UL, their teaching skills are demonstrated at the time of their first appointment to a university teaching title also by means of a Student Council evaluation and by the results of student questionnaires on the candidate's teaching.

**c. Demonstration of International Impact**

**Article 47**  
**(Demonstration of International Impact of a Candidate's Work)**

A candidate demonstrates the international impact of their work by means of the following international impact indicators:

- publications with an international impact,
- citations in academic literature,
- invited lectures at international academic gatherings,
- membership of editorial boards of international journals,
- presentations of their works at international festivals or other comparable events;
- membership of international juries,
- membership of foreign academies,
- holding responsibility for courses of international undergraduate or postgraduate programmes, and
- teaching collaboration in undergraduate and postgraduate study programmes at foreign universities.

The criteria and a more detailed list of indicators of international impact as well as their quantitative values for individual habilitation fields can be found in the annexes to these Criteria compiled by individual member institutions.

#### **d. Outstanding Achievements**

##### **Article 48 (A Candidate’s Outstanding Achievements)**

A candidate’s outstanding achievements include major international awards, important works with a demonstrated high international impact or internationally recognized artistic achievements. A candidate’s outstanding achievements are subject to a specific assessment by the reviewers.

#### **e. Quantification**

##### **Article 49 (Bibliographic Quantification)**

For the purpose of appointment to a title, the significance of academic, research, artistic or professional activity is also assessed quantitatively by means of 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 publisher of the monograph, or the manner in which the work of art was presented.

Teaching activity is assessed quantitatively using the points system as well.

##### **Article 50 (The Points System)**

The quantitative evaluation of a candidate’s academic, research, artistic, teaching and professional activity is performed on the basis of the following points system:

<b>1.</b>	<b>ACADEMIC RESEARCH ACTIVITY</b>	
1.0	Outstanding achievements in accordance with article 48 of the Criteria	up to 25 points
<b>1.1.</b>	<b>Peer-reviewed articles</b> <b>National and international journals with peer-review,</b> international exchange and a summary in a foreign language	

1.1.1	Group I (the top 5% of most quoted journals from individual fields; if there are 20 or fewer journals in a given field, the journals classed as first or second on the list are included in this group)	up to 12 points
1.1.2	Group II (SSCI, SCI, AHCI)	up to 8 points
1.1.3	Group III (journals substituting SSCI, SCI, AHCI)	up to 6 points
1.1.4	Group IV (other reviewed journals)	up to 2 points
1.1.5	Group V (other journals)	up to 1 point
<b>1.2</b>	<b>Monographs</b>	
1.2.1	Monograph (foreign)	up to 25 points
1.2.2	Monograph (domestic)	up to 20 points
<b>1.3</b>	<b>Monograph chapters</b>	
1.3.1	Monograph chapters (foreign)	up to 8 points
1.3.2	Monograph chapters (domestic)	up to 4 points
<b>1.4.</b>	<b>Invited and published plenary paper</b>	
1.4.1	- at domestic academic conferences	up to 2 points
1.4.2	- at international academic conferences	up to 5 points
<b>1.5.</b>	<b>Published section papers</b>	
1.5.1	- at domestic academic conferences	up to 1 point
1.5.2	- at international academic conferences	up to 3 points
<b>1.6</b>	<b>Published papers from academic symposiums and seminars</b>	
1.6.1	- domestic	up to 0.5 points
1.6.2	- international	up to 1 point

1.7	Reviews published in the form of an article	up to 2 points
2.	<b>ARTISTIC ACTIVITY</b>	
2.0	Outstanding artistic achievement in accordance with article 48 of the Criteria	up to 25 points
2.1	Public performance or presentation of a work of art	up to 0.5 points
2.2	Public performance, publication or presentation of a work of art with a published review	up to 2 points
2.3	Public performance, publication or presentation of a work of art at important events 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 discipline 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 discipline as a top-level achievement in an international context	up to 25 points
2.7	Other documented artistic activity at the discretion of reviewers' panels	up to 5 points
3.	<b>TEACHING ACTIVITY</b>	
3.1	<b>Textbooks</b>	
3.1.1	Peer-reviewed university textbook	up to 10 points
3.1.2	New, updated edition	up to 5 points
3.1.3	Other peer-reviewed non-university textbooks	up to 5 points
3.1.4	Study aids and materials (in paper or electronic format)	up to 2 points
3.2	International projects for developing study programme curricula, teaching methods, etc.	up to 3 points
3.3	Certified teaching activity at a foreign university	<b>up to 8 points*</b>
3.4	<b>Supervision (co-supervision is awarded half the number of points)</b>	
3.4.1	- bachelor's theses (pre-Bologna system) or master's thesis (Bologna system)	up to 1 point
3.4.2	- first-cycle final papers (pre-Bologna system) or bachelor's theses (Bologna system)	up to 0.5 points
3.4.3	- student research papers	up to 1 point
3.4.4	- student art projects	up to 1 point
3.4.5	- in national classifications in highly competitive contests	up to 1.5 points
3.4.6	- in international classifications in highly competitive contests	up to 2 points

3.4.7	- works for which a faculty Prešeren award has been given	up to 1.5 points
3.4.8	- works for which a university Prešeren award has been given	up to 2 points
3.4.9	- master's theses (pre-Bologna system)	up to 2 points
3.4.10	- doctoral theses	up to 3 points
3.5	Student evaluation with an average rating in the top 10% of the assessment scale at a member institution; only one subject is taken into account per year	up to 3 points*
3.6	Students' award for teaching (awards are defined by the member institutions' specific guidelines)	up to 3 points
<b>3.7</b>	<b>Organization of summer school, seminar, competition</b>	
3.7.1	- with predominantly foreign participation	up to 2 points
3.7.2	- with predominantly domestic participation	up to 1 point
<b>3.8</b>	Participation in organized teacher training (at university level or in an international context), with proof of participation	<b>up to 1 points *</b>
<b>4.</b>	<b>PROFESSIONAL ACTIVITY</b>	
<b>4.1</b>	<b>Popular science book</b>	
4.1.1	- with a domestic publisher	up to 3 points
4.1.2	- with an international publisher	up to 6 points
4.2	Editor or co-editor of a journal, book or conference proceedings	
4.2.1	- domestic	up to 3 points
4.2.2	- international	up to 6 points
<b>4.3</b>	<b>Professional article or computer program</b>	up to 1 point
<b>4.4</b>	<b>Published presentations, reports and expert papers</b>	up to 0.5 points
<b>4.5</b>	<b>Popular papers</b>	up to 0.1 points
<b>4.6</b>	<b>Patents, (co-)authorship of inventions (taken-over or free)</b>	
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 triadic patent (EU, USA, Japan)	12 points
<b>4.7</b>	<b>Involvement in a top sporting achievement</b>	
4.7.1	Medal at a European championship	3 points
4.7.2	Medal at a world championship	5 points
4.7.3	Olympic medal	10 points

<b>4.8</b>	<b>Other documented professional activity at the discretion of reviewers' panels</b>	<b>up to 12 points*</b>
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\* The highest total number of points for this category of the point system. For other categories the number of points refers to the highest number of points per item.

## **f. Demonstrating the Fulfilment of Other Criteria for Appointment to a Title**

### **Article 51 (Demonstration of Active Knowledge of a Foreign Language)**

Active knowledge of a foreign language is demonstrated by a certificate of an institution competent to issue such certificates or by an internationally recognized certificate of 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 in a programme conducted in a world language and who wrote their doctoral thesis in that language is not obliged to submit evidence of active knowledge of a world language.

Active knowledge of a foreign language can also be demonstrated by providing suitable evidence:

- that they have obtained a bachelor's, master's or doctoral degree in another country (attaching the certificate as evidence of the knowledge of a foreign language);
- that they have passed a foreign language exam at bachelor's or master's level (attaching copies of confirmations of exams passed).

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

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

### **Article 52**

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

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.

The general conditions are the formal conditions that a candidate for appointment to a title must fulfil in addition to the common conditions.

The special conditions are the qualitative and quantitative conditions that a candidate for appointment to a title must fulfil in addition to the common and general conditions.

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

### **Article 53**

The common conditions for appointment to a title are:

- proven suitable education or suitable professional or academic title;
- proven competence for academic research, artistic or professional work, in relation to the title applied for;
- proven teaching competence;
- positive evaluations by the majority of the reviewers' panel;
- active knowledge of at least one world language.

Teaching competence does not need to be proven by the candidates for appointment to the titles of researcher, junior researcher, expert adviser, senior expert, junior expert or librarian.

## **b. General and Special Conditions for Appointment to a Title**

### **i. Professor and Senior Research Fellow**

#### **Article 54**

#### **(General Conditions for Appointment to the Titles of Professor and Senior Research Fellow)**

A candidate may be appointed to the title of professor if they have:

- a doctorate,

or, in an artistic field:

- their artistic work recognized, and
- a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date.

#### **Article 55**

#### **(Special Conditions for Appointment to the Titles of Professor and Senior Research Fellow)**

In addition to the common and general conditions, the candidates for appointment to the titles of professor and senior research fellow must also fulfil the following special qualitative conditions:

- they work successfully in a professional environment;
- they further or enhance research and artistic achievements and see to their application, enriching Slovene and international knowledge and culture;
- they have published academic or artistic works that are important for the development of the discipline internationally and nationally;
- they demonstrate international impact of their work or, in an artistic field, they are active internationally;
- they have been active as a researcher, artist and/or teacher at foreign universities or important artistic institutions;

- they have contributed to the formation of new experts in their field;
- they have been in charge of research projects or, in an artistic field, of artistic projects.

The minimum quantitative conditions corresponding to the above qualitative conditions from indents five, six and seven of the first paragraph of this article are:

- since completing their doctoral studies, they have been active as a researcher or teacher at a foreign university or research institution in their habilitation field broadly conceived continuously for at least 3 months;
- since having their important works of art recognized, they have been active as an artist or a teacher at a foreign university or at an important art institution, in their habilitation field broadly conceived, continuously for at least 3 months; work within panels of judges at important international art competitions or contests, or supervision of students who achieve international awards at competitions or international events that are considered of particular importance on account of the place or venue shall be valued the same as activity at a foreign university or art institution;
- they have acted as a supervisor for at least one successfully completed doctoral thesis or co-supervisor for at least two doctoral thesis, in their habilitation field broadly conceived, or as a - - they have been in charge of at least one research projects or, in an artistic field, of an artistic projects from the habilitation field in which the candidate seeks to be appointed.

On the basis of the reviewers' evaluations and appropriate documentation submitted, in specially justified cases, it is considered that a candidate facing specific life circumstances who is unable to be away from home for a longer period of time (for example, employees who work part-time in accordance with pension and disability insurance regulations, or with health insurance or other regulations; employees who look after and care for a child who needs special care and protection in accordance with regulations governing family benefits; other similar, objectively justified cases) has fulfilled the condition of the three months' uninterrupted teaching, research or artistic activity at a foreign university, research institution or important artistic institution, if they have demonstrated other active international collaboration. In such cases, the reviewers must assess the comparability or appropriateness of such international activity.

In order to be appointed to the title of senior research fellow, a candidate is not required to fulfil the conditions specified in the sixth indent of the first paragraph and the third indent of the second paragraph of this article.

#### **Article 56**

#### **(Special Quantitative Conditions for Appointment to the Titles of Professor and Senior Research Fellow in Academic Field)**

For appointment to the titles of professor and senior research fellow a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must have at least 90 points,
  - of which at least 20 points are from teaching activity and at least 50 points are from academic research activity;
  - of which at least 30 points are from the date of submission of the application for their first appointment to their current title (of these at least 7.5 points are from teaching activity and at least 15 points from academic research activity);

- has published at least 14 important works with the affiliation to UL, with the candidate as first or corresponding author,

- of which at least 7 are from the date of submission of the application for their first appointment to their current title,

- at least 6 of the 14 important works must be articles published in journals indexed in SSCI or SCI with IF>0 or AHCI, or in journals that are comparable in terms of quality and international recognition with the above mentioned journals, provided that it is characteristic of the habilitation field that the SSCI and SCI journals with IF>0 or AHCI journals are not the sole reliable indicator of international impact,

- no more than 8 out of 14 articles can be academic monographs, monograph chapters, a peer-reviewed university textbook, and an outstanding professional or sports achievement; an academic monograph counts as two works; no more than one textbook and one outstanding professional or sports achievement can be taken into consideration.

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

In order to be appointed to the title of senior research fellow, a candidate is not required to fulfil the conditions specified in the first indent of the first paragraph, but they must have at least 70 points from academic research of which 22.5 points must be from the date of the application for their first appointment to the current title.

#### **Article 57**

#### **(Special Quantitative Conditions for Appointment to the Title of Professor in an Artistic Field)**

For appointment to the title of professor in an artistic field a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must have at least 90 points,

- of which at least 20 points are from teaching activity and at least 50 points are from artistic activity;

- of which at least 30 points are from the date of submission of the application for their first appointment to their current title (of which at least 7.5 points are from teaching activity and at least 15 points from artistic activity);

- has produced at least 14 important works as the sole author or, in the case of co-authorship, the candidate's contribution is clear and recognizable;

- of which at least 7 are from the date of submission of the application for their first appointment to their current title;

- they are active internationally.

**Article 58**  
**(Public Lecture)**

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

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

**ii. Associate Professor and Senior Research Associate**

**Article 59**  
**(General Conditions for Appointment to the Titles of Associate Professor and Senior Research Associate)**

A candidate may be appointed to the title of associate professor if they have:

- a doctorate,

or, in an artistic field:

- recognized artistic work, and
- a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date.

**Article 60**  
**(Special Conditions for Appointment to the Titles of Associate Professor and Senior Research Associate)**

In addition to the common and general conditions, the candidates for appointment to the titles of associate professor and senior research associate must also fulfil the following special qualitative conditions:

- they are able to work autonomously in the areas of academic research, technological research or art in the habilitation field in which they are seeking appointment, contributing to the generation of new knowledge or to artistic production, which is demonstrated with a list of works in the habilitation field;
- they have worked successfully in a professional environment;
- they demonstrate international impact of their work or, in an artistic field, they are active internationally;
- they have been active as a researcher, artist and/or teacher at foreign universities or important artistic institutions;
- they have contributed to the formation of new experts in their field;
- they have been in charge of research projects or, in an artistic field, of artistic projects;
- they have the approval of the Habilitation Committee.

The minimum quantitative conditions for the above qualitative conditions from indents four, five and six of the first paragraph of this article are:

- since completing their doctoral studies, they have been active as a researcher or teacher at a foreign university or research institution continuously for at least 3 months;

- since having their important works of art recognized, they have been active as an artist or a teacher at a foreign university or at an important art institution, in their habilitation field broadly conceived, continuously for at least 3 months; work within panels of judges at important international art competitions or contests, or supervision of students who achieve international awards at competitions or international events that are considered of particular importance on account of the place or venue shall be valued the same as activity at a foreign university or art institution;
- they have acted as a co-supervisor for at least one successfully completed doctoral thesis in their habilitation field broadly conceived, or have contributed in a relevant way to the formation of new experts in their field. The following types of supervision can qualify as such a contribution:
  - supervision of a master's student who has completed their thesis (pre-Bologna system) or of a master's in an artistic field obtained under a study programme adopted prior to June 2004,
  - supervision of a postgraduate student whose doctoral thesis proposal has been approved by UL,
  - supervision of students for their production of exceptional artistic work, at competitions and within professional artistic ensembles and groups;
  - supervision of at least one successfully completed piece of student work that received the University Prešeren Award, or a national or international award;
  - supervision of two successfully completed specializations, including a specialization examination.
- they have been in charge of at least one research project or, in an artistic field, of an artistic project from the field of habilitation.

On the basis of the reviewers' evaluations and appropriate documentation submitted, in specially justified cases, it is considered that a candidate facing specific life circumstances who is unable to be away from home for a longer period of time (for example, employees who work part-time in accordance with pension and disability insurance regulations, or with health insurance or other regulations; employees who look after and care for a child who needs special care and protection in accordance with regulations governing family benefits; other similar, objectively justified cases) has fulfilled the condition of the three months' uninterrupted teaching, research or artistic activity at a foreign university, research institution or important artistic institution, if they have demonstrated other active international collaboration. In such cases, the reviewers must assess the comparability or appropriateness of such international activity.

In order to be appointed to the title of senior research associate, a candidate is not required to fulfil the conditions specified in the fifth indent of the first paragraph and the third indent of the second paragraph of this article.

**Article 61**  
**(Special Quantitative Conditions for the First Appointment to the Titles of Associate Professor and Senior Research Associate)**

For appointment to the title of associate professor or senior research associate a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must have at least 60 points,
  - of which at least 15 points are from teaching activity and at least 35 points are from artistic activity;

- of which at least 25 points are from the date of submission of the application for their first appointment to their current title (and of these at least 7.5 points are from teaching activity and at least 15 points from artistic activity);

- has produced at least 7 important works as first or corresponding author with the affiliation to UL, with the candidate as first or corresponding author,

- of which at least 4 are from the date of submission of the application for their first appointment to their current title;

- at least 3 of the 7 works must be articles published in journals indexed in SSCI or SCI with  $IF > 0$  or AHCI, or in journals that are comparable in terms of quality and international recognition with the above mentioned journals, provided that it is characteristic of the habilitation field that the SSCI and SCI journals with  $IF > 0$  or AHCI journals are not the sole reliable indicator of international impact,

- no more than 4 out of 7 articles can be academic monographs, monograph chapters, a peer-reviewed university textbook, and an outstanding professional or sports achievement; an academic monograph counts as two works; no more than one textbook and one outstanding professional or sports achievement can be taken into consideration.

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

In order to be appointed to the title of senior research associate, a candidate is not required to achieve the minimum number of points from teaching activity as specified in the first indent of the first paragraph of this article. The candidate must, however, achieve at least 50 points from their academic research activity, of which at least 22.5 points from the date of submission of the application for their first appointment to their current title.

## **Article 62**

### **(Special Quantitative Conditions for the First Appointment to the Titles of Associate Professor in an Artistic Field)**

For appointment to the title of professor in an artistic field a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must achieve at least 60 points,

- of which at least 15 points are from teaching activity and at least 35 points are from artistic activity;

- of which at least 25 points are from the date of submission of the application for their first appointment to their current title (of which at least 7.5 are points from teaching activity and at least 15 points from artistic activity);

- has produced at least 7 important works as the sole author or, in the case of co-authorship, the candidate's contribution is clear and recognizable;

- of which at least 4 from the date of submission of the application for their first appointment to their current title;

- they are active internationally.

**Article 63**  
**(Special Quantitative Conditions for Reappointment to the Titles of Associate Professor and Senior Research Associate)**

For reappointment to the title of associate professor a candidate must have from the date of submission of the application for their first appointment to their current title at least 15 points (of which at least 5 points from teaching activity and at least 9 points from academic research or artistic activity) and must also have produced at least two important works.

For reappointment to the title of senior research associate a candidate must have from the date of submission of the application for their first appointment to their current title at least 15 points from academic research activity and must also have produced at least two important works with the affiliation to UL.

**Article 64**  
**(Conditions for Appointment to the Titles of Associate Professor and Senior Research Associate after the Expiry of the Title's Validity)**

A candidate for appointment to the title of associate professor and senior research associate after the expiry of the validity of the title must cumulatively fulfil all the criteria for the first appointment to the title of associate professor or senior research associate (Articles 59-62 of the Criteria). From the date of submission of the application for their last appointment to their current title prior to the expiry of its validity, they must have at least 25 points (of which at least 7.5 points are from teaching activity and at least 15 points from academic research or artistic activity) and must also have published at least 4 important works as first or corresponding author.

In order to be appointed to the title of senior research associate, a candidate is not required to achieve the minimum number of points from teaching activity as specified in the first indent of the first paragraph of this article. The candidate must, however, have at least 22.5 points from their academic research activity from the date of submission of the application for their last appointment to their current title prior to the expiry of its validity.

**iii. Assistant Professor and Research Fellow**

**Article 65**  
**(General Conditions for Appointment to the Titles of Assistant Professor and Research Associate)**

A candidate may be appointed to the title of assistant professor and research associate if they have:

- a doctorate,

or, in an artistic field:

- recognized artistic work, and

- a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date.

**Article 66**  
**(Special Conditions for Appointment to the Titles of Assistant Professor and Research Associate)**

In addition to the common and general conditions, the candidates for appointment to the titles of assistant professor and research associate must also fulfil the following special qualitative conditions:

- they are able to work autonomously in the areas of academic research, technological research or art in the habilitation field in which they are seeking appointment, contributing to the generation of new knowledge or to artistic production, which is demonstrated with a list of works in the habilitation field;
- they are successful in solving problems of an academic, research and development or technical nature;
- they are active internationally;
- they have the approval of the Habilitation Committee.

**Article 67**  
**(Special Quantitative Conditions for the First Appointment to the Titles Assistant Professor and Research Associate)**

For appointment to the title of assistant professor or research associate a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work, they must have at least 20 points from academic research activity,
- they have published at least 3 important works as first or corresponding author;
- at least 1 of the 3 works must be an article published in journals indexed in SSCI or SCI with  $IF > 0$  or AHCI, or in journals that are comparable in terms of quality and international recognition with the above mentioned journals, provided that it is characteristic of the habilitation field that the SSCI and SCI journals with  $IF > 0$  or AHCI journals are not the sole reliable indicator of international impact,
  - no more than 2 out of 3 articles can be academic monographs, monograph chapters, a peer-reviewed university textbook, and an outstanding professional or sports achievement; an academic monograph counts as two works; no more than one textbook and one outstanding professional or sports achievement can be taken into consideration.

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

**Article 68**  
**(Special Quantitative Conditions for the First Appointment to the Title of Assistant Professor in an Artistic Field)**

For the first appointment to the title of assistant professor in an artistic field a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work in an artistic field, they must have achieved at least 20 points,
- they have produced at least 3 important works as the sole author or, in the case of co-authorship, the candidate's contribution is clear and recognizable.

**Article 69**  
**(Special Quantitative Conditions for Reappointment to the Titles of Assistant Professor and Research Associate)**

For reappointment to the title of assistant professor in the same habilitation field a candidate must have from the date of submission of the application for their last appointment at least 12 points (of which at least 3.75 points from teaching activity and at least 7.5 points from academic research or artistic activity) and must also have produced at least one important work.

For reappointment to the title of research associate a candidate must have from the date of submission of the application for their last appointment, at least 12 points from academic research activity and must also have produced at least one important work.

**Article 70**  
**(Conditions for Appointment to the Titles of Assistant Professor and Research Associate after the Expiry of the Title's Validity)**

A candidate for appointment to the title of assistant professor or research associate after the expiry of the validity of the title must fulfil, from the date of submission of the application for their last appointment, all the criteria for the first appointment to the title of assistant professor or research associate.

**iv. Senior Instructor**

**Article 71**  
**(General and Special Qualitative Conditions for Appointment to the Title of Senior Instructor)**

A candidate may be appointed to the title of senior instructor if:

- they have a master's degree or specialization obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they provide evidence of professional work and publications that demonstrate that they are an established professional in the field in which they wish to be appointed,
- they have a relevant bibliography,
- they have demonstrated their teaching abilities,
- they have the approval of the Habilitation Committee.

**Article 72**  
**(Quantitative Conditions for the First Appointment to the Title of Senior Instructor)**

For the first appointment to the title of senior instructor a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work, they must have achieved cumulatively at least 16 points,
- of which at least 6 points are from the date of completion of their master's degree or specialization obtained under study programmes approved up to June 2004 or a master's degree obtained under study programmes approved after that date, or are from the date of the approval of their doctoral thesis proposal if they progressed directly to doctoral studies, again under study programmes approved up to June 2004.

### **Article 73**

#### **(Quantitative Conditions for Reappointment to the Title of Senior Instructor)**

For reappointment to the title of senior instructor a candidate must have from the date of submission of the application for their first appointment to their current title at least 7.5 points from academic research, artistic, professional and teaching activity.

### **Article 74**

#### **(Conditions for Appointment to the Title of Senior Instructor after the Expiry of the Title's Validity)**

A candidate for appointment to the title of senior instructor after the expiry of the validity of the title must cumulatively fulfil all the criteria for the first appointment to the title of senior instructor and must, from the date of submission of the application for their last appointment to the title of senior instructor prior to the expiry of its validity, have at least 7.5 points from academic research, artistic, professional and teaching activity.

## **v. Instructor**

### **Article 75**

#### **(General and Special Qualitative Conditions for Appointment to the Title of Instructor)**

In order to be appointed to the title instructor for subjects, in which specific technical knowledge is transmitted, a candidate must fulfil the following conditions:

- they have at least a bachelor's degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they are an established professional in the field in which they wish to be appointed;
- they have at least 10 years of successful work experience in professional practice;
- they have positive evaluations by the majority of the reviewers' panel.

In order to be appointed to the title of instructor in foreign languages in non language-oriented study programmes, a candidate must fulfil the following conditions:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they are an established professional in the field in which they wish to be appointed;
- they have 5 years of suitable practical experience;
- they have the approval of the Habilitation Committee.

## **vi. Lector**

### **Article 76**

#### **(General and Special Qualitative Conditions for Appointment to the Title of Instructor)**

In order to be appointed to the title of lector, a candidate must fulfil the following conditions:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;

- they have 3 years of suitable teaching experience and, if the title involves living languages, they have been professionally or pedagogically active for at least 3 continuous months in a linguistic environment where the language in question is naturally used;
  - they have a suitable bibliography;
  - they have demonstrated their ability for professional and teaching work;
  - they have demonstrated their teaching competence;
- They have the consent of the Habilitation Committee.

#### **Article 77**

#### **(Quantitative Criteria for the First Appointment to the Title of Lector)**

For the first appointment to the title of lector, a candidate must fulfil the following minimum conditions, in order for the application to be considered:

- in the assessment of published works they must have achieved cumulatively 5 points.

#### **Article 78**

#### **(Quantitative Criteria for Reappointment to the Title of Lector)**

In order to be reappointed to the title of lector, a candidate must have at least 4 points from the date of submission of the application for their last appointment to the title.

#### **Article 79**

#### **(Conditions for Reappointment to the Title of Lector after the Expiry of the Title's Validity)**

A candidate for appointment to the title of lector after the expiry of the validity of the title must cumulatively fulfil all the criteria for the first appointment to the title of lector. From the date of submission of the application for their last appointment to the title of lector prior to the expiry of its validity, they must have cumulatively at least 5 points from academic research, artistic, professional and teaching activity.

### **vii. Teaching Assistant and Junior Researcher**

#### **Article 80**

#### **(General and Special Qualitative Conditions for Appointment to the Titles of Teaching Assistant and Junior Researcher)**

In order to be appointed to the title of teaching assistant and junior researcher, a candidate must fulfil the following conditions:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they demonstrate aptitude to deal with issues of academic, research and development or technical nature, or to engage in artistic activity.

### **Article 81**

#### **(Quantitative Criteria for the First Appointment to the Titles of Teaching Assistant and Junior Researcher)**

In order to be appointed to the title of teaching assistant and junior researcher, a candidate must fulfil the following conditions:

- 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, practicals and other study obligations for which they received a grade.
- they have received at least grade 8 (out of 10) for their final degree paper, provided it is a condition for the completion of their course of study.

If a candidate has a doctoral degree or a master's degree obtained under study programmes approved up to June 2004, the average grade and the grade of their final degree paper are not taken into consideration.

### **Article 82**

#### **(Qualitative Criteria for Reappointment to the Title of Teaching Assistant)**

A candidate may be reappointed to the title of teaching assistant if:

- they have dealt successfully with issues of an academic, research and development or technical nature, or have engaged successfully in artistic activity;
- they demonstrated teaching ability.

### **Article 83**

#### **(Quantitative Criteria for Reappointment to the Title of Teaching Assistant)**

A candidate may be appointed for the second time to the title of teaching assistant if:

- they have at least a master's degree obtained under study programmes approved up to June 2004,  
or
- they have completed 60 ECTS at the doctoral level (3<sup>rd</sup> cycle) or are active as an artist.

A candidate may be appointed for the third time to the title of teaching assistant if:

- they have at least a master's degree obtained under study programmes approved up to June 2004,  
or
- they have completed 120 ECTS at the doctoral level (3<sup>rd</sup> cycle).

A candidate may be appointed for the fourth time to the title of teaching assistant if:

- they have earned a PhD or have their artistic work recognized.

A candidate may be appointed for the fifth time to the title of teaching assistant if:

- they have achieved cumulatively at least 5 points, from the date of submission of the application for their last appointment, from academic research, artistic, teaching and professional activity.

#### **Article 84**

##### **(Qualitative Criteria for Reappointment to the Title of Junior Researcher)**

A candidate may be reappointed to the title of junior researcher if:

- they have dealt successfully with issues of academic, research and development or technical nature, or have engaged successfully in artistic activity.

#### **Article 85**

##### **(Quantitative Criteria for Reappointment to the Title of Junior Researcher)**

A candidate may be appointed for the second time to the title of junior researcher if:

- they have completed 60 ECTS at the doctoral level (3<sup>rd</sup> cycle) a doctoral studies programme.

A candidate may be appointed for the third time to the title of junior researcher if:

- they have at least a master's degree obtained under study programmes approved up to June 2004,  
or

- they have completed 120 ECTS at the doctoral level (3<sup>rd</sup> cycle).

A candidate may be appointed for the fourth time to the title of junior researcher if:

- they have earned a PhD, and
- they have achieved cumulatively at least 15 points from academic research activity.

A candidate may be appointed for the fifth time to the title of junior researcher if:

- they have achieved cumulatively at least 5 points, from the date of submission of the application for their last appointment, from academic research activity.

#### **Article 86**

##### **(Conditions for Reappointment to the Titles of Teaching Assistant or Junior Researcher after the Expiry of the Title's Validity)**

A candidate for appointment to the title of teaching assistant or to the title of junior researcher after the expiry of its validity must fulfil the conditions for reappointment, with respect to the last appointment before the expiry of the title.

#### **viii. Librarian**

#### **Article 87**

##### **(General and Special Conditions for Appointment to the Title of Librarian)**

A candidate may be appointed to the title of librarian if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 3 years of suitable professional practice;
- they have shown their ability to work autonomously and professionally.

## **ix. Specialist Consultant**

### **Article 88**

#### **(General and Special Conditions for Appointment to the Title of Specialist Consultant)**

A candidate may be appointed to the title of specialist consultant if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 15 years of suitable professional practice in the area of expertise, broadly conceived, in which they seek to be appointed.

## **x. Senior Specialist Consultant**

### **Article 89**

#### **(General and Special Conditions for Appointment to the Title of Senior Specialist Adviser)**

A candidate may be appointed to the title of senior specialist adviser if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 10 years of suitable practice in the area of expertise, broadly conceived, in which they seek to be appointed.

## **xi. Specialist Adviser**

### **Article 90**

#### **(General and Special Conditions for Appointment to the Title of Senior Specialist Adviser)**

A candidate may be appointed to the title of senior specialist adviser if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 2 years of suitable practice in the area of expertise, broadly conceived, in which they seek to be appointed.

## **xii. Skills Instructor**

### **Article 91**

#### **(General and Special Conditions for Appointment to the Title of Skills Instructor)**

A candidate may be appointed to the title of skills instructor adviser if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 5 years of suitable practice in the area of expertise, broadly conceived, in which they seek to be appointed.

## **9. Evaluation of a Candidate in an Appointment Procedure**

### **a. The Importance of the Evaluation of a Candidate**

#### **Article 92**

The evaluation of a candidate shall contain an objective assessment of a suitability to be appointed to the requested title.

### **b. The Reviewers**

#### **Article 93**

The reviewers assessing the suitability of a candidate who is seeking to be appointed to a title may be university teachers or members of research staff who hold the same or a higher title than the title to which the candidate seeks to be appointed. At least two reviewers must hold their title in the same field of habilitation in which the candidate wishes to be appointed. If there is no university teacher holding the same or a higher title in the field in which the candidate seeks to be appointed the reviewers may be a university teacher holding the same or a higher title in a related field of habilitation. In procedures for appointment to the titles of senior instructor, assistant professor, associate professor, research associate or senior research associate, at least one member of the reviewers' panel must not be employed at or not have obtained their appointment to a title from the member institution where the candidate is seeking to be appointed to a title or where they work. In procedures for appointment to the title of professor or senior research fellow, at least one member of the reviewers' panel must be external, i.e. they must not be employed at UL and not have been appointed to a title at UL. Members of the reviewers' panel may also be retired university teachers or members of research staff holding a suitable title. In procedures for appointment to a title in an interdisciplinary field of habilitation, members of the reviewers' panel must represent all the relevant fields.

There must be no conflict of interest on the part of the members of the reviewers' panel.

### **c. The Contents of the Reviewers' Evaluations**

#### **Article 94**

The reviewers' evaluation of a candidate shall contain:

- an opinion on the bibliography and the points system submitted;
- a judgement on the candidate's fulfilment of the minimum conditions for the application to be considered;
- a reasoned analytical evaluation of the importance of the candidate's academic research or artistic output in which the submitted works are critically considered;
- a reasoned evaluation of the candidate's work as a teacher when they are seeking to be appointed to a university teacher title;
- an evaluation of the quality and significance of the candidate's professional activity;
- a clear and unambiguous statement on whether and to what extent the candidate fulfils the conditions for appointment to the requested title.

#### **d. Deadline for the Compilation of Evaluations**

##### **Article 95**

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

The deadline for the compilation of the evaluation of the candidate's competence may not be longer than two months.

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

#### **e. Consequences of the Failure to Compile the Evaluation in Due Time**

##### **Article 96**

If a reviewer fails to compile the evaluation in due time without requesting an extension of the deadline, the Dean of the member institution where the procedure for appointment to a title is underway, invites them to immediately compile the evaluation.

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

#### **10. The Opinion of the Student Council on the Candidate's Work as a Teacher**

##### **Article 97**

The Student Councils of the member institution where the candidate has been active as a teacher compile an evaluation of their teaching within the deadline set by the Senate of the member institution where the procedure for appointment to the title is underway.

The Student Council compiles the evaluation of the candidate's work on the basis of student questionnaires and other documented information obtained from the students and concerning, for instance, the candidate's work as a supervisor.

In writing the evaluation, the Student Council is not bound by the results of student questionnaires. If the evaluation by the Student Council deviates from the results of the questionnaires, this deviation should be fully explained and justified.

#### **a. Components of the Student Council's Evaluation**

##### **Article 98**

The students' evaluation shall contain the following:

- the candidate's name and the period to which the evaluation relates;
- details of the quantitative and qualitative indicators on the basis of which the evaluation of the candidate's teaching performance has been compiled;

- a thorough justification of the evaluation.

A negative opinion of the Student Council shall, in addition to the components defined in the first paragraph, also include details of the timeframe as well as the extent and nature of the specific deficiencies in the candidate's teaching performance.

**b. Consequences of the Failure to Compile the Student Council's Evaluation on the Procedure for Appointment to a Title**

**Article 99**

If a member institution's Student Council fails to compile the evaluation the candidate's teaching performance within the deadline set for the compilation of the evaluation by the Senate, the quality of the candidate's work as a teacher shall be judged on the basis of the other components defined in Article 45.

**11. Concluding Provisions**

**Article 100**

This official consolidated text of the Criteria shall come into force on the fifteenth day after its publication on UL website. It also applies to procedures for appointment to a title which are already underway on the date when this document comes into effect. In such cases, according to Article 11 of these Criteria, the fulfilment of the required conditions is evaluated on the basis of the regulations that were in force on the day when the application was submitted.

**12. The Content of Transitional and Concluding Provisions of the Criteria which Are Included in the Present Official Consolidated Text of the Criteria**

**Article 101**

A candidate who was appointed to a title according to the *Criteria for Appointment to the Titles of University Teacher, Researcher and Associate dated 5 November 1996 (with amendments dated 16 October 2001 and 12 May 2009)* may, after the expiry of that title, once again seek to be appointed to the same or a higher title according to the Criteria that were valid for their last appointment to the current title.

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

Upon the first appointment according to these Criteria for appointment to a higher title, they are only required to fulfil the difference between the quantitative requirements for appointment to the current title and the quantitative requirements for appointment to the higher title according to these Criteria.

**Article 102**

Candidates whose equivalence of university teacher titles has been established prior to the *amendment of the Criteria dated 30 June 2015* shall retain their recognized equivalent titles for the period established in the recognition procedure of the equivalent title.

### Article 103

On the basis of the amendments to the *Criteria dated 26 September 2016 and 18 October 2016*, the following provisions apply to applications submitted by 3 November 2021, regardless of the provisions of these Criteria:

**1. for appointment to the titles of associate professor and senior research associate:** the first and the second indents of the second paragraph of Article 60 of these Criteria are replaced by the following conditions:

- since completing their doctoral studies, they have been active as a researcher or teacher at a foreign university or research institution for a period of at least 3 months in total, of which no stay may be shorter than 30 days, or
- since having their important works of art recognized, they have been active as an artist or a teacher at a foreign university or at an important art institution for a period of at least 3 months in total, of which no stay may be shorter than 30 days. Work within panels of judges at important international art competitions or contests, or supervision of students who achieve international awards at competitions or international events that are considered of particular importance on account of the place or venue shall be valued the same as activity at a foreign university or art institution.

**2. for reappointment to the titles of associate professor or senior research associate** a candidate does not need to have been in charge of a project.

**3. for appointment to the title of lector: the second indent of Article 76 of these Criteria is replaced by the following condition:**

- they have 3 years of suitable teaching experience and, if the title involves living languages, they have been professionally or pedagogically active for at least 3 months in total, with individual stays of at least 14 days, in a linguistic environment where the language in question is naturally used.

### Article 104

On the basis of the amendments to the *Criteria dated 17 September 2019 and Official consolidated text No. 2* Official consolidated text No. 2 also applies to procedures for appointment to a title which are already underway on the date when this document comes into effect. In such cases, according to Article 11 of these Criteria, the fulfilment of the required conditions is evaluated on the basis of the regulations that were in force on the day when the application was submitted.

The annexes to these Criteria approved by the University Senate continue to be valid and are published together with the present official consolidated text.

In the annexes to the Criteria, the member institutions update and harmonize the references to the numbers of the articles of these Criteria and submit the documents by 1 October 2019 for approval by the University Senate. Until the updating and harmonization of the references in the annexes to these Criteria, the provision of the annex to the Criteria is referred to together with the corresponding provision of these Criteria.

The amendment to Articles 42, 56, 61 and 63 of these Criteria, on the basis of which a candidate for appointment to the titles of professor, senior research fellow, associate professor or senior research associate is required to have works published with the affiliation to UL, applies to those important works by the candidate which will be accepted for publication after 1 January 2020.

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Date: 17 September 2019

prof. dr. Igor Papič  
Chair of the Senate of UL  
Rector UL