

## **Appendix 17**

### INSTRUCTIONS FOR CARRYING OUT THE CRITERIA FOR APPOINTMENT TO THE TITLES OF UNIVERSITY TEACHERS, SCIENTISTS AND EMPLOYEES IN HIGHER EDUCATION

On the basis of the Article 253, point 17 of the Statute of the University of Maribor (Ur. l. (Official Gazette) RS no.115/2004) and the Article 11 of the Criteria for appointment to the titles of university teachers, scientists and employees of higher education, the Senate of the University of Maribor on 21.12.2004 adopted

### **INSTRUCTIONS**

#### **for carrying out the Criteria for appointment to the titles of university teachers, scientists and employees in higher education**

#### **I. GENERAL PROVISIONS**

##### **Content of the act**

##### Article 1

By this act, the University of Maribor (hereinafter: the University) determines the instructions (hereinafter: Instructions) that are related to the carrying out the Criteria for appointment to the titles of university teachers, scientists and employees in higher education (hereinafter: Criteria)

#### **II. MEANING OF TERMS**

##### **First and leading authorship in publication with more authors**

##### Article 2

First author is an author who has written an article or the major portion of the article and is the first among authors in the publication, or as agreed in writing by all co-authors.

Leading author is an author who is a mentor or has lead the research and has been, if not the first author as well, in the publication mentioned in the last place, or as agreed in writing by all co-authors. Leading author can only be one of the mentioned authors in the publication.

##### **Monographs**

##### Article 3

Scientific monograph is a publication in which a problem, question or subject, person or an event is scientifically, systematically, exhaustively and all-encompassingly handled in one volume or in defined number of volumes,

## **Appendix 17**

which are published at the same time or in assigned time in advance. In it, considered as well, are original publications of scientific reviews, scientific translations with comments, scientific dictionaries or scientific maps.

Professional monograph is a publication in which a problem, question or subject, person or an event is professionally handled in one volume or in defined number of volumes, which are published at the same time or in assigned time in advance.

Monograph must be reviewed by at least two scientists with the doctorate of science and must have all prescribed elements for the acquirement of CIP and ISBN.

The sum of all individual parts of the monograph (Article 25, point 2 of Criteria) must not exceed the overall number of points for a monograph. If an author has, in the same monograph, more individual contributions, all contributions can receive altogether at the most 2/3 of points, assigned in the monograph.

### **Conferences**

#### Article 4

As an international conference (Article 25, point 3 of Criteria), only following conferences are considered:

- the one, which is organized by a world or European scientific association, regardless of the title that the meeting has, or
- the one, which has an anthology with an international editorial board and it is published in a world language.

Invited (introductory) scientific lecture is usually presented at a scientific conference in plenary session (key note lecture, plenary lecture), with longer time frame than usual contributions and is published at the beginning of the anthology, on more pages (if that practice exists)

### **Articles**

#### Article 5

Original scientific article is only the first publication of original scientific results in that form, so that the research can be repeated, and statements are verified. It must be reviewed, linguistically and physically available to the professional public.

## **Appendix 17**

Review scientific article is a contribution of a top-level scientist in global measures. The most commonly, it is a survey of the most recent works on defined subject field, with the intention to summarize, analyze, evaluate or synthesise the information, which has already been published. It brings new syntheses, new ideas and theories as well as even scientific paradigms.

Professional article is a presentation of an already known knowledge with an emphasis on the use of results of the original researches and spreading the knowledge. It is written for professionals from a narrow field and published in professional journals of a narrow professional field.

Popular article is an article for popularization of scientific or professional recognitions and social role of the research and developmental activity. Articles in daily newspapers, weekly and monthly newspapers/magazines that are intended for a wide audience of readers, i.e. Delo, Večer, Gospodarski vestnik, Manager, Finance, and their supplements (Sobotna priloga, Književni list, Znanost, etc.) are not professional but popular.

### **Guest lecture at the university abroad**

Article 6

As a guest-lecture at the university abroad, all invited guest lectures at the universities abroad, in the period of at least one semester, is taken into consideration. In considerably shorter visiting, the grading adequately decreases. Evidence on carrying out is included in the documentation for the application and not in the bibliography.

### **Grading of co-mentorship**

Article 7

Co-mentorship or the work of the adversary (Article 27, point 7 of Criteria) is graded with a half of the number of points.

## **III. INTRODUCTION OF PROCEEDING**

### **Filing an application for appointment to the title**

Article 8

Application for appointment to the higher title, in regards to the Article 30 of the »Criteria«, is:

- regular, if it is filed six months at the latest, before the expiration of the appointment term,

## Appendix 17

- untimely, if it is filed earlier than nine months upon an expiration of the appointment term.

### Application content

#### Article 9

To acquire the title, the candidate presents in his or her application:

1. Request with a full title, in which he or she must state the field or the subject of appointment.
2. Biography with all essential information.
3. Bibliography, organized in accordance with the current bibliographical rules in the mutual system database COBISS, with the impact factor (JCR) included. Candidates, solely, are responsible for correct organization of the bibliography.
  - a) Next to every bibliographical entry, the candidate must write the following information: number of points/work (NPW=) and number of points/candidates (NPC=). NPC, by rule, is calculated when NPW is divided by a number of authors. A different calculation is necessary to be established separately.
  - b) If the work has more authors, the candidate, on adequate entries, must declare himself or herself as a leading or first author. If the leading or first author is not evident from the information, it is necessary to present a written agreement from all authors.
  - c) For works, which have not been printed yet, evidence on acceptance of work into print is presented, issued by an authorized editor or other authorized person. Those works are not included in bibliographies, however are valued in the tables »Survey of work and achieved number of points« and »Survey of the most important bibliographical entries«
4. Filed in tables via computer:
  - a) Survey of work and achieved number of points (Table 1).
  - b) Survey of the most important bibliographical entries (Table 2). This table must be filed in, in accordance with the current bibliographical rules in the mutual database system COBISS, with included impact factor (JCR) and in accordance with the Articles 24 and 29 of »Criteria«.

## **Appendix 17**

5. Proof of the appointment to the title, if he or she already had it, or legalized transcripts of diploma, master and doctorate thesis and the nostrification of the acquired diploma abroad. Candidates who are employed at the UM, do not present evidence on previous appointments.
6. Proof of knowledge of a foreign language according to the Article 8, section 3 of "Criteria" for the first appointment to one of the titles. The proof is presented by the candidate who, in I or II cycle of study, has not passed an examination in foreign language. Confirmation on active knowledge of a foreign language is issued by an adequate authorized institution.
7. Proof of pedagogical competence. Proof of pedagogical competence (Article 8 and 27 of "Criteria") is an agreed form of didactic competence for university teachers and assistants, which runs as a part of the Pedagogic Faculty of the UM, or preliminary test lecturing.
8. Proof of citations in scientific works, which the profession, in accordance with the Article 24 of »Criteria«, accepts as of international importance. List from databases SCI, SSCI or A&HCI or the copies of the adequate pages of a journal or scientific monograph that proves the citation is presented.

### **Inaugural lecture**

#### Article 10

For inaugural lecture (Article 9 of "Criteria"), necessary for announcement to the title of full professor, the presentation also counts as part of the university forum or presentation of exceptional scientific or artistic achievements at home or abroad.

Appointed full professor agrees on his or her presentation, ahead of time, with the competent expert service of the University of Maribor.

## **IV. PROCEEDING FOR APPOINTMENT AT THE HABILITATION COMMITTEE OF THE SENATE OF THE UM**

### **Presentation of proposals for appointments to be discussed**

#### Article 11

It is necessary to present into research to Habilitation committee of the University of Maribor, all the applications in case if the candidate is appointed to the title or for the first time to the higher title of university teacher, scientist or employee in higher education.

## **Appendix 17**

### **Application to the Habilitation Committee of the Senate of the UM**

#### Article 12

The university member of the University of Maribor, on the basis of previously researched application and the opinion of the senate, presents to the Habilitation Committee of the Senate of the University of Maribor:

1. Candidate's introductory information on prescribed form »Application to the Habilitation committee of the Senate of the University of Maribor«, which is an integral part if these »Instructions«.
2. Candidate's request.
3. Candidate's biography.
4. Organized bibliography of all published works, composed in such order as followed from the Article 9, section 1, point 3 of these Instructions.
5. Eventual proof of knowledge of a foreign language at the first appointment to the title.
6. Reports (at least three members) of the expert committee.
7. A copy of a resolution of the senate of the university member.

### **Report of the expert committee**

#### Article 13

A report of at least three member of the expert committee must contain:

1. Analysis of professional competence, scientific or artistic creativity and practical experience in the field as well as analysis of the most important published and documented works.
2. Written evaluation of works, which are in accordance with the Article 24 of »Criteria«, accepted by the profession as international or top-level type of presentation and top-level achievements noted by the candidate in the table »Survey of the most important bibliographical entries«.
3. Written evaluation of all other quality criteria, defined in the "Criteria".
4. Written evaluation of research and professional tasks, registered patents and granted patents.
5. Analysis on pedagogical competence and pedagogical activity.
6. Opinion on pedagogical competence is also formed on the basis of a student survey, which is conducted every year upon the completion of lectures, where the candidate has carried out his or her pedagogical work.
7. Evaluation of the preliminary test lecture during the first appointment to the title of a university teacher, signed by the president of the committee.
8. Final presentation for the appointment to the adequate title with stated field or subject.

## **Appendix 17**

President of the expert committee examines and eventually corrects candidate's grading.

Report written in a foreign language must be translated into Slovenian language.

### **Presentation of Material**

#### Article 14

University members of the UM, present to the Habilitation committee of the Senate of the UM, material in two copies. Equal number of copies holds true for supplements as well. In case if more supplements are necessary, they should be presented to the Habilitation committee at the same time.

It is mandatory to present one copy in the electronic format. File format must be HTML. or JPEG size 800x600 pixels, if it is necessary to scan the material.

### **Re-appointment to the same title**

#### Article 15

During the re-appointment to the same title, the university members of the UM, reasonably respect "Criteria" and these »Instructions«.

### **More demanding criteria of the members of the UM**

#### Article 16

More demanding criteria (Article 29 of Criteria) indicate that the member of the UM, in the Article 16, 19, 21 and 23 of the Criteria, orders a higher number of publications or orders their appointment and the minimal rank in regards to the Article 24 of the Criteria.

### **Validity**

#### Article 17

Instructions for carrying out the Criteria accepts the Senate of the University of Maribor and start to be in force the following day upon the publication, jointly with the Criteria, in the Reports of the University of Maribor.

Rector of the University of Maribor

Prof. Dr. Ivan Rozman