

Pursuant to paragraph eight of Article 55 of the Higher Education Act (OJ RS, No 67/1993, with changes) and Article 21 of the Statute of the Euro-Mediterranean University the Senate of the Euro-Mediterranean University at its 17<sup>th</sup> session on 24. 2. 2014 adopted the following

**CRITERIA FOR THE APPOINTMENT TO THE TITLES  
OF THE EURO-MEDITERRANEAN UNIVERSITY**

**1. GENERAL PROVISIONS**

**Article 1**

(purpose)

The Criteria for the Appointment to the Titles of the Euro-Mediterranean University (hereinafter referred to as: the Criteria) at the Euro-Mediterranean University (hereinafter referred to as: EMUNI University) regulate the conditions, criteria and procedures for the appointment to the titles of university teachers, researchers and associates.

The Criteria are based on the following documents: Higher Education Act (OJ RS, No 67/1993, with changes), Minimum Standards for the Appointment of Higher Education Teachers, Researchers and Faculty Assistants at Higher Education Institutions (OJ RS, No 95/2010, with changes) and the Statute of EMUNI University.

**Article 2**

(level of education – type of degree)

The comparability of the levels of education, acquired in the study programmes conducted up to date, is determined in Article 15 of the Transitional and Final Provisions of the Higher Education Act Slovenia, for degrees obtained in other higher education systems the EQF (European Qualification Framework) is used.

**Article 3**

(male and female form of titles)

The titles used in these Criteria are used as neutral for men and women.

**2. HABILITATION TITLES, FIELDS AND DURATION OF THE APPOINTMENT**

**Article 4**

(habilitation fields)

Candidates may be appointed to titles in the habilitation fields, adopted by the Senate of EMUNI University. The list of appointment fields is stated in the Annex 1 of these Criteria.

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

## **Article 5**

(educational, artistic and research work – pedagogic titles)

The candidates may be appointed the following titles at EMUNI University:

Higher education teachers:

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

University associates:

- assistant (asistent),
- instructor (učitelj veščin).

## **Article 6**

(researchers)

The candidates may be appointed the following titles at EMUNI University:

Researchers:

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

The researchers are appointed to titles in the following order: research fellow, senior research fellow, research counsellor.

#### **Article 7**

(duration of the appointment)

The titles have the following duration:

<b>Title</b>	<b>Duration</b>
full professor	permanent
research counsellor	
associate professor	5 years
assistant professor	
senior lecturer	
lecturer	
language instructor	
instructor	
senior research fellow	
research fellow	
assistant	3 years

Higher education teachers and research fellows may be appointed to the higher title before the expiry of the electoral period if they were re-appointed to the current lower title prior to that. This is not considered early appointment as the candidate may be appointed to a higher title after he held the lower title for more than five years.

#### **Article 8**

(extension of the title duration)

On the basis of the candidate's written application, the parental leave and medical leave, longer than three months, are not counted towards the electoral period. The Senate of EMUNI University decides on the extension of the period of the appointment to the title on a basis of the application and enclosed proofs.

### **3. THE PROCEDURE OF APPOINTMENT TO TITLES**

#### **Article 9**

(start of the appointment procedure)

The candidate starts the procedure by submitting a written application to EMUNI University.

The appointment application is considered early if it is submitted more than a year before the expiry of the valid title. In other cases, the application is considered submitted within the regular time frame.

As a rule, the candidate starts the appointment procedure 6 months to up to 1 year before the expiry of the valid title.

#### **Article 10**

(contents of the application)

The application for the appointment to the title shall contain: a request, short CV, evaluated bibliography, list of bibliographic indicators of effectiveness (extract from the COBISS/SICRIS databases if applicable).

Detailed instructions and samples for the submission of the complete application are stated in the Instructions for the Implementation of the Criteria for the Appointment to the Titles of EMUNI University, which are adopted by the EMUNI University Senate.

#### **Article 11**

(withdrawal of the application and termination of the procedure)

The candidate may withdraw his application at any time during the procedure leading to the issue of the decision. In such cases, the EMUNI University Senate issues a decision on the termination of the procedure.

### **4. CONDITIONS FOR THE APPOINTMENT TO THE TITLE**

#### **Article 12**

(general provisions of the appointment)

According to these Criteria, the candidates who fulfil the conditions, defined by law and these Criteria, as well as the basic minimal standards for the appointment to titles, may be appointed to titles.

Basic minimum standards for the appointment to a position are:

- a suitable education or suitable academic or professional title,
- qualification for professional or artistic work,
- pedagogical qualification,
- the positive assessment of the majority of rapporteurs on the qualification of the candidate,
- active knowledge of at least one widely spoken foreign language.

The conditions are defined by qualitative and quantitative indicators. For the appointment to the titles, the candidates must meet the indicators of the scholarly, professional, artistic and pedagogical performance, set out in these Criteria with every title.

### **Article 13**

(relationship between pedagogical and research titles)

A researcher may be appointed higher education teacher if he meets the condition of the pedagogical qualification for the appointment to the corresponding title.

Subject to the condition set out in the first paragraph, a research counsellor may be appointed full professor, a senior research fellow may be appointed associate professor, a research fellow may be appointed assistant professor, and an assistant may be appointed assistant, lecturer or senior lecturer.

In such cases, the pedagogical title shall be held until the expiry of the research title on the basis of which appointment as the higher education teacher was made, except in assistants, lecturers and senior lecturers, whose appointment is valid for the period as set out in Article 7 of these Criteria.

### **Article 14**

(most important works of the candidate)

Candidates for the titles of the assistant professor, associate professor, full professor and corresponding research titles submit with the application up to 5 of their most important works in 1 copy and/ or present in the application up to 5 of their most important scientific-research, socio-economic and cultural-artistic achievements in the last 5 years of since their last appointment. Every scholarly work may only be counted once.

### **Article 15**

(knowledge of a foreign language)

Active knowledge of a widely spoken foreign language shall be demonstrated by means of proofs from an institution competent to issue certificates of this kind or by an internationally recognised certificate of knowledge of a specific language.

A candidate for the appointment to a position who has received a bachelor's degree, master's degree or doctoral degree from a foreign university after attending a programme conducted in a widely spoken foreign language and who has written a bachelor's degree thesis, master's thesis or doctoral dissertation in that language shall not be required to submit proofs of active knowledge of a widely spoken foreign language.

Knowledge of a widely spoken foreign language shall only be demonstrated in the case of the first appointment to a position.

## **Article 16**

(pedagogical qualification)

The pedagogical qualification of a candidate for the appointment to a position is determined according to the following elements:

- organization of educational work, modernity, comprehensibility and effectiveness of lectures, exercises, seminars, consultations and tests;
- commitment and effectiveness in the introduction of students to the scholarly, artistic and professional work;
- mentorship in bachelor's degrees, specialisations, master's degrees, doctorates, supplementary and other postgraduate education, mentorship of student research work;
- attitude towards the students and co-workers, teaching and motivation of particularly younger co-workers for scholarly, artistic and professional work, and for the publication and public reports on their work;
- opinion of the student council on the pedagogical work of the candidate;
- professional, pedagogical and methodical or didactic value of the teaching aids, especially textbooks;
- proofs of pedagogical training in the framework of an organized pedagogical-andragogical training.

In the case of the first appointment to the title of the higher education teacher the pedagogical qualification shall be demonstrated by means of a public probationary lecture. If the candidate for the first appointment has already performed pedagogical work and in the case of every appointment of a member of higher education teachers or faculty assistant to a higher position or reappointment to a position, the candidate must submit an opinion of the student council on his pedagogical work, based on the results of a student survey.

In the case of the first appointment to the title of the university associates the pedagogical qualification does not need to be determined.

In the case of a reappointment to a title, the university associates and higher education teachers must have a positive assessment of the pedagogical qualification in accordance with this article for their previous appointment period.

## **Article 17**

(international publicity)

The candidate shall demonstrate the international publicity of his work in particular by means of the following indicators of international publicity:

- demonstrable citations in scholarly literature,

- membership in foreign academies,
- lectureship in international undergraduate or postgraduate programmes,
- pedagogical cooperation in the conduction of undergraduate or postgraduate study programmes at foreign universities, and
- research cooperation at a foreign university or research institution.

### **Article 18**

(artistic fields)

In the artistic fields the candidate who does not hold a doctorate may replace such a title with a completed 2<sup>nd</sup> level study programme in a suitable field, and with recognized important artistic works.

The candidates must be successful in the solution of the artistic problems. The scholarly works required for the appointment to the title may be replaced by a suitable number of artistic works with a public lecture.

The professional rapporteurs may determine that an individual artistic work with high international publicity replaces 2 or 3 works required for the appointment to a title.

### **Article 19**

(failure to meet the conditions for the appointment to a title)

If a candidate fails to meet the conditions for the appointment to a title, the validity of his title is terminated with the expiry of the appointment period.

If a candidate fails to fulfil the conditions for the re-appointment, he may request to be appointed to a lower title. In this case, he must meet the conditions for the re-appointment to the lower title.

### **Article 20**

(expiry of the title)

The candidate's title expires if he does not submit the application for the re-appointment to a title or the appointment to a higher title, or if he misses the deadline for the submission of the application.

A candidate whose title has expired may be re-appointed to the same title. In this case, the works since his last appointment are taken into account, in accordance with the fulfilment of the conditions set out in these Criteria.

## **5. CONDITIONS FOR THE APPOINTMENT TO A TITLE**

### **Article 21**

(assistant)

The appointment to the title of assistant shall be open to the candidates who have:

- completed the 2<sup>nd</sup> cycle study programme with an average grade of at least 'very good' (8), wherein the calculation of the average grade takes into account the grades from all exams, tutorials and other graded study requirements performed;
- achieved a grade of at least 'very good' (8) for their final thesis if the latter is a condition for the completion of the studies;
- not received the average grade of eight (8) on the basis of the first indent of this paragraph, but have shown an above-average scholarly excellence through the publication of scholarly works or by being the recipients of awards;
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

#### **Article 22**

(instructor)

Appointment to the title of instructor shall be open to the candidates who have:

- completed the 2<sup>nd</sup> cycle study programme to obtain education in the suitable field;
- five years of relevant practical experience;
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

#### **Article 23**

(lecturer)

Appointment to the title of lecturer shall be open to the candidates who have:

- finished a 2<sup>nd</sup> cycle study programme in the suitable field;
- established themselves professionally in the field in which they wish to be habilitated;
- demonstrated their pedagogical abilities in line with Article 16 of these Criteria (for the previous electoral period);
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

#### **Article 24**

(senior lecturer)



Appointment to the title of senior lecturer shall be open to the candidates who have:

- finished a 2<sup>nd</sup> cycle study programme in the suitable field;
- 5 years of successful professional practical experience in the field in which they wish to be habilitated;
- bibliography entailing the works and creations which are recognized by the experts in the field as the suitable method of presentation for the field in which the candidate is habilitated, or have suitable pedagogical works;
- demonstrated their pedagogical abilities in line with Article 16 of these Criteria (for the previous electoral period);
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

#### **Article 25**

(language instructor)

Appointment to the position of language instructor shall be open to the candidates who have:

- completed at least a 2<sup>nd</sup> cycle study programme in the linguistic field from the area for which they wish to be habilitated;
- 3 years of pedagogical experience;
- a suitable bibliography that comprises works and creations recognised by the experts in the field as a suitable method of presentation for the field for which they wish to be habilitated;
- if the title involves living languages, at least 3 months of continuous professional or pedagogical stay in the language environment of the field for which they wish to be habilitated;
- demonstrated their pedagogical abilities in line with Article 16 of these Criteria (for the previous electoral period);
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

#### **Article 26**

(assistant professor and research fellow)

A candidate may be appointed to the title of assistant professor and research fellow if he fulfils all the qualitative and quantitative indicators, has demonstrated pedagogical qualification in line with Article 16 of these Criteria and has received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

The candidate must fulfil the following qualitative indicators:

- a doctoral degree;

- published and documented scientific-research works which prove a quality, individual and continual research activity;
- international publicity in line with Article 17 of these Criteria;
- established in the home an international professional public;
- independent grasp of research issues;

The candidate fulfils the quantitative indicators if he:

- has published at least 3 scientific works as the first or leading author in journals indexed in SCI, SSCI, AHCI journals, or in journals included in the international databases, or as chapters in the scientific works, published by international publishing houses or monographs, published and presented in the manner to which the experts in the field recognize international validity; at least 1 out of 3 scientific works must be published in the last 5 years, and at least 1 article must be published in journals, indexed in SSCI, SCI with IF>0 or AHCI journals. If it is characteristic of the area of appointment that the SSCI and SCI journals with IF>0 or AHCI journals are not the sole reliable criterion for the verification of international publicity, 2 articles must be published in the international databases from the list of the Slovenian Research Agency.

### **Article 27**

(associate professor and senior research fellow)

A candidate may be appointed to the title of associate professor and senior research fellow if he fulfils all the qualitative and quantitative indicators, and:

- has a positive evaluation of his pedagogical qualification in line with Article 16 of these Criteria;
- has proofs of international activity (e. g. successful leadership of an international or bilateral project, participation in the national group in the European framework programme or similar programmes, research and pedagogical work at a foreign university or research institution);
- has performed at least 3 continuous months of postdoctoral research and pedagogical activities at a foreign university or research institution;
- co-mentored at least 1 graduate of the 3<sup>rd</sup> cycle study programme or mentored at least 1 graduate of the master of science study programme or has contributed towards the training and education of experts in his fields in a different manner;
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

The candidate must fulfil the following qualitative indicators:

- a doctoral degree;
- published and documented scientific-research works which prove quality, independent and continual research activity;
- proven international publicity;
- leadership of a research project or fulfilling the criteria for the leader of a research project.

The candidate fulfils the quantitative indicators if he:

- has published at least 7 scientific works as the first or leading author (at least 4 after the last appointment), in journals indexed in SCI, SSCI, AHCI, or in journals included in the international databases, or as chapters in the scientific works, published by international publishing houses or monographs, published and presented in the manner to which the experts in the field recognize international validity; of these, at least 3 articles must be published in journals, indexed in SSCI, SCI with IF>0 or AHCI journals. If it is characteristic of the habilitation field that the SSCI and SCI journals with IF>0 or AHCI journals are not the sole reliable criterion for the verification of international publicity, 4 articles must be published in the international databases from the list of the Slovenian Research Agency.

### **Article 28**

(full professor and research counsellor)

A candidate may be appointed to the title of full professor and research counsellor if he fulfils all qualitative and quantitative indicators, and:

- has proven successful educational and research work with students and has mentored at least 1 candidate with a completed doctoral study programme or co-mentored two candidates who have completed doctoral study programme;
- has performed at least 3 continuous months of postdoctoral research or pedagogical activities at a foreign university or research institution;
- has a positive evaluation of his pedagogical qualification in line with Article 16 of these Criteria;
- received a positive evaluation from the professional rapporteurs for the assessment of the candidate's qualification.

The candidate must fulfil the following qualitative indicators in that he has:

- a doctoral degree;
- published and documented scientific-research works of high quality;
- proven publicity in the national and international expert field, shown through citations, international cooperation, invited lectures at expert meetings, membership in international editorial boards;
- leadership of a research project or fulfilling the criteria for the leadership of a research project; and
- leadership of a research activity, younger co-workers and research groups.

The candidate fulfils the quantitative indicators if he:

- has published at least 14 scientific works as the first or leading author (at least 7 of which after the last appointment), in journals indexed in SCI, SSCI, AHCI, or in journals included in the

international databases, or as chapters in the scientific books, published by international publishing houses or monographs, published and presented in the manner to which the experts in the field recognize international validity; of these 14 works, at least 6 articles must be published in journals, indexed in SSCI, SCI with IF>0 or AHCI journals. If it is characteristic of the habilitation field that the SSCI and SCI journals with IF>0 or AHCI journals are not the sole reliable criterion for the verification of international publicity, 8 articles must be published in the international databases from the list of the Slovenian Research Agency.

## **6. MINIMAL STANDARDAD FOR THE »RE-APPOINTMENT«**

### **Article 29**

(re-appointment to the titles of higher education teacher and researcher)

In the re-appointment to the titles of the higher education teacher and researcher for the same habilitation field the candidate must, since the last appointment to the title, fulfil at least half of the conditions required for the first appointment to the title.

### **Article 30**

(re-appointment to the title of assistant)

If the assistant has proofs of achievements in the educational, scientific-research and artistic work and holds proofs of pedagogical qualification, he may be appointed to the same title three times. For subsequent appointments, a PhD is required.

Assistant in the artistic field shall be appointed to the same title for the fourth time if he is creative and is the author of important artistic works.

### **Article 31**

(appointment to a lower title)

If the candidate does not fulfil the requirements for the re-appointment, he may ask for the appointment to a lower title if he has previously been appointed to this title. For this, the candidate must fulfil the requirements for the re-appointment to a lower title.

## **7. PROOFS OF FULFILMENT OF THE CONDITIONS**

### **Article 32**

(general provisions)

The candidate must submit with the application the documentation required for the title to which he wishes to be appointed, which proves the fulfilment of the conditions set out in these Criteria.

### **Article 33**

(proof of completed education)

The candidate submits a copy of the higher education, master, specialist or doctoral degree and, if any, the opinion or decision of the relevant ministry on the recognition of the education qualification, obtained abroad.

When needed, proof of grade point average shall be enclosed.

### **Article 34**

(proof or previous appointments to a title)

In the first appointment to a title, the candidate submits proofs of his employment posts up to date and, if any, proofs of appointments to a title up to date.

### **Article 35**

(proof of important scientific or artistic works)

The candidates for assistant professors, associate professors, full professors and other academic titles submit with the application up to 5 of their most important works in 1 copy. These works are specially evaluated by the evaluators in a written form from the point of view of their contribution towards the development of science and art in the field of the candidate's scientific or artistic work.

In the cases where there is no first or leading authorship (e. g. where the authors are classified alphabetically), the first or leading authorship is not taken into consideration. The rapporteurs must justify in the reports the role of the candidates in their important works.

### **Article 36**

(proof of candidate's activity at universities or research institutions abroad)

The candidate should perform at least 3 months of continuous activity at universities or research institutions.

### **Article 37**

(proof of pedagogical qualification)

In the case of the first appointment to a title pedagogical qualification is determined with proof of public probationary lecture or in line with the conditions set out in the Criteria.

If the candidate has previously performed pedagogical work, pedagogical qualification is determined also on the basis of the opinion of the EMUNI University body on his pedagogical performance, which is formed on the basis of a student survey.

### **Article 38**

(proof for the evaluation of pedagogical-andragogical training)

The following are considered proofs of completed pedagogical-andragogical training:

- certificates of completed pedagogical-andragogical training for higher education teachers and associates at EMUNI University or certificates of performed pedagogical-andragogical training at other home and foreign institutions;
- certificates of completed professional upgrading study programme with public validity, accredited in accordance with the provisions from the field of higher education, with pedagogical-andragogical contents, intended for professional workers in education and schooling or higher education teachers and associates;
- level of education obtained by the candidates from study programmes for obtaining higher education qualifications that provides pedagogical qualification at home and foreign universities (pedagogical, pedagogical-andragogical or special pedagogical education). These programmes are: undergraduate study programmes, adopted before 11 June 2004, through which they obtained the professional title of professor, or 2<sup>nd</sup> cycle study programme through which they obtained the professional title of master professor.

The candidate proves his pedagogical qualification for the appointment also on the basis of the bibliographic records, where all educational works must be listed, and on the basis of other suitable certificates.

## **8. SPECIAL PROCEDURES**

### **Article 39**

(outstanding achievements)

The candidate proves outstanding achievements with the following achievements:

- exceptionally important works with proven wide publicity at home and abroad.

### **Article 40**

(recognition of titles)

The Senate of EMUNI University recognizes the title, obtained abroad, on the basis of the opinion of the Habilitation Commission of EMUNI University. The Commission should determine whether the title obtained at a foreign higher education institution is equal to or comparable with the criteria and rules, required for the appointment at EMUNI University, after examining evidence submitted by the candidate.

The Habilitation Commission examines the application and submits its opinion, which replaces the opinion of the rapporteurs, to the Senate of EMUNI University. The recognition of the equal title is valid for the duration of the appointment to the title.

#### **Article 41**

(translation of title)

The titles of researchers and researchers are translated in the titles of higher education teachers and associates.

In the translation from one title to another the validity of both titles is limited with the electoral period of the title, from which the translation has been done.

The application for translation must entail:

- CV of the candidate with emphasis on pedagogical experience with a chart of pedagogical work;
- bibliography;
- valid decision of appointment to a title;
- proposal on the setting of the professional field of the title;
- minutes of the probationary lecture, in the case of the first appointment to the teacher title; and
- evaluation of professional rapporteurs.

### **9. PROFESSIONAL COMMISSION FOR EVALUATION OF CANDIDATE'S QUALIFICATION**

#### **Article 42**

(appointment of professional rapporteurs)

The professional rapporteurs for the evaluation of the candidate's qualification are Slovenian and foreign higher education teachers, and researchers with a suitable title. The professional rapporteurs must hold a title of the same or higher rank as that for which the candidate wishes to be appointed.

Two of the professional rapporteurs must hold a title from the field or related field to the one for which the candidate wishes to be appointed. In interdisciplinary fields the professional rapporteurs must represent the suitable disciplines.

## **10. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 43**

(direct application of provisions on the appointment in the titles of other higher education institutions)

If the period of the cooperation with EMUNI University is limited, i. e. if the employment contract is signed for a limited period or the parties sign the authorial or other contract under the civil law, the titles, acquired at and member of EMUNI University, with the submission of the valid decision on the appointment to a title, for the period of the validity of the appointment to a title.

### **Article 44**

(equivalence of titles)

The valid pedagogical title of candidates, obtained at EMUNI University, is automatically translated in the corresponding academic title on the basis of Article 7 of the Rules on the Researcher Titles (OJ RS, No 126/2008, with changes). The academic title is valid for the duration of validity of the pedagogical title.

### **Article 45**

(validity of the Criteria)

With the entry into force of these Criteria, the Standards for the Appointment of Higher Education Teachers, Researchers and Faculty Assistants at Euro-Mediterranean University, adopted by the Senate of EMUNI University at its session on 14 December 2012, cease to be valid.

### **Article 46**

(validity of the Criteria)

These Criteria for the Appointment to Titles are adopted by the Senate of EMUNI University. The Criteria enter into force on the day of their adoption.

Annex 1: Habilitation fields

Date: 24. 2. 2014

Prof Dr Abdelhamid El-Zoheiry

President of EMUNI University



## Annex 1

### Habilitation fields at EMUNI University

No	ISCED	HABILITATION FIELD
1	14	Teacher training and education science
2	21	Arts
3	22	Humanities
4	31	Social and behavioural science
5	32	Journalism and information
6	34	Business and administration
7	38	Law
8	42	Life sciences
9	44	Physical sciences
10	46	Mathematics and statistics
11	48	Computing
12	52	Engineering and engineering trades
13	54	Manufacturing and processing
14	58	Architecture and building
15	62	Agriculture, forestry and fishery
16	64	Veterinary
17	72	Health
18	76	Social services
19	81	Personal services
20	84	Transport services
21	85	Environmental protection
22	86	Security services