

Pursuant to paragraph eight of Article 55 of the Higher Education Act (Official Gazette of RS, Nos. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - UPS and 65/17) and Article 21 of the Statute of the Euro-Mediterranean University the Senate of the Euro-Mediterranean University adopted at its 29<sup>th</sup> session on 20 June 2018, with Amendments adopted at its 31<sup>st</sup> session on 1 December 2018, 33<sup>rd</sup> session on 11 April 2019, 34<sup>th</sup> session on 18 October 2019 and 40<sup>th</sup> session on 25 March 2021, the following:

## **CRITERIA FOR THE APPOINTMENT TO THE TITLES OF RESEARCHERS AND HIGHER EDUCATION TEACHERS AND ASSOCIATES AT THE EURO-MEDITERRANEAN UNIVERSITY**

### **Article 1**

The Criteria for the Appointment to the Titles of Researchers and Higher Education Teachers and Associates (hereinafter referred to as: the Criteria) at the Euro-Mediterranean University (hereinafter referred to as: EMUNI University) regulate the conditions, criteria and procedures by which the Senate of EMUNI University appoints the titles of researchers, higher education teachers and associates.

The Criteria are based on the following documents: *Higher Education Act* (Official Gazette of RS, Nos. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - UPS and 65/17), *Minimum Standards for the Appointment of Higher Education Teachers, Researchers and Faculty Assistants at Higher Education Institutions* (Official Gazette of RS, Nos. 95/10 and 17/11) 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**

The male gender grammatical form used in the text is meant as a neutral designation for both feminine and masculine gender.

### **Article 4**

Candidates for the titles Researchers, Higher Education Teachers and Associates (hereinafter referred to as: candidates) may be awarded titles in the fields of science, arts and teaching which are defined by EMUNI University with this Criteria.

The titles of researchers, higher education teachers and associates may be obtained by candidates who must, besides fulfilling legal conditions, have scientific, artistic, teaching or other professional qualifications and have practical experience in their professional fields by exhibiting a high degree of expertise.

The candidates who fulfil the criteria for obtaining the titles of higher education teachers or associates are, besides the aforementioned titles, also awarded the corresponding scientific titles.

#### **Article 5 (habilitation fields)**

Candidates may be appointed to the titles in habilitation fields according to the European Research Council (ERC) list of fields. This list of habilitation fields is stated in the Annex 1 of these Criteria.

The list of habilitation fields from paragraph one of this Article (Annex 1) has to be periodically reviewed by the Habilitation Commission (hereinafter referred to as: HC).

The HC has the right to refer also to other reputable and internationally recognised lists and consider other habilitation fields not defined in the adopted ERC list of fields from paragraph one of this Article (Annex 1).

A candidate may be appointed to a title in one or more habilitation fields. In this case the candidate shall meet professional conditions, standards and criteria for each habilitation field separately and the same bibliography item shall not be used in the applications for the appointment to the title in two or more habilitation fields.

#### **Article 6 (titles)**

Scientific, teaching, artistic and professional work at the EMUNI University is performed by researchers, higher education teachers and associates holding the following titles:

**Researchers and/or Higher Education Teachers:**

- Research Councillor or Full Professor
- Senior Research Fellow or Associate Professor
- Research Fellow or Assistant Professor
- Lector / Language Teacher
- Senior Lecturer
- Lecturer
- Professor Emeritus

**Higher Education Associates:**

- Research Assistant or Teaching Assistant
- Librarian
- Expert Adviser
- Senior Expert
- Junior Expert
- Instructor / Skills Teacher

#### **Article 7**

To obtain the title of researchers, higher education teacher or associate, the candidates should meet the basic, general and special conditions of the currently valid *Minimum Standards for the Appointment of Higher Education Teachers, Researchers and Faculty Assistants at Higher Education Institutions* (Official Gazette of RS, Nos. 95/10 and 17/11; hereinafter referred to as:

Minimum Standards) endorsed by the Slovenian Quality Assurance Agency for Higher Education Council on 18 November 2010 as well as additional scientific, professional and artistic conditions, standards and criteria defined in this *Criteria for the Appointment to the Titles of Researchers and Higher Education Teachers and Associates at the Euro-Mediterranean University*.

Basic and general minimum standards for appointment to titles are defined by Articles 7–23 of the Minimum Standards, while the special minimum standards (qualitative and quantitative conditions) and additional scientific, professional and artistic conditions are summarized here:

**a) Research or Teaching Assistant**

**Minimum standards:**

- Bologna second cycle degree or equivalent
- Completed his/her last studies with an average grade of at least 'very good' (8) or equivalent, where the calculation of the average takes into account grades from all exams taken, tutorials and other graded study requirements.
- Achieved a grade of at least 'very good' (8) or equivalent for his/her thesis/dissertation if this is a condition for the completion of studies.
- Demonstrated abilities for professional, scientific, research and development or artistic work.

No additional conditions are required.

**b) Expert Adviser**

**Minimum standards:**

- Bologna second cycle degree or equivalent;
- Minimum 15 years of relevant practical experience in a field related to the field of the appointment.

No additional conditions are required.

**c) Senior Expert**

**Minimum standards:**

- Bologna second cycle degree or equivalent.
- Minimum 10 years of relevant practical experience in a field related to the field of the appointment.

No additional conditions are required.

**d) Junior Expert**

**Minimum standards:**

- Bologna second cycle degree or equivalent.
- Minimum two (2) years of relevant practical experience in a field related to the field of the appointment.

No additional conditions are required.

**e) Librarian**

**Minimum standards:**

- Bologna second cycle degree or equivalent;
- Minimum three (3) years of relevant practical experience and
- A proven ability to work autonomously.

No additional conditions are required.

**f) Instructor / Skills Teacher**

**Minimum standards:**

- Bologna second cycle degree or equivalent.
- Preferably five (5) years of appropriate experience in a field related to the field of the appointment.

No additional conditions are required.

**g) Lecturer / Language Teacher**

**Minimum standards:**

- Bologna second cycle degree or equivalent.
- Minimum five (5) years of successful professional practical work.
- Has established himself/herself as professional in the field for which he/she wish to be appointed to the title and
- Has positive assessments from the majority of evaluators.

**Additional conditions:**

- Minimum 10 years of experience in a professional or scientific field.
- Professional or research achievements, whereby in the field of arts the candidates must show artistic achievements and be active in their professional fields.

**h) Senior Lecturer**

**Minimum standards:**

- Bologna second cycle degree or equivalent.
- Proven professional works and publications that demonstrate his/her professional standing in the field in which he/she wish to be appointed to the title.
- Proven pedagogical qualification.

**Additional conditions:**

- Minimum 10 years of experience in a professional or scientific field.
- Professional or research achievements, whereby in the field of arts the candidates must be active in their chosen professional fields.
- Professional or scientific publications or works of art in the field of arts.

**i) Lector / Language Teacher**

**Minimum standards:**

- Bologna second cycle degree or equivalent in language studies.

- Three years of relevant teaching experience and, in the case of living languages, at least three months of uninterrupted professional or teaching work in the relevant linguistic environment. Relevant bibliography including works and creations recognised by the discipline as a suitable method of presentation in the field for which the candidate wishes to be appointed.
- Demonstrated ability to perform professional and pedagogical work.
- Proven pedagogical qualification.

No additional conditions are required.

#### **j) Research Fellow or Assistant Professor**

##### **Minimum standards:**

- Doctoral degree, or in the field of arts Bologna second cycle degree or equivalent.

##### *Qualitative conditions*

- Success at resolving scientific, research and development, artistic or professional problems.
- International activity.
- Consent of the Evaluation Commission for the appointment to the title.

##### *Quantitative conditions*

- Has published at least three (3) papers as first or lead<sup>1</sup> author of which at least one (1) paper has been published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI. If it is characteristic of the area of appointment that journals indexed in the SSCI, the SCI with IF>0 or the AHCI are not the only reliable measure of publicity, journals comparable to the above journals in terms of quality and international publicity shall be taken into account. The list of journals shall be prepared by the higher education institution and approved by the senate of the higher education institution.
- A candidate may substitute a maximum of two of the papers referred to in the first indent of the previous paragraph (which do not, however, substitute the compulsory paper published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI) with a scholarly monograph or part thereof. Authorship of a scholarly monograph shall substitute two papers, while authorship of part of a scholarly monograph shall substitute one paper.
- In the field of arts at least three (3) internationally renowned works or three (3) top-level artistic achievements.
- The candidate is recognised internationally for his or her artistic work.

An outstanding artistic work with clear international publicity may, at the discretion of evaluators on artistic qualification, substitute two (2) of the works from the penultimate bullet point of the previous paragraph of this section.

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<sup>1</sup> The first or leading authorship is evident from the order of the authors; if not apparent, the co-authors must write a statement as to who the lead author is. In areas where the first or leading authorship does not exist (eg. where the authors are arranged in alphabetical order), the first or leading authorship is not taken into account.

**Additional conditions:**

- SCOPUS database of scientific journals can be also considered.
- International publications or acknowledged works of art:
  - At least one (1) clear citation (excluding self-citation) of one's published papers, defined under the Quantitative conditions.
  - In the field of arts at least one (1) nationally or internationally recognized feedback or acknowledgement on the candidate's work of art.
- Contemporaneous nature of the candidate's field of work or the research group's reputation on the post-doctoral level.
- The candidate's acclaim in the national and international professional context.
- Appropriate pedagogical work (textbooks, lectures, thesis mentorship/supervision etc.).
- Awards.
- Membership in professional, ~~and~~ scientific or arts associations.
- Organisational skills (projects and groups leader, head/coordinator of department, study programme, school and body etc.).
- Involvement in the Euro-Mediterranean context of professional, scientific, artistic and/or organizational collaboration activities.

**k) Senior Research Fellow or Associate Professor**

**Minimum standards:**

- Doctoral degree, or in the field of arts Bologna second cycle degree or equivalent.

*Qualitative conditions*

- The candidate is capable of independent scientific, artistic or research and development work in the field for which he or she is appointed and of contributing new knowledge or creations in that field. This capability shall be demonstrated by means of a relevant bibliography in the field of appointment.
- The candidate has worked successfully in a professional environment.
- The candidate is able to demonstrate the international publicity of his or her work.
- Following completion of a doctorate, the candidate has performed research or teaching work at a foreign university or research institution for an uninterrupted period of at least three months or, following recognition of significant artistic works, has performed artistic or teaching work at a foreign university or important arts institution for an uninterrupted period of at least three months. Participation in the jury of important international art competitions and mentoring students who win international awards at international competitions or international events of outstanding importance in terms of venue and location shall be evaluated as equivalent to work at a foreign university or arts institution.
- The candidate has been co-mentor for at least one completed doctoral dissertation, where this co-mentoring shall also be taken into consideration in the case of a justifiably refused doctoral dissertation; or has otherwise contributed relevantly to the education of professionals in his or her field. Such a contribution shall be considered to include:
  - Successfully completed mentoring for at least one student work awarded with a university prize, a national professional prize or international prize.
  - Mentoring students for special artistic achievements, at competitions and in the context of professional artistic ensembles or groups.

- Chief mentoring for two completed master's theses; the mentoring shall also be taken into account in the case of a justifiably refused master's thesis.
- Conducting a research project.
- The candidate has the consent of the commission for appointment to the title.

*Quantitative conditions*

- The candidate has published at least 7 papers (of which at least four since the last appointment to a lower title) of which he or she is the first or lead<sup>1</sup> author (or proves that his or her contribution to the paper is equal to the contribution of the first or lead author); of these at least three papers must be published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI. If it is characteristic of the field of appointment that journals indexed in the SSCI, the SCI with IF>0 or the AHCI are not the only reliable measure of publicity, journals comparable to the above journals in terms of quality and international publicity shall be taken into account. The list of journals shall be prepared by the higher education institution and approved by the senate of the higher education institution.
- A candidate may substitute a maximum of four of the papers referred to in the first (previous) bullet point (which do not, however, substitute the compulsory papers published in journals indexed in the SSCI and the SCI with IF>0 or the AHCI) with a scientific monograph, part of a scholarly and scientific monograph, a textbook or a professional achievement (transfer of technologies, patent granted, etc.). Authorship of a scientific monograph shall substitute two papers, while authorship of part of a scientific monograph shall substitute one paper. One of the papers which the candidate may substitute with a scientific monograph or part thereof may be substituted by a reviewed university textbook. One of the papers which the candidate may substitute with a scientific monograph or part thereof may be substituted by a top-level research achievement, professional achievement or sporting achievement.
- In the field of arts at least seven (7) internationally renowned works or seven top-level artistic achievements with public presentation (of which at least four since the last appointment to a lower title).
- The candidate is recognised internationally for his or her artistic work.

An outstanding artistic work with clear international publicity may, at the discretion of evaluators on artistic qualification, substitute three (3) of the works from the penultimate bullet point of the previous paragraph of this section.

**Additional conditions:**

- SCOPUS database of scientific journals can be also considered.
- International publications or acknowledged works of art:
  - At least four (4) clear citation (excluding self-citations) of his or her published papers, defined under the Quantitative conditions. In the field of arts at least four (4) nationally and/or internationally recognized feedback or acknowledgement on the candidate's work of art, of which at least one (1) internationally recognized.
- Contemporaneous nature of the candidate's field of work.
- Cooperation with international institutions and groups.
- Projects leadership, including financial responsibility.
- Supervision of master's or doctoral theses.

- Appropriate pedagogical work (textbooks, lectures, thesis mentorship/supervision etc.).
- Awards.
- New or improved products or technologies.
- Cooperation with the business sector, whereby in the field of arts the candidate must be involved in multidisciplinary activities and take part in national and international cultural and art events at various levels of involvement.
- Organisational skills (projects and groups leader, head/coordinator of department, study programme, school and body etc).
- Involvement in the Euro-Mediterranean context of professional, scientific, artistic and/or organizational collaboration activities.

#### **I) Research Councillor or Full Professor**

##### **Minimum standards:**

- Doctoral degree, or in the field of arts Bologna second cycle degree or equivalent.

##### *Qualitative conditions*

- The candidate is capable of independent scientific, artistic and research and development work in the field for which he or she wishes to be appointed and of contributing new knowledge or creations and demonstrating the international publicity of his or her work.
- Following completion of a doctorate, the candidate has performed research or teaching work at a quality foreign university or research institution for an uninterrupted period of at least three months.
- Following recognition of significant artistic works, the candidate has performed artistic or teaching work at a foreign university or important arts institution for an uninterrupted period of at least three months. Participation in the jury of important international art competitions or at international events of outstanding importance in terms of venue and location shall be evaluated as equivalent to work at a foreign university or arts institution.
- Furthering and enhancing scientific and artistic achievements and working for their application or enriching Slovene and international knowledge and culture.
- The candidate has acted as mentor for at least one completed doctoral dissertation or as co-mentor for two, or as mentor for at least one special artistic achievement, where the mentoring shall also be taken into consideration in the case of a justifiably refused doctoral dissertation.
- The candidate has published scientific or artistic works (monograph, book, textbook) that are important for the development of the discipline in the international and national frameworks.
- The candidate has led research projects.

##### *Quantitative conditions*

- The candidate has published at least 14 papers (of which at least seven since the last appointment to a lower title) of which he or she is the first or lead<sup>1</sup> author (or proves that his or her contribution to the paper is equal to the contribution of the first or lead author); of these, at least six papers must be published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI. If it is characteristic of the area of appointment that journals indexed in the SSCI, SCI with IF>0 or the AHCI are not the only reliable measure of publicity, journals comparable to the above journals in terms of quality and international



publicity shall be taken into account. The list of journals shall be prepared by the higher education institution and approved by the senate of the higher education institution.

- A candidate may substitute a maximum of eight of the papers referred to in the first indent of the previous paragraph, which do not however substitute the compulsory papers published in journals indexed in the SSCI and the SCI with IF>0 or the AHCI, with a scientific monograph, part of a scientific monograph, a textbook or a professional achievement. Authorship of a scientific monograph shall substitute two papers. Authorship of part of a scientific monograph shall substitute one paper. Two of the papers which the candidate may substitute with a scientific monograph or part thereof may be substituted by a reviewed university textbook. Authorship of a reviewed university textbook shall be counted as one paper. One of the papers which the candidate may substitute with a scientific monograph or parts thereof may be substituted by a top-level research achievement, professional achievement (transfer of technologies, patent granted with trial, etc.) or sporting achievement.
- In the field of arts at least fourteen (14) internationally renowned works or fourteen (14) top-level artistic achievements with public presentation (of which at least seven since the last appointment to a lower title).
- The candidate is recognised internationally for his or her artistic work.

An outstanding artistic work with clear international publicity may, at the discretion of evaluators on artistic qualification, substitute four (4) works from the penultimate bullet point of the previous paragraph of this section.

#### *Public lecture*

A candidate for appointment to the title of Full Professor must give a public lecture before appointment.

A candidate for appointment to the title of Full Professor in an artistic field may instead of a public lecture present a work of art in the manner usual for the artistic field in question.

#### **Additional conditions:**

- SCOPUS database of scientific journals can be also considered.
- Publications in the very best international scientific journals or publications, with the acclaimed international publishers, or internationally acknowledged works of art:
  - At least ten (10) clear citation (excluding self-citations) of his or her published papers, defined under the Quantitative conditions. In the field of arts at least ten (10) nationally and/or internationally recognized feedback or acknowledgement on the candidate's work of art, of which at least five (5) internationally recognized.
- Professional leadership and financial responsibility for the candidate's research group working within the candidate's scientific field.
- Contemporaneous nature of the candidate's field of work.
- Cooperation with international institutions and groups.
- Projects leadership, including financial responsibility.
- Supervision of master's and doctoral theses, and number and quality of doctoral theses supervised.

- Experience of leading bigger research or artistic groups, laboratories, centres or university faculties.
- Pedagogical work (textbooks, lectures at international universities or presentations of works of arts abroad, etc.).
- Awards.
- New or improved products or technologies.
- Cooperation with the business sector, whereby in the field of arts the candidate must be involved in multidisciplinary activities and take part in national and international cultural and art events at various levels of involvement.
- Involvement in the Euro-Mediterranean context of professional, scientific, artistic and/or organizational collaboration activities.

**m) Professor Emeritus**

**Mandatory conditions:**

- Internationally acknowledged reputation and excellence as a scientist or artist in the fields relevant to the Euro-Mediterranean region/studies.
- An invitation to the candidate from the EMUNI University to take part in the teaching process for a certain period of time.

**Article 8**

**(reappointment to the title of Higher Education Teachers and Researchers or appointment to a lower title)**

***Minimum standards:***

- In the case of reappointment to the title of Higher Education Teacher or Researcher in the same field of appointment, the candidate must, since the last appointment to the title, have met at least half of the conditions required by the institution in the case of first appointment to the title.
- If a candidate does not meet conditions for reappointment, he or she may request appointment to a lower title if he or she has previously been appointed to this title. In this case, the candidate must meet the conditions necessary for reappointment to the lower title.

***Additional conditions:***

- The candidate cannot be reappointed to the same title if he or she applies for reappointment more than one (1) year after the expiry of the previous title.

**Article 9**

**(reappointment to the title of Teaching or Research Assistant)**

***Minimum standards:***

- If a Teaching or Research Assistant has demonstrated successes in educational work and scientific research or artistic work and has proofs of pedagogical qualification, he or she may be appointed to the same title three times. For subsequent appointments, a doctorate is required.

- In artistic disciplines a Teaching Assistant may be appointed to the same title for a fourth time if he or she is creative and is responsible for recognised and significant works of art.

**Article 10**  
**(number of subsequent reappointments to titles)**

To candidates who have been proposed for the appointment to the titles of:

- Senior Research Fellow or Associate Professor and Research Fellow or Assistant Professor the Senate of EMUNI University may award the same title several times.
- Teaching or Research Assistant the Senate of EMUNI University may award the same title maximum three times in a row. For the fourth and all further appointments to the title of Teaching Assistant, the candidate, along with complying with the conditions from point a) of Article 7 of these Criteria, must also have a PhD.
- Lector / Language Teacher, Senior Lecturer, Lecturer, Instructor / Skills Teacher the same title may be awarded several times.

**Article 11**  
**(early appointment or out-of-sequence appointment)**

***Minimum standards:***

- By way of exception, a candidate may be appointed to a title before expiry of the currently valid title, or to a title where the sequence of titles is not observed.
- Early appointment to a title shall only be possible in the case of outstanding achievements.
- Outstanding achievements of a candidate which justify early appointment to a title or out-of-sequence appointment shall include the receipt of an important, universally known international award, an exceptionally important work of demonstrably significant publicity in Slovenia and abroad, and a decisive contribution to the development of a significant new area of research or artistic activity.

***Additional conditions:***

- The outstanding achievement of a candidate who wish to be appointed to a title before expiry of the current title is also if he/she achieves at least two (2) times more quantitative conditions as needed for a higher title.
- For skipping one (1) Higher Education Teacher's or Researcher's title (i.e. from Teaching Assistant into Associate Professor or from Assistant Professor into Full Professor), the candidate needs to wait until the expiry of the current title.
- In case of an early appointment to a higher title, at least half of the period of appointment to the current title shall pass.

**Article 12**  
**(teaching quality assessment, relationship between pedagogical and research titles and translation of research titles into pedagogical titles)**

An opinion on the quality of one's teaching work is formed based on a students' survey, where the candidate teaches.

An opinion on the quality of one's teaching work based on a students' survey is not considered for candidates who have applied for the Higher Education Teacher titles for the first time.

A Researcher may be appointed Higher Education Teacher if he or she meets the condition of pedagogical qualification for appointment to the corresponding title. In such cases, the pedagogical title shall be held until the expiry of the Researcher title on the basis of which appointment as Higher Education Teacher came about.

Pedagogical qualification does not have to be demonstrated by candidates for appointment to the titles of Researcher, Research Councillor, Expert Adviser, Senior Expert, Junior Expert, Librarian and Assistant on first appointment.

For the first appointment to the titles of Higher Education Teachers (Assistant Professor, Associate Professor, Full Professor or Honorary Professor) or for the translation of Researcher titles into Higher Education Teacher or Associate titles the teaching quality is verified by a public test lecture in the presence of a three-member evaluation commission, which consists of the members of the candidate's Commission for Evaluation and at least one member of the Senate of EMUNI University. At least two members of the Commission for Evaluation and at least one Senate member shall attend the public test lecture. At least one member of the Commission for Evaluation shall be physically present at the lecture, while the other could be present online.

After the public test lecture, the members of the Commission for Evaluation and the Senators who were present at the public test lecture write and sign a common Record of the Public Test Lecture in which they describe the candidate's teaching skills and decide about the candidate's pedagogical adequacy for the appointment to the requested title.

The public test lecture is opened to the public and students shall be invited. The public test lecture is organized by EMUNI University or the candidate's parent institution/university and is performed only once and is valid for later first appointments to the higher titles.

Every year at the end of each course EMUNI University carries out the student survey with the aim to evaluate Researcher, Higher Education Teachers and Associates participating in each study programme.

The students answer the questionnaire as defined in this Article on an anonymous and voluntary basis.

### **Article 13 (Period of Appointment)**

The titles awarded are valid for the following periods of time:

- Professor Emeritus \_\_\_\_\_ indefinitely
- Research Advisor or Full Professor \_\_\_\_\_ indefinitely
- Senior Research Fellow or Associate Professor \_\_\_\_\_ 5 years
- Research Fellow or Assistant Professor \_\_\_\_\_ 5 years
- Senior Lecturer \_\_\_\_\_ 5 years
- Lecturer \_\_\_\_\_ 5 years
- Lector / Language teacher \_\_\_\_\_ 5 years
- Research or Teaching Assistant \_\_\_\_\_ 3 years

- Expert Adviser \_\_\_\_\_ 3 years
- Senior Expert \_\_\_\_\_ 3 years
- Junior Expert \_\_\_\_\_ 3 years
- Librarian \_\_\_\_\_ 3 years
- Instructor / Skills Teacher \_\_\_\_\_ 3 years

#### **Article 14 (Procedure)**

The procedure for awarding the title to the candidate begins on the basis of a submission of an application to the EMUNI University.

#### **Article 15**

The procedure for awarding to the researcher, higher education teacher or associate titles is carried out by EMUNI University, whereas the decision about the awarding of titles is adopted by the Senate of EMUNI University.

The Senate shall decide on the proposal of the commission of the Senate, the Habilitation Commission (hereinafter referred as: HC).

The candidates that have been collaborating with EMUNI over an extended period of time or on a permanent basis are waived of the fees of the procedure for appointment to the titles.

The fees of the procedure for other candidates are stipulated in the valid EMUNI pricelist.

#### **Article 16**

The procedure of promoting or renewing of titles commences no later than 6 months before the title's validity expiry date.

#### **Article 17**

The applications for obtaining the titles of researcher, higher education teacher or associate are to be delivered to EMUNI University in a written form.

The application should contain the following enclosures:

- a) CV containing the description of the candidate's professional, scientific, artistic and pedagogical activities,
- b) bibliography, whereas in the field of arts the appearance of the candidate's works of art and the candidate's contribution as author,
- c) list of 10 items of bibliography of highest importance, classified according to appointment periods, and abstracts of each item in the English language.
- d) a copy of the decision on awarding the current title if the candidate was appointed at another institution of higher education,
- e) evidence of the fulfilment of the conditions for obtaining the title as stated under the minimum standards and additional conditions for obtaining the titles in Article 7, and Articles 8, 9, 10, 11 and 12 of these Criteria.

In the application the field in which the candidate desires to obtain the title must be stated by the candidate.

#### **Article 18**

Should the application or documentation be incomplete or inappropriately written, the candidate will be informed of it and requested to make the required amendments. The candidate should provide the amendments to the application within 30 days.

Should the candidate fail to provide the amendments within the set deadline, his application will be considered withdrawn.

#### **Article 19**

A complete candidate's application will be forwarded to the HC. The candidate will be requested to proceed with the payment of the procedure within 30 days after the application has been considered complete or informed of the waiver of that obligation. The procedure starts within 30 days after the submission of the receipt of payment by the candidate.

#### **Article 20**

##### **(establishing equivalence of titles obtained abroad)**

Candidates who have obtained their academic titles abroad and are considered for teaching 50% or more of the course's contact hours at EMUNI University study programmes, the applications for recognition of the attained academic title abroad shall be submitted to the Education Department of the EMUNI University which will forward complete applications to the HC. The latter will consider and evaluate the candidates' applications based on a comprehensive application of the *Minimum Standards for the Appointment of the Titles of Higher Education Teachers, Researchers and Faculty Assistants at Higher Education Institutions* (Official Gazette of RS, Nos. 95/10 and 17/11) defined by the Slovenian Quality Assurance Agency in Higher Education and the individual provisions of EMUNI's Criteria.

The rule from the previous (second) paragraph of this Article applies for candidates, who obtained their academic titles abroad after 18 November 2010. For candidates, who obtained their academic titles abroad before 18 November 2010, their academic titles are recognised based on the provided evidence of the awarded title at their parent higher education institution.

For candidates who have obtained their academic titles abroad and are considered for teaching less than 50% of the course's contact hours at EMUNI University study programmes, the recognition of their academic titles is not needed. These candidates shall only provide evidence of the awarded title at their parent higher education institution.

The same rules of this Article regarding the recognition of academic titles obtained abroad also apply for these supervisors at EMUNI study programmes.

#### **Article 21**

### **(Commission for Evaluation)**

Should the appointment procedure not be stopped due to the candidate's incomplete application, a three-member commission in the relevant field (referred to as: Commission for Evaluation) is proposed or appointed in order to form the evaluation report on the candidate's meeting of the criteria for appointment. For the candidates, who are applying for the Higher Education Associates, the Commission for Evaluation consists of one member, who is not from the candidate's institution.

The Commission for Evaluation shall be appointed by the HC, except in the appointment to the title of Research Advisor or Full Professor and Professor Emeritus, whereby the Commission for Evaluation is appointed by the Senate of the EMUNI University based on the proposal of the HC.

At least two members of the Commission for Evaluation must be members of the Higher Education Teachers or Researchers, whose titles are of a higher degree compared to the title applied for. Also, the Commission for Evaluation must consist of at least two members of Higher Education Teachers or Researchers, whose titles are in the habilitation fields closely related to the candidate's field. One of the members of the Commission for Evaluation may have a title related to a broader habilitation field than the candidate's field. The Commission for Evaluation shall be international and its members shall come from different institutions.

### **Article 22 (Evaluation Report)**

For the titles of Researchers and Higher Education Teachers, each member of the Commission for Evaluation writes their individual and independent evaluation reports; for the titles of Higher Education Associates, the evaluation report is written by only one evaluator.

The evaluation report shall be prepared within 60 days after the appointment of the Commission for Evaluation.

### **Article 23**

The evaluation report defined in the first paragraph of Article 22 of these regulations must comprise:

- a view concerning the candidate's work in the fields of science, research or arts;
- a view concerning the candidate's professional qualifications and work;
- a view concerning the candidate's professional experience in the context of practice and the adequacy of this experience;
- an evaluation of the candidate's innovativeness, or his artistic or research work, and to what extent these are based on the achievements in contemporary science, or arts, or the relevant profession;
- a view concerning the candidate's pedagogical qualification/teaching skills based on:
  - the results of students' survey, where the candidate teaches and EMUNI Student Council opinion and/or
  - the evaluation of the public test lecture and/or
  - candidate's record of mentoring of bachelor's and master's degrees, doctorates, specialisations, lifelong learning and other postgraduate education, mentoring exchange students and mentoring student research;

- a view concerning the candidate's meeting the conditions stated in Articles 7, 8, 9, 10 and 11 of these Criteria.

In the evaluation report, the Commission for evaluation members may propose that the candidate is awarded a title they consider appropriate.

#### **Article 24**

Following a review of the evaluation and the entire documentation at the first coming meeting, the HC submits the evaluation report, the full documentation, and the proposal to the Senate of EMUNI University.

The HC may advise the EMUNI University Senate to:

- reject the candidate's application due to its inadequateness or
- to award the proposed title to the candidate.

#### **Article 25**

The final decision on the appointment of the candidate and on the field of appointment is reached by the EMUNI University Senate at the first coming session on the basis of the evaluation of all documents, opinion and proposal of the Commission for Evaluation, considering the students' evaluations, and upon EMUNI University's rules and standards.

Should the application, the documentation, the opinion and the proposal of the Commission for Evaluation, and the students' evaluations indicate that the conditions for obtaining the proposed title have not been met, the Senate of EMUNI University may:

- reject the candidate's application;
- in accordance with the provisions of Articles 7, 8, 9, 10, 11 and 12 of these Criteria, award the same title to the candidate once again.

#### **Article 26**

Should the validity of the candidate's title expire during the procedure of obtaining his new title, the former title's validity is prolonged until the end of the appointment procedure.

On the basis of the candidate's application, the validity of his title may be prolonged in case of a serious long illness or parental leave. The prolonged period of the title will be the same as the period of the candidate's absence due to his illness, or as the period of parental leave.

#### **Article 27**

The final decision concerning awarding a title or rejecting the candidate's application, as well as the decision concerning stopping the appointment procedure, is issued by the President of EMUNI University.

#### **Article 28**

##### **(Final Provisions)**

This Criteria for the appointment to the titles of researchers and higher education teachers and associates at the Euro-Mediterranean University shall become valid the first day after their adoption at the EMUNI University Senate.



With the adoption of these Criteria, the Criteria for the appointment to the titles of the Euro-Mediterranean University, adopted at the 17<sup>th</sup> session of the EMUNI University Senate, on 24 February 2014, and the Rules on recognition of foreign professorship (habilitation), adopted at the 19<sup>th</sup> session of the EMUNI University Senate, on 23 September 2014, will cease to apply.

*Piran, 25 March 2021*

***Attachments:*** Annex 1 – Habilitation fields

**Prof. Dr. Abdelhamid El-Zoheiry**  
Chairperson of the EMUNI Senate  
President of EMUNI University

