



UNIVERSITY OF ŽILINA
Faculty of Mechanical
Engineering

Criteria of the Faculty of Mechanical Engineering (FME) of the University of Žilina for Acquiring the Scientific and Pedagogical Titles Associate Professor and Professor

Žilina, 2022

Approved by the FME Scientific Council on 25th March 2022

Approved by the UNIZA Scientific Council on 21st April 2022

Criteria of the FME of the University of Žilina for Acquiring the Scientific and Pedagogical Titles Associate Professor and Professor

Assessed Activities:

The proposal for conferring the title Associate Professor and appointing the title Professor assesses the applicant as a complex educational and scientific personality and takes into account his/her whole work in compliance with the valid regulation of the Ministry of Education of the Slovak Republic No. 246/2019 Coll., about the procedure of acquiring the scientific and pedagogical titles and artistic and pedagogical titles Associated Professor and Professor as amended. The acceptance of the applicants by the scientific and Professional community is important!

The following activities and criteria assessed are during the applicant's assessment:

I. Basic Requirements

NECESSARY CONDITIONS	Habilitation Proceedings	Inauguration Proceedings
	Scientific and academic titles PhD., Dr. or CSc.	Scientific and academic title Associate Professor
	Written references concerning the applicant's results from two Professors outside the applicant's workplace.	Written references concerning the applicants's results from 4 foremost experts, out of whom there are three from various foreign countries confirming that the applicant fulfils the requirements for activities in the Professor function also from the international point of view
	In the case of the external candidates also: <ul style="list-style-type: none"> - the recommendation from the leading employees of the applicant's workplace (Dean, Rector, statutory representative), - the declaration of cooperation with the Faculty minimally for 3 years documented by the references of 2 Faculty employees (Associate Professor or Professor). 	In the case of the external candidates also: <ul style="list-style-type: none"> - the recommendation from the leading employees of the applicant's workplace (Dean, Rector, statutory representative), - the declaration of cooperation with the Faculty minimally for 5 years documented by the references of 2 Faculty employees (Associate Professor or Professor).

I A) Pedagogical and Educational Activity		Habilitation Proceedings	Inauguration Proceedings
P1	Pedagogical activity	At least 4 years since acquiring the title PhD. *	At least 5 years since acquiring the title Associate Professor **
P2	Number of successfully graduated PhD students and number of PhD students after dissertation thesis	-	1 graduated 1 after dissertation thesis
P3	Supervising the BA and MA diploma theses	min. 5	min. 10
P4	Authorship, co-authorship of a university textbook	0	1
P5	Authorship, co-authorship of a university mimeographed, or teaching texts	2***	2***
P6	Participation in solving the educational projects	1	2

*/ the applicants are required to carry out the pedagogical activity for at least 4 years since acquiring the third degree university education in the extent of at least 50 % of the determined working hours, especially leading the lectures of selected chapters, leading seminars and exercises, assessing the students, leading and providing the external examination of the final works, creating the study materials, consultancy for the students, ensuring excursions and professional practice, etc.

**/ the applicant is required to carry out the pedagogical activity for at least 5 years since acquiring the title Associate Professor in the subject of the specialisation the applicants is to achieve the title Professor in. The pedagogical activity is considered only the time period the applicant was employed at the university at least in the extent of 50 % of the determined weekly working hours (including activities abroad), leading lectures, exercises and seminars, assessing the students including the state exams, leading and providing the external examination of the final works, creating the study materials and leading the PhD students.

***/ 1 university mimeographed can be replaced by a university textbook

I B) Scientific and Research Activity		Habilitation Proceedings	Inauguration Proceedings	
V1	Quantification of Publication Outputs	Minimal number of outputs in categories A+, A, A- a B (see Appendix): out of which:	25	45
		Outputs in categories A+ and A :	4 out of which min. 2 with quartile min. Q2 (JCR) with 25 % share	8 out of which min. 4 with quartile min. Q2 (JCR) with 25 % share
		Registered in WoS total	min. 8	min. 15
V2	Citations in Slovak and Foreign Publications:	Total number of citations:	25	45
		Citations registered in citation database WoS:	15	30
		Hirsch index [max from (WoS or Scopus)]:	min. 4	min. 6
V3	Investigator of Research Grant Project	3	7 (min. 2x as responsible investigator)	
V4	Works and Projects with Realisation Output for Practice, Expertise Activity	2	4	
V5	Scientific Monograph	-	1	
V7	Membership in Editorial Boards of Scientific Magazines and Conferences in Slovakia and Abroad	-	2	
V8	Research Stay or Stay at a Workplace Abroad	min. 1 – overall duration of min. 1 month	min. 2 – overall duration of min. 2 months	

II. Other Documented Activities Characterising the Candidate's Personality

II A) PEDAGOGICAL ACTIVITIES		Yes = 1 / No = 0
1	Creating teaching plans, guaranteeing subjects	
2	Membership in commissions for state exams	
3	Guaranteeing study programme for 1st degree	
4	Pedagogical activity at 3rd degree of university education	
5	Translations of scientific and Professional literature	
6	Creating films, videos, software for teaching purposes	
7	Participation in building labs for teaching purposes	
8	Work with talented students	
9	Editing mimeographed, teaching texts, university textbooks	
10	Editing BA and diploma theses	
11	Others – concretised by the candidate	
	Total number of activities in II A)	

II B) SCIENTIFIC AND RESEARCH AND PROFESSIONAL ACTIVITIES		Yes = 1 / No = 0
1	Organising scientific conferences, seminar sand events	
2	Membership in commissions for conferring the scientific and pedagogical degrees	
3	Membership in faculty and university scientific councils	
4	Membership in other national and multinational scientific commissions and councils	
5	Editing articles in scientific and professional periodicals	
6	Editing articles in anthologies from scientific conferences and professional seminars	
7	Editing scientific monographs	
8	Working out assessments of grant projects	
9	Working out assessments of PhD and habilitation theses	
10	On-demand expert lectures and trainings for practice	
11	Participation in building specialised labs of the workplace	
12	Others – concretised by the candidate	
Total number of activities in II B)		

Fulfilling Activities II:

Activity	Associate Professor min. requirement	Associate Professor fulfilment	Professor min. requirement	Professor fulfilment
II A)	2		4	
II B)	3		5	

Notes: *The fulfilment of the requirements on I and II is a necessary condition for starting the corresponding proceedings! The acknowledgement of authorship complies with the valid legislation.*

Final Provisions

- (1) The conditions for acquiring the title Associate Professor and Professor are updated according to the valid regulations.
- (2) The criteria for assessing the fulfilment of the conditions for acquiring the scientific and pedagogical title Associate Professor and Professor at the UNIZA faculty of Mechanical Engineering were discussed by the Scientific Council of the Faculty of Mechanical Engineering on 25th March 2022.
- (3) The criteria comply with the Guideline 211 and Appendix 1: Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings and Staffing the Functional Positions of Associate Professor and Professor for Specialisations of Habilitation and Inauguration Proceedings Attached to the Following Specialisations: Transport, Economy and Management, Mechanical Engineering, Cybernetics, Informatics, Electrical Engineering, Civil Engineering, Security Sciences.
- (4) The UNIZA Scientific Council approved the criteria for assessing the fulfilment of the conditions for acquiring the scientific and pedagogical title Associate Professor and Professor at the UNIZA Faculty of Mechanical Engineering on 21st April 2022 and on this day, they come to power. They become effective on the day of their publishing.
- (5) On 21st April 2022 the criteria for assessing the fulfilment of the conditions for acquiring the scientific and pedagogical title Associate Professor and Professor at the UNIZA Faculty of Mechanical Engineering approved by the UNIZA Scientific Council on 19th November 2020 were cancelled.

prof. Dr. Ing. Milan Sága, v. r.
Dean of Faculty

prof. Ing. Jozef Jandačka, PhD., v. r.
Rector

APPENDIX

Categorisation of Outputs in Study Specialisation Mechanical Engineering Faculty of Mechanical Engineering of UNIZA

[A+] – top international quality

[A] - high international quality

[A-] - internationally acknowledged quality

[B] - nationally acknowledged quality

[C] - insufficient quality

A+	<ul style="list-style-type: none"> - Scientific work published in magazine abroad with quartile Q1 or Q2 (according to JCR/ WoS) - Scientific work published in magazine abroad with quartile Q3 or Q4 (according to JCR/ WoS) with a citation response min. 8 x (without auto-citations) * - Scientific work published in magazine abroad with quartile Q1 or Q2 (according to SJR/Scopus) with a citation response min. 12 x (without auto-citations) ** - Scientific monograph (SM) or chapter in SM issued in an internationally respected publishing house (MRV according to CREPČ)
A	<ul style="list-style-type: none"> - Scientific work published in magazine abroad with quartile Q3 and Q4 (according to JCR/ WoS) not ranked to A+ - Scientific work published in magazine abroad with quartile Q1 to Q4 (according to SJR/Scopus) not ranked to A+ - Scientific monograph (SM) or chapter in SM in a world language published in magazine abroad, not ranked to A+ - Invention, patent certified abroad
A-	<ul style="list-style-type: none"> - Scientific work published in magazine abroad or edited anthology from international scientific conference issued in publishing house abroad not ranked to A+, or A - Scientific monograph (SM) or chapter in SM in a world language published in Slovak publishing house - Invention, patent certified in the Slovak Republic - Output of applied research implemented in practice and registered as the S Project (realised abroad)
B	<ul style="list-style-type: none"> - Other scientific Works published in the magazines and anthologies from scientific conferences not ranked in A+, A, or A- - Scientific monograph (SM) or chapter in SM in Slovak issued in a Slovak publishing house - Utility model - Output of applied research implemented in practice and registered as the S Project (realised in Slovakia)
C	<ul style="list-style-type: none"> - Other outputs of professional character

* Only citations in publications abroad registered in the database WoS are included

** Only citations in publications abroad registered in the database Scopus are included

Explanatory Notes

Pedagogical Activity

- A mimeographed output is considered a teaching text determined for the university whose task is to substitute the university textbook for a certain period of time. The mimeographed output has to pass an official publication process, to fulfil the criteria of a generally issued publication and has to possess all necessary prerequisites of the formal and publishing adaptation according to the valid standards. The mimeographed output has the necessary publishing data and assigned ISBN. If the mimeographed output is not registered in CREPČ, the author has to prove the editorial proceedings. A co-author with the total share of minimally 3 quires can be considered the author for the purposes of fulfilling the criteria.
- A university textbook is considered a teaching text that gives a systematic and explanatory overview of knowledge from a scientific discipline or social practice. The textbook before its issue is assessed at least by two experts whose names are presented in the publication. The university textbook has the necessary publishing data and assigned ISBN. If the mimeographed output is not registered in CREPČ, the author has to prove the editorial proceedings. A co-author with the total share of minimally 3 quires can be considered the author for the purposes of fulfilling the criteria. *

** Quire: 36,000 characters (20 standardised pages, 1 page = 1,800 characters), in the case of the maps and geographical images 2,300 cm² (the quire's dimension is approximately 48 cm x 48 cm), video audio published on the internet or a physical carrier in the extent of at least 60 minutes.*

Scientific and Research Activity

- A scientific monograph is considered an original monothematic work with scientific and exploration character, in which the author utilises, critically assesses and synthesises the known knowledge about the given topic and enriches it by new original phenomena that are the results of the author's scientific activities. The monograph is assessed by the scientific editor and at least two experts whose names are presented in the publication. The monograph is to be published at least in 100 copies; it has the necessary publishing data and assigned ISBN. If the monograph is not registered in CREPČ, the author has to prove the editorial proceedings. A co-author with the total share of minimally 3 quires can be considered the author for the purposes of fulfilling the criteria. If there is a chapter in the monograph (the author share is 1 quire), it is possible to register it as an original scientific work in part V1.
- A magazine is considered a periodical publication that is issued in regular weekly up to half-year intervals, i.e. minimally twice a year; it contains articles by several authors and has a defined programme and specific orientation. The magazine has the necessary publishing data and assigned ISBN. If the magazine is not registered in CREPČ, the author has to prove the editorial proceedings.
- An anthology is considered a publication that summarising under a common title brings a file of independent, mutually familiar texts. The individual parts (articles, studies) could exist independently. There can be the conference, non-conference, single purpose or continual anthologies. The anthology has the necessary publishing data and assigned ISBN, or ISBN and ISSN. If the magazine is not registered in CREPČ, the author has to prove the editorial proceedings.
- All the publications and citations have to be registered.