

On 21 November 2017 the Senate of New university accepted the following criteria on the basis of Article 39 of the Statute of New university:

**STANDARDS FOR ELECTION INTO TITLES OF HIGHER EDUCATION  
TEACHERS, SCIENTIFIC WORKERS, HIGHER EDUCATION  
ASSOCIATES AND RESEARCH ASSOCIATES AT NEW UNIVERSITY**

**I. CONTENT AND PURPOSE**

Article 1

(purpose)

According to this act New university (hereinafter: NU) determines criteria and procedures for election into titles of higher educations teachers, scientific associates, higher education and research associates in higher education institutions regarding Article 2 of minimum standards for the titles of higher educations teachers, scientific associates, higher education and research associates to be elected.

**II. TITLES**

Article 2

(titles)

Educational, scientific-research and professional work at NU are carried out by higher education teachers, scientific employees and higher education associates.

TITLES OF HIGHER EDUCATION TEACHERS ARE:

- a full professor,
- an associate professor,
- an assistant professor,
- a lecturer (to implement language teaching),

implementing higher education programmes, including:

- a senior lecturer,
- a lecturer.

TITLES OF SCIENTIFIC WORKERS:

- a scientific councillor,
- a senior scientific worker,
- a scientific associate.

TITLES OF HIGHER EDUCATION ASSOCIATES ARE:

- an assistant,
- a librarian,
- professional councillor,
- a senior professional associate,
- an assistant,
- a teacher of skills.

TITLES OF RESEARCH ASSOCIATES:

- a PhD assistant,
- an MA assistant,
- an assistant.

Article 3

(grammatical form of titles)

Titles used in these criteria, written in male form, are considered neutral for male and female.

Article 4

(the relationship between teaching and research titles)

The senate of the NU member or the senate of NU with the election into the pedagogical title a candidate is elected into a research title.

PEDAGOGICAL TITLE	RELATIONSHIP BETWEEN SCIENTIFIC OR PROFESSIONAL RESEARCH TITLES
a full professor	a scientific councillor
an associate professor	a senior scientific associate
an assistant professor	a scientific associate
a senior lecturer	an assistant
a lecturer	an assistant
A PhD assistant	A PhD assistant
An MA assistant	An MA assistant
A BA assistant	assistant

**a. Duration of the title**

Article 5  
(duration of the title)

Higher education teachers and scientific workers except for full professors and scientific councillors are elected into a title for a period of five years (hereinafter: election period).

They can be re-elected into the same title and for the same election period under the conditions for re-election.

Assistants and research associates are elected into a title for a period of three years. They can be re-elected into the same title for the same election period under conditions for re-election.

Full professors and scientific councillors are elected into a permanent title by the senate of the university.

## **b. Correlation between pedagogical and research titles**

### Article 6

(correlation between pedagogical and research titles)

A scientific worker can be elected into a title of a higher education teacher if fulfilling the conditions of pedagogical qualifications for being elected a suitable title.

Under conditions a scientific councillor can be elected into a title of a full professor, a senior scientific associate can be elected into a title of an associate professor, a scientific associate can be elected into a title of an assistant professor. In such case the pedagogical title is valid until the scientific title.

### Article 7

(demonstration of scientific and professional qualification)

Higher education teachers' titles demonstrate scientific and professional qualifications required for the election of is of scientific workers in relation to individual titles discussed in the previous article.

## III. HABILITATION FIELDS

### Article 8

(the fields of electing into a title)

Candidates may be elected into titles in habilitation fields (attachment A) defined by NU.

A candidate may be elected into a title in one or more habilitation fields.

The senate of NU may add or change the list of habilitation fields on the basis of the proposal by the member institution of NU and prior consent of the habilitation committee.

#### IV. CRITERIA FOR TITLES AWARDED

##### Article 9

(cumulative fulfilment of the criteria for titles awarded)

A candidate elected into a title should fulfil the criteria cumulatively, implying general and special criteria.

##### **a. Fundamental criteria for being elected into a title**

##### Article 10

(fundamental criteria)

Fundamental criteria for being elected into a title have to be fulfilled by every candidate. The criteria are:

- suitable education or a suitable scientific or professional title in the scope of habilitation,
- competences for professional work,
- pedagogical competences,
- positive assessment of the majority of reporters about candidate's competences,
- fluency in at least one world language.

##### Article 11

(exhibition of competences)

A candidate exhibits competences for professional work with recorded publications of scientific and professional works, recorded research and professional achievements, recorded collaboration with scientific and professional projects, awarded patents and other recorded achievements, which are valid as proof of originality and quality.

## Article 12

(exhibiting pedagogical competences)

Pedagogical competences are exhibited by a probationary public lecture.

With every title (re-)election, a candidate is to present an opinion of the student council based on student survey results or other ways of testing candidate's pedagogical work.

## Article 13

(exhibiting fluency in a world language)

Fluency in a world language is exhibited with a certificate of an institution authorized to issue certificates or with an international certificate of language knowledge.

A candidate who obtained a doctoral degree implemented in one of the world languages (English, French or German) and wrote a doctoral dissertation in that language at a foreign university is not required to present documents certifying fluent language knowledge.

Language knowledge is exhibited only when the title is awarded.

### **b. General criteria for being elected into a title**

## Article 14

(general criteria for being elected into a title)

General criteria are formal criteria, which are to be fulfilled along the fundamental criteria in order to being elected into a title.

The title of:

1. a full professor, an associate professor, a an assistant professor, scientific councillor, senior scientific associate and scientific associate can be awarded if having obtained a PhD;
2. a senior lecturer can be awarded if having obtained a Master's degree;
3. a lecturer of a foreign language at a non-linguistic department can be awarded if having five years of required work experience and having obtained a Master's degree;
4. a lecturer for subjects based on special professional knowledge can be awarded if having five years of successful professional work experience and a Master's degree;
5. a lecturer can be awarded if having obtained a Master's degree and three-year-long pedagogical work experience;
6. an assistant can be awarded if having obtained a Master's degree and achieved mark 8 in average during the studies;
7. an MA assistant can be awarded if having obtained a Master in Science according to the programme from 11<sup>th</sup> June 2004 and exhibits successful research work and indicates candidate's competences for individual research work;
8. a PhD assistant can be awarded if having obtained a PhD and published works in their field of expertise (published recorded scientific research works, a presentation in international professional meetings);
9. a professional councillor can be awarded if having obtained a Master's degree and suitable 15-year-long professional work experience in the area of expertise;
10. a senior associate can be awarded if having obtained a Master's degree and suitable 10-year-long work experience in the area of expertise;
11. an associate can be awarded if having obtained a Master's degree and suitable two-year-long experience in the area of expertise;
12. a skills teacher can be awarded if having obtained a Master's degree and suitable five-year-long experience in the area of expertise;
13. a librarian can be awarded if having passed a library exam, a Master's degree, suitable 3-year-long experience and exhibited competences for individual professional work.

**b 1. Elements of qualification for being elected into a title**

Article 15  
(content elements)

Content elements to test the qualification for being elected into a title are:

- success in solving scientific, research-developing or professional problems in the field of habilitation;
- activity in international academic premises;
- working experience etc.

Article 16  
(qualifications for being elected into a title)

Qualification for being elected into a title in the area of expertise is exhibited with:

- suitable bibliography;
- certificates of successful collaboration in international area;
- provable quotes in scientific literature and
- positive assessment from all rapporteurs.

Article 17  
(publication of works)

Candidate's works are published and presented in a way recognized by the profession in order to be asserted in familiar and international public in the area of expertise.

Candidate's works, which are internationally important, can be compensated with works important for national identity and culture in the field of being awarded, where performances in international area are not suitable for the quality criteria.

Article 18



(international recognition)

A candidate's work is internationally recognised with the following:

- verifiable citations in the scientific literature;
- invited lectures at international scientific meetings;
- member institution of the editorial boards of international journals;
- ship in foreign academies;
- lecturing in international undergraduate and postgraduate programmes and
- pedagogical collaboration in international undergraduate and postgraduate programmes at foreign universities.

#### Article 19

(type of publication)

For publication with an international audience is considered the text published in one of the widely used foreign language in one of the journals indexed in SSCI or SCI with  $IF > 0$  and AHCI, or in the magazines, which in the opinion of the profession in terms of quality and international visibility comparable to those journals. List of journals adopted by the Senate NU (attachment B).

#### Article 20

(attribution)

The first or leading attribution is evident from the order of the authors; if that is not evident, authors write a statement about the leading author.

### **b 2. Elements of pedagogical qualification**

#### Article 21

(estimating pedagogical qualification)

Elements to estimate candidate's pedagogical qualification for being elected into a title are:

- comprehension and system lectures, tutorials, seminars, consultations and examinations;

- successful mentoring with theses, specializations, master's degrees, doctoral degrees and postgraduate education, mentoring students on student exchanges and with students' research;
- relation with students;
- students' opinion on pedagogical work;
- encouragement in scientific, pedagogical and professional work;
- preparation, professional, pedagogical and methodical or didactical value of pedagogical accessories, student material and books;
- development of laboratories and other specialized units supporting pedagogical process;
- certified pedagogical qualification in general programmes of pedagogical qualification or individual programmes of higher education institutions.

**c. Special criteria for being elected into a title**

Article 22

(special criteria for being elected into a title)

Special minimal standards are quality and quantity criteria that have to be fulfilled beside the fundamental and general criteria.

**A full professor and a scientific councillor**

Article 23

(a full professor or a scientific councillor)

A title of a full professor and a scientific councillor can be awarded if a candidate fulfils the following criteria beside the fundamental and general criteria:

Quality criteria:

- ability to do individual scientific and research in the field of candidate's habilitation. A candidate contributes new knowledge and work which resound internationally;
- at least a three-year-long research or pedagogical activity at quality foreign university or research institution after having finished doctoral degree;
- scientific achievements and providing for rich Slovene or international knowledge and culture;
- being a mentor to at least one finished doctoral dissertation or co-mentor to at least two doctoral dissertations;
- international or national publication of works (a monograph, a book, a course book) relevant for the development of the area of expertise;
- leading research projects;
- the consensus of the habilitation committee for election into the title.

Quantity criteria:

- achievement of at least 90 points in the assessment of published works using quantity indicators determined in the attachment Točkovalnik (at least 20 points in educational activity and at least 70 points in scientific activity). At least 40 points are gained with the date of submission of the application for the title to be awarded (at least 7.5 points in educational activity and at least 30 points in scientific activity).
- publication of at least 14 articles (in which at least 7 articles are published from the title having been awarded) and being its first or leading author (proving equality of his contribution to the article). At least 6 articles have to be published in journals, indexed in SSCI, SCI with IF>0 or AHCI or MBP. Provided that journals are indexed in SSCI, SCI with IF>0 or AHCI, they are not the only reliable criteria to verify their resounding characteristic. In such case, journals comparable by quality and being internationally resounding to other journals. The list of journals is prepared by higher education institution and is confirmed by the senate of NU (attachment B);
- proves at least 10 pure quotes in the last 10 years.

A candidate can replace at least 8 articles from the previous paragraph with the scientific monograph, a course book and a scientific or professional achievement (technology transfer, a gained patent with a test etc.). However, these 8 articles do not replace necessary articles published in journals indexed in SSCI and SCI with IF>0 or AHCI. Two articles replaced with the monograph can be replaced with reviewed university course books. Authorship of the reviewed course book counts as one article. One of the articles replaced with the scientific monograph can be replaced with the topmost research or professional achievement (technology transfer, a gained patent with a test etc.).

Article 24  
(public lecture)

A candidate has to implement a public lecture before being elected into the title.

**An associate professor and senior scientific associate**

Article 25  
(an associate professor and senior scientific associate)

A title of an associate professor and senior scientific associate may be appointed if a candidate fulfils the following criteria beside the fundamental and general criteria:

Quality criteria:

- ability to do individual scientific and research in the field of candidate's habilitation. A candidate contributes new knowledge and work which resound internationally;
- successful activity in professional area of expertise;
- at least a three-year-long research or pedagogical activity at quality foreign university or research institution after having finished doctoral degree. Being a mentor to students who achieve international recognition in international competitions or events carries the same value as being active at foreign universities;

- being a co-mentor to at least one finished doctoral programme, where mentorship counts also if doctoral dissertation was denied; or contributing to experts' education. Such contribution is:
  - successfully finished mentoring of at least one student work awarded with a university prize or with a national professional or international prize;
  - mentoring of two finished Master's degrees, leading a research project; mentorship counts also if a thesis is denied;
  - leading a research project;
- approval of the habilitation committee.

Quantity criteria:

- achievement of at least 60 points in the assessment of published works using quantity indicators determined in the attachment Točkovaľnik (at least 15 points in educational activity and at least 40 points in scientific activity). At least 30 points are gained with the date of submission of the application for the title to be awarded (at least 7.5 points in educational activity and at least 20 points in scientific activity).
- publication of at least 7 articles (at least 4 articles are published from the title having been awarded) and being its first or leading author (proving equality of his contribution to the article). At least 6 articles have to be published in journals, indexed in SSCI, SCI with IF>0 or AHCI or MBP. Provided that journals are indexed in SSCI, SCI with IF>0 or AHCI, they are not the only reliable criteria to verify their resounding characteristic. In such case, journals comparable by quality and being internationally resounding to other journals. The list of journals is prepared by higher education institution and is confirmed by the senate of NU (attachment B);
- proves at least 5 pure quotes in the last 10 years.

A candidate can replace at least 4 articles from the previous paragraph with the scientific monograph, a course book and a scientific or professional achievement (technology transfer, a gained patent with a test etc.). However, these 8 articles do not replace necessary articles published in journals indexed in SSCI and SCI with IF>0 or AHCI. Two articles replaced with the monograph can be replaced with reviewed

university course books. Authorship of the reviewed course book counts as one article. One of the articles replaced with the scientific monograph can be replaced with the topmost research or professional achievement (technology transfer, a gained patent with a test etc.).

### **An assistant professor and scientific associate**

#### Article 26

(an assistant professor and a scientific associate)

A title of an assistant professor and a scientific associate can be awarded if a candidate fulfils the following criteria beside the fundamental and general criteria:

#### Quality criteria:

- being successful in solving scientific, research-developing, artistic or professional problems;
- being active in international area;
- having an approval of the habilitation committee.

#### Quantity criteria:

- achievement of at least 20 points in the assessment of published works using quantity indicators determined in the attachment Točkovaľnik;
- publication of at least 3 articles and being its first or leading author (proving equality of his contribution to the article). At least one article has to be published in journals, indexed in SSCI, SCI with IF>0 or AHCI or MBP. Provided that journals are indexed in SSCI, SCI with IF>0 or AHCI, they are not the only reliable criteria to verify their resounding characteristic. In such case, journals comparable by quality and being internationally resounding to other journals. The list of journals is prepared by higher education institution and is confirmed by the senate of NU (attachment B);

A candidate can replace at least 2 articles from the previous paragraph with the scientific monograph, a course book and a scientific or professional achievement.

However, these 2 articles do not replace necessary articles published in journals indexed in SSCI and SCI with IF>0 or AHCI.

### **Senior lecturer**

Article 27  
(senior lecturer)

A title of a senior lecturer can be awarded if a candidate:

- has exhibited works and publications proving their professional prominence in their area of expertise;
- has suitable bibliography including works acknowledged by the profession as an appropriate way of presentation for which a title is awarded or suitable pedagogical works;
- exhibits pedagogical qualification.

According to quantity a candidate fulfils the criteria from the previous paragraph if he collects 16 points with quantity indicators determined in the attachment Točkovaľnik.

### **A lecturer**

Article 28  
(a lecturer)

A title of a lecturer can be awarded if a candidate has asserted himself or herself in the area of expertise in which they wish to earn a title and got positive assessment from the majority of rapporteurs.

### **A foreign language teacher**

Article 29  
(a foreign language teacher)

A title of a foreign language teacher can be earned if a candidate:

- has gained a three-year-long teaching practices. In case of live languages a candidate needs at least three months of an on-going professional or pedagogical activity in suitable linguistic surroundings;
- has suitable bibliography including works acknowledged by the profession as an appropriate way of presentation for which a title is awarded or suitable pedagogical works;
- has shown ability for professional and pedagogical work;
- exhibits pedagogical qualification.

According to quantity a candidate fulfills the criteria from the previous paragraph if he collects 5 points with quantity indicators determined in the attachment Točkovaľnik.

### **An assistant**

#### Article 30 (an assistant)

A title of an assistant can be awarded if a candidate:

- has finished his studies with an average mark 8, where marks of all exams, tutorials and other marked student obligations count;
- has achieved an 8 for his final thesis if that is the condition;
- has shown ability for professional, scientific, research or artistic work.

## **V. CRITERIA FOR RE-ELECTION TO A TITLE**



**a. Re-election to the title of a higher education teacher and scientific associate**

Article 31

(re-election to the title of a higher education teacher and scientific associate)

A title of a higher education teacher and scientific associate can be awarded if a candidate has asserted himself or herself in the area of expertise in which they wish to earn a title and got positive assessment from the majority of rapporteurs.

Article 32

(election to the lower title)

Provided a candidate does not fulfil the criteria, he can request for being elected into the lower title if the candidate has already been awarded that title. He has to fulfil the criteria required for being re-elected.

**b. Re-election into the title of an assistant**

Article 33

(re-election into the title of an assistant)

If an assistant has proved achievements in educational and research or artistic work and has certificates about pedagogical ability, he can be elected into the same title three times. In order to earn further titles a doctoral degree is requested.

VI. PRELIMINARY ELECTION INTO A TITLE AND PAST ORDER

Article 34

(preliminary election)

A candidate can be either elected into a title before the expiration of the valid title or can be elected into a title, with which the order does not comply.

The application is preliminary if it is submitted nine (9) months before the expiration of the valid title. Preliminary election is based on candidate's excellent achievements in first or leading authorship.

In order to be elected into a title preliminary a candidate has to fulfil all quality and quantity criteria determined in this legal act.

A candidate who has not been elected in the election procedure cannot request for the election into the title for a period of one year since the denial.

Article 35  
(election past the order)

The provision of the previous article about the preliminary election into a title is also used for the election into the title which deviates the order of the election.

In order to be elected into a title past the order a candidate needs to fulfil the quality and quantity criteria determined with this legal act.

Article 36  
(candidate's special achievements)

For a candidate's special achievement, which explains preliminary election into a title or an election past the order, receiving an important, generally renowned national and international award, important resounding works in the home country and abroad or a decisive article about the development of an important new field of research or artistic activity are valid.

## **VII. PROCEDURE FOR THE ELECTION INTO A TITLE**

### Article 37

(use of rules in the procedure)

Regulations valid on the day of submitting the application are used in the procedure of evaluation of fulfilling the criteria to be elected into a title.

In the same procedure there are also other regulations of the statute of NU and regulations of General Administrative Procedure Act.

### Article 38

(the beginning of the procedure for being elected into a title)

The procedure of being elected into the title of a higher education teacher or associate or scientific worker or research associate starts with candidate's request to be elected into a title.

A candidate submits the request to a member institution being the main in the area of expertise, in which a candidate wishes to be habilitated.

A candidate submits the application for the election in any field that is common with more member institutions. Member institutions which carry out the habilitation arrange the appointment of rapporteurs for candidate's professional qualification.

The application for the first election into a title is submitted for:

- the first election into a title at university,
- the election following the suspension of the title at university implying the suspension of its validity if it has been more than a year since the expiration date.

The application for re-election into a title is submitted at university without suspension of the title or if the suspension is less than a year.

### Article 39

(the procedure for further election or re-election)

The procedure for further election or re-election starts at least 6 months before the expiration of the title. Habilitation committee of the NU member, where the candidate is employed or has suitable contract for collaboration, informs the candidate in writing.

If the procedure has not ended until the expiration of the existing valid title, the existing title remains until the procedure is finished.

#### Article 40

(certificates in the procedure for the election into a title)

Application for the election into a title consists of:

- candidate's personal information (name, last name, permanent accommodation address for service, e-mail etc.);
- a request with habilitation field in which the candidate wishes to be habilitated and the title into which he wishes to be elected;
- CV including candidate's professional, scientific and educational work;
- a bibliography in the format of the system COBISS or certificates about conceived and implemented works;
- certificates pedagogical qualification;
- certificates of the election into a title if the candidate already was elected into one;
- certificates of higher education, university, Master's, specialized or doctoral thesis;
- a certificate of linguistic proficiency.

#### Article 41

(published works)

Candidate's works which were published until the submission of the application for re-election into a title or election into a higher rank are also considered in the

procedure of the election into a title. Provided that the work is still in the publication procedure, the candidate submits editor's certificate of the soon-to-be published work.

The candidate cannot submit the same bibliography provided that he submits more applications simultaneously.

#### Article 42

(evaluation of the application)

If the habilitation committee of the NU establishes that the submitted application or documentations is incomplete or unsuitably composed, they inform the candidate to address the deficiencies.

In case the candidate does not forward the requested information and does not request to extend the period within 30 days since being first informed, the senate of the NU member discards the application.

#### Article 43

(appointment of rapporteurs)

The senate of the NU member leading the procedure for the election into a title considers the submitted application and appoints at least three rapporteurs for evaluation of candidate's professional qualification since their submission of the application to be elected into a title.

A rapporteur can be a higher education teacher or scientific worker who owns the same title as the candidate is elected to.

Each rapporteur submits the evaluation from the first paragraph to the Habilitation committee of the NU member leading the procedure. Rapporteur's assessment can be examined only by member institutions of the bodies in charge of giving opinion in the procedure.

In case the candidate already has carried out pedagogical work at NU, the Habilitation committee of the NU member gains survey results about students' satisfaction with

his pedagogical work in the last and current academic year. Another option is for it to be informed by the NU member's Student Council to give an opinion on his pedagogical work.

Article 44  
(public probationary lecture)

Rapporteurs providing professional evaluation about candidate's professional qualification, who applies for being elected into the title of a higher education teacher, consensually determine the topic and the date of public probationary lecture if required by the standards.

Rapporteurs and a student determined by the Student Council of the NU member evaluate prosperity of the lecture and keep records of the probationary lecture. They assess the lecture as successful or unsuccessful.

If any of the rapporteurs cannot participate in the lecture, the Senate of the NU member determines a substitute member institution.

Article 45  
(informing the candidate of negative opinion)

The habilitation committee of the NU member informs the candidate of rapporteurs' negative assessment, negative opinion of the Student Council or bad assessment according to the survey on students' satisfaction with the pedagogical work. Hereby, the rapporteurs' names or other information are not visible.

The notice is forwarded to candidate's E-mail, which was named in the application form.

The candidate can identify himself about the negative assessment or poor survey results within three working days after being informed.

#### Article 46

(the first election into a title or election into a higher rank)

In case of the first election into a title or election into a higher rank the habilitation committee of the NU member forwards complete material, rapporteurs' assessment and candidate's probable identification, Student Council's opinion or students' survey results to the university habilitation committee if the candidate implemented pedagogical work.

If the candidate has not declared in written form on time, the member institution forwards to the habilitation committee along the mention documentation also a statement that the candidate has not identified himself in written form about poor assessment and/or Student Council's negative opinion or poor survey results.

#### Article 47

(incomplete application)

If the habilitation committee establishes that the application for the election into a title is incomplete, it postpones decision-making and summons the candidate to submit the missing documentation and certificates in time they set. The period is not shorter than one month and longer than three months.

If the candidate does not submit the missing certificates or documentation, the habilitation committee of the NU member informs the senate of the NU member where the procedure for the election into a title takes place. The member institution discards such application.

#### Article 48

(deadline for the decision on the application)

The university habilitation committee decides on the application for the election into a title in two months according to the material or facts known at the time of

rapporteurs' appointment to draw up a professional assessment of candidate's qualification. Their decision is forwarded to the senate of the NU member in charge of the election.

The university habilitation committee originates from rapporteurs' assessment of candidate's qualification when deciding on candidate's election into a title.

If the university habilitation committee establishes that rapporteurs' opinion cannot be accepted in spite of all submitted material, it has to explicate its opinion.

After the university habilitation committee decides on the agreement to elect into a title, the application cannot be withdrawn.

#### Article 49

(an agreement on unfulfilled criteria for the procedure continuation)

If the university habilitation committee establishes that two or more rapporteurs' opinions on establishment of professional qualification are negative, it passes an agreement on unfulfilled criteria for the procedure continuation. Then it informs the senate of the NU member leading the procedure.

The habilitation committee of the NU member forwards the agreement on unfulfilled criteria for the procedure continuation to the candidate and informs him to request for re-election into a title within 14 days after being informed. Then the procedure continues.

If the university habilitation committee passes an agreement on unfulfilled criteria for the procedure continuation and if the candidate does not request for re-election into a title, the senate declares termination of the procedure.

#### Article 50



(re-election into a title)

Re-election into a title is determined by the senate of the NU leading the procedure. It determines according the material or facts known at the time of rapporteurs' appointment to draw up a professional assessment of candidate's qualification.

#### Article 51

(senate of the NU member's decision)

The senate of the NU member decides on the election of the candidate into a title within 30 days after receiving the university habilitation committee's agreement. In case of a procedure for the election into the title of full professor and scientific councillor, the university habilitation committee's agreement is forwarded to the senate of the university.

If the university habilitation committee does not consent, the candidate who requested for the first election into a title can request for the re-election into a title within 14 days after receiving the university habilitation committee's agreement. The procedure continues as the procedure of re-election.

If the university habilitation committee does not consent and if the candidate does not request for re-election in time, the senate of the NU member adopts a decision which is denied within 30 days.

#### Article 52

(university senate's decision)

The university senate decides on the election in the period of one month after receiving university habilitation committee's agreement to elect into the title of a full professor or scientific councillor.

#### Article 53

(a possibility of re-election if not elected)

A candidate who is not elected in the election cannot request to be elected into the title for one year since the rejection of the application.

#### Article 54

(an assessment)

An election into a title is an autonomous academic judgment of candidate's work, professional and pedagogical qualifications. According to these criteria fulfilling criteria is only a condition to process the application and creates no right to the election.

The competent authority selects among more possible decisions in the procedure of the election into a title based on its discretion rights. It selects the one which is the most suitable and professional one according to a specific case and is explained or supported with facts and proof established in the procedure.

#### Article 55

(scientific unfairness or severe violation of ethical principles)

The competent authority for the election into a title denies candidate's application due to scientific unfairness or severe violation of ethical principles of scientific or artistic work. In this case the candidate cannot request for the election into a title at New university.

### **a. Complaint in the procedure of election into a title**

#### **a1. A right to a complaint**

#### Article 56

(deadline to complain)

A candidate can complain to the Senate of NU within 15 days since he received the provision with a denied application.

#### **a2. Grounds for appeal**

Article 57  
(grounds for appeal)

Provided that the appeal is declined, a candidate can complain for the following grounds:

- violation of the procedure for the election into a title;
- establishment of incorrect or incomplete facts important for the decision and if these existed at the time of rapporteurs' appointment and preparation of professional assessment, and
- incorrect use of material signature at the time of issue, which could affect personal decisions or if it was not used.

Evident incorrectness is considered when the senate of the NU member establishes the situation or uses legal acts arbitrarily without a reasonable support.

Article 58  
(submission of complaint)

A complaint is submitted to the member institution leading the procedure for election into a title. The member institution is to forward the complaint to the Senate of NU within 7 working days.

Late submission, illicit complaint or a complaint submitted by unauthorised person is denied by the senate of the NU member and informs the Senate of the university.

The Senate of the university appoints a rapporteur among its own member institutions in the first meeting after submitted the complaint. The rapporteur cannot be the member of the Senate of the university if the member institution appointed him to a rapporteur for candidate's qualification. Secondly, the rapporteur cannot be appointed if he is an NU member of the Senate of the university originating from the same member institution as the candidate.

The rapporteur draws up a report and a proposition of the decision within 30 days. He submits them to the Senate of the university. The report and the proposition of the decision are confidential and accessible only to member institutions of the Senate of the university.

Article 59  
(informing the candidate)

The appellant has the right to be informed with all the material as the ground for the decision of the Senate of the university except for the report and the proposition of the decision. The appellant can give his own proposition, proof, aspects of facts and circumstances important for the decision-making until one week before the meeting of the Senate of the university. New facts and proof are considered only if the appellant could not state them in the procedure of decision-making through no fault of his own.

**a3. Deciding on the complaint**

Article 60  
(decision)

The Senate of the university decided upon the complaint in a private meeting with consultation and voting.

The consultation begins with rapporteur's report that introduces the Senate of the university a suitable decision.

Article 61  
(decision)

The senate of the university can:

- discard the complaint;

- deny the complaint;
- grant the complaint by repealing the provision and returns the matter to the member institution into the phase of the procedure where the violation happened.

The Senate of the university decided with the majority of present member institutions' votes. The member institution of the Senate of the university shall refrain from voting. Provided that the member institution of the Senate of the university collaborates in the procedure in the first phase, he has to be discharged from the discussion and voting.

The decision of the Senate of the university is final.

## **VIII. RECOGNITION OF THE TITLE ELECTED AT ANOTHER UNIVERSITY**

### Article 62

(determination of equivalence of foreign titles)

New university recognises higher education teachers or associates or scientific workers and research associates who were elected into the title at another university or at an independent higher education institution equivalent to the title elected at New university.

The senate of the NU member passes an agreement according to the university habilitation committee about candidate's title being equivalent to the title elected at New university.

Recognition of the equivalent title is valid until the expiration of the title at the institution where the title was elected.

## **IX. WITHDRAWING THE TITLE**

### Article 63

(procedure for title withdrawal)

The procedure for title withdrawal starts because the criteria for the election to a title are not fulfilled or because of scientific unfairness.

The procedure for the title withdrawal if the candidate does not fulfil the criteria is started by the senate of the NU member if there is suspicion that the candidate gave false personal data that strongly influenced the decision to be elected into the title.

The procedure for the title withdrawal due to scientific unfairness is started by the senate of the NU member because of severe ethical principles of scientific or artistic work.

The candidate whose title was withdrawn at New university cannot request for the election at New university.

Withdrawal of the title is determined by the Senate of the university, which gains the university habilitation committee's opinion.

## X. TRANSITIONAL AND FINAL PROVISIONS

### Article 64

(completion of ongoing procedures)

Procedures for election into the title started before the application of these minimum standards shall be terminated under the conditions and criteria of the institution at which they were initiated.

### Article 65

(Re-election of the same or a higher rank according to the previous criteria)

A candidate who was elected under the previous criteria for awarding titles to teaching and research faculty and faculty assistants may, when it expires this title

again apply for election to the same or higher rank, according to the standards in force at the last election in the current title.

#### Article 66

These standards entered in force on 21 November 2017 issued by the Senate of NU and became valid the following day after the publication online.

In Nova Gorica, 21 November 2017

Prof. Dr. Peter Jambrek  
President of MB NU