

Pursuant to Articles 6 (paragraph 2, indent 3), 55 and 57 of the Higher Education Act (ZViSUPB7, Official Gazette of the Republic of Slovenia, n° 32/12, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ and 65/17, 175/20 - ZIUOPDVE and 57/21 - Constitutional Court Decision, [54/22](#) - ZUPŠ-1 and [100/22](#) - ZSZUN), and Articles 52 (point 14) and 196 of the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, n° 4/17, and amendments), at the 12th session of 22 November 2022 the Senate of the University of Ljubljana adopted amendments

and the

Official consolidated text No. 5 of the Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana

1 General provisions

Article 1

(Purpose)

The Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana (hereinafter: UL) regulate the conditions, criteria and the procedure for appointment to the titles of university teachers, researchers and associates (hereinafter: Criteria).

The Criteria define the minimum common, general and special conditions for appointment to a particular title.

The purpose of the Criteria is to ensure uniform and objective criteria for appointment to a title, which should in turn contribute to the raising of the quality of educational, research and artistic work at UL.

The member faculties of UL may, as required, also add to these conditions certain special conditions for appointment to a title in an individual habilitation field. Such special conditions for individual member faculties are approved by the University Senate on the proposal of the member faculty concerned after an opinion has been obtained from the Habilitation Committee. The special conditions form an annex to these Criteria.

Article 2

The appointment to a title is based on an independent academic assessment of the candidate's work and their research, artistic, technical and teaching skills.

The fulfilment of the quantitative criteria for appointment to a title is only a precondition for the application to be considered and does not itself constitute a right to appointment.

Article 3

(Annexes)

The annexes, which are an integral part of these Criteria, are:

1. list of habilitation fields (Annex 1)
2. annexes relating to member faculties, which include:
 - specification of those habilitation fields where it is possible to combine academic and artistic works;
 - specification of those fields in which international impact cannot be obtained or is not suitable as a measure of quality; in such fields, the works which are relevant to the appointment must be of significance for national identity and culture;
 - specification of those habilitation fields in which international impact is not the only appropriate measure of quality, and publications in Slovenian are also required for the development of science and the field in this language, with defined criteria for listing these publications in the application;

- specification of those habilitation fields to which the category of first or corresponding author does not apply or in which it is not relevant or not evidenced in the usual way;
 - list of journals which are comparable to the journals indexed in SSCI or SCI (IF^{>0}), AHCI and Scopus with SNIP>0 (for habilitation fields of social sciences and humanities) by individual habilitation fields for which the member faculty is responsible;
 - list of publishers which are recognized for the purpose of categorizing monographs and monograph chapters as important works or for the purpose of assessing their quality, for individual habilitation fields;
 - list of indicators for international impact and the quantitative requirements thereof for individual titles by individual habilitation fields;
 - any special (additional) conditions for appointment to a title for individual habilitation fields, and
3. Guidelines for the implementation of the Criteria (technical guidelines).

The University Senate adopts changes to the annexes and to the Guidelines for the implementation of the Criteria after obtaining an opinion from the Habilitation Committee. The decision of the Senate concerning changes to the annexes is adopted using the same procedure as for the Criteria and has the effect of changing these Criteria.

2 Habilitation fields

Article 4

A candidate may be appointed to titles in habilitation fields which are listed in Annex 1 to these Criteria.

Article 5

A candidate can be appointed to a title in one or more habilitation fields. Each application shall be treated independently and separately.

3 Titles

Article 6

The titles of university teachers are:

- professor (redni profesor),
- associate professor (izredni profesor),
- assistant professor (docent),
- senior instructor (višji predavatelj),
- instructor and
- lector (lektor).

The titles of researcher staff are:

- senior research fellow (znanstveni svetnik),
- senior research associate (višji znanstveni sodelavec),
- research associate (znanstveni sodelavec).

The titles of university associates are:

- teaching assistant (asistent),
- librarian (bibliotekar),
- specialist consultant (strokovni svetnik),
- senior specialist adviser (višji strokovni sodelavec),
- specialist adviser (strokovni sodelavec) and

- skills instructor (učitelj veščin).

The title of a research associate is junior researcher.

Article 7 (Duration of title)

The University Senate appoints professors and senior research fellows for an indefinite period.

The senate of a member faculty appoints for a period of five years associate professors, assistant professors, senior instructors, instructors, lecturers, senior research associates and research associates. They may be reappointed according to the conditions for reappointment.

The senate of a member faculty appoints for a period of three years teaching assistants and junior researchers. They may be reappointed according to the conditions for reappointment.

The senate of a member faculty appoints for an indefinite period librarians, specialist consultants, senior specialists, specialist advisers and skills instructors.

Article 8 (Sequence of titles)

University teachers may be appointed to the titles in the following sequence: assistant professor, associate professor, professor.

Members of research staff may be appointed to the titles in the following sequence: research associate, senior research associate, senior research fellow.

This article determines the seniority of titles for each of the two types of title.

Article 9 (Relationship between teaching and research titles)

A researcher may be appointed to a university teacher title if they have the required teaching competence for appointment to the relevant title. The condition of teaching competence shall be deemed to be fulfilled if the candidate meets all the qualitative and quantitative conditions of teaching activity for election to the requested title.

Under the condition stipulated in the first paragraph, a senior research fellow may be appointed to the title of professor, a senior research associate may be appointed to the title of associate professor, and a research associate may be appointed to the title of assistant professor. A teaching title obtained in this way is valid until the expiry of the research title on the basis of which the person was appointed to the title of university teacher.

A senior research fellow or senior research associate may also be elected to the title of assistant professor upon fulfilment of the conditions of teaching competence for the title of assistant professor.

For a repeat election to a teaching title as referred to in the previous paragraph or for a first election to a higher teaching title, in fulfilling the qualitative and quantitative conditions tied to the dates of submitting previous applications, account shall be taken as appropriate of the dates of submission of applications for election to the research title on the basis of which the candidate was elected to the title of university teacher under the conditions of this article.

Article 10

The titles of university teachers reflect the academic and professional competence which is required for appointment to research titles under the conditions of and according to the correspondence between individual titles as defined in the previous article.

4 General provisions governing the procedure

Article 11

(Application of rules in the procedure)

In the process of assessing the fulfilment of conditions for appointment to a title, the rules in force at the date of the application are used.

The provisions of the Statutes of UL and of the General Administrative Procedure Act shall apply mutatis mutandis in addition to the provisions of these Criteria in the procedure for the appointment to a title.

The provisions of these Criteria, which regulate the procedure at university level, shall apply mutatis mutandis in procedures taking place at member faculties.

Article 12

(Confidentiality of documents and data protection in relation to the candidate and referee)

Personal data and confidential data which are contained in the procedure documentation are processed and kept in accordance with the law which regulates the protection of these data and with internal acts of the University.

Article 13

(Discretionary decisions)

On the basis of its discretionary powers, the competent body reaches the decision that it deems to be the most appropriate and professionally justified in the particular case, for which it then shall provide the reasoning or supporting facts and evidence determined during the procedure.

Article 14

(Appeals procedure)

Appeals proceed in accordance with the regulations of the University Senate.

Article 15

(Initiation of procedure of appointment to a title)

The procedure for appointment to a title is initiated at the candidate's request.

If the candidate is not employed at the University, they must enclose with each request for appointment to a title a declaration by the senate of the member faculty responsible for the field in which the candidate seeks habilitation (home member faculty) stating that the University is interested in collaborating with the candidate and thus in the implementation of the appointment procedure. If the interest is shown by a member faculty that is not responsible for the field in which the candidate seeks habilitation, the senate of this member faculty must provide a declaration to the home member faculty's senate stating that the University is interested in collaborating with the candidate and thus in the implementation of the appointment procedure. The senate of the home member faculty is apprised of the demonstrated interest and adopts a finding with which it initiates the procedure.

The candidate must file a written application at the member faculty which is responsible within UL for the habilitation field in which the candidate seeks to be appointed.

When more than one member faculty is responsible for a field of habilitation, the candidate may file the application for appointment at any one of them. If a candidate has already been appointed to a title in such a field, their applications for subsequent appointments must be filed at the same member faculty. The member faculties that are responsible for the habilitation field in question reach an agreement on the appointment of referees who will assess the candidate.

Article 16
(Extending the validity of an existing title for the duration of the procedure)

A candidate who has a valid title and wishes to be appointed to the same or a different title and also wishes to maintain the validity of their existing title until the final decision on the application must file their application at least 6 months prior to the expiry of the valid title.

Article 17
(Appointment to a lower title)

If a candidate applies for an appointment to a lower title, they must fulfil the conditions required for reappointment to the lower title from the moment of submission of their previous application.

Article 18
(Procedure for early appointment to a higher title)

A candidate who has been appointed for the first time to any university teaching or research title may exceptionally be appointed to a higher title prior to the expiry of the currently valid title.

An application for appointment to a title counts as early if it is submitted more than nine months prior to the expiry of the valid title. An early appointment to a title is based on a candidate's outstanding achievements as first or corresponding author, which are specified in Article 49 of these Criteria.

In order to be appointed to a title early, a candidate must fulfil the conditions stipulated in these Criteria for appointment to the requested title. Part of the quantitative conditions can be replaced by outstanding achievements.

Article 19
(Out-of-sequence appointment to a title)

The provision of the previous Article on the early appointment to a title shall also be applied *mutandis* for appointment to a title which does not conform to the usual sequence of appointments to titles.

In the case of out-of-sequence appointments, a candidate shall fulfil all of the qualitative and quantitative conditions stipulated in these Criteria for appointment to the requested title.

Article 20
(Appointment to a title taking into account a previous lower title obtained outside UL)

If a candidate applies for a title and does not have a valid lower title obtained at UL, but has a relevant valid habilitation from another suitable university or independent higher education or research institution, or has a position at such an organization for which at least equivalent conditions are required as for a habilitation title at UL, the recognition of this title must be stated and the period of its validity be determined in the application procedure using the provisions of these Criteria. Such appointment to a title does not count as an appointment pursuant to Article 18 or 19.

Article 21
(Procedure for appointment to a title after the expiry of a title's validity)

A title at the University has expired if more than one year has passed since the end of validity of the previous title at the University. If a candidate applies after the expiry of the validity of a title for the title which they had last prior to the expiry of its validity, or applies for appointment to a lower title, they file an application for a first appointment to a title and must fulfil the conditions stipulated by these Criteria for appointment after expiry.

Article 22
(Application for appointment to a title)

An application for appointment to a title must be prepared in accordance with the Guidelines for the implementation of the Criteria, which are an annex to these Criteria.

Article 23

The competent administrative office of the member faculty which finds that the filed application or documentation is incomplete or incorrectly compiled invites the candidate to remedy the deficiencies within no more than 30 days.

If within 30 days of receiving the notification the candidate fails to supply the required information and does not request extension to the deadline, the senate of the member faculty where the procedure is taking place shall withdraw the candidate's application.

Article 24

The senate of the member faculty where the procedure for appointment to a title is taking place shall appoint at least three referees to assess the candidate and, in the event that the candidate has already carried out teaching work at UL, shall invite the student councils of all member faculties where the candidate has been teaching to provide an opinion on the candidate's work as a teacher.

Article 25
(Performance of a public trial lecture)

For the purpose of preparing a professional assessment of the candidate who is seeking a university teaching title for the first time, the referees shall agree with candidate the topic and date of a public trial lecture.

The referees and the student nominated by the student council of the member faculty evaluate the lecture and prepare a special report on it in accordance with the Rulebook on the Trial Lecture.

The referees and the student shall, as a rule, be present at the public trial lecture in person or via electronic media. As a rule, at most one of the referees may be present via electronic media. If a referee is unable to attend the lecture, the senate of the member faculty shall appoint a replacement member.

As a rule, the public trial lecture is in Slovenian, but may also be in another language if there are justifiable reasons for this.

Article 26
(Notification of assessment)

The member faculty notifies the candidate of negative assessments from referees within three days of receiving all assessments, and at the candidate's request also of positive assessments from referees. Upon notification of the candidate the names of the referees as well as other information from which the

identity of the referees could be determined shall be removed from the notification. The candidate is also notified of the opinion of the student council.

The candidate may comment on the content of negative assessments or negative opinion of the student council within ten working days of receipt.

If the candidate does not provide a written response within the stipulated deadline, the member faculty forwards to the Habilitation Committee, along with the full documentation, a statement to the effect that the candidate did not provide a written response to the negative assessments or the negative opinion of the student council.

Article 27

The member faculty forwards the full documentation to the Habilitation Committee of the University in the following cases:

- first appointment to a title
- appointment to a higher or lower university teacher or researcher title
- second reappointment to a title and any subsequent reappointment to a title of university teacher or researcher with the exception of lector
- appointment of guest teacher or guest researcher
- procedure for the recognition of a title.

In other cases the full documentation is forwarded to the senate of the member faculty.

An appointment to a higher title in accordance with this article also includes appointment to a higher title to which the candidate has already previously been appointed but where the candidate has since been appointed to a lower title and then filed an application for reappointment to a higher title.

Article 28

(Decision of the Habilitation Committee)

The UL Habilitation Committee issues official decisions unless expressly provided otherwise by these Criteria. No appeal against a decision of the Habilitation Committee is permitted.

The professional services of the Rector's Office forwards the decisions of the Habilitation Committee referred to in the previous paragraph to the professional services of the member faculty, except in cases referred to in paragraph 3 of Article 31 and Article 34.

In procedures for which it is competent in accordance with the preceding article, the Habilitation Committee decides:

- in the procedure of appointment to a university teacher and researcher title, with the exception of professor and senior research fellow, granting or withholding approval for the appointment by official decision. In the event of not granting approval, the competent body that adopts the ultimate decision regarding appointment to a title must reject the application of the candidate. In the event of granting approval the competent body is not bound by the decision of the UL Habilitation Committee, but must substantiate its differing decision. The competent body must decide within 60 days of receipt of the decision of the UL Habilitation Committee.
- In the procedure of appointment to the title of professor or senior research fellow it submits to the UL Senate a positive or negative proposal for appointment. In its decision-making the UL Senate is not bound by the proposal of the UL Habilitation Committee, but must substantiate its differing decision.
- In the procedure of appointing visiting university teachers and researchers it submits to the Rector a prior positive or negative opinion on the appointment. In the case of a positive opinion, it also proposes which of the titles of university teacher or researcher should be assigned to the candidate. In its decision-making the Rector is not bound by the opinion of the UL Habilitation Committee, but must substantiate a differing decision.

- In the procedure of recognising a title, it grants or withholds approval for recognition by official decision. In the event of not granting approval, the competent body that adopts the ultimate decision regarding appointment to a title must reject the application of the candidate. In the event of granting approval the competent body is not bound by the decision of the UL Habilitation Committee, but must substantiate its differing decision. The competent body must decide within 60 days of receipt of the decision of the UL Habilitation Committee.

Article 29

The Habilitation Committee shall defer an application for appointment to a title that is incomplete, and shall invite the candidate to submit the missing evidence and documents. The deadline shall not be less than one month or more than four months.

If the candidate fails to submit the missing evidence or documents within the deadline, the University Habilitation Committee informs the senate of the member faculty at which the procedure is underway. The senate of the member faculty shall reject such application.

Article 30

The University Habilitation Committee decides by official decision on the candidate's application within two months of receiving the complete application.

Where necessary for a complete assessment of the application, the UL Habilitation Committee shall by official decision defer decision-making and call on the referee to supplement or additionally explain the assessment given or propose to the senate of the member faculty the appointment of additional referees. If the referee fails to submit the required supplementation within the deadline, the UL Habilitation Committee shall notify the senate of the member faculty, which shall appoint a new referee.

If, on the basis of a thorough assessment of the submitted material, the Habilitation Committee finds that it is not possible to accept the referees' assessments, it must in its official decision referred to in paragraph 1 of this article provide a special justification of its opinion.

A candidate may withdraw an application up until the decision-making is in progress at the session of the Habilitation Committee.

Article 31

If the University Habilitation Committee has not given its approval, the candidate who has requested an appointment to a higher title may, within 14 days of receipt of the University Habilitation Committee's decision on the denial of approval, apply for reappointment to the current title at the member faculty and then the procedure continues as a reappointment procedure. By the decision of the Habilitation Committee referred to in this paragraph the candidate shall be notified by the professional services of the member faculty no later than 8 days from receipt of the decision.

In the event that the candidate does not request reappointment to the current title, the member faculty senate shall reject the candidate's application pursuant to the 1st indent, paragraph 2 of Article 28.

If the University Habilitation Committee has not recommended to the University Senate that a candidate be appointed to the title of professor or senior research fellow, the central administrative office notifies the candidate of the negative recommendation of the University Habilitation Committee. The candidate may respond within 14 days of receipt of notification of the University Habilitation Committee's recommendation. Within the same time frame, the candidate may apply for reappointment to the current title at the member faculty and then the procedure continues as a reappointment procedure.

Article 32

The competent body for appointments to a title shall reject a candidate's application on the grounds of academic dishonesty or serious breaches of ethical principles relating to academic or artistic work. In such cases, the candidate may no longer apply for appointment to a title at the University of Ljubljana.

Article 33

A candidate who has not been appointed to a title for which they have applied cannot reapply for the same title earlier than one year after the rejection of their application.

5 Appointment of visiting university teachers and researchers

Article 34

A visiting university teacher or visiting researcher may be appointed, for a total maximum period of two years, provided they are in possession of a valid habilitation from another suitable university or independent higher education or research institution, or have a position at such an organization for which at least equivalent conditions are required as for a habilitation title at UL.

A visiting university teacher or visiting researcher is appointed by the Rector on the proposal of the Dean of the member faculty and after an opinion has been obtained from the University Habilitation Committee.

The proposal contains a justification of the need to hire a visiting teacher or researcher; a proposal to assign the visiting teacher or researcher to a teaching or research title; a description of the candidate's excellence (academic or artistic output, publications, reputation of their institutions and the periods when the candidate worked for them). The proposal must be accompanied by proof of valid habilitation of the home institution or evidence of appropriate employment, as stated in the first paragraph of this article.

In a preliminary opinion, the University Habilitation Committee also proposes which of the titles of a university teacher or researcher should be assigned to the visiting teacher or researcher.

Visiting teachers or visiting researchers are appointed by the Rector by official decision for a period of two years or for one year, with the possibility of reappointment for an additional year. Upon the expiry of two consecutive periods of appointment, they may be reappointed to such title after four years have elapsed from the guest appointment.

6 Procedure for recognition of a title

Article 35

A title obtained outside UL can be recognized at UL in accordance with the procedure for the recognition of a title. For a title to be recognized the candidate must be in possession of a valid habilitation from another suitable university or independent higher education or research institution, or have a position at such an organization for which at least equivalent conditions are required as for a habilitation title at UL.

In the procedure for the recognition of a title obtained outside UL the provisions of these Criteria are followed as applicable.

The recognition of a title is valid for the same period of the validity of the title at the institution where it was originally obtained, but no longer than an equivalent title would be valid at UL.

Article 36

The procedure commences with the Dean's decision that it is in the interest of the member faculty for a candidate's title to be recognized.

On the basis of the Dean's decision the candidate files their application at the member faculty responsible for the field of habilitation in which they have been appointed to a title. The application shall contain information on the procedure through which the title was obtained, and the candidate's biography and bibliography.

The competent administrative office of the member faculty which finds that the filed application or documentation is incomplete or incorrectly compiled invites the candidate to remedy the deficiencies within 30 days.

If within 30 days of receiving the notification the candidate fails to supply the required information and does not request extension to the deadline, the senate of the member faculty where the procedure is taking place shall reject the candidate's application.

The senate of the member faculty where the procedure is underway appoints three referees to assess the comparability of the candidate's title obtained outside UL. The referees also suggest which is the title that the candidate should obtain through the procedure for the recognition of a title.

The Dean of the member faculty where the procedure is underway forwards to the University Habilitation Committee the referees' reports along with the rest of documentation.

Article 37

With reference to the candidate's application and on the basis of the referees' reports, the documentation received and generally accessible information, the Habilitation Committee takes a decision on whether to grant approval for the title to be recognized.

If the University Habilitation Committee has not granted approval, the candidate who has requested recognition of a title may, within 14 days of receipt of the University Habilitation Committee's decision denying approval, apply for recognition of a lower title where this is possible. Otherwise the member faculty senate shall reject the candidate's application pursuant to the 4th indent, paragraph 2 of Article 28.

7 Components for assessment of competence for the habilitation field and their demonstration

a. Components for the assessment of academic, professional and artistic competence and their demonstration

Article 38

(Components for assessment of academic and professional competence)

The components for the assessment of academic and professional competence in the field of habilitation are as follows:

- proven ability to solve problems of an academic, research and development or technical nature;
- active international engagement;
- work experience in a professional environment, etc.

Article 39

(Demonstration of academic and professional competence)

Academic and professional competence in the field of habilitation is demonstrated with the following:

- a relevant bibliography in the field of habilitation in which the candidate seeks to be appointed – that is, documented academic and professional publications, documented research and

professional achievements, documented collaboration in academic, research or professional projects, inventions and new plant varieties, a documented transfer of knowledge to the wider community and other documented achievements that are considered to represent evidence of originality and quality in a particular field;

- evidence of successful international engagement;
- demonstrable citations in the academic literature and
- positive reviews from referees.

Article 40 (Components for assessment of artistic competence)

The assessment of artistic competence in the field of habilitation comprises the following components:

- public use of copyrighted works;
- public performances of artistic works (concerts, recitals, theatrical performances, exhibitions);
- awards and prizes for artistic work, and
- international engagement.

Article 41 (Demonstration of artistic competence)

Artistic competence for a particular habilitation field is demonstrated by:

- documented public or publicly available performances of copyrighted works, public or publicly available presentations or publications of artistic works and other documented achievements that are considered to represent evidence of originality and quality in a particular artistic field;
- reviews of artistic work;
- awards for artistic work;
- membership in international ensembles and juries;
- collaboration at established national and international festivals, competitions and events;
- invitations for international guest appearances;
- collaboration with established national and international art institutions, and
- positive reviews from referees.

Article 42 (Works taken into consideration)

As part of the procedure for appointment to a title, the candidate's works which are taken into consideration are those that are relevant to the field of habilitation and have been written or created and published or accepted for publication by the date of the filing of the application.

If a candidate applies for more than one title in the same field of habilitation, the applications cannot make use of the same works.

Article 43 (Important works)

In the assessment of academic, professional and artistic competence, the candidate's important works are subject to particular evaluation. These works must be of relevance to the field of habilitation and must be published or presented in a manner that is considered to be domestically and internationally representative in academic or artistic terms in the field in which the candidates seek to be appointed. In the fields where international impact cannot be obtained or is not suitable as a measure of quality, important works must be of significance to the national identity and culture.

The following types of works can be considered academically important:

- academic articles in widely spoken languages, published in:
 1. journals indexed in SSCI or SCI with IF>0;
 2. AHCI or Scopus with SNIP>0 for habilitation fields of social sciences and humanities;

3. where it is characteristic of the habilitation field that the journals referred to in points 1 and 2 of this indent are not the sole reliable criteria for verifying impact, the member faculties define in annexes for individual habilitation fields lists of additional academic journals that are in the opinion of the profession in terms of quality and international impact comparable to the journals referred to in points 1 and 2 of this indent;
- academic monographs and monograph chapters published in a widely spoken language by a publishing company from the approved list of publishers;
 - works that are of significance for the national identity and culture in those fields of habitation where international impact cannot be obtained or is not suitable as a measure of quality;
 - peer-reviewed university textbooks;
 - outstanding professional (technology transfer, patents, drafting of legal acts) or sports achievements.

A work written in a foreign language and published in a Slovenian journal that is listed in the approved international academic databases can also count as an internationally important work if the journal meets the criteria of international significance; as such it must have an international editorial board and international authors.

In the fields in which international impact is not the only appropriate measure of quality, and publications in Slovenian are also required for the development of science and the field in this language, works published in Slovenian shall be deemed equal to works published in one of the widely spoken languages, taking account of the criteria for listing these publications in the application as defined in the member faculties' annexes.

The following types of works can be considered artistically important:

- works of international importance or outstanding artistic output that has been presented to the public;
- works that are of significance for the national identity and culture in those fields of habitation where international impact cannot be obtained or is not suitable as a measure of quality;
- peer-reviewed university textbooks;
- outstanding professional achievements.

Important works which the candidate wishes to have considered as such for their appointment to the titles of professor, senior research fellow, associate professor or senior research associate must state the candidate's affiliation with UL. In cases where UL has recognized a title obtained by the candidate outside UL, this requirement is applicable to works published after the recognition of the title.

In the assessment of a candidate's academic, professional and artistic competence, the quality of their output as a whole is also taken into consideration besides the quality of individual important works.

Article 44 (First and corresponding authorship)

In the assessment of a candidate's academic, professional and artistic competence, their first and corresponding authorship of important works are also taken into consideration.

In fields to which the category of first or corresponding author does not apply or in which it is not evidenced in the usual way (for instance, where the authors' names are given in alphabetical order), the candidate's relevant contribution to a collective work in question must be evident. Lists of such fields of habilitation are approved by the University Senate and can be found in the annexes to these Criteria compiled by individual member faculties.

Article 45
(Combination of academic and artistic works)

For specific fields defined by the University Senate, a candidate for appointment to the title of associate professor and professor may present their academic and artistic works. In such case, at least two thirds of the works submitted for appointment to the title of associate professor or professor must be from the academic or artistic field in which they were appointed to the title of assistant professor.

b. Components of teaching competence and their demonstration

Article 46

The assessment of a candidate's teaching competence for appointment to a title comprises the following components:

- the quality of lectures, practical classes, seminars, student consultations and examinations;
- successful supervision of theses (bachelor's, specialization, master's, doctoral) and of lifelong and other postgraduate learning, supervision of exchange students and of other student research work;
- their relationship with students;
- students' evaluation of their teaching;
- encouraging students to pursue academic, artistic, teaching and professional work;
- the preparation and professional, educational and didactic quality of teaching aids, study material and textbooks;
- the development of laboratories or other specialized units which support the teaching process,
- teacher training supported by evidence and obtained under general teacher-training or individual programmes at a member faculty.

Article 47

When a candidate applies for appointment to a university teaching title for the first time, irrespective of the habilitation field, their teaching skills are demonstrated by means of a trial lecture, and in subsequent appointments in accordance with Article 46 of these Criteria.

If the candidate has already taught at UL, their teaching skills are demonstrated at the time of their first appointment to a university teaching title also by means of a student council evaluation and by the results of student questionnaires on the candidate's teaching.

c. Demonstration of international impact

Article 48

(Demonstration of international impact of a candidate's work)

A candidate demonstrates the international impact of their work by means of the following international impact indicators:

- publications with an international impact;
- citations in academic literature;
- invited lectures at international academic gatherings;
- membership of editorial boards of international journals;
- presentations of their works at international festivals or other comparable events;
- membership of international juries;
- membership of foreign academies;
- holding responsibility for courses of international undergraduate or postgraduate programmes, and
- teaching collaboration in undergraduate and postgraduate study programmes at foreign universities.

The criteria and a more detailed list of indicators of international impact as well as their quantitative values for individual habilitation fields can be found in the annexes to these Criteria compiled by individual member faculties.

d. Outstanding achievements

Article 49 (Candidate's outstanding achievements)

A candidate's outstanding achievements include major international awards, important works with a demonstrated high international impact or internationally recognized artistic achievements. A candidate's outstanding achievements are subject to a specific assessment by the referees.

e. Quantification

Article 50 (Bibliographic quantification)

For the purpose of appointment to a title, the significance of academic, research, artistic or professional activity is also assessed quantitatively by means of a points system. The number of points for an individual work depends on the nature of the work, the journal in which it was published, the publisher of the monograph, or the manner in which the work of art was presented.

Teaching activity is also assessed quantitatively using the points system.

Article 51 (Points system)

The quantitative evaluation of a candidate's academic, research, artistic, teaching and professional activity is performed on the basis of the following system:

1	ACADEMIC RESEARCH ACTIVITY	
1.0	Outstanding achievements in accordance with Article 49 of the Criteria	up to 25 points
1.1	Peer-reviewed articles National and international peer-reviewed journals with international exchange and an abstract in a foreign language	
1.1.1	Group I (the top 5% of the most cited journals from individual fields; if there are 20 or fewer journals in a given field, the journals ranked first and second on the list are included in this group)	up to 12 points
1.1.2	Group II (SSCI, SCI, AHCI, Scopus with SNIP>0 (for habilitation fields of social sciences and humanities))	up to 8 points
1.1.3	Group III (journals that can substitute for SSCI, SCI, AHCI, Scopus with SNIP>0 (for habilitation fields of social sciences and humanities))	up to 6 points
1.1.4	Group IV (other peer-reviewed journals)	up to 2 points
1.1.5	Group V (other journals)	up to 1 point
1.2	Monographs	
1.2.1	Monograph (international)	up to 25 points
1.2.2	Monograph (Slovenian)	up to 20 points
1.3	Monograph chapters	
1.3.1	Monograph chapter (international)	up to 8 points
1.3.2	Monograph chapter (Slovenian)	up to 4 points
1.4	Invited and published plenary paper	
1.4.1	- at domestic academic conferences	up to 2 points
1.4.2	- at international academic conferences	up to 5 points
1.5	Invited and published section papers	
1.5.1	- at domestic academic conferences	up to 1 point
1.5.2	- at international academic conferences	up to 3 points
1.6	Documented published papers from academic symposiums and seminars	
1.6.1	- domestic	up to 0.5 points
1.6.2.	- international	up to 1 point

1.7	Reviews published in the form of an article	up to 2 points
1.8	Inventions and new plant varieties	
1.8.1	Patent with full substantive examination granted by the EPO, USPTO, JPO or PCT/WIPO	up to 12 points
1.8.2	Patent with full substantive examination, except for patents granted by the EPO, USPTO, JPO or PCT/WIPO	up to 8 points
1.8.3	Plant-breeding right awarded for a new plant variety	up to 12 points
2	ARTISTIC ACTIVITY	
2.0	Outstanding artistic achievement in accordance with Article 49 of the Criteria	up to 25 points
2.1	Public performance or presentation of a work of art	up to 0.5 points
2.2	Public performance, publication or presentation of a work of art with a published review	up to 2 points
2.3	Public performance, publication or presentation of a work of art at important events of national significance	up to 4 points
2.4	Public performance, publication or presentation of a work of art at an international level	up to 5 points
2.5	Public performance, publication or presentation of a work of art defined by the profession as a top-level achievement of national significance	up to 8 points
2.6	Public performance, publication or presentation of a work of art defined by the profession as a top-level international achievement	up to 20 points
2.7	Other documented artistic activity at the discretion of expert committees	up to 5 points
3	TEACHING ACTIVITY	
3.1	Textbooks	
3.1.1	Peer-reviewed university textbook	up to 10 points
3.1.2	New, revised edition	up to 5 points
3.1.3	Other peer-reviewed non-university textbooks	up to 5 points
3.1.4	Teaching aids and materials (in paper or electronic format)	up to 2 points
3.2	International projects for developing academic programme curricula, teaching methods, etc.	up to 3 points
3.3	Certified teaching activity at a foreign university	up to 8 points*
3.4	Supervision (co-supervision is awarded half the number of points)	
3.4.1	- for diplomas (UNI) or second cycle (Bologna system)	up to 1 point
3.4.2	- for first-cycle diplomas (VŠ) or first cycle (Bologna system)	up to 0.5 points
3.4.3	- student research papers	up to 1 point
3.4.4	- student art projects	up to 1 point
3.4.5	- in national classifications in highly competitive contests	up to 1.5 points
3.4.6	- in international classifications in highly competitive contests	up to 2 points
3.4.7	- for faculty Prešeren awards	up to 1.5 points
3.4.8	- for University Prešeren awards	up to 2 points
3.4.9	- master's theses (pre-Bologna system)	up to 2 points
3.4.10	- doctoral theses	up to 3 points
3.5	Student grade, with an average grade in the top 10% of the grading scale at a member faculty; a maximum of one subject is taken into account per year	up to 3 points*
3.6	Student award for teaching (awards are defined by member faculties through specific guidelines)	up to 3 points
3.7	Organisation of summer schools, seminars, competitions	
3.7.1	- with predominantly foreign participation	up to 2 points
3.7.2	- with predominantly domestic participation	up to 1 point
3.8	Participation in organised teacher training (at university level or in an international context), with proof of participation	up to 1 point*
4	PROFESSIONAL ACTIVITY	
4.1	Popular science book	
4.1.1	- domestic publisher	up to 3 points
4.1.2	- international publisher	up to 6 points
4.2	Editor or co-editor of a journal, book or conference proceedings	
4.2.1	- Slovenian	up to 3 points
4.2.2	- international	up to 6 points
4.3	Technical article or computer programme	up to 1 point
4.4	Published presentations, reports and expert papers	up to 0.5 points

4.5	General interest articles	up to 0.1 points
4.6	Knowledge transfer to the wider community	
4.6.1	Mentorship for start-ups that develop innovative products and services	up to 2 points
4.6.2	Managing R&D (commercial) projects commissioned by commercial entities	up to 1 point, maximum of 12 points total
4.6.3	Knowledge transfer (a sold or licensed patent, patent application, plant-breeding right and/or expertise and experience), in which the candidate for appointment to a title is involved via a contract concluded between the UL and a company in accordance with Articles 18 and 19 of the Rules on the Management of Industrial Property Rights at the University of Ljubljana	up to 1 point, maximum of 12 points total
4.6.4	Project-based cooperation through innovative products and services at educational, cultural, art, health and humanitarian institutions	up to 1 point, maximum of 12 points total
4.6.5	Participation in drafting of laws, regulations or standards	up to 1 point, maximum of 12 points total
4.7	Involvement in a top sporting achievement	
4.7.1	Highly promising athletes	3 points
4.7.2	Highly promising international athletes	5 points
4.7.3	Highly promising world athletes	10 points
4.8	Other documented professional activity at the discretion of expert committees	up to 12 points

*The maximum total number of points for this category. For other categories, the number of points refers to the maximum number of points per unit (article, work of art, achievement etc.).

f. Demonstrating the fulfilment of other criteria for appointment to a title

Article 52 (Demonstration of active knowledge of a foreign language)

Active knowledge of a widely spoken language is demonstrated with a relevant certificate or proof from the competent institution, showing the attained level of knowledge B2, C1 or C2 under the Common European Framework of Reference for Languages or with an internationally valid certificate of proficiency in the specified language.

A candidate for appointment to a title who received a doctoral degree at a foreign university in a programme conducted in a world language and who wrote their doctoral thesis in that language is not obliged to submit evidence of active knowledge of a widely spoken language.

Active knowledge of a foreign language can also be demonstrated by providing suitable evidence:

- that they have obtained a bachelor's, master's or doctoral degree in another country (attaching the certificate as evidence of the knowledge of a foreign language);
- that they have passed a foreign language exam at bachelor's or master's level (attaching copies of confirmations of exams passed).

Evidence of knowledge of a foreign language only needs to be provided for the first appointment.

8 Conditions for appointment to a title

Article 53

A candidate for appointment to a title must cumulatively fulfil the common, general and special conditions for appointment to a title.

The common conditions for appointment to a title are the conditions that must be fulfilled by every candidate in order to be appointed to a title.

The general conditions are the formal conditions that a candidate for appointment to a title must fulfil in addition to the common conditions.

The special conditions are the qualitative and quantitative conditions that a candidate for appointment to a title must fulfil in addition to the common and general conditions.

a. Common conditions for appointment to a title

Article 54

The common conditions for appointment to a title are:

- proven suitable education or suitable professional or academic title;
- proven competence for academic research, artistic or professional work, in relation to the title applied for;
- proven teaching competence;
- positive evaluations by the majority of the referees regarding the candidate's competence or a substantiated positive opinion of the Habilitation Committee regarding the candidate's competence, provided pursuant to the third paragraph of Article 30;
- active knowledge of at least one widely spoken language.

Teaching competence does not need to be proven by the candidates for appointment to the titles of researcher, junior researcher, specialist consultant, senior specialist adviser, specialist adviser or librarian.

b. General and special conditions for appointment to a title

i. Professor and senior research fellow

Article 55

(General conditions for appointment to the titles of professor and senior research fellow)

A candidate may be appointed to the title of professor if they have:

- a doctorate in an academic field, or has in the artistic field:
- recognized artistic work, and
- a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date.

Article 56

(Special conditions for appointment to the titles of professor and senior research fellow)

In addition to the common and general conditions, candidates for appointment to the titles of professor and senior research fellow must also fulfil the following special qualitative conditions:

- they work successfully in a professional environment;
- they further or enhance research and artistic achievements and see to their application, enriching Slovenian and international knowledge and culture;
- they have published academic or artistic works that are important for the development of the discipline internationally and nationally;
- they demonstrate international impact of their work or, in an artistic field, they are active internationally;
- they have been active as a researcher, artist and/or teacher at foreign universities or important artistic institutions;
- they have contributed to the formation of new experts in their field;
- they have been in charge of research projects or, in an artistic field, of artistic projects. The condition for being in charge of a project or projects is defined in detail in the Guidelines for Implementation of the Criteria (technical criteria) and in specific member faculty annexes to the Criteria.

The minimum quantitative conditions corresponding to the above qualitative conditions from indents five, six and seven of the first paragraph of this article are:

- since completing their doctoral studies, they have been active as a researcher or teacher at a foreign university or research institution continuously for at least three months;
- since having their important works of art recognized, they have been active as an artist or a teacher at a foreign university or at an important art institution, in their habilitation field broadly conceived, continuously for at least three months; work within panels of judges at important international art competitions or contests, or supervision of students who achieve international awards at competitions or international events that are considered of particular importance on account of the place or venue shall be valued the same as activity at a foreign university or art institution;
- they have acted as a supervisor for at least one successfully completed doctoral thesis or co-supervisor for at least two doctoral theses in the broad habilitation field, or have been a mentor in at least one major artistic achievement.
- they have been in charge of at least one research project or, in an artistic field, of an artistic project in the field of habilitation.

On the basis of the referees' evaluations and appropriate documentation submitted, in specially justified cases, it is considered that a candidate facing specific life circumstances who is unable to be away from home for a longer period of time (for example, employees who work part-time in accordance with pension and disability insurance regulations, or with health insurance or other regulations; employees who look after and care for a child who needs special care and protection in accordance with regulations governing family benefits; other similar, objectively justified cases) has fulfilled the condition of three months' uninterrupted teaching, research or artistic activity at a foreign university, research institution or important artistic institution, if they have demonstrated other active international collaboration. In such cases, the referees must assess the comparability or appropriateness of such international activity.

In order to be appointed to the title of senior research fellow, a candidate is not required to fulfil the conditions specified in the sixth indent of the first paragraph and the third indent of the second paragraph of this article.

Article 57

(Special quantitative conditions for appointment to the titles of professor and senior research fellow in an academic field)

For appointment to the titles of professor and senior research fellow a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must have at least 90 points;
- of which at least 20 points are from teaching activity and at least 50 points are from academic research activity;
- of which at least 30 points are from the date of submission of the application for their first appointment to their current title (of these at least 7.5 points are from teaching activity and at least 15 points from academic research activity);
- has published at least 14 important works with affiliation to UL, with the candidate as first or corresponding author;
- of which at least 7 are from the date of submission of the application for their first appointment to their current title;
- of the 14 important works at least 6 must be articles published in journals indexed in SSCI or SCI with $IF > 0$ or AHCI, or Scopus with $SNIP > 0$ (for habilitation fields of social sciences and humanities);
- At least 1 article must be published in the upper half of journals in fields as categorised by WOS or Scopus, indexed in SSCI, SCI with IF or Scopus with $SNIP$ (for habilitation fields of social sciences and humanities). In specific fields and disciplines, publication in the upper half of journals in fields as categorised by WOS or Scopus may be taken to be ranking within an individual discipline, where the ranking is pre-assigned within the list of journals classed in this discipline. If the same journal appears in multiple fields, the higher ranking is taken;
- a maximum of 8 out of 14 important works may be:

- articles in academic journals defined in the member faculty annexes for specific habilitation fields which are, in the opinion of the profession, comparable with the journals indexed in the SCI with IF, SSCI and AHCI or Scopus with SNIP (for habilitation fields of social sciences and humanities) in terms of quality and international standing;
 - academic monographs or academic monograph chapters;
 - peer-reviewed university textbooks;
 - invention (1.8 in the points system);
 - knowledge transfer (4.6 in the points system) or an outstanding professional or sports achievement;
- An academic monograph in this case counts as two works; no more than one textbook, two inventions and two knowledge transfers or outstanding professional or sports achievements can be taken into consideration.

The candidate must have at least three publications in the Slovenian language. This does not apply to foreigners.

In order to be appointed to the title of senior research fellow, a candidate is not required to fulfil the conditions specified in the first indent of the first paragraph, but they must have at least 70 points from academic research of which 22.5 points must be from the date of the application for their first appointment to the current title.

Article 58

(Special quantitative conditions for appointment to the title of professor in an artistic field)

For appointment to the title of professor in an artistic field a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must have at least 90 points;
- of which at least 20 points are from teaching activity and at least 50 points are from artistic activity;
- of which at least 30 points are from the date of submission of the application for their first appointment to their current title (of which at least 7.5 points are from teaching activity and at least 15 points from artistic activity);
- they have produced at least 14 important works as the sole author or, in the case of co-authorship, the candidate's contribution is clear and recognizable;
- of which at least 7 are from the date of submission of the application for their first appointment to their current title;
- their artistic work has international impact.

Article 59

(Public lecture)

A candidate for appointment to the title of professor must give a public lecture prior to the appointment.

A candidate for appointment to the title of professor in an artistic field may, instead of the public lecture, present their work of art in the manner that is typical for the specific artistic field in question.

ii. Associate professor and senior research associate

Article 60

(General conditions for appointment to the titles of associate professor and senior research associate)

A candidate may be appointed to the title of associate professor or senior research associate if they have:

- a doctorate in an academic field, or in the artistic field;
- recognized artistic work, and

- a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date.

Article 61

(Special conditions for appointment to the titles of associate professor and senior research associate)

In addition to the common and general conditions, candidates for appointment to the titles of associate professor and senior research associate must also fulfil the following special qualitative conditions:

- they are able to work autonomously in the areas of academic research, technological research or art in the habilitation field in which they are seeking appointment, contributing to the generation of new knowledge or to artistic production, which is demonstrated with a list of works in the habilitation field;
- they have worked successfully in a professional environment;
- they demonstrate international impact of their work or, in an artistic field, they are active internationally;
- they have been active as a researcher, artist and/or teacher at foreign universities or important artistic institutions;
- they have contributed appropriately to the formation of new experts in their field;
- they have been in charge of research projects or, in an artistic field, of artistic projects, and
- they have the approval of the Habilitation Committee.

The minimum quantitative conditions for the above qualitative conditions from indents four, five and six of the first paragraph of this article are:

- since completing their doctoral studies, they have been active as a researcher or teacher at a foreign university or research institution continuously for at least three months;
- since having their important works of art recognized, they have been active as an artist or a teacher at a foreign university or at an important art institution, in their habilitation field broadly conceived, continuously for at least three months; work within panels of judges at important international art competitions or contests, or supervision of students who achieve international awards at competitions or international events that are considered of particular importance on account of the place or venue shall be valued the same as activity at a foreign university or art institution;
- they have acted as a co-supervisor for at least one successfully completed doctoral thesis in their habilitation field broadly conceived, or have contributed in a relevant way to the formation of new experts in their field. The following types of supervision can qualify as such a contribution:
- supervision of an academic master's student or of a master's in an artistic field obtained under a study programme adopted prior to June 2004;
- supervision of a postgraduate student whose doctoral thesis topic has been approved;
- supervision of students for their production of exceptional artistic work, at competitions and within professional artistic ensembles and groups;
- supervision of at least one successfully completed piece of student work that received the University Prešeren Award, or a national or international award;
- supervision of two successfully completed specializations, including a specialization examination;
- they have been in charge of at least one research project or, in an artistic field, of an artistic project in the field of habilitation.

On the basis of the referees' evaluations and appropriate documentation submitted, in specially justified cases, it is considered that a candidate facing specific life circumstances who is unable to be away from home for a longer period of time (for example, employees who work part-time in accordance with pension and disability insurance regulations, or with health insurance or other regulations; employees who look after and care for a child who needs special care and protection in accordance with regulations governing family benefits; other similar, objectively justified cases) has fulfilled the condition of three months' uninterrupted teaching, research or artistic activity at a foreign university, research institution or important artistic institution, if they have demonstrated other active international collaboration. In such cases, the referees must assess the comparability or appropriateness of such international activity.

In order to be appointed to the title of senior research associate, a candidate is not required to fulfil the conditions specified in the fifth indent of the first paragraph and the third indent of the second paragraph of this article.

Article 62

(Special quantitative conditions for the first appointment to the titles of associate professor and senior research associate in an academic field)

For appointment to the title of associate professor or senior research associate a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must have at least 60 points;
- of which at least 15 points are from teaching activity and at least 35 points are from artistic activity;
- of which at least 25 points are from the date of submission of the application for their first appointment to their current title (of these at least 7.5 points are from teaching activity and at least 15 points from academic research activity);
- they have produced at least 7 important works with affiliation to UL, with the candidate as first or corresponding author;
- of which at least 4 are from the date of submission of the application for their first appointment to their current title;
- of the 7 important works at least 3 must be articles published in journals indexed in SSCI or SCI with IF>0 or AHCI, or Scopus with SNIP>0 (for habilitation fields of social sciences and humanities);
- At least 1 article must be published in the upper half of journals in fields as categorised by WOS or Scopus, indexed in SSCI, SCI with IF or Scopus with SNIP (for habilitation fields of social sciences and humanities). In specific fields and disciplines, publication in the upper half of journals in fields as categorised by WOS or Scopus may be taken to be ranking within an individual discipline, where the ranking is pre-assigned within the list of journals classed in this discipline. If the same journal appears in multiple fields, the higher ranking is taken.
- a maximum of 4 out of 7 important works may be:
 - articles in academic journals defined in the member faculty annexes for specific habilitation fields which are, in the opinion of the profession, comparable with the journals indexed in the SCI with IF, SSCI and AHCI or Scopus with SNIP (for habilitation fields of social sciences and humanities) in terms of quality and international standing;
 - academic monographs or academic monograph chapters;
 - peer-reviewed university textbooks;
 - invention (1.8 in the points system);
 - knowledge transfer (4.6 in the points system) or an outstanding professional or sports achievement;
- An academic monograph in this case counts as two works; no more than one textbook, two inventions and one knowledge transfer or outstanding professional or sports achievement can be taken into consideration.

The candidate must have at least two publications in the Slovenian language. This does not apply to foreigners.

In order to be appointed to the title of senior research associate, a candidate is not required to achieve the minimum number of points from teaching activity as specified in the first indent of the first paragraph of this article. The candidate must, however, achieve at least 50 points from their academic research activity, of which at least 22.5 points from the date of submission of the application for their first appointment to their current title.

Article 63

(Special quantitative conditions for the first appointment to the title of associate professor in an artistic field)

For appointment to the title of associate professor in an artistic field a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work and teaching activity, they must achieve at least 60 points;
- of which at least 15 points are from teaching activity and at least 35 points are from artistic activity;
- of which at least 25 points are from the date of submission of the application for their first appointment to their current title (of which at least 7.5 points are from teaching activity and at least 15 points from artistic activity);
- has produced at least 7 important works as the sole author or, in the case of co-authorship, the candidate's contribution is clear and recognizable;
- of which at least 4 are from the date of submission of the application for their first appointment to their current title;
- their artistic work has international impact.

Article 64

(Special quantitative conditions for reappointment to the titles of associate professor and senior research associate)

For reappointment to the title of associate professor, the candidate must, from the date of submitting the application for their last appointment, collect at least 15 points (at least 5 from teaching and at least 9 from academic research or artistic activities) according to the points system and must also have produced at least three important works affiliated with the University of Ljubljana.

For reappointment to the title of senior research associate a candidate must have from the date of submission of the application for their last appointment to their current title at least 15 points from academic research activity and must also have produced at least three important works with the affiliation to the University of Ljubljana.

Article 65

(Conditions for appointment to the titles of associate professor and senior research associate after the expiry of the title's validity)

A candidate for appointment to the title of associate professor and senior research associate after the expiry of the validity of the title must cumulatively fulfil all the criteria for the first appointment to the title of associate professor or senior research associate (Articles 60 to 63 of the Criteria). From the date of submission of the application for their last appointment to their current title prior to the expiry of its validity, they must have at least 25 points (of which at least 7.5 points are from teaching activity and at least 15 points from academic research or artistic activity) and must also have published at least 4 important works as first or corresponding author, from the list of journals compiled by the member faculty in accordance with the Criteria requirements and the criteria of the member faculty to which the candidate has applied.

In order to be appointed to the title of senior research associate, a candidate is not required to achieve the minimum number of points from teaching activity as specified in the first indent of the first paragraph of this article. The candidate must, however, have at least 22.5 points from their academic research activity from the date of submission of the application for their last appointment to their current title prior to the expiry of its validity.

iii. Assistant professor and research associate

Article 66

(General conditions for appointment to the titles of assistant professor and research associate)

A candidate may be appointed to the title of assistant professor and research associate if they have:

- a doctorate in an academic field, or in the artistic field;
- recognized artistic work, and
- a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date.

Article 67

(Special conditions for appointment to the titles of assistant professor and research associate)

In addition to the common and general conditions, candidates for appointment to the titles of assistant professor and research associate must also fulfil the following special qualitative conditions:

- proven ability to solve problems of an academic, research and development, artistic or technical nature;
- they are active internationally and their artistic work has international impact;
- they have the approval of the Habilitation Committee.

Article 68

(Special quantitative conditions for appointment to the titles assistant professor and research associate in an academic field)

For appointment to the title of assistant professor or research associate a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work, they must have at least 20 points from academic research activity;
- they have published at least 3 important works as first or corresponding author;
- of the 3 important works at least 1 must be an article published in journals indexed in SSCI or SCI with $IF > 0$ or AHCI, or Scopus with $SNIP > 0$ (for habilitation fields of social sciences and humanities);
- a maximum of 2 out of 3 important works may be:
 - articles in academic journals defined in the member faculty annexes for specific habilitation fields which are, in the opinion of the profession, comparable with the journals indexed in the SCI with IF , SSCI and AHCI or Scopus with $SNIP$ (for habilitation fields of social sciences and humanities) in terms of quality and international standing;
 - academic monographs or academic monograph chapters;
 - invention (1.8 in the points system).
- The candidate may submit one invention only. A monograph counts as two works.

The candidate must have at least one publication in the Slovenian language. This does not apply to foreigners.

Article 69

(Special quantitative conditions for appointment to the title of assistant professor in an artistic field)

For the first appointment to the title of assistant professor in an artistic field a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work in an artistic field, they must have achieved at least 20 points;
- they have produced at least 3 important works as the sole author or, in the case of co-authorship, the candidate's contribution is clear and recognizable.

Article 70

(Special quantitative conditions for reappointment to the titles of assistant professor and research associate)

For reappointment to the title of assistant professor in the same habilitation field a candidate must have from the date of submission of the application for their last appointment at least 12 points (of which at least 3.75 points from teaching activity and at least 7.5 points from academic research or artistic activity) and must also have produced at least two important works.

For reappointment to the title of research associate a candidate must have from the date of submission of the application for their last appointment, at least 12 points from academic research activity and must also have produced at least two important works.

Article 71

(Conditions for appointment to the titles of assistant professor and research associate after the expiry of the title's validity)

A candidate for appointment to the title of assistant professor or research associate after the expiry of the validity of the title must fulfil, from the date of submission of the application for their last appointment, all the criteria for the first appointment to the title of assistant professor or research associate.

iv. Senior instructor

Article 72

(General and special qualitative conditions for appointment to the title of senior instructor)

A candidate may be appointed to the title of senior instructor if:

- they have at least a bachelor's degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they provide evidence of professional work and publications that demonstrate that they are an established professional in the field in which they wish to be appointed;
- they have a relevant bibliography;
- they have demonstrated their teaching abilities, and
- they have the approval of the Habilitation Committee.

Article 73

(Quantitative conditions for the first appointment to the title of senior instructor)

For the first appointment to the title of senior instructor a candidate must satisfy the following minimum conditions, in order for the application to be considered:

- in the assessment of published work, they must have achieved cumulatively at least 16 points in research, artistic, professional and teaching activity;
- of which at least 6 points are from the date of completion of their master's degree or specialization or a master's degree obtained under study programmes approved or from the date of the approval of their doctoral thesis proposal if they progressed directly to doctoral studies.

Article 74

(Quantitative conditions for reappointment to the title of senior instructor)

For reappointment to the title of senior instructor a candidate must have from the date of submission of the application for their first appointment to their current title at least 7.5 points from academic research, artistic, professional and teaching activity.

Article 75

(Conditions for appointment to the title of senior instructor after the expiry of the title's validity)

A candidate for appointment to the title of senior instructor after the expiry of the validity of the title must cumulatively fulfil all the criteria for the first appointment to the title of senior instructor and must, from the date of submission of the application for their last appointment to the title of senior instructor prior to the expiry of its validity, have at least 7.5 points from academic research, artistic, professional and teaching activity.

v. Instructor

Article 76

(General and special qualitative conditions for a first appointment or reappointment to the title of instructor)

In order to be appointed to the title instructor for subjects in which specific technical knowledge is transmitted, a candidate must fulfil the following conditions:

- they have at least a bachelor's degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they are an established professional in the field in which they wish to be appointed;
- they have at least 10 years of successful work experience in professional practice;
- they have positive evaluations from the majority of the referees.

In order to be appointed to the title of instructor in foreign languages in non language-oriented study programmes, a candidate must fulfil the following conditions:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they are an established professional in the field in which they wish to be appointed;
- they have 5 years of suitable practical experience;
- they have positive evaluations from the majority of the referees and
- they have the approval of the Habilitation Committee.

vi. Lector

Article 77

(General and special qualitative conditions for appointment to the title of lector)

In order to be appointed to the title of lector, a candidate must fulfil the following conditions:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 3 years of suitable teaching experience and, if the title involves living languages, they have been professionally or pedagogically active for at least 3 continuous months in a linguistic environment where the language in question is used;
- they have an appropriate bibliography covering works and contributions recognised by the profession as a relevant way of presenting in the field in which they are being habilitated;
- they have demonstrated their ability for professional and teaching work;
- they have demonstrated their teaching competence, and
- they have the approval of the Habilitation Committee.

Article 78

(Quantitative criteria for the first appointment to the title of lector)

For the first appointment to the title of lector, a candidate must fulfil the following minimum conditions, in order for the application to be considered:

- in the assessment of published works they must have achieved cumulatively 5 points.

Article 79

(Quantitative criteria for reappointment to the title of lector)

In order to be reappointed to the title of lector, a candidate must have at least 4 points from the date of submission of the application for their last appointment to the title.

Article 80

(Conditions for reappointment to the title of lector after the expiry of the title's validity)

A candidate for appointment to the title of lector after the expiry of the validity of the title must cumulatively fulfil all the criteria for the first appointment to the title of lector. From the date of submission of the application for their last appointment to the title of lector prior to the expiry of its validity, they must have cumulatively at least 5 points from academic research, artistic, professional and teaching activity.

vii. Teaching assistant and junior researcher

Article 81

(General and special qualitative conditions for appointment to the title of teaching assistant and junior researcher)

In order to be appointed to the title of teaching assistant and junior researcher, a candidate must fulfil the following conditions:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they demonstrate aptitude to deal with issues of academic, research and development or technical nature, or to engage in artistic activity.

Article 82

(Quantitative criteria for the first appointment to the titles of teaching assistant and junior researcher)

In order to be appointed for the first time to the title of teaching assistant and junior researcher, a candidate must fulfil the following conditions:

- they have completed their previous course of study with an average grade of at least (8), where the calculation of the average takes into account the grades of all passed exams, practicals and other assessed study requirements;
- they have received at least grade 8 (very good) for their final degree paper, provided it is a condition for the completion of studies.

If a candidate has a doctoral degree or a master's degree, the average grade and the grade of their final degree paper are not taken into consideration.

Article 83

(Qualitative criteria for reappointment to the title of teaching assistant)

A candidate may be reappointed to the title of teaching assistant if:

- they have dealt successfully with issues of academic, research and development or technical nature, or have engaged successfully in artistic or professional activity and
- they demonstrate proven teaching competence.

Article 84

(Quantitative criteria for reappointment to the title of teaching assistant)

A candidate may be appointed for a second time to the title of teaching assistant if:

- they have at least a master's degree obtained under study programmes approved up to June 2004, or
- they have completed 60 ECTS at the doctoral level (3rd cycle) or are active as an artist.

A candidate may be appointed for a third time to the title of teaching assistant if:

- they have at least a master's degree obtained under study programmes approved up to June 2004, or
- they have completed 120 ECTS at the doctoral level (3rd cycle) or are active in an artistic field.

A candidate may be appointed for a fourth time to the title of teaching assistant if:

- they have earned a doctorate or have their important artistic work recognized.

A candidate may be appointed for a fifth time to the title of teaching assistant if:

- they have achieved cumulatively at least 5 points, from the date of submission of the application for their last appointment, from academic research, artistic, teaching and professional activity.

Article 85

(Qualitative criteria for reappointment to the title of junior researcher)

A candidate may be reappointed to the title of junior researcher if:

they have dealt successfully with issues of academic, research and development or technical nature, or have engaged successfully in artistic activity.

Article 86

(Quantitative criteria for reappointment to the title of junior researcher)

A candidate may be appointed for a second time to the title of junior researcher if:

- they have at least a master's degree obtained under study programmes approved up to June 2004, or
- they have completed 60 ECTS at the doctoral level (3rd cycle).

A candidate may be appointed for a third time to the title of junior researcher if:

- they have at least a master's degree obtained under study programmes approved up to June 2004, or
- they have completed 120 ECTS at the doctoral level (3rd cycle).

A candidate may be appointed for a fourth time to the title of junior researcher if:

- they have earned a doctorate, and
- they have achieved cumulatively at least 15 points from academic research activity. A candidate may be appointed for a fifth time to the title of junior researcher if:
- they have achieved cumulatively at least 5 points, from the date of submission of the application for their last appointment, from academic research activity.

Article 87

(Conditions for reappointment to the titles of teaching assistant or junior researcher after the expiry of the title's validity)

A candidate for appointment to the title of teaching assistant or to the title of junior researcher after the expiry of its validity must fulfil the conditions for reappointment, with respect to the last appointment before the expiry of the title.

viii. Librarian

Article 88

(General and special conditions for appointment to the title of librarian)

Under the general and special conditions, a candidate may be appointed to the title of librarian if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 3 years of suitable professional practice;
- they have shown their ability to work autonomously and professionally.

ix. Specialist consultant

Article 89

(General and special conditions for appointment to the title of specialist consultant)

Under the general and special conditions, A candidate may be appointed to the title of specialist consultant if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;

- they have 15 years of suitable professional practice in the area of expertise, broadly conceived, in which they seek to be appointed.

x. Senior specialist adviser

Article 90

(General and special conditions for appointment to the title of senior specialist adviser)

Under the general and special conditions, A candidate may be appointed to the title of senior specialist adviser if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 10 years of suitable practice in the area of expertise, broadly conceived, in which they seek to be appointed.

xi. Specialist adviser

Article 91

(General and special conditions for appointment to the title of specialist adviser)

Under the general and special conditions, a candidate may be appointed to the title of specialist adviser if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 2 years of suitable practice in the area of expertise, broadly conceived, in which they seek to be appointed.

xii. Skills instructor

Article 92

(General and special conditions for appointment to the title of skills instructor)

Under the general and special conditions, a candidate may be appointed to the title of skills instructor adviser if:

- they are in possession of a suitable university degree obtained under study programmes approved up to June 2004, or a master's degree obtained under study programmes approved after that date;
- they have 5 years of suitable practice in the area of expertise, broadly conceived, in which they seek to be appointed.

9 Evaluation report for a candidate in an appointment procedure

a. Importance of the evaluation report

Article 93

The evaluation report for a candidate shall contain an objective assessment of suitability to be appointed to the requested title.

b. Referees

Article 94

The referees assessing the suitability of a candidate who is seeking to be appointed to a title may be university teachers or members of research staff who hold the same or a higher title than the title to which the candidate seeks to be appointed. At least two referees must hold their title in the same field of habilitation in which the candidate wishes to be appointed. If there is no university teacher holding the same or a higher title in the field in which the candidate seeks to be appointed the referee may be a university teacher holding the same or a higher title in a related field of habilitation. In procedures for a

first or new appointment to the titles of senior instructor, assistant professor, associate professor, research associate or senior research associate, at least one referee must not be employed at the member faculty where the candidate is seeking habilitation or where they work. In procedures for appointment to the title of professor or senior research fellow, at least one referee must not be employed at UL and not have been appointed to a title at UL. Referees may also be retired university teachers or members of research staff and foreign university teachers and researchers holding a suitable title. In procedures involving an interdisciplinary field, referees must represent all the relevant fields.

There must be no conflict of interest on the part of the referees.

c. Content of evaluation reports

Article 95

The evaluation report for a candidate must contain:

- an opinion on the bibliography and the points system submitted;
- a judgement on the candidate's fulfilment of the minimum conditions for the application to be considered;
- a reasoned analytical evaluation of the importance of the candidate's academic research or artistic output in which the submitted works are critically considered;
- a reasoned evaluation of the candidate's work as a teacher when they are seeking to be appointed to a university teacher title;
- an evaluation of the quality and significance of the candidate's professional activity;
- a clear and unambiguous statement on whether and to what extent the candidate fulfils the conditions for appointment to the requested title.

d. Deadline for evaluation reports

Article 96

A referee shall compile the evaluation within the deadline set by the decision of the senate of a member faculty on the appointment of the referee.

The deadline for the evaluation report on the candidate's competence may not be longer than two months.

In the event of exceptional circumstances (illness, long work-related absence, etc.), a referee may request an extension of the deadline for the compilation of the evaluation. The decision on the extension of the deadline is taken by the senate of the member faculty that has appointed the referee.

The deadline cannot be extended by more than two months.

e. Consequences of failure to compile evaluation report in due time

Article 97

If a referee fails to produce the evaluation in due time without requesting an extension of the deadline, the Dean of the member faculty where the procedure for appointment to a title is underway invites them to immediately produce the evaluation.

If, despite being reminded by the Dean to do so, the referee does not produce the evaluation report within three weeks, the senate of the member faculty appoints another referee.

10 The opinion of the student council on the candidate's work as a teacher

Article 98

The student council of the member faculty where the candidate has been active as a teacher formulates an opinion on their teaching within the deadline set by the senate of the member faculty where the procedure for appointment to the title is underway.

The student council formulates the opinion on the candidate's work on the basis of student questionnaires and other documented information obtained from students and concerning, for instance, the candidate's work as a supervisor.

In formulating the opinion, the student council is not bound by the results of student questionnaires. If the opinion of the student council deviates from the results of the questionnaires, this deviation should be fully explained and justified.

a. Components of the student council's opinion

Article 99

The students' opinion must contain the following:

- the candidate's name and the period to which the evaluation relates;
- details of the quantitative and qualitative indicators on the basis of which the evaluation of the candidate's teaching performance has been compiled;
- a thorough justification of the evaluation.

A negative opinion of the student council shall, in addition to the components defined in the first paragraph, also include details of the timeframe as well as the extent and nature of the specific deficiencies in the candidate's teaching performance.

b. Consequences of student council's failure to formulate an opinion for the procedure for appointment to a title

Article 100

If a member faculty's student council fails to formulate an opinion on the candidate's teaching performance within the deadline set by the senate, the quality of the candidate's work as a teacher shall be judged on the basis of the other components defined in Article 46.

In the event of justified circumstances the student council may request a two-month extension of the deadline for submitting an opinion. The decision on the extension of the deadline is taken by the senate of the member faculty referred to in the first paragraph of Article 98.

11 Transitional and final provisions

Article 101

Pursuant to the amendments to the Criteria dated 25 May 2021 and the decision of the UL Senate of 25 October 2022, notwithstanding the provisions of the Criteria the following shall apply:

- **A discontinuation of activity at a foreign university or research or art institution due to the COVID-19 pandemic shall not be considered a discontinuation in the sense of the requirement for uninterrupted activity abroad.**

In their applications for appointment to a title, candidates shall explain that they had to discontinue their planned uninterrupted activity due to the COVID-19 pandemic and that they later resumed it for up to a

total of three months or that they completed the remainder through other forms specified under the second indent of this article. A discontinuation of activity abroad under this paragraph shall be any discontinuation during the pandemic that started before the adoption of the UL Senate's decision no. 4.1 of 21 April 2020 and lasted until no later than 1 January 2023, which in accordance with the decision of the UL Senate of 25 October 2022 is set as the date of termination of the exceptional circumstances.

- The **exceptional circumstances** resulting from the COVID-19 pandemic, due to which candidates for appointment to the titles of associate professor, senior research associate, professor and senior research fellow have (or had) difficulties fulfilling the requirement for an uninterrupted research, artistic or teaching activity at a foreign university, research institute or an important art institution, or that prevent (or prevented) them from fulfilling that requirement, can in justified cases count as specific circumstances under the third paragraph of Article 56 and the third paragraph of Article 61 of the Criteria, which form the **basis for recognizing this condition as having been fulfilled through a different form of active international activity within a comparable scope**.

In that case, candidates shall demonstrate the results of their international activity, such as joint articles resulting from international collaboration, joint international project applications and teaching a complete course at a foreign university. In addition, candidates shall submit a detailed description of their international activities and how they carried them out, from which it is evident that the international activity in question achieves the purpose of the requirement for uninterrupted activity in an international environment (inclusion in or familiarization with the operations of a foreign university or other institution, best practice transfer to the University of Ljubljana) and that such activity was comparable to uninterrupted activity at a foreign university, research institute or an important art institution. The referees must assess the comparability or appropriateness of such activity, especially from the viewpoint of achieving the purpose of the requirement for uninterrupted international activity, based on the documentation submitted by the candidate. Exceptional circumstances under this paragraph shall be the exceptional circumstances caused by the COVID-19 pandemic lasting until no later than 1 January 2023, which in accordance with the decision of the UL Senate of 25 October 2022 is set as the date of termination of the exceptional circumstances.

- Notwithstanding the provisions of these Criteria, candidates who were unable to fulfil the condition of three months' uninterrupted activity at a foreign university, research institute or art institution **in 2020, 2021 and 2022 due to exceptional circumstances** directly related to the COVID-19 pandemic may also be appointed to the titles of associate professor and senior research associate. Candidates shall demonstrate their inability to fulfil this requirement with a statement from a foreign institution confirming their inability to complete the already planned and agreed-upon activity at this institution, or with a statement from a foreign institution that the activity will be carried out as soon as the situation, due to which the visit was postponed, allows it. **However, candidates must fulfil this condition to be reappointed to the current title or to be appointed to a higher title.**

Article 102

Official consolidated version of the Criteria no. 5 (hereinafter: UPB Criteria 5) shall enter into force on the 15th day following its publication on the website of the University of Ljubljana, and shall also apply to procedures which as of the day of entry into force of UPB Criteria 5 were already in progress, except for cases referred to in the second paragraph of this article.

The provisions of Articles 3, 43, 51, 57, 62, 64, 68 and 70 shall not apply to procedures of appointment to a title initiated on the basis of an application submitted by a candidate after the entry into force of UPB Criteria 5, but no later than from 15 December 2027 in the case of appointment to a title valid for five years or permanently, and no later than from 15 December 2025 in the case of appointment to a title valid for three years. In such cases the provisions of Articles 3, 42, 50, 56, 61, 63, 67 in 69 of UPB Criteria 4 shall apply.

Member faculties shall align their annexes to the Criteria with UPB Criteria 5 and submit them to the UL Senate by 1 April 2023.

12 Content of transitional and final provisions of the Criteria which are included in the present official consolidated text of the Criteria

Article 103

Pursuant to the amendments of the Criteria of 28 May 2019 and the UPB Criteria, the amendment to Articles 42, 56, 61 and 63 of UPB Criteria 4, on the basis of which a candidate for appointment to the titles of professor, senior research fellow, associate professor or senior research associate is required to have works published with the affiliation to UL, shall apply to those important works by the candidate which will be accepted for publication after 1 January 2020.

Ref. no.: 012-1/2015 Date: 22 November 2022	Prof. Dr Gregor Majdič Chair of the Senate of UL Rector of UL
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