



Technical University in Zvolen

**ORGANIZATIONAL DIRECTIVE
No. 5/2021**

**on granting the rights, compliance of rights, modification, and cancellation
of rights for habilitation and inauguration proceedings
at the Technical University in Zvolen**

Zvolen 2021

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CONTENTS:

- Article 1** Introductory provisions
- Article 2** Definitions
- Article 3** Process of obtaining rights to the habilitation and inauguration proceedings
- Article 4** Process of harmonisation of rights to habilitation and inauguration proceedings
- Article 5** Process of the modification of rights to the habilitaiton and inauguration proceedings
- Article 6** Process of the revocation of rights to the habilitation and inauguration proceedings
- Article 7** Additional attributres of the habilitaiton and inauguration proceedings
- Article 8** The HaIP Board of Guarantors
- Article 9** Final provisions

AUTHORITY: Technical University in Zvolen

PEOPLE RESPONSIBLE FOR THE COMPLIANCE WITH THE DIRECTIVE:
the management staff of the Technical University in Zvolen, the chairman and members of the Board for Internal Quality Assessment System

PREPARED BY: Vice-rector for Science and Research
EFFECTIVE DATE: 14th December 2021

Article 1

Introductory provisions

1. Organizational directive on acquisition of rights, harmonisation of rights, regulation and revocation of rights to habilitation proceedings and inauguration proceedings at the Technical University in Zvolen is issued in accordance with § 15(1)(b) of Act No. 131/2002 Coll. on Higher Education institutions and on amendments to certain acts as amended and is part of the internal system of quality assurance of higher education at the Technical University in Zvolen (hereinafter referred to as "the TU") in accordance with the Standards for Habilitation Procedure and Procedure for the Appointment of Professors (hereinafter referred to as "Standards") approved by the Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "the Agency").
2. The provisions of the Standards are regulated in particular by the following generally binding regulations:
 - a) Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments and Supplements to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Act on Quality Assurance in Higher Education"),
 - b) Act No 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Institutions Act"),
 - c) Decree No 246/2019 Coll. of the Ministry of Education and Higher Education of the Slovak Republic on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor (hereinafter referred to as 'the Decree'),
 - d) Decree of the Ministry of Education and Science of the Slovak Republic No. 244/2019 Coll. on the system of fields of study in the Slovak Republic,
 - e) Methodology for evaluation of standards approved by the Executive Board of the Agency.

Article 2

Definitions

1. For the purposes of this Directive, the following set of terms is defined for the structures of the internal quality system of the TU Zvolen:
 - a) The Academic Senate of the TU in Zvolen is a body of academic self-government of the TU in Zvolen and its composition, membership and competence are regulated by the Higher Education Act and the internal regulations of the TU in Zvolen.
 - b) Dean of the Faculty is the representative of the Faculty, manages, represents and acts in the affairs of the Faculty, and is also the chairman of the Faculty's Scientific Board.
 - c) The Faculty is a part of the TU in Zvolen and its activities, scope of self-governing competence and rights are regulated by the Higher Education Act and internal regulations of the TU in Zvolen.
 - d) The guarantors of the Habilitation and Inauguration Proceedings (hereinafter also referred to as "HaIP") are persons responsible for the development and quality assurance of HaIK at the TU Zvolen. The guarantors shall work scientifically or artistically at the TU Zvolen in the field of the HaIP or in a related field for a fixed weekly working time. The outputs of the guarantors' creative activity demonstrably achieve a top international level.
 - e) The main HaIP guarantor is a person responsible for the development and quality assurance of the HaIP field, for which the TU in Zvolen has accredited rights, scientifically or artistically active for an established weekly working time at the TU in Zvolen in the field of HaIP or in a related field. The outputs of the main guarantor's creative activity demonstrably reach the top international level. The person is in the position of professor and has the title of professor.
 - f) The HaIP Board of Guarantors is a group of guarantors consisting of the main guarantors of individual HaIP disciplines for which the TU in Zvolen has accredited rights.
 - g) The Board for Internal Quality Assessment System of the TU in Zvolen is defined in the internal regulation "Internal Quality Assessment System of the Higher Education at the Technical University in Zvolen".

- h) Rector of the University is the representative of the University, manages it, represents and acts in the affairs of the University, he is also the Chairman of the Scientific Board of the TU in Zvolen and the Council of the Internal Quality System of the TU in Zvolen.
- i) The Faculty Scientific Board is composed of prominent experts working in the fields in which the Faculty carries out educational, research and creative activities and who are appointed and dismissed by the Dean of the Faculty with the consent of the Academic Senate of the Faculty
- j) The Scientific Board of the TU in Zvolen is composed of prominent experts active in the fields in which the TU in Zvolen carries out educational, research and creative activities and who are appointed and dismissed by Rector with the consent of the Academic Senate of the TU in Zvolen.

Article 3

Process of obtaining rights to the habilitation and inauguration proceedings

1. By monitoring the internal environment of the university in case of conducting HaIP at the University, or at the Faculty in case of conducting HaIP at the Faculty, rector or dean shall check whether it is necessary to obtain the rights of habilitation and inauguration in a particular HaIP field.
2. Rector/dean shall consider in detail the need to obtain HaIP rights and shall carefully examine the existence of adequate staffing, including the necessary number of fields of study in which the university/faculty provides PhD study, and the criterion from the standards, which is the existence of a critical mass for research and the arts and a high level of quality of creative activities, must be met by being authorized to create, conduct and modify third-level degree programmes in at least half of the fields of study in which it provides higher education.
3. Rector/dean will ensure that the result of the verification is processed into the intention to acquire the right to the selected HaIP field, which will include preliminary information concerning, in particular:
 - a) the name of the HaIP field,
 - b) the name of the field of study to which it will be assigned, according to the Decree of the Ministry of Education and Science of the Slovak Republic No. 244/2019 Coll. on the System of Fields of Study of the Slovak Republic,
 - c) the content of the HaIP field of study
 - d) the staffing of the HaIP department,
 - e) the level of creative activity in the HaIP field,
 - f) the minimum threshold values of the criteria for obtaining the title of associate professor and professor in the HaIP field,
 - g) title to be awarded
 - h) request justification.
4. Rector/dean will submit the elaborated plan to the HaIP Board of Guarantors and will ask for their opinion on the proposed document.
5. The HaIP Board of Guarantors will comment on the intent in the form of a written opinion in the minutes of its meeting, stating whether it with the intent of creation of rights acquisition in the HaIP field:
 - a) agrees,
 - b) agrees with the comments,
 - c) disagrees.
6. Following the positive assessment of the intention of rights acquisition in the field of HaIP by the HaIP Board of Guarantors, rector/dean will ensure that the level of the minimum thresholds of the criteria for becoming an associate professor and professor for the HaIP degree are consistently set.
7. Dean will submit the minimum threshold values of the criteria for obtaining the title of associate professor and professor for a given HaIP field to the Faculty's Scientific Board for discussion, and then rector will submit them to the Scientific Board of the TU in Zvolen for approval.

8. After approval of the minimum threshold values of the criteria for obtaining the title of associate professor and the title of professor by the Scientific Board of TU Zvolen, rector/dean will appoint the main guarantor and other guarantors of the HaIP, responsible for the development and quality assurance of the HaIP field at the University or Faculty in accordance with the standards of the Agency.
9. The HaIP guarantors will draw up a proposal for the acquisition of the HaIP rights in a HaIP field, while strictly observing all the attributes of the Agency standards.
10. The HaIP guarantors shall prepare a proposal for obtaining HaIP rights in the given HaIP field in the form of a dossier and an application in accordance with the Agency Standards for the Internal Quality Assessment System for Higher Education for the HaIP. The preparation of the proposal includes the preparation of an application for accreditation for the acquisition of the HaIP rights with the relevant annexes, which are:
 - a) internal evaluation report of the HaIP field in both Slovak and English languages according to the Agency requirements
 - b) description of the HaIP field in both Slovak and English according to the requirements of the Agency,
 - c) the HaIP supervisors' research, art, teacher profile of a person in both Slovak and English as required by the Agency,
 - d) characteristics of the submitted outputs of the creative activity/creative activities in Slovak and English as required by the Agency.
11. Rector/dean shall submit the proposal for obtaining rights in a given HaIP field to The HaIP Board of Guarantors for evaluation of the proposal and for drawing up an opinion on it.
12. The HaIP Board of Guarantors will assess on the basis of the submitted document the quality of the proposal for rights acquisition in a given field of the HaIP from the point of view of:
 - a) compliance with the requirements of the Higher Education Quality Assurance Act,
 - b) compliance with the Agency standards of the habilitation and inauguration procedure and for the internal quality of education assurance system,
 - c) compliance with the internal regulations of the TU in Zvolen, including the Long-term Plan of the TU Zvolen or the Long-term Plan of the Faculty.
13. The HaIP Board of Guarantors shall comment on the proposal to obtain rights in a given HaIP field in the form of a written opinion, which includes a statement whether it with the proposal to obtain new rights for the HaIP:
 - a) agrees,
 - b) agrees with the comments,
 - c) disagrees.
14. Rector/dean will comment on any remarks made by the HaIP Board of Guarantors and will ask the HaIP guarantors to incorporate relevant comments into the proposal.
15. The complete proposal for the acquisition of the HaIP rights will be submitted by dean to the Faculty's Scientific Board for approval and by rector to the Scientific Board of the TU in Zvolen and subsequently to the Board for Internal Quality Assessment System of the TU in Zvolen.
16. The approval of proposal for the acquisition of the HaIP rights shall be carried out by the Board for Internal Quality Assessment System of the TU in Zvolen in accordance with the Internal Quality Assessment System of higher education at the TU in Zvolen.
17. After the approval of the proposal for the acquisition of the HaIP rights by the bodies of the TU in

Zvolen, rector shall ensure the submission of the proposal to the Agency through the Scientific Research Department of the TU in Zvolen

18. Rector/dean shall verify the fulfilment of the requirement for inclusion of at least one member of the given HaIP field in the composition of the Faculty Scientific Board and the Scientific Board of the TU in Zvolen.
19. If such a specialist is not a member of the Scientific Boards composition, he/she must be added to the composition of the Scientific Boards after approval by the Academic Senate of the Faculty or the Academic Senate of the TU in Zvolen, respectively, in accordance with the standards for habilitation and inauguration procedures.

Article 4

Process of harmonisation of rights to habilitation and inauguration proceedings

1. By monitoring the internal environment of the University in case of conducting the HaIP at the University, or at the Faculty in case of conducting the HaIP at the Faculty, rector or the dean shall examine whether it is necessary to reconcile the rights of the habilitation and inauguration procedure in a particular HaIP field.
2. Rector/dean shall consider in detail the need to harmonise the HaIP law and carefully examine the existence of adequate staffing, including the necessary number of the study fields in which the Faculty provides PhD study programme, while meeting the criterion from the standards, which is the existence of a critical mass for research and the arts and a high level of quality of creative activities, by being authorized to create, carry out and modify the third-degree study programmes in at least half of the fields of study in which it provides higher education.
3. Rector/dean shall ensure that the minimum threshold levels of the criteria for obtaining the titles of associate professor and professor for a given HaIP field are consistently set.
4. Dean will submit the minimum criteria thresholds thus established to the Faculty Scientific Board for discussion and subsequently rector for approval by the Scientific Board of the TU in Zvolen.
5. After the approval of the minimum threshold values of the criteria for obtaining the title of associate professor and the title of professor by the Scientific Board of the TU in Zvolen, rector/dean appoints the main guarantor and other HaIP guarantors responsible for the development and quality assurance of the HaIP field at the University or Faculty in accordance with the Agency standards.
6. The HaIP guarantors shall prepare a proposal for the harmonisation of HaIP rights in a HaIP given field in the form of a dossier and an application in accordance with the Agency standards for the Internal Quality Assessment System of higher education for the HaIP. The elaboration of the proposal shall include the elaboration of an application for accreditation of the harmonisation of the HaIP rights with the relevant annexes, which are:
 - a) internal evaluation report of the HaIP Department in both Slovak and English languages according to the Agency requirements,
 - b) a description of the HaIP field in both Slovak and English as required by the Agency,
 - c) The HaIP supervisors' research, art, teacher profile of a person in both Slovak and English as required by the Agency,
 - d) characteristics of the submitted outputs of the creative activity/creative activities in both Slovak and English as required by the Agency.
7. Rector/dean shall submit the proposal for the harmonisation of rights in a given HaIP field to the HaIP Board of Guarantors for consideration of the proposal and for the elaboration of an opinion on it.

8. On the basis of the submitted dossier, the HaIP Board of Guarantors will assess the quality of the proposal for the harmonisation of rights in the HaIP field from the point of view of:
 - a) compliance with the requirements of the Higher Education Quality Assurance Act,
 - b) compliance with the Agency standards for habilitation and inauguration procedures and for the Internal Quality Assessment System of education,
 - c) compliance with the internal regulations of the TU in Zvolen, including the long-term plan of the TU in Zvolen or the long-term plan of the Faculty.
9. The HaIP Board of Guarantors shall comment on the proposal for the harmonisation of rights in a given HaIP field in the form of a written opinion, which shall include a statement as to whether it with the proposal for the harmonisation of the HaIP rights
 - a) agrees,
 - b) agrees with comments,
 - c) disagrees.
10. Rector/dean will comment on any comments made by the HaIP Board of Guarantors and will ask the HaIP Guarantors to incorporate relevant comments into the proposal.
11. Dean will submit the complete request for the harmonisation of the HaIP rights to the Faculty Scientific Board for approval and rector to the Scientific Board of the TU in Zvolen and subsequently to the Board for Internal Quality Assessment System of the TU in Zvolen.
12. The approval of the request for the harmonisation of the HaIP rights will be carried out by the Board for Internal Quality Assessment System of the TU in Zvolen in accordance with the Board for Internal Quality Assessment System of the TU in Zvolen.
13. After the approval of the request for the harmonisation of the HaIP rights by the bodies of TU Zvolen, rector shall ensure the submission of the request to the Agency through the Scientific Research Department of the TU in Zvolen.
14. Rector/dean shall verify that the requirement for the inclusion of at least one member of the HaIP in the composition of the Faculty Scientific Board and the Scientific Board of TU Zvolen is met.
15. If such a specialist is absent from the composition of the Scientific Boards, he/she must be added to the composition of the Scientific Boards after approval by the Academic Senate of the Faculty or the Academic Senate of the TU in Zvolen, respectively, in accordance with the standards for habilitation and inauguration procedures.

Article 5

Process of the modification of rights to the habilitaiton and inauguration proceedings

1. By monitoring the internal environment of the University in case of conducting the HaIP at the University, or at the Faculty in case of conducting the HaIP at the Faculty, rector or dean shall examine whether it is necessary to modify the rights of the habilitation and inauguration procedure in the selected HaIP field.
2. In the conditions of the Internal Quality Assessment Systemat the TU in Zvolen, the following are considered to be the modifications of the rights to the habilitation and inauguration procedure:
 - a) change of the minimum threshold values of the criteria for the habilitation and inauguration procedure,
 - b) change of the guarantor for a given HaIP field,
 - c) change of the organizational directive implementing regulations of the TU in Zvolen to the Decree of

the Ministry of Education and Science of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor.

3. The HaIP guarantors shall, upon receipt of the relevant request, assess in detail the need to modify the HaIP law. They shall address their findings to rector/dean.
4. Rector/dean will evaluate the findings of the HaIP guarantors and instructs them to prepare a proposal for the modification of the law of the habilitation and inauguration procedure in a given HaIP field.
5. The HaIP guarantors will prepare a proposal for the modification of the habilitation and inauguration procedure in the given HaIP field in accordance with the Agency standards for the Internal Quality Assessment System of higher education for the HaIP. The preparation of the proposal includes the preparation of a request for the modification of the HaIP rights with the relevant annexes, which are:
 - a) the internal evaluation report of the HaIP field in both Slovak and English according to the requirements of the Agency,
 - b) description of the HaIP field in both Slovak and English as required by the Agency,
 - c) the HaIP supervisors' research, art, teacher profile of a person in both Slovak and English as required by the Agency,
 - d) characteristics of the submitted outputs of the creative activity/creative activities in Slovak and English as required by the Agency.
6. Rector/dean shall submit the proposal for the modification of the rights in a given HaIP field to the HaIP Board of Guarantors for assessment of the proposal and for drawing up an opinion on it.
7. Based on the submitted dossier, the HaIP Board of Guarantors will assess the quality of the proposal for the modification of rights in the HaIP given field in terms of:
 - a) compliance with the requirements of the Higher Education Quality Assurance Act,
 - b) compliance with the Agency standards for habilitation and inauguration procedures and for the Internal Quality Assessment System of education,
 - c) compliance with the internal regulations of the TU in Zvolen, including the Long-term Plan of the TU in Zvolen or the Long-term Plan of the Faculty.
8. The HaIP Board of Guarantors shall comment on the proposal for the modification of the rights in a given HaIP field in the form of a written opinion, which shall include a statement as to whether the HaIP Board of Guarantors with the proposal for the modification of the rights
 - a) agrees,
 - b) agrees with comments,
 - c) disagrees.
9. Rector/dean will comment on any comments made by the HaIP Board of Guarantors and will ask the HaIP guarantors to incorporate relevant comments into the proposal.
10. Dean will submit the complete application for the modification of HaIP rights to the Faculty's Scientific Board for approval and rector of the TU in Zvolen will submit it to the Scientific Board of the TU in Zvolen and subsequently to the Board for Internal Quality Assessment System of the TU in Zvolen.
11. The approval of the proposal for the modification of the HaIP rights will be carried out by the Board for Internal Quality Assessment System of the TU in Zvolen in accordance with the Internal Quality Assessment System of higher education at the TU in Zvolen.

12. After the approval of the proposal for the modification of the HaIP rights by the bodies of the TU in Zvolen, rector shall ensure the submission of the application to the Agency through the Department of the Scientific Research of the TU in Zvolen.

Article 6

Process of the revocation of rights to the habilitation and inauguration proceedings

1. By monitoring the internal environment of the University in the case of the HaIP at the University, or of the Faculty in the case of the HaIP at the Faculty, rector or dean will check whether it is necessary to continue carrying out the rights of habilitation and inauguration procedure in a particular field of the HaIP.
2. After analysing of the internal environment, rector/dean initiates a motion to revoke the rights of habilitation and inauguration procedure in a given HaIP field and requests an opinion on the motion to revoke the rights from the HaIP Board of Guarantors.
3. Upon receipt of the recommendations of the HaIP Board of Guarantors for the revocation of the rights to habilitation and inauguration procedure in a given HaIP field, rector/dean will request the HaIP Guarantors to prepare a proposal for the revocation of a given HaIP field.
4. The complete application for the revocation of the HaIP rights is submitted by dean to the Faculty Scientific Board for approval and by rector to the Scientific Board of the TU in Zvolen and subsequently to the Council for the Internal Quality System of the TU in Zvolen.
5. The approval of the application for the revocation of the HaIP rights is carried out by the Board for Internal Quality Assessment System of the TU in Zvolen in accordance with the Internal Quality Assessment System of higher education at the TU in Zvolen.
6. After approval of the application for the revocation of the HaIP rights by the bodies of the TU in Zvolen, rector shall ensure the submission of the application to the Agency through the Scientific Research Department of the TU in Zvolen.

Article 7

Additional attributes of the habilitation and inauguration proceedings

1. The HaIP field is defined by its name and content in accordance with the mission and strategic objectives set out in the long-term plan of the TU in Zvolen. The name and content of the HaIP field of study are determined in such a way as to ensure that the content of the HaIP field of study as close as possible to the name and description of the field of study or to the names and descriptions of the pair of fields of study to which the HaIP field of study is assigned. The descriptions of the fields of study are specified in the Decree of the Ministry of Education and Science of the Slovak Republic No. 244/2019 Coll. on the system of fields of study in the Slovak Republic.
2. A prerequisite for obtaining rights in the field of HaIP is the performance of long-term and continuous creative activity in the given field in such a way that the intensity and scope correspond to the nature of these proceedings and the results reach the top international level. The rules for the approval of criteria and the evaluation of the level of creative activity are set out in the Directive on the Evaluation of Creative Activities at the TU in Zvolen.
3. In accordance with the standards, the University/Faculty demonstrates the existence of a critical mass for research and art and a high level of quality of creative activities by being authorised to establish, implement and modify third-level study programmes in at least half of the fields of study in which it provides higher education according to the Act on Quality Assurance of Higher Education.

4. The criteria for the title of associate professor or professor include measurable indicators with defined minimum thresholds based on international practice in the HaIP given field. The level of the minimum thresholds of the criteria to obtain the title of associate professor and professor must be consistently set. The level of the minimum thresholds of the criteria to obtain the titles of associate professor and professor ensures that candidates for the titles of associate professor or professor are required to have at least the same level of scope, intensity, quality and recognition of their scientific, artistic and other creative activity as was required of candidates in the period preceding the date of entry into force of the Slovak Accreditation Agency for Higher Education standards.
5. If a University/Faculty has not yet had the HaIP rights in a given field, then the criteria of another University in the Slovak Republic or, if justified, abroad in that or a related HaIP field shall be used as a benchmark for establishing the University/Faculty's criteria for the title of associate professor or Professor.
6. The criteria for the title of associate Professor require the applicant to demonstrate and submit:
 - a) a third-level university degree,
 - b) current research and teaching or artistic and teaching experience in the relevant field of HaIP at the University,
 - c) experience and results in the performance of tasks in the field of higher education of a scope, structure and quality appropriate to international practices and specificities in the relevant field of HaIP,
 - d) experience and achievements in the field of creative activities in number, structure, scope, intensity, level of authorial input and quality corresponding to international practices and specificities in the relevant HaIP field,
 - e) demonstration that the applicant is a respected scientific figure in professional circles or an artistic figure in artistic circles in the relevant HaIP field.
7. The criteria for the title of professor require the candidate to demonstrate and submit:
 - a) previous acquisition of the title of associate professor,
 - b) current scientific and teaching or artistic and teaching experience in the relevant field of HaIP at the University,
 - c) experience and results in the performance of tasks in the field of higher education of a scope, structure and quality appropriate to international practices and specificities in the relevant field of HaIP,
 - d) experience and achievements in the field of creative activities in number, structure, scope, intensity, level of authorial contribution and quality corresponding to international practices and specificities in the relevant HaIP field,
 - e) demonstration that the applicant has influenced the development of the relevant HaIP field through the creation of a scientific school or an artistic school or an original, generally recognised group which builds on the outputs of his/her creative activity,
 - f) demonstration that the applicant is a respected scientific figure in professional circles or an artistic figure in artistic circles in the relevant HaIP field and that his/her scientific work or artistic works or artistic performances have also achieved international recognition.
8. The HaIP guarantors are responsible for the development and quality assurance of the HaIP field at the University/Faculty, are scientifically or artistically active for the specified weekly working time at the TU in Zvolen in the HaIP field or in a related field in the number of 5 persons. At least two of these persons are in the function of professor and have the title of professor and the other persons are at least in the function of associate professor and have the title of associate professor. The outputs of the creative activity of each of these persons demonstrably achieve an internationally excellent standard. One of them is designated by dean or rector as the main guarantor.

9. Each of the HaIP guarantors may have responsibility for the development and quality assurance of no more than one HaIP field at the TU in Zvolen and may not have responsibility for the development and quality assurance of another HaIP field at another university.
10. The composition of the Scientific Board of the TU in Zvolen as well as the Scientific Board of the Faculty must be in accordance with the Higher Education Act, and the Scientific Boards shall consist of eminent experts, among whom at least one expert with the professional capacity to assess the HaIP in the field of study to which the HaIP field is assigned is represented.
11. The rules of the HaIP shall be in accordance with the relevant generally binding regulations and in accordance with the internal regulations of the TU in Zvolen.

Article 8 **The HaIP Board of Guarantors**

1. The HaIP Board of Guarantors is an independent advisory body of the TU in Zvolen, which is impartial in its decision-making and activities and is not subject to individual or institutional interests.
2. The aim of the HaIP Board of Guarantors is to give written opinions in the minutes of its meetings, where it expresses its opinion on the proposal to acquire rights in a given HaIP field, on the proposal to harmonise the rights in a given HaIP field, on the proposal to modify the HaIP rights and on the proposal for the revocation of the rights for the HaIP.
3. The number of members of the HaIP Board of Guarantors depends on the number of the HaIP rights at the TU in Zvolen. The chairman of the HaIP Board of Guarantors is vice-rector for science and research and the secretary is the Scientific Research Officer of the TU in Zvolen. The non-voting member of the HaIP Board of Guarantors is the Research Officer. Rector of the TU in Zvolen shall certify the membership of the HaIP Board of Guarantors by means of an appointment letter. Membership in the HaIP Board of Guarantors is non-transferable.
4. The quorum of the HaIP Board of Guarantors shall exist if more than half of all its members are present. Absence from a meeting shall be excused in advance by the member to the president. The meeting shall be convened as necessary, no later than 30 days after receipt of the proposal from rector/dean.
5. For each meeting, the Secretary shall send a written invitation and supporting documents to the members of the HaIP Board of Guarantors at least 7 days before the meeting. The proposal shall be prepared by dean/rector.
6. Minutes of the meeting shall be taken by the Secretary. The minutes shall include a list of attendees, items discussed, shortened discussion, votes and opinions.
7. In formulating an opinion, the Board shall decide by consensus or by a public vote by an absolute majority of all its members. The written opinion, which shall include a statement of agreement, agreement with comments or disagreement with the proposal and which shall be entered in the minutes, shall be submitted by the Chairperson within 7 days of the end of the meeting to rector/dean.
8. A meeting of the HaIP Board of Guarantors may be physically held or may be held by videoconference or by other means of information and communication technology without a physical presence.

Article 9 **Final provisions**

1. Changes and amendments to this Directive may be performed only by written additions to it, after discussion in the Academic Senate of the TU in Zvolen and after approval by the Scientific Board of the TU in Zvolen.

2. Habilitation and inauguration procedures which started before the date of entry into force of this Directive are governed by the regulations in force.
3. This Directive was discussed by the Academic Senate of the TU in Zvolen on 23rd November 2021 and approved by the Scientific Board of the TU in Zvolen on 14th December 2021.
4. This Directive shall enter into force and effect on the date of its approval by the Scientific Board of the TU in Zvolen on 14th December 2021.

In Zvolene, 20th of December 2021

Dr.h.c. prof. Ing. Rudolf Kropil, PhD.
Rector