



NOA Criteria for Appointment to the Titles of Higher Education Teachers, Researchers and Higher Education Associates

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Pursuant to the 8th paragraph of Article 55 of the Higher Education Act (Official Gazette of the RS, No. 32/12-official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14 and 75/16), Article 69 of the Statute of the School of Transport and Logistics - NOA in the process of establishment, and based on the provisions of the Minimum Standards for Appointment to the Titles of Higher Education Teachers, Researchers and Higher Education Associates at Higher Education Institutions (Official Gazette of the RS, No. 44/2024 of 31 May 2024), the legal representative of the founder (IRTL) on 20 June 2020 adopted, and on 20 January 2024 and 3 January 2025 supplemented the following:

Criteria for Appointment to the Titles of Higher Education Teachers, Researchers and Higher Education Associates

I. General Provisions

Article 1 (purpose)

This act determines that the School of Transport and Logistics (hereinafter: NOA) in the process of establishment sets the conditions for appointment to the titles of higher education teachers, researchers and higher education associates, whereby it follows the minimum standards for appointments and ensures uniformity and quality in higher education. The act takes into account the principles of open science (Decree on the implementation of scientific research work in accordance with the principles of open science) and is consistent with the provisions of the Employment Relationships Act (ZDR-1).

Article 2 (level of education)

NOA criteria determine that the treatment and comparability between the new Bologna and old (pre-Bologna) programmes are handled in accordance with the minimum standards for appointments. These criteria ensure a clear definition of the level of education that candidates must meet, and enable consistency and uniformity in the educational system. NOA regulations include specific guidelines designed to meet the requirements of Nakvis minimum standards, which improves transparency in the selection and appointment of higher education teachers, researchers and higher education associates.

Level of education according to "pre-Bologna" programmes	Level by decree	Level of education according to new "Bologna" programmes
Higher vocational programmes (until 1994)	6/1	/
Higher vocational professional programmes	6/1	/
Specialisation after higher vocational programmes	6/2	professional higher education (1st Bologna cycle)

Higher professional programmes	6/2	university programmes (1st Bologna cycle)
Specialisation after higher professional programmes	7	Master's degree (professional) (2nd Bologna cycle)
University programmes	7	Master's degree (professional) (2nd Bologna cycle)
Specialisation after university programmes	8/1	/
Master of Science (scientific)	8/1	/
Doctorates of Science	8/2	doctorates of science (3rd Bologna cycle)

Article 3 (titles)

NOA criteria determine that the titles of higher education teachers, researchers and higher education associates are divided in accordance with minimum standards. The titles are defined as follows:

1. THE TITLES OF HIGHER EDUCATION TEACHERS ARE:

- full professor,
- associate professor,
- assistant professor, for the implementation of higher professional programmes also:
- senior lecturer,
- lecturer.

Higher education teachers are appointed to titles in the following order: assistant professor, associate professor, full professor.

2. THE TITLES OF HIGHER EDUCATION ASSOCIATES ARE:

- assistant,
- librarian,
- senior professional counsellor,
- senior professional associate,
- professional associate.

3. RESEARCHERS OR SCIENTIFIC WORKERS are classified into the following scientific titles:

- research counsellor,
- senior research associate,
- research associate,
- assistant with a doctorate,
- assistant with a master's degree,

- assistant.

4. RESEARCHERS OR PROFESSIONAL WORKERS are classified into the following professional-research titles:

- professional research counsellor,
- senior professional-research associate,
- professional-research associate,
- senior professional-research assistant,
- senior assistant and
- assistant.

A scientific title is awarded to researchers who primarily perform basic research and meet the conditions for a scientific title.

Scientific workers are appointed to titles in the following order: research associate, senior research associate, research counsellor.

A professional-research title is awarded to researchers who perform research and meet the conditions for a professional research title. Professional-research workers are appointed to titles in the following order: professional-research associate, senior professional-research associate, professional-research counsellor.

Article 4 (duration of title)

NOA criteria determine the duration of titles of higher education teachers, researchers and higher education associates in accordance with minimum standards, which distinguish between permanent and time-limited titles. The duration of titles is defined as follows:

- Associate professors, assistant professors, senior lecturers, lecturers, senior research associates, research associates and senior professional-research associates and professional-research associates are appointed to title for a period of five years (hereinafter: appointment period).
- Assistants, assistants with a master's degree, senior assistants, assistants with a doctorate and senior professional-research assistants are appointed to title for a period of three years.
- Full professors, research counsellors and professional-research counsellors are appointed to a permanent title.
- Librarians are appointed to title for an indefinite period.
- Other higher education associates (professional associates, senior professional associates, senior professional counsellors) are appointed for a period of five years.
- The validity of the appointment shall be appropriately extended at the written request of the candidate for the duration of maternity or parental or sick leave, if it lasts more than three months.

- Higher education teachers and higher education associates as well as researchers shall retain their acquired titles upon retirement.

They may be reappointed to the same title for the appointment period under the conditions for reappointment.

Article 5 (relationship between pedagogical and research titles)

A researcher may be appointed to the title of higher education teacher if they meet the conditions under these Criteria. A research counsellor may, under the condition from the first paragraph of this article, be appointed to the title of full professor, a senior research associate to the title of associate professor, and a research associate to the title of assistant professor. In such a case, the pedagogical title is valid until the expiry of the research title on the basis of which the appointment to the title of higher education teacher occurred.

Titles acquired by researchers based on the conditions and criteria for acquiring titles at NOA are equivalent to the titles valid in research activities and are automatically translated as follows:

- the title full professor translates into the title research counsellor;
- the title associate professor translates into the title senior research associate;
- the title assistant professor translates into the title research associate;
- the title assistant, lecturer or senior lecturer translates into the title assistant.

Article 6 (areas for appointment to titles)

Candidates may be appointed to titles for areas determined by the senate by decree. The areas of appointment to title are an annex to these Criteria.

A candidate may be appointed to a title for one or more areas if, in the case of appointment to more than one area, they meet the competence in accordance with Article 7 of these Criteria for each area individually.

Article 6a (principles of open science)

NOA, when assessing and evaluating a candidate's achievements, takes into account work according to the principles of open science in accordance with the Decree on the implementation of scientific research work in accordance with the principles of open science (Official Gazette of the RS, No. 146/22).

Evidence of open science includes:

- publications in open access and open research data,
- early and open exchange of research results,
- inclusion of citizens and end users in research (citizen science),
- participation in open review processes.

These evidences shall be taken into account for the candidate in the qualitative assessment and in the scoring according to the points system form.

II. STANDARDS FOR APPOINTMENT TO TITLE

A. Basic standards for appointment to title

Article 7 (cumulative fulfilment of standards)

A candidate for appointment to a title must cumulatively meet the basic, general and special standards for appointment to the title.

Article 8 (basic standards)

The basic standards for appointment to a title are the conditions that every candidate for appointment to a title must meet, namely:

- appropriate education or appropriate scientific or professional title,
- competence for professional work,
- pedagogical competence,
- positive assessment by the majority of reviewers on the candidate's competence,
- active knowledge of at least one widely spoken foreign language,
- respect for the values of NOA organisational culture.

Conditions are determined by qualitative and quantitative indicators.

Candidates for appointment to scientific and professional-research titles, librarians and assistants upon first appointment are not required to demonstrate pedagogical competence.

Article 9 (demonstrating competence)

Candidates demonstrate competence for professional work with documented publications of scientific and professional works, documented research and professional achievements, documented participation in scientific or professional projects, awarded patents and other documented achievements that are considered proof of originality and quality in the specific field.

Article 10 (demonstrating pedagogical competence)

Pedagogical competence is demonstrated at the first appointment to the title of higher education teacher with a trial lecture.

At each appointment of a higher education teacher and higher education associate to a higher title or reappointment, the habilitation commission shall submit to the reviewers the opinion of the student council on the candidate's previous pedagogical work, based on the results of the student survey or other instruments for checking pedagogical work.

In the event that the Student Council, on the basis of a written application to the habilitation commission, does not provide its opinion within 1 month from the day it received the request for the issue of an opinion, it shall be considered that the opinion is positive.

If the opinion of the student council is negative, the habilitation commission shall check the candidate's student survey results for the last three years and, if it so decides, also other documentation necessary for the assessment of pedagogical competence.

Article 11 (demonstrating active knowledge of a widely spoken foreign language)

Active knowledge of a widely spoken foreign language (English, German, French, Spanish, Russian, Chinese) is demonstrated with an internationally established certificate of knowledge of a specific language or with proof from an institution competent for issuing such certificates.

Knowledge of a widely spoken foreign language is demonstrated only at the first appointment to the title of higher education teacher, researcher or higher education associate.

A candidate for appointment to a title who has graduated, obtained a master's degree or a doctorate at a foreign university under a programme conducted in one of the widely spoken foreign languages, and has also written the diploma or master's thesis or doctoral dissertation in that language, is not required to submit proof of active knowledge of a widely spoken foreign language.

B. General standards for appointment to title

Article 12 (general standards)

General standards are formal conditions that a candidate for appointment to an individual title must meet in addition to the basic standards.

To the title of:

- full professor, associate professor, assistant professor, research counsellor, senior research associate and research associate can be appointed anyone who has a doctorate of science;
- senior lecturer can be appointed anyone who has at least a second-cycle education;
- lecturer of a foreign language in non-language study fields can be appointed anyone who has 5 years of appropriate practice and at least a second-cycle education;
- lecturer for subjects where the focus is on special professional knowledge can be appointed anyone who has 5 years of successful professional work in practice and at least a second-cycle education;
- assistant can be appointed anyone who has at least a second-cycle education and has achieved an average grade of at least "very good" (8) during their studies;
- senior professional counsellor can be appointed anyone who has at least a second-cycle education and 15 years of appropriate professional practice in the field related to the area for which they are being appointed;
- senior professional associate can be appointed anyone who has at least a second-cycle education and 10 years of appropriate practice in the field related to the area for which they are being appointed;

- professional associate can be appointed anyone who has at least a second-cycle education and 2 years of appropriate practice in the field related to the area for which they are being appointed;
- librarian can be appointed anyone who has at least a second-cycle education, 3 years of appropriate practice and demonstrated ability for independent professional work.

a. Elements of competence for the area of appointment to title

Article 13 (content elements)

Content elements for the assessment of competence for the area of appointment to title are:

- success in solving scientific, research-development or professional problems,
- active operation in the international space,
- experience working in a professional environment, etc.

Article 14 (competence for appointment)

Competence in the area of appointment to title is demonstrated by:

- appropriate bibliography in the area for which the candidate wishes to be appointed,
- proof of successful cooperation in the international space,
- verifiable citations in scientific literature,
- positive assessments from reviewers and
- documented participation in open review processes and other forms of public qualitative evaluation of research work (open peer review).

Article 15 (publication of works)

The candidate's works must be published or presented in a way recognised by the profession for validation in the domestic and international professional public in the area for which the candidate wishes to be appointed.

Article 16 (international impact)

The candidate demonstrates the international impact of their work especially with the following indicators of international impact:

- with verifiable citations in scientific literature (WOK, SCOPUS, WOS, citations in books published by international publishers from the ARRS list),
- with invited lectures at international scientific meetings abroad,
- with membership in the editorial boards of foreign international journals,
- membership in foreign academies,
- with holding a subject in international undergraduate or postgraduate programmes and with pedagogical cooperation in the implementation of undergraduate or postgraduate study programmes at foreign universities.

Article 17 (types of publications)

A publication with international impact is considered a text published in one of the widely spoken foreign languages in one of the journals indexed in SSCI or SCI or SCOPUS with IF >0 or AHCI. Scientific monographs with international impact are only those published by a foreign publisher from the ARRS list of international scientific publishers. Scientific monographs with exceptional international impact are only those from the ARRS list of international scientific publishers determined by the NOA Senate and which are an annex to these Criteria.

Article 18 (authorship)

First or leading authorship is evident from the order of authors. In areas where first or leading authorship does not exist (e.g. where authors are listed in alphabetical order), first or leading authorship is not taken into account and it is considered that all are leading or first authors.

b. Elements of pedagogical competence

Article 19 (assessment of pedagogical competence)

Elements for the assessment of the pedagogical competence of a candidate for appointment to a title are:

- clarity and systematic nature of lectures, exercises, seminars, consultations and knowledge testing,
- developing laboratories or other specialised units that support the pedagogical process,
- successful mentorship in diplomas, specialisations, master's degrees, doctorates and lifelong and other postgraduate education, mentorship to exchange students and in student research work,
- attitude towards students,
- encouragement to scientific, pedagogical and professional work,
- preparation, professional, pedagogical and methodical or didactic value of pedagogical aids, study materials and textbooks,
- with proof confirmed pedagogical training according to general programmes of pedagogical training or individual programmes of NOA.
- Points 1, 3 and 4 of the 1st paragraph of this article are checked based on the survey and the opinion of the Student Council. Points 2, 5, 6 and 7 of the 1st paragraph of this article are checked by expert reviewers based on the candidate's application.

C. Special standards for appointment to title

Article 20 (special standards for appointment to title)

Special standards are qualitative and quantitative conditions that a candidate for appointment to a title must meet in addition to the basic and general standards.

III. QUALITATIVE AND QUANTITATIVE EVALUATION

Article 21 (titles of higher education associates)

1. ASSISTANT

To the title of assistant can be appointed anyone who: has completed a 2nd cycle study programme of the appropriate field; has completed the last study with an average grade of at least "very good" (8.00), such that all passed exams, exercises and other assessed study obligations at the 1st and 2nd cycles of study are taken into account when calculating the average; has achieved at least the grade "very good" (8.00) for their final work, if this is a condition for completion of study; showed ability for professional, scientific or research-development work; has a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

If an assistant has proven success in educational and scientific-research or artistic work and has proof of pedagogical competence, they may be appointed to the same title three times. For subsequent appointments, a doctorate of science is also required.

2. LIBRARIAN

To the title of librarian can be appointed anyone who: has completed a 2nd cycle study programme of the library field, has an appropriate COBISS license, has 3 years of professional practice, has shown ability for independent professional work, has a positive opinion from expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

3. PROFESSIONAL ASSOCIATE

To the title of professional associate can be appointed anyone who: has completed a 2nd cycle study programme of the appropriate field and has 2 years of professional practice, has shown ability for independent professional work, has a positive opinion from expert reviewers for the evaluation of the candidate's competence. A professional associate can be reappointed if: they demonstrate successful solving of professional problems, have a positive opinion from expert reviewers for the evaluation of the candidate's competence and have the consent of the commission for appointments to titles.

4. SENIOR PROFESSIONAL ASSOCIATE

To the title of senior professional associate can be appointed anyone who: has completed at least a 2nd cycle study programme of the appropriate field and has 12 years of professional practice; demonstrates successful solving of professional problems, has a positive opinion from expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

A senior professional associate can be reappointed if: they demonstrate successful solving of professional problems and participation in professional projects, and have a positive opinion from expert reviewers for the evaluation of the candidate's competence.

5. SENIOR PROFESSIONAL COUNSELLOR

To the title of senior professional counsellor can be appointed anyone who: has completed a 2nd cycle study programme of the appropriate field and has 17 years of appropriate practice, demonstrates successful solving of professional problems, has a positive opinion from expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

To the title of senior professional counsellor can be reappointed if: they demonstrate successful solving of professional problems and participation in professional projects as well as care for transferring experience to young professionals, and have a positive opinion from expert reviewers for the evaluation of the candidate's competence.

Article 22 (titles of researchers)

1. ASSISTANT

To the title of assistant can be appointed anyone who: has completed a 2nd cycle study programme with an average grade of at least "very good" (8), such that all passed exams, exercises and other assessed study obligations at the 1st and 2nd cycles of study are taken into account when calculating the average; has achieved at least the grade "very good" (8) for their final work, if this is a condition for completion of study; does not have an average grade of eight (8) based on the first bullet of this paragraph, but demonstrates above-average scientific excellence by publishing scientific works or receiving awards; has a positive opinion from expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

An assistant can be appointed once more to the same title. The total duration of appointment to the title can be 6 years.

An assistant can be reappointed if: they demonstrate successful solving of scientific-research problems, have a positive opinion from expert reviewers for the evaluation of the candidate's competence and have the consent of the commission for appointments to titles.

2. ASSISTANT WITH A MASTER'S DEGREE

To the title of assistant with a master's degree can be appointed anyone who: has a master's degree according to a programme adopted before 11 June 2004; demonstrates successful research work that indicates the candidate's ability for independent research work; has a positive opinion from expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

An assistant with a master's degree can only exceptionally be appointed once more to the same title. The total duration of appointment to the title can be 6 years. An assistant with a master's degree can be reappointed if: they demonstrate successful solving of scientific-research problems; have a positive opinion from expert reviewers for the evaluation of the candidate's competence and have the consent of the commission for appointments to titles.

3. ASSISTANT WITH A DOCTORATE

To the title of assistant with a doctorate can be appointed anyone who: has a doctorate of science; has published works in the field of activity (published documented scientific-research works, presentation at international professional meetings); has a positive opinion from expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

An assistant with a doctorate can be appointed once more to the same title. The total duration of appointment to the title can be 6 years. An assistant with a doctorate can be reappointed if: they demonstrate successful solving of scientific-research problems; have a positive opinion from expert reviewers for the evaluation of the candidate's competence and have the consent of the commission for appointments to titles.

Article 23 (titles of higher education teachers)

1. LECTURER

To the title of lecturer can be appointed anyone who:

- has completed a second-cycle study programme;
- has at least 5 years of successful professional work in practice and has established themselves professionally in the field for which they wish to be appointed to the title;
- meets the basic and general standards of pedagogical competence from these Criteria;
- has a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence,
- for a lecturer of a foreign language in non-language study fields can be appointed anyone who has 5 years of appropriate practice and at least a second-cycle education;
- has the consent of the commission for appointments to titles.

To the title of lecturer can be reappointed if: - they are professionally established in the field for which they wish to be appointed to the title - demonstrate pedagogical competence in accordance with the provisions of these Criteria (for the past appointment period) - have a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence - have the consent of the commission for appointments to titles.

2. SENIOR LECTURER

To the title of senior lecturer can be appointed anyone who:

- has at least 2nd cycle education;

- has at least three professional works or publications recognised by the profession as an appropriate way of presentation from the field for which they are appointed to title,
- demonstrates pedagogical competence in accordance with the provisions of these Criteria;
- has a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

The candidate, in terms of scope (quantity), meets the condition from the second bullet of this point if, when evaluating published works, they cumulatively achieve 5 points using the quantitative indicators determined in the points system form.

At each reappointment, the candidate may be appointed if: they have verified pedagogical competence in accordance with the provisions of these Criteria (for the past appointment period); achieve at least 5 points in the last appointment period, using the quantitative indicators determined in the points system form; have a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence and have the consent of the commission for appointments to titles.

3. ASSISTANT PROFESSOR AND RESEARCH ASSOCIATE

To the title of assistant professor or/and research associate can be appointed a candidate who meets the basic, general and special standards and:

a. qualitative conditions: has a doctorate of science; is successful in solving scientific, research-development or professional problems; has published and documented scientific-research works indicating quality, independent and continuous research activity; demonstrates international impact (citations); has established themselves in the domestic and international professional public; active operation in the international space; independently masters research issues; has a positive opinion from the majority of reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

b. quantitative conditions:

- when evaluating published works using the quantitative indicators determined in the points system form, the candidate cumulatively achieves at least 20 points from scientific activity,
- has published at least 3 articles, for which they were the first or leading author, in journals indexed in SSCI, SCI, AHCI or Scopus (for the area of social sciences and humanities). At least 1 article must be published in journals indexed in the SSCI, SCI databases with IF or Scopus with SNIP (for the area of social sciences and humanities) in the upper three quarters of journals of areas according to the classification of WoS or Scopus databases,
- demonstrates at least one citation in a journal included in SCI, SSCI, AHCI or in other international bibliographic databases taken into account in the categorisation of scientific

data from the list of the Institute of Information Science (hereinafter: IZUM) or in a scientific monograph published by an international publisher from the list of the Slovenian Research Agency (hereinafter: ARRS),

- has worked in research or pedagogy at a foreign university or research institution continuously for at least 1 month. This condition is also met by anyone who has worked outside higher education and science at home or abroad for at least 5 years in the area for which they are being appointed and
- a short scientific contribution is not taken into account.

The candidate may replace a maximum of two articles from the second bullet of point b with a scientific monograph published by an international publisher as defined in Article 17 of the Criteria, for which they are the first or leading author. Here, authorship of a scientific monograph replaces 1 article, which however cannot be an article published in the first three quarters of the list from Article 16 of these Criteria. Authorship of a scientific monograph with exceptional international impact replaces 2 articles.

For an article that must be published in a journal in the first three quarters of the SCOPUS, SCI or SSCI list and the journal is not ranked high enough in the year of publication, the candidate shall be credited with meeting the condition, provided they prove that the journal was appropriately ranked at the time the article was submitted.

A candidate for assistant professor must also demonstrate pedagogical competence in accordance with the provisions of these Criteria for the past appointment period.

Upon reappointment to the title of assistant professor or research associate, the candidate must:

- in the period since the last appointment achieve half of the criterion for each criterion for appointment to the same title that is quantitatively measurable; for a candidate for reappointment to the title of assistant professor or research associate who in the last appointment period operated "in full-time equivalent" outside higher education or science for at least 3 years, in the area for which they are being appointed, it is considered that they meet the quantitative condition from the last fourth bullet of point 4b of Article 23.
- have a positive assessment of pedagogical competence in accordance with the provisions of these Criteria (required for a candidate for assistant professor, for the past appointment period),
- have a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence.

4. ASSOCIATE PROFESSOR OR SENIOR RESEARCH ASSOCIATE

To the title of associate professor or senior research associate can be appointed a candidate who meets the basic, general and special standards:

a. qualitative conditions:

- has a doctorate of science; published and documented scientific-research works indicating quality, independent and continuous research activity; demonstrated international impact (citations) of their work; is able to independently scientifically or research-developmentally operate in the area for which they are appointed, and contribute new knowledge or creations to it. This ability is demonstrated with an appropriate bibliography in the area of appointment to title; has operated successfully in a professional environment; has since the last appointment to a lower title worked in research or pedagogy at a foreign university or research institution continuously for at least 3 months; was a mentor or co-mentor for at least one completed doctoral dissertation or has otherwise appropriately contributed to the education of experts in their field. For such a contribution is considered: i. successfully completed mentorship for at least one student work awarded with a university award or national professional or international award, ii. main mentorship for two completed master's theses, iii. managing a basic or applied research project in the scope of at least 1 FTE; has a positive opinion from the majority of reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

b. quantitative conditions:

- when evaluating published works using the quantitative indicators determined in the points system form, cumulatively achieves at least 50 points (of which at least 35 points from scientific activity and at least 15 points from educational activity), of which at least 25 points in the last appointment period (of which at least 7.5 points from educational and at least 15 points from scientific activity),
- has published at least 5 articles (of which at least 3 since the last appointment to a lower title), for which the candidate for appointment to title is the first or leading author; of these, at least 3 articles must be published in journals indexed in the SSCI, SCI, AHCI or Scopus databases (for the area of social sciences and humanities). At least 1 article must be published in journals indexed in the SSCI, SCI databases with IF or Scopus with SNIP (for the area of social sciences and humanities) in the upper half of journals of areas according to the classification of WoS or Scopus databases.
- demonstrates at least 10 pure citations in WOK or SCOPUS and
- at most 1 article can be a short scientific contribution.

c. demonstrates international operation (e.g. successfully completed management of an international or bilateral project, participation in a national group in a European framework or similar programmes).

The candidate may cumulatively replace at most 3 articles from the second bullet of point b, of which at most two out of the four required for the last appointment period, with a scientific monograph published by an international publisher as defined in Article 17 of these criteria, for which they are the first or leading author, or an awarded patent or management of a basic or applied research project in the scope of at least 1 FTE. Here, authorship of a scientific monograph or patent or project management replaces 1 article, which however cannot be an

article published in the first half of the list from Article 17 of these Criteria. Authorship of a scientific monograph with exceptional international impact as defined in Article 16 of these Criteria or a patent at the European Patent Office or the US Patent and Trademark Office can replace 2 articles.

For an article that must be published in a journal in the first half of the SCOPUS, SCI or SSCI list and the journal is not ranked high enough in the year of publication, the candidate shall be credited with meeting the condition, provided they prove that the journal was appropriately ranked at the time the article was submitted.

A candidate for associate professor must also demonstrate pedagogical competence in accordance with the provisions of these Criteria for the past appointment period.

Upon reappointment to the title of associate professor or senior research associate, the candidate must:

- in the period since the last appointment achieve half of the criterion for each criterion for appointment to the same title that is quantitatively measurable,
- have a positive assessment of pedagogical competence in accordance with the provisions of these Criteria (required for a candidate for associate professor, for the past appointment period),
- have a positive opinion from the majority of expert reviewers for the evaluation of the candidate's competence,
- has the consent of the commission for appointments to titles.

5. FULL PROFESSOR OR RESEARCH COUNSELLOR

To the title of full professor or research counsellor can be appointed a candidate who meets the basic, general and special standards:

a. qualitative conditions:

- has a doctorate of science; high quality published and documented scientific-research works; demonstrated impact of works in the international and domestic professional public, which is shown in the citability of works, with international cooperation, with invited contributions at professional meetings, with membership in international editorial boards; fulfilment of conditions for a research project leader, according to ARRS criteria; demonstrates management of research activity: domestic and international projects, younger associates; is able to independently scientifically and research-developmentally operate in the area for which they wish to be appointed, and contribute new knowledge or creations and demonstrate the international impact of their work; has during the duration of the title associate professor worked in research or pedagogy at a high quality foreign university or research institution continuously for at least 3 months; deepens and supplements scientific achievements and takes care of their use or enriches Slovenian and international knowledge and culture; was a mentor for at least one or co-mentor for two completed doctoral dissertations; has published scientific works (monograph, book,

textbook) important for the development of the profession in the international and national framework and has a positive opinion from the majority of reviewers for the evaluation of the candidate's competence and has the consent of the commission for appointments to titles.

b. quantitative conditions:

- when evaluating published works using the quantitative indicators determined in the points system form, cumulatively achieves at least 90 points (of which at least 50 points from scientific activity and at least 20 points from educational activity), of which at least 30 points in the last appointment period (of which at least 7.5 points from educational and at least 15 points from scientific activity),
- has published at least 10 articles (of which at least 5 since the last appointment to a lower title), for which the candidate for appointment to title is the first or leading author; of these, at least 6 articles must be published in journals indexed in the SSCI, SCI, AHCI or Scopus databases (for the area of social sciences and humanities). At least 1 article must be published in journals indexed in the SSCI, SCI databases with IF or Scopus with SNIP (for the area of social sciences and humanities) in the upper half of journals of areas according to the classification of WoS or Scopus databases. Two of the articles from the last period must be from the 1st half of the list defined in Article 16 of these Criteria.
- has as the first or leading author published at least one scientific monograph by an international publisher defined in Article 17 of these criteria, whereby this is not a book with which they replace an article in a journal indexed in SSCI, SCI or AHCI.
- demonstrates at least 50 pure citations in WOK and
- at most 2 articles can be short scientific contributions.

For an article that must be published in a journal in the first half of the SCOPUS, SCI or SSCI list and the journal is not ranked high enough in the year of publication, the candidate shall be credited with meeting the condition, provided they prove that the journal was appropriately ranked at the time the article was submitted.

The candidate may cumulatively replace at most 6 articles from the second bullet of point b, of which at most 3 out of 7 required for the last appointment period, with a scientific monograph published by an international publisher as defined in Article 16 of these Criteria, for which they are the first or leading author, or an awarded patent or management of a basic or applied research project in the scope of at least 1 FTE. Only results from the last appointment period can be asserted. Here, authorship of a scientific monograph or patent or project management replaces 1 article, which however cannot be articles published in the first half of the list of journals from Article 16 of these Criteria.

Authorship of a scientific monograph with exceptional international impact as defined in Article 16 of these Criteria or a patent at the European Patent Office or the US Patent and Trademark Office can replace 2 articles.

A candidate may replace a maximum of two articles from the first point of the first paragraph of this article with a scientific monograph from the area of humanities and social sciences, whereby authorship of a monograph replaces 2 scientific articles. A candidate may replace a maximum of 4 articles from the first point of the first paragraph of this article, which however do not replace mandatory articles published in journals indexed in SSCI, SCI, AHCI or Scopus databases, with the following achievements: [list of achievements follows]

A candidate for full professor must have a positive assessment of pedagogical competence in accordance with the provisions of these Criteria for the past appointment period, and before inauguration to the title must perform a public inaugural lecture at NOA.

IV. SPECIAL PROCEDURES

Article 24

With special procedures, the procedures for appointments to titles in connection with applications for: simultaneous application, early appointment, appointment out of order and recognition of title and determining the equivalence of titles obtained abroad are arranged and provided for.

1. SIMULTANEOUS APPLICATION FOR ACQUIRING A PEDAGOGICAL AND SCIENTIFIC-RESEARCH TITLE

Article 25

Candidates can be simultaneously appointed to a pedagogical and scientific research title based on a joint application. A candidate with one application in accordance with the instructions applies for appointment to a pedagogical and scientific title.

2. EARLY APPOINTMENTS TO TITLE

Article 26 (early appointment)

A candidate can exceptionally be appointed to title before the expiry of the valid title or to a title where the order of titles is not taken into account.

For early appointment to title, the candidate must have exceptional achievements.

A candidate can apply for appointment to a higher title after the expiry of more than half of the appointment period since the last appointment to title, if they exceed the quantitative conditions for appointment to title by more than 50%.

3. APPOINTMENT OUT OF ORDER

Article 27 (appointment out of order)

As an exceptional achievement of a candidate justifying early appointment to title or appointment to title out of order is considered the receipt of an important, widely known

international award, exceptionally important works with proven high impact in our country and abroad or a decisive contribution to the development of an important new research field.

Appointment out of order is exceptionally possible upon the proposal of 3 full professors from the wider area of appointment to title.

4. RECOGNITION OF TITLES

Article 28 (recognition of titles)

After the preliminary opinion of the NOA Human Resources Commission, the NOA Senate recognizes acquired titles with the submission of: the decision on appointment or translation of the decision on appointment; biography and bibliography of the candidate and proof with which the candidate demonstrates fulfilment of the conditions for appointment to title in accordance with these Criteria. Notwithstanding the provisions of the above paragraph, NOA recognizes acquired habilitations at other Slovenian universities and other independent higher education institutions and abroad, provided the habilitations are used for performing pedagogical and scientific work at NOA or in the process of accreditation of a NOA study programme without regular employment. If a habilitation is necessary for occupying a workplace, the candidate must submit an application as follows from the first paragraph of this article except in the case that the criteria by which they were appointed are equivalent to or more demanding than these criteria.

According to this procedure, acquired titles of scientific workers and research associates are translated into titles of higher education teachers and associates.

5. DETERMINING THE EQUIVALENCE OF TITLES OBTAINED ABROAD

Article 29 (determining the equivalence of titles obtained abroad)

For higher education teachers who have an appointment to title acquired abroad or have performed work at a workplace in a certain title, a procedure for determining the appropriateness of the title acquired by the candidate at another higher education institution abroad is carried out based on minimum standards. The NOA Senate, which carries out the procedure for recognizing the appropriateness of the title, awards the title and the area of appointment to title. Recognition of an equivalent title is valid for the same period as an appointment to an appropriate teaching title would be valid.

V. TERMINATION OF TITLE

Article 30 (termination of title)

In the event that the candidate does not meet the conditions for appointment to title, the validity of the title shall expire after the expiry of the appointment period. If the candidate does not submit an application for appointment to a higher title or reappointment or misses the deadline for submitting the application, the title shall expire after the expiry of the appointment period. If the candidate submits the application on time, the title shall be valid until the final decision of the Senate on the application. If the validity of the candidate's title expires, they can

submit an application for the first appointment to title in the same or another habilitation area at the earliest after the expiry of one year from the termination of the title.

VII. PROCEDURE FOR APPOINTMENT TO TITLE

Article 31 (commencement of the appointment procedure)

A candidate begins the procedure for appointment to title with a written application submitted to the NOA Dean's Office for consideration by the habilitation commission.

An application for appointment is early if it is submitted earlier than 9 months before the expiry of the valid title, otherwise it is regular.

A candidate must begin the procedure for appointment to title at the latest 6 months before the expiry of the valid title.

A-Content of the application

Article 32 (content of the application)

A candidate, when applying for acquiring a title, submits an application in written and electronic form, containing the following documents:

- request,
- short CV,
- bibliography,
- printout of bibliographic performance indicators,
- review of work and points system form,
- proofs.

A candidate must, when submitting the application, specially draw attention to material that cannot be forwarded in electronic form. Complete documentation in printed form is available for inspection at the NOA Dean's Office.

Article 33 (NOA Dean's Office)

The NOA Dean's Office: checks whether the received application is complete and prepared in accordance with the Criteria (on prescribed forms) and advises candidates in this regard; keeps the original documentation of the candidate; forwards the candidate's application to the habilitation commission; equips the candidate's application with collective data on the Record sheet of the application for appointment to title; if it finds that the submitted application and documentation are incomplete or improperly composed, it calls on the candidate to remedy the deficiencies at the latest within 15 days of receiving the notification (call). If the candidate does not remedy the deficiencies within the provided period from receiving the notification, the application is rejected by decree.

It forwards the application to the habilitation commission, which forms a proposal for expert reviewers and forwards the documentation to them. When the candidate is appointed to title, it

prepares the decision on appointment. It monitors the validity of appointments of those employed at NOA and at least six months before the expiry of appointment to title warns candidates about the timeliness of submitting the application.

B- Habilitation Commission

Article 34 (Habilitation Commission)

The Habilitation Commission is a working body of NOA that checks the content of the material for carrying out appointment procedures to requested titles at NOA.

The Habilitation Commission consists of higher education teachers and researchers.

If the application and documentation are complete, the habilitation commission proposes to the senate expert reviewers for naming for the evaluation of the candidate's competence.

The habilitation commission checks the reports of the expert reviewers and prepares a proposal on the decision regarding the appointment. In the event that an expert report is not prepared in accordance with these criteria, the habilitation commission can call on the expert reviewers for a supplement to the report, or propose naming a new reviewer.

C - Expert Reviewers for the Evaluation of Candidate's Competence

Article 35 (guidelines for naming expert reviewers)

Expert reviewers for the evaluation of the candidate's competence are employed higher education teachers or researchers at NOA, retired higher education teachers and researchers and other domestic and foreign higher education teachers and researchers with an appropriate title.

Expert reviewers must have the same or higher title than the one requested by the candidate.

When it comes to appointment to the title of research counsellor, at least one expert reviewer must be from another faculty.

Two out of the expert reviewers must have a title from the area or from a related area for which the candidate is applying. In the case of interdisciplinary areas, the expert reviewers must be representatives of appropriate disciplines.

Article 36 (description of the appointment procedure at NOA)

In the procedure for appointments to titles, the law governing general administrative procedure is used mutatis mutandis. A candidate for acquiring a title or a candidate for reappointment to the same title (renewal of title) must submit a written application and prescribed documentation at the NOA Dean's Office.

The Main Secretary forwards the candidate's application to the habilitation commission. If the habilitation commission finds that the submitted application is incomplete or improperly composed, it calls on the candidate to remedy the deficiencies at the latest within 15 days of

receiving the notification (call). If the candidate does not remedy the deficiencies within the provided period from receiving the notification, the habilitation commission rejects the application by decree.

Documentation (originals) is kept by the NOA Dean's Office.

The Main Secretary calls on the NOA Student Council to prepare and send him a written opinion on the candidate's past pedagogical work within 1 month of receiving the notification.

The habilitation commission proposes to the NOA Senate the naming of three expert reviewers for the evaluation of the candidate's competence and, if necessary, a special Commission for the evaluation of the trial lecture. The Senate must, after receiving the proposal for naming expert reviewers from the habilitation commission, consider the candidate's application for appointment to title at its first session.

For each reviewer, their appointment title, validity of title and area of their appointment must be stated.

The NOA Senate names expert reviewers for the evaluation of the candidate's competence.

The Main Secretary sends the candidate's application to the named expert reviewers. With the documentation, he also sends them the decrees on their naming.

Expert reviewers are called on to produce and send to the NOA Dean's Office an expert report on the candidate's competence within a period that may not be longer than 1 month from receiving the call or decree on naming. If the report is not prepared within the deadline, the NOA Main Secretary again calls on the reviewers to produce the reports. If the reviewers unjustifiably do not submit the report within 2 weeks of the reappointment call, the habilitation commission can propose to the senate naming new reviewers.

In cases involving the first appointment of a candidate to the title of higher education teacher, the NOA Main Secretary calls on the candidate and the expert reviewers to mutually determine the topic and date of the public trial lecture. Expert reviewers prepare a special minutes (report) of the performed public trial lecture. If any of the named expert reviewers cannot attend the trial lecture, the Senate can, upon the proposal of the habilitation commission, name a substitute reviewer.

The Main Secretary sends applications of candidates for appointments to titles of higher education teachers and researchers together with the reports of the expert reviewers, opinion of students, and/or minutes on the trial lecture for review by the habilitation commission. If the report is not prepared in accordance with the criteria, upon the proposal of the habilitation commission, expert reviewers are called on to supplement the report or new reviewers are named.

The habilitation commission within 1 month forwards to the Senate an opinion on fulfilment or non-fulfilment of conditions for appointment to title. The Senate at the first session after

receiving the opinion of the habilitation commission appoints or does not appoint the candidate to title.

If the habilitation commission finds that the opinions of the reviewers for determining the candidate's professional competence are negative, it informs the Senate that the conditions for appointing the candidate to title are not met.

A candidate who was not appointed in the procedure for appointment cannot again apply for appointment to this title or for this area before the expiry of 1 year from the negative decision on their application.

The components of the decision on appointment to title, issued by the President of the Senate, are:

- introduction,
- order,
- explanation,
- instruction on legal remedy.

A full professor has a public inaugural lecture at NOA before inauguration to title.

Against the decision of the Senate there is no appeal, a lawsuit in administrative dispute is possible.

H - Procedure of Translation and Recognition of Title.

Article 37 (translation of title)

Researchers and research associates can, upon fulfilling pedagogical conditions, also be appointed to appropriate titles of higher education teachers and associates.

Upon translation from one title to another, the validity of both titles is limited by the term of appointment of the title from which the translation was carried out.

Article 38 (application for translation of title)

The candidate's application for translation must contain:

- candidate's CV with emphasis on pedagogical (or research) experience with a table of pedagogical or scientific work,
- bibliography,
- valid decision on appointment to a pedagogical or scientific title,
- opinion of the habilitation commission on determining the professional field of the title, if it involves translation of a research title into a pedagogical title.

Article 39 (description of the procedure for translation of title)

The habilitation commission checks if the application is complete and submits a proposal to the NOA Senate.

When the translation of a research title also means the first appointment to a teaching title, the candidate must also perform a public trial lecture. The habilitation commission proposes to the Senate naming expert reviewers. The report on the trial lecture is addressed to the NOA Dean's Office.

The habilitation commission can in the case of found deficiencies in fulfilling individual conditions submit a request for supplement of the application or submit a negative opinion.

The NOA Main Secretary forwards the candidate's application to the Senate for decision-making.

Article 40 (venia legendi et examinandi)

Venia legendi et examinandi is the right to conduct lectures and evaluation in a subject performed at a higher vocational, university or master's study programme.

The Senate, upon the proposal of the habilitation commission, awards the right venia legendi et examinandi to a higher education associate - assistant who has a doctorate for a period up to 1 academic year without the right to re-awarding this right to the same person.

Article 41 (procedure for obtaining the right venia legendi et examinandi)

On the proposal of the dean, the habilitation commission submits a proposal to the Senate for awarding the right venia legendi et examinandi to an assistant with a doctorate.

To the proposal are also added the following documents:

record sheet with data on the candidate, short biography (CV), candidate's short bibliography (without Points System form).

- The habilitation commission, after consideration of the proposal and forwarded documents of the candidate, submits an opinion on awarding this right and forwards to the Senate for further decision-making.
- J-Withdrawal of application, stay of procedure and extension of validity of title.

Article 42 (withdrawal, stay of procedure and extension of title)

A candidate can partially or in total withdraw their application at any time during the procedure until the service of the decision. In this case, the Senate issues a decree that the procedure is stayed.

A candidate can start the procedure for extension of the validity of the appointment term to title for the time of parental leave or for the time of longer sick leave with a written application for extension of validity of title at NOA, which issued the decision on appointment. The Senate, on

the basis of the application and attached proof, decides on extension of validity of the appointment term to title.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 43

In the text of these Criteria, terms used written in the masculine grammatical gender form are used as neutral for men and women.

Article 44 (completion of initiated procedures)

Procedures for appointment to title, started before the use of these criteria, shall end according to NOA conditions and criteria under which they were started.

Article 45 (validity of standards)

The Criteria shall enter into force the next day after adoption at the Senate session and shall be published in the NOA Higher Education Information System.

The condition of at least 50 pure citations in WOK for appointment to the title of full professor, determined in Article 23 of this regulation, shall enter into force for applications submitted after 14 April 2021. Until then, the condition of at least 20 pure citations in WOK applies.

As a pure citation when fulfilling the criteria for appointment to the title of associate professor, full professor, senior research associate or research counsellor, a citation of a scientific article published in a journal indexed in WOK or WOS or SCOPUS and which is not a self-citation shall be taken into account.

This English translation is exclusively for translation purposes. In case of conflict, the Slovene version shall prevail.