**SAMPLE 1**–Samples of applications for appointments to positions – for each individual position

***ASSISTANT PROFESSOR AND RESEARCH ASSOCIATE – first appointment***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the **first appointment** to the position of **Assistant Professor** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Research Associate**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography (SICRIS or manually-filled Bibliography Evaluation Form),
4. Certificate of suitable educational qualifications,
5. Certificate of active knowledge of a widely spoken foreign language,
6. Certificate of pedagogical qualifications,
7. Additional certificates, as indicated in the application.
8. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. **QUALITATIVE INDICATORS**
2. I have a PhD, obtained \_\_\_\_\_\_\_\_*(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*NOTE:*

*In accordance with Article 21, Paragraph 1, of the Criteria in artistic fields of study, a candidate can compensate for not possessing a doctoral degree with a degree obtained by completing a second-cycle study programme of the appropriate field of study along with having produced prominent and acclaimed works of art.*

1. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
2. I demonstrate international visibility in accordance with Article 20 of the Criteria, which is evidenced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the number of citations, membership of international academies, ~~having held~~ the position of course coordinator in undergraduate or postgraduate study programmes at universities abroad, pedagogical cooperation in conducting undergraduate or postgraduate study programmes at universities abroad or research cooperation at a university or research institution abroad; appropriate proof should be attached).*
3. I also demonstrate the following qualitative indicators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(the candidate may briefly summarize his/her recognition among the national and international expert public, etc.).*
4. **QUANTITATIVE INDICATORS**
5. From the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |
| --- | --- |
| **Number of points** | **Cumulatively** |
| **Scientific bibliographic units** | (20)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ |
| **Artistic bibliographic units** | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (0)/\_\_\_\_ |
| **TOTAL** | (20)/\_\_\_\_ |

*NOTES:*

*An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

*In accordance with Article 21, Paragraph 2 of the Criteria, candidates must demonstrate success in solving artistic problems. Absence of scientific works required for appointment to the position may be compensated for by an appropriate number of publicly presented works of art; the candidates shall fill in the table accordingly.*

1. I have published (a summary of the requirements of the Criteria is given below; the candidate should fill in/formulate and specify by name his/her bibliographic units on a case-by-case basis. In accordance with Articles 17 and 49, the candidate shall enclose with their application up to five of their most important publications in one copy or, alternatively, present up to five of their most important scientific-research, socio-economic or cultural-artistic achievements of the previous five years or of the period since their last appointment.):
2. at least three (3) research papers as the first or main author (the papers should be (specify)):
* in journals indexed in SCI, SSCI, A&HCI, OR
* in journals included in international databases, OR
* as chapters in research monographs issued by international publishing houses, OR
* in monographs, published and presented in a manner deemed by the discipline as an achievement of international acclaim AND

*NOTE: The candidate can use the following table:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COBISS – ID | Bibliographic units¹ | Year of issue | Categorization of bibliographic unit² | Number of authors | First or main³ |
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Notes:

1 The entire COBISS printout should be copied; if the bibliographic unit is not included in COBISS, it shall be filled in appropriately.

2 An appropriate categorization of the bibliographic unit should be indicated:

* SCI, SSCI, A & HCI,
* international databases,
* a chapter in research monographs issued by international publishing houses,
* monographs published and presented in a manner deemed by the discipline as an achievement of international acclaim,
* international databases from the Slovene Research Agency (ARRS) list.

3 Fill in appropriately, marked with an "X" if neither the first nor the main author.

1. out of the three (3) scientific publications, at least one (1) has been published in the past five years *(to be duly completed and the scientific work specified)* AND
2. at least one (1) research paper has been published in journals indexed in SSCI, SCI with an IF>0, or AHCI *(the papers should be specified)*; if, however, it is characteristic for the field of appointment to the position that journals indexed by SSCI, SCI with an IF>0 or AHCI are not the only reliable criterion for verifying visibility, two (2) research papers shall be published in international databases from the Slovene Research Agency (ARRS) list *(it is necessary to cite the research paper specifically).*

*NOTES:*

*In point 3, the candidate must fully substantiate that 2 of his* research papers *in international databases from the Slovene Research Agency (ARRS) replace 1 research paper from journals indexed in SSCI, SCI with an IF> 0 or AHCI.*

*The 5-year time limit referred to in point 2, subject to the meaningful application of the General Administrative Procedure Act (Official Gazette of the RS, No. 80/99 and its amendments), shall be counted from the date of submission of the candidate's application.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment, and clearly mark in their bibliography those works which are counted under several appointment fields.

1. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application the copy of the doctoral degree (PhD).

*NOTE:*

*In accordance with Article 21, Paragraph 1, of the Criteria in artistic fields of study, a candidate can compensate for not possessing a doctoral degree with a degree obtained by completing a second-cycle study programme of the appropriate field of study along with having produced prominent and acclaimed works of art.*

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

Candidates applying for appointment to the position of assistant professor for the first time shall demonstrate their pedagogical qualifications by:

* having conducted tutorials over a period of one academic year and having obtained a positive assessment of their trial public lecture, or
* having completed a pedagogical-andragogical training course and obtained a positive assessment of their trial public lecture, or
* having held lectures in their previous appointment period and obtained a positive assessment of their pedagogical qualifications for the position requested.

The candidate may attach evidence of completed pedagogical-andragogical training. The following documentation shall be deemed as suitable evidence of pedagogical-andragogical training:

- certificates of completed pedagogical-andragogical training for higher education teachers and colleagues at the University of Primorska, or certificates of completed pedagogical-andragogical training at other national and international institutions;

- certificates of completion of a state-approved study programme for continuing education, accredited in accordance with the regulations valid in the field of higher education, with pedagogical-andragogical content intended for professional associates in education or higher education teachers and associates;

- qualifications which the candidates for the appointment to the position attained by completing a higher education degree programme which ensures pedagogical qualifications at national and international universities (pedagogical, pedagogical-andragogical or special pedagogical education). These programmes are: undergraduate study programmes adopted before June 11, 2004, leading to the title of Teacher (BA) (Slo: *profesor*), or a second-cycle study programme leading to the title of Teacher (MA) (Slo: *magister profesor*).

The certificate of the trial public lecture and the student council’s opinion are provided by the professional service that manages the process.

The candidate may also highlight other possible pedagogical achievements in accordance with Article 19, Paragraph 1 of the Criteria.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***ASSISTANT PROFESSOR AND RESEARCH ASSOCIATE– reappointment***

Robert King, PhD

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University of Primorska

UP Member institution:

Office for habilitations

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for reappointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the **reappointment** to the position of **Assistant Professor** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Research Associate**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography (SICRIS or manually-filled Bibliography Evaluation Form),
4. Certificate of pedagogical qualifications,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* birth data,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **JUSTIFICATION (UTEMELJITEV)**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. **QUANTITATIVE INDICATORS**
2. From the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |  |
| --- | --- | --- |
| **Number of points** | **Cumulatively** | **In the last appointment period** |
| **Scientific bibliographic units** | (20)/\_\_\_\_ | (10)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Artistic bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (7,5)/\_\_\_\_ | (3,75)/\_\_\_\_ |
| **TOTAL** | (30)/\_\_\_\_ | (15)/\_\_\_\_ |

*NOTES:*

*An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

*In accordance with Article 21, Paragraph 2 of the Criteria, candidates must demonstrate success in solving artistic problems. Absence of scientific works required for appointment to the position may be compensated for by an appropriate number of publicly presented works of art; the candidates shall fill in the table accordingly.*

1. I have published (a summary of the requirements of the Criteria is given below; the candidate should fill in/formulate and specify by name his/her bibliographic units on a case-by-case basis. In accordance with Articles 17 and 49, the candidate shall enclose with their application up to five of their most important publications in one copy or, alternatively, present up to five of their most important scientific-research, socio-economic or cultural-artistic achievements of the previous five years or of the period since their last appointment.):
2. at least four (4) research papers (of which at least two (2) after the last appointment) as the first or main author *(the papers should be (specify))*:
* in journals indexed in SCI, SSCI, A&HCI, OR
* in journals included in international databases, OR
* as chapters in research monographs issued by international publishing houses, OR
* in monographs, published and presented in a manner deemed by the discipline as an achievement of international acclaim AND

*NOTE: The candidate can use the following table:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COBISS – ID | Bibliographic units¹ | Year of issue | Categorization of bibliographic unit² | Number of authors | First or main³ |
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Notes:

1 The entire COBISS printout should be copied; if the bibliographic unit is not included in COBISS, it shall be filled in appropriately.

2 An appropriate categorization of the bibliographic unitshould be indicated:

* SCI, SSCI, A & HCI,
* international databases,
* chapters in research monographs issued by international publishing houses,
* monographs published and presented in a manner deemed by the discipline as an achievement of international acclaim,
* International databases from the Slovene Research Agency (ARRS) list.

3 Fill in appropriately, mark with an "X" if neither the first nor the main author.

1. at least two (2) research papers have been published in journals indexed by SSCI, SCI with an IF>0, or AHCI *(the papers should be specified)*; if, however, it is characteristic for the field of appointment to the position that journals indexed by SSCI, SCI with an IF>0 or AHCI are not the only reliable criterion for assessing international visibility, three (3) research papers must be published in international databases from the Slovene Research Agency (ARRS) list *(it is necessary to cite the research paper specifically) AND*
2. I have accumulated \_\_\_\_ *(number of)* pure citations in the last ten years *(minimum three)*.

*NOTE:*

*In point 2, the candidate must fully substantiate that 3 of his* research papers *in international databases from the Slovene Research Agency (ARRS) replace 2 research papers from journals indexed in SSCI, SCI with an IF> 0 or AHCI.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment, and clearly mark in their bibliography those works which are counted under several appointment fields

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education teachers shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***ASSOCIATE PROFESSOR AND SENIOR RESEARCH ASSOCIATE – first appointment***

Robert King, PhD

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UP Member institution:

Office for habilitations

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the **first appointment** to the position of **Associate Professor** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Senior Research Associate**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography (SICRIS or manually-filled Bibliography Evaluation Form),
4. Certificate of pedagogical qualifications,
5. Proof of mentoring activity,
6. Certificate of engagement at a university or research institution abroad,
7. Certificate of conducting a research project or proof of eligibility as a leader of a research project,
8. Additional certificates, as indicated in the application.
9. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. **QUALITATIVE INDICATORS**
	1. I have a PhD, obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*NOTE:*

*In accordance with Article 21, Paragraph 1, of the Criteria in artistic fields of study, a candidate can compensate for not possessing a doctoral degree with a degree obtained by completing a second-cycle study programme of the appropriate field of study along with having produced prominent and acclaimed works of art.*

1. I demonstrate international visibility in accordance with Article 20 of the Criteria, which is evidenced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the number of citations, membership of international academies, the position of course coordinator in undergraduate or postgraduate study programmes at universities abroad, pedagogical cooperation in conducting undergraduate or postgraduate study programmes at universities abroad or research cooperation at a university or research institution abroad; appropriate proof should be attached).*
2. I lead a research project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or fulfill the conditions for being a research project leader.
3. I also demonstrate the following qualitative indicators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(the candidate may briefly summarize his/her recognition among the national and international expert public, etc.).*
4. **QUANTITATIVE INDICATORS**
5. From the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |  |
| --- | --- | --- |
| **Number of points** | **Cumulatively** | **In the last appointment period** |
| **Scientific bibliographic units** | (40)/\_\_\_\_ | (20)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Artistic bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (15)/\_\_\_\_ | (7,5)/\_\_\_\_ |
| **TOTAL** | (60)/\_\_\_\_ | (30)/\_\_\_\_ |

*NOTES:*

*An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

*In accordance with Article 21, Paragraph 2 of the Criteria, candidates must demonstrate success in solving artistic problems. Absence of scientific works required for appointment to the position may be compensated for by an appropriate number of publicly presented works of art; the candidates shall fill in the table accordingly.*

1. I have published (a summary of the requirements of the Criteria is given below; the candidate should fill in/formulate and specify by name his/her bibliographic units on a case-by-case basis. In accordance with Articles 17 and 49, the candidate shall enclose with their application up to five of their most important publications in one copy or, alternatively, present up to five of their most important scientific-research, socio-economic or cultural-artistic achievements of the previous five years or of the period since their last appointment.):
2. at least seven (7) research papers (of which at least four (4) should be published after the last appointment) as the first or main author*(the papers should be (specify))*:
* in journals indexed in SCI, SSCI, A&HCI, OR
* in journals included in international databases, OR
* as chapters in research monographs issued by international publishing houses, OR
* in monographs, published and presented in a manner deemed by the discipline as an achievement of international acclaim AND

*NOTE: The candidate can use the following table:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COBISS – ID | Bibliographic units¹ | Year of issue | Categorization of bibliographic unit² | Number of authors | First or main³ |
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Notes:

1 The entire COBISS printout should be copied; if the bibliographic unit is not included in COBISS, it shall be filled in appropriately.

2 An appropriate categorization of the bibliographic unit should be indicated:

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* international databases,
* chapters in research monographs issued by international publishing houses,
* monographs published and presented in a manner deemed by the discipline as an achievement of international acclaim,
* international databases from the Slovene Research Agency (ARRS) list.
1. Fill in appropriately, marked with an "X" if neither the first nor the main author.
2. at least three (3) research papers have been published in journals indexed in SSCI, SCI with an IF>0, or AHCI *(the papers should be specified)*; if, however, it is characteristic for the field of appointment to the position that journals indexed by SSCI, SCI with an IF>0 or AHCI are not the only reliable criterion for verifying visibility, four (4) research papers shall be published in international databases from the Slovene Research Agency (ARRS) list *(it is necessary to cite the research papers specifically) AND*
3. I have accumulated \_\_\_\_ *(number of)* pure citations in the last ten years *(minimum five)*.

*NOTE:*

*In point 2, the candidate must fully substantiate that 4 of his* research papers *in international databases from the Slovene Research Agency (ARRS) replace 3 research papers from journals indexed in SSCI, SCI with an IF> 0 or AHCI.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment and clearly mark in their bibliography those works which are counted under several appointment fields.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **PROOF OF MENTORING ACTIVITY**

The candidate should prove in the application, that they have mentored (English term: *supervised*) at least one third-cycle study programme graduate, or have otherwise contributed to the training of experts in the discipline. The candidate can demonstrate compliance with the aforementioned condition with the following contributions to the training of experts in their discipline:

* a completed mentorship in two postgraduate (post-university degree) specializations,
* a completed mentorship of a candidate who successfully transferred to a doctoral degree programme after completing their master's degree (scientific degree),
* co-mentorship of a PhD candidate who has completed their doctoral degree programme,
* co-mentorship of two candidates who have successfully transferred to a uniform doctoral degree programme after completing their master's degree (Master's Degree)
* mentorship in a completed training of a young researcher,
* completed mentorship in at least one student paper awarded with a university award or a comparable national/international prize, and/or
* the role of principle investigator in a research project or meeting the conditions for the role of principle investigator.
1. **CERTIFICATE OF ENGAGEMENT AT A UNIVERSITY OR RESEARCH INSTITUTION ABROAD**

The candidate shall provide a certificate of work at a university or research institution abroad, using a form approved by the UP. The candidate may also provide appropriate different evidence, which must, however, demonstrate functioning at an institution abroad, the exact dates of operation at the institution abroad, and must be duly confirmed by the institution.

1. **CERTIFICATE OF CONDUCTING A RESEARCH PROJECT OR EVIDENCE OF ELIGIBILITY AS A LEADER OF A RESEARCH PROJECT**

The candidate should submit the certificate of conducting a research project or evidence of eligibility as the leader of the research project (the printout of [Evaluation of bibliographic indicators of scientific performance according to the ARRS](https://www.sicris.si/search/rsr_biblio.aspx?lang=slv&id=8460)).

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***ASSOCIATE PROFESSOR AND SENIOR RESEARCH ASSOCIATE – reappointment***

Robert King, PhD

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E-mail: robert.king@upr.si

Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for reappointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for **reappointment** to the position of **Associate Professor** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Senior Research Associate**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography (SICRIS or manually-filled Bibliography Evaluation Form),
4. Certificate of pedagogical qualifications,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. **QUANTITATIVE INDICATORS**
2. From the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |  |
| --- | --- | --- |
| **Number of points** | **Cumulatively** | **In the last appointment period** |
| **Scientific bibliographic units** | (35)/\_\_\_\_ | (15)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Artistic bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (10)/\_\_\_\_ | (3,75)/\_\_\_\_ |
| **TOTAL** | (45)/\_\_\_\_ | (20)/\_\_\_\_ |

*NOTES:*

*An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

*In accordance with Article 21, Paragraph 2 of the Criteria, candidates must demonstrate success in solving artistic problems. Absence of scientific works required for appointment to the position may be compensated by an appropriate number of publicly presented works of art and the candidates shall fill in the table accordingly.*

1. I have published (a summary of the requirements of the Criteria is given below; the candidate should fill in/formulate and specify by name his/her bibliographic units on a case-by-case basis. In accordance with Articles 17 and 49, the candidate shall enclose with their application up to five of their most important publications in one copy or, alternatively, present up to five of their most important scientific-research, socio-economic or cultural-artistic achievements of the previous five years or of the period since their last appointment.):
	1. at least seven (7) research papers (of which at least four (4) should be published after the last appointment) as the first or main author*(the papers should be (specify))*:
* in journals indexed in SCI, SSCI, A&HCI, OR
* in journals included in international databases, OR
* as chapters in research monographs issued by international publishing houses, OR
* in monographs, published and presented in a manner deemed by the discipline as an achievement of international acclaim AND

*NOTE: The candidate can use the following table:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COBISS – ID | Bibliographic units¹ | Year of issue | Categorization of bibliographic unit² | Number of authors | First or main³ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Notes:

1 The entire COBISS printout should be copied; if the bibliographic unit is not included in COBISS, it shall be filled in appropriately.

2 An appropriate categorization of the bibliographic unit should be indicated:

* SCI, SSCI, A & HCI,
* international databases,
* chapters in research monographs issued by international publishing houses,
* monographs published and presented in a manner deemed by the discipline as an achievement of international acclaim,
* international databases from the Slovene Research Agency (ARRS) list.
1. Fill in appropriately, marked with an "X" if neither the first nor the main author.
2. at least three (3) research papers have been published in journals indexed in SSCI, SCI with an IF>0, or AHCI *(the papers should be specified)*; if, however, it is characteristic for the field of appointment to the position that journals indexed by SSCI, SCI with an IF>0 or AHCI are not the only reliable criterion for verifying visibility, four (4) research papers shall be published in international databases from the Slovene Research Agency (ARRS) list *(it is necessary to cite the research papers specifically) AND*
3. I have accumulated \_\_\_\_ *(number of)* pure citations in the last ten years *(minimum five)*.

*NOTE:*

*In point 2, the candidate must fully substantiate that 4 of his* research papers *in international databases from the Slovene Research Agency (ARRS) replace 3 research papers from journals indexed in SSCI, SCI with an IF> 0 or AHCI.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment and clearly mark in their bibliography those works which are counted under several appointment fields.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education teachers shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***FULL PROFESSOR AND RESEARCH COUNSELLOR***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for **appointment** to the position of **Full Professor** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Research Counsellor**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of pedagogical qualifications,
4. Proof of mentoring (English term: supervisory) activity,
5. Certificate of engagement at a university or research institution abroad,
6. Certificate of conducting a research project or proof of eligibility as a leader of a research project,
7. Additional certificates, as indicated in the application.
8. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. **QUALITATIVE INDICATORS**
2. I have a PhD, obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*NOTE:*

*In accordance with Article 21, Paragraph 1, of the Criteria in artistic fields of study, a candidate can compensate for not possessing a doctoral degree with a degree obtained by completing a second-cycle study programme of the appropriate field of study along with having produced prominent and acclaimed works of art.*

1. I demonstrate international visibility in accordance with Article 20 of the Criteria, which is evidenced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the number of citations, membership of international academies, ~~having held~~ the position of course coordinator in undergraduate or postgraduate study programmes at universities abroad, pedagogical cooperation in conducting undergraduate or postgraduate study programmes at universities abroad or research cooperation at a university or research institution abroad; appropriate proof should be attached).*
2. I lead a research project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or fulfill the conditions for being a research project leader.
3. I lead the research activity of junior associates and research groups: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (listed/ described).
4. I also demonstrate the following qualitative indicators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(the candidate may briefly summarize his/her recognition among the national and international expert public, etc.).*
5. **QUANTITATIVE INDICATORS**
6. From the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |  |
| --- | --- | --- |
| **Number of points** | **Cumulatively** | **In the last appointment period** |
| **Scientific bibliographic units** | (70)/\_\_\_\_ | (30)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Artistic bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (20)/\_\_\_\_ | (7,5)/\_\_\_\_ |
| **TOTAL** | (90)/\_\_\_\_ | (40)/\_\_\_\_ |

*NOTES:*

*An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

*In accordance with Article 21, Paragraph 2 of the Criteria, candidates must demonstrate success in solving artistic problems. Absence of scientific works required for appointment to the position may be compensated by an appropriate number of publicly presented works of art and the candidates shall fill in the table accordingly.*

1. I have published (a summary of the requirements of the Criteria is given below; the candidate should fill in/formulate and specify by name his/her bibliographic units on a case-by-case basis. In accordance with Articles 17 and 49, the candidate shall enclose with their application up to five of their most important publications in one copy or, alternatively, present up to five of their most important scientific-research, socio-economic or cultural-artistic achievements of the previous five years or of the period since their last appointment.):
	1. at least fourteen (14) research papers (of which at least seven (7) should be published after the last appointment) as the first or main author*(the papers should be (specify))*:
* in journals indexed in SCI, SSCI, A&HCI, OR
* in journals included in international databases, OR
* as chapters in research monographs issued by international publishing houses, OR
* in monographs, published and presented in a manner deemed by the discipline as an achievement of international acclaim AND

*NOTE: The candidate can use the following table:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COBISS – ID | Bibliographic units¹ | Year of issue | Categorization of bibliographic unit² | Number of authors | First or main³ |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Notes:

1 The entire COBISS printout should be copied; if the bibliographic unit is not included in COBISS, it shall be filled in appropriately.

2 An appropriate categorization of the bibliographic unit should be indicated:

* SCI, SSCI, A & HCI,
* international databases,
* chapters in research monographs issued by international publishing houses,
* monographs published and presented in a manner deemed by the discipline as an achievement of international acclaim,
* International databases from the Slovene Research Agency (ARRS) list.
1. Fill in appropriately, marked with an "X" if neither the first nor the main author.
2. at least six (6) research papers have been published in journals indexed in SSCI, SCI with an IF>0, or AHCI *(the papers should be specified)*; if, however, it is characteristic for the field of appointment to the position that journals indexed by SSCI, SCI with an IF>0 or AHCI are not the only reliable criterion for verifying visibility, eight (8) research papers shall be published in international databases from the Slovene Research Agency (ARRS) list *(it is necessary to cite the research papers specifically) AND*
3. I have accumulated \_\_\_\_ *(number of)* pure citations in the last ten years *(minimum ten)*.

*NOTE:*

*In point 2, the candidate must fully substantiate that 8 of his* research papers *in international databases from the Slovene Research Agency (ARRS) replace 6 research papers from journals indexed in SSCI, SCI with an IF> 0 or AHCI.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment and clearly mark in their bibliography those works which are counted under several appointment fields.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **PROOF OF MENTORING ACTIVITY**

The candidate should demonstrate in the application successful teaching and research engagement with students and attach evidence of mentoring (English term: *supervising*) one doctoral candidate who has completed their doctoral studies or co-mentoring two candidates who have completed their doctoral studies.

1. **CERTIFICATE OF ENGAGEMENT AT A UNIVERSITY OR RESEARCH INSTITUTION ABROAD**

The candidate shall provide a certificate of work at a university or research institution abroad, using a form approved by the UP. The candidate may also provide appropriate different evidence, which must, however, show activity at an institution abroad, the exact dates of operation at the institution abroad, and must be duly confirmed by the institution.

1. **CERTIFICATE OF CONDUCTING A RESEARCH PROJECT OR EVIDENCE OF ELIGIBILITY AS A LEADER OF A RESEARCH PROJECT**

The candidate should submit the certificate of conducting a research project or proof of eligibility as leader of the research project (the printout of [Evaluation of bibliographic indicators of scientific performance according to the ARRS](https://www.sicris.si/search/rsr_biblio.aspx?lang=slv&id=8460)).

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***LECTURER – first appointment***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the **first appointment** to the position of **Lecturer** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of suitable educational qualifications,
4. Certificate of active knowledge of a widely spoken foreign language,
5. Evidence of professional work experience,
6. Certificate of pedagogical qualifications,
7. Additional certificates, as indicated in the application.
8. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a bachelor’s degree/master’s degree/doctoral degree (PhD), obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
3. I have 5 years of successful professional work experience in the field of the position requested *(the candidate should briefly summarize their professional experience relevant to being appointed to the position requested).*
4. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application the copy of bachelor’s degree, master’s degree or doctoral degree (PhD).

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

 A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **EVIDENCE OF PROFESSIONAL WORK EXPERIENCE**

The candidate should demonstrate 5 years of successful professional work experience in the field of the position requested.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

At the candidate’s first appointment to the position of a higher education teacher, their pedagogical qualifications are established through a document certifying a successful delivery of a trial public lecture. If the candidate for the first appointment to the requested position has already been engaged in pedagogical work, as well as for any appointment to a higher rank or reappointment to the existing position, their pedagogical qualifications shall also be determined on the basis of the student-survey-based opinion on the candidate’s previous pedagogical work delivered by the student council.

The certificate of the trial public lecture and the student council’s opinion are provided by the professional service that manages the process.

The candidate may also highlight other possible pedagogical achievements in accordance with Article 19, Paragraph 1 of the Criteria.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

If the candidate has already published works, they may attach the bibliography to the application.

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***LECTURER – reappointment***

Robert King, PhD

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Slovenija

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for **reappointment** to the position of **Lecturer** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of pedagogical qualifications,
4. Additional certificates, as indicated in the application.
5. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education teachers shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

If the candidate has already published works, their bibliography may be attached to the application.

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***SENIOR LECTURER – first appointment***

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Phone No:

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UP Member institution:

Office for habilitations

Titov trg 4

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the **first appointment** to the position of **Senior** **Lecturer** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography (SICRIS or manually-filled Bibliography Evaluation Form)
4. Certificate of suitable educational qualifications,
5. Certificate of active knowledge of a widely spoken foreign language,
6. Evidence of professional work experience,
7. Certificate of pedagogical qualifications,
8. Additional certificates, as indicated in the application.
9. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a bachelor’s degree/master’s degree/doctoral degree (PhD), obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
3. I have 5 years of successful professional work experience in the field of the position requested *(the candidate should briefly summarize their professional experience relevant to being appointed to the position requested).*
4. I have a proper personal bibliography comprising publications and achievements recognized by the discipline as an appropriate method of presentation in the field of the position requested, or relevant pedagogical publications, and from the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |
| --- | --- |
| **Number of points** | **Cumulatively** |
| **Scientific bibliographic units** | (0)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (0)/\_\_\_\_ |
| **TOTAL** | (16)/\_\_\_\_ |

*NOTE:*

*An applicant who has already been appointed to a position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment and clearly mark in their bibliography those works which are counted under several appointment fields.

1. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application the copy of their bachelor’s degree, master’s degree or doctoral degree (PhD).

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

 A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **EVIDENCE OF PROFESSIONAL WORK EXPERIENCE**

The candidate should demonstrate 5 years of successful professional work experience in the field of the position requested.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

At the candidate’s first appointment to the position of a higher education teacher, their pedagogical qualifications are established through a document certifying a successful delivery of a trial public lecture. If the candidate for the first appointment to the requested position has already been engaged in pedagogical work, as well as for any appointment to a higher rank or reappointment to the existing position, their pedagogical qualifications shall also be determined on the basis of the student-survey-based opinion on the candidate’s previous pedagogical work delivered by the student council.

The certificate of the trial public lecture and the student council’s opinion are provided by the professional service that manages the process.

The candidate may also highlight other possible pedagogical achievements in accordance with Article 19, Paragraph 1 of the Criteria.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, tutoring, etc.

***SENIOR LECTURER – reappointment***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for **reappointment** to the position of **Senior** **Lecturer** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography (SICRIS or manually-filled Bibliography Evaluation Form)
4. Certificate of pedagogical qualifications,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. From the evaluation of my research, professional, artistic and educational activity I earned the following number of points *(minimum required values are indicated in brackets):*

|  |  |  |
| --- | --- | --- |
| **Number of points** | **Cumulatively** | **In the last appointment period** |
| **Scientific bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Professional bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **Educational bibliographic units** | (0)/\_\_\_\_ | (0)/\_\_\_\_ |
| **TOTAL** | (0)/\_\_\_\_ | (8)/\_\_\_\_ |

*NOTE:*

*An applicant who has already been appointed a to position and has submitted an application for appointment to an additional field of appointment shall demonstrate in their application that they have accumulated a sufficient number of points for the appointment to the title in the requested field.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY (SICRIS OR MANUALLY-FILLED BIBLIOGRAPHY EVALUATION FORM)**

The candidate should submit a quantitatively evaluated personal bibliography, either extracted from the [SICRIS](http://www.sicris.si/public/jqm/cris.aspx?lang=slv&opdescr=unip&opt=3&subopt=1) researchers’ bibliographic database or by completing the bibliography evaluation form manually. Each scientific publication can only be scored once.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, providing the number of points only for the works covered by the desired field of appointment and clearly mark in their bibliography those works which are counted under several appointment fields.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education teachers shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***HIGHER EDUCATION ASSOCIATE “ASSISTANT” – first appointment***

Robert King, PhD

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UP Member institution:

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the **first appointment** to the position of higher education associate **Assistant** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of suitable educational qualifications,
4. Certificate of active knowledge of a widely spoken foreign language,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a bachelor’s degree/master’s degree/doctoral degree (PhD), obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. I completed my studies with a grade point average of at least 8 (Very Good), as evidenced by the average of grades for all the passed exams, tutorials and other assessed study requirements.

*NOTE:*

*Candidates who have not obtained a grade point average of 8 (Very Good), must demonstrate an above-average research excellence by scientific publications or awards received, which shall be explained in their application and enclosed with appropriate certificates.*

1. My final thesis was assessed with a grade of at least 8 (Very Good) *(if prerequisite for the completion of the study programme).*
2. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided the proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
3. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application the copy of their bachelor’s degree, master’s degree or doctoral degree (PhD).

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

 A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

If the candidate has already published works, their bibliography may be attached to the application.

The candidate can highlight other achievements, such as: participation in research projects, etc.

***HIGHER EDUCATION ASSOCIATE “ASSISTANT” – reappointment (2nd appointment)***

Robert King, PhD

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University of Primorska

UP Member institution:

Office for habilitations

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment (2nd appointment)*** to the position of higher education associate **Assistant** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of completed pedagogical-andragogical training,
4. Certificate of pedagogical qualifications,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I am enrolled in doctoral studies or have completed all my master's degree study requirements apart from the master's thesis or other final obligations in post-graduate studies *(if enrolled in a master’s degree or specialisation study programme adopted before June 2004;* *the* *application must be enclosed with the appropriate certificate).*

*NOTE:*

*If a candidate applies for the appointment in the artistic field, they may prove active engagement in artistic endeavors with proof of public performances or presentations.*

1. **CERTIFICATE OF COMPLETED PEDAGOGICAL-ANDRAGOGICAL TRAINING**

The candidate must enclose evidence of completed pedagogical-andragogical training.

The following documentation shall be deemed as suitable evidence of pedagogical-andragogical training:

* certificates of completed pedagogical-andragogical training for higher education teachers and colleagues at the University of Primorska, or certificates of completed pedagogical-andragogical training at other national and international institutions;
* certificates of completion of a state-approved study programme for continuing education, accredited in accordance with the regulations valid in the field of higher education, with pedagogical-andragogical content intended for professional associates in education or higher education teachers and associates;
* qualifications which the candidates for the appointment to the position attained by completing a higher education degree programme which ensures pedagogical qualifications at national and international universities (pedagogical, pedagogical-andragogical or special pedagogical education). These programmes are: undergraduate study programmes adopted before June 11, 2004, leading to the title of Teacher (BA) (Slo: *profesor*), or a second-cycle study programme leading to the title of Teacher (MA) (Slo: *magister profesor*).
1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education associates shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

If the candidate has already published works, their bibliography may be attached to the application.

The candidate can highlight other achievements, such as: participation in research projects, tutoring, etc.

***HIGHER EDUCATION ASSOCIATE “ASSISTANT” – reappointment (3rd appointment)***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment (3rd appointment)*** to the position of higher education associate **Assistant** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of pedagogical qualifications,
4. Additional certificates, as indicated in the application.
5. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a confirmed doctoral disposition and have published one research paper, and hold a master's degree or specialisation equivalent to a master’s degree obtained by completing a study programmeme adopted before June 2004 (*the appropriate* *certificate must be enclosed with the application).*

*NOTE:*

*If a candidate applies for the appointment in the artistic field, they may prove active engagement in artistic endeavors with proof of public performances or presentations.*

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, to junior colleagues in particular, of scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education associates shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, tutoring, etc.

***HIGHER EDUCATION ASSOCIATE “ASSISTANT” – reappointment (4th appointment)***

Robert King, PhD

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UP Member institution:

Office for habilitations

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Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment (4th appointment)*** to the position of higher education associate **Assistant** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of pedagogical qualifications,
4. Additional certificates, as indicated in the application.
5. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a PhD, obtained \_\_\_\_\_\_\_\_*(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*NOTE:*

*If a candidate applies for the appointment in the artistic field, they may prove that they have produced acclaimed works of art.*

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, of junior colleagues in particular, to scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education associates shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate may enclose their bibliography with the application.

The candidate can highlight other achievements, such as: participation in research projects, tutoring, etc.

***HIGHER EDUCATION ASSOCIATE “ASSISTANT” – reappointment (5th appointment or further)***

Robert King, PhD

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University of Primorska

UP Member institution:

Office for habilitations

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Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment (5th appointment or further)*** to the position of higher education associate **Assistant** in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography,
4. Certificate of pedagogical qualifications,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria.

1. I have a PhD, obtained \_\_\_\_\_\_\_\_*(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*NOTE:*

*If a candidate applies for the appointment in the artistic field, they may prove that they have produced acclaimed works of art.*

1. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY**

The candidate shall enclose their bibliography with the application.

A candidate applying for a position in several fields of appointment shall enclose with each individual letter of application their entire bibliography, in which they shall clearly mark those works which are counted under the requested field.

1. **CERTIFICATES OF PEDAGOGICAL QUALIFICATIONS**

In terms of their pedagogical qualifications, candidates for appointment shall be assessed with regard to the following elements in particular:

* organization of their teaching work, delivering up-to-date, comprehensible and effective lectures, tutorials, seminars, consultations and examinations;
* developing laboratory setups or other specialized units supporting the teaching process;
* commitment and efficiency in introducing students to research, artistic and professional work;
* mentoring (English term: *supervision*) of bachelor’s theses, specializations, master's theses and doctoral dissertations, mentoring within supplementary or other postgraduate education, mentoring within student exchange programmes;
* attitude towards students and colleagues, introduction and promotion, of junior colleagues in particular, to scientific, artistic and professional work, publishing and public reporting on their work;
* the student council’s opinion on the candidate's teaching work;
* professional, pedagogical and methodical or didactic value of their teaching aids, especially textbooks;
* evidence of having completed an organized form of pedagogical-andragogical training.

For each reappointment, higher education associates shall obtain a positive assessment of their pedagogical qualifications for the previous appointment period.

The candidate should indicate their pedagogical achievements, and the professional service that manages the procedure should arrange to obtain the opinion of the student council on the candidate’s pedagogical work.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, tutoring, etc.

***RESEARCH TITLE »ASSISTANT«–first appointment***

Robert King, PhD

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Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the ***first appointment*** to the research position **Assistant**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of suitable educational qualifications,
4. Certificate of active knowledge of a widely spoken foreign language,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a bachelor’s degree, obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. I completed my studies with a grade point average of at least 8 (Very Good), as evidenced by the average of grades for all the passed exams, tutorials and other assessed study requirements.

*NOTE:*

*Candidates who have not obtained a grade point average of 8 (Very Good), must demonstrate an above-average research excellence by scientific publications or awards received, which shall be explained in their application, and must enclose the appropriate certificates.*

1. My final thesis was assessed with a grade of at least 8 (Very Good) *(if prerequisite for the completion of the study programme).*
2. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided the proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
3. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application the copy of their bachelor’s degree showing that they have completed a second-cycle study programme of a relevant field of study.

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

 A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate may enclose their bibliography with the application.

The candidate can highlight other achievements, such as: participation in research projects, etc.

***RESEARCH TITLE »ASSISTANT«–reappointment***

Robert King, PhD

Titov trg 4

6000 Koper

Slovenija

E-mail: robert.king@upr.si

Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment*** to the research position **Assistant**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Additional certificates, as indicated in the application.
4. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I demonstrate the ability to successfully solve scientific and research problems *(the candidate should briefly describe their achievements).*
2. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate may enclose their bibliography with the application.

The candidate can highlight other achievements, such as: participation in research projects, etc.

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***RESEARCH TITLE »ASSISTANT WITH A MASTER’S DEGREE«–first appointment***

Robert King, PhD

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E-mail: robert.king@upr.si

Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the ***first appointment*** to the research position **Assistant with a Master’s Degree**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Certificate of suitable educational qualifications,
4. Certificate of active knowledge of a widely spoken foreign language,
5. Additional certificates, as indicated in the application.
6. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a master’s degree, obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. I demonstrate successful research work *(the candidate should briefly describe their achievements and enclose the relevant certificates with the application).*
3. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
4. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application a copy of their master’s degree obtained by completing a programme adopted before 11 June 2004 *(Slo: znanstveni magisterij)*.

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

 A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate may enclose their bibliography with the application.

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, etc.

***RESEARCH TITLE »ASSISTANT WITH A MASTER’S DEGREE«–reappointment***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment*** to the research position **Assistant with a Master’s Degree**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Additional certificates, as indicated in the application.
4. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I demonstrate the ability to successfully solve scientific and research problems *(the candidate should briefly describe their achievements and enclose the relevant certificates with the application).*
2. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate may enclose their bibliography with the application.

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at universities or research institutions abroad, etc.

***RESEARCH TITLE »ASSISTANT WITH A DOCTORAL DEGREE«–first appointment***

Robert King, PhD

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Phone No:

University of Primorska

UP Member institution:

Office for habilitations

Titov trg 4

6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for the ***first appointment*** to the research position **Assistant with a Doctoral Degree**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Printout of the Personal Bibliography,
4. Certificate of suitable educational qualifications,
5. Certificate of active knowledge of a widely spoken foreign language,
6. Additional certificates, as indicated in the application.
7. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
* accurate information on the candidate's employment,
* a summary of achievements in scientific, professional, artistic and / or educational work,
* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I have a PhD, obtained \_\_\_\_\_\_\_\_ *(date)* from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(to be completed with the name of the institution that issued the document)*, in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. I have published in my field of research.
3. I demonstrate active knowledge of a widely spoken foreign language with a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the type of certificate, a copy of which must be enclosed with the application)* or I have already provided proof of active knowledge of a widely spoken foreign language at the previous election to the title of \_\_\_\_\_\_\_\_\_\_\_\_\_ at UP *(in this case, the certificate is not required)*.
4. **PRINTOUT OF THE PERSONAL BIBLIOGRAPHY**

The candidate shall enclose their bibliography with the application.

1. **CERTIFICATE OF SUITABLE EDUCATIONAL QUALIFICATIONS**

The candidate shall enclose with the application a copy of their doctoral degree (PhD).

1. **CERTIFICATE OF ACTIVE KNOWLEDGE OF A WIDELY SPOKEN FOREIGN LANGUAGE**

Evidence of knowledge of a widely spoken foreign language is only required at the first appointment to the position.

Candidates shall submit evidence of active knowledge of a widely spoken foreign language in the form of a certificate issued by an institution responsible for issuing such certificates or an internationally recognized certificate of knowledge of this language.

 A candidate who has earned a bachelor’s degree, a master's degree or a doctoral degree (PhD) from a university abroad under a programme conducted in a widely spoken foreign language and has also written their diploma thesis, master's thesis or doctoral dissertation in that language is not obliged to submit evidence of possessing active knowledge of the language.

1. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at research institutions abroad, etc.

***RESEARCH TITLE »ASSISTANT WITH A DOCTORAL DEGREE«–reappointment***

Robert King, PhD

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6000 Koper

Slovenija

Koper, 1 May 2020

SUBJECT: **Application for appointment to position**

I, the undersigned, Robert King, born on 1 January 1972 in Koper, apply for ***reappointment*** to the research position **Assistant with a Doctoral Degree**.

Robert King, PhD

Appendices:

1. Curriculum Vitae,
2. Explanation of the application,
3. Additional certificates, as indicated in the application.
4. **CURRICULUM VITAE**

The Curriculum Vitae should include the following information:

* place and date of birth,
* date of graduation, master's degree, doctorate (indicating the field),
* indication of previous elections to titles (indicating the field, date of election and the institution that issued the decision),
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* indication of awards, scholarships and attendance at international meetings and extended visits,
* indication of research projects in which the candidate has participated or led.
1. **EXPLANATION OF THE APPLICATION**

The candidate should briefly summarize and explain the fulfillment of the criteria for election to the title in accordance with the Criteria. The following summarizes the **minimum requirements** that a candidate must meet and which should be specifically present.

1. I demonstrate the ability to successfully solve scientific and research problems *(the candidate should briefly describe their achievements and enclose the relevant certificates with the application).*
2. **ADDITIONAL CERTIFICATES, AS INDICATED IN THE APPLICATION**

The candidate may enclose their bibliography with the application.

The candidate can highlight other achievements, such as: participation in research projects, visiting engagements at research institutions abroad, etc.