Annex No. 4 to the MU Directive on Habilitation Procedures and Professor Appointment Procedures

**Documents Certifying Pedagogical Experience**[[1]](#footnote-1)

in accordance with section 5, subsection 2, letter d and section 13, subsection 2, letter e of the MU directive on Habilitation Procedures and Professor Appointment Procedures

*Information may be listed for an unlimited period of time; the extent of individual items included in the list is up to the applicant.*

**i) Regular teaching conducted by the applicant**

*Teaching of courses which are required or selective in nature and which are instrumental in shaping degree programmes, fields of study or specializations.[[2]](#footnote-2)*

Lectures

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Course** | **Degree programme**[[3]](#footnote-3) | **Type of studies**  (Bachelor's, Master's, Doctoral) | **Period** **from–to**  (years) | **Number of semesters taught by the applicant** | **University** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

Class exercises and laboratory courses

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Course** | **Degree programme**[[4]](#footnote-4) | **Type of studies**  (Bachelor's, Master's, Doctoral) | **Period** **from–to**  (years) | **Number of semesters taught by the applicant** | **University** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

Seminars

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Course** | **Degree programme**[[5]](#footnote-5) | **Type of studies**  (Bachelor's, Master's, Doctoral) | **Period** **from–to**  (years) | **Number of semesters taught by the applicant** | **University** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**ii) Supervised Bachelor’s and Master’s theses**

*Bachelor’s theses*

|  |  |
| --- | --- |
| Number of successfully defended theses |  |
| Number of unsuccessfully defended theses |  |
| Number of theses in progress |  |
| **Total number of theses** |  |

*Master's theses*

|  |  |
| --- | --- |
| Number of successfully defended theses |  |
| Number of unsuccessfully defended theses |  |
| Number of theses in progress |  |
| **Total number of theses** |  |

**iii) Supervised doctoral candidates**

|  |  |  |
| --- | --- | --- |
| **1.** | Candidate's name and surname: |  |
|  | University / faculty |  |
| Field |  |
| Doctoral thesis title |  |
| Thesis status including defence year, if applicable |  |
|  | Graduate placement following completion of studies[[6]](#footnote-6) |  |

|  |  |  |
| --- | --- | --- |
| **2.** | Candidate's name and surname: |  |
|  | University / faculty |  |
| Field |  |
| Doctoral thesis title |  |
| Thesis status including defence year, if applicable |  |
|  | Graduate placement following completion of studies |  |

**iv) Membership in state examination boards (SEB), doctoral boards (DB) and doctoral committees (DC) of doctoral degree programmes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Board**  (SEB, DB, DC) | **Position** | **Type of studies**  (Bachelor's, Master's, Doctoral) | **Field of study** | **Period from–to** (years) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**v) Pedagogical works[[7]](#footnote-7)**

**Textbooks[[8]](#footnote-8)**

1. …

**Textbook texts (including textbook chapters) and other teaching aids**[[9]](#footnote-9)

1. …

**Popular science texts and activities considered significant by the applicant**[[10]](#footnote-10)

1. …

**Compilations and educational texts and presentations**[[11]](#footnote-11)

1. …

Date: Signature:

1. Annex No. 4 must be submitted in duplicate in the case of a professor appointment procedure. [↑](#footnote-ref-1)
2. Includes intensive courses and specially scheduled courses. [↑](#footnote-ref-2)
3. Or field of study accredited in accordance with a previously valid wording of the Higher Education Act. [↑](#footnote-ref-3)
4. Or field of study accredited in accordance with a previously valid wording of the Higher Education Act. [↑](#footnote-ref-4)
5. Or field of study accredited in accordance with a previously valid wording of the Higher Education Act. [↑](#footnote-ref-5)
6. Information on a supervised student's placement following his/her completion of doctoral studies, i.e. whether he/she has found application in the field or other employment, whether he/she has received awards, grants, etc. In case you are unable to locate such information, please indicate “missing information”. [↑](#footnote-ref-6)
7. Do not list publications listed in Annex no. 5. [↑](#footnote-ref-7)
8. In the case of professor appointment procedures, applicants must always list at least three works they consider most significant. [↑](#footnote-ref-8)
9. Study materials such as textbooks, e-learning materials, etc. [↑](#footnote-ref-9)
10. University of the Third Age, lecture cycle broadcast on radio or television, lectures for secondary school students, etc. [↑](#footnote-ref-10)
11. For example: scholarly articles primarily focusing on topics other than the applicant's own results, compilations of scholarly and pedagogical studies, case studies in medical fields, etc. [↑](#footnote-ref-11)