

**RULEBOOK ON THE CONDITIONS FOR ELECTION TO SCIENTIFIC-TEACHING,  
ARTISTIC-TEACHING, TEACHING AND ASSOCIATE TITLES**

(Official Gazette of the Republic of Srpska, No. 69/23)

Pursuant to Article 87, paragraph 1 of the Law on Higher Education (“Official Gazette of the Republic of Srpska”, No. 67/20) and Article 76, paragraph 2 of the Law on the Republic Administration (“Official Gazette of the Republic of Srpska”, Nos. 115/18, 111/21, 15/22, 56/22 and 132/22), the Minister of Scientific and Technological Development, Higher Education and Information Society, on 19 July 2023, hereby adopts the following

**RULEBOOK**

**ON THE CONDITIONS FOR ELECTION  
TO SCIENTIFIC-TEACHING,  
ARTISTIC-TEACHING, TEACHING  
AND ASSOCIATE TITLES**

**CHAPTER I – BASIC PROVISIONS**

Article 1

This Rulebook prescribes the conditions for election to scientific-teaching, artistic-teaching, teaching and associate titles, as well as the criteria for categorisation of scientific journals, scientific conferences, artistic representative references, and artistic categories.

Article 2

(1) Scientific-teaching and artistic-teaching titles are: Assistant Professor, Associate Professor, and Full Professor.

(2) Teaching titles are: College Lecturer and College Professor.

(3) Associate titles at the University are: Assistant, Artistic Associate, Senior Assistant, Senior Artistic Associate, and Lector.

(4) Associate titles at colleges are: Assistant and Artistic Associate.

Article 3

A person may be elected to a scientific-teaching, artistic-teaching, teaching, or associate title if he or she meets the requirements prescribed by the Law on Higher Education (hereinafter: the Law) and by this Rulebook.

Article 4

The election to a teaching title at a higher education institution shall be based on the candidate’s achieved and measurable results, which are evaluated within the following elements:

- 1) Mandatory conditions:
  1. teaching work and demonstrated teaching abilities,
  2. scientific-research or, as applicable, artistic work;
- 2) Additional conditions:
  1. professional and vocational contribution,
  2. contribution to the academic and wider community, cooperation with other higher-education, scientific-research, or, as applicable, cultural or artistic institutions in the country and abroad.

Article 5

(1) In the election to a title, only the results achieved in the last five, i.e. six years shall be taken into account, depending on the duration of the most recent election period.

(2) If the candidate is being elected to the title of Assistant Professor for the first time, all results achieved by the candidate shall be taken into account.

(3) In the case of re-election to the same scientific-teaching or artistic-teaching title, the candidate must meet all mandatory and

additional conditions required for the first election as well.

#### Article 6

(1) The procedure for election to scientific-teaching, artistic-teaching, teaching, and associate titles shall be prescribed by a general act of the higher education institution, in accordance with the Law and this Rulebook.

(2) The general act of the higher education institution referred to in paragraph (1) of this Article may express, in quantitative terms, the mandatory and additional conditions for election to scientific-teaching, artistic-teaching, teaching, and associate titles, in accordance with the Law and this Rulebook.

### CHAPTER II

#### MINIMUM CONDITIONS FOR ELECTION TO SCIENTIFIC-TEACHING TITLES AT THE UNIVERSITY

#### Article 7

A candidate may be elected to the title of Assistant Professor (Docent) if he or she meets the following conditions:

- 1) holds a scientific degree of Doctor of Science in the relevant scientific field, obtained at an accredited higher education institution;
- 2) has published at least three scientific papers in the scientific field for which the election is sought, in peer-reviewed scientific journals or proceedings, of which at least one must be published in a scientific journal of international significance or presented at an international scientific conference;
- 3) has proven teaching abilities, which shall be demonstrated by one of the following:
  1. a public lecture in the scientific field for which the election is sought;
  2. A positive evaluation by the higher education institution; or

3. a positive assessment of pedagogical work in student surveys conducted throughout the previous election period.

#### Article 8

A candidate may be elected to the title of Associate Professor if he or she meets the following conditions:

- 1) has served at least one full election period in the title of Assistant Professor;
- 2) has published at least five scientific papers in the scientific field for which the election is sought, in peer-reviewed scientific journals or proceedings, of which:
  1. at least one paper has been published in a distinguished scientific journal of international significance after election to the title of Assistant Professor; and
  2. at least one paper has been published in a scientific journal of international significance or presented at an international scientific conference after election to the title of Assistant Professor;
3. has authored at least one scientific monograph (with ISBN) in the relevant scientific field or one university textbook (with ISBN);
4. has proven teaching abilities, demonstrated by:
  - 1) a positive evaluation by the higher education institution; or
  - 2) a positive assessment of pedagogical work in student surveys throughout the entire previous election period;
5. has served as a member of a commission for the defence of a master's thesis or doctoral dissertation, or has successfully mentored a candidate at the second or third cycle of studies;
6. provides evidence of having fulfilled at least one of the three

additional conditions prescribed by this Rulebook.

#### Article 9

A candidate may be elected to the title of Full Professor if he or she meets the following conditions:

- 1) has served at least one full election period in the title of Associate Professor;
- 2) has published at least eight scientific papers in the relevant scientific field after election to the title of Associate Professor, in peer-reviewed scientific journals or proceedings, of which:
  1. at least one paper has been published in a distinguished scientific journal of international significance after election to the title of Associate Professor; and
  2. at least two papers have been published in a scientific journal of international significance or presented at an international scientific conference after election to the title of Associate Professor;
- 3) has citation records of scientific papers;
- 4) has at least two publications (with ISBN) in the relevant scientific field classified as scientific monographs or university textbooks;
- 5) has proven teaching abilities, demonstrated by:
  1. a positive evaluation by the higher education institution; or
  2. a positive assessment of pedagogical work in student surveys throughout the entire previous election period;
- 6) has served as a member of a commission for the defence of a master's thesis, a master's or doctoral dissertation, or has successfully mentored a candidate at the second or third cycle of studies;

- 7) provides evidence of having fulfilled at least two of the three additional conditions prescribed by this Rulebook.

### CHAPTER III

#### MINIMUM CONDITIONS FOR ELECTION TO ASSOCIATE TITLES AT THE UNIVERSITY

##### Article 10

A candidate may be elected to the title of Assistant if he or she has completed the first cycle of studies in the relevant field, earning at least 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent.

##### Article 11

A candidate may be elected to the title of Senior Assistant if he or she:

- 1) has completed the second cycle of studies in the relevant field, achieving a minimum average grade of 8.0 in both the first and second cycles of studies, or
- 2) holds the academic title of Master of Science in the relevant field, with a minimum average grade of 8.0 in both undergraduate and postgraduate studies, or the equivalent.

##### Article 12

A candidate may be elected to the title of Lector if he or she has published professional and scientific papers and has:

- 1) completed the second cycle of studies, achieving a minimum average grade of 8.0 in both the first and second cycles of studies, or the equivalent, or
- 2) obtained the academic title of Master of Science with a minimum average grade of 8.0 in both undergraduate and postgraduate studies, or the equivalent.

### CHAPTER IV

MINIMUM CONDITIONS FOR ELECTION  
TO ARTISTIC-TEACHING AND  
ARTISTIC-ASSOCIATE TITLES AT THE  
UNIVERSITY

Article 13

A candidate may be elected to the title of Assistant Professor if he or she:

- 1) has completed at least the second cycle of studies in the relevant field;
- 2) has three representative references in the artistic field for which the election is sought;
- 3) has demonstrated teaching abilities, as evidenced by:
  1. a trial lecture in the artistic field for which the election is sought, or
  2. a positive evaluation by the higher education institution, or
  3. a positive evaluation of pedagogical work in student surveys conducted during the previous election period.

Article 14

A candidate may be elected to the title of Associate Professor if he or she:

- 1) has served at least one election period in the title of Assistant Professor;
- 2) has five representative references in the artistic field for which the election is sought, from at least two different categories;
- 3) has supervised two final theses at any study level, or holds one representative reference in the relevant artistic field if supervision is not possible under the study programme;
- 4) has a positive evaluation of pedagogical work in student surveys during the previous election period;
- 5) has demonstrated international cooperation with universities and relevant institutions in higher education, culture, and the arts.

Article 15

A candidate may be elected to the title of Full Professor if he or she:

- 1) has served at least one election period in the title of Associate Professor;
- 2) has eight representative references in the artistic field for which the election is sought, from at least three different categories;
- 3) has supervised four final theses at all study levels, or holds two representative references in the relevant artistic field if supervision is not possible under the study programme;
- 4) has a positive evaluation of pedagogical work in student surveys during the previous election period;
- 5) has demonstrated international cooperation with universities and relevant institutions in higher education, culture, and the arts.

Article 16

A candidate may be elected to the title of Artistic Associate if he or she:

- 1) has completed the first cycle of studies in the relevant field, earning at least 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent; and
- 2) has at least three artistic works presented at collective exhibitions or performances.

Article 17

A candidate may be elected to the title of Assistant if he or she has completed the first cycle of studies in the relevant field, earning at least 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent.

Article 18

A candidate may be elected to the title of Senior Artistic Associate if he or she:

- 1) has completed the second cycle of studies in the relevant field, achieving a minimum average grade of 8.0 in both the first and second cycles of studies, or the equivalent; and
- 2) has publicly presented artistic works.

#### Article 19

A candidate may be elected to the title of Senior Assistant if he or she:

- 1) has completed the second cycle of studies in the relevant field, achieving a minimum average grade of 8.0 in both the first and second cycles of studies, or the equivalent, or has completed the first cycle with at least 240 ECTS credits and an average grade of 8.0, or the equivalent; and
- 2) has publicly presented artistic works.

### CHAPTER V

#### MINIMUM CONDITIONS FOR ELECTION TO TEACHING AND ASSOCIATE TITLES AT A HIGHER EDUCATION SCHOOL

#### Article 20

A candidate may be elected to the title of Lecturer if he or she:

- 1) has completed the second cycle of studies in the relevant field with a minimum average grade of 8.0 in both the first and second cycles of studies, or holds the academic degree of Master of Science in the relevant field with a minimum average grade of 8.0 in undergraduate studies, or the equivalent;
- 2) has demonstrated teaching performance, as evidenced by:
  1. a trial lecture in the field for which the election is sought, positively assessed by the higher education institution in accordance with its general act, or

2. a positive evaluation of pedagogical work in student surveys conducted during the entire previous election period, or
3. at least two published scientific papers in the field for which the election is sought, published in peer-reviewed scientific journals or conference proceedings.

#### Article 21

A candidate may be elected to the title of Professor at a Higher Education School if he or she meets the following conditions:

- 1) holds a scientific degree of Doctor of Science in the relevant field, obtained at an accredited higher education institution;
- 2) has published at least three scientific papers in the relevant field in peer-reviewed scientific journals or conference proceedings; and
- 3) has demonstrated teaching competence, as evidenced by a positive evaluation of pedagogical work in student surveys conducted during the entire previous election period.

#### Article 22

A candidate may be elected to the title of Assistant at a Higher Education School if he or she has completed the first cycle of studies in the relevant field, earning at least 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent.

### CHAPTER VI

#### MINIMUM CONDITIONS FOR ELECTION TO TEACHING AND ASSOCIATE TITLES IN THE FIELD OF ARTS AT A HIGHER EDUCATION SCHOOL

#### Article 23

A candidate may be elected to the title of Lecturer at a Higher Education School if he or she meets the following conditions:

- 1) has completed at least the first cycle of studies in the relevant field, earning a minimum of 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent;
- 2) has publicly presented artistic works; and
- 3) has demonstrated teaching competence, as evidenced by:
  1. a trial lecture in the field for which the election is sought, positively assessed by the higher education institution in accordance with its general act, or
  2. a positive evaluation of pedagogical work in student surveys conducted during the entire previous election period.

#### Article 24

A candidate may be elected to the title of Professor at a Higher Education School if he or she meets the following conditions:

- 1) has completed the second cycle of studies in the relevant field with a minimum average grade of 8.0 in both the first and second cycles of studies, or the equivalent;
- 2) has publicly presented artistic works; and
- 3) has demonstrated teaching competence, as evidenced by a positive evaluation of pedagogical work in student surveys conducted during the entire previous election period.

#### Article 25

A candidate may be elected to the title of Artistic Associate at a Higher Education School if he or she meets the following conditions:

- 1) has completed the first cycle of studies in the relevant field, earning at least 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent; and

- 2) has at least three artistic works presented at collective exhibitions or performances.

#### Article 26

A candidate may be elected to the title of Assistant at a Higher Education School if he or she has completed the first cycle of studies in the relevant field, earning at least 240 ECTS credits and achieving a minimum average grade of 8.0, or the equivalent.

### CHAPTER VII

#### ADDITIONAL CONDITIONS FOR THE ELECTION OF CANDIDATES TO SCIENTIFIC-TEACHING AND ARTISTIC-TEACHING TITLES AT THE UNIVERSITY

#### Article 27

Additional conditions for election to the titles of Associate Professor and Full Professor, in accordance with Article 4, point (2) of this Rulebook, are as follows:

- 1) Professional and expert contribution, which includes:
  1. authorship or co-authorship of an expert report or study,
  2. leadership or participation in a scientific-research, expert, or artistic project,
  3. innovation or authorship/co-authorship of a patent or technical improvement, or authorship/co-authorship of an artistic project or participation in such a project,
  4. membership in the editorial board of a scientific or artistic journal or proceedings, or membership in the organizing committee of a cultural project,
  5. membership in the programme or organizing committee of a scientific conference, or membership in a professional jury of an artistic or sports event,
  6. membership in committees for professional examinations,

- specializations, sub-specializations, or professional licences,
7. membership in professional and expert bodies or associations,
  8. participation in continuing medical education programmes,
  9. preparation of professional expert reports, findings, opinions, or studies,
  10. peer review of papers in international scientific journals, review of international or national scientific projects, or curatorial work at international exhibitions.
- 2) Contribution to the academic and wider community, which includes:
    1. engagement in domestic or international scientific, expert, or artistic organisations, institutions of public importance, cultural institutions, and similar entities,
    2. participation in the drafting of legislative or strategic documents at the level of the university, the Republic of Srpska, or Bosnia and Herzegovina,
    3. participation in the preparation of professional books and journals,
    4. participation in management bodies, professional bodies, or working groups of universities, entity institutions, or local self-government bodies,
    5. participation in teaching activities outside of study programmes of higher education institutions (short study programmes, lifelong learning, courses organised by professional associations and institutions, teacher education programmes),
    6. work on the popularisation of science or art (science or art festivals, participation in radio or TV programmes, and similar activities).
  - 3) Cooperation with other higher education, scientific-research, or cultural and artistic institutions in the country and abroad, which includes:
    1. participation in academic mobility programmes, teaching, artistic, or scientific exchanges,
    2. participation in cooperation projects and programmes with other universities,
    3. engagement as a visiting professor at other higher education institutions,
    4. other forms of international cooperation (conferences, seminars, workshops, training abroad),
    5. participation in the implementation of joint study programmes,
    6. plenary lectures at international scientific conferences,
    7. postdoctoral studies abroad,
    8. awards or recognitions received by students abroad under the candidate's mentorship,
    9. mentorship of students participating in cultural life abroad.

#### Article 28

(1) The additional conditions referred to in Article 27 of this Rulebook shall be proven by appropriate evidence, such as a decision, ruling, certificate, or other relevant document.

(2) For membership in management bodies of associations, institutions, or other organisations, it is necessary to provide a certificate issued by those organisations or a link to their official website clearly confirming the candidate's participation.

(3) For participation in programme or organising committees of conferences, it is necessary to provide confirmation of participation or a link to the organisation's official website clearly confirming the candidate's role.

#### CHAPTER VIII

CRITERIA FOR THE CATEGORIZATION  
OF SCIENTIFIC JOURNALS AND  
SCIENTIFIC CONFERENCES FOR  
ELECTION TO SCIENTIFIC-TEACHING  
TITLES AT THE UNIVERSITY AND  
TEACHING TITLES AT HIGHER  
EDUCATION SCHOOLS

Article 29

For determining the conditions for election to scientific-teaching, teaching, and associate titles, while taking into account the specific characteristics of scientific fields and disciplines, the following categorized publications and conferences shall be considered:

- 1) distinguished scientific journals of international significance,
- 2) scientific journals of international significance,
- 3) scientific journals of national significance,
- 4) scientific conferences of international significance.

Article 30

(1) A distinguished scientific journal of international significance is a journal indexed in the international citation database Web of Science (WoS) and referenced in the following citation indexes:

1. Science Citation Index Expanded (SCI-E),
2. Social Sciences Citation Index (SSCI),
3. Arts and Humanities Citation Index (A&HCI).

(2) In addition to journals referred to in paragraph (1) of this Article, distinguished scientific journals of international significance shall also include journals indexed in the international citation database Scopus, within the first two quartiles (Q1 and Q2).

Article 31

(1) A scientific journal of international significance is a journal indexed in the Scopus citation database.

(2) A scientific journal of international significance in the field of social sciences and humanities is a journal indexed in one of the following citation databases:

- 1) Scopus,
- 2) DOAJ (Directory of Open Access Journals),
- 3) the List of Scientific Journals of the Higher Attestation Commission (VAK) of the Ministry of Science and Higher Education of the Russian Federation.

Article 32

A scientific journal of national significance means a republic-level scientific journal of the first and second category, which—under the provisions of the rulebook governing the publication of scientific publications of the Republic of Srpska—is defined as a periodical publication.

Article 33

In cases where a journal may be classified into different categories within the same database or across multiple databases, the higher category into which the journal is classified shall be taken into account.

Article 34

(1) A scientific conference of international significance is a conference whose proceedings are indexed in international citation databases and referenced in citation indexes such as Web of Science (WoS), SJR, Scopus, or ERIH+.

(2) A scientific conference of international significance shall also include a conference of the first or second category, in accordance with the Rulebook on Criteria for the Implementation and Financing of Scientific Conference Programs.

(3) The proceedings of a scientific conference referred to in paragraphs (1) and (2) of this Article shall be a publication issued by the organizer of the conference, independently or in cooperation with a publisher or a journal, in accordance with the rulebook governing the publication of scientific publications.

#### Article 35

(1) A university textbook is a teaching resource, that is, a peer-reviewed publication systematically presenting the course material defined by the syllabus of a subject.

(2) A university textbook is considered a primary textbook, except in the fields of natural sciences, engineering and technology, medical and health sciences, and agricultural sciences, where a university textbook may also include a practicum or collection of exercises.

(3) The suitability of a university textbook, practicum, or collection of exercises for election to a title shall be determined by the Senate of the university, in accordance with the Law, taking into account the scientific field, number of co-authors, volume, reviews, and other criteria.

#### Article 36

(1) A scientific monograph is a publication that scientifically, systematically, comprehensively, and exhaustively addresses a specific problem, topic, subject, person, or event, in a single volume or in several volumes published simultaneously or within a predetermined period.

(2) A scientific monograph must:

- 1) meet bibliographic standards,
- 2) be peer-reviewed by two or more reviewers with references in the thematic area of the monograph, at least one of whom is not employed at the same institution or organization as the author,

3) have a minimum length of 80 pages per author (measured as 1,800 characters per page, excluding spaces), and

4) contain at least five self-citations of works by each author as prescribed for particular monograph categories.

(3) The following shall not be considered scientific monographs within the meaning of paragraph (1) of this Article: conference proceedings, final or other reports on research tasks and projects (even in compiled form), or doctoral dissertations not prepared and subsequently published as books.

#### Article 37

(1) Citation count, in accordance with Article 9 paragraph (1) item 3 of this Rulebook, shall mean a minimum of five hetero-citations.

(2) Hetero-citations are citations where other authors cite the works of the candidate for election to a title, in scientific journals, peer-reviewed conference proceedings, scientific monographs, scientific books, or peer-reviewed university textbooks.

(3) Proof of citation count must be provided by an official certificate from the competent organization, an online link, or another form of documentation clearly confirming the citation.

(4) Article 5 paragraph (1) of this Rulebook shall not apply to citation count.

### CHAPTER IX

#### CRITERIA FOR THE CATEGORIZATION OF REPRESENTATIVE ARTISTIC REFERENCES AND ARTISTIC CATEGORIES FOR ELECTION TO ARTISTIC-TEACHING AND ARTISTIC-ASSOCIATE TITLES AT THE UNIVERSITY

#### Article 38

For determining the conditions for election to artistic-teaching and artistic-associate titles, taking into account the specific characteristics of artistic fields and artistic disciplines, the

following categorized items shall be considered:

- 1) artistic categories,
- 2) representative artistic references.

#### Article 39

(1) Artistic categories, in accordance with Articles 13 to 19 of this Rulebook, are:

- 1) representative artistic activity,
- 2) personal awards and recognitions,
- 3) pedagogical and professional activity,
- 4) professional-artistic activity.

(2) Representative artistic references classified into the corresponding artistic categories are:

- 1) for the field of musical art:
  1. artistic works in the field of music (compositional creation) performed at concerts in the country and abroad,
  2. artistic works in the field of music performed at festivals in the country and abroad – soloist at a concert (a complete work performed) with a symphony or chamber orchestra, soloist in a vocal-instrumental work, full-length concert, recital, role in an opera performance,
  3. concerts and opera performances in the country and abroad (performing activity), concerts and opera performances at festivals in the country and abroad,
  4. master classes, seminars, workshops, and public lectures in the country and abroad,
  5. participation in music competitions in the country and abroad, participation in the work of juries at music competitions of national and international character,
  6. awards and recognitions for artistic work,

7. published theoretical or textbook works in the country and abroad (books and professional periodicals), published CD (with review);

- 2) for the field of dramatic arts:
  1. public performance of an artistic work in regular repertoire (theatrical performance – author's or leading role, film or television work, authorial design achievement),
  2. public performance of an artistic work at showcases and festivals,
  3. participation in or leading of special artistic courses, seminars, or master workshops in the country and abroad,
  4. participation in the work of juries at domestic and foreign festivals,
  5. awards and recognitions for artistic work in the country and abroad,
  6. published theoretical or textbook works in the country and abroad (books and professional periodicals);
- 3) for the field of fine arts:
  1. public presentation of an artistic work at solo exhibitions,
  2. public presentation of an artistic work at collective juried exhibitions and manifestations,
  3. participation in or leading of special artistic courses, seminars, or master workshops in the country and abroad,
  4. participation in domestic or international competitions of artistic works,
  5. participation in the work of juries at domestic and foreign exhibitions, competitions, and manifestations,
  6. awards and recognitions for artistic work in the country and abroad,

7. published theoretical or textbook works in the country and abroad (books and professional periodicals).

#### Article 40

Upon the entry into force of this Rulebook, the Rulebook on the Conditions for Election to Scientific-Teaching, Artistic-Teaching, Teaching, and Associate Titles (“Official Gazette of the Republic of Srpska”, No. 2/22) shall cease to be valid.

#### Article 41

This Rulebook shall enter into force on the eighth day following its publication in the Official Gazette of the Republic of Srpska.

Number: 19.040/020-1863-4/23

Dated: 19 July 2023

Banja Luka

Minister,

Dr Željko Budimir, signed