



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

Documents Certifying Pedagogical Experience¹

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

Lectures

	Course	Degree programme 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	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	Type of studies (Bachelor's, Master's, Doctoral)	Period from–to (years)	Number of semesters taught by the applicant	University
1.						

¹ Annex No. 4 must be submitted in duplicate in the case of a professor appointment procedure.

² Includes intensive courses and specially scheduled courses.

³ Or field of study accredited in accordance with a previously valid wording of the Higher Education Act.

⁴ Or field of study accredited in accordance with a previously valid wording of the Higher Education Act.

⁵ Or field of study accredited in accordance with a previously valid wording of the Higher Education Act.

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	

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 ⁷	

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".

⁷ 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".

iv) Membership in state examination boards (final, advanced Master's, doctoral; 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) Textbooks

[1] ...

vi) Textbook texts (including textbook chapters) and other teaching aids⁸

[1] ...

vii) Popular science texts and activities considered significant by the applicant⁹

[1] ...

viii) Compilations and educational texts and presentations¹⁰

[1] ...

Date:

Signature:

⁸ Study materials such as textbooks, e-learning materials, etc.

⁹ University of the Third Age, lecture cycle broadcast on radio or television, lectures for secondary school students, etc.

¹⁰ 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.