Proposal for Initiating Habilitation Procedure

Name and surname, including academic degrees:   
Date of birth:  
Permanent residence address:  
Field of Habilitation Procedure: Business Economics and Management   
Original title of the Habilitation Thesis:

Type of Habilitation Thesis in accordance with Article 2 par. (2) of the Dean’s Directive:

a) written thesis introducing new scholarly or scientific findings, or   
b) collection of previously published scholarly or engineering works with commentary, or  
c) previously published monograph, introducing new scholarly or scientific findings.

Three proposed topics of habilitation lecture:

1st proposal:  
2nd proposal:   
3rd proposal:

(please, attach the abstract in the extent of at least 10 lines, on a separate sheet of paper).

Additional information required by the Ministry of Education, Youth and Sports of the Czech Republic:

Citizenship:  
Employment data:

Email:  
Phone:

In: .................. Date: ...........

Signature:

List of Appendices in accordance with the Article 2 par. (2) of the Dean’s Directive.

SELF-EVALUATION CRITERIA  
HABILITATION PROCEDURE INITIATION AT THE FE TUL – DOCUMENTATION

Name and surname:   
Institution:   
Field of habilitation: Business Economics and Management

The quality of the applicant's pedagogical and scientific research activities is assessed on the basis of the submitted documents of the Habilitation Board. The applicant must be a scientific and pedagogical expert in the field of Business Economics and Management. The minimum mandatory requirements that the applicant must meet in order to initiate the Habilitation Procedure are listed in points A.1, B.1, C.1 and D.1. In addition, it is desirable for the applicant to meet the other conditions set out in points A.2, B.2, C.2 and D.2.

**A. Pedagogical and Scholarly Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **A.1 Standard requirements** | | **Amount** | **Reality** |
| 1 | High quality pedagogical activities at a univeristy | At least 3 years, of which at least 2 years after obtaining Ph.D. degree |  |
| 2 | Supervising diploma theses | at least 10 successfully defended theses |  |
| 3 | Writing reviews on diploma theses | |  |
| 4 | Membership in Board of Examiners at Final State Examinations | |  |
| 5 | Project manager / team member for educational, innovative or development projects | |  |
| **A.2 Other activities worthy of consideration** | | | |
| 1 | Participation in implementing of a new concept of a discipline or a subject, or a new methodical approach to the subject, or introduction of a new study programme or subject | |  |
| 2 | Subject guarantor | |  |
| 3 | Authorship of university teaching texts | |  |
| 4 | Authorship of other teaching aids and study support (case studies, film, software, video, e-learning support courses) | |  |
| 5 | Management and organization of major educational and qualification programmes | |  |
| 6 | International pedagogical activities 1 | |  |

**B. Scientific and Research Activities**

|  |  |  |
| --- | --- | --- |
| **B.1 Standard requirements** | | **Reality** |
| 1 | Investigator / member of a research team of successfully completed domestic and international scientific research projects |  |
| **B.2 Other activities worthy of consideration** | |  |
| 1 | Cooperation with practice (contract research , solving significant tasks for enterprises, or projects for state and public sector, cooperation with businesses) |  |

**C. Works Published and Scientific Contribution**

|  |  |  |  |
| --- | --- | --- | --- |
| **C.1 Standard requirements** | | **Amount** | **Reality** |
| 1 | Professional book3 or a scientific article published abroad in foreign language in the journal with IF4 higher than the IF median for the Management field in the year of publishing | 12 |  |
| 2 | Scientific article published in a scientific journal that is indexed in the database Web of Science – Journal Citation Reports with allocated non-zero IF in the year of journal’s issue | 12 |  |
| 3 | Scientific article in a journal that is recorded in the Scopus database with assigned SJR index in the year of journal’s issue or the Web of Science – Emerging Sources Citation Index database5 | 22 |  |
| 4 | Scientific article in peer-reviewed journal without citation indicator. At least two scientific articles to be published in foreign journals5 | 8 |  |
| **C.2 Other activities worthy of consideration** | | | |
| 1 | Contribution in Proceedings of an international conference in a world language, which is recorded and indexed in world-renowned databases (Web of Science – CPCI, Scopus) | |  |
| 2 | Invited talk at an international conference | |  |
| 3 | Contribution in Proceedings of an international conference published in a world language | |  |
| 4 | Contribution in Proceedings of a conference published in Czech | |  |
| 5 | A scientific article published in an expert reviewed journal | |  |
| 6 | Translation of specialized publications, stating the translator’s name | |  |
| 7 | Significant (co-)authorship of a dictionary or encyclopaedia | |  |

**D. Recognition of the Applicant’s Scientific and Pedagogical Work by Professional Public**

|  |  |  |  |
| --- | --- | --- | --- |
| **D.1 Standard requirements** | | **Amount** | **Reality** |
| 1 | Citations in publications by other authors listed in the Web of Science database or Scopus, without self-citations6 | 2 |  |
| 2 | Other citations in publications by other authors without self-citations7 | 10 |  |
| **D.2 Other activities worthy of consideration** | | | |
| 1 | Membership in programme / organizational committees of scientific conferences | |  |
| 2 | Membership in professional organizations and scientific societies | |  |
| 3 | Membership in editorial boards of professional journals | |  |
| 4 | Activities in grant agencies and commissions of scientific and research character | |  |
| 5 | Various awards of scientific work | |  |
| 6 | Membership in advisory bodies of domestic or foreign organizations | |  |

Comments:

1 The international pedagogical activities include teaching at universities abroad in a world language, preparing international educational programmes or reviews of theses of students at foreign universities.

2 The sum of the authorship shares of the applicant.

3 The professional book is defined as a monograph that contains the candidate’s initial research result. The book must be published and reviewed by at least one generally recognized expert in a particular field who is not a member of the author’s workplace. The publication must include a methodological basis and rely on existing theoretical research in the field. As for the formal aspects, the publication must include referencing to literature, the list of references, a summary in at least one the world languages, and the ISBN code. A university textbook reviewed by an independent expert, published by a nationwide publisher, and readily available in the distribution network can also be recognized as a book publication. The minimum extent of one book publication, or the corresponding sum of the applicant's authorship shares, is 11 AA.

4 Impact Factor (IF) according to the Journal Citation Reports database, Clarivate Analytics.

5 Articles in journals of a higher category can replace articles in the lower category (impacted → Scopus / Emerging Sources Citation Index → peer-reviewed), but never vice-versa.

6 Only citations within h-index in the Web of Science database or Scopus are included (without self-citations).

7 Web of Science or Scopus citations listed in D.1.1 may replace other citations in D.1.2.

DOCUMENTS CERTIFYING PEDAGOGICAL EXPERIENCE AND SCIENTIFIC QUALIFICATIONS

Name and surname:

**A.1.1 Overview of regular teaching activities** (during last 5 years including the year of the initiation of the procedure)

**a. Lectures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Subject | Bc / M.A.-M.S. / Ph.D. | Year | Hours / week | From: | To: |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**b. Seminars**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Subject | Bc / M.A.-M.S. / Ph.D. | Year | Hours / week | From: | To: |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**c. Practical classes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Subject | Bc / M.A.-M.S. / Ph.D. | Year | Hours / week | From: | To: |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**A.1.2 Supervising bachelor’s, diploma and dissertation theses** (during last 5 years including the year of the initiation of the procedure)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student’s name | Field | | Year | Thesis Bc / M.A.-M.S. / Ph.D. | | Defended / Not defended |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
|  |  | |  |  | |  |
| Total number of students: | | Sucessfully defended: | | | Not defended: | |

**A.1.3 Reviewing diploma and dissertation theses** (during last 5 years including the year of the initiation of the procedure)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s name | Field | Year | Thesis Bc / M.A.-M.S. / Ph.D. | Defended / Not defended |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**A.1.4 Membership in a Board of Examiners at Final State Examinations in Bachelor (SZB), Master (SZM) and Ph.D. study programme (i.e. SZD)** (during last 5 years including the year of the initiation of the procedure)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Commission | University | Type of study programme | Field | From: | To: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**A.1.5 List of educational, innovative or development projects** (stating the investigation share)

Project number, Project name, Provider, Year, Investigator / Team Member, Proportion (%)

**A.2.1 Participation in an introduction of a new concept of a discipline or a subject, or a new methodological approach to the subject, or the introduction of a new field or subject**

Discipline, subject, year, the candidate’s share, characteristics of the share

**A.2.2 Subject Guarantor**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Subject | Bc / M.A.-M.S. / Ph.D. | Year | Hours / week | From: | To: |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**A.2.3 List of textbooks, chapters in textbooks, teaching texts and other teaching support** (in that order and stating the author’s share)

Textbook:

AUTHOR, Title, Edition, Place of publication, Publisher, Year, Scope, ISBN, Author’s share (%)

Textbook chapters:

Teaching texts:

**A.2.4 Creating other teaching support and aids**

Case studies, films, SW, video, e-learning support – indicate the author’s share (%)

**A.2.5 Management and organization of major educational and qualification courses and programmes**

Course name, Organization, Year, Candidate’s share (%)

**A.2.6 International pedagogical activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | University | Country | Length of stay / Extent of teaching |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Statutory declaration of a direct supervisor**

I hereby certify that the above statements are true and correct to the best of my knowledge.

Workplace:

Name and signature of a direct supervisor:

In: ....................... Date: .........................

LIST OF SCIENTIFIC AND RESEARCH WORKS WITH THE SPECIFICATION OF THE APPLICANT’S SHARE

Name and surname:

**B.1 Research and development projects**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| **Project number**, Name, Provider, Recipient, Period, Position |  |

**B.2 Cooperation with the praxis**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| Contract research, solving important tasks for the public sector, cooperation with business entities |  |

**C.1.1.1 Monographs**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, Edition, Published, Publisher, Year, Scope, ISBN |  |

**C.1.1.2 Chapters in monographs**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, name of chapter, In: AUTHOR, Title, Edition, Place of publishing, Publisher, Year, pages, ISBN |  |

**C.1.2 Original scientific papers in journals with an impact factor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full citation** | **IF** | **IF median** | **Applicant’s share (%)** |
| AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN |  |  |  |

**C.1.3 Original scientific papers in peer-reviewed in journals without an impact factor - SCOPUS or EMERGING SOURCES CITATION INDEX (Web of Science) databases**

|  |  |  |
| --- | --- | --- |
| **Full citation** | **SCOPUS / ESCI** | **Applicant’s share (%)** |
| AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN |  |  |

**C.1.4 Original scientific papers in peer-reviewed journals without IF**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN |  |

**C.2.1 Original scientific papers in collections from international conferences - Web of Science or Scopus databases**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, In: EDITOR, Name of the collection, Place of publishing, Publisher, Year, Scope, ISBN/ISSN, WOK/SCOPUS |  |

**C.2.2 Invited lectures (indicating who requested them, when and where they were presented):**

**...............**

**C.2.3 Original scientific papers in collections from international conferences, published in world language**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, In: EDITOR, Name of the collection, Place of publishing, Publisher, Year, Scope, ISBN/ISSN |  |

**C.2.4 Original scientific papers in collections from conferences, published in Czech**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, In: EDITOR, Name of the collection, Place of publishing, Publisher, Scope, ISBN/ISSN |  |

**C.2.5 Scientific papers in non-peer reviewed scientific journals**

|  |  |
| --- | --- |
| **Full citation** | **Applicant’s share (%)** |
| AUTHOR, Title, Name of the journal, Year, Volume, Issue, Pages, ISSN |  |

**C.2.6 Translations of scientific publications**

**................**

**C.2.7 Significant (co-)authorship of dictionaries or encyclopædiæ**

**................**

**Statutory declaration**

I hereby certify that the above statements are true and correct to the best of my knowledge.

In: ............. Date: ...................

Signature:

ACKNOWLEDGMENT OF THE SCIENTIFIC-PEDAGOGICAL ACTIVITIES OF THE APPLICANT BY THE PROFESSIONAL PUBLIC

Name and surname:

# D.1.1 List of citations in publications of other authors (Web of Science, Scopus)

# Cited publication (exact bibliographic record).

# Citation response: 1) Citing publication (exact bibliographic record), IF/SJR

# 2) Citing publication (exact bibliographic record), IF/SJR

# D.1.2 List of citations in publications of other authors (other citations)

# Cited publication (exact bibliographic record).

# Citation response: 1) Citing publication (exact bibliographic record)

# 2) Citing publication (exact bibliographic record)

# D.2.1 Membership in program / organizing committees of scientific conferences

# Conference name, Year, Organizer, Position

# D.2.2 Membership in professional organizations and scientific societies

# Name of organization / scientific society, Member since

# D.2.3 Membership in editorial boards of professional journals

# Name of the journal, Publisher, Member since

# D.2.4 Activities in grant agencies and commissions of scientific research character

# Name of organization, Function, since

# D.2.5 Various awards for scientific work

# Characteristics of the award, Awarded by, Year

# D.2.6 Membership in advisory bodies of domestic or foreign organizations

# Name of organization, Position, since

# Statutory declaration

# I hereby certify that the above statements are true and correct to the best of my knowledge.

# In: ............. Date: ...................

Signature:

STATUTORY DECLARATION OF THE AUTHOR OF THE HABILITATION THESIS

Name and surname:

# Institution:

# Field of Habilitation Procedure: Business Economics and Management

# I declare that I have prepared my Habilitation Thesis entitled: ".............................." independently using the sources listed in the attached list of references.

# In: ............. Date: ...................

Signature: