

Directive of the Dean of the Faculty of Economics Technical University of Liberec No. 5/2016				
Title	Habilitation Procedures and Professor Appointment Procedures			
	Name	Position	Date	Signature
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For information purposes only. The Czech version of the Dean's Directive is legally binding.

Article 1 General Provisions

- (1) The habilitation procedure at the Faculty of Economics is implemented in accordance with sections [§ 71](#) and [§ 72](#) of the Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as the "Act"). The professor appointment procedure at EF, TUL is implemented in accordance with sections [§ 73](#) and [§ 74](#) of the Act. More detailed regulation of the course of the habilitation procedure and the professor appointment procedure is set out in the Regulations the Habilitation Procedures and the Professor Appointment Procedures at the Technical University of Liberec (hereinafter the "TUL Regulations") and this Directive.
- (2) At the Faculty of Economics, the Technical University of Liberec (hereinafter referred to as "EF TUL"), applications can be submitted for habilitation procedures and professor appointment procedures in the accredited Business Economics and Management field of study.

SECTION ONE HABILITATION PROCEDURE

Article 2 Habilitation Procedure Initiation

- (1) The habilitation procedure is initiated on the basis of a written proposal by the applicant to the Dean of the faculty together with the habilitation thesis and documents required by law, the TUL Regulations, and this Directive. A recommended model proposal is provided in Annex A to this Directive.
- (2) Documentation in accordance to the Act:
 - a) curriculum vitae (structured, in the extent of 1–2 pages),
 - b) certified copies of materials documenting the completion of higher education and academic degrees obtained and used by the applicant in the proposal for initiating habilitation procedure. In the case of international doctoral studies, it is necessary to present materials relevant to the recognition of education obtained abroad unless the intergovernmental agreement provides otherwise,



- c) documentation certifying pedagogical experience,
 - d) list of published scholarly or scientific works,
 - e) list of scholarly or scientific placements, (both in the Czech Republic and abroad),
 - f) additional materials documenting scientific qualifications.
- (3) Additional documentation certifying scientific qualifications:
- a) completed form of "Self-evaluation Criteria" in accordance with Annex C of this Directive,
 - b) attachments to the form of "Documents certifying pedagogical experience and scientific qualifications" in accordance with Annex E of this Directive,
 - c) original or copy of five publications that the applicant considers significant for the development of relevant scientific branch,
 - d) habilitation thesis and habilitation thesis proposition.
- (4) The applicant suggests three topics for the habilitation lectures, including a brief outline and abstract.
- (5) Habilitation thesis is:
- a) written thesis introducing new scholarly or scientific findings, or
 - b) collection of previously published scholarly or engineering works with commentary. The commentary must correspond to standard expectations in the field. At least a quarter should not be longer than five years from publication, and in the case of co-authored works, the applicant specifies a passage characterising the applicant's contribution in terms of both quality and content, or
 - c) previously published monograph introducing new scholarly or scientific findings.
- (6) To initiate the habilitation procedure, the applicant submits the documentation referred to in Article 2, par. (2) to (4) in duplicate, habilitation thesis in four copies and 40 pieces of habilitation thesis proposition in the extent of 12 to 16 pages, printed as an A5 booklet. Habilitation thesis and the habilitation thesis proposition are also submitted electronically on data storage. The documentation can be submitted in Czech, Slovak, or English.
- (7) The self-evaluation criteria of the habilitation procedure represent an only assistant tool for the assessment of the applicant's scientific and pedagogical abilities. The opinions of the Habilitation Board and Scientific Board of the EF TUL have a main say.
- (8) The presented proposal for initiation of a habilitation procedure is registered with the Dean's office. The Dean and Vice-Dean for Science and Research assess the completeness, formal and factual correctness and the quality of the documentation submitted by the applicant. Within one month, the Dean informs the applicant whether all required documentation has been included in the proposal or set a reasonable deadline to eliminate possible mistakes. If the applicant does not eliminate mistakes within the stipulated period, the Dean terminates the habilitation procedure, returns the habilitation thesis with all the documentation, and terminates the procedure justifying the decision.

- (9) Providing that the habilitation procedure is not terminated under par. 8 of this Article, the Dean submits the issue to the scientific board of the faculty together with the proposal to set up a five-member Habilitation Board. The Habilitation Board consists of professors, associate professors, and other distinguished representatives of the given or a related branch. The chair of the board must be a professor, and at least three members of the commission must be specialists from institutions outside TUL. Any co-author of the habilitation thesis must not be a member of the commission.
- (10) The habilitation procedure may be terminated at any time during its course by the Dean on the basis of a written request of the applicant. The Dean is obliged to inform the Rector, the Scientific Board of the faculty, the members of the Habilitation Board, and the external reviewers of the habilitation thesis about this fact.

Article 3

The Course of Habilitation Procedure by the Habilitation Board

- (1) The Habilitation Board members are approved by the Scientific Board.
- (2) The Dean notifies the Habilitation Board members of approving their appointment and sends them the documents necessary for the assessment of the applicant's scientific and professional as well as pedagogical competence.
- (3) The Habilitation Board designates at least three reviewers of the habilitation thesis within one month from the approval of the board. Requirements for reviewers are set by the TUL Regulations. The chairman of the board communicates the names of the reviewers in writing to the Vice-Dean for Science and Research.
- (4) The Habilitation Board sessions are chaired by a chairperson or in his or her absence by a member of the Habilitation Board authorized by him or her.
- (5) The Habilitation Board has a quorum if at least four of its members are present. The resolution is adopted if at least three of its members have voted for it. The session of the board may be conducted by correspondence or electronically, with the exception of the final secret ballot of the board on the proposal for the appointment of a candidate as an associate professor, which must take place with the personal participation of members of the commission. In justified extraordinary cases (e.g., in relation to the declaration of a state of emergency), the session may take place online. Sessions and voting of the board in the habilitation procedure may take place by videoconference. The form of negotiations and voting of the board in the habilitation procedure is decided by its chairman after discussion with the Dean. Minutes must be recorded at each habilitation board session and included in the file.
- (6) The chairman of the Habilitation Board may request the applicant to submit additional documents to prove or specify the scientific and pedagogical competence.
- (7) The Habilitation Board assesses the applicant's scientific qualification and previous pedagogical competence and experience for the relevant field within three months from the day of its approval and evaluates the level of the habilitation thesis on the basis of the reviewers' opinions. The Board votes by secret ballot on whether or not the applicant should be nominated for appointment to associate professor. If the nomination does not obtain a majority of all the members of the Board, the Board recommends that the proceedings come to a halt.



- (8) The chairman or an authorized member of the Habilitation Board submit to the Scientific Board either a proposal for the appointment of an applicant as an associate professor, i.e., for the continuation of the habilitation procedure, or a proposal to halt the reasoned procedure. The evaluation, recorded in writing, contains, in particular, a summary evaluation of the pedagogical activity, the applicant's scientific activities, the originality of the publications, a summary of the reviewers' opinions, an evaluation of the strengths and weaknesses of the proposal and a definite conclusion on the fulfillment of the requirements for appointment as an associate professor.
- (9) The Habilitation Board selects one topic of the habilitation lecture from the topics proposed by the applicant.

Article 4

The Course of Habilitation Procedure by the Faculty Scientific Board

- (1) The applicant's habilitation lecture and habilitation thesis defence take place at a public session of the faculty Scientific Board in Czech, Slovak or English. Reviewers of the habilitation thesis are invited to the session (their presence is ensured by the Vice-Dean for science and research). The day, time, and place of the habilitation lecture must be published on the public notice board of the faculty's website no later than 7 days before the session of the scientific board (provided by the secretary of the faculty).
- (2) After the proposal of the Habilitation Board is presented by the chairman of the board (or a member authorized by him or her), a habilitation lecture follows, during which the candidate proves his / her pedagogical competence. 25 minutes are set aside for the lecture.
- (3) Furthermore, the applicant briefly (in the range of about 15 minutes) and concisely introduces the scientific findings that the habilitation work brings.
- (4) Reviewers present the basic ideas of their opinions, including the conclusions, questions, and comments. The opinion of the absent reviewer is presented by the chairman of the Habilitation Board, or a member of the Habilitation Board authorized by its chairperson.
- (5) A debate follows, in which the applicant must be provided with the opportunity to comment on the opinions of reviewers, defend the habilitation thesis, and comment on his / her current scientific and pedagogical activities.
- (6) In the non-public part of the session, which follows the debate, the Scientific Board votes by secret ballot on the proposal whether the applicant should be appointed associate professor in the relevant field. Non-public parts may be attended by members of the Habilitation Board. The minutes of the voting result is recorded and signed by two scrutineers nominated by the Dean from among the members of the Scientific Board and approved by the Scientific Board at the session of the Scientific Board.
- (7) Provided that the proposal for appointment does not receive a majority of votes of all members of the Scientific Board of the faculty, the rule holds that the habilitation procedure is terminated by the Scientific Board.

- (8) If the proposal for appointment receives a majority of votes from the members of the faculty Scientific Board, it is submitted to the Rector. If the Rector does not agree with the proposal, he / she submits it with his / her justification to the TUL Scientific Board to discuss it and decide by secret ballot whether the applicant should be appointed associate professor. If the proposal for appointment does not receive a majority of votes of all members of the TUL Scientific Board, the procedure is terminated. Otherwise, the Rector appoints an associate professor on the first day of the month following the applicant's announcement that he / she is appointed associate professor.
- (9) In case of termination of the habilitation procedure, the habilitation thesis with the attached documentation are returned to the applicant. The habilitation procedure can be repeated after 12 months from the date of termination of the habilitation procedure at the earliest.

SECTION TWO PROFESSOR APPOINTMENT PROCEDURE

Article 5 Professor Appointment Procedure Initiation

- (1) In the procedure for appointment as a professor, the pedagogical and scientific qualification of the applicant, who is a prominent and recognized scientific personality in a relevant field, is proved. The precondition for the commencement of the procedure would be the previous appointment as an associate professor on the basis of the habilitation procedure if the submission of the habilitation thesis was included.
- (2) The procedure for appointment as a professor is initiated on the proposal of the applicant supported by at least two written opinions of professors of the same or related field or on the proposal of the Dean or Rector submitted to the Scientific Board of EF TUL. The proceedings may also be initiated on its own initiative by the EF TUL Scientific Board or the TUL Scientific Board.
- (3) The proposal is submitted to the Dean of the Faculty together with the requisites required by law, the TUL Regulations, and this Directive. A recommended model proposal is provided in Annex B to this Directive.
- (4) Documentation in accordance to the Act:
 - a) curriculum vitae (structured, in the extent of 1–2 pages),
 - b) certified copies of materials documenting the completion of higher education and academic degrees obtained and used by the applicant in the proposal for initiating the habilitation procedure. In the case of international doctoral studies it is necessary to present materials relevant to the recognition of education obtained abroad unless the intergovernmental agreement provides otherwise,
 - c) documentation certifying pedagogical experience,
 - d) list of published scholarly or scientific works,
 - e) list of scholarly or scientific placements, (both in the Czech Republic and abroad),
 - f) additional materials documenting scientific qualifications.
- (5) Additional documentation certifying scientific qualifications are as follows:



- a) completed form of "Self-evaluation Criteria" in accordance with Annex C of this Directive
 - b) attachments to the form of "Documents certifying pedagogical experience and scientific qualifications" in accordance with Annex E of this Directive,
 - c) positive opinions of at least two professors from the same or a related economic field to initiate the procedure and a summary of the applicant's professional contribution (in the range of about 3 pages) proving his / her contribution to the development of Business Economics and Management, including the most important creative outputs of the applicant,
 - d) proposition of the habilitation lecture.
- (6) The candidate for the commencement of the procedure for appointment as a professor submits the documents and papers referred to in Article 5 (2) and (3) in duplicate and 60 copies of the lecture propositions in the extent of 12-16 pages printed as A5 booklet. The lecture propositions contain, in particular, a summary of the applicant's professional contribution, the concept of scientific work and teaching in the relevant field, lists of the most important results of research and development, as well as professional curriculum vitae. Propositions are also submitted in electronic form on a data storage. Documents can be submitted in Czech, Slovak, or English.
- (7) The self-evaluation criteria for the appointment as a professor procedure are only an auxiliary tool for assessing the scientific and pedagogical competence of the applicant. The opinion of the evaluation committee and the Scientific Board EF TUL is decisive in the evaluation of the applicant.
- (8) The submitted proposal for the professor appointment procedure initiation is registered at the Dean's office. If the proposal does not meet all the requisites stipulated by law or if all the documents required by the TUL Regulations and this Directive are not delivered, the Dean invites the applicant in writing to eliminate the deficiencies.
- (9) The professor appointment procedure may be stopped at any time during the course by the Dean on the basis of a written request of the applicant. The Dean is obliged to inform the Rector, the Scientific Board of the Faculty, and the members of the Board about this fact.

Article 6

The Course of Professor Appointment Procedure by the Evaluation Board

- (1) To assess the proposal, the Scientific Board of EF TUL approves a five-member evaluation committee (hereinafter referred to as the "committee") composed of professors, associate professors and other distinguished experts in the relevant field or in associated fields based on the proposal of the Dean. The chairman of the commission must be a professor, at least three members must be experts associated with an institution other than TUL.
- (2) The Scientific Board approves the composition of the evaluation committee.
- (3) Sessions of the commission are chaired by its chairman, in his / her absence by a member of the commission authorized by him / her.



- (4) The commission has a quorum if at least four of its members are present. The resolution is adopted if at least three of its members have voted for it. The session of the commission may be conducted by correspondence or electronically, with the exception of the final secret ballot of the commission on the proposal for the appointment of a candidate as an associate professor, which must take place with the personal participation of members of the commission. In justified extraordinary cases (e.g., in relation to the declaration of a state of emergency), the session may take place online. Sessions and voting of the board in the habilitation procedure may take place by videoconference. The form of negotiations and voting of the commission in the procedure for appointment as a professor is decided by its chairman after discussion with the Dean. Minutes must be recorded at each habilitation board session and included in the file.
- (5) The chairman of the commission may ask the applicant to submit additional documents to prove or specify the scientific and pedagogical competence.
- (6) The commission assesses the applicant's scientific and pedagogical qualifications for the field within three months of its approval. A secret ballot is taken on the proposal as to whether the candidate should be appointed professor. If the nomination does not receive a majority of all the members of the commission, the commission recommends that the proceedings are discontinued.
- (7) The chairman or an authorized member of the commission submits to the Scientific Board either a proposal for the appointment of a candidate as a professor, i.e., for the continuation of the procedure for appointment as a professor by a lecture, or a proposal to terminate the procedure with justification. The proposal recorded in writing contains, in particular, a summary evaluation of the pedagogical activity, scientific and professional activities of the applicant, the originality of publications and projects, evaluation of the strengths and weaknesses of the proposal, and a clear conclusion on meeting the requirements for appointment as a professor.
- (8) The Scientific Board of the Faculty invites the applicant to give a lecture at its public meeting, in which he / she presents the concept of scientific work and teaching in the relevant field.

Article 7

The Course of Professor Appointment Procedure by the Scientific Board of the Faculty

- (1) The lecture takes place at a public session of the scientific council of the Faculty in Czech, Slovak, or English. Members of the commission are invited to the session. The day, time and place of the lecture must be published on the public notice board of the faculty's website no later than 7 days before the session of the Scientific Council (provided by the secretary of the faculty).
- (2) After the presentation of the commission's proposal by the chairman of the commission (or a member authorized by him / her), a public lecture follows, at which the applicant submits the concept of scientific work and teaching in the relevant field. 25 minutes are set aside for the lecture.
- (3) This is followed by a discussion of the lecture, in which the applicant must be given the opportunity to comment on his / her current scientific and pedagogical activities.



- (4) In the non-public part of the session after the end of the debate, the EF TUL Scientific Board decides by secret ballot on the proposal whether the candidate should be appointed a professor in the relevant field. Members of the evaluation committee may attend non-public parts. The minutes of the voting result are prepared and signed by two scrutineers, who are nominated by the Dean from among the members of the Scientific Board and approved by the Scientific Board at the session of the Scientific Board.
- (5) If the proposal for an appointment does not receive a majority of votes of all members of the Scientific Board of the Faculty, the Scientific Board suspends the procedure for appointment as a professor. If the procedure is terminated, the submitted materials will be returned to the applicant.
- (6) Providing that the proposal for appointment obtains a majority of votes of all members of the Scientific Board, it is forwarded to the TUL Scientific Board, which votes by secret ballot on the submission of the proposal to the Minister. If the nomination does not receive a majority of all members of the TUL Scientific board, the Scientific or Artistic Board terminates the procedure and returns the submitted materials to the applicant.
- (7) If the Minister returns the proposal for appointment as a professor, it is submitted together with the Minister's justification to the TUL Scientific Board for an opinion.
- (8) If in a secret ballot, the TUL Scientific Council agrees with the Minister's opinion, the proposal is forwarded to the stage of the procedure in which the statutory procedure was not followed.
- (9) If in a secret ballot, the TUL Scientific Board disagrees with the Minister's opinion, the proposal for the appointment of a professor is resubmitted to the Minister together with the minutes of the TUL Scientific Board.

Article 8 **Final provisions**

- (1) The Administrative Procedure Code does not apply to the habilitation procedure and the professor appointment procedure.
- (2) Within 30 days, the applicant may lodge a complaint regarding the course in the habilitation procedure to the Dean. If the Dean does not comply with the objections in the justified decision, he / she forwards them to the Rector to decide. A substantiated decision issued by the Rector is final.
- (3) Within 30 days, the applicant may lodge a complaint regarding the course in the professor appointment procedure, on which the Rector decides. A substantiated decision issued by the Rector is final.
- (4) Disclosure of data on the habilitation procedure and the professor appointment procedure is governed by Section [§ 75](#) of the Act.



Annex A
HABILITATION PROCEDURE INITIATION PROPOSAL

Name and surname, including academic degrees:

Date of birth:

Permanent residence address:

Field of study: Business Economics and Management

Original title of the habilitation thesis:

Type of habilitation thesis in accordance with Article 2, par. (5) 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:

1 proposal:

2 proposal:

3 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) and par. (3) of the Dean's Directive



Annex B
PROFESSOR APPOINTMENT PROCEDURE INITIATION PROPOSAL

Name and surname, including academic degrees:

Date of birth:

Permanent residence address:

Field of study: Business Economics and Management

Topic of professor's lecture:

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

Education (*year, academic degree, institution*):

Original title of the habilitation thesis:

Habilitation thesis defence successfully completed (date, institution):

Professors issuing supporting opinion (name, surname, academic degrees, institution, branch):

1.

2.

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

Citizenship:

Employment:

Email:

Phone:

In:

Date:

Signature:

List of Appendices in accordance with the Article 2, par. (2), and par. (3) of the Dean's Directive



Annex C
SELF-EVALUATION CRITERIA
HABILITATION PROCEDURE INITIATION AT THE EF, TUL - DOCUMENTATION

Name and surname, including academic degrees:

Institution:

Habilitation branch: 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 commission. 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 A1, B1, C1 and D1. In addition, it is desirable for the applicant to meet the other conditions set out in points A2, B2, C2 and D2.

A. Pedagogical and Scholarly Activity

A1. Standard minimal requirements		Amount	Reality
1	High quality pedagogical activities at a university	At least 3 years, of which at least 2 years after obtaining Ph.D. degree	
2	Supervising theses	At least successfully defended theses	
3	Writing reviews on submitted theses		
4	Membership in Board of Examiners at Final State Examinations		
5	Investigator / Member of a research team of educational, innovative or development projects		
A2. 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 field or subject		
2	Subject guarantor		
3	Authorship of university teaching texts		
4	Creation of other teaching aids (case studies, films, SW, video, e-learning support courses)		
5	Management and organization of major educational and qualification courses and programmes		
6	International pedagogical activities ¹		

B. Scientific and Research Activities

B1. Standard minimal requirements		Reality
1	Investigator / Member of research team of successfully completed domestic and international scientific research projects	
B2. Other activities worthy of consideration		
1	Cooperation with practice (contract research, solving significant tasks addressing the public sector, cooperation with businesses)	



C. Works Published and Scientific Contribution

C1. Standard minimal requirements		Amount²	Reality
1	Books published ³ or a scientific article published abroad in foreign language in the journal with IF ⁴ higher than the IF median for the Management field in the year of publishing	1	
2	Scientific article published in a scientific journal that is indexed in the world-renowned database Web of Science – Journal Citation Reports with allocated non-zero IF in the year of journal's issue	1	
3	Scientific article in a journal that is recorded in the Scopus database with assigned SJR index or the Web of Science – Emerging Sources Citation Index database	2	
4	Scientific article in peer-reviewed journal without citation indicator. At least two scientific articles to be published in foreign journals ⁵	8	
C2. Other activities worthy of consideration			
1	Contribution in Proceedings of an international conference, which is recorded 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

D1. Standard minimal requirements		Amount	Reality
1	Citations in publications by other authors listed in the Web of Science database or Scopus, without self-citations ⁶	2	
2	Other citations in publications by other authors without self-citations. Quota category 1 can replace citations in category 2.	10	
D2. 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 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 Numbers of publications with significant co-authorship. Significant co-authorship means at least one third of the authorship of the publication. The minimum range is of one book or a corresponding sum of the candidate's authorship, which is 11 AA.



- ³ Book publication means 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 aspect, the publication must include references to literature, the list of the sources, a summary in a world language, 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.
- 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).



Annex D
SELF-EVALUATING CRITERIA
PROFESSOR APPOINTMENT PROCEDURE INITIATION – DOCUMENTATION

Name and Surname:

Institution:

Branch: 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 evaluation committee. The candidate must be a recognized scientific and pedagogical expert in the field of business economics and management. The minimum mandatory requirements that a candidate must meet in order to initiate the procedure for appointment as a professor are set out in points A1, B1, C1 and D1. In addition, it is desirable for the candidate to meet the other conditions set out in points A2, B2, C2 and D2.

A. Pedagogical and Scholarly Activity

A.1 Standard requirements		Amount	Reality
1	High quality pedagogical activities at a university	min. 2 years of experience as an associate professor is assumed	the evaluation will be carried out by an evaluation committee
2	Introduction of a new concept of a study programme or subject, or a new methodological concept of a subject, or introduction of a new study programme or subject		
3	Subjects or study programmes guarantor		
4	Supervisor of at least two doctoral students until the successful defence of the dissertation		
A.2 Other activities worthy of consideration			
1	Writing reviewer's report on dissertation and habilitation theses		
2	Membership in habilitation commissions, or commissions for state final examinations, or in commissions for dissertation defences		
3	Authorship of university teaching texts		
4	Authorship of other teaching aids and study support (film, software, video, e-learning courses)		
5	Management and organization of major educational and qualification programmes		
6	International pedagogical activities		
7	Teaching in Ph.D. study (at least one semester course)		



B. Scientific and Research Activities

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

C. Works Published and Scientific Contribution

C.1 Standard requirements		Amount¹		Reality	
		international	Czech	international	Czech
1	Authorship of a professional book (according to the RVVI methodology) containing the results of own scientific research activities	1 ²			
2	Scientific paper in a journal with a non-zero IF	2 ³			
3	Scientific paper in a peer-reviewed journal without IF published in Scopus database with non-zero SJR	4 ³			
4	Scientific paper in a peer-reviewed journal without citation indicator IF, SJR	5 ³	10 ³		
C.2 Other activities worthy of consideration				Reality	
1	Chapter in a monography				
2	Contribution in Proceedings of an international conference, which is recorded in world-renowned databases Web of Science or Scopus				
3	Invited talk at an international conference				
4	Contribution in Proceedings of an international conference published in a world language, not recorded in the Web of Science or in Scopus				
5	Contribution in Proceedings of a conference published in Czech				
6	Scientific paper published in an expert reviewed journal				
7	Translation of specialized publication				
8	Reviewer's report on publication				
9	Other eligible outputs of research activities according to the valid methodology of evaluation of research organizations (certified methodologies, software, etc.)				
C.3 Research contribution					
1	A brief summary of the professional contribution, including a list of the most important creative outputs contributing to the development of the applicant's scientific field			the evaluation will be carried out by an evaluation committee	



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

D.1 Standard requirements		Amount	Reality
1	Citations in publications of other authors registered in world-renowned databases (Web of Science, Scopus) ⁴	20	
2	Other citations in publications by other authors	15 ⁵	
D.2 Other activities worthy of consideration (the applicant is obliged to meet at least 5 requirements from 1 to 9, at least once)			
1	Membership in scientific and academic boards of universities and faculties		
2	Membership in program committees of international conferences		
3	Membership in the commission for habilitation and professorship proceedings		
4	Membership in the branch council of doctoral studies		
5	Membership in professional organizations and scientific societies		
6	Membership in editorial boards of scientific journals		
7	Activity in grant agencies and foundations of scientific research		
8	Membership in advisory bodies and commissions of a scientific nature		
9	Various awards for scientific work		

Comments:

- ¹ Articles in journals with IF can replace articles in journals in Scopus. Articles in Scopus journals can replace articles in other peer-reviewed journals. The opposite does not apply.
- ² In case of co-authorship of several professional books, the sum of the applicant's copyright shares must be at least 1 and at the same time the corresponding sum of the applicant's copyright shares min. 11 AA.
- ³ The total sum of the author's shares must reach at least the stated value.
- ⁴ Non-self-citations that enter the h-index in the Web of Science or Scopus are included.
- ⁵ The citations in the Web of Science or Scopus mentioned in the previous comment may replace other citations. The opposite does not apply.



Annex E

Documents certifying pedagogical experience and scientific qualifications

Name and surname:

A1.1 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						

A1.2 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:

A1.3 Reviewing diploma and dissertation theses (during last 5 years including the year of the initiation of the procedure)

Student's name	Title of the thesis	University	Field	Year



A1.4 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:

A1.5 List of educational, innovative or development projects (stating the investigation share)

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

A2.1 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

A2.2 Subject Guarantor

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

A2.3 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:

A2.4 Creating other teaching support and aids

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

A2.5 Management and organization of major educational and qualification courses and programmes

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

A2.6 International pedagogical activities

Year	University	Country	Length of stay / Extent of teaching

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:

B1. Research and development projects

Full citation	Applicant's share (%)
Project number , Name, Provider, Recipient, Period, Position	

B2. Cooperation with the praxis

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

C1.1.1 Monographs

Full citation	Applicant's share (%)
AUTHOR , Title, Edition, Published, Publisher, Year, Scope, ISBN	

C1.1.2 Chapters in monographs

Full citation	Applicant's share (%)
AUTHOR , name of chapter, In: AUTHOR , Title, Edition, Published? Publisher, Year, pages, ISBN	

C1.2 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			

C1.3 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		



C1.4 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	

C2.1 Original scientific papers in collections from international conferences - Thomson Reuters (Web of Science) or Scopus databases

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

C2.2 Invited lectures (indicating who requested them, when and where they were presented):

.....

C2.3 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	

C2.4 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	

C2.5 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 encyclopaediae

.....



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:

D1.1 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

D1.2 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)

D2.1 Membership in program / organizing committees of scientific conferences

Conference name, Year, Organizer, Position

D2.2 Membership in professional organizations and scientific societies

Name of organization / scientific society, Member since

D2.3 Membership in editorial boards of professional journals

Name of the journal, Publisher, Member since

D2.4 Activities in grant agencies and commissions of scientific research character

Name of organization, Function, since

D2.5 Various awards for scientific work

Characteristics of the award, Awarded by, Year

D2.6 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:

