



## **MEASURES OF THE DEAN OF THE FACULTY OF ECONOMICS No. 117/2017**

Regulations for Habilitation Proceedings at the Faculty of Economics of USB in České Budějovice

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26. 1. 2017

### **Article 1 General Provisions**

- [1] Habilitation proceedings at the Faculty of Economics of the University of South Bohemia (further referred to only as FE USB) is according to §71 and §72 of law No. 111/1998 of the Statute book on universities and on the change and addition of other laws (further referred to only as law) and according to the rules of procedure of the Scientific Board of FE USB (further referred to only as the Scientific Board).
- [2] This measure was approved by the Scientific Board of FE on 26<sup>th</sup> January 2017.
- [3] In the habilitation proceedings, an applicant's scientific qualification is verified. This is particularly based on their habilitation thesis, its defence and other scientific and professional work, and their pedagogical qualification based on the evaluation of their habilitation lecture and previous pedagogical practice.
- [4] At FE USB it is possible to apply for a habilitation proceeding in an accredited branch of Economics and Management in the Czech, Slovak, and English languages.

### **Article 2 Starting a habilitation proceeding**

- [1] A habilitation proceeding starts on the basis of an applicant's written application which is submitted to the Dean of the Faculty together with the habilitation thesis and documents required by law and this internal directive.
- [2] A habilitation thesis means:
  - a. a written piece of work bringing new scientific knowledge ,or
  - b. a set of published scientific works completed by a unifying commentary, or
  - c. a monography published in print, which brings new scientific knowledge
  - d. the above mentioned items a,b,c, may be translated in the Czech, Slovak or English languages
- [3] Documents required by law with this directive:
  - a. a structured professional CV (1-2 pages),
  - b. officially verified copies of documents on adjusted university education and particular titles (with applicants from foreign universities and institutions an accredited diploma concerning their university education and acquired titles),
  - c. documents verifying pedagogical and professional practice,
  - d. offprints of published scientific and professional articles in reviewed scientific journals, contributions in conference collections, textbooks and teaching texts and their lists completed according to the division given in the appendix with the author's share,
  - e. a survey of quotations in other authors' works (only quotations of categories nr. 1, 2, 3, 4, 6 which cite categories nr. 1- 5 according to Scientific and research activities are



- evaluated; i.e. monography, article in the journal with IF, Article in a scientific journal placed in a world renowned database SCOPUS, contribution in a conference proceedings included in a world-renowned database),
- f. further documents verifying scientific or professional qualifications, e.g. documents on completed research projects and grants,
  - g. documents on completed scientific and professional domestic and foreign placements,
  - h. a survey of existing cooperation with FE USB, a formulation of the relationship towards FE USB and reasons for starting the proceedings at FE USB,
  - i. the suggestion of three topics for a habilitation lecture.
- [4] To commence the habilitation proceedings, the applicant will submit documents according to Article 3 in the original, their habilitation thesis in 4 copies and 40 copies of thesis theorems within 35 pages in the form of a brochure in format A5, together with the list of literature. Both the habilitation thesis and the theorems will be submitted in an electronic version, too.
- [5] Minimum requirements laid on applicants for habilitation proceedings are qualified in the appendix „Criteria for assessing scientific and pedagogical qualifications of applicants for habilitation proceedings at FE USB in České Budějovice“ (further referred to only as criteria for habilitation proceedings).
- [6] All applicant's submitted habilitation publications, as subject to the habilitation proceedings, comply with the Code of Ethics of the USB in České Budějovice.
- [7] Final recognition of the outputs in accordance with article 2 par.5 comes under the competence of the authorised habilitation board.
- [8] Criteria for habilitation proceedings represent only an auxiliary tool for assessing the scientific and pedagogical qualifications of applicants for habilitation proceedings.
- [9] If the the proposal has not got all the necessary requirements and the applicant will not remedy any faults which are noted within the terms given by the Dean, the Dean will stop the habilitation proceeding.
- [10] Unless the habilitation proceeding is stopped, the Dean will submit the issue to the Scientific Board of the Faculty, together with a proposal on the composition of a five-member habilitation board. The board consists of professors, senior lecturers and other significant representatives of a given related branch. The chairman of the board must be a professor and at least three members must be experts from a different workplace than USB in České Budějovice.
- [11] The Dean will release data concerning the start of habilitation proceedings and the terms of particular public meetings of Scientific Boards immediately on an official board as well as data concerning the termination of the proceedings. The notification about the start, progress and end of the habilitation proceedings is to be submitted to the ministry in accordance with §75 of par. 2 of the law.

### **Article 3**

#### **The progress of habilitation proceedings**

- [1] The Habilitation Committee, as approved by the Scientific Council, appoints three habilitation team opponents, two of whom may not be employees of JU or an organization whose employee is an applicant. Only one opponent can be a member of the habilitation committee at the same time. The Chairman of the Habilitation Commission will send an opponent's request for an opponent's report without undue delay.
- [2] The Habilitation Board can ask the applicant to submit additional papers, e.g. selected publications from the presented list, etc. for further checking and evaluation of activities according to the criteria of habilitation proceedings.



- [3] The Habilitation Board will assess the applicant's scientific qualification for their given branch of knowledge and their previous pedagogical practice. On the basis of the opponents' assessments it will evaluate the level of the habilitation thesis. In secret voting, the Habilitation Board will agree on a proposal for whether the applicant should be appointed as a senior lecturer. Unless the proposal for appointment receives the majority of votes of all members of the Habilitation Board, it stands that the Habilitation Board recommends to stop the habilitation proceeding. The proposal will be presented by the chairman or a member of the Habilitation Board in proxy to the Scientific Board.
- [4] The Habilitation Board will determine the theme of the habilitation lecture.
- [5] The habilitation lecture and defence of the habilitation thesis will take place in a public session of the Scientific Board in the Czech, Slovak or English languages. A part of the habilitation proceedings is an applicant's lecture for the professional public; the Habilitation Board will determine its topic by choosing from three themes proposed by the applicant. The date of this lecture will be announced to all members of the Scientific Board. The lecture will be attended by at least three members of the Habilitation Board authorized by the Chairman of the H.B. The H.B. will inform the Scientific Board during their meeting of their assessment of the level of the lecture. Following the debate in which all the applicants must be given the chance to comment on the opponents' assessments to be able to defend their theses and present their existing scientific and pedagogical activities, the Scientific Board will agree on the proposal by voting in secret as to whether an applicant is to be appointed as a senior lecturer.
- [6] Unless the proposal for appointment gains the majority of votes of all the members of the Scientific Board, it stands that the Scientific Board will discontinue the proceeding.
- [7] The proposal for the appointment to senior lecturership will be passed to the Rector by the Scientific Board.
- [8] In case of discontinuance of the habilitation proceedings, the habilitation thesis together with attached documents will be returned to the applicant.
- [9] General regulations on administrative procedure do not apply to the habilitation proceeding.
- [10] The applicant may propound objections against the procedures in the habilitation proceedings. Unless the Dean complies to the objections, he will pass them for a decision to the Rector; the Rector's decision is definitive.

#### **Article 4**

##### **The Proceedings of the Announcement of an Invalid Senior Lecturer Appointment**

- [1] The proceedings of invalidating an appointment of a senior lecturer are according to §74 of the law and the rules of the habilitation procedure of the USB in České Budějovice.
- [2] The rector announces the decision to invalidate an appointment of a senior lecturer in cases where the person whose pedagogical and scientific or artistic qualification was assessed in the habilitation procedure and led to appointing him a senior lecturer but when it has been proven that his qualification was gained:
  - a. on the basis of an intentional offence
  - b. on the basis of the intentional unauthorised use of another person's work by which he grossly violated the law concerning intellectual property protection, or other intentional conduct against good morals not stated in (a).
- [3] The rector opens the proceedings of the invalidation of a senior lecturer's appointment.
- [4] The rector appoints a five-member review board for the proceedings.
- [5] The rector appoints the members according to the following rules:
  - a. One member is appointed from the Ministry staff on the proposal of the Ministry.



- b. No more than two members of the board are to be senior lecturers or professors of the USB and none of them should come from the same department or institution as the person being the subject of the appointing procedure.
  - c. In the case where the person being the subject of the appointing procedure belongs to other university staff, one person of that university, but not from the same department or institution, is to become a board member.
  - d. One member of that board is to be appointed out of the habilitation board of the habilitation proceedings.
- [6] In secret voting, the proposal for the invalidation of a senior lecturer's appointment must receive the majority of votes of all members of the Review Board. In secret voting, the proposal for the invalidation of a senior lecturer appointment must receive all of the votes of all members of the Review Board.

#### **Article 5 Validity**

- [1] The regulation of habilitation proceedings determined by this measure of the Dean refers to habilitation proceedings started after the date of the issuing of this measure.
- [2] The Measures of the Dean No.117/2017 annuls the Measures of the Dean No. 102/2016.

doc. Ing. Ladislav Rolínek, Ph.D.  
Dean of Faculty of Economics



**Appendix –Criteria for the assessment of the scientific and pedagogical qualifications of applicants for habilitation proceedings at FE USB in České Budějovice**

**I. Scientific and research activities**

	<b>Type of activity</b>	<b>Points</b>	<b>Min.requirements</b>
1	Monography resp. chapter published by foreign publishers in a foreign language	20	-
2	Monography resp. chapter published by Czech publishers in the Czech Republic and Slovakia in a foreign language / in the Czech or Slovak languages	15/10	-
3	Article in the journal with IF	10	10
4	Article in a scientific journal placed in a world renowned database	5	20
5	Contribution in a noticed journal placed in world renowned database	2	-
6	Quotations in the journal with IF in the Web of Science / other quotations in publications 1-5 (no self-quotation)	3/0.5	4
	<b>Minimum number of points from activities 1-6 in total – activity 4 can be substituted by activity 3</b>		40
7	Other articles in journals / contributions in scientific journals Comments: substituted former activities 7,8,9,10	1/0.5	
8	Resolved internal research projects and intentions (responsible solver/co-solver) <sup>8</sup>	2/1	
9	Resolved external research projects (responsible solver/solver co-receiver/co-solver) <sup>8</sup>	10/5/3	3
10	Resolved external applied projects of contractual research (responsible solver/co-solver)	5/2	
11	Awarded patent, methodology in accordance with habilitation field	5	-
	<b>Minimum number of points for starting the proceeding in total</b> Activities 7, 8, 11 could be substituted by activities 1-6		70

**II. Pedagogical activities**

	<b>Type of pedagogical activity related to university teaching</b>	<b>Points</b>	<b>Min. requirements</b>
1	Academic and university textbooks (in foreign language/ Czech language)	15/10	-
2	Solver/co-solver of educational or developing project (e.g. FRVŠ)	8/4	-
3	Pedagogical activity in a foreign language at a university abroad (except Slovakia) - points are granted for a term	10	-
4	Lecture in a foreign language abroad (except Slovakia), e.g. within EU Erasmus projects – points are granted for the action	4	-
5	Teaching in a foreign language – points are granted for each subject taught / for a term	2	-
6	Being in charge of a defended thesis / Diploma work	2/1	10
	<b>Being in charge of a defended thesis</b>		30



<b>Applicants must have been teaching at university for 5 or more years and have reached a total minimum number of 400 teaching hours.</b>		
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#### Explanatory notes

1.- A monography presents original results of research implemented by its author or a team including the author. The monography is a non-periodical professional publication, at least 50 printed pages in length, of their own text and without a set of plates, maps etc., published in print or electronically in a publishing house with a scientific editorial office and reviewed by at least one generally respected reviewer in the relevant field (not from the authors' workplace). It concerns an exactly defined problem of a certain scientific field, and contains a formulation of identifiable and scientifically respected methodology (explicitly formulated methodological resources also in monographies aimed at applications and/or a formulation of a new methodology grounded on existing theoretical exploration in the given field). Literature references in the text, a list of literature used, a survey at least in one foreign language or note set-up and a bibliography of sources, are formal attributes of the scientific monography. The allocated code for the monography is ISBN or ISMN. Provided the monography is published in the Czech Republic, an obligatory printout must be registered in the National Library of the CR. In co-authorship, the number of points decreases according to the applicant's share (based on the number of co-authors or number of pages due to the character of the publication).

A chapter or chapters in a monography (if the monography meets the definition of result type B) applies if the entire book has only editor or in the case that the author is listed as a co-author in the whole book (on the title page, the reverse of the title sheet) and even if the co-author has minority content and he/she is the member of the authors' team with clearly mentioned main authors. However, the chapter must have some separate author or team of authors.

2.- A professional article published in a scientific periodical regardless of the publisher's state which presents original results of research and which was implemented by the author or a team including the author. According to the requirements of the publishers of the periodical, it always concerns whole texts of works divided into a structure of a scientific work (most often: survey, introduction, literary overview, material and methods, results, discussion, conclusion), with a usual way of quoting the resources, or with a note set-up, of articles of an informative character, editing materials, corrections or abstracts or surveys, howbeit published in a professional periodical. An abstract of a scientific contribution (e.g. at a conference) cannot be considered an article in a professional periodical. By a professional periodical we mean a scientific journal, which is reviewed, and published as a periodical publication in a printed or electronic version and which has an ISSN code. By a professional periodical we do not mean daily papers or a popular-science magazine. Co-work decreases the number of points to 75%, in case the author's is at the fifth or other positions. Corresponding author gains the original number of points.

3.- An article in a professional periodical included in the database of the Web of Science of Thomson Reuters companies, with an attribute "Article", "Review", "Proceedings Paper" or "Letter" and is published in a periodical whose impact factor is released annually in the database of the Journal Citation Report of Thomson Reuters companies.

4.- An article in a professional periodical included in the world renowned database of SCOPUS.



5.- The proceedings must be registered in the database of the Conference Proceedings Citation Index – Science or Social Science & Humanities (previously ISI proceedings) of Thomson Reuters companies, or in the Scopus database.

6.- English, French, German, Russian, and Spanish are considered world renowned languages.

7. - The text covers the whole relevant subject content, exceeding 100 pages. The publication is allocated an ISBN or ISMN code. Provided it is published in the CR, an obligatory copy must be registered in the National Library of the CR. In the case of co-authorship, the number of points decreases according to the applicant's share (based on the number of co-authors or number of pages due to the character of the publication).

8. - An external research project or intention is considered to be a project assigned by a different institution from which the applicant is currently working or worked at the solution time.

9. - Quotations (or reactions) are assessed in points if both the quoting and quoted outcomes belong to activities 1 – 5 in accordance with the criteria of the applicants' qualification for the habilitation proceedings (a monography, an article in the journal with IF, an article in a scientific journal placed in Scopus, the world renowned database, a contribution in a known journal placed in a world renowned database). Three points are only awarded to a quotation of outcomes in activity 3 in the case where both quoting and quoted outcomes are found as an article in the journal with IF. Other combinations of quotations in activities 1-5 (a monography quoted in an article in the Scopus database, and others) are awarded with 0.5 points (it means quotations of an article in the journal of the WOS database. An article in the journal with IF is also awarded 0.5 points).

10. – Editorial boards (or scientific boards) of publishing houses in the Czech Republic and Slovakia will be asked for assessments of monographies which are only published electronically, to prove that all formal features were completed and the transparent editorial and review procedures were followed.

11. – The journals / publications issued abroad, with their editorial offices in CR and Slovakia, are not considered as foreign.

12. - "Contribution in a journal" presents original research outcomes achieved by the author or a team of which the author is a member. The contribution is structured in a way typical for scientific work (together with an abstract and title in the English language), with typical forms of quotations (no abstracts or extended abstracts) and published in a journal. A journal is a reviewed non-periodical publication issued at a conference, seminar or symposium. It contains independent sections by many authors with a common topic or theme, and with ISBN or both ISSN and ISBN codes.

13. - Contractual research means a research activity undertaken by a research organisation which provides services of a high added value, that is, services ordered and paid for by another party where costs and adequate profit are also covered by the other party. Contractual research should result in at least one applied outcome presented in RIV. An opponent review which proves the benefit of the research to the field of development is to be submitted together with the contractual research.