



## **DEAN'S MEASURE No. 207/2021**

### **Rules of the Habilitation Procedure at the Faculty of Economics of the University of South Bohemia in České Budějovice**

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30 June 2021

#### **Article 1 General Provisions**

- 1) The habilitation procedure at the Faculty Economics of the University of South Bohemia in České Budějovice (hereafter only "FE USB") follows Sections 71 and 72 of the Act No. 111/1998 Col. on Higher Education as amended (hereafter only "Act ") and the Rules of the Procedure of the Scientific Council of FE USB (hereafter only "Scientific Council").
- 2) The Scientific Council approved this measure on 13<sup>th</sup> May 2021.
- 3) Habilitation procedures verify applicants' scientific qualifications. This is particularly based on their habilitation theses, their defence, and other scientific and professional works, and their pedagogical qualification based on the previous teaching experience and the assessment of their habilitation lectures delivered to the Scientific Council.
- 4) At the FE USB, it is possible to undertake the habilitation procedure in the program of Economics and Management in the Czech, Slovak, and English languages.

#### **Article 2 Initiation of Habilitation Procedure**

- 1) The habilitation procedure is initiated by the submission of a written initiation proposal to the Dean of the FE USB together with a habilitation thesis and all necessary supplement documents required in accordance with Section 72, paragraph 2 and 3 of the Act and this measure.
- 2) The applicant must meet the requirement of a systematic full-time teaching and scientific experience at the university level lasting at least three years or relevant part-time experience in a different legal form. In addition, the applicant has to possess the academic title Ph.D., CSc., or Dr. At the same time, the applicant should be interested in prospective systematic teaching and scientific work at the university level.
- 3) To initiate the habilitation procedure, the applicant must present the following documents:
  - a) an application form about the initiation of the habilitation procedure addressed the Dean, see Appendix 1,
  - b) a habilitation thesis,
  - c) a structured CV (1-2 pages long) signed by the applicant,
  - d) the officially verified copies of all the documents concerning the gained education and academic titles; in the case of a foreign university, also a nostrification certificate,
  - e) a confirmation of the applicant's work experience and practice,
  - f) a complete list of the applicant's published scientific papers and other scientific activities in the required structure accompanied with evidence (e.g., documents about the applicant



- involvement in scientific projects and grants, the applicant's participation in scientific and expert internships, see Appendix 2, signed by the applicant,
- g) a brief summary of the applicant's scientific benefit including a list of his/her most important publications (max. 3), signed by the applicant; the applicant presents the originals or copies of these publications which, in his/her opinion, contributed most to the development of the given scientific program,
- h) documents confirming the pedagogical and expert practice,
- i) a list of citations according to a recognized database (Web of Science and Scopus) and a list of other citations; auto-citations are excluded (see Appendix 2),
- j) a proposal of three habilitation lectures including brief annotations, see Appendix 1.
- 4) The habilitation thesis is to meet the conditions given by Section 72, paragraph 3 of the Act. A habilitation thesis is understood to be:
- a) a work elaborated for the habilitation purposes bringing new scientific findings, or
- b) a collection of at least five published scholarly publications with significant involvement of the applicant treating one scientific problem supplemented with unifying comments, or
- c) a published monography written by the applicant bringing new scientific findings.
- 5) To initiate the habilitation procedure, the applicant presents all documents listed in paragraph 3) in one original version, four issues of his/her habilitation thesis, and 40 copies of the summary of the habilitation thesis no longer than 35 pages as a booklet (format A5) including the references. The habilitation thesis and the summary are also to be submitted electronically.
- 6) After submitting the application form and all documents, the Science and Research Office of the FE USB will check the completeness of the submission. If there is any shortcoming, the applicant will be asked to rectify it. If the shortcomings are not remedied within a reasonable time period, the Dean will stop the habilitation procedure
- 7) The Habilitation Committee assesses the applicant's scientific and pedagogical qualities based on the submitted documents. Therefore, the applicant should be considered of great scientific and pedagogical importance. The standard requirements the applicant should meet are presented in Sections I. A, II. A, and III. A. Moreover, the applicant should also meet other provisions briefly listed in Sections I. B, II. B, and III. B.
- 8) The habilitation criteria represent only an auxiliary tool for the assessment of the scientific and pedagogical qualifications of applicants. The decisive assessment statement is made by the Habilitation Committee and the Scientific Council of the FE USB.

### **Article 3**

#### **Process of Habilitation Procedure**

- 1) If the submission is without shortcomings, the Dean presents the application form to the Scientific Council together with a proposal of members of a five-member Habilitation Committee, which consists of professors, associate professors, and other significant representatives of the given or relative scientific program. The chair of the Habilitation Committee is a professor; at least three members are experts working outside the University of South Bohemia in České Budějovice.
- 2) The Dean makes a public announcement of the initiation of the habilitation procedure and of the dates of the public meetings of the Scientific Council or its termination. The announcement about the initiation, the process, and its termination is also made to the Ministry of Education, Youth and Sports according to Section 75, paragraph 2 of the Act.
- 3) The Habilitation Committee, approved by the Scientific Council, assesses if the applicant meets all the criteria necessary to initiate the habilitation procedure and appoints three opponents of the habilitation thesis, two of them must not be either employee of the University of South Bohemia in České Budějovice or other organizations of which the applicant is an employee. Only one of the opponents may also be a member of the



Habilitation Committee. The chair of the Habilitation Committee addresses the opponents, without undue delay, to elaborate their reviews of the thesis.

- 4) The Habilitation Committee may ask the applicant to present other documents, e. g., some publications from the presented list, to check the assessment of the activities considered in the habilitation procedure.
- 5) The Habilitation Committee sets the topic of the habilitation lecture, which is then presented to the Scientific Council. The applicant submits the lecture summary no more than two pages long to the Science and Research Office no later than two weeks prior to the Scientific Council meeting at which the lecture is presented.
- 6) The Habilitation Committee assesses the scientific quality of the applicant in the given program and his/her pedagogical experience. Based on the opponents' reviews, the Habilitation Committee also assesses the habilitation thesis's quality and decides in a secret ballot if the applicant should be appointed associated professor. If the majority of the members are against it, the Habilitation Committee recommends terminating the habilitation procedure. Finally, the Habilitation Committee prepares a clearly justified proposal about the appointment in which the applicant's scientific qualities, his/her pedagogical experience, and his/her contributions to the given scientific program are emphasized. The proposal is presented by the Committee chair or another Committee member to the Scientific Council.
- 7) The habilitation lecture is delivered publicly during a meeting of the Scientific Council in the Czech, Slovak, or English language. At least three members of the Habilitation Committee are to be present. In case of negative reviews on the thesis, at least one of the opponents is to be present.
- 8) Firstly, the Committee chair introduces the applicant to the Scientific Council and makes the auditorium acquainted with the applicant's scientific background. Then, the applicant delivers his/her habilitation lecture followed by a discussion. After this discussion, the applicant is given time to comment on the opponents' reviews, comment on the lecture assessment, and defend his/her habilitation thesis. It is followed by a non-public close discussion of the Scientific Council when there is a secret ballot about the proposal to appoint the applicant to be an associate professor.
- 9) If the majority of the members are against it, the Scientific Council terminates the habilitation procedure.
- 10) The proposal to appoint the applicant to be an associate professor is referred to the Rector of the USB.
- 11) If the procedure is terminated, the thesis and all the other documents are given back to the applicant.
- 12) The general Administrative Code regulations do not apply to the habilitation procedure.
- 13) The applicant may object against the course of the habilitation procedure. If the Dean does not accept the objections, they are referred to the Rector; the Rector's decision is final.

#### **Article 4**

##### **Declaration of Invalidity of Appointment of an Associate Professor**

- 1) The procedure of invalidity of the appointment of an associate professor follows Section 74 of the Act and the Habilitation Procedure of the USB.
- 2) The Rector declares the invalidity of appointment of an associate professor if the revision procedure proves that the person, who undertook the habilitation procedure successfully and was appointed to be an associate professor,
  - a) committed a wilful crime, or
  - b) used intentionally, without any authorization, work of another person violating legal regulations of intellectual property, or acted in another way against good manners not mentioned in a).



- 3) The procedure of invalidity of appointment of an associate professor is initiated by the Rector.
- 4) The Rector appoints a five-member Revision Committee according to the following rules:
  - a) One committee member is proposed by the Ministry of Education, Youth, and Sports.
  - b) At least two members are associate professors or professors working at the USB; none of them can be a member of the same department/institute as the person in question.
  - c) If the person in question comes from a different university, one of the Revision Committee members is an associate professor or professor from the person's institution, but not from the same department/institute as the person in question.
  - d) If possible, one of the Revision Committee members is a member of the Habilitation Committee, which dealt with the person's habilitation.
- 5) The Revision Committee votes about the invalidation of the appointment in a secret ballot; the majority makes the decision.

#### **Article 5**

##### **Validity and Effect**

These rules of the habilitation procedure, incorporated in this measure, are valid for the newly accredited habilitation procedure in the program of Economics and Management from the date of the validity of this accreditation. Dean's measure No. 117/2017 is still valid for the program of Economics and Management accredited till 31<sup>st</sup> July 2022.

doc. Ing. Dr. Dagmar Škodová Parmová m. p.  
Dean of Faculty of Economics of USB