



MEASURES OF THE DEAN OF THE FACULTY OF ECONOMICS No. 17/2012

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

11 January 2015

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 3 November 2011.
- (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.

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 monograph published in print, which brings new scientific knowledge.
- (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,
 - (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,
 - (e) a survey of quotations in other authors' works,



- (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 §3 in duplicate, their habilitation thesis in 4 copies and 35 copies of thesis theorems within 15 pages in the form of a brochure in format A5. 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) Criteria for habilitation proceedings represent only an auxiliary tool for assessing the scientific and pedagogical qualifications of applicants for habilitation proceedings.
- (7) 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.
- (8) 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.
- (9) The Dean of the Faculty will submit a notification to the Rector about starting a habilitation proceeding after the approval of the proposal by the Scientific Board of the Faculty. 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.
- (10) The Dean will release data concerning the start of the habilitation proceedings and the terms of particular public meetings of the Scientific Boards on the official notice board immediately; as well as data concerning the termination of the proceedings.

Article 3

The progress of habilitation proceedings

- (1) The Habilitation Board, the composition of which is approved by the Scientific Board, appoints three opponents of the habilitation thesis. Only one opponent can be appointed from the USB.
- (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. The proposal will be presented by the chairman or a member of the Habilitation Board in proxy to the Scientific Board. The resolution of the Habilitation Board and its justification, together with the result of the voting, will be presented by the chairman of the Habilitation Board to the Dean. 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. In this case the Scientific Board will agree on discontinuance of the habilitation proceeding in secret voting by the majority of the votes of all its members.

- (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. Following the debate in which all the applicants must be given the chance to comment on the opponents' assessments, to defend their theses and declare their existing scientific and pedagogical activities, the Scientific Board will agree on the proposal in secret voting as to whether an applicant is to be appointed 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

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.

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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

Type of activity		Points	Min. requirements
1	Monograph published in a foreign language 1, 6	20	40
2	Monograph published in the Czech language 1	15	
3	Article in the journal with IF 2,3	10	
4	Article in a scientific journal placed in a world renowned database 2,4	5	
5	Quotations in the Web of Science (no self-quotation)	3	
6	Contribution in a review ⁵	2	
7	Article in a foreign language ⁶ in a foreign scientific journal without IF, not indexed in bibliographic databases	1,5	
8	Article in a scientific journal without IF 2	1	
9	Contribution in a noticed review from a conference	0,5	
10	Article in a professional journal	0,5	
11	Quotation in publications of type 1,2,4,6 proved by an offprint (no self-quotation)	0,1	
12	Resolved internal research projects and intentions (responsible solver/co-solver) ⁸	5/2	
13	Resolved external research projects over 150,000 CZK (responsible solver/solver co-receiver/co-solver) ⁸	10/5/2	
14	Resolved external research projects up to 150,000 CZK (responsible solver/solver co-receiver/co-solver) ⁸	5/2	
15	Awarded patent, methodology in accordance with habilitation field	5	
Minimum number of points for starting the proceeding in total (activities 1-6 may substitute for activities 7-15)			70

II. Pedagogical activities

Type of pedagogical activity related to university teaching		Points	Min. requirements
1	Academic and university textbooks	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	2	
5	Teaching in a foreign language – points are granted for each subject taught	2	
6	Being in charge of a defended thesis	0,5	
Minimum number of points for the proceedings in total			30
Applicants must have been teaching at university for 5 or more years and have reached a total minimum number of 400 teaching hours.			



Explanatory notes

1. A monograph presents original results of research implemented by its author or a team including the author. The monograph 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 monographs 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 monograph. The allocated code for the monograph is ISBN or ISMN. Provided the monograph 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.

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.

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 ERIH or SCOPUS.

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

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.

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 over the period of the project.