

Internal Regulations of the Czech University of Life Sciences in Prague

The Ministry of Education, Youth and Sports registered pursuant to Section 36 (2) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended under ref. No. MSMT-19200/2023 Rules of the Habilitation Procedure or the Procedure for Appointment as a Professor of the Czech University of Life Sciences in Prague as of the signature of registration.

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Director of the higher education institutions department



Czech University
of Life Sciences Prague

**Rules of the Habilitation Procedure or the Procedure
for Appointment as a Professor of the Czech
University of Life Sciences in Prague of 7 August
2023**

Validity of the regulation on the date of registration by the Ministry of Education, Youth and Sports	7 August 2023
Regulation in effect from	1 July 2024

Rules of the Habilitation Procedure or the Procedure for Appointment as a Professor of the Czech University of Life Sciences in Prague of 7 August 2023

Article 1

Introductory provisions

- (1) The Rules of the Habilitation Procedure or the Procedure for Appointment as a Professor of the Czech University of Life Sciences in Prague (hereinafter referred to as the "Rules") are internal regulations of the Czech University of Life Sciences in Prague (hereinafter referred to as the "CZU") pursuant to Act No. 111/1998 Coll, on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), and set out details of the procedure for habilitation proceedings at the Czech University of Life Sciences within the meaning of Section 72 of the Act and for the procedure for appointment as a professor at the Czech University of Life Sciences within the meaning of Section 74 of the Act.
- (2) Habilitation procedure or procedure for appointment as a professor at CZU are not subject to Act No. 500/2004 Coll., the Administrative Code, as amended, pursuant to Sections 72(13) and 74(7) of the Act.
- (3) Recommendation No.1/2019 of the Council for Internal Evaluation of the CZU "Rules for Preventing Conflicts of Interest in the Conduct of Habilitation and Appointment to Professor Procedures at the CZU" applies to habilitation and appointment to professor procedures at the CZU.

Article 2

Appointment as Associate Professor at the CZU

- (1) A candidate in the habilitation procedure is a prominent expert in the field, is usually the leader of smaller research teams, has contributed to the development of their department in their career to date and has the potential to positively influence the scientific and pedagogical direction of their field and their department in a significant way, is usually the main author of several excellent creative outputs.
- (2) At the CZU, specific disciplines may be defined by the dean's order, in which the artistic activity of the candidate may be taken into account in the habilitation procedure through artistic outputs certified in the Register of Artistic Outputs (hereinafter referred to as "RUV") according to Article 7 of these rules.
- (3) The Rector shall appoint an Associate Professor in a particular field of study on the basis of a habilitation procedure conducted in accordance with the Act and these Rules.
- (4) Habilitation procedure is held at the CZU in the fields of habilitation procedure for which the CZU, or its faculties, have been granted accreditation of habilitation procedure pursuant to Section 82 of the Act.

Article 3

Habilitation procedure

- (1) In the habilitation procedure, the candidate's scientific qualifications are verified, in particular on the basis of the habilitation thesis and its defence, other scientific and professional works, and their pedagogical competence on the basis of the evaluation of the habilitation lecture and previous teaching experience.
- (2) The habilitation procedure is initiated on the proposal of the candidate (hereinafter also referred to as "proposal"), on the date of submission of the proposal to the dean of the faculty which has accreditation for the said field of habilitation procedure. In the event of failure to comply with the necessary requirements of the procedure under paragraph 3, the Dean shall request that the missing requirements be completed. If the candidate fails to complete the missing requirements within a reasonable period of time, the dean will stop the habilitation procedure.

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(3) The proposal must be accompanied by a curriculum vitae, evidence of higher education and degrees, documents certifying teaching experience, a table of quantified criteria together with a list of scientific and professional works according to these rules, a list of completed scientific and professional internships, both domestic and foreign, or other documents certifying the applicant's scientific qualifications. In the proposal, the applicant shall also indicate the field in which they are applying for habilitation. They will also submit a habilitation thesis.

(4) Habilitation thesis means:

(a) a written work that contributes new scientific knowledge; or

(b) a collection of published scientific, engineering or architectural works accompanied by a commentary; or

(c) a monograph published in print that brings new scientific knowledge.

(5) In the case of the commencement of habilitation procedure under subsection (2), the dean shall immediately inform the Department of Science and Research of the Rectorate, which is responsible for the publication of data on habilitation procedure under the Act.

(6) If the habilitation procedure is not terminated for the reason under subsection (2), the dean shall submit the matter to the Faculty's Scientific Council together with a proposal for the composition of a five-member habilitation committee. The Habilitation Committee consists of professors, associate professors and other prominent representatives of the given or related field. The chairman of the committee must be a professor and at least three members must be experts from a department other than CZU. The Faculty Scientific Council approves the proposal of the Habilitation Committee.

(7) The Habilitation Committee, in a composition approved by the Faculty's Scientific Council, appoints three opponents of the habilitation thesis. No more than one opponent may be appointed from the CZU. The opponents will prepare opinions on the habilitation thesis.

(8) The bodies of the CZU and the faculty and the habilitation committee shall act without unnecessary delays during the habilitation procedure.

(9) The Habilitation Committee shall critically assess the candidate's scientific qualifications for the field of the procedure and their previous teaching experience. Based on the opinions of the opponents, the Habilitation Committee will evaluate the level of the habilitation thesis. A majority vote of all members of the Habilitation Committee is required for the acceptance of the proposal to appoint the candidate as Associate Professor; otherwise, the proposal is deemed not to have been accepted and the Habilitation Committee recommends that the habilitation procedure be discontinued. The proposal is presented by the chairperson or a member of the habilitation committee authorised by them to the Faculty's Scientific Council.

(10) The defence of the habilitation thesis and the habilitation lecture on the topic determined by the habilitation committee shall take place at a public meeting of the Faculty's Scientific Council. After the debate, in which the candidate must be given the opportunity to comment on the opinions of the opponents, to defend their habilitation thesis and to express their opinion on their scientific and teaching activities to date, the Scientific Board decides by secret ballot on the proposal whether the candidate should be appointed associate professor.

(11) If the proposal for appointment as associate professor does not receive a majority vote of all members of the Faculty's Scientific Board, the Faculty's Scientific Board shall terminate the habilitation procedure.

(12) A proposal for appointment as an associate professor approved on the basis of a decision of the Faculty's Scientific Council is forwarded by the Dean as chair of the Faculty's Scientific Council to the Rector through the Department for Science and Research of the Rectorate.

(13) If the Rector agrees with the proposal, they appoint the candidate as an associate professor.

(14) If the Rector disagrees with the proposal, they shall submit it with their justification to the Scientific Council of the CZU, which discusses it and decides by secret ballot whether the candidate should be appointed associate professor. If the proposal for appointment does not obtain a majority of votes of all members of the Scientific Council of the CZU, the procedure is terminated. Otherwise, the Rector appoints the candidate as Associate Professor.

(15) If the habilitation procedure is discontinued, the habilitation thesis with the attached documents shall be returned to the candidate.

(16) The resolution of the relevant Scientific Council must be reasoned. The written justification is included in the minutes of the Scientific Council meeting.

(17) At any stage of the habilitation procedure, the candidate is entitled to file objections against the habilitation procedure with the dean, but not later than 30 days after the adoption of the resolution of the relevant scientific

board under subsection 16. Objections must contain the identity of the person who has lodged the objection (the tenderer), the order against which the objection is directed, the grounds on which the objection is based and what the objector claims. Within 90 days, the Dean is obliged to consider the objections and decide whether or not to meet them. If the dean does not meet the objections, the dean forwards them to the rector within 30 days of receiving the decision not to meet the objections. The Rector shall consider the objections within 90 days and decide on them by granting or not granting them. The decision of the judges is final. In deciding on objections, the dean or the rector are entitled to request from the applicant the documents necessary for the decision, if these have not already been delivered as part of the objections filed. The decision of the Rector or Dean must be justified.

(18) If the circumstances referred to in section 74a of the Act occur, proceedings shall be initiated to invalidate the appointment as associate professor:

- a) The procedure shall be in accordance with sections 74a to 74c of the Act, with the Rector appointing a five-member review panel for a particular case only. The Rector appoints the Vice-Rector as the Chair of the Review Committee. The Rector appoints the other members of the Review Committee from among professors, associate professors or other experts, with one member appointed by the Rector on the proposal of the Minister of Education, Youth and Sports (hereinafter referred to as "the Minister") from among civil servants working at the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry"). The majority of the members of the review committee must be experts who are not employees of the CZU.
- b) The Review Committee shall act by a majority of all its members; the opinion on the invalidity of the appointment as Associate Professor shall be voted on by secret ballot.
- c) CZU publishes a list of persons whose appointment as associate professor has been invalidated in the public part of the CZU website.

Article 4 Appointment as professor

(1) A candidate in the appointment procedure is a distinguished expert in the field, is usually the leader of research teams, leads research activities with an international overlap, has contributed to the development of their department and field in their career to date and has the prerequisites to positively influence the further scientific and pedagogical direction of their field and department in a significant way, is usually the main author of a number of excellent creative outputs and is able to demonstrate significant international cooperation with recognised world experts.

(2) At CZU, specific disciplines may be defined by order of the Dean, in which the artistic activity of the candidate may be taken into account in the appointment procedure through artistic outputs certified in the Register of Artistic Outputs (RUV) according to Article 7 of these rules.

(3) The President of the Republic appoints as a professor in a particular field of study the person who has been nominated for appointment as a professor by the Scientific Council of the CZU in accordance with Section 74 of the Act and these Rules.

(4) The proposal of the Scientific Council of the CZU for appointment as a professor is submitted to the President of the Republic through the Minister.

(5) The Department for Science and Research of the Rectorate is responsible for the administrative transmission of documents to the Minister.

(6) The procedure for the appointment of a professor is held at the CZU in the fields for which the CZU, or its faculties, have been granted accreditation for the procedure for the appointment of a professor in accordance with Section 82 of the Act.

Article 5 Procedure for appointment as a professor

(1) In the procedure for appointment as a professor (hereinafter also referred to as the "appointment procedure"), the teaching and scientific qualifications of a candidate who is a distinguished and recognised scientific personality in their field are demonstrated. The prerequisite for the initiation of the procedure is the previous appointment as associate professor on the basis of the habilitation procedure, if the submission of a habilitation thesis was part of the procedure. In exceptional cases, when someone who is already a professor at a renowned university abroad is proposed for a professorship, the Rector, on the proposal of the Scientific Council of the CZU, may waive the previous appointment as associate professor as a prerequisite for initiating the procedure for appointment as professor.

- (2) The procedure for appointment as a professor is initiated on the candidate's proposal on the date of submission of the candidate's proposal to the dean or on the dean's proposal submitted to the scientific council of the faculty which has accreditation for the said field of appointment as a professor. The applicant's proposal must be supported by at least two written opinions from professors in the same or a related field. The procedure may also be initiated by the Faculty's Scientific Board or the Scientific Board of the CZU on its own initiative.
- (3) The proposal must be accompanied by a curriculum vitae, evidence of university education and relevant degrees, evidence of teaching experience, a table of quantified criteria together with a list of scientific and professional papers, a list of completed scientific and professional internships, both domestic and foreign, and other evidence of scientific qualifications, if applicable. The proposal shall also specify the field of study in which the procedure for appointment as professor is being initiated. If the necessary requirements are not fulfilled, the dean shall request that the missing requirements be completed; if the candidate fails to complete the missing requirements within a reasonable period of time, the dean shall terminate the appointment procedure.
- (4) The dean of the relevant faculty informs the Rector's College of the commencement of the appointment procedure. It will also communicate information about the initiation of the appointment procedure to the Science and Research Department of the Rectorate, which is responsible for publishing information about the appointment procedure in accordance with the law.
- (5) For the assessment of the proposal, the Faculty's Scientific Council, upon the proposal of the Dean, approves a five-member committee composed of professors, associate professors and other prominent representatives of the given or related field. The chairman of the committee must be a professor and at least three members must be experts from a department other than CZU.
- (6) The bodies of the CZU and the faculty and the commission shall act without unnecessary delays in the appointment procedure.
- (7) The committee shall critically examine the qualifications of the candidate and shall decide by secret ballot whether the candidate should be appointed professor. A majority vote of all members of the Commission is required for the acceptance of the proposal to appoint the candidate as a professor; otherwise, the proposal is deemed not to have been accepted and the Commission recommends that the appointment procedure be discontinued. The opinion of the commission shall be presented by the chairman or a member of the commission authorised by them to the scientific council which approved the commission. The Scientific Council will invite the candidate to give a presentation at a public meeting of the council in which they present the concept of scientific work and teaching in the field.
- (8) After the lecture, the Faculty's Scientific Council shall decide by secret ballot on a proposal whether the candidate should be appointed professor. If the proposal is accepted, the proposal is then submitted to the Scientific Council of the CZU, which invites the applicant to give a lecture at its public meeting in which they present the concept of scientific work and teaching in the given field. The Scientific Council of the CZU decides by secret ballot on the proposal whether the candidate should be appointed professor. If approved, the proposal is submitted to the Minister.
- (9) If the proposal for appointment does not receive a majority of votes of all members of the relevant Scientific Council, the Scientific Council shall terminate the procedure for the appointment as professor.
- (10) The resolution of the relevant Scientific Council must be reasoned. The written justification is included in the minutes of the Scientific Council meeting.
- (11) The appointment procedure is terminated by the appointment of the applicant as a professor or by the entry into force of the decision to terminate the appointment procedure of the applicant.
- (12) At any stage of the procedure for appointment as a professor, the candidate is entitled to submit objections to the Rector against the procedure for appointment as a professor, but not later than 30 days from the date of the adoption of the resolution of the relevant scientific council. The objections shall contain the identity of a person who has lodged the objection (the applicant), the order against which the objection is directed, the grounds on which the objection is based and what the objector is seeking. The Rector is obliged to consider the objections within 90 days and to decide whether or not to meet them. In the context of deciding on objections, the Rector is entitled to request a written opinion on the objections from the Dean of the relevant faculty, and is also entitled to request from the applicant the documents necessary for the decision, if these have not already been delivered as part of the objections submitted. The Rector's decision is final. This Rector's decision must be justified.
- (13) As a rule, the procedure for appointment as a professor is initiated no earlier than 3 years after the appointment as an associate professor.

Article 6

Transmission and publication of data on habilitation or appointment to professor procedures

- (1) Information on the commencement of habilitation or appointment procedures and the dates of the relevant public meetings of the scientific councils are published in the public section of the CZU website. Information on the termination of these procedures shall also be published without delay. Publication of data is the responsibility of the Science and Research Department of the Rectorate.
- (2) At the commencement of the habilitation or appointment procedure, the following information about the applicant is submitted to the Ministry: name, surname, date of birth, address of permanent residence, sex, residence in the Czech Republic and citizenship, and information about the applicant's employment relationship.
- (3) In the course of the habilitation or appointment procedure, the CZU shall announce any changes in the data referred to in subsection (2) or the reason and date of the discontinuation of the procedure or, at the conclusion of the habilitation or appointment procedure, the date and result of the procedure.
- (4) The Dean is obliged to provide the data and information submitted to the Ministry without undue delay to the Science and Research Department of the Rectorate, which is responsible for their transmission to the Ministry and publication in accordance with the law.

Article 7

Criteria for appointment as associate professor or professor at CZU

- (1) The criteria for appointment as an associate professor or professor at the CZU are the minimum requirements for the commencement of the habilitation or appointment procedure, and other activities of the candidate, their complexity and quality are also assessed during the procedure. The criteria for appointment as an associate professor or professor at the CZU may be tightened by other non-negotiable conditions at the level of individual faculties that have been granted accreditation for the habilitation procedure and the procedure for appointment as professor. The criteria are set out as follows:

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Mandatory fields		A - creative activity	Maximum required value	Minimum		Number of points
DG	JR			DG	JR	
		WoS article ranked in Q1 by IF	100	150	200	4
		WoS article ranked in Q2 by IF*	50			0
		WoS article ranked in Q3 and Q4 by IF	10			
		Article in rec. scientific journal without IF (world language)	5			
		Article in rec. scientific journal without IF (other languages)	3			
		Paper at the International Conference (world language)	8	16	40	
		Czech patent	50			
		EU patent, international patent	100			
		ERC grant	300			
		Foreign grant awarded	100			
		Domestic grant awarded*	60		40	
		Contractual research	40			
		Other rated creative activities cat. A	30			
		Other rated creative activities cat. B	10			
		Professional book (monograph) - world language	100			
		Specialised book (monograph) - other languages	30			
		H-index according to WoS	10	40	60	
		Citation - Citation Report	2			
			A - Min.	500	1300	

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B - pedagogical and popularisation activities						
		Project for international cooperation in education	40			
		Study Programme Guarantor	30			
		Study Subject Guarantor	5	5	5	
		University script, textbook including electronic form and e-learning*	20	20	20	
		Chapter in a specialised publication	20			
		Popularisation article and other popularisation output	2	6	12	
		Teaching abroad in a world language (pre., cv.)	1	5	15	
		Teaching at University (per semester)	2	12	20	
		Supervisor of successfully defended bachelor's and master's theses	1	5	10	
		Supervisor of a DSP graduate	30	-	30	
			B - Min.	70	200	
C - recognition by the professional community						
		Czech Scientific Commission, Society (member/chairman)	3/5			
		International Scientific Commission, Society (Member/Chairman)	5/8			
		External Grant Agency Grant Committee (member/chair)	3/5			
		Editorial Board of the World Language Scientific Journal	10			
		DSP Branch Council (member, chairman)	3/5			
		Scientific Council	10			
		International Organisation Expert	8			
		Invited lectures in the world language	10		30	
			C - Min.	10	50	
OVERALL FULFILMENT OF THE CRITERIA IN EACH CATEGORY						
A - creative activity (minimum DG 500/ JR 1300)						
B - pedagogical and popularisation activities (DG 70/ JR 200)						
C - recognition by the professional community (10 HR/ DG 50)						

* substitutability of the criterion is defined in Article 7(3)

(2) Only outputs that are related to the field of the habilitation procedure or the procedure for appointment as a professor in which the candidate is to be appointed are included in the evaluation.

(3) The candidate must provide evidence of the fulfilment of the criteria and their minimum values, which are indicated by colour (yellow - habilitation procedure, blue - appointment procedure). The obligation of an article registered in WoS classified in Q2 according to IF for the habilitation procedure is replaced by an article in Q1 WoS according to IF. The obligation of a domestic grant can be replaced by a foreign grant or an ERC grant, the

obligation of university scripts, textbooks including electronic form and e-learning can be replaced by a professional book (monograph).

(4) For the purposes of these criteria, English, Arabic, Chinese, French, German, Russian and Spanish are considered to be world languages.

(5) For discipline-specific disciplines, which are precisely defined by a regulation of the Dean of the Faculty of the CZU, the scoring criteria can be replaced by artistic outputs certified in the RUV, which already take into account the percentage of the author's share in the output, while:

- a WoS article ranked Q1 according to IF and a foreign grant can be replaced by a ratio of 1 RUV point corresponding to 1.6 points of the criterion value;
- a WoS article ranked in Q2 according to IF and a domestic grant can be replaced by the ratio of 1 RUV point to 2 points of the criterion value;
- a WoS article ranked Q3-Q4 according to IF, a professional book (monograph), a paper at an international conference (world language) can be replaced by a ratio of 1 RUV point corresponding to 2.4 points of the criterion value;
- the invited lecture in a world language can be replaced by a ratio of 1 RUV point certified with the code "X - a new work of art reflected in an international context" corresponding to 2 points of the criterion value. RUV points other than those certified with the code "X - a new work of art reflected in an international context" cannot be substituted for the invited lecture in a world language.

In the above cases of this paragraph, there is no requirement to meet the criteria, but only to achieve the criteria scores by replacing the RUV with points according to the ratio indicated. For discipline-specific disciplines there is no requirement to meet the WoS H-index criterion.

In the habilitation procedure, the candidate must achieve a cumulative value of at least 120 RUV points for discipline-specific disciplines and 300 RUV points in the case of the appointment procedure.

(6) All publications and creative outputs, except where otherwise indicated, are counted with the appropriate percentage of the point value, as follows: the candidate is in the position of first author - 100% of the point value, in the position of second author - 50%, third author - 30%, fourth author 20%, fifth and other positions in the author collective - 10%, corresponding author 100% (if listed and if not first author). When replacing the criteria with RUV scores according to paragraph 5 of this article, these ratios are not used because the RUV score itself is based on the incorporated authorship percentage.

(7) If the output whose scientific content the applicant is convinced of is not clearly identified by the criteria specified, the inclusion of this output shall be assessed by a committee appointed by the Dean pursuant to Article 3(6) or Article 5(5) in the context of the ongoing procedure.

(8) The following interpretation is provided for the individual criteria for appointment as associate professor or professor at CZU:

A - creative activity

WoS article ranked in Q1-Q4 by IF

Publication published on Web of Science - Core Collection (WoS) with an assigned quartile in the JCR Category, the value of the "Category Quartile - Journal Impact Factor" given in WoS is used to determine the quartiles Q1-Q4, the JCR Category related to the field of management is used whenever possible for the year in which the article was published. If the JCR Category related to the field of the proceedings cannot be clearly identified, the average of the values of all published categories (rounded to the whole number according to the basic rounding rules) is used to rank the article (Q1-Q4). In case of ambiguity regarding the assigned JCR Category, the Panel established under Article 3(6) or more precisely Article 5 (5) shall decide.

Article in rec. scientific journal without IF

An article registered in the SCOPUS database with the attribute "Document type Article" or in the ERIH database with the attribute "Publication - Article".

International conference paper

A paper registered in the Scopus database with the attribute "Document type Conference Paper", a paper registered in the Web of Science database with the attribute "Type Proceedings Paper", or a documented conference

programme with a presentation at the conference (a poster without an active presentation is not counted). The marking shall be in English language.

Czech Republic, EU, international patent

The Czech Republic patents, which can be searched in the database of the Industrial Property Office, do not require a patent document. Only the identifying data of the patent (patent document number, originator of the patent, name of the patent, date of grant of the patent) are provided. EU and international patents must always be supported by a patent document.

ERC grant

Grant awarded by the European Research Council, i.e. the European Research Council.

Foreign grant awarded

Research projects of foreign grant agencies (a list of these projects is published in the public part of the CZU website and is regularly updated). The full point value of 100 points is awarded to the principal investigator of the entire research team (coordinator of the entire project), the point value of 70 points is awarded to the co-investigator (coordinator of the sub-investigator), and the point value of 30 points is counted if the applicant's CV is part of the project application of the project being implemented. The point value of 20 points is counted if the applicant participates in the project through an employment contract with a minimum of 0.1 hours for the entire duration of the project.

Domestic grant awarded

Scientific projects obtained from grant agencies (in the case of Czech grant agencies, these are projects registered in the Central Register of Projects under the authority of the RVVI, i.e. in the so-called CEP database operated pursuant to Section 30 of Act No. 130/2002 Coll., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (Act on Support for Research and Experimental Development and Innovation), as amended, which tracks mainly projects supported by domestic public funds). Projects funded and carried out in the framework of specific university research are not counted. It shall be supported by a copy of the contract granting the aid. 60 points will be awarded for projects where the applicant acts as principal investigator (coordinator of the whole project) or 40 points as co-investigator (coordinator for a sub-investigator). The point value of 15 points is counted if the applicant's CV is part of the project application for the project being implemented. A score of 10 points will be counted if the applicant participates in the project through an employment contract with a minimum of 0.1 hours for the entire duration of the project.

Contractual research

Contract research is considered to be contractually anchored scientific research cooperation with a domestic or foreign entity in the amount of min. CZK 250 thousand.

Other rated creative activities cat. A

Other creative activities evaluated in category A include a semi-process, a proven technology, a variety, a breed, a prototype, a working sample, software or a specialised public database.

Other rated creative activities cat. B

Other evaluated creative activities in category B include a utility model, an industrial design, a specialised map with technical content or a methodology.

Scientific book (monograph)

A peer-reviewed book publication presenting new and original results of research conducted by the applicant or a team of which the applicant is a member. The publication brings knowledge related to a precisely defined and comprehensive professional topic and treats it in depth in an original and professionally beneficial way. The minimum size of the publication is 100 standard pages of text without pictures, maps and other appendices. The publication is published in print or electronically by a publishing house with a scientific editorial board, has been assigned an ISBN or ISMN, is prepared in terms of editorship and publishing and is reviewed by a generally recognized reviewer from the relevant field (not from the workplace of the authors of the book). In the case of co-authorship, only the applicant's share of the authorship of the publication is counted. If the proportion cannot be determined, the point value divided by the number of authors of the publication is counted.

H-Index by Wos

Value according to Citaton Report H-Index in the Web of Science database. As a criterion, the H-Index value is multiplied by ten.

Citation - Citation Report (WoS Cited without self-citation)

Value according to Citaton Report - "Times Cited Without self-citations" in the Web of Science database.

B - pedagogical and popularisation activities**Project for international cooperation in education**

International cooperation projects are projects that provide universities with a space for international cooperation beyond mobility-only projects. The applicant's score depends on the size of the grant and its involvement: grants over EUR 250 thousand. : coordinator of the whole project 40 points, coordinator of the project for CZU 20 points, team member 8 points, grant in the amount of EUR 120-250 thousand : coordinator of the whole project: 20 points, project coordinator for CZU 10 points, team member: 5 points, grant amounting to EUR 120 thousand : coordinator of the whole project: 10 points, project coordinator for the CZU 5 points, team member 3 points. Membership in the team is evidenced by time sheets, confirmation of employment (work) on this project.

Study Programme Guarantor

Sponsorship of the study programme according to the documented accreditation file of the implemented study programme or according to the information system of the CZU.

Study Subject Guarantor

Guaranteeing of the study subject according to the documented accreditation file of the implemented study programme or according to the information system of the CZU. Only courses that differ in content (differ in teaching content by at least 50%) are counted.

University scripts, textbooks including electronic form and e-learning

Teaching texts published in book or electronic form in all languages in which the topics and subject areas of the subject are methodically organised and didactically presented in such a way as to enable learning. Unlike scientific publications and professional books, a university script contains tools for organising and managing study, such as expected learning outcomes, review questions, and solved examples. The condition is editorial-publishing processing and assigned ISBN. If the textbook is a language version of an existing Czech version, it is considered a translation. In the case of co-authorship, only the applicant's share is counted according to the author's share. If the proportion cannot be determined, the point value divided by the number of authors is counted. It is a comprehensive study text of at least 100 standard pages of text without pictures, maps and other appendices. E-learning is considered to be a comprehensive form of study materials covering one course of study using multimedia tools; in order to count this output, it is necessary to prove that the output was approved by the management of the faculty where the output was created. In the event of disputed outcomes, the committee set up in accordance with Article 3(6) or Article 5(5) shall decide.

Chapter in a book

A book publication summarising scientific knowledge on a comprehensive professional topic that is not an original scientific work. The condition is editorial-publishing processing. In the case of co-authorship, only the applicant's share of the authorship of the publication is counted. If the proportion cannot be determined, the point value divided by the number of authors of the publication is counted.

Popularisation article and other popularisation output

Article not registered in Web of Science, Scopus and ERIH databases. A documented appearance on television or radio is also considered to be another popularisation output, the content of the appearance must be directly related to the field of the proceedings. In the event of disputed outcomes, the committee set up in accordance with Article 3(6) or Article 5(5) shall decide.

Teaching abroad in a world language

Teaching that was carried out within the framework of exchange teaching programmes, according to the confirmation of the implementation of teaching or according to the confirmed document of the implemented lecture, exercise at a foreign university. A point value of 1 corresponds to a completed lecture or exercise.

Teaching at University (per semester)

Teaching implemented at CZU or another domestic and foreign university, the point value corresponds to one semester. At the CZU it is documented through the information system or by confirmation from the study department, at other universities by a confirmed document of completed teaching.

Supervisors of successfully defended Bachelor's and Master's theses

The theses that the candidate has led as a thesis supervisor and have been defended by the student in the state final examination are counted.

Supervisor of a DSP graduate

Graduates of doctoral study programmes who have duly completed their studies by defending their dissertation and who have been supervised by the applicant as a supervisor during their studies are counted.

C - recognition by the professional community

All evaluated activities shall be supported by credible evidence (e.g. appointment letters).

Invited lecture in a world language

An invited lecture in a world language is considered to be a lecture that is documented in the programme of a conference or other event, and it must be clear from the inclusion of such a lecture that it is different in form and character from the majority of lectures at the organised event, i.e. it is usually given at the beginning of the event and is subsidised for a longer period of time, or it is a completely unique stand-alone lecture that has been demonstrably requested by the partner institution (evidenced by a confirmation).

Article 8

Transitional and final provisions

- (1) Habilitation procedure and procedure for appointment as professor commenced before the date of entry into force of these Rules shall be completed in accordance with the existing rules.
- (2) These rules have been approved under the Section 9 (1) (b) of the Act by the Academic Senate on 22 June 2023.
- (3) These rules come into legal force pursuant to Section 36(4) of the Act on the day when they have been registered by the Ministry.
- (4) These rules shall enter into effect on 1 July 2024 by notification in the public part of the CZU website.

prof. Ing. Petr Sklenička, CSc. Rector