

*On 29 March 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Rules for Habilitation Proceedings or Proceedings for Appointing a Professor of the Czech University of Life Sciences Prague under no. MSMT-7774/2017.*

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Director of the Higher Educational Institutions Section*

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**RULES FOR HABILITATION PROCEEDINGS  
OR PROCEEDINGS FOR APPOINTING A PROFESSOR  
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE  
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]  
DATED 29 MARCH 2017**

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*UNOFFICIAL TRANSLATION*

*This internal regulation was published on 30 June 2017 on the public part of the CULS website.*

# **Rules for habilitation proceedings or Proceedings for Appointing a Professor of the Czech University of Life Sciences Prague dated 29 March 2017**

## **Article 1**

### **Introductory Provisions**

(1) The Rules for habilitation proceedings or Proceedings for Appointing a Professor of the Czech University of Life Sciences Prague (hereinafter the “rules”) are an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS”) pursuant to Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, (hereinafter the “Act”), and they determine the details of the procedure during habilitation proceedings at CULS pursuant to Section 72 of the Act, and during proceedings for appointing a professor at CULS pursuant to Section 74 of the Act.

(2) Pursuant to Section 72, paragraph 13 and Section 74, paragraph 7 of the Act, to the Rules for Habilitation Proceedings or Proceedings for Appointing a Professor at CULS, Act No. 500/2004 Coll., Code of Administrative Procedure, as amended, does not apply.

## **Article 2**

### **Associate Professor Appointment at CULS**

(1) Associate professors for a certain field are appointed by the Rector on the basis of habilitation proceedings carried out in accordance with the Act and these rules.

(2) Habilitation proceedings are held at CULS in the fields of habilitation proceedings for which CULS or its faculties have been granted habilitation proceedings accreditation pursuant to Section 82 of the Act.

## **Article 3**

### **Habilitation Proceedings**

(1) During habilitation proceedings, the scientific qualifications of the applicant are verified, in particular on the basis of a habilitation thesis and its defence, other scientific and professional works, and the applicant’s teaching competence on the basis of an evaluation of a habilitation lecture and prior teaching experience.

(2) Habilitation proceedings are initiated at the request of the applicant (hereinafter also the “request”) on the date the request is submitted to the Dean of the faculty that has accreditation for the specified field of habilitation proceedings. In the event of failure to fulfil the necessary requirements of proceedings pursuant to paragraph 3, the Dean will request supplementation of the missing requirements. If the applicant does not supplement the missing requirements upon request within a reasonable time period, the Dean will halt the habilitation proceedings.

(3) Along with the request, it will be necessary to submit a CV, documents on achieved university education and the relevant acquired academic titles, documents verifying teaching experience, a table of quantified criteria along with a list of scientific and professional works according to these rules, an overview of the applicant’s scientific and professional internships, both domestic and abroad, or other documents verifying the scientific qualifications of the

applicant. In his or her request, the applicant will also specify the field in which he or she is requesting habilitation, and the applicant will also submit a habilitation thesis.

(4) A habilitation thesis means:

- a) a written thesis that provides new scientific findings, or
- b) a set of published scientific works or engineering works along with commentary, or
- c) a monograph published in print that provides new scientific findings.

(5) In the event of the initiation of habilitation proceedings pursuant to paragraph 2, the Dean will immediately inform the Department for Science and Research of the Rectorate which is responsible for publishing data on the habilitation proceedings pursuant to the Act, about the initiation of habilitation proceedings,.

(6) If the habilitation proceedings are not halted for the reasons pursuant to paragraph 2, the Dean will submit the matter to the scientific board of the faculty together with a proposed composition of a five-member habilitation committee. The habilitation committee will consist of professors, associate professors and other important representatives of the relevant or similar field. The chairman of the committee must be a professor, and at least three members must be experts from a worksite other than CULS. The scientific board of the faculty approves the habilitation committee proposal.

(7) Made up of members approved by the scientific board of the faculty, the habilitation committee appoints three opponents of the habilitation thesis. At most one opponent may be appointed from CULS. Opponents prepare assessments of the habilitation thesis.

(8) During habilitation proceedings, the CULS and faculty bodies and the habilitation committee will act without undue delay.

(9) The habilitation committee will assess the scientific qualifications of the applicant for the relevant field and the applicant's prior teaching experience. The habilitation committee will evaluate the level of the habilitation thesis on the basis of opponents' assessments. The majority of the votes of all of the members of the habilitation committee will be required in order to accept the applicant's request to be appointed an associate professor; if this does not occur, it will be considered that the request was not accepted, and the habilitation committee will recommend halting the habilitation proceedings. The proposal will be presented by the chairman or his or her authorized member of the habilitation committee of the scientific board of the faculty.

(10) The defence of the habilitation thesis and habilitation lecture on a topic determined by the habilitation committee will be held at a public meeting of the scientific board of the faculty. After the debate, in which the applicant must be given the opportunity to respond to the assessments of the opponents, defend his or her habilitation thesis and speak about his or her current scientific and teaching activities, the scientific board will act on the proposal through a secret vote on whether the applicant is to be appointed an associate professor.

(11) If the proposal to appoint the applicant an associate professor does not receive the majority of the votes of all of the members of the scientific board of the faculty, it shall apply that the scientific board of the faculty halts the habilitation proceedings.

(12) As the chairman of the scientific board of the faculty, the Dean shall submit the proposal to appoint the applicant an associate professor approved on the basis of the decision of the scientific board of the faculty to the Rector via the Department for Science and Research of the Rectorate.

(13) If the Rector agrees with the proposal, the Rector shall appoint the applicant an associate professor.

(14) If the Rector does not agree with the proposal, the Rector shall submit it, along with his reasoning, to the CULS Scientific Board, which will discuss it and will act on the proposal through a secret vote on whether the applicant is to be appointed an associate professor. If the request to be appointed an associate professor does not receive the majority of the votes of all of the members of the CULS Scientific Board, it shall apply that the proceedings will be halted; if it does receive the majority of the votes, the Rector will appoint the applicant an associate professor.

(15) If the habilitation proceedings are halted, the habilitation thesis and documents attached thereto will be returned to the applicant.

(16) The resolution of the relevant scientific board must be justified. A written justification is part of the minutes from the scientific board meeting.

(17) During any stage of the habilitation proceedings, the applicant shall be entitled to lodge objections against the procedure during habilitation proceedings to the Dean, at the latest within 30 days from the adoption of the resolution of the relevant scientific board pursuant to paragraph 16. Objections contain data on the identity of the person who lodged the objections (applicant), data on the resolution that the objections oppose, including justification of the objections, and what the persons lodging the objection is seeking to achieve. The Dean shall be obliged to assess the objections within 90 days and will either accept them or not accept them. If the Dean does not accept them, the Dean will transfer them to the Rector within 30 days from the delivery of the decision on not accepting the objections. The Rector will assess the objections within 90 days and will either accept them or not accept them. The Rector's decision shall be final. When making decisions on the objections, the Dean or Rector shall be entitled to request of the applicant the documents necessary for the decisions, so long as such documents were not already delivered earlier as part of the submitted objections. The decisions of the Rector or the Dean must be justified.

(18) If the circumstances specified in Section 74a of the Act occur, proceedings on expressing the invalidity of the appointment of an associate professor will be initiated:

a) The proceedings will be carried out pursuant to Section 74a to Section 74c of the Act, and the Rector will only name a five-member review committee for the specific case. The Rector shall appoint the Vice Rector the chairman of the review committee. Other members of the review committee are appointed by the Rector from amongst professors, associate professors or other experts upon the request of the Minister of Education, Youth and Sports (hereinafter the "Minister") the Rector shall appoint one member from amongst state employees working at the Ministry of Education, Youth and Sports (hereinafter the "Ministry"). The majority of the members of the review committee must consist of experts who are not CULS employees.

b) The review committee adopts its resolution via the absolute majority of the votes of all of its members; the vote on the opinion about the invalidity of appointing an associate professor is secret.

c) CULS publishes a list of persons whose appointing of an associate professor was legitimately expressed as invalid on the public part of the CULS website.

**Article 4**  
**Professor Appointment**

- (1) A professor for a certain field is appointed by the president of Czech Republic. The president appoints the person nominated for the professor appointment by the CULS Scientific Board in accordance with Section 74 of the Act and these rules.
- (2) The proposal of the CULS Scientific Board of a professor appointment is submitted to the president of Czech Republic via the Minister.
- (3) Administrative transfer of documents to the Minister is carried out by the Department for Science and Research of the Rectorate.
- (4) Professor appointment proceedings at CULS are held in fields for which CULS or its faculties have been granted accreditation for professor appointment proceedings in accordance with Section 82 of the Act.

**Article 5**  
**Professor Appointment Proceedings**

- (1) In the professor appointment proceedings (hereinafter also the “appointment proceedings”), the teaching and scientific qualifications the applicant are demonstrated - the applicant is an important and recognized individual in his or her field. A prerequisite for initiating proceedings is a prior appointment as an associate professor on the basis of habilitation proceedings, so long as the proceedings included the submission of a habilitation thesis. In exceptional cases, wherein someone is nominated for professor who is already a professor at a renowned university abroad, upon the request of the CULS Scientific Board, the Rector may pardon the prior associate professor appointment as a prerequisite for initiating professor appointment proceedings.
- (2) Professor appointment proceedings are initiated at the request of the applicant on the date of the submission of the applicant’s request to the Dean, or upon the request of the Dean submitted to the scientific board of the faculty which has accreditation for professor appointment in the specified field. The applicant’s request must be supported by at least two written opinions of professors from the same or similar field. The scientific board of the faculty or the CULS Scientific Board may also initiate proceedings of their own initiative.
- (3) Along with the request, it will be necessary to submit a CV, documents on achieved university education and the relevant acquired academic titles, documents verifying teaching experience, a table of quantified criteria along with a list of scientific and professional works, an overview of the applicant’s scientific and professional internships, both domestic and abroad, or other documents verifying the scientific qualifications of the applicant. In his or her request, the applicant will also specify the field in which the professor appointment proceedings are being initiated. In the event of failure to fulfil the necessary requirements, the Dean will request supplementation of the missing requirements. If the applicant does not supplement the missing requirements upon request within a reasonable time period, the Dean will halt the appointment proceedings.
- (4) The Dean of the relevant faculty will inform the Rector’s Board about the initiation of appointment proceedings. The Dean will also impart information on the initiation of appointment proceedings to the Department for Science and Research of the Rectorate, which is responsible for publishing data on the appointment proceedings in accordance with the Act.

(5) In order to evaluate the request, upon the proposal of the Dean, the scientific board of the faculty will appoint a five-member committee consisting of professors, associate professors and other important representatives of the relevant or similar field. The chairman of the committee must be a professor, and at least three members must be experts from a worksite other than CULS.

(6) During appointment proceedings, the CULS and faculty bodies will act without undue delay.

(7) The committee will assess the qualifications of the applicant and will act on the proposal of whether or not the applicant should be appointed a professor via a secret vote. The majority of the votes of all of the members of the committee will be required in order to adopt the proposal to appoint the applicant as a professor; if this does not occur, it will be considered that the request was not accepted, and the committee will recommend halting the appointment proceedings. The opinion of the committee will be presented by the chairman or his or her authorized committee member to the scientific board that approved the committee. This scientific board will request the applicant to lecture at its public meeting, at which the applicant will present the concept of the scientific work and teaching in the relevant field.

(8) After the lecture, the scientific board of the faculty will hold a secret vote and act on the proposal of whether the applicant is to be appointed professor. If the proposal is accepted, it will then be submitted to the CULS Scientific Board, which will request the applicant to lecture at its public meeting, at which the applicant will present the concept of the scientific work and instruction in the relevant field. The CULS Scientific Board will hold a secret vote and act on the proposal on whether the applicant is to be appointed professor. If approved, the proposal will be submitted to the Minister.

(9) If the proposal on appointment does not receive the majority of the votes of all of the members of the relevant scientific board, it shall apply that the scientific board will halt the professor appointment proceedings.

(10) The resolution of the relevant scientific board must be justified. A written justification is part of the minutes from the scientific board meeting.

(11) Appointment proceedings are completed upon the appointment of the applicant as professor, or when the decision on halting the appointment proceedings of the relevant applicant comes into legal force.

(12) During any stage of the professor appointment proceedings, the applicant shall be entitled to lodge objections against the procedure during professor appointment proceedings to the Rector, at the latest within 30 days from the adoption of the resolution of the relevant scientific board. Objections contain data on the identity of the person who lodged the objections (applicant), data on the resolution that the objections oppose, including justification of the objections, and what the persons lodging the objection is seeking to achieve. The Rector shall be obliged to assess the objections within 90 days and will either accept them or not accept them. When making decisions on the objections, the Rector shall be entitled to request of the Dean of the relevant faculty a written opinion regarding the delivered objections, and the Rector shall also be entitled to request of the applicant the documents necessary for the decisions, so long as such documents were not already delivered earlier as part of the submitted objections. The decision of the Rector is final and must be justified.

**Article 6**  
**Transfer and Publication of Data on Habilitation Proceedings**  
**or Professor Appointment Proceedings**

(1) Data on the initiation of habilitation proceedings or appointment proceedings and the dates of the relevant public meeting of scientific boards are published on the public part of the CULS website. Data on the termination of these proceedings shall also be immediately published. The Department for Science and Research of the Rectorate is responsible for the publication of such data.

(2) During the initiation of habilitation proceedings or appointment proceedings, to the Ministry are transferred data about the applicant, in particular: name, surname, date of birth, permanent address, sex, place of residence in the Czech Republic and citizenship, and the applicant's employment information.

(3) During the course of habilitation proceedings or appointment proceedings, CULS shall announce all of the changes in the data specified in paragraph 2, or the reasons for and date of the proceedings, or, if terminating habilitation proceedings or appointment proceedings are halted, the date and results of the proceedings.

(4) The Dean shall be obliged to immediately provide the data and information submitted to the Ministry to the Department for Science and Research of the Rectorate, which shall be responsible for transferring them to the Ministry and publishing it in accordance with the Act.

**Article 7**  
**Criteria for Appointment of an Associate Professor or Professor at CULS**

(1) The criteria for the appointment of an associate professor or professor at CULS are determined as follows:

Criterion	Point value
<b>A - scientific and development activities</b>	
<b>Article in a scientific journal with IF</b>	$J_{imp} = 10 + 295 \times F$
<b>Article in a peer-reviewed scientific journal without IF</b>	10
<b>Article in a Czech peer-reviewed journal</b>	3
<b>Contribution at a conference (registered in WoS)</b>	8
<b>Monography – world language</b>	40
<b>Monography - other languages</b>	20
<b>Patent – Czech Republic</b>	50
<b>EU, international patent</b>	100
<b>Awarded foreign grant</b>	20
<b>Awarded domestic grant</b>	10
<b>Citations according to the Science Citation Index (without auto citations)</b>	5
<b>A – minimum requirement</b>	<b>associate professor</b> 190 <b>professor</b> 360

<b>Criterion</b>		<b>Point value</b>
<b>B - teaching and popularizing activities</b>		
University lecture notes		20
University textbook		30
Electronic textbooks and lecture notes		20
Specialized book publication		20
Translation of a specialized book, textbook or lecture notes		10
Scientific article		2
Teaching abroad in a world language (for a lecture or tutorial)		1
Teaching at CULS in a world language (for a semester)		10
Defended bachelor or master's thesis (thesis supervisor, only for habilitation proceedings)		0.5
DSP graduate (consultant, only for habilitation proceedings)		10
DSP graduate (tutor)		10
Awarded FRVŠ (University Development Fund) grant		5
<b>B - minimum requirement</b>	associate professor	<b>70</b>
	professor	<b>150</b>
<b>C - recognition from the scientific community</b>		
Czech scientific committee, association	member / chairman	1 / 3
International scientific committee, association	member / chairman	3 / 6
Grant committee (external grant agencies)	member / chairman	3 / 6
Editorial board of a scientific journal	member / chairman	2 / 4
Editorial board of an international scientific journal	member / chairman	3 / 5
DSP Departmental Board	member / chairman	2 / 4
Scientific board	member / chairman	3 / 5
Expert of international organizations		8
Documented "invited speaker" lectures		4
<b>C - minimum requirement</b>	associate professor	<b>0</b>
	professor	<b>20</b>
<b>Total minimum requirement</b>	associate professor	<b>260</b>
	professor	<b>530</b>



- (2) With the exception of those for which it is specified otherwise, all publications are counted using the relevant percent point values as follows: the applicant is the first author – 100% point value, the second author – 100%, third author – 40%, fourth author 20%, fifth and next position in the author collective – 10%.
- (3) In the evaluation are only included publications that are related to the field of the habilitation proceedings or professor appointment proceedings in which the applicant is to be appointed.
- (4) In addition to a filled-in table of quantified criteria, the request also includes a detailed overview of the activities counted in the table, along with details of publications. The form for the table is published on the public part of the CULS website. To the request shall be attached reprints of published articles, copies of published books and teaching materials and other documents on the existence of the counted outputs.
- (5) The applicant must achieve the minimum required point values in all of the sections, with the exception of the so-called non-negligible criteria, which the applicant must always fulfil. The sections are indispensable to each other.
- (6) The non-negligible criteria of Section A is a publication activity in a journal or journals with an Impact Factor index (hereinafter “IF”) according to the “article in a scientific journal with IF” definition.
- (7) The following interpretation is also determined for the individual criteria for the appointment of an associate professor or professor at CULS:

#### **A - scientific and development activity**

##### Article in a scientific journal with IF

The IF of individual journals is governed by the data published in the ISI Web of Knowledge. The IF of the year of publication of the article is always used to make the calculation. For publications older than 1998 (the IF is not specified in the ISI Web of Knowledge), the IF value is ascertained via an inquiry to the library of the Czech Academy of Sciences, or if it is not possible to obtain the data in this way, the oldest known IF specified in the ISI Web of Knowledge (a condition is that the journal had an IF in the year the article was published) will be used.

Determination of the point value of journals with IF (Jimp):

Jimp (number of points) = 10 + 295 × F, where:

$F = (1 - N) / [1 + (N / 0,057)]$ , where

N is the standardized order of the journal,  $N = (P - 1) / (P_{\max} - 1)$

P = the order of the journal in the relevant field according to the Journal Citation Report in a row in descending order according to the IF valid in the relevant year.

$P_{\max}$  = total number of journals in the relevant field according to the Journal Citation Report

If the journal is included in multiple fields, the standardized order of the journal (N) is calculated as the arithmetic average of the standardized orders of the journal in all of the fields where it is found.

An article with IF is not an abstract from a conference published in a journal with IF.

##### Article in a peer-reviewed scientific journal without IF

Peer-reviewed scientific journals are considered journals registered in the SCOPUS or ERIH (social sciences) databases. The journal must be registered in the relevant database in the year the article was published.

##### Article in a Czech peer-reviewed journal

Articles published in journals registered in the List of Peer-reviewed Non-impact Periodicals published in the Czech Republic (hereinafter the “List”), which is published and updated by the

Government Research, Development and Innovation Council (hereinafter “RVVI”). The journal must be included in the List in the year the article was published. If the journal is not registered in the List, the articles published in the journal are a scientific article.

#### Monography in a world language or in other languages

A peer-reviewed book publication that provides new and original results for research that was carried out by the applicant or a team of which the applicant was a member. The publication provides findings relating to precisely-defined and comprehensive professional topic and compiles them in-depth in an original and professionally-beneficial manner. The minimum scope of the publications is 50 pages of own text without images, maps or other annexes. The publication is published in print or electronically by a publisher with a scientific editorial staff, is assigned an ISBN or ISMN, is processed by an editorial publishing team and is peer-reviewed by a generally accepted reviewer from the relevant field (not from the worksite of the authors of the book). World languages are considered English, Arabic, Chinese, French, German, Russian and Spanish. In terms of co-authorship, only the share of the applicant’s share in the publication is counted. If the share cannot be determined, the point value divided by the number of authors of the publication will be counted.

#### Czech, EU and international patents

For awarded Czech patents that can be found in the database of the Industrial Property Office, it is not necessary to submit the patent documents. Only the identification data of the patent (patent document number, patent originator, the patent name, date the patent was awarded) is specified. The patent documents for EU and international patents must always be submitted.

#### Awarded foreign and domestic grants

Scientific projects are counted which are acquired from grant agencies (in terms of Czech grant agencies, these are projects registered in the Central Register of Projects, which is the responsibility of RVVI, i.e. in the so-called CEP database ([www.isvav.cz](http://www.isvav.cz)) operated pursuant to Section 30, Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovations from Public Funds, and on Amendments to Certain Related Acts (Act on the Support of Research, Experimental Development and Innovations), as amended, which primarily monitors projects supported by domestic public funds. From the projects of foreign grant agencies are counted research projects, in particular projects of the 6<sup>th</sup> RP, 7<sup>th</sup> RP and the Horizon 2020 programme (a list of these projects dealt with at CULS is published on the public part of the CULS website and is regularly updated).

Projects for which the applicant is the main researcher or co-researcher are counted (projects financed and researched as part of specific university research are not counted). Copies of contracts on granted support are submitted.

If a project about whose scientific content the applicant is convinced is not specified in at least one of the aforementioned lists, its content will be evaluated by a committee appointed by the Dean pursuant to Article 3, paragraph 6, or Article 5, paragraph 5 in relation to the ongoing proceedings.

#### Citations according to the Science Citation Index

Citations according to the Science Citation Index are citations that can be found in the ISI Web of Knowledge as “citation report” after entering the name and institution of the applicant. An auto citation is an article citation whose co-author is the applicant in an article whose team of authors the applicant is also a member of. This is documented via an abstract from the ISI Web of Knowledge database.

## **B - Teaching and popularization activities**

#### University lecture notes

An instructional text in all languages (with an assigned ISBN), intended for a university, mostly of a provisional nature, without editorial and language adaptations, whose purpose is generally to replace a missing university college textbook. Lecture notes include tools for organizing and

managing studies, for example the expected learning outcomes, control questions, resolved problems, etc. If the lecture notes are a language mutation of an existing Czech version, they will be considered a translation. In terms of co-authorship, only the applicant's share in the lecture notes is counted. If the share cannot be determined, the point value divided by the number of authors of the lecture notes will be counted. The minimum number of pages is 60. If the page count is less, the relative point value will be counted.

#### University textbooks

Instructional texts published in book form in all languages in which specialized topics and relevant subject areas are methodically organized and didactically formed in such a way that they allow for learning. Unlike scientific publications and specialized books, textbooks include tools for organizing and managing studies, for example the expected learning outcomes, control questions and resolved problems. A condition is processing by an editorial/publishing team and an assigned ISBN. If the textbooks are a language mutation of an existing Czech version, they will be considered a translation. In terms of co-authorship, only the applicant's share in the textbook is counted. If the share cannot be determined, the point value divided by the number of authors of the textbook will be counted. The minimum number of pages is 100. If the page count is less, the relative point value will be counted.

#### Electronic textbooks and lecture notes

A publication in electronic form (e.g. in pdf format, audio book, hybrid text) which differs from printed types of documents by the digital manner of recording allowing for individual work with information (e.g. search). In terms of content, it fulfils the definition of a textbook and lecture notes and contains primarily text data. In terms of co-authorship, only the applicant's share in the publication is counted. If the share cannot be determined, the point value divided by the number of authors of the publication will be counted.

#### Specialized book publication

A book publication summarizing scientific findings relating to a comprehensive specialist subject that does not have the nature of an original scientific work. A condition is processing by an editorial/publishing team. In terms of co-authorship, only the applicant's share in the publication is counted. If the share cannot be determined, the point value divided by the number of authors of the publication will be counted.

#### Translation of a specialized book, textbook or lecture notes

Translated publications from the original language into a different language (except translations from Slovak into Czech and from Czech into Slovak). In terms of co-authorship, only the applicant's share in the publication is counted. If the share cannot be determined, the point value divided by the number of authors of the publication will be counted.

#### Scientific article

A published scientific article focused on the professional public.

#### Teaching abroad in a world language

This is documented via a confirmation from a foreign institution.

#### Teaching at CULS in a world language (for a semester)

Instructions in a prepared and taught subject in one semester (repeated teaching of the same subject is not evaluated). With regard to participation in a subject, the proportion of the lessons taught within a semester is counted.

#### Awarded FRVŠ grant

All of the successful projects acquired from the Higher Education Development Fund for which the applicant is the main researcher or co-researcher are counted (the amount of allocated support is not taken into consideration). This is documented via an abstract from the information system of the agenda of the Council of Higher Education Institutions Agency – FRVŠ (ISAAR-F) or other documents.

Defended bachelor or master's thesis

Theses that the applicant supervised as a thesis supervisor, and which were successfully defended by the student at a state exam, are counted.

DSP graduate

Doctoral study programme students who duly completed their studies via a dissertation thesis defence, and who the applicant supervised as a tutor or consultant during their studies (only for the purposes of habilitation proceedings), are counted. If a student has more than one consultant, the proportionate part will be counted.

**C – Recognition from the scientific community**

All of the evaluated activities are documented via credible documents (e.g. appointment letters).

(8) Teaching prerequisites for habilitation proceedings and professor appointment proceedings are determined as follows:

a) It is generally assumed that applicants seeking to be appointed associate professors have worked at a university. This means continuous, various types of teaching activities (lectures, tutorials, seminars, etc.) in a total scope of at least 100 hours of direct teaching, primarily in bachelor and master's study programmes, which continue during the proceedings. Habilitation proceedings are generally initiated at the earliest 2 years after receiving the Ph.D. scientific ranking.

b) It is generally assumed that applicants seeking to be appointed professors have at least 5 years of experience at a university. This means continuous teaching activities (lectures, tutorials, seminars, etc.) in bachelor, master's and doctoral study programmes across the entire field of appointment in total scope of at least 200 hours of direct teaching, which continue during the proceedings. Professorships are generally initiated at the earliest 3 years after associate professor appointment. The applicant is generally a tutor of at least one doctoral study programme graduate.

(9) The criteria specified in this article are the minimum requirements for habilitation proceedings or appointment proceedings, and they may be made stricter via other non-negligible conditions on the level of individual faculties that have been granted habilitation proceedings and professor appointment proceedings accreditation.

**Article 8  
Interim and Closing Provisions**

(1) Habilitation proceedings and professor appointment proceedings initiated before the date these rules come into force shall be completed according to the existing rules.

(2) These rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS Academic Senate on 2 March 2017.

(3) Pursuant to Section 36, paragraph 4 of the Act, these rules shall become valid on the date they are registered by the Ministry.

(4) These rules shall become effective on the date they are published on the public part of the CULS website.

Prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand  
Rector