


**ASSESSMENT GUIDELINES APPLICABLE TO THE  
HABILITATION PROCEDURE AND THE PROFESSOR  
APPOINTMENT PROCEDURE EMPLOYED  
AT THE PRAGUE UNIVERSITY OF ECONOMICS AND  
BUSINESS**

**Annotation:**

This Directive, having university-wide application, defines a set of standard requirements and areas pertaining to the Habilitation Procedure and the Professor Appointment Procedure employed by the Prague University of Economics and Business.

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## PREAMBLE

With regard to the position of the Prague University of Economics and Business (hereinafter referred to as the “VSE”), both within Czech and international higher education and with respect to the customs of comparable universities, the VSE Scientific Board discussed the set of standard requirements and areas of assessment pertaining to the Habilitation Procedure as well as the Professor Appointment Procedure. This set is in compliance with Act No. 111/1998 Sb. on Higher Education Institutions and on the amendment to other acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”) and the Regulations on the Habilitation Procedure and the Professor Appointment Procedure at the Prague University of Economics and Business (hereinafter referred to as the “Regulations”). The list of items within individual assessment areas (as regards the Habilitation Procedure 4.A through 4.D; as regards the Professor Appointment Procedure 3.A through 3.D) is not exhaustive and serves as a prerequisite for establishing reasonable demands on applicants for a relevant scientific-pedagogical academic title in the scientific field concerned. The Assessment Guidelines Applicable to the Habilitation Procedure and the Professor Appointment Procedure employed by the Prague University of Economic and Business (hereinafter referred to as the “Guidelines”) are conceived so that they define standard demands on applicants and at the same time facilitate decision-making of both members of relevant boards and members of the Scientific Boards of VSE.


The board, composed of recognised experts in the given scientific field, comprehensively assesses applicant profiles and submits to the Scientific Board of the relevant faculty a well-founded proposal containing the opinion of the board on the applicants’ personality and their work, with an emphasis put on professional benefits and significance for the level of science and pedagogy both at VSE and outside its scope of authority.

The board may, with regard to the scientific field in which the applicants are involved and their professional profiles, waive a certain standard requirement, however, this would be solely upon the condition that applicants shall meet other requirements in an above-standard manner. The board shall be obliged to justify and precisely document in the submitted report mutual compensation of standard demands and requirements.

## HABILITATION PROCEDURE


The Habilitation Procedure shall be initiated on the basis of the proposal of an applicant submitted to the Dean of the Faculty and substantiated by obligatory requisites stipulated in Article 72 (2) and (3) of the Higher Education Act.

1. Applicants for habilitation shall meet the requirement of at least three years of systematic scientific and pedagogical work at a higher education institution as a full-time teacher and/or scientist; or corresponding scientific and pedagogical work at a higher education institution as a part-time teacher and/or scientist; or corresponding scientific and pedagogical work at a higher education institution in a different form under the labour-law contract. The applicant shall have the academic degree of Ph.D., or the academic/scientific degree of Dr., or the equivalent scientific degree of CSc. Simultaneously, there should be a prerequisite of their further systematic scientific and pedagogical work at a higher education institution.
2. In order to initiate the Habilitation Procedure, applicants shall be obliged to submit the following:

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- a) An application to initiate the Habilitation Procedure stating the field of the Habilitation Procedure and addressed to the Dean.
  - b) A habilitation thesis.
  - c) A structured CV (see Annex 1), signed by the applicant, the date of signature.
  - d) Notarised copies of documents proving the level of higher education as well as documents on academic degrees awarded; in case such documents were obtained at a foreign university then also official validation certificates.
  - e) A certificate confirming occupation(s) and practise.
  - f) An exhaustive list of published works in the required structure (see Annex 2), signed by the applicant, the date of signature.
  - g) A brief summary of scientific benefits, including a list of the most considerable creative outputs (maximally three), signed by the applicant; the applicant shall submit originals or copies of selected outputs which, in their opinion, have contributed to the development of the scientific field concerned (see Annex 3).
  - h) An overview of pedagogical and educational activities, signed by the applicant, the date of signature.
  - i) An overview of scientific and research activities, stating results, and signed by the applicant, the date of signature.
  - j) A list showing the number of references regarding the citing index in the globally recognised databases (Web of Science and Scopus) and a list of other citations; citations of the applicant's works by the applicant themselves shall not be included (see Annex 2).
  - k) A list of scientific and professional fellowship(s)/internship(s), both in the Czech Republic and abroad.
  - l) A filled-in "*Supporting Documents for Initiation of the Habilitation Procedure at VSE*" form (see Annex 4), signed by the applicant.
3. The habilitation thesis shall demonstrate characteristics stipulated by Article 72 (3) of the Higher Education Act. The habilitation thesis shall be understood as follows:
- a) A thesis developed mainly for the purpose of habilitation which shall bring about new scientific knowledge, or
  - b) a set of at least five published scientific papers on one research issue with a significant co-authorship of the applicant<sup>1</sup>, completed by a unified commentary, or
  - c) a monograph, published in print, bringing about new scientific findings, which is comprehensively processed by a single author.
4. The scientific and pedagogical qualities of an applicant shall be assessed by the Habilitation Board on the basis of the submitted reviews. Applicants shall be in their respective field a scientific and pedagogical personality. The standard requirements, which should be met by all applicants, are specified in points A.1, B.1, C.1, C.3, and D.1. In addition, it is desirable that applicants shall also meet other requirements, which are laid down in points A.2, B.2, C.2, and D.2.

<sup>1</sup> Significant co-authorship means at least one-third of the share, with at least two scientific publications fully owned by the applicant. The applicant proves the author's share by affidavit, unless otherwise documented.

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### A. Pedagogical and Educational Activities

<b>A. 1 Standard Requirements</b>	
1	Superior higher education pedagogical activities.
2	Guiding diploma theses/diploma seminars.
3	Drawing up reviewer's reports on diploma or dissertation theses respectively.
4	Membership of Boards for final state examinations or defence of dissertation theses respectively.
<b>A. 2 Other Recognised Activities</b>	
1	A share in implementing a new concept of a study programme/field of study or subject, or a new methodological approach to a subject, or the introduction of a new study programme/study field or subject.
2	Being a guarantor of taught subjects.
3	Higher education textbooks.
4	Any other didactical aids (case studies, film, software, video, e-learning tools).
5	Teaching and organising significant educational programmes and qualification schemes.
6	International pedagogical activities. <sup>2</sup>

### B. Scientific and Research Activities

<b>B. 1 Standard Requirements</b>	
1	A researcher/foremost <sup>3</sup> member of a research team that successfully completed domestic scientific and research projects except for internal projects, or a researcher /member of an international research team that successfully completed scientific and research projects with international cooperation. <sup>4</sup>
<b>B. 2 Other Recognised Activities</b>	
1	Cooperation tied to practical issues (finding solutions to major tasks for public sector, contract research).

### C. Publications and their Professional Benefits

<b>C. 1 Standard Requirements</b>		Number	
		foreign	national <sup>5</sup>
1	An author /foremost co-author of a book or higher education textbook <sup>6</sup> or an author /foremost co-author of international articles in a world language with a non-zero impact factor (alternatively AIS). <sup>7</sup>	1	

<sup>2</sup> International pedagogical activities shall mean a teaching assignment at universities abroad or higher education institutions in the Czech Republic in a world language, development of international study programmes, reviewer's opinions on qualification thesis of students from universities abroad, etc.


<sup>3</sup> The applicant will prove a significant share in the successfully completed research project by an abstract from the publication activity database.

<sup>4</sup> International cooperation projects shall mean participation in scientific and research projects in the framework of cooperation with foreign entities.

<sup>5</sup> Foreign publications may replace those published in the Czech Republic – not applicable vice versa.

<sup>6</sup> De-minis requirements correspond to the sum of applicant's shares in published books. The recommended length of one publication or a corresponding sum of applicant's shares is 11 AA.

<sup>7</sup> Only a professional article in a journal having IF (alternatively AIS) higher than the IF median (alternatively AIS) for a relevant scientific field in the year of the article publication.

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2	A research-based article in a journal recorded in a globally recognised database (Web of Science – Journal Citation Reports with a non-zero assigned IF, or Scopus with an assigned SJR index. <sup>8</sup>	2	
3	A research-based article in a peer-reviewed journal <sup>9</sup> without any citation indicator (IF, SJR).	2 <sup>10</sup>	5

### C. 2 Other Recognised Activities

1	An important co-author participating in the development of a dictionary or encyclopaedia.
2	An invited lecture at an international conference.
3	A contribution written in a world language, published in the proceedings from a conference held abroad which is registered in a globally recognised database (Web of Science, Scopus).
4	A contribution in the proceeding from international conference published in a world language. <sup>11</sup>
5	A contribution in the proceeding from a conference published in the Czech language.
6	A research-based article published in a journal which is not recognised as a peer-reviewed journal.
7	Translation of a specialist publication, where the name of the translator is printed.

### C. 3 Professional Benefits

	Evaluation of professional benefits of the most important creative outputs which have contributed to the development of the field the applicant is involved in. The Habilitation Board shall, in their submitted report, comprehensively evaluate benefits of the submitted creative outputs of the applicant for the development of the given research field at a national level. In addition, they must assess the quality of articles, particularly on Web of Science or Scopus (e.g. journal ranking in quartiles of journal publishers according to AIS, respectively IF or SJR). Faculties can specify the evaluation parameters for the respective disciplines in their own methodologies.
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## D. Recognition of Applicant's Scientific and Pedagogical Work by Domestic and International Academic Sector

<b>D. 1 Standard Requirements</b> (an applicant shall be obliged to meet at least four times some of the requirements laid down in 1a, 1b or 1c in whatsoever combination)		Number 4
1a	Citations in publications of other authors registered in the globally recognised databases (Web of Science, Scopus).	
1b	A visiting professor at a university abroad. <sup>12</sup>	


<sup>8</sup> Primarily articles with non-zero IF are recommended.

<sup>9</sup> Including ERIH

<sup>10</sup> An article in the Slovak language, or an article published in Slovakia in the Czech language is not considered as a foreign article.

<sup>11</sup> A contribution in a world language published in the proceeding from an international conference that is not registered in the globally recognised databases (Web of Science, Scopus).

<sup>12</sup> A teaching assignment in a foreign language, at minimum within the scope established by the ERASMUS+ programme supported by the relevant Confirmation of Teaching Assignment (Confirmation of Teaching Assignment – see Annex 6).


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1c	An invited professional lecture held abroad in a foreign language.	
2	Google Scholar citations in publications of other authors.	10
<b>D. 2 Other Recognised Activities</b> the applicant shall be required to meet, at least once, two or more of requirements 1 through 6)		
1	Membership of programme/organisational committees of scientific conferences and seminars.	
2	Membership of professional organisations and scientific societies.	
3	Membership of editorial boards of specialised journals.	
4	Activities in grant agencies and foundations of a scientific and research nature.	
5	Membership of advisory bodies and commissions of a scientific nature.	
6	Different awards for scientific work.	

### PROFESSOR APPOINTMENT PROCEDURE

The Professor Appointment Procedure shall be initiated on the basis of a proposal submitted by the applicant supported by at least two written references lodged by professors involved in the same or a related field, or upon a proposal submitted by the Dean to the Scientific Board of the Faculty possessing accreditation for the field concerned. The Professor Appointment Procedure may be initiated by the Scientific Board of the Faculty in question. The procedure shall commence in accordance with the provisions specified in the Act and in the Regulations.


1. Applicants for a professor appointment shall have at least five years of systematic scientific and pedagogical work at a higher education institution as a full-time teacher and/or scientist; or corresponding scientific and pedagogical work at a higher education institution as a part-time teacher and/or scientist; or corresponding scientific and pedagogical work at a higher education institution in a different form under the labour-law contract in their respective field, in which the applicant has had at least two years of an ongoing teaching assignment as an associate professor. The applicant shall have the academic degree of Ph.D., or the academic/scientific degree of Dr., or the equivalent scientific degree of CSc., and must have been appointed an associate professor on the basis of the Habilitation Procedure in the same or related field within which they are to be appointed a professor. Simultaneously, there should be a prerequisite of their further systematic scientific and pedagogical work at a higher education institution.
2. In order to initiate the Professor Appointment Procedure, applicants shall be obliged to submit the following:
  - a) An application to initiate the Professor Appointment Procedure addressed to the Dean, stating the field of the appointment procedure, and supported by at least two written references submitted by professors who recommend to initiate the procedure concerned.
  - b) A structured CV (see Annex 1), signed by the applicant, the date of signature.
  - c) Notarised copies of documents proving the level of higher education as well as documents on academic degrees awarded; in case such documents were obtained at a foreign university then also their official validation certificates.

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- d) A notarised copy of the Decree certifying that the applicant has been awarded the academic title, “Associate Professor”.
  - e) A certificate confirming occupation(s) and practise.
  - f) An exhaustive list of published works in the required structure (see Annex 2), signed by the applicant, the date of signature.
  - g) A brief summary of scientific and research benefits, including a list of the most important creative outputs (maximally five), signed by the applicant; the applicant shall submit originals or copies of the selected outputs which, in their opinion, have contributed to the development of the scientific field concerned (see Annex 3).
  - h) An overview of pedagogical and educational activities signed by the applicant, the date of signature.
  - i) An overview of scientific and research activities, stating their acknowledged results signed by the applicant, the date of signature.
  - j) A list showing the number of references regarding the citing index in the globally recognised databases (Web of Science and Scopus) and a list of other citations; citations of the applicant’s works by the applicants themselves shall not be included (see Annex 2).
  - k) A list of scientific and professional fellowship(s)/internship(s) both in the Czech Republic and abroad.
  - l) A filled-in “*Supporting Documents for Initiation of the Professor Appointment Procedure at VSE*” form (see Annex 5), signed by the applicant.
3. Scientific and pedagogic qualities of an applicant shall be assessed by the Board on the basis of the submitted reviews. Applicants shall be scientific and pedagogical personalities in their respective field. The standard requirements, which should be met by an applicant, are specified in points A.1, B.1, C.1, C.3, and D.1. In addition, it is desirable that applicants shall also meet other requirements, the not exhaustive list of which is laid down in points A.2, B.2, C.2, and D.2.

#### A. Pedagogical and Educational Activities

<b>A. 1 Standard Requirements</b>	
1	Superior higher education pedagogical activities.
2	Implementation of a new concept of the respective study programme/field or subject, or a new methodological approach to a subject, or introduction of a new study programme/field of research or a subject.
3	Being a guarantor of instructed subjects or study programmes/fields.
4	A tutor of at least two PhD students who have defended their doctoral theses.
<b>A. 2 Other Recognised Activities</b>	
1	Drawing up reviewer’s reports on dissertation or habilitation theses respectively.

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2	Membership of Habilitation Boards, or Boards for final state examinations, or Boards for defence of dissertation (doctoral) theses respectively.
3	Higher education textbooks.
4	Other didactical aids (case studies, film, software, video, e-learning tools).
5	Managing and organising significant educational programmes and qualification schemes.
6	International pedagogical activities. <sup>13</sup>
7	Teaching in doctoral study programmes.

### ***B. Scientific and Research Activities***

<b>B. 1 Standard Requirements</b>	
1	A researcher /foremost <sup>14</sup> member of a research team that successfully completed domestic scientific and research projects, except for internal projects.
2	A researcher /member of a research team that successfully completed domestic scientific and research projects, except for internal projects, or a researcher /member of an international research team that successfully completed scientific and research projects with international cooperation. <sup>15</sup>
<b>B. 2 Other Recognised Activities</b>	
1	Cooperation tied to practical issues (finding solutions to major tasks for public sector, contract research).

### ***C. Publications and their Professional Benefits***

<b>C. 1 Standard Requirements</b>		Number	
		foreign	national <sup>16</sup>
1	An author /foremost co-author of a book encompassing results of their own scientific and research activities, <sup>17</sup> or an author /foremost co-author of international articles published in a world language and having non-zero IF (alternatively AIS). <sup>18</sup>	1,5	
2	A research-based article in a journal recorded in a globally recognised database (Web of Science – Journal Citation Reports with a non-zero assigned IF, or Scopus with an assigned SJR index). <sup>19</sup>	4	

<sup>13</sup> International pedagogical activities shall mean a teaching assignment at universities abroad, or higher education institutions in the Czech Republic in a world language; development of international study programmes, reviewer's opinions on qualification thesis of students from universities abroad, etc.

<sup>14</sup> The applicant will prove a significant share in the successfully completed research project by an abstract from the publication activity database.

<sup>15</sup> International cooperation projects shall mean participation in scientific and research projects in the framework of international cooperation between universities.


<sup>16</sup> Foreign publications may replace those published in the Czech Republic – not applicable vice versa.

<sup>17</sup> A foremost co-author shall mean at least one third share in the publication concerned; de-minis requirements correspond to the sum of applicant's shares in published books. The recommended length of one and a half publications or a corresponding sum of applicant's shares is 17 AA.

<sup>18</sup> Only a professional article in a journal having IF (alternatively AIS) higher than the IF median (alternatively AIS) for a relevant scientific field in the year of the article publication.

<sup>19</sup> Primarily articles with non-zero IF are recommended.



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3	A research-based article in a peer-reviewed journal <sup>20</sup> without any citation indicator (IF, SJR).	5 <sup>21</sup>	8
<b>C. 2 Other Recognised Activities</b>			
1	A chapter in a book, a foremost co-author of a dictionary or an encyclopaedia.		
2	An invited lecture at an international conference.		
3	A contribution written in a world language published in the proceedings from a conference held abroad, which is recorded in a globally recognised database (Web of Science, Scopus).		
4	A contribution in the proceedings from an international conference published in a world language. <sup>22</sup>		
5	A contribution in the proceedings from a conference published in the Czech language.		
6	A research-based article published in a journal which is not recognised as a peer-reviewed journal.		
7	Translation of a specialist publication, where the name of the translator is printed.		
<b>C. 3 Professional Benefits</b>			
	Evaluation of professional benefits of the most important creative outputs which have contributed to the development of the field the applicant is involved in. The evaluation Board shall, in their submitted report, comprehensively evaluate benefits of the submitted creative outputs of the applicant for the development of the research field concerned at a national and international level. In addition, they must assess the quality of articles, particularly on Web of Science or Scopus (e.g. journal ranking in quartiles of journal publishers according to AIS, respectively IF or SJR). Faculties can specify the evaluation parameters for the respective disciplines in their own methodologies.		

#### ***D. Recognition of Scientific and Research Work of an Applicant by National and International Experts***


<b>D. 1 Standard Requirements</b> (an applicant shall be obliged to meet at least ten times some of the requirements laid down in 1a, 1b or 1c, whereas at least six citations in publications of other authors registered in databases Web of Science or Scopus are considered to be standard)		Number 10
1a	Citations in publications of other authors registered in globally recognised databases (Web of Science and Scopus).	6
1b	A visiting professor at a university abroad. <sup>23</sup>	
1c	An invited lecture held abroad, in a foreign language.	
2	Google Scholar citations in publications of other authors.	50

<sup>20</sup> Including ERIH

<sup>21</sup> An article in the Slovak language, or an article published in Slovakia in the Czech language is not considered as a foreign article.

<sup>22</sup> A contribution in a world language published in the proceedings from an international conference, which is not registered in the globally recognised database (Web of Science, Scopus).

<sup>23</sup> A teaching assignment in a foreign language at minimum within the scope of 3 ECTS, supported by the relevant Confirmation of Teaching Assignment (Confirmation of Teaching Assignment – see Annex 6).

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**D. 2 Other Recognised Activities** (the applicant shall be obliged to meet five or more of the requirements included in 1 through 9 at least once)

1	Membership of Scientific and Academic Boards of faculties and schools.
2	Membership of programme committees of scientific conferences and seminars.
3	Membership of the Habilitation Board or the Board for Professor Appointment Procedure.
4	Membership of professional organisations and scientific societies.
5	Membership of the Board of Doctoral Study Programmes pertaining to the respective field of study.
6	Membership of editorial boards of specialised journals.
7	Activities carried out in grant agencies and foundations of a scientific and research nature.
8	Membership of advisory bodies and commissions of a scientific nature.
9	Different awards for scientific work

### Joint and Final Provisions

The work schedule of the Boards and the time schedule of the Habilitation Procedure and the Professor Appointment Procedure is stipulated by the Regulations.

The final assessment of a proposal for the Habilitation Procedure shall be within the authority of the Faculty Scientific Board; the final assessment of a proposal for the Professor Appointment Procedure shall be within the authority of the VSE Scientific Board.

Provided that the Habilitation Procedure at the respective faculty shall fail to comply with these Guidelines, the Rector shall follow the procedure laid down in Article 72 (11) of the Higher Education Act.

Requirements imposed on an applicant applicable under the Habilitation procedure and the Professor Appointment Procedure were discussed at the meeting of the VSE Scientific Board on 26<sup>th</sup> February 2008, at the meeting of the VSE Scientific Board on 20<sup>th</sup> May 2014 and at the meeting of the VSE Scientific Board on 14<sup>th</sup> May 2019.

Annexes 1 to 6 shall form an integral part of these Guidelines.

The Habilitation procedure and the Professor Appointment Procedure, which have begun before the amendment of this Directive comes into effect, will be governed by the Assessment Guidelines applicable to the Habilitation Procedure and the Professor Appointment Procedure Employed at the Prague University of Economics and Business (SR 03/17), in its original wording, unless the applicant submits a written request to the dean of the faculty within 30 days of the effective date of the amendment of this Directive for the continuation of the Habilitation procedure or the Professor Appointment Procedure in accordance with the requirements specified in the amendment to the Directive.