## MINIMUM MANDATORY REQUIREMENTS FOR THE HABILITATION PROCEDURES HELD AT THE SU SBA

**Candidate’s name and surname incl. degrees:**

**Candidate’s workplace:**

The candidate‘s scientific and pedagogical qualities are assessed on the basis of submitted materials by the Habilitation Board and Scientific Board of the Faculty. The candidate has to be a scientific and pedagogical personality in his/her field. Mandatory minimum requirements, which every candidate should meet, are given in points A.1, B.1, C.1, D.1. In addition, it is desirable for the candidate to meet other conditions, of which indicative list is given in points A.2, B.2, C.2, D.2. The criteria are designed to define standard requirements for candidates and facilitate decision making both for members of the Habilitation Board, and also for members of the Scientific Board. Under Article 16 (1) of the Rules of the Habilitation and Professorial Appointment Procedures at the Silesian University in Opava, the minimum mandatory requirements were discussed and approved by the Scientific Board of the SU SBA on 26 November 2021 and the Scientific Board of the Silesian University on 24 April 2022.

***A. Pedagogical and educational activities***

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| **A. 1 Mandatory minimum requirements** | | **Requirement** | **Actual state** |
| 1 | Tertiary pedagogical activity | **5 years, of which 2 years after the conferment of Ph.D.** |  |
| 2 | Supervision of degree theses | **20** |  |
| 3 | Investigator/team member for solving educational or development projects | **1** |  |
| **A. 2 Other activities worthy of consideration** | | |  |
| 1 | Contribution to the introduction of a new concept of the field of study or course or a new methodological concept of the course or introduction of a new field of study or course | |  |
| 2 | University textbooks | |  |
| 3 | Other didactic aid (case studies, software, video, e-learning tools) | |  |
| 4 | Elaboration of opponents’ reviews of diplomas or dissertations | |  |
| 5 | Membership in final state exam committees or defence of dissertations | |  |
| 6 | Management and organisation of important educational and qualification programs | |  |
| 7 | International pedagogical activity[[1]](#footnote-1) | |  |

***B. Scientific research activity***

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| **B. 1 Mandatory minimum requirements** | | **Requirement** | **Actual state** |
| 1 | Investigator/member of the research team of domestic or international scientific research projects successfully completed [[2]](#footnote-2) | **1** |  |
| **B. 2 Other activities worthy of consideration** | | |  |
| 1 | Investigator/member of the research team of domestic scientific research projects successfully completed within the candidate’s home workplace | |  |
| 2 | Cooperation with practice (solving important tasks for the state and public sector, cooperation with business entities, solving practically oriented scientific research projects) | |  |

***C. Publication activity***

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| --- | --- | --- | --- |
| **C. 1 Mandatory minimum requirements for authorship/significant co-authorship [[3]](#footnote-3)** | | **Requirement** | **Actual state** |
| 1 | A professional book publication [[4]](#footnote-4)or an article in a world language in a journal registered in the Web of Science database with a nonzero impact factor (IF) higher than the median IF of the habilitation or related field in the year the article was published (according to Journal Citation Reports). | **1** |  |
| 2 | A professional article registered in the Web of Science database with a non-zero impact factor (IF) in the year the article was published (according to Journal Citation Reports). | **1** |  |
| 3 | A professional article in a journal that is registered in the SCOPUS database with the assigned Scientific Journal Rankings index (SJR)[[5]](#footnote-5) in the year the article was published. Articles in a journal with a non-zero IF can replace SCOPUS articles. | **4** |  |
| **C. 2 Other activities worthy of consideration** | | |  |
| 1 | A professional article in a peer-reviewed journal without a citation indicator of the IF  or SJR type. | |  |
| 2 | A paper published in the proceedings registered in the world-renowned databases (Web of Science, SCOPUS) | |  |
| 3 | A paper in the proceedings of a scientific conference | |  |
| 4 | A professional article in a non-peer-reviewed journal | |  |
| 5 | Translation of a professional publication with the translator’s name | |  |
| 6 | Invited lecture at an international conference | |  |
| 7 | Others - specify a specific activity here | |  |

1. ***D. Recognition of the candidate’s scientific and pedagogical work by the domestic and foreign professional public***

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| --- | --- | --- | --- |
| **D. 1 Minimum mandatory requirements** | | **Requirement** | **Actual state** |
| 1 | Citations in publications of other authors registered in world-renowned databases (Web of Science, SCOPUS) without self-citations | **20** |  |
| **D. 2 Other activities worthy of consideration** | | | **Actual state** |
| 1 | Other citations in publications of other authors without self-citations | |  |
| 2 | Membership in program / organizing committees of scientific conferences and seminars | |  |
| 3 | Membership in professional organizations and scientific societies | |  |
| 4 | Membership in editorial boards of professional journals | |  |
| 5 | Activity in grant agencies and foundations of scientific research nature | |  |
| 6 | Membership in advisory bodies and committees of scientific nature | |  |
| 7 | Various awards for scientific work | |  |

Date of processing:

Candidate’s signature:

***Data provided by the candidate were verified by:***

Date:

Signature of the Chairperson of the Habilitation Board:

1. International pedagogical activity means teaching at foreign schools or universities in the Czech Republic in the world language, preparation of international teaching programs, opponent’s reviews of degree theses of students from foreign universities, etc. [↑](#footnote-ref-1)
2. Apart from research projects solved within the framework of internal grants of the Silesian University in Opava or the candidate's home workplace. Involvement in these projects must be documented.

   [↑](#footnote-ref-2)
3. Significant co-authorship is defined as at least one-third of a publication. Only publications that are related to the habilitation procedure are counted in the evaluation. [↑](#footnote-ref-3)
4. A professional book publication means a monograph, resp. professional book according to the definition of the Methodology for Evaluating Research Organizations 2017+. The minimum requirements correspond to the sum of the candidate's authors' contributions in book publications. Recommended scope of one publication, resp. the corresponding sum of authors' contributions is 7 AA. [↑](#footnote-ref-4)
5. Priority is given to articles published in the world language. [↑](#footnote-ref-5)