



**SILESIA  
UNIVERSITY**  
SCHOOL OF BUSINESS  
ADMINISTRATION IN KARVINA

## Dean's Directive No. 1/2021

**Habilitation procedure at the Silesian University in  
Opava, School of Business Administration in Karviná**

# Dean's Directive No. 1/2021

## **Habilitation procedure at the Silesian University in Opava, School of Business Administration in Karviná**

### **Art. 1**

#### **Introductory provisions**

- 1) The habilitation procedure at the Silesian University in Opava, School of Business Administration in Karviná is defined by §71 and §72 of Act no.111/1998 Coll. On Higher Education Institutions (Higher Education Act) and Amendment of other Acts, (hereinafter referred to as the 'Act') and the Rules of the Habitation Procedure and the Procedure for Appointment as a Professor at the Silesian University in Opava of 8 August 2017 (hereinafter referred to as the 'Rules').
- 2) This Directive regulates, under Article 17 (1) of the Rules, formal and procedural matters of the habilitation procedure at the Silesian University in Opava, the School of Business Administration in Karviná (hereinafter referred to as the „SU SBA“).

### **Art. 2**

#### **Commencement of the habilitation procedure**

- 1) The habitation procedure is commenced by submitting the candidate's proposal to the Dean. The proposal in the written and electronic form must contain:
  - a) The proposal for commencing the habilitation procedure indicating the field, in which the candidate applies for the habilitation, including the proposal of three topics of the habilitation lecture (Attachment no.1).
  - b) The structured CV focused primarily on scientific, professional, and pedagogical activities, including a list of requested lectures at scientific conferences, an overview of membership and positions in committees, bodies and councils related to the field of the habilitation and an overview of completed scientific and pedagogical practice, both domestic, as well as foreign one (Attachment no. 2).
  - c) Documents proving pedagogical practice including its evaluation confirmed by the institution where the practice took place (Attachment no.3).

- d) A list of scientific and professional publications in the required structure (Attachment no. 4).
  - e) A list of citations in works by other authors in the required structure (Attachment no. 5).
  - f) A concise professional characteristic of his/her scientific activities and professional contribution, including a list of the 5 most important creative outputs and an overview of scientific research activities and documents on solved research projects and grants, broken down into external projects and projects announced within the institution where the candidate is employed, or cooperation projects with practice (Attachment no. 6). The candidate will submit originals or copies of selected outputs, which in his/her opinion have contributed to the development of the scientific field of the habilitation.
  - g) Minimum mandatory requirements for assessing the scientific and pedagogical competence of candidates for the habilitation procedure (Attachment no. 7).
  - h) The habilitation thesis according to § 72 par. 3 of the Act. The habilitation thesis is submitted in 5 copies and also in electronic form.
  - i) Officially certified copies of university degrees and academic degrees obtained.
- 2) The habilitation thesis means:
- a) the written thesis, which brings new scientific findings, or
  - b) a set of scientific works supplemented by a commentary (for more information see Attachment no. 8), or
  - c) a monograph published in print, which brings new scientific findings.
- 3) The habilitation file means:
- a) the candidate's proposal for commencing the habilitation procedure with all attachments,
  - b) opponent's reviews and all relevant written evaluations,
  - c) minutes of a meeting of the Habilitation Board and records of their vote,
  - d) minutes corresponding to the part of the meeting of the Scientific Board of the SU SBA (hereinafter referred to as the 'Scientific Board') and records of the vote on the proposal for appointing the candidate to the title of associate professor,
  - e) a proposal of the Scientific Board for appointing the candidate to the title of associate professor.
- 4) The candidate may submit a proposal for commencing the habilitation procedure, including its requisites according to par. 1, in the Czech, Slovak or English language.

### **Art. 3**

#### **Minimum mandatory requirements set for the candidate for the habilitation procedure**

- 1) In the habilitation procedure, the candidate's scientific qualification is verified, especially on the basis of the habilitation thesis and its defence, other scientific and scholarly works and his/her pedagogical competence based on the evaluation of the habilitation lecture and previous pedagogical practice.
- 2) Minimum mandatory requirements set by the Dean under Art. 16 of the Rules are specified in Attachment no. 7.

## **Art. 4**

### **Habilitation Board**

- 1) If the habilitation procedure according to Article 2, par. 2 of the Rules is not terminated, then the Dean shall submit a proposal for the appointment of the Habilitation Board to the Scientific Board for approval under Article 3 of the Rules. The Scientific Board shall approve the Chair and the individual members of the Board by secret ballot.
- 2) Except for the final ballot of the Habilitation Board on the proposal for the appointment of a candidate, the meeting of the Habilitation Board may be conducted by correspondence. Minutes must be taken of each meeting of the Habilitation Board.
- 3) In justified cases, the Habilitation Board (hereinafter referred to as the “Board”) may act and vote by teleconference or videoconferencing, i.e. using technical means enabling real-time communication at a distance (hereinafter referred to as the “distance meeting”), or a combination of the distance meeting and a face-to-face meeting (hereinafter referred to as "hybrid form"). The chairman of the Board decides on the distance meeting or hybrid form.
- 4) For distance or hybrid meetings, any technical tool that allows the identification of the members of the Board may be used to ensure that the member of the Board actually participates and votes. In cases where a secret ballot is required, this must be ensured.
- 5) Minutes or reports shall be taken of distance or hybrid meetings in the same way as for a face-to-face meeting. The minutes or report shall state the reasons for the distance or hybrid meeting.

## **Art. 5**

### **The course of action of the habilitation procedure in the meeting of the Scientific Board**

- 1) The habilitation lecture and defence of the habilitation thesis is held in a public session of the Scientific Board. The Habilitation Board approves the topic of the habilitation lecture in their meeting. Members of the Habilitation Board and opponents can also participate in a non-public debate of the Scientific Board.
- 2) The candidate must submit the proposition of the habilitation thesis at least one month before the meeting of the Scientific Board, which the members of the Scientific Board will receive at least one week before the meeting of the Scientific Board.
- 3) The habilitation procedure in the meeting of the Scientific Board comprises the following steps:
  - a) the selection of scrutineers,
  - b) the introduction of the candidate,
  - c) information about the composition of the Habilitation Board and opponents,
  - d) the opinion of the Habilitation Board,
  - e) the habilitation lecture,
  - f) the presentation of the opponent’s reviews,
  - g) public debate on the habilitation lecture and habilitation thesis, in which the candidate has an opportunity to comment on opponent’s reviews, defend his/her habilitation thesis and express himself/herself to his/her current scientific and pedagogical activities,
  - h) the non-public debate of the Scientific Board,
  - i) a secret ballot of the members of the Scientific Board on the proposal for the candidate’s appointment to the title of an associate professor,

- j) the report of scrutineers,
  - k) public announcement of the results of voting on the proposal for the candidate's appointment to the title of an associate professor.
- 4) If the proposal for the appointment to the title of an associate professor obtains the consent of an absolute majority of all members of the Scientific Board, the Dean shall submit it with all materials for the decision to the Rector. If the proposal for the appointment to the title of an associate professor does not obtain the consent of the required majority, the proceedings shall be terminated.

## **Art. 6**

### **Interim and final provisions**

- 1) The agenda of the habilitation procedure is administratively provided by the Department of Science and Research, which also keeps the habilitation file.
- 2) This directive repeals the Dean's Directive No. 1/2019 Habilitation procedure at the Silesian University in Opava, the School of Business Administration in Karviná.
- 3) This internal standard shall enter into force and effect on 5 January 2021.

In Karviná on 5. 1. 2021

Prof. Ing. Daniel Stavárek, Ph.D.  
Dean

#### **Annexes:**

- 1. The application for the commencement of the habilitation procedure
- 2. Structured curriculum vitae
- 3. The document certifying pedagogical practice
- 4. A list of scientific and scholarly works
- 5. A list of citations for the candidate's works
- 6. The brief description of the candidate's scientific activity and professional contribution
- 7. Minimum mandatory requirements for the habilitation procedure held at the SU SBA
- 8. Requirements for the habilitation thesis submitted in the form of a file of published scientific works supplemented by a commentary

## THE APPLICATION FOR THE COMMENCEMENT OF THE HABILITATION PROCEDURE

**Name and surname of the candidate incl. degrees:**

**Date and place of birth:**

**Field:** Business Economics and Management

**Proposal of three topics of the habilitation lecture:**

- 1.
- 2.
- 3.

**Title of the habilitation thesis:**

The type of the habilitation thesis according to Art. 2 par. 2 of the Dean's Directive no. 1/2021:<sup>1</sup>

- a) a written thesis bringing new scientific findings
- b) a set of scientific papers supplemented by a commentary
- c) a printed monograph bringing new scientific findings.

By submitting the proposal for commencing the habilitation procedure I shall give the Silesian University in Opava the license to use the above-specified habilitation thesis according to Letter a), respectively comments under Letter b), and to use it in a manner specified in § 8 par. 2 of Act no.121/2000 Coll. on the Copyright Act, as amended. I shall give this license as a non-exclusive license to the Silesian University and I shall provide it gratuitously for the duration of property rights of the thesis. The Silesian University is not obliged to use the license.

**Further data requested by the Ministry of Education, Youth and Sports:**

Birth identification number:

Marital status:

Maiden name:

Permanent residence:

**Contact:**

E-mail:

Telephone:

In..... on.....

Signature of the candidate for the habilitation procedure:

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<sup>1</sup> Mark the selected variant in bold.

## **STRUCTURED CURRICULUM VITAE**

Mandatory minimum structure<sup>1</sup>

**Name and surname incl. degrees:**

**Date and place of birth:**

**Workplace:**

**Position:**

**Education and academic qualifications:**

**Job overview:**

**Membership in international/foreign professional societies, editorial boards, and organisations:**

**Membership in domestic professional societies, editorial boards, and organisations:**

**Membership in scientific boards, subject area boards and committees:**

**Study/lecture stay abroad and research fellowship:**

**Invited lectures at scientific conferences:**

**Awards acquired:**

In..... on.....

Candidate's signature:

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<sup>1</sup> The structure is based on the Criteria applied in the habilitation procedure at the SU SBA. If the candidate does not fulfill any of the points, he/she will state here "I don't have", "I am not", "I did not participate", etc. It is possible to add other sections in addition to those listed here.

## THE DOCUMENT CERTIFYING PEDAGOGICAL PRACTICE

Name and surname incl. degrees:

Workplace, where the practice took place:

**A. Overview of regular teaching** (for the last 5 years incl. the year of commencement of the hab. procedure)

	Course	BA/MA/Ph.D.	Lecture/seminar/tutorial or a combination	from:	to:
1					
2					
3					

**B. Supervision of successfully defended degree theses (bachelor's, diploma, or dissertation thesis) for the last 5 years incl. the year of the commencement of the hab. procedure**

	Student's name	The topic of the thesis	Year	BA/MA/Ph.D.
1				
2				
3				

**C. List of textbooks, chapters in textbooks, study materials and other teaching aids**

**D. List of educational and development projects** (incl. the indication of the role description - investigator/team member)

**E. List of other activities of an educational nature, participation in introducing new concepts for the field of study or course, reviews of university textbooks or study materials, international pedagogical activities**

Candidate's signature:

Evaluation of pedagogical practice by an employer:

*I confirm the accuracy of the data provided:*

Name and surname, position, signature, and stamp of the authorised representative of the institution:



In..... on.....

Notes:

- 1. This structure of a list is binding for candidates applying for the habilitation procedure at the SU SBA in Karviná*
- 2. The document shall be completed for each institution, at which the candidate was employed in the last 5 years.*
- 3. If the publication has more than one author, state your percentage of the specific publication.*
- 4. The textbook is a study text published by a commercial publishing house nationwide. Study materials are study texts published by Faculty or University publishers.*

## A LIST OF SCIENTIFIC AND SCHOLARLY WORKS

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

**Candidate's workplace:**

Output type	Number
B	
C	
Jimp	
Jsc	
Jost	
Dindex	
Dost	

**1. Monograph (B):**

1. Publication according to the citation standard, including the indication of the author's share

**2. Chapters in monographs (C):**

1. Publication according to the citation standard, including the indication of the author's share

**3. Original scientific articles in impact journals indicating the IF value in the year of publication (Jimp):**

1. Publication according to the citation standard, including the indication of the IF and author's share

**4. Original scientific articles in peer-reviewed journals without the IF listed in the SCOPUS database with the value of the SJR in the year of publication (Jsc):**

1. Publication according to the citation standard, including the indication of the SJR and the author's share

**5. Original scientific articles in other peer-reviewed journals published in Czechia or abroad (Jost):**

1. Publication according to the citation standard, including the indication of the author's share

**6. Original scientific articles in proceedings of international conferences listed in the Conference Proceedings Citation Index databases of the Clarivate Analytics (Web of Science) or the SCOPUS database (Dindex):**

1. Publication according to the citation standard, including the indication of the author's share

**7. Original scientific articles in proceedings of other international conferences (Dost):**

1. Publication according to the citation standard, including the indication of the author's share

**8. Audiovisual and web presentations on research and development or art, translations of professional publications:**

**9. Further results of research, development, or artistic activities important from the point of view of the candidate, peer-reviews of publications, or opponent's reviews of projects:**

**A statutory declaration by a candidate:**

I declare that all the above information, including the determination of my share of the results, is true.

In..... on.....

Candidate's signature:

Notes:

- 1. This structure of a list is binding for candidates applying for the habilitation procedure at the SU SBA in Karviná.*
- 2. If the publication has more than one author, state your percentage of the specific publication.*
- 3. When quoting all works use official journal titles.*

## A LIST OF CITATIONS OF THE CANDIDATE'S WORKS

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

**Candidate's workplace:**

### **A. List of citations in publications of other authors registered in WoS and SCOPUS databases**

1. Publication according to the citation standard, including the indication of the IF or SJR and author's share

Responses (number):

1. The publication of another author according to the citation standard, including the indication of the IF or SJR

### **B. List of citations in publications by other authors not registered in WoS and SCOPUS databases**

1. Publication according to the citation standard, including the indication of the author's share

Responses (number):

1. The publication of another author according to the citation standard

### **C. List of three most important citations from the point of view of the candidate with a short statement of reasons**

1. The publication of another author according to the citation standard, including the indication of the IF or SJR

*A short statement of reasons:*

2. The publication of another author according to the citation standard, including the indication of the IF or SJR

*A short statement of reasons:*

3. The publication of another author according to the citation standard, including the indication of the IF or SJR

*A short statement of reasons:*

### **A statutory declaration by a candidate:**

I declare that all the above information, including the determination of my share of the results, is true.

In..... on.....

Candidate's signature:

*Note: The list must not contain any self-citations, and a self-citation is considered to be a citation of the work by any of their co-authors.*

## THE BRIEF DESCRIPTION OF SCIENTIFIC ACTIVITIES AND PROFESSIONAL CONTRIBUTION OF THE CANDIDATE

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

**Candidate's workplace:**

Here, verbally comment on your current scientific research activities and their contribution to the development of the field of Business Economics and Management (max. 20 lines)

**A. Research projects funded from external sources**

1. Project code, project name, source of funding, solution period, role (investigator / co-investigator / team member)

**B. Research projects funded from internal sources**

1. Project code, project name, source of funding, solution period, role (investigator / co-investigator / team member)

**C. Projects implemented in cooperation with practice:**

1. Project code, project name, source of funding, solution period, role (investigator / co-investigator / team member)

**D. Five most important candidate's publications:**

1. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
2. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
3. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
4. Publication according to the citation standard, including the indication of the IF or SJR and the author's share
5. Publication according to the citation standard, including the indication of the IF or SJR and the author's share

In..... on.....

Candidate's signature:

*Note: Involvement in the mentioned projects must be documented by relevant documents (project application and grant agreement for projects financed from external sources or decision of the Rector / Dean on the allocation of funds for project solutions in the case of projects financed from internal sources).*

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

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

**Candidate's workplace:**

Scientific and pedagogical qualities of a candidate 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, the candidate should meet other conditions, whose 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 Procedure and the Procedure for Appointing a Professor at the Silesian University in Opava, the minimum binding requirements were discussed and approved by the Scientific Board of the SU SBA on 21 November 2018 and the Scientific Board of the Silesian University on 16 April. 2019.

### *A. Pedagogical and educational activities*

A. 1 Mandatory minimum requirements		Requirement	Actual state
1	Tertiary pedagogical activity	<b>5 years, of which 2 years after the conferment of Ph.D.</b>	
2	Supervision of degree theses	<b>20</b>	
3	Investigator/team member for solving educational or development projects	<b>1</b>	
A. 2 Other activities worth taking into account			
1	Share in 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 <sup>1</sup>		

### *B. Scientific research activity*

B. 1 Mandatory minimum requirements		Requirement	Actual state
1	Investigator/member of the research team of domestic scientific research projects successfully completed <sup>2</sup>	<b>1</b>	
B. 2 Other activities worth taking into account			
1	Investigator/member of the research team of domestic scientific research projects successfully completed within the candidate's home workplace		

<sup>1</sup> 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.

<sup>2</sup> 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.

2	Cooperation with practice (solving important tasks for the state and public sector, cooperation with business entities, solving practically oriented scientific research projects)	
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### C. Publication activity

C. 1 Mandatory minimum requirements for authorship/significant co-authorship <sup>3</sup>		Requirement	Actual state
1	A professional book publication <sup>4</sup> or an article in a world language in a journal registered in the Web of Science database with a non-zero 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) <sup>5</sup> in the year the article was published. Articles in a journal with a non-zero IF can replace Scopus articles.	3	
C. 2 Other activities worth taking into account			Actual state
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 name of the translator		
6	Invited lecture at an international conference		
7	Others - specify a specific activity here		

### D. Recognition of the candidate's scientific and pedagogical work by the domestic and foreign professional public

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	5	
2	Other citations in publications of other authors <sup>6</sup> without self-citations	15	
D. 2 Other activities worth taking into account			Actual state
1	Membership in program / organizing committees of scientific conferences and seminars		
2	Membership in professional organizations and scientific societies		
3	Membership in editorial boards of professional journals		
4	Activity in grant agencies and foundations of scientific research nature		
5	Membership in advisory bodies and committees of a scientific nature		
6	Various awards for scientific work		

<sup>3</sup> Significant co-authorship means at least one third share of the publication.

<sup>4</sup> A professional book publication means a monograph, resp. professional book according to the definition of the Methodology for evaluation of research organizations 2017+. The minimum requirements correspond to the sum of the candidate's authors' shares in book publications. Recommended scope of one publication, resp. the corresponding sum of authors' shares is 7 AA.

<sup>5</sup> Priority is given to articles published in the world language.

<sup>6</sup> Citations in authors' publications listed in WoS or SCOPUS may replace other citations, while citations in WoS are counted 3x, citations in SCOPUS 2x.

Processing date:

Candidate's signature:

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

Date:

Signature of the Chairperson of the Habilitation Board:



## **REQUIREMENTS FOR THE HABILITATION THESIS SUBMITTED IN THE FORM OF A SET OF PUBLISHED SCHOLARLY WORKS SUPPLEMENTED BY A COMMENTARY**

1. The habilitation thesis submitted in the form of a set of published scholarly works must be consistently focused on a uniform issue in all parts. The habilitation thesis must include at least five original scholarly articles published in peer-reviewed scientific journals, where:

- a. all articles from the submitted set must be published in scientific journals with a non-zero impact factor (according to Journal Citation Reports) or in journals included in the SCOPUS database,
- b. of which at least three articles must be published in journals with an impact factor (according to Journal Citation Reports),
- c. for three articles from the submitted set separate authorship is required, for the remaining articles the author's share must be at least 50%, while a written confirmation of the co-authors about the candidate's share in joint works must be documented.

2. The set of articles must be accompanied by a unifying commentary of at least 30 pages. The comment must contain a characteristic of:

- a. comprehensive concept of the presented set of works with the definition of the goal,
- b. theoretical background and current state of research in the field (on an international scale),
- c. research methodologies,
- d. summary of the findings and a particular specification of the overall scientific contribution of the published articles; in the case of articles prepared in co-authorship, the candidate must also further specify his/her own contribution,
- e. specification of the limits of published research and the desired direction of further research.

3. Articles included in the habilitation thesis in the form of a set of published scientific papers may not be used to meet the minimum criteria set out in Annex no. 7.

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Designation:	<b>Dean's Directive</b>
No.:	<b>1/2021</b>
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