



Silesian University in Opava, School of Business
Administration in Karviná

Dean's Directive no. 60/2015
Habilitation Procedure at the Silesian University in
Opava, School of Business Administration in
Karviná



Dean's Directive no. 60/2015

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

Art. 1

Introductory provisions

(1) The habilitation procedure is defined by Sections 71 and 72 of the Act no.111/1998 Coll. on Higher Education Institutions and on Modification and Amendment of other Acts (Higher Education Act), hereinafter the Act.

(2) The habilitation procedure verifies the scientific qualifications of the applicant, particularly based on the habilitation thesis and its defense and other scientific, professional theses, and his/her pedagogical qualifications based on the assessment of the habilitation lecture and previous teaching practice.

(3) This Directive regulates formal and procedural matters of the habilitation procedure at the Silesian University in Opava, School of Business Administration in Karviná (hereinafter the SU OPF). The habilitation procedure can be applied for in the field, which was accredited at the faculty of the university.

Art. 2

Proposal for commencing the habilitation procedure

(1) The habilitation procedure is commenced by the submission of the written proposal of the applicant to the Dean of the Faculty. Along with this proposal the applicant shall submit the habilitation thesis and documents, which are required by law and this Directive. The applicant shall deliver all documents in the written and electronic form (e.g. in the PDF format). The habilitation thesis shall be submitted in 5 copies and in the electronic form.

(2) The applicant shall submit the following documents in order to commence the habilitation procedure:

- a. the proposal for commencing the habilitation procedure specifying the field of study, in which the applicant applies for the habilitation procedure (Appendix no.1),
- b. the habilitation thesis in Czech, Slovak or English,
- c. the CV focused primarily on scientific, professional and pedagogical activities (Appendix no. 2),
- d. officially certified documents proving university education and degrees acquired,
- e. documents proving pedagogical practice certified by the institution where practice took place and evaluation of the applicant's pedagogical activities (Appendix no. 3);

the applicant is required to prove 5 years of pedagogical practice, of which at least 2 years after obtaining his/her scientific degree Ph.D. or CSc.,

- f. a list of scientific and professional publications in the required structure (Appendix no. 4),
- g. a list of citations and responses in the scholarly works of other authors in the required structure (Appendix no.5),
- h. an overview of scientific-research activities and documents proving the implemented research projects and grants broken down into external projects and projects announced within the institution, where the applicant is employed, respectively projects of cooperation with practice,
- i. an overview of completed scientific and professional internships, both domestic and abroad ones,
- j. an overview of the membership and functions in the committees, bodies and boards associated with the respective field of science,
- k. a list of speeches at scientific conferences,
- l. a concise professional characteristic of his/her scientific activities and professional contribution, including a list of the top 5 outputs signed by the applicant (in the range of max. 3 pages); the applicant shall submit originals or copies of selected outputs, which in his/her opinion have contributed to the development of the field of science
- m. a proposal of three topics for the habilitation lecture,
- n. self-evaluation criteria – documents for the proposal for the habilitation procedure based on Applicants' scientific and pedagogical eligibility criteria for the habilitation procedure (Appendix no. 6).

(3) The habilitation thesis involves:

- a. written thesis elaborated primarily for the purpose of habitation introducing new scientific pieces of knowledge, or
- b. a set of at least 5 published scientific papers supplemented with a commentary (Appendix no. 7) or
- c. a published monograph introducing new scientific pieces of knowledge.

(4) Formal elements of the proposal are controlled by the Department of Science and Research, which keeps the habilitation file, including all materials for the habilitation procedure required by the law and this Directive, especially:

- a. the applicant's proposal for commencing the habilitation procedure with all appendices,
- b. reviewers' reports and all relevant written evaluations,
- c. minutes of a meeting of the Habilitation Board and records of results of their ballot,
- d. minutes corresponding to the part of the meeting of the Scientific Board and records of results of the ballots on the proposal for appointing the applicant to the title of associate professor,
- e. a proposal of the Scientific Board for appointing the applicant to the title of associate professor.

(5) If the proposal is not accompanied by all necessary elements, the applicant is asked in writing to correct deficiencies. If the deficiencies are not corrected by the applicant within two



months from the date when the notice was delivered to the applicant, the Dean shall discontinue the proceedings and return submitted documents to the applicant.

(6) The proposal for commencing the habilitation procedure may be also submitted by a foreign national. The applicant shall submit the proposal for commencing the habilitation procedure including its elements according to Article 2, Section 2 of the Directive in Czech, Slovak or English.

(7) The date of commencement of the habilitation procedure is the date of delivery of the applicant's proposal to the Dean.

Art. 3

Course of the habilitation procedure in the Habilitation Board

(1) If the habilitation procedure is not discontinued according to Section 5, the Dean shall submit the proposal for commencing the habilitation procedure to the Scientific Board of the Faculty along with the proposal to set up a five-member Habilitation Board. The Habilitation Board consists of professors, associate professors and other distinguished representatives of the specific field or related field. The Chairman of the Board has to be a professor, and at least three members of the Habilitation Board have to be experts from other workplace than the Silesian University in Opava. The Scientific Board of the Faculty approves the individual members of the Board, and its Chairman by secret ballot by an absolute majority of all members.

(2) Upon approval of the proposal and the Habilitation Board by the Scientific Board of the Faculty, the Dean shall submit information to the Rector.

(3) The Chairman and members of the Habilitation Board are appointed by the Dean. The meeting of the Habilitation Board is chaired by its Chairman, in his/her absence, a member of the Habilitation Board, authorized by the Chairman. The Chairman of the Board is responsible for organizing the preparation, meetings, and administration of the Board for the habilitation procedure. The Habilitation Board has a quorum, if attended by at least four of its members. The resolution of the Habilitation Board is adopted, if at least three members voted for it. Except the final ballot of the Board on the proposal for nominating the applicant, which has to take place with the participation of members of the Board, the meeting of the Board may be conducted by post or electronically. The minutes of the Board have to be taken for each meeting.

(4) The Habilitation Board in the composition approved by the Scientific Board shall appoint 3 reviewers of the habilitation thesis, who may be professors, associate professors, and other distinguished representatives of the specific field or related field. Only one reviewer can be appointed from the Silesian University in Opava. The Chairman of the Board shall notify the Dean in writing of the names of reviewers. The Chairman or authorized member shall promptly send the request for working the reviewer's report along with the habilitation thesis to reviewers.



(5) Reviewers shall evaluate the professional level of the habilitation thesis in their report along with its affiliation to the field of habilitation and explicitly indicate in the conclusion of the report whether the habilitation thesis introduces new scientific pieces of knowledge and meets or does not meet standard requirements for the habilitation thesis in the specific field. The applicant shall be introduced to reviewers' reports at least two weeks prior to the meeting of the Scientific Board, in which the defense of the habilitation thesis shall be held.

(6) The Habilitation Board may ask the applicant for additional submission of documents particularly for control of the evaluation of activities, which the applicant stated in the document Scientific and pedagogical eligibility criteria of applicants for the habilitation procedure.

(7) The Habilitation Board shall comprehensively assess the personality profile, scientific qualifications of the applicant for the specific field along with his/her previous pedagogical practice, with regard to the criteria adopted in the habilitation procedure at the SU SBA. Based on the reviewers' reports the Board shall assess the level of the habilitation thesis. By secret ballot, the Habilitation Board shall decide by resolution on whether the applicant shall be appointed associate professor. If the proposal for appointment does not obtain the majority of the votes of the members of the Habilitation Board, what applies is that the Habilitation Board shall recommend to discontinue the habilitation procedure. The Habilitation Board shall draw up a written opinion on the proposal, which in the case of a positive proposal contains a comprehensive assessment of pedagogical activities, scientific-research and professional activities, the evaluation of the habilitation thesis including the summary of reviewers' reports, and unambiguous conclusion about meeting standard requirements for appointment to the title of associate professor. The Board shall approve the topic for the habilitation lecture.

(8) A proposal for appointment or discontinuation of the procedure shall be submitted by the Chairman or authorized member of the Habilitation Board by him/her without delay to the Dean. The Dean shall determine the date of the meeting of the Scientific Board of the Faculty, in which the proposal will be discussed, and ask the Chairman of the Habilitation Board or authorized member by him/her to hold an opinion on the proposal.

(9) At least a month before the defense of the habilitation thesis, the applicant shall submit summary of the habilitation thesis in the written and electronic form, which members of the Scientific Board shall receive along with the invitation to the meeting of the Scientific Board.

(10) The habilitation procedure can be discontinued in the course by the Dean upon the applicant's request. Further procedures are specified by Section 72, Subsection 12 of the Act. The Dean is obliged to inform the Rector, the Scientific Board of the Faculty, members of the Habilitation Board and reviewers on this fact.



Art. 4

Course of the habilitation procedure in the meeting of the Scientific Board

(1) The habilitation lecture and defense of the habilitation thesis is held in a public meeting of the Scientific Board of the Faculty. Members of the Habilitation Board and reviewers can also participate in the non-private debate of the Scientific Board.

(2) The habilitation procedure in the meeting of the Scientific Board comprises the following steps:

- a. the election of scrutineers,
- b. the introduction of the applicant,
- c. information about the composition of the Habilitation Board and reviewers,
- d. the opinion of the Habilitation Board,
- e. the habilitation lecture and defense of the habilitation thesis,
- f. the presentation of reviewers' reports,
- g. public debate on the habilitation lecture and habilitation thesis, in which the applicant has an opportunity to comment on reviewers' reports, defend his/her habilitation thesis and express himself/herself to his/her existing scientific and pedagogical activities,
- h. the non-public debate of the Scientific Board of the Faculty,
- i. secret ballot of the members of the Scientific Board on the opinion of the Habilitation Board,
- j. the report of scrutineers,
- k. a public announcement of the results of voting on the proposal for appointment to the title of associate professor.

(3) The proposal for the appointment to the title of associate professor has to obtain a majority vote of all members of the Scientific Board of the Faculty. If the proposal for the appointment does not obtain a majority vote of all members of the Scientific Board, the Scientific Board shall discontinue the habilitation procedure. If the proposal for the appointment obtains a majority vote of all members of the Scientific Board of the Faculty, the Scientific Board shall submit the proposal for the appointment of the applicant to the title of associate professor to the Rector through the Dean.

(4) If the Rector agrees with the proposal, he/she shall appoint the applicant to the title of associate professor. If the Rector does not agree with the proposal, he/she shall submit it along with his/her justification to the Scientific Board of the Silesian University in Opava, which shall discuss it and decide by resolution on secret ballot voting whether the applicant shall be appointed to the title of associate professor. If the proposal does not obtain a majority vote of all members of the Scientific Board of the University, the procedure shall be discontinued.

(5) In the case of the discontinuation of the habilitation procedure, the habilitation thesis along with the attached documents shall be returned to the applicant.

(6) The Administrative Code does not apply to the habilitation procedure.



(7) The applicant can raise objections to the procedures of the habilitation procedure within 30 days of the objection. If the Dean fails to accept objections, he/she shall submit them to the Rector's decision; the Rector's decision is final. The Dean's or Rector's decision has to be justified.

Art. 5

Disclosure of data on the habilitation procedure

- (1) Disclosure of data on the commencement and completion of the habilitation procedure includes:
 - a. Disclosure on the official notice board of the Faculty and websites,
 - b. Dispatch of the form "Disclosure of data on the habilitation procedure" to the relevant department of the Ministry of Education, Youth and Sports through the rector's office of the Silesian University in Opava.
- (2) Information on the commencement of the habilitation procedure has to be disclosed on the official notice board at the moment of commencing the procedure. The following information shall be gradually supplemented with the composition of the Habilitation Board, the appointment of reviewers, the date on which the public meeting of the Scientific Board will be held and the result of the habilitation procedure.
- (3) The habilitation file is publicly available at the Department of Science and Research at the SU SBA. Following the successful habilitation procedure, the habilitation file is archived in the Library of the Silesian University in Opava, at the workplace in Karviná.
- (4) The Vice-dean for Science and Research shall pursue control of compliance with the Directive

Art. 6

Final provisions

- (1) The fees for the habilitation procedure are determined by the Dean's Decision.
- (2) This Directive was discussed in the meeting of the Scientific Board at the SU SBA on 11. 11. 2015.
- (3) The Directive comes into force on the date of issue.

In Karviná on 13. 11. 2015

prof. Ing. Daniel Stavárek, Ph.D., signed in his own hand
Dean



Annexes:

1. Proposal for commencing the habilitation procedure
2. CV
3. Document proving pedagogical practice
4. List of scientific and professional outputs
5. List of citation responses to the applicant's outputs
6. Self-evaluation criteria – documents for the proposal for the habilitation procedure
7. Requirements for the habilitation thesis submitted in the form of a set of published scientific papers supplemented with a commentary



Appendix no. 1

PROPOSAL FOR COMMENCING THE HABILITATION PROCEDURE

Applicant's name:

Date and place of birth:

Field in which the habilitation procedure is applied for: (e.g. Business Economics and Management)

Proposal of three topics for the habilitation lecture:

- 1.
- 2.
- 3.

Title of the habilitation thesis:

Type of the habilitation thesis according to Art.2 Section 3 of the Dean's Directive no. 60/2015 on the Habitation Procedure:

- a) Written thesis introducing new scientific pieces of knowledge, or
- b) Set of published scientific papers supplemented with a commentary, or
- c) Published monograph introducing new scientific pieces of knowledge.

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 Section 18 subsection 2 of Act no.121/2000 Coll. 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.

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

Birth identification number:

Marital status:

Maiden surname (applies to females):

Permanent residence:

Contact:

E-mail:

Telephone:

In..... On.....

Applicant's signature for the habilitation procedure:

List of annexes (according to Article 2 Section 2 of the Dean's Directive no.60/2015 on the Habilitation Procedure)



Appendix no. 2

CV Mandatory minimum structure¹

Name, surname, incl. degrees

Date and place of birth

Workplace

Position:

Education and academic qualifications:

Career overview:

Pedagogical activity²:

Scientific-research activity²:

Publications² (broken down by the Regulation):

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

Membership in domestic professional societies, editorial boards, and organizations:

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

Foreign study/lecture stays and internships:

Awards acquired:

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

Signature

¹ The structure is based on the Criteria used in the habilitation procedure at the SU SBA. If a applicant does not meet some of the points, he/she shall indicate here „I do not have“, „I am not“, „I did not attend“ etc. It is possible to add other sections in addition to these, the recommended range is a maximum of 3 pages.

² Only in the form of a list here. More details should be outlined in other documents.



Appendix no. 3

DOCUMENT PROVING PEDAGOGICAL PRACTICE

Applicant's name:

Workplace at which practice took place:

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

a. Lectures

	Course	BA/MA/PhD	year	h/weekly	from:	to:
1						

b. Seminars

	Course	BA/MA/PhD	year	h/weekly	from:	to:
1						

c. Tutorials

	Course	BA/MA/PhD	year	h/weekly	from:	to:
1						

B. Acting as a supervisor and external examiner of Bachelor, Master and possibly PhD. theses (for the last 5 years incl. the commencement of the procedure)

Student's name	field of study	year	thesis BA/MA/Ph.D.	defended/did not defend
Total number of students:		successfully defended:		did not defend:



C. Membership in committees for state exams in Bachelor (BA), Master (MA) and doctoral (PhD.) degree programs, subject area boards, (SAB) and subject area committees (SAC) DSP (for the last 5 years incl. the year of the commencement of the habilitation procedure)

committee	position	type of the program	field of study	from:	to:

D. List of textbooks, chapters in textbooks, study texts, and other teaching aids

(in stated order indicating the author's contribution)

E. List of education or development projects (indicating the author's contribution)

F. 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 texts, international pedagogical activities

Applicant's signature:

I certify the accuracy of data:

Name, position and signature of the authorized representative of the institution:

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

This structure of a list is binding for applicants applying for the habilitation procedure at the SU SBA in Karviná.

The document shall be completed for each institution, at which the applicant was employed in the last 5 years.



Appendix no. 4

LIST OF SCIENTIFIC AND PROFESSIONAL THESES SPECIFYING THE APPLICANT'S PERCENTAGE CONTRIBUTION

Applicant's name:

Applicant's workplace:

- A. Monographs:
- B. Chapters in monographs:
- C. Original scientific articles in journals with an impact factor indicating the value of IF in the year of publication:
- D. Original scientific articles in peer-reviewed journals without IF listed in the SCOPUS database indicating the value of SJR in the year of publication:
- E. Original scientific articles in other peer-reviewed journals published in the Czech Republic or abroad:
- F. Original scientific articles in proceedings from international conferences listed in the Thomson Reuters database at ISI Web of Science or in the SCOPUS database:
- G. Original scientific articles in proceedings from other international conferences published in the world language:
- H. Original scientific articles in proceedings from conferences published in Czech or another non-world language:
- I. Keynote lectures (specifying who and when requested them and when and where they were given):
- J. Audiovisual and web presentations on research and development or art, translations of professional publications:
- K. Further results of research, development, or artistic activities important in terms of the applicant, reviews on publications, or external examiner's reports on projects:
- L. Significant awards acquired for results in scientific, professional or artistic activities:

Applicant's affidavit:

I declare that all the information stated including my specified contribution to the results is true.

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

Applicant's signature:

Note:

1. *This structure of a list is binding for applicants applying for the habilitation procedure at the SU SBA in Karviná.*
2. *When quoting all theses, please use official journal titles according to SCI.*

Appendix no. 5



LIST OF CITATION RESPONSES TO THE APPLICANT'S OUTPUTS

Applicant's name:

Applicant's workplace:

A. List of citations in publications by other authors (WoS, SCOPUS)

Output cited 1 (full citations incl. IF/SJR):

- Citation responses: 1. (full citations incl. IF/SJR)
2. (full citations incl. IF/SJR)

....

Thesis cited 2 (full citations incl. IF/SJR):

- Citation responses: 1. (full citations incl. IF)
2. (full citations incl. IF)

.....

- Note.: 1. This structure list of citations can be replaced with an excerpt from the relevant databases (WOS, SCOPUS etc.), supplemented with values of IF/SJR journals.
2. The list must not contain any self-citations, while a self-citation is considered a citation of the thesis by any of the co-authors.*

B. List of citations in publications by other authors non-listed in WoS/SCOPUS

Thesis cited 1 (full citations):

- Citation responses: 1. (full citations)
2. (full citations)

.....

Thesis cited 2 (full citations):

- Citation responses 1. (full citations)
2. (full citations)

.....

- Note.: 1. The list must not contain any self-citations, while a self-citation is considered a citation of the thesis by any of the co-authors.*

C. List of the three most important applicant's citations with a brief rationale

Applicant's affidavit:

I declare that all the information stated including my specified contribution to the results is true.

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

Applicant's signature:



Appendix no. 6

SELF-EVALUATION CRITERIA – DOCUMENTS FOR THE PROPOSAL FOR THE HABILITAION PROCEDURE

(applicants' scientific and pedagogical eligibility criteria for the habilitation procedure at the SU SBA)

Applicant's name:

Applicant's workplace:

The field of the habilitation procedure: Business Economics and Management

Scientific and pedagogical applicant's qualities are assessed on the basis of submitted materials to the Habilitation Board and Scientific Board of the Faculty. The applicant has to be scientific and pedagogical personality in his/her field. Mandatory minimum requirements, which every applicant should meet, are given in points A.1, A.2, B.1, C.1, D.1. In addition, it is desirable that the applicant meets other conditions, whose indicative list is given in points A.3, B.2, C.2, D.2. The criteria are designed to define standard requirements for applicants and facilitate decision making both for members of the Habilitation Board, and also for members of the Scientific Board of the Faculty.

A. Pedagogical and education activities

A. 1 Mandatory minimum requirements		Quantity	In actuality
1	Quality university pedagogical activities	Minimum requirement: 5 years, of which at least 2 years after the conferment of Ph.D.	
2	Guidance of Master's theses/Master's courses	Minimum requirement: 10	
A. 2 Mandatory requirements			
3	Reviews on Master's respectively dissertation theses		
4	Membership in the committees for state examinations, respectively defense of the dissertation theses		
5	Researcher/research team member for implementing education or development projects		
A. 3 Other activities worthy of consideration			
1	Contribution to the introduction of new concepts of the field of study or course or new methodological approach to the course or introduction of a new field of study or course		
2	Lecturing		
3	University textbooks		
4	Other didactic aids (case study, film, software, video, e-learning aids)		
5	Management and organization of major educational and retraining programs		



6	International pedagogical activity ³	
---	---	--

B. Scientific-research activity

B. 1 Mandatory requirements		In actuality
1	Researcher/research team member of domestic scientific-research projects successfully completed or researcher/research team member of international scientific-research projects of international cooperation ⁴	
B. 2 Other activities worthy of consideration		
1	Researcher/research team member of domestic scientific-research projects successfully completed implemented within the applicant's domestic workplace	
2	Cooperation with private and public sector (carrying out major tasks for government and public sector, cooperation with business entities, implementing practically oriented scientific-research projects)	

C. Publication activity

C. 1 Mandatory minimum requirements for authorship/significant co-authorship ⁵		Quantity	In actuality
1	Authorship/significant co-authorship of professional books ⁶ or authorship/significant co-authorship of foreign articles in the world language with a non-zero IF higher than the IF median of the field of economic science in the year, in which it was published	1	
2	Professional article in a journal registered in the world-renowned Web of Science database – Journal Citation Reports with a non-zero IF	1	
3	Professional article in a journal registered in the world-renowned SCOPUS database with the index of Scientific Journal Rankings (SJR) ⁷ . Articles in a journal with a non-zero IF can be replaced by SCOPUS articles	1	
4	Professional article in a peer-reviewed journal without citation indicator (IF, SJR) ⁸	8	
C. 2 Other activities worthy of consideration			
1	Significant co-authorship in a dictionary or encyclopedia		

³ International pedagogical activities include teaching at foreign schools or universities in the Czech Republic in the world-language, the preparation of international educational programs, reviewer reports on students' qualification theses from foreign universities etc.

⁴ Except for research projects implemented within internal grants of the Silesian University or the applicant's domestic workplace

⁵ Significant co-authorship includes at least one third contribution to the publication

⁶ Professional book publications include monographs, respectively professional books according to the definition of the Methodology for Evaluating Research Organizations 2013-2015 RVVI. Minimum requirements correspond to the sum of the applicant's authors' contribution to the book publications. The recommended range of one publication, respectively the corresponding sum of the authors' contribution is 11 AA.

⁷ Priority are especially articles published in the world-language.

⁸ Articles in a journal with a non-zero IF or in the SCOPUS database may be replaced by articles in the peer-reviewed journal without IF. At the same time the article with a non-zero IF is counted as 3 and the article in the SCOPUS database as 2 professional articles in the peer-reviewed journal. At least 2 articles have to be published in foreign journals. A chapter in the book corresponds to the peer-reviewed article.



2	Keynote lecture at an international conference	
3	Paper in the world-language published in the proceedings from an international conference, which is registered in the world-renowned databases (Web of Science, SCOPUS)	
4	Paper in the proceedings from an international conference published in the world-language ⁹	
5	Paper in the proceedings from a conference published in Czech or another non-world language	
6	Professional article in a non-peer reviewed journal	
7	Translation of the professional publication specifying the translator's name	

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

D. 1 Mandatory minimum requirements		Quantity	In actuality
1	Citations in publications by other authors registered in the world-renowned databases (Web of Science, SCOPUS) without self-citations	2	
2	Further citations in publications by other authors ¹⁰ without self-citations	10	
D. 2 Other activities worthy of consideration (at least 2 of requirements 1 - 6 the applicant is required to meet at least once)		In actuality	
1	Membership in program/organizational committees of scientific conferences and seminars		
2	Membership in professional organizations and scientific societies		
3	Membership in editorial boards of scientific journals		
4	Activity in grant agencies and foundations of scientific-research nature		
5	Membership in advisory bodies and committees of scientific nature		
6	Various awards of scientific outputs		

Processing date:

Applicant's signature:

Data provided by the applicant were verified by:

⁹ A paper in the world-language published in the proceedings from an international conference, which is not registered in the world-renowned database (Web of Science, SCOPUS).

¹⁰ Citations in the publications listed in WoS or SCOPUS may be replaced by other citations, at the same time the citations in WoS are counted 3 times, the citations in SCOPUS are counted 2 times.



Date:

Signatures:

Signature of the Habilitation Board's Chairman:



Appendix no. 7

REQUIREMENTS FOR THE HABILITATION THESIS SUBMITTED IN THE FORM OF A SET OF PUBLISHED SCIENTIFIC PAPERS SUPPLEMENTED WITH A COMMENTARY

1. Published scientific papers include:
 - a. Original scientific articles published in the peer-reviewed journals,
 - b. Chapters in book published monographs distributed through the distribution network.

2. The habilitation thesis submitted in the form of a set of published scientific papers supplemented with a commentary has to include at least five original scientific articles published in the peer-reviewed journals, while:
 - a. at least 3 of the articles in the submitted set have to be published in journals with an impact factor listed in the Journal of Citation Report database or in journals listed in the SCOPUS database have to have individual authorship, in the case of the remaining papers, authors' contribution has to be of at least 50 %,
 - b. at least 1 article included in the submitted set of papers has to be published in a journal with IF.

3. The set of articles has to include a unifying commentary to a minimum extent of 30 pages. The commentary has to contain the characteristics of:
 - a. a coherent concept of the submitted set of theses specifying the objective,
 - b. theoretical background and current state of art in the specific field (internationally),
 - c. research methodology,
 - d. a summary of pieces of knowledge acquired, and the particular specifications of the total scientific contribution of the published articles; in the case of the articles, which were prepared in co-authorship, the applicant has to also specify further his/her own contribution,
 - e. the specification of limits of the published research and desirable direction for further research.



The name of the accounting unit:	
The designation and number	Dean's Directive no. 60/2015
The name of the regulation:	Dean's Directive on the Habilitation Procedure at the Silesian University in Opava, School of Business Administration in Karviná
Approved by:	-
Derogation:	-
Validity:	13. 11. 2015
Date of issue:	13. 11. 2015
Issued by:	Dean of the SU SBA
Prepared by:	prof. Ing. Karel Skokan, Ph.D.
Number of pages:	17
Number of appendices:	7