

**The Dean's regulations No. 8/2015**  
**HABILITATION AND PROFESSORSHIP PROCEDURES**  
**at the Faculty of Health and Social studies**  
**of the University of South Bohemia in České Budějovice**

**PART ONE**

**General provisions**

*Article 1 – General provisions*

1. This regulation is an adjustment to the habilitation and professorship appointment procedures (in common provisions referred to as "procedures") at the Faculty of Health and Social Studies of the University of South Bohemia in České Budějovice.
2. In the habilitation and professorship appointment procedures, educational and scientific qualifications of the applicant are verified, to check who is a significant and recognized scientist in their field.
3. The professorship appointment procedure at the Faculty of Health and Social Studies is realized in the field of Nursing.
4. The habilitation procedure is realized in the field of Health and Welfare and in the field of Nursing.
5. The habilitation procedure at the Faculty of Health and Social Studies of the University of South Bohemia in České Budějovice takes place according to 71 and 72 of Law no. 111/1998 Coll., on universities and on changes and amendments to other acts (Universities Act).
6. The professorship appointment procedure at the Faculty of Health and Social Studies of the University of South Bohemia in České Budějovice takes place according to 73 and 74 of Law no. 111/1998 Coll., on universities and on changes and amendments to other acts (Universities Act).
7. The habilitation procedure is initiated at the applicant's request.
8. The professorship appointment procedure is initiated on the basis of:
  - the applicant's request
  - the proposal of the Dean of the Faculty of Health and Social Studies or the Rector of the University of South Bohemia,
  - or on the initiative of the Scientific Council of the Faculty of Health and Social Studies.
9. If the procedure is not initiated on the basis of the applicant's request, they will be called upon by the dean to present the requirements specified in Article 5 by a set date. Were the applicant to present a disagreement in writing, the procedure would be stopped.
10. The formal requirements of the request are the responsibility of the Office of Science and Research of the faculty. In the case of formal discrepancies, the applicant is requested in writing to remove them. If the paucities are not removed within 30 calendar days, the dean will stop the procedure and the submitted materials will be returned to the applicant.

## PART TWO

### Habilitation procedure

#### *Article 2 - Terms for the request of initiating a habilitation procedure*

1. The applicant presents a written request for initiating a habilitation procedure responding to the model in Appendix 1. The request must be accompanied by the following evidence of their scientific and pedagogical qualifications (the brackets contain quantitative indicators and links to appendixes which are necessary to follow):
  - a structured professional CV (according to Appendix 3),
  - certified copies of documents of the applicant's level of academic education, academic titles and scientific degrees (according to Appendix 4),
  - documents certifying the period, duration and place of the applicant's pedagogical activity (*at least 5 years of continuous university teaching experience in the field related to their request on the habilitation procedure* - (according to Appendix 5),
  - the evaluation of pedagogical activities from the places of work (according to Appendix 5),
  - a list of defended bachelor (5) and diploma (10) theses, where the applicant was the supervisor (according to Appendix 5),
  - an overview of research projects – researcher/co-researcher (2), according to Appendix (6),
  - a list of published scientific and academic papers in the applicant's field, where they request the initiation of habilitation procedure, divided into (according to Appendix 7):
    - an academic book (monograph) or chapters in an academic book (*at least 80 pages*)
    - publications in reviewed scientific and academic journals, with a minimum of 30 reviewed articles (the requested division of the thirty reviewed articles is mentioned in brackets below, articles with higher scientific value can replace articles with a lower scientific value):
      - papers published in journals with an IF (2)
      - papers published in databases (Scopus and ERIH) (3)
      - papers published in international reviewed scientific and academic journals (5)
      - papers published in home, reviewed scientific and academic journals (15)
      - papers published in reviewed anthologies (5)
    - lecture notes, textbooks (*at least 100 pages, textbooks can be electronic*).

At least **ten** scientific and academic journals and anthologies must state that the applicant is the main author. At least 20 reviewed articles must be an original scientific paper.

- a list of responses (citations), without self-citations, to the papers above (*30, at least 8 of which are foreign*, according to Appendix 8)
- reviews of academic articles and monographs (15, according to Appendix 8)
- publications/editorial activity,

- a list of 30 orally presented papers at international and national science conferences and congresses, (*30, at least 10 of which were at international conferences* – according to Appendix 8)
- a list of requested lectures at international and national science conferences and congresses (*3 national, 2 foreign conferences*, according to Appendix 8)
- a review of the completed international scientific or academic research fellowships (2, according to Appendix 8)
- a list of the applicant's memberships and functions on boards and in councils or other bodies associated with the field in which the candidate requests the initiation of professorship appointment procedure (according to Appendix 8)
- evidence of the organization of domestic and international science conferences and symposia,
- evidence of leading sessions at international and domestic conferences,
- other documents demonstrating the applicant's scientific qualifications,
- 4 hardcover copies of their habilitation thesis. The habilitation thesis is set by 72 par. 3 of the Universities Act.

### ***Article 3***

1. The proposal for initiating a habilitation procedure also includes a receipt of payment. The fee for habilitation is adjusted by the Dean.
2. The documents, in accordance with Article 2, must be arranged in the set order and each sheet dated and signed by the applicant. All of the documentation is provided by the applicant in five spiral-bound printed copies, while 1 paré of the habilitation responds to the original. At the same time, they shall also submit an electronic version, the content of which is identical to the written version.
3. If the proposal for the initiation of a habilitation procedure does not meet the requirements laid out in paragraph 1 of Article 2, the Dean of the faculty will call upon the applicant in writing to remedy the discrepancies. If the discrepancies are not removed within the specified period, the procedure will be stopped and the Dean will return the submitted materials to the applicant.

### ***Article 4 - The course of the habilitation procedure, the habilitation board***

1. The Dean of the faculty will prepare a proposal to set up a habilitation board within one month from the date the applicant completes their request. The proposal for the composition of the habilitation board shall be submitted by the Dean for the Scientific Council of the Faculty to approve at the next meeting. Following the approval, they will appoint a chairman and other members of the board.
2. The habilitation board has five members and consists of professors, lecturers and other distinguished representatives from the given or related field. The chairman of the board must be a professor, and at least three members must be from a different university to the one at which the habilitation procedure takes place.
3. Upon approval of the proposed composition of the habilitation board, the Dean sends the appointment and also the documents necessary for the assessment of the applicant's pedagogical and scientific qualifications to its members and the

chairman in accordance with 72 paragraph 1 of the Universities Act and these regulations.

4. The meetings of the habilitation board are chaired by its chairman or in his absence by an authorized member.
5. The habilitation board can agree if at least four of its members are present. The resolution of the board is accepted if a minimum of three members voted for it.
6. The habilitation board will assess the applicant's qualifications and vote ballot on whether to appoint the applicant to a lecturer. If the proposal does not obtain at least three affirmative votes, the board will recommend stopping the habilitation procedure.
7. The chairman of the habilitation board shall present the resolution to the dean of the Faculty of Health and Social Studies, including the recommendation to stop the procedure (with justification). Part of this resolution is also a written record of the results of the voting.
8. The dean will include the matter in the agenda of the Scientific Council session.
9. The opinion of the habilitation board will be presented at the meeting of the Scientific Council by the chairman of the habilitation board or an authorized member. On the basis of this opinion, the habilitation procedure will continue according to paragraphs 10 and 11. If the habilitation board recommends the habilitation to be stopped and this proposal is not accepted by the Scientific Council, the procedure will continue in accordance with paragraphs 10 and 11.
10. After presenting the views of the habilitation board, the dean will call upon the applicant to defend their habilitation thesis. The opinions will be presented and followed by a debate. The presentation and the defence of the habilitation thesis, including answers to questions from the opponents' opinions, will last approximately 20 minutes. The opponents will then briefly summarize their opinions. The applicant will continue to present the habilitation lecture. The lecture will last approximately 20 minutes. Prior to the commencement of the lecture, the Scientific Council will designate two evaluating lecturers from among its members, who, in a closed session, will present a brief evaluation from the academic and pedagogical point of view.
11. The lecture is followed by a debate in which the members of the Scientific Council and the habilitation board, as well the others present, can participate. In a closed session, voting on the appointment of the lecturer proceeds. Voting on the appointment is possible only if there are at least two thirds of all the members of the Scientific Council present. The voting method is modified according to the Rules of Procedure of the SC.
12. If the proposal gains the required majority of votes of all SC members, the dean will submit it with all the required materials to the Rector of the USB. If the proposal does not obtain the required number of votes, the procedure will be stopped.
13. The applicant may submit objections against the habilitation procedure to the Rector of the USB at the Faculty or University. The Rector's decision is final.
14. The information on habilitation procedure is published in accordance with 75 of the Universities Act no. 111/1998 Coll.

## PART THREE

### Professorship procedures

#### *Article 5 - The procedural particulars of the application for initiating a professorship appointment*

1. The applicant presents the proposal for initiating the professorship appointment procedure according to the structure in Appendix 2. The proposal must be accompanied by the following evidence of their scientific and pedagogical qualifications (in brackets are the quantitative indicators and links to attachments, according to which it is necessary to prepare the proposal):
  - a structured and professional CV (according to Appendix 3)
  - official copies of documents of the applicant's university education, academic titles and scientific degrees (according to Appendix 4)
  - evidence of the scientific/pedagogical title of a lecturer, habilitation thesis topic, date of defence, faculty, university (according to Appendix 4)
  - documents certifying the period, duration and place of the applicant's pedagogical activity (*at least 10 years of continuous teaching experience at a university in the field in which they are making the request for the initiation of the professorship appointment procedure* – according to Appendix 5)
  - an evaluation of the applicant's pedagogical activities from the place of activity (according to Appendix 5)
  - a list of defended diploma theses (10) and dissertations (2) where the applicant was the supervisor (according to Appendix 5)
  - an overview of research projects – researcher/co-researcher (min. 3, 1 main researcher, according to Appendix 6)
  - a list of published scientific and academic papers in the field in which the applicant is requesting to initiate the professorship appointment procedure, divided into the following (according to Appendix 7):
    - an academic book (monograph) or chapters from a book (*at least 150 pages*)
    - publications in reviewed scientific and academic journals, the minimum total is fifty articles (requisite division of these fifty articles can be found below in brackets. Articles with a higher scientific value can replace articles with a lower scientific value):
      - papers published in the journal S IF (5, first author in 3)
      - papers published in databases (Scopus or ERIH) (5)
      - papers published in international, reviewed scientific and academic journals (10)
      - papers published in domestic, reviewed scientific and academic journals (30)
    - texts in textbooks (*at least 200 pages, textbooks can be electronic*)

In at least **twenty** scientific and academic journals, the applicant must be the first author. At least thirty reviewed articles must be original scientific work.

- a list of responses (citations) without self-citations to the papers (50, of which at least 15 citations are foreign, according to Appendix 8),

- reviews in academic articles and monographs (25, according to Appendix 8),
- publishing/editorial activity,
- a list of orally presented papers at international and domestic science conferences and congresses (50, of which at least 15 are international conferences, according to Appendix 8),
- a list of requested lectures at international and domestic conferences and congresses (5 home conferences, 3 foreign, according to Appendix 8),
- an overview of international scientific or academic internships (4),
- a list of the applicant's memberships and role on boards and councils or other bodies associated with the field in which the applicant is requesting the initiation of the professorship appointment procedure (according to Appendix 8),
- evidence of organizing international and domestic scientific conferences and symposia,
- evidence of leading sessions at international and domestic conferences,
- other documents demonstrating the applicant's scientific qualifications.

#### ***Article 6***

1. The request to initiate the professorship appointment procedure also includes a receipt of payment. The fee for the procedure is decided upon by the dean.
2. The documents, according to Article 5, must be arranged in the set order and the front page must be dated and signed by the applicant. All of the documentation must be provided by the applicant in five spiral-bound printed copies, while 1 paré of the habilitation responds to the original. At the same time they should also submit an electronic version, the content of which is identical to the written versions.
3. If the request for initiating the professorship appointment procedure does not meet the requirements that are set out in paragraph 1 of Article 5, the dean of the faculty will call upon the applicant in writing to remedy the discrepancies. If the discrepancies are not removed within the specified period, the procedure will be stopped and the dean will return the submitted materials to the applicant.

#### ***Article 7 - The course of the professorship appointment procedure, the professorship appointing board***

1. The dean of the faculty will prepare a proposal to set up a professorship appointment board within one month of the date on which the applicant completed their request. The proposal for the composition of the professorship appointment board shall be submitted by the dean for the Scientific Council of the faculty to be approved at the next meeting. Following the approval, they will appoint a chairman and other members of the board.

2. The professorship appointment board has five members, which consists of professors, lecturers and other distinguished representatives of the given or related field. The chairman of the board must be a professor, and at least three members of the board must be from a different university to the one at which the professorship appointment procedure takes place.
3. Upon approval of the proposed composition of the professorship appointment board, the dean will send the appointment to its members and the chairman, and also the documents necessary for the assessment of the applicant's pedagogical and scientific qualifications, in accordance with § 74 paragraph 1 of the Higher Education Act.
4. The meetings of the evaluation board are chaired by its chairman, or in his absence by an authorized member.
5. The evaluation board can agree if at least four of its members are present. The resolution of the board is adopted if a minimum of three members voted for it.
6. The evaluation board will assess the applicant's qualifications and vote ballot on whether to appoint the applicant to a professor. If the proposal does not obtain at least three affirmative votes, the board recommends halting the professorship appointment procedure.
7. The chairman of the evaluation board shall present the decision to the dean of the Faculty of Health and Social Studies, including the recommendation to stop the procedure (with justification). Part of this resolution is also a written record of the ballot results.
8. The dean will include the matter in the agenda of the Scientific Council session.
9. The opinion of the professorship appointment board will be presented at the meeting of the Scientific Council by the chairman of the professorship appointment board or an authorized member. On the basis of this opinion, the professorship appointment procedure will continue according to paragraphs 10 and 11. If the evaluation board recommends the professorship appointment procedure be stopped (and this proposal is not accepted by the Scientific Council), the procedure will continue in accordance with paragraphs 10 and 11.
10. After presenting the views of the evaluation board, the dean will call upon the applicant to present a lecture on the concept of their scientific work and teaching in the field. The lecture will last approximately 20 minutes. Prior to the commencement of the lecture, the Scientific Council will designate two evaluating lecturers from its members, who during the closed session, will present a brief evaluation from an academic and pedagogical point of view.
11. The lecture is followed by a debate in which members of the Scientific Council and the evaluation board, as well as the others present, can participate. In the closed session, voting on the professorship appointing will proceed. Voting on the appointment is possible only if at least two thirds of all the members of the Scientific Council are present. The voting method is modified according to the Rules of Procedure of the SC.
12. If the proposal gains the required majority of votes from all SC members, the dean will submit it with all of the required materials to the Rector of the USB. If the proposal does not obtain the required number of votes, the procedure will be stopped.
13. The applicant may submit objections about the professorship appointment procedure to the Rector of the USB at the Faculty or university. The Rector's decision is final.

14. The information on the professorship appointment procedure is published in accordance with 75 of the Universities Act no. 111/1998 Coll.

**PART FOUR**  
**TRANSITIONAL PROVISIONS**

1. This criteria is effective from September 9<sup>th</sup>, 2015.
2. All previous regulations of the dean of the Faculty of Health and Social Studies regarding the habilitation procedure and professorship appointment procedure cease to be valid.

České Budějovice, May 12<sup>th</sup>, 2015.

*Prof. PhDr. Valérie Tóthová, Ph.D.*  
*Dean of the FHSS, University of South Bohemia*



**Appendix 1**  
**Proposal for the initiation of the habilitation procedure**

- Name and surname of the applicant:
- Date and place of birth:
- Academic field of the request for habilitation:
- Proposal for 4 habilitation lecture topics:
  - a)
  - b)
  - c)
  - d)
- Habilitation thesis title:

Other information:

- Personal identification number:
- Marital status:
- Maiden name (for women):
- Permanent address:

Date:

Applicant's signature:

**Appendix 2**  
**Proposal for the initiation of the professorship appointment procedure**

- Name and surname, academic title of the applicant:
- Date and place of birth:
- The academic field of the request for professorship appointment:
- Professorship lecture topic:

Other information:

- Personal identification number:
- Marital status
- Maiden name (for women):
- Permanent address:

Date:

Applicant's signature:

**Appendix 3**  
**Recommended draft of the structured CV**

Name and surname, including academic titles:

Date and place of birth:

Marital status:

Nationality:

Education:

1971 FHSS, field (Mgr.)  
1973 FHSS, field (PhDr.)  
1975 FHSS, field (Ph.D.)  
1992 FHSS, appointed lecturer in the field of nursing

Employment:

1972 –to present FE USB, Department of Education (instructor, scientific assistant, lecturer)

Academic functions:

1990 – 1995 Head of the Department of Economics FM FoE  
1996 – up to now Subdean for academic affairs at 1<sup>st</sup> MF CU

Academic pedagogical activities:

Summary of the most significant pedagogical activities (in approximately 10 lines).

Academic scientific activities:

Summary of the most significant scientific activities (in approximately) 10 lines.

Ten most significant publications:

Place, date:

Signature:

**Appendix 4**  
**Evidence on obtained academic titles and scientific degrees**

Certified copies of documents on obtained university education, academic titles and scientific degrees

Evidence of the scientific-pedagogical title of lecturer, habilitation thesis topic, date of defence, faculty, university (at professorship appointment procedure)

## **Appendix 5**

### **Pedagogical activities of the applicant**

Evidence of the period, duration and place of the pedagogical activities of the applicant

#### **Overview of regular teaching**

##### *Lectures*

<b>Course</b>	<b>Type of study</b>	<b>Semester</b>	<b>Course of study/Field</b>	<b>L./week</b>	<b>From</b>	<b>To</b>
1. Mathematics	Bc.	1	APFY/Astrophysics	3	2009/10	present

##### *Practical lessons and seminars*

<b>Course</b>	<b>Type of study</b>	<b>Semester</b>	<b>Course of study/Field</b>	<b>L./week</b>	<b>From</b>	<b>To</b>
1. Mathematics	Bc.	1	APFY/Astrophysics	3	2009/10	present

##### *Course reference*

*Bc. study course: Nursing (field Nurse)*

- Public healthcare (obligatory course, 1<sup>st</sup> year)

Evaluation from the places of activity

List of defended Bc., diploma theses and dissertations, where the applicant was the consultant

Student's name, thesis title, field of study, year of defence

## **Appendix 6**

### **Overview of research projects**

1. Quality of life in premature children. *Czech grant agency* (No. 406/03/0038). (Duration of the research 2003 – 2005). – co-researcher
2. Influence of smoking on chronic disorders of oral cavity. *Internal grant agency of the Ministry of Health of the Czech Republic* (No. NR 8981-3/2003)- Duration of the research 2003 – 2005). – researcher

## **Appendix 7**

### **List of publications**

#### Academic book (monograph)

1. DOLEJŠOVÁ, Z. *Labour Law in Practice.*, 1<sup>st</sup> issue, Prague: Triton, 2010. 157 s. ISBN 80-7-368-120-6.

#### Chapter or chapters in an academic book

1. NOVÁKOVÁ, T. *Care for Newborn Babies.* In PAVELKA, I et.al. *Paediatrics*, 2<sup>nd</sup> issue, Prague: Grada Publishing, 2014. s. 34-68. ISBN 978-80-248-3677-2

#### Original scientific article in a magazine with IF

1. JANDOVÁ, H., DAVID, c. Influenza vaccination rates and beliefs about vaccination among nursing home employees. *International Journal of infection control*, 2012, vol. 16, no. 4, p.. 66-78. **IF 2,53**

#### Papers published in SCOPUS and ERIH

#### Papers published in foreign review journals

#### Papers published in domestic review scientific journals

#### Article in reviewed anthologies

1. ANDRLÍK, V., Health condition of a patient after a complicated hernia operation. In *Zborník IV. medzinárodnej konferencii chirurgov.* Bratislava: University of Komenský, 2003. s. 71-78. ISBN 80-88866-26-2.

#### Textbooks

1. POUSTEL, O., JAKOVOVÁ, Z. *Introduction to the study of macroeconomics.* Praha: VŠE, 2013. 164 s. ISBN 80-7042-546-2.

#### Other published papers that are significant from the applicant's point of view

**Three most significant publications from the applicant's point of view (including the reasons for their significance)**

*Note: The applicant's name is in bold, if there is more than one author.  
All citations are fictional.*



## **Appendix 8**

### **Other scientific activity**

#### Citations in published papers

- **HORALOVÁ, Lucie, ŠMEJKAL, Jindra and SLEZÁK, Radek.** Quality of life in context with oral health. *General practitioner*. 2007, **87**(6), 347-351. ISSN 0032-6739.

Cited 2x:

Mareš J. Questionnaires researching oral quality of life in children. In. Mareš J. et. al. Quality of life in children and adolescents III. Brno: MSD, 2008, s. 125 – 134. ISBN 978-80-7392-076-0

Mareš J. Research in the quality of life in the context of oral health in children. *LKS*, 2009, 19(6): 179 – 183. ISSN 1210-3381

#### Reviews (in journals or published monographs)

1. **ROKOSOVÁ, H.** Review of a monograph. Pešek, J. Ethics in medicine. 1<sup>st</sup> issue Olomouc: University of Palacký, 2001. *General practitioner*. 2002. 10<sup>th</sup> annual, no. 3, s. 77.

#### List of orally presented papers at international and national scientific conferences and congresses

1. **MATĚJKOVÁ, S., ZEDNÍKOVÁ, D., STROPNICKÁ, M.:** *Content of selected secondary metabolites in wild hop*. International Conference on Applied Natural Sciences. London, 17.-18. 11. 2011

#### List of requested lectures at international and national scientific conferences and congresses

#### Overview of completed international scientific and academic internships

1. Academic weekly internship at the University of Crete, Faculty of Medicine, Department of Social Medicine, Greece, September, 2006

#### List of the applicant's memberships and roles on boards and councils or other bodies related to management

##### *a) membership in academic councils*

Council for doctoral studies in biophysics MMF CU – chairman, since 2010

Scientific council FoE Prague, 2010-2014

*b) membership of professional and academical organisations*

Czech paediatric society

*c) membership of editorial councils of scientific journals*

Kontakt journal, from 2010 (member), to 2014 (editor-in-chief)

*d) membership on boards*

Accreditation board of the Ministry of Health of the Czech Republic

*e) memberships in academic evaluation body*

Research, development and innovation board – member of academic verification and evaluation body (AVEB) for evaluation of publishing results in the field of social sciences (SHVa), since 2014

#### Organization of international and home science conferences and symposia

1. *VI. international symposium of neonatology*. Nursing care for pathological newborn babies. FHSS USB České Budějovice. České Budějovice, April 4<sup>th</sup>, 2010 (science committee, organizational committee)

#### Managing sections at international and national science conferences

1. *10<sup>th</sup> international science conference*. Theory, research and education in cardiology, Trnava, May 22<sup>nd</sup>, 2011.

#### Other evidence of the applicant's scientific qualifications