

*The Academic Senate of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice has approved pursuant to the § 27 par. 1, letter b) of the Act No. 111/1998 Coll. on Universities and on Amendment of Other Acts (Act on Universities) on 28<sup>th</sup> April 2022 Order of Habilitation Procedure and Professor Appointment Procedure of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice, as its regulation within the meaning of Article 16 par. 2 of the Statute of the Faculty of Fisheries and Protection of Waters.*



MVDr. Eliška Zusková, Ph.D.

Chairwoman of the Academic Senate of the FFPW USB



Prof. Dipl.-Ing. Pavel Kozák, Ph.D.

Dean of the FFPW USB

## **ORDER OF HABILITATION PROCEDURE AND PROFESSOR APPOINTMENT PROCEDURE OF THE FACULTY OF FISHERIES AND PROTECTION OF WATERS OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

### **PART I INTRODUCTORY PROVISIONS**

- 1) The Order of Habilitation Procedure and Professor Appointment Procedure of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice (hereinafter referred to as "the Order") regulates in accordance with § 72, § 74-74c and § 75 of Act No. 111/1998 Coll. on Universities and on Amendments of Other Acts (Act on Universities), as amended (hereafter "the Act") and the Order of Habilitation Procedure and Professor Appointment Procedure at the University of South Bohemia in České Budějovice, more detailed conditions for habilitation procedure and Professor appointment procedure at the Faculty of Fisheries and Protection of Waters (hereinafter referred to as "the faculty" or "the FFPW USB").

### **PART II HABILITATION PROCEDURE AT THE FFPW USB**

#### **Article 1 Initiation of habilitation procedure**

- 1) A precondition for the successful habilitation procedure at the FFPW USB is the previous acquisition of the scientific title Ph.D. or its equivalent.
- 2) Another precondition for the initiation of the habilitation procedure at the FFPW USB is apart from facts stipulated in § 72 of the Act, especially scientific, application, and pedagogic activity at the level indicatively specified in table No. 1. Documented performance must be adequate to the duration of active operation of the applicant.

Table No. 1 - Recommended criteria for successful habilitation procedure at the FFPW USB

	Number
Publication in magazines with impact factor	20

Outputs of applied research - (patent, verified technology, certified methodology, utility, and industrial design, breed, prototype, pilot plant, working pattern, software, etc.)	2
Citation of Web of Science without first-order self-citations	100
Teaching (number of actually taught courses in the scope of at least 2 h/week during a whole semester or equivalent scope of another teaching)	5
Supervision of defended final qualification theses	5
Oral presentation of scientific work results at international conferences	4
Continuous foreign internship (months)	6
Responsible researcher or co-researcher <sup>1</sup> of projects	2

Note: <sup>1</sup> co-researcher is a person responsible for solving part of the project within the institution

- 3) The habilitation procedure is commenced by submitting an application for the procedure initiation by the applicant. The application with annexes (see article 1, par. 4) is submitted to the Dean of the faculty. The date of the habilitation procedure's initiation is the date of delivery of the application to the Dean of the faculty.
- 4) Annexes of the application for habilitation procedure are as follows:
- curriculum vitae (2 originals);
  - documents regarding acquired university education and acquired scientific and pedagogic titles (1 officially certified copy + 1 plain copy); if the university education was obtained by studying at a foreign university, this education must be recognized in the Czech Republic in accordance with the law; if the applicant is an employee of the FFPW USB and these documents are archived in his/her personal file, they are not requested again;
  - documents certifying the pedagogic practice (e.g. list of taught subjects, confirmation of teaching at another university or faculty, report of teaching assessment by students) verified by the Rector of a non-university college, or the Dean or the Vice-dean for study affairs (2 originals, or 1 original and 1 plain copy);
  - list of published scientific and professional works; in the case of articles published in magazines with the impact factor (IF), the IF of the magazine valid in the respective year of publication is stated for each paper (2 originals);
  - list of applied outputs, including respective publications and copies of documents verifying the application in practice (e.g. contract with a partner and certificate of certified methodologies, contract with a partner in case of technologies, etc.) (2 originals + attachments);
  - list of scientometric indicators: author identifier (e.g. ORCID ID, Researcher ID, etc.), number of articles with the impact factor, H-index, total number of citations, and total number of citations without first-order self-citations according to the Web of Science (2 originals);
  - list of lectures at scientific conferences (2 originals);
  - list of defended bachelor's, master's, diploma, and dissertation theses, for which the applicant was appointed as the supervisor, verified by the Rector of a non-university college, the Dean, or the Vice-dean for study affairs of the relevant faculty (2 originals)
  - overview of taken scientific and professional internships both foreign and domestic (2 originals);
  - overview of projects where the applicant was the responsible researcher or co-researcher for the institution (2 originals);
  - potentially also other documents certifying scientific qualification (2 originals);
  - habilitation thesis (see the article 2), (submitted in 2 copies);
  - proposal of three topics for the habilitation lecture (usually from topics related to the pedagogic specialization of the applicant).

The originals of the annexes, except for the official documents and, the habilitation thesis are signed with the date and handwritten signature of the applicant. All annexes of the proposal will be submitted by the applicant simultaneously in an electronic form identical to the printed version.

- 5) If the application does not meet the essentials stipulated by the law and this Order, if requested annexes are missing, or if such annexes do not meet specified requirements, the Dean of the faculty shall call upon the applicant in written form to remove deficiencies. Should the applicant fail to remove deficiencies within 2 months from the date of delivery of the Dean's call, the Dean shall stop the procedure according to the provision § 72 par. 4 of the Act.
- 6) Initiation of the habilitation procedure shall be published pursuant to the provision of § 75 par. 1 of the Act.

## **Article 2 Habilitation thesis**

The applicant's habilitation thesis is submitted in accordance with the requirements of the law. In the case where

- 1) a set of published scientific or engineering works supplemented by a commentary is submitted as a habilitation thesis, it should be a set of works in a maximum number of 10 pieces; at the same time publications included in the dissertation thesis of the applicant should not be included in the habilitation thesis.

The Dean of the faculty shall prepare his/her proposal for the establishment of the habilitation committee and appointment of its chairperson and other members within one month from the date of submission of the application by the applicant to initiate the habilitation procedure or from the date when the applicant completed the application on the basis of Dean's call. This proposal shall be submitted to members of the Scientific Council of the FFPW USB for approval at its closest meeting. The proposal for the establishment of the habilitation committee and appointment of its chairperson and other members can be also approved „per rollam“.

- 2) In accordance with § 75, par. 4 of the Act, the habilitation thesis must be published, unless it has already been published in another way. The following are excluded from publication:
  - a) a monograph published in print, in which the relevant bibliographic data are published,
  - b) a printed set of articles displaying a commentary on the file and a list of the articles making up the file, with relevant bibliographic data.
- 3) When publishing the work, the protection of information stated by a special legal regulation, the protection of trade secrets, and the protection of the legitimate interests of third parties shall be respected. If the publication of the habilitation thesis or its part could violate this protection, the applicant is obliged to state this fact in the proposal to initiate the habilitation procedure, specify the reasons and define the parts of the habilitation thesis that cannot be published. The abstract of the habilitation thesis, resp. commentary on the work is always published. If it is not possible to publish the whole habilitation thesis, the candidate submits both the full version of the habilitation thesis (including the abstract, resp. commentary) and the version with selected parts of the thesis (including the abstract or commentary) that can be published. The applicant will ensure that the final form of the habilitation thesis intended for electronic access forms one continuous electronic file in pdf format.

**Article 3**  
**Meeting of habilitation committee**

- 1) The habilitation committee has five members and consists of Professors, Associate Professors, and other significant representatives of the applicant's field or related field. The chairperson of the habilitation committee must be a Professor. At least three members of the habilitation committee shall not be employees of the University of South Bohemia or an organization, where the applicant is an employee. A co-author of the work that is part of the habilitation thesis cannot be a member of the habilitation committee.
- 2) The Dean of the faculty shall notify members of the habilitation committee without delay that their appointment has been approved and shall send them input documents necessary for assessment of the scientific and professional qualification of the applicant and his/her pedagogic competence pursuant to the § 72 par. 8 of the Act.
- 3) The meeting of the habilitation committee is led by its chairperson and in case of his/her absence by a member of the habilitation committee appointed by the chairperson.
- 4) The habilitation committee is quorate if at least four of its members are present. The decision of the habilitation committee is passed if at least three of its members voted for it.
- 5) The habilitation committee appoints (stipulates) three opponents of the habilitation thesis, of which two must not be employees of the USB or the organization, where the applicant is employed. Only one opponent can be a member of the habilitation committee at the same time. The opponents of the habilitation thesis must have at least a Ph.D. or its equivalent, and must not be co-authors of the work that is a part of the habilitation thesis. The chairperson of the habilitation committee or a member appointed by him/her shall inform the Dean of the faculty about the appointment of opponents. The Dean with the chairperson of the habilitation committee shall without delay inform the opponents about their appointment, ask them for the elaboration of opponent assessment (**Annex No. 1**) and provide distribution of habilitation theses of the applicant.
- 6) The habilitation committee assesses the scientific qualification of the applicant and his/her pedagogic activity with regard to minimum requirements, practice, and conditions stipulated in article 1, par. 2 of this Order. Based on the opinions of opponents, the committee evaluates the level of the habilitation thesis. The habilitation committee votes by secret voting about the application, whether the applicant should be appointed as an Associate Professor or not. If the proposal for appointment fails to achieve at least 3 votes, it follows that the habilitation committee proposes to stop the habilitation procedure.
- 7) The chairperson of the habilitation committee or his/her appointed deputy presents to the Scientific Council of the FFPW USB the voting results (in case of recommendation to stop the habilitation procedure also reasoning for such proposal), the chosen topic of the habilitation lecture, opponent assessments, and all received documents. For this purpose, the opinion of the habilitation committee is prepared (**Annex No. 2**).
- 8) The Dean of the faculty includes the issue without unnecessary delay on the agenda of the meeting of the Scientific Council of the FFPW USB. The Dean shall send copies of opponent assessments to the applicant within 14 days before the planned meeting of the Scientific Council of the FFPW USB at the latest, at the same time shall inform the applicant about the topic of the habilitation lecture and the place and time of the meeting of the Scientific Council of the FFPW USB.

- 9) The decision of the habilitation committee shall be presented by the chairperson or a member of the habilitation committee appointed by the chairperson at the meeting of the Scientific Council of the FFPW USB.

#### **Article 4**

##### **Duration of the habilitation procedure in front of the Scientific Council of the FFPW USB**

- 1) Habilitation lecture and defense of habilitation thesis takes place at a public meeting of the Scientific Council of the FFPW USB (apart from the closed part of the meeting, see further):
- The chairperson (Dean or member of the Scientific Council of the FFPW USB appointed by him/her) opens the meeting, finds out whether the FFPW USB Scientific Council is qualified to quorate, and announces the order of meeting topics.
  - The chairperson calls upon the chairperson of the habilitation committee or a member appointed by him/her to introduce the applicant, present the decision of the habilitation committee (whether s/he should be appointed as an Associate Professor or not), and announce the stipulated topic of the habilitation lecture.
  - After the speech of the chairperson of the habilitation committee, the Scientific Council of the FFPW USB chooses 2 scrutators and questionnaires (see **Annex No. 3** of this Order) for the evaluation of the habilitation lecture are provided to the present members of the FFPW USB Scientific Council. The questionnaires are in a physical or electronic form according to the method of meeting.
  - The applicant presents the habilitation lecture and does so within the appointed time of approx. 30 minutes. The habilitation lecture has the form of a shortened teaching lesson in bachelor's, master's or doctoral study. The applicant shall state before the lecture itself for what kind of listeners the lecture is intended or part of which course it is.
  - A discussion follows, in which also others present apart from members of the Scientific Council of the FFPW USB and members of the habilitation committee can participate.
  - The applicant presents his/her habilitation thesis. He/She has approx. 20 minutes for the presentation of the habilitation thesis.
  - Opponents present their assessments of the habilitation thesis to the present people. Personal participation of opponents at the meeting of the Scientific Council of the FFPW USB is desirable and the presence of at least one of them is expected. Appointed members of the habilitation committee or members of the Scientific Council of the FFPW USB shall read opponent assessments on behalf of absent opponents.
  - The applicant reacts to comments of opponents; s/he has the possibility to defend his/her habilitation thesis and to express his/her opinion about his/her previous scientific and pedagogic work.
  - A discussion follows, in which also others present apart from members of the Scientific Council of the FFPW USB and members of the habilitation committee can participate.
  - The closed part of the meeting follows, in which only members of the Scientific Council of the FFPW USB, members of the habilitation committee and opponents of the habilitation thesis can participate. Scrutators collect and assess questionnaires and the assessment of the habilitation lecture. Then it is voted on the proposal for the Associate Professor's appointment. Ballot papers (**Annex No. 4**) are used for this purpose. They are provided in a physical or electronic form according to the method of the meeting. All present members of the Scientific Council of the FFPW USB vote; voting is secret. The scrutators will evaluate the ballot papers and inform the audience of the result of the voting. A special record (**Annex No. 5**) is made about it and signed by the scrutators.

- The chairperson informs the applicant about the result of the voting of the Scientific Council of the FFPW USB.
- 2) The meeting of the FFPW USB Scientific Council can be held in person, remotely using means of distance communication, or in a hybrid form, in which a part of the participants are present in person in the meeting room and the rest is present remotely using means of distance communication. The chairperson decides on the form of the meeting. In the case of a distance or hybrid meeting, an audiovisual transmission of the individual speakers must be provided between the participants. Voting shall be secret by a ballot paper, a voting device, or, in the case of a remote or hybrid session, by means of an application allowing secret ballot at a distance. Any member of the FFPW USB Scientific Council may object to the conduct or outcome of the vote during or immediately after the vote. Such an objection will be decided by the FFPW USB Scientific Council, and if the objection is upheld, the vote must be repeated.
  - 3) At least two-thirds of members of the Scientific Council of the FFPW USB must be present at the discussion of the proposal for the Associate Professor's appointment. Approval of the absolute majority of all members of the FFPW USB Scientific Council is necessary for passing the proposal.
  - 4) In case the proposal for the Associate Professor's appointment acquired the approval of the absolute majority of all members of the Scientific Council of the FFPW USB, the Dean presents it for a decision to the Rector within 14 days from the defense of the habilitation thesis with all required materials. If the proposal for the Associate Professor's appointment does not acquire the necessary majority, the Scientific Council of the FFPW USB stops the procedure.
  - 5) If the Rector agrees with the proposal for the Associate Professor's appointment, s/he shall announce it to the applicant in written form with the date of his/her appointment.
  - 6) If the Rector does not agree with the proposal for the Associate Professor's appointment, s/he submits the issue without unnecessary delay together with the reason of the disapproval to the Scientific Council of the University of South Bohemia (hereinafter referred to as the "Scientific Council of the USB")
  - 7) The Scientific Council of the USB decides about the proposal for the Associate Professor's appointment by secret voting. The absolute majority of all members of the Scientific Council of the USB is necessary for passing the proposal.
  - 8) If the proposal for the Associate Professor's appointment does not acquire the necessary majority, the procedure is stopped.
  - 9) In case the habilitation procedure is stopped, the habilitation thesis with other documents is returned to the applicant. One copy of the habilitation thesis and copies of all documents provided by the applicant are archived at the FFPW USB.
  - 10) The applicant can lodge objections against the process of the habilitation procedure. Objections are lodged to the Dean of the faculty. If the Dean does not comply with objections, s/he transfers them to the Rector of the USB for a decision. The decision of the Rector is final. The decision of the Rector or Dean must be justified.

- 11) Information about the habilitation procedure is published pursuant to § 75 of the Act.

#### **Article 5**

##### **Declaration of invalidity of the Associate Professor's appointment**

- 1) Proceeding at a public university for the declaration of invalidity of the Associate Professor's appointment is regulated by § 74a of the Act.
- 2) The Rector decides that the appointment of the Associate Professor is invalid if it is established in the proceeding for the declaration of invalidity that a person whose pedagogical and scientific qualification was verified during the habilitation process and who was appointed the Associate Professor, proved his/her qualification:
  - a) as a result of an intentional crime, or
  - b) as a result of intentional misuse of a work of another person grossly infringing the law governing the protection of intellectual property or other intentional conduct against good morals, not referred to in letter a).
- 3) The Rector shall commence the proceeding for the declaration of invalidity of the Associate Professor's appointment.
- 4) In the proceeding for the declaration of invalidity of the Associate Professor's appointment, the Rector appoints a five-member Review committee.
- 5) Members of the Review committee shall be appointed by the Rector according to the following rules:
  - a) One member shall be appointed by the Rector on a proposal of the Minister from state employees working in the Ministry.
  - b) A maximum of two members of the committee can be Associate Professors or Professors of the USB, none of whom must be a member of the workplace at which the person, whose appointment of the Associate Professor is concerned, works.
  - c) If the person, whose appointment of the Associate Professor is concerned, is an employee of another university, one member of the Review committee is a Professor or Associate Professor working at this university but must not be a member of a workplace where the person, whose appointment of the Associate Professor is concerned, works.
  - d) If it is possible, one member of the Review committee is appointed from the members of the habilitation committee of the habilitation procedure.
- 6) The Review committee shall resolve by an absolute majority of votes of all its members. It is voted in secret about the opinion on the invalidity of the Associate Professor's appointment.

### **PART III**

#### **PROCEDURE FOR APPOINTMENT OF PROFESSOR AT THE FFPW USB**

#### **Article 6**

##### **Initiation of procedure for Professor's appointment**

- 1) A precondition for a successful Professor's appointment procedure at the FFPW USB is a previous Associate Professor's appointment on the basis of the habilitation procedure with the presented

habilitation thesis. Conditions for the Professor's procedure without previous habilitation procedure are stipulated in § 74 par. 1 of the Act.

- 2) Another precondition for the initiation of the Professor's appointment procedure at the FFPW USB is apart from facts stipulated in the § 74 of the Act especially scientific and pedagogic activity at the level tentatively specified in table No. 2, continuous publication activity, the establishment of a working group or school, application of the results of applied research in practice, engagement in international project solutions, foreign internship with presentations, university pedagogic activity following the habilitation and in case of the faculty employees also participation in an academic university or faculty activities related to the organization and management. Proven activities must be adequate to the duration of the applicant's active operation.

Table No. 2 - Recommended criteria for successful Professor's appointment procedure at the FFPW USB.

	Number
Publication in magazines with impact factor	50
Monograph or university textbook or a summary article in a reputable journal	2
Outputs of applied research (patent, verified technology, certified methodology, utility and industrial design, breed, prototype, pilot plant, working pattern, software, etc.)	5
Citation of the Web of Science without first-order self-citations	500
Teaching (number of actually taught courses in scope of at least 2 h/week during the whole semester or equivalent scope of another teaching)	8
Supervision of defended bachelor's or diploma theses	6
Advisorship of defended doctoral dissertation theses	4
Lectures at foreign universities and scientific institutions (in hours)	20
Responsible researcher or co-researcher <sup>1</sup> of a national project	4
Responsible researcher or co-researcher <sup>1</sup> of an international project	2

Note: <sup>1</sup> co-researcher is the person responsible for solving part of the project within the institution

- 3) Professor's appointment procedure is commenced pursuant to applicable legal regulations by one of the following acts:
- by the application of the applicant, supported with at least two written statements by Professors of the same or related field,
  - by the proposal of the Dean of the FFPW USB or the Rector of the USB submitted to the Scientific Council of the FFPW USB in a field for which the FFPW USB has an accreditation,
  - or by the suggestion of the Scientific Council of the FFPW USB or the Scientific Council of the USB.
- 4) Proposal with annexes pursuant to the § 72 par. 2, the second sentence of the Act, in which it is indicated a field in which the procedure for the Professor's appointment is initiated, together with the specification of the Professorial lecture topic, in which the applicant discusses the concept of scientific work and teaching in the respective field, is submitted to the Dean of the faculty. If the procedure is not started on the basis of the application of the applicant and if the applicant expresses written disagreement with the procedure, the procedure is stopped.
- 5) Annexes of the application for the Professor's appointment are as follows:
- curriculum vitae (2 originals);



- documents about acquired university education and acquired scientific and pedagogic titles (1 officially verified original + 1 plain copy); if the university education was obtained by studying at a foreign university, this education must be recognized in the Czech Republic in accordance with the law; if the applicant is employed at the FFPW USB and these documents are archived in his/her personal file, they are not requested again;
- documents certifying the pedagogic practice (e.g. list of taught subjects, confirmation of teaching at another faculty, report of teaching assessment by students) verified by the Rector of a non-university college, or the Dean or the Vice-dean for study affairs of the relevant faculty (2 originals, or 1 original and 1 plain copy);
- list of published scientific and professional works; in the case of articles published in magazines with the impact factor (IF), the IF of the magazine valid in the respective year of publication is stated for each paper (2 originals);
- list of applied outputs, including respective publications and copies of documents verifying the application in practice (e.g. contract with a partner and certificate of certified methodologies, contract with a partner in case of technology, etc.) (2 originals + attachments);
- list of current scientometric indicators: author identifier (e.g. ORCID ID, Researcher ID etc.), number of articles with impact factor, H-index, the total number of citations, and the total number of citations without first-order self-citations according to the Web of Science (2 originals);
- list of lectures at scientific conferences, foreign universities and institutions (2 originals);
- list of defended bachelor's, master's, diploma and dissertation theses, for which the applicant was appointed as supervisor verified by the Rector of the non-university college, the Dean or the Vice-dean for study affairs of the relevant faculty (2 originals);
- overview of taken scientific and professional internships both foreign and domestic (2 originals);
- potentially also other documents certifying scientific qualification (2 originals);
- overview of projects where the applicant was the responsible researcher or co-researcher for the institution (2 originals);

Originals of annexes, apart from official documents, are signed with the date and handwritten signature of the applicant. Activities of the applicant in the period before the habilitation procedure's commencement and in the period after shall be clearly distinguished in documents certifying scientific and pedagogic activity. All annexes of the proposal will be submitted by the applicant simultaneously in an electronic form identical to the printed version.

- 6) If the applicant does not work at the FFPW USB, the Dean can ask the respective Dean of the faculty or the Rector of the respective university for a statement, which can assess the pedagogic qualification of the applicant.
- 7) If the application does not meet the essentials stipulated by the law and this Order, the Dean of the faculty shall call upon the applicant in written form to remove deficiencies. Should the applicant fail to remove deficiencies within 2 months from the date of delivery of the Dean's call, the Dean shall stop the procedure. Submitted materials will be returned by the applicant.
- 8) Initiation of the Professor's appointment procedure shall be published pursuant to the provision of § 75 par. 1 of the Act.

#### **Article 7 Assessment committee**

- 1) The Dean of the faculty shall prepare within one month from the date of submission of the application by the applicant or from the date, when the applicant completed the application on the basis of the Dean's call, his/her proposal for the establishment of an Assessment committee

- and appointment of its chairperson and other members. This proposal shall be submitted to members of the Scientific Council of the FFPW USB for approval at its closest meeting.
- 2) The Assessment committee has five members and consists of Professors, Associate Professors and other significant representatives of the applicant's field. The chairperson of the Assessment committee must be a Professor. At least three members of the Assessment committee shall not be employees of the University of South Bohemia.
  - 3) The Dean of the faculty informs members of the Assessment committee that their appointment was approved and sends them input documents necessary for the assessment of the pedagogic and scientific qualification of the applicant pursuant to the § 74 par. 1 of the Act and this Order.
  - 4) The meeting of the Assessment committee is led by its chairperson or by a person appointed by him/her.
  - 5) The Assessment committee is quorate if at least four of its members are present. A decision of the committee is passed if at least three members of the committee vote for it.
  - 6) The Assessment committee shall assess the qualification of the applicant pursuant to requirements specified in article 6, par. 2 of this Order and agree upon a proposal by secret voting on whether the applicant should be appointed a Professor or not.
  - 7) If the proposal does not gain at least three votes, it follows that the committee recommends stopping the procedure. The chairperson of the committee submits the decision and in the case of recommendation to stop the appointment procedure also the reasoning of this proposal, together with the record of results of the voting, to the Scientific Council of the FFPW USB. For this purpose, the opinion of the Committee on the Professor's appointment procedure is prepared (**Annex No. 6**).
  - 8) The issue is included in the agenda of the FFPW USB Scientific Council without delay. No later than 14 days before the planned meeting of the FFPW USB Scientific Council, the FFPW USB Scientific Council will notify the applicant of the place and time of the FFPW USB Scientific Council and invite him to give a lecture at this meeting. The topic of the lecture is chosen by the candidate taking into account the requirements of the Act (the lecture should present the concept of the scientific work and teaching in the respective field).

#### **Article 8**

##### **Proceeding for the Professor's appointment in front of the Scientific Council of the FFPW USB**

- 1) The lecture within the Professor's appointment procedure in front of the Scientific Council of the FFPW USB is public (apart from the closed part of the meeting, see below). The meeting has the following agenda:
  - The chairperson (the Dean or a member of the Scientific Council of the FFPW USB appointed by him/her) opens the meeting, determines whether the Scientific Council of the FFPW USB is quorate, and announces the order of meeting points.
  - The chairperson asks the chairperson of the Assessment committee or a person appointed by him/her to introduce the applicant and present the decision of the Assessment committee (proposal to appoint or not to appoint a Professor).
  - Following the speech of the chairperson of the Assessment committee, the Scientific Council of the FFPW USB elects 2 scrutators and the present members of the FFPW USB Scientific Council are provided with ballot papers for the proposal for the Professor's appointment (**Annex No. 7**). The ballot papers are in a physical or electronic form according to the method of the meeting. Then the chairperson invites the applicant to present the lecture.

- The applicant presents the lecture in the stipulated time of approx. 60 minutes. S/he shall discuss in the lecture the concept of the scientific work and teaching in the respective field.
  - A discussion follows, in which apart from members of the Scientific Council of the FFPW USB and members of the Assessment committee also others present can participate. The applicant actively responds to suggestions and comments. The closed part of the meeting follows, which can be attended only by members of the Scientific Council of the FFPW USB and members of the Assessment committee. Then it is voted on the proposal for the Professor's appointment. All present members of the FFPW USB Scientific Council vote, the voting is secret. The scrutators will evaluate the ballot papers and inform the audience of the result of the voting. A special record of the vote (**Annex No. 8**) is made and signed by the scrutators.
  - The chairperson informs the applicant about the result of the voting of the Scientific Council of the FFPW USB.
- 2) The Scientific Council of the FFPW USB can vote on the proposal for the Professor's appointment only in case at least two-thirds of the Scientific Council's members are present. Approval of the proposal requires the consent of an absolute majority of all members of the Scientific Council of the FFPW USB.
- 3) In case the proposal for the Professor's appointment acquired the approval of the absolute majority of all members of the Scientific Council of the FFPW USB, the Dean submits it to the Scientific Council of the USB without unnecessary delay with all required materials. If the proposal for the Professor's appointment does not acquire the necessary majority, the procedure is stopped.

#### **Article 9**

##### **Proceeding for the Professor's appointment in front of the Scientific Council of the USB**

- 1) The Scientific Council of the USB will invite the applicant to present a lecture at a public session in which he/she will present the concept of the scientific work and teaching in the field.
- 2) At the public session, the Scientific Council of the USB will
  - a) invite the chairperson of the committee or a member appointed by him/her to characterize the applicant and to communicate the conclusion of the Assessment committee for the appointment of the Professor,
  - b) invite the applicant to briefly (10-15 minutes) present his / her scientific field and the concept of further scientific and pedagogical work.
- 3) The Scientific Council of the USB then secretly votes on submitting the proposal to the Minister. At least two-thirds of the members of the Scientific Council of the USB must be present and the proposal must obtain the approval of the absolute majority of all members of the Scientific Council of the USB. If the proposal for the Professor's appointment does not obtain the necessary majority of votes, the proceeding is stopped.
- 4) The applicant can object to the procedure for the Professor's appointment at the faculty or at the university within 30 days. Objections are given to the Rector. The Rector's decision is final.
- 5) Data about the Professor's appointment procedure are published pursuant to § 75 of the Act.

#### **Article 10**

##### **Final provisions**

*Internal regulation of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice*

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- 1) The Order of Habilitation Procedure and Professor Appointment Procedure of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice of 20<sup>th</sup> March 2017 has been canceled.
- 2) The Order of Habilitation Procedure and Professor Appointment Procedure of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice was approved by the Dean's Collegium on 28<sup>th</sup> March 2022 and by the Academic Senate of the FFPW USB on 28<sup>th</sup> April 2022.
- 3) The Order of Habilitation Procedure and Professor Appointment Procedure of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice comes into effect on the date of publication in the public area of the website.



.....  
Prof. Dipl.-Ing. Pavel Kozák, Ph.D.  
Dean of the FFPW USB

Annex No. 1 - Template of Opponent's assessment of habilitation thesis

Annex No. 2 – Template of Opinion of habilitation committee

Annex No. 3 – Template of Questionnaire for assessment of habilitation lecture

Annex No. 4 – Template of Ballot paper to proposal for Associate Professor's appointment

Annex No. 5 – Template of Record of habilitation procedure

Annex No. 6 – Template of Opinion of committee on the Professor's appointment procedure

Annex No. 7 - Template of Ballot paper to proposal for Professor's appointment

Annex No. 8 – Template of Record of the procedure for Professor's appointment

**Annex No. 1**

**OPPONENT'S ASSESSMENT OF HABILITATION THESIS**

<b>Applicant</b>	<b>Name and surname including titles</b>
<b>Habilitation thesis</b>	Name of thesis
<b>Opponent</b>	Name and surname including titles
<b>Opponent's workplace, institution</b>	.....

(text of assessment)

**Opponents' questions on the defense of the habilitation thesis**

.....

**Conclusion**

The habilitation thesis (name and surname of the applicant) ("name of the habilitation thesis") **meets / does not meet** the requirements for standard habilitation theses in the field (name of the field).

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

.....

Signature of opponent

**Annex No. 2**

**OPINION OF HABILITATION COMMITTEE**

**to the proposal for the appointment .....  
of the candidate**

**as an Associate Professor in the field: .....**

Workplace:

Committee composition:

**Chairperson: .....**

**Members: .....**

.....

.....

.....

Opinion of habilitation committee:

**Result of the secret voting of the committee:**

**Number of committee members: 5**

**Number of voters: .....**

**Number of positive votes: .....**

**Number of negative votes: .....**

**Number of invalid votes: .....**

**Conclusion of the habilitation committee:**

The committee evaluated the applicant's scientific and pedagogical activities and qualifications and, in secret voting, decided to recommend / not recommend the Scientific Council of the Faculty of Fisheries

*Internal regulation of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice*

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and Protection of Waters USB a proposal to appoint ..... as an Associate Professor for the field .....

The selected topic of the habilitation lecture in case of recommendation:

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

**Chairperson:** ..... **(name, signature)**

**Members:** .....

.....

.....

.....

**Annex No. 3**



Fakulta rybářství  
a ochrany vod  
Faculty of Fisheries  
and Protection  
of Waters

Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice  
Czech Republic

## **QUESTIONNAIRE FOR ASSESSMENT OF HABILITATION LECTURE**

**Name of the applicant:**

**Date:**

Please assess individual aspects of the lecture and award number of points from **0 (completely unsuitable) to 10 (excellent performance)**

### **1) Content aspect**

Significance of presented information for the respective field and its topicality, contact points with related fields, connection to basic fields, comprehensibility also for a biologist with other specialization.

Number of points: .....

### **2) Pedagogic aspect**

Purposeful division of topics, clarity of the lecture, utilization of demonstration materials and visualization means (graphs, tables and so on), utilization of technical means.

Number of points:.....

### **3) Rhetorical aspect**

Ability to interest and keep the attention of listeners, refinement of oral expression, visual contact with the public, adequacy of gestures, adherence to the time limit 30± 5 min.

Number of points: .....

### **4) Discussion aspect**

Ability to adequately react to questions and stimuli, mastering of art to respond to questions factually – not evading questions by means of diverting attention elsewhere.

Number of points: .....

**Total number of points:** .....

### **Point assessment:**

**0 – 16**            **does not meet the requirements to be the Associate Professor of the FFPW USB**  
**17 – 40**           **meets requirements ... to excellently meets requirements (40)**



**Annex No. 4**

**BALLOT PAPER  
for the member of the Scientific Council of the FFPW USB**

**Habilitation procedure** ..... (name of candidate)  
in the field of Fisheries on..... (date).

**I agree - I don't agree** (cross out inappropriate choice) with the appointment of the candidate for the **Associate Professor**.

In Vodňany.....

**Annex No. 5**

**RECORD OF HABILITATION PROCEDURE**

**which took place in front of the Scientific Council of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice**

Name and Surname, title:

Date and place of birth:

Permanent address (foreigner: home address in the CR and citizenship):

Workplace:

Field:

Name of habilitation thesis:

Theme of habilitation thesis:

Composition of habilitation committee:

Chairperson:

Members:

Opponents:

The Scientific Council of the Faculty of Fisheries and Protection of Waters voted on.....

Number of members: 22 present:

Number of positive votes: negative: invalid:

*Internal regulation of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice*

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Names and signatures of scrutators:

Skrutator No. 1

Scrutator No. 2

.....

.....

Pursuant to the provisions of § 72, par. 11 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Institutions Act), the proposal for the appointment as an Associate Professor was submitted to the Rector of the University of South Bohemia in České Budějovice on .....

(name, signature)

Dean of the faculty

**Annex No. 6**

**OPINION OF COMMITTEE ON THE PROFESSOR'S APPOINTMENT PROCEDURE**

**to the proposal for the appointment .....  
of the candidate**

**as a Professor in the field: .....**

**Workplace:**

**Committee composition:**

**Chairperson: .....**

**Members: .....**

.....

.....

.....

Opinion of the Committee:

**Result of the secret voting of the committee:**

**Number of committee members: .....**

**Number of voters: .....**

**Number of positive votes: .....**

**Number of negative votes: .....**

**Number of invalid votes: .....**

**Conclusion of the committee:**

After evaluating the candidate's scientific and pedagogical qualifications and based on the result of the secret voting, the committee submits to the Scientific Council of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice a proposal to appoint the candidate as a Professor for the field..... / to stop the proceedings.

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

**Chairperson:** ..... (name, signature)

**Members:** .....

.....

.....

.....

**Annex No. 7**

**BALLOT PAPER  
for the member of the Scientific Council of the FFPW USB**

Appointment procedure for Professor ..... (name of applicant)  
in the field of Fisheries on..... (date).

**I agree – I don't agree** (cross out inappropriate choice) with the appointment of the applicant for the **Professor**.

In Vodňany .....

**Annex No. 8**

**RECORD OF THE PROCEDURE FOR PROFESSOR'S APPOINTMENT**

**which took place in front of the Scientific Council of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice**

Name and surname, title:

Date and place of birth:

Permanent address (foreigner: home address in the CR and citizenship):

Workplace:

Field:

Name of lecture:

Assessment committee composition:

Chairperson:

Members:

Voting of the Scientific Council of the Faculty of Fisheries and Protection of Waters took place on.....

Number of members: 22 present:

Number of positive votes: negative: invalid:

Name and signature of scrutators:

*Internal regulation of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice*

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Scrutator No. 1

Scrutator No. 2

.....

.....

The proposal for the Professor's appointment in accordance with the provisions of § 74, par. 6 of Act No. 111/1998 Coll. was submitted to the Scientific Council of the University of South Bohemia in České Budějovice on .....

(name, signature)

Dean of faculty