

A. The applicant in accordance with the criteria for assessing the fulfilment of requirements for obtaining the scientific-pedagogical degree of "Associate Professor" shall submit the following to the **habilitation procedure**:

- 1) **application to the dean – chairman of the Scientific Board of JFMED CU**
- 2) **recommendation letter from the responsible official of the given organization** to commence the procedure at JFMED CU (submitted by applicants who are not employees of JFMED CU and carry out teaching activities at another MF)
- 3) **document on professional practice** (confirmation from personnel department)
- 4) **information on personal data processing**
- 5) **applicant's characteristics** (also in electronic form)
- 6) **habilitation thesis - 4x+ CD with the thesis in PDF format** – can not be protected against reading and must be identical with printed version
- 7) **declaration on word of honour**
- 8) **habilitation thesis licence agreement**
- 9) **professional structured CV** (prescribed format)
- 10) **documents certifying**
 - higher education of the second cycle – awarding the academic degree - **a notarized copy**
 - higher education of the third cycle (on obtaining the academic degree, or scientific-academic degree of PhD. or academic-scientific degree of Dr. according to the previous regulations), or on obtaining the academic degree CSc., DSc. – **a notarized copy**
 - curative-preventive activity and obtaining specializations /I., II.) – **a notarized copy**
- 11) **Overview of teaching activity and achievements in this activity**, signed by the head of department, head of the clinic or institute (lectures, seminars, exercises, supervision of diploma, rigorous, bachelor and doctoral thesis and students' research works, development of teaching aids, etc.). In addition, applicants who are not employees of the faculties or parts of CU, have to submit a confirmation certifying pedagogical activities signed by the dean of the faculty where teaching activity was carried out.
- 12) **The list of original published scientific and professional publications and their citations**, which is an extract from the university database of publications and citations. In case of applicants who are not employees of the faculties or parts of CU, publication activity is processed by AKAS (Academic Library and Audiovisual Centre).
The applicant marks **3 -5 publications as well as 3 - 5 citations** which he/she considers as the most important.

13) **The list of other original scientific works and performances** that can not be listed in accordance with par 12). In this list, the applicant shall state the reports on solved scientific research projects, scientific technical projects, as well as other works and performance by he/she which can demonstrate his/her scientific or professional performance. The applicant provides the content and format of this list with the proviso that the facts under par 12) and 14 can not be repeated. Participation in research projects is demonstrated by the confirmation from the Department for Scientific and Research Activity of the faculty, or confirmation from the principal investigator of the project (name of principal investigator, accurate project title, project code, grant agency, time period).

14) **The list of other demonstratable citations to scientific activity** which can not be listed in accordance with par 12). In this list, an applicant shall state participation in domestic and foreign stays for the purpose of giving lectures (list of lectures) and business stays or exhibitions held in scientific institutions, membership in scientific organizations, editorial boards of scientific journals and the like. The list separately includes foreign lectures covered by hosting institution. The applicant provides the content and format of this list with the proviso that the facts under par 12) and 13) can not be repeated.

15) brief and concise **characteristics of the most important scientific citations**, elaborated and signed by the applicant. The applicant also comments on all results and citations, which he/she indicated as the most important in the list of publications and citations.

16) List of all publications listed in the "**List of original scientific and professional publications with citations.**"

In book publications, cover sheet of the publication is presented (face and back sides), imprint, contents, introduction, preface and conclusion, if there are chapters in publications, also a copy of the first and last page of a chapter, in electronic documents also tangible medium is presented. In articles, contributions, papers or essays in journals or collections, title page of the source document, the contents of the journal or collections, imprint, text of the article, contribution, paper or essay is presented.

Each part of the collection must be marked with an identification code as listed under par 12).

17) **topic of habilitation lecture**

An applicant's habilitation lecture demonstrates his/her teaching competence. The lecture is to have a general character and a candidate presents his/her field of study and the results of his/her work in a specific time limit of max. 15 minutes.

Defense of habilitation thesis results takes max. 10 minutes. It is a public scientific and academic debate taking place in the atmosphere of high sophistication, while respecting the rules of the ethics of scientific work. In particular, it deals with the scientific contribution of the candidate for the given study field, credibility and legitimacy of procedures and habilitation thesis conclusions.

Habilitation thesis is considered to be:

- a) a peer-reviewed scientific monograph or
- b) monothematic publication bringing new scientific knowledge or
- c) collection of published scientific papers with commentary.

Habilitation thesis must differ from the original text of rigorous, dissertation (or candidate) thesis.

B. The applicant in accordance with the criteria for assessing the fulfilment of requirements for obtaining the scientific-pedagogical degree of "Professor" shall submit the following to the **appointment procedure**:

- 1) **application to the dean – chairman of the Scientific Board of JFMED CU**
- 2) **recommendation letter from the responsible official of the given organization** to commence the procedure at JFMED CU (submitted by applicants who are not employees of JFMED CU and carry out teaching activities at another MF)
- 3) **document on professional practice** (confirmation from personnel department)
- 4) **information on personal data processing**
- 5) **applicant's characteristics** (also in electronic form)
- 6) **professional structured CV** (prescribed format)
- 7) **documents certifying**
 - higher education of the second cycle – awarding the academic degree - **a notarized copy**
 - higher education of the third cycle (on obtaining the academic degree, or scientific-academic degree of PhD. or academic-scientific degree of Dr. according to the previous regulations), or on obtaining the academic degree CSc., DSc. – **a notarized copy**
 - obtaining a degree of Associate Professor – **a notarized copy**
 - curative-preventive activity and obtaining specializations /I., II.) – **a notarized copy**
- 8) **Overview of teaching activity and achievements in this activity**, signed by the head of department, head of the clinic or institute (lectures, seminars, exercises, supervision of diploma, rigorous, bachelor and doctoral thesis and students' research works, development of teaching aids, etc.). In addition, applicants who are not employees of the faculties or parts of CU, have to submit a confirmation certifying pedagogical activities signed by the dean of the faculty where teaching activity was carried out.
- 9) **The list of original published scientific and professional publications and their citations**, which is an extract from the university database of publications and citations. In case of applicants who are not employees of the faculties or parts of CU, publication activity is processed by AKAS (Academic Library and Audiovisual Centre).
The applicant marks **3 -5 publications as well as 3 - 5 citations** which he/she considers as the most important.
- 10) **The list of other original scientific works and performances** that can not be listed in accordance with par 9). In this list, the applicant shall state the reports on solved scientific research projects, scientific technical projects, as well as other works and performance by he/she which can demonstrate his/her scientific or professional performance. The applicant provides the content and format of this list with the proviso that the facts under par 9) and 11) can not be repeated. Participation in research projects is demonstrated by the confirmation from the Department for Scientific and Research Activity of the faculty, or confirmation from

the principal investigator of the project (name of principal investigator, accurate project title, project code, grant agency, time period).

11) **The list of other demonstrable citations to scientific activity** which can not be listed in accordance with par 9). In this list, an applicant shall state participation in domestic and foreign stays for the purpose of giving lectures. (list of lectures) and business stays or exhibitions held in scientific institutions, membership in scientific organizations, editorial boards of scientific journals and the like. The list separately includes foreign lectures covered by hosting institution. The applicant provides the content and format of this list with the proviso that the facts under par 9) and 10) can not be repeated.

12) brief and concise **characteristics of the most important scientific citations**, elaborated and signed by the applicant. The applicant also comments on all results and citations, which he/she indicated as the most important in the list of publications and citations.

13) List of all publications listed in the "**List of original scientific and professional publications with citations.**"

In book publications, cover sheet of the publication is presented (face and back sides), imprint, contents, introduction, preface and conclusion, if there are chapters in publications, also a copy of the first and last page of a chapter, in electronic documents also tangible medium is presented. In articles, contributions, papers or essays in journals or collections, title page of the source document, the contents of the journal or collections, imprint, text of the article, contribution, paper or essay is presented.

Each part of the collection must be marked with an identification code as listed under par 9).

14) **Evidence of one's own scientific school**

An applicant submits a confirmation certifying participation in training and supervision of PhD. students from the Department of Doctoral Studies of the faculty concerned (list of completed PhD students, completion date, study program, currently supervised PhD. students, PhD. students after dissertation examination, examination date).

15) **The list of five foreign experts** (address, position, scientific specialization, citation of the most important scientific publication) able to assess the international professional level of the applicant.

16) **The list of at least five scientific and professional publications in English**, possibly in other suitable language, intended to be send to the foreign reviewer.

17) **The most important set of reprints**, or other texts and pictures in the given language documenting the applicant's scientific work designed to be send to the foreign reviewer.

18) **Topic of inaugural lecture**

An applicant's inaugural lecture demonstrates his/her teaching, shall present his/her overall contribution in the given field, contribution of his/her students to the development in the field of study and expresses a statement on current status of the study field and its perspective in a specific time limit of max. 15 min.