

Code:	SD/12/20
Type:	DEAN'S DIRECTIVE
Title:	CEBIA-Tech Career Code
Organisational Relevance:	Faculty of Applied Informatics, Tomas Bata University in Zlín
Release Date:	03. 12. 2020
Effective From:	03. 12. 2020
Issued By:	Assoc. Prof. Mgr. Milan Adámek, Ph.D. – Dean of FAI
Elaborated By:	Assoc. Prof. Mgr. Milan Adámek, Ph.D.
Co-contributors:	Prof. Ing. Vladimír Vašek, CSc., Assoc. Prof. Ing. Radek Matušů, Ph.D., Ing. Michal Pleva
Number of Pages:	14
Number of Attachments:	2
Distribution List:	FAI Vice-Deans, FAI, FAI Secretary, Heads of FAI Institutes, Heads of the Centre's Research Programmes, Heads of Departments and Offices
Signatures of Authorised Persons:	Assoc. Prof. Mgr. Milan Adámek, Ph.D. m. p.

Article 1 Introductory Provisions

This directive stipulates the Employee Qualification Classification Method in the Regional Research Centre for Security, Information and Advanced Technologies – CEBIA-Tech, (hereinafter the Centre), their recruitment, fulfilment of criteria for increasing qualifications and associated career advancement, working in relation to the application sphere and abroad and the termination of the ir activities in the Centre.

Article 2 Centre Staff Hiring Procedures

- (1) New employees will be employed by the Centre for a specific position through a selection procedure in accordance with the Selection Procedures Rules for at TBU; in particular, in accordance with Annex No. 1 of this Directive. According to this directive, a Selection Board is established for each competition. Obligatory Selection Committee members are the FAI Dean, the Centre's Director and the Head of the Research Programme to which the employee is being admitted. the final decision on acceptance/non-acceptance is in the competence of the Centre's Director.
- (2) When selecting for all research positions – in addition to an overview in the relevant field, the number and quality of achieved publications and application R&D results as well as their experience in cooperation with the application sphere will be assessed – (demonstrable participation in contract or collaborative research projects, financial volume produced by the employee etc.).
- (3) Due to the fact that the Centre is an organisational unit of FAI and thus of TBU, the Administrative Personnel Agenda of newly-hired employees will be provided by the TBU Rectorate in Zlín Personnel Department.

Article 3 Qualification Classification

- (1) The Centre consists of two work teams:
 - a) The Research Team,
 - b) The Management Team.
- (2) The role of the "Research Team" is to implement research, development and innovation activities within the framework of the Centre's basic research agenda and projects supported by R&D provider financial support - (national and international), and contract research projects.
- (3) The "Management Team's" role is to ensure the organisational and administrative functioning of the Centre. It also assures the cooperation of the Centre with the FAI management team and the relevant departments of the TBU Rectorate in Zlín, as well as with R&D support providers, and they process all documents related to the Centre's financing.
- (4) "Research Team" Employees can be assigned to the following positions:
 - a) Head of Research Programme - (Classified in Wage Class A3 or A4),
 - b) Researcher – Senior (Classified in Wage Class A4, A3 or A2),
 - c) Researcher – Junior (Classified in Wage Class A2 or A1),
 - d) Ph.D. - Student - (Classified up to Wage Class A1).
- (5) Centre Researcher Qualification Requirements – including these categories, are broadly characterised in Appendix No. 3 to the TBU in Zlín Wage Regulations, Paragraph "Wage Class Characteristics."
- (6) "Management Team Employees" may be assigned to the following positions:
 - a) Centre Director*,
 - b) Centre Deputy Director*,
 - c) Project Manager,
 - d) Centre Director Assistant,
 - e) Administrative / Financial Worker,
 - f) Administrative – Organisational Worker.

* the Centre Director and their Deputy are usually – at the same time, researchers in one of the research programmes.

- (7) The allocation of "Management Team" employees to a Wage Tariff Class is governed by Annex No. 2 to the TBU in Zlín Wage Regulations in connection with their workload, specified in Annex No. 3 to the TBU in Zlín Wage Regulation. the above-mentioned positions job content and scope can be changed according to the current requirements for the current assurance of the Centre's operations. Modifications to the content and scope of work in these positions are within the competence of the

Centre Director; but all changes are made in accordance with the current wording of the Labour Code.

- (8) Centre employees recruited for the solution of a specific project will always be recruited for a definite period of time – the duration of research team staff evaluation of the Centre takes place with a periodicity of 1 year of the project. the agreed employment relationship length for other employees is governed by the general rules of the Labour Code – uniformly applied at TBU in Zlín.

Article 4

Evaluation of the Centre's Research Team Staff

- (1) Centre employees Evaluation of the Centre's research team staff takes place with a periodicity of 1 year.
- (2) Research team staff will be periodically evaluated on the basis of performance parameters according to the methodology valid for FAI academic staff, which is contained in Dean's Directive SD/03/20 "Evaluation and Management of the Development of Pedagogical, Creative, Managerial and Other Activities of FAI Academic and Research Staff."
- (3) Based on the above-described evaluation of all of the Centre's researchers, a variable component of the ir salary will be set - (personal evaluation); which, together with the tariff component of the ir salary, is determined by the Wage Survey - (part of the Employment Contract), and will form the total financial evaluation of the Centre's employee for a further 12 months.

Article 5

Career Growth

- (1) For career development purposes, the researchers' results shall be evaluated periodically every three years from the time they assume their duties, or at the request of the researcher or their superior.
- (2) Regular evaluation, or an extraordinary request for evaluation, is assessed by the Evaluation Committee – which consists of the Centre Director (Commission Chairperson), the FAI Dean, research programme heads or their representatives. the Committee may be supplemented with one member who does not work at TBU (in a category corresponding to A4 or A3 according to the TBU in Zlín Wage Regulations). External members of the commission are appointed by the FAI Dean.
- (3) Commission Meetings shall be convened by the Commission Chairperson.
- (4) Based on the last three periodic evaluations – according to Point 4 of this Directive, the basis for the evaluation will be the completed form “Quantified Criteria for the Evaluation Procedure of CEBIA-Tech Researchers, (according to Annex No. 2 to this Directive) and the statement of the direct superior, or other superiors of the evaluated researcher.

- (5) The Commission shall draw up an opinion on the evaluation carried out by secret ballot and shall forward it to the Director of the Centre.
- (6) The decision on the success/failure of the evaluation based on the Evaluation Committee's opinion is in the competence of the Centre's Director.
- (7) There is no legal right to reassignment to a higher level of employment.
- (8) Successful researchers who – in addition, play a significant role in the educational process in cooperation with other FAI organisational units or TBU in Zlín by implementing study programmes and fields, can apply for scientific and pedagogical degrees as an Associate Professor or Professor. The criteria for initiating a Habilitation Procedure or an appointment as a professor procedure, are clearly defined by the current FAI Dean's Directive.
- (9) The Centre's Implementation Team staff's career progression is discussed at a meeting of the Centre's Management.

Article 6
Centre Employee Non-fulfilment of Duties Sanctions

- (1) In the event of a negative result of the evaluation of researchers' achieved results – (non-compliance with the minimum performance limits), the following sanctions may be applied based on the proposal of the Evaluation Commission:
 - a) the worker is reassigned to a lower category,
 - b) the employee's working hours are reduced,
 - c) the employee's employment relationship with the Centre shall be terminated.
- (2) In the event of a repeated breach of work duties arising from the job description of the employees of the "Management Team", an employment relationship with the Centre may be terminated with the employee concerned.
- (3) The Centre's Director decides on the above sanctions in accordance with the current wording of the Labour Code on the basis of a proposal from the Evaluation Commission and the employee concerned superiors after discussion in the Centre's Management Team.

Article 7
Annex

- (1) The following appendices are part of the CEBIA-Tech Career Code:
 - a) Annex No. 1 – CEBIA-Tech Basic Selection Procedure Implementation Principles for Researcher Positions,
 - b) Annex No. 2 – Quantified Criteria for the Evaluation of CEBIA-Tech Researchers Form.

doc. Mgr. Milan Adámek, Ph.D. m. p.
děkan FAI

Annex No. 1 to CEBIA-Tech Career Code

CEBIA-Tech Basic Selection Procedure Implementation Principles for Researcher Positions

This annex to the CEBIA-Tech Career Code recommends selection implementation procedures procedure for filling the positions of researchers at the Centre for Security, Information and Advanced Technologies - (hereinafter referred to as CEBIA-Tech), of the Faculty of Applied Informatics - (hereinafter referred to as FAI).

Article 1 Basic Provisions

- (1) CEBIA-Tech researcher posts shall be filled on the basis of a selection procedure conducted in full compliance with the OTM-R (Open, Transparent and Merit-based Recruitment) principles and the requirements set out in the Code of Conduct for the Recruitment of Researchers and the European Charter for Researchers.
- (2) The Selection Procedure may be waived when re-negotiating an employment relationship with a researcher – if the post is (already) filled by them. the selection procedure can also be abandoned in the event of a change in the organisational integration of an employee within TBU in Zlín.
- (3) The Selection Procedure can be set aside in the case of the implementation of a subsidised project and the planned inclusion of an employee in the project team, unless the rules of the subsidy provider require otherwise.

Article 2 CEBIA-Tech Researcher Position Selection Procedure Announcement

- (1) The CEBIA-Tech Researcher Position Selection Procedure is announced by the FAI Dean - (hereinafter referred to as the “Issuer”) in cooperation with the TBU Personnel Department.
- (2) The Issuer must publish the tender through the TBU in Zlín Personnel Department on the public part of the TBU website; at least 30 days before the end of the deadline for submitting the tender application.
- (3) In order to increase awareness of the offered position, the tenderer may – in cooperation with the Personnel Department, advertise the offer using open media - (social networks, especially – professional and foreign press advertisements, direct addressing of suitable candidates with an offer to participate in the tender etc.)
- (4) The invitation to tender must in all cases always contain in particular:
 - a) The name of the TBU component where the job is fulfilled,
 - b) Job Characteristics - (especially the workplace name, required activities; possibly - also wage conditions),

- c) Qualification Requirements and other conditions that a person applying for a position - (hereinafter referred to as “candidate”), must meet the (especially required education, academic degrees, scientific degrees, scientific-pedagogical degrees, length, type and field of practice, language skills etc.),
- d) The Application Selection Procedure Requisites - (especially documents certifying the candidate's ability to hold the vacant position, affidavit of good faith), the submission deadline and the submission method,
- e) The anticipated Employment Relationship Commencement Date..

Article 3 Selection Committee / Commission

- (1) The Selection Committee Procedure shall be undertaken by a Selection Committee / Commission - (hereinafter referred to as the “Commission”), appointed by the issuer no later than 7 days from the expiry of the deadline for the submission of applications to the selection procedure - (hereinafter referred to as the “Application Deadline”).
- (2) The Commission shall be composed of the Chairperson and other members of the Commission. the Commission has at least five members. Its organiser may extend the commission to seven members.
- (3) The Commission Chairman shall appoint the Organiser.
- (4) Other Commission members, as a general rule shall be:
 - a) a Researcher or Academic from the relevant workplace,
 - b) a Representative of the relevant Academic Senate,
 - c) an Academic from the appropriate UTB in Zlín component,
 - d) an External Professional not part of at UTB in Zlín with relevant expertise.
- (5) The Commission Proceedings shall not be made public. All Commission Members are bound by secrecy about all important facts -, in the sense of special legal regulations.
- (6) The duties of all members of the Commission shall be:
 - a) to acquaint themselves with the course of the selection procedure rules set out in this document - if this is their first participation in the commission,
 - b) to know the requirements for candidates that have been set out in the tender,
 - c) to study all documents provided by the candidates for the advertised position, before the start of the selection procedure,
 - d) to attend the entire Selection Board meeting in person,
 - e) to respect in all respects the requirements set out in the Code of Conduct for the Recruitment of Researchers and the European Charter for Researchers – (recruitment process transparency, equal treatment of all candidates, openness to European Labour Market workers etc.),

- f) to respect the methodology that the commission shall use and agreed on in advance - (asking certain types of professional questions, form of evaluation of submitted projects, level of knowledge of foreign languages, point evaluation of individual evaluated by criteria and possibly, their weight etc.).
- (7) The Commission shall act by a vote of the sitting, at which the majority of its members must be present. the vote shall be by Secret Ballot, unless the Commission agrees otherwise.
- (8) A Commission Resolution shall be valid if a majority of all members of the Commission votes for it. In the event of a tie, the Commission Chair shall decide on the result of the vote.
- (9) Minutes shall be taken of the course of the meeting and the Commission's Resolutions, which shall be signed by the Chair and all Commission members present at the meeting and which the Commission Chair shall hand over to the organiser – no later than 3 working days after the meeting.

Article 4 The Course of the Selection Procedure

- (1) No later than 5 working days after the expiry of the application deadline, the TBU Personnel Department will ensure the publication of a Applicant Number Notice in the public part of the TBU website. the Commission Meeting dates of the will also be published here.
- (2) If at least one candidate has submitted an application for a competition, the Commission shall hold a first round of the Selection Procedure no later than 30 days after the registration deadline, in which it decides which candidates meet the selection procedure conditions referred to in Article 2 (3) (a) c) and d), and recommend to the Issuer:
 - a) the acceptance/admission or non - admission of individual candidates to an employment relationship, and the order of those candidates whose admission is recommended; or
 - b) the holding of the Second Round of the Selection Procedure - to which candidates designated by the Commission shall forward the candidates from the First Round and in which the Committee shall decide on its recommendation under point (a).
- (3) Candidate Interviews may be conducted in person or using audio-visual technology - (especially useful for candidates from abroad).
- (4) In the Competitions Second Round – which shall take place no later than 45 days after the registration deadline, the panel may request the candidate to appear in person and answer questions put by panel members.
- (5) No later than 7 working days from the Commission's Resolution on Candidate Order recommendations, the Issuer shall decide – on the basis of the selection procedure and the Commission's Recommendation, on the final selection and order of candidates for

employment. the Issuer shall forward their decision to the TBU in Zlín Personnel Department.

- (6) Within 7 working days from the decision, the TBU Personnel Department shall ensure the publication of the decision in the public part of the TBU website and will notify the relevant conclusion to each applicant. At the same time, they will return certified copies of candidate documents to those not selected.
- (7) Selection Procedure results do not establish a legal right to be hired.

Article 5

Employer Obligations when Concluding Employment Relationships

- (8) For each newly hired employee, the HR specialist shall provide:
 - a) performance of an Initial Medical Examination,
 - b) receipt of a certificate of previous employment and relevant documents,
 - c) verification of personal data and submitted documents on scholastic education and other necessary/required documents related to work performed (e.g. criminal record extract, driving license etc.),
 - d) entry Employee Training,
 - e) issuance of a Personal Chip Card,
 - f) drawing up and signing employment contracts,
 - g) acquainting employees with the work and wage conditions with which they will work.

Annex No. 2 to CEBIA-Tech Career Code

Quantified Criteria for the Evaluation of CEBIA-Tech Research Staff

Surname and First Name:	Date:

1. Significant Creative Activity Results:	Quantified Co-Coefficient	Mental Share ¹	Number of EP ¹
Professional Book - World Language ₂	15 EP / Copyright Sheet ⁵		
Professional Book - Other Languages	8 EP / Copyright Sheet		
Chapter in a Professional Book – World Language ₂	15 EP / Copyright Sheet		
Chapter in a Professional Book – Other Languages	8 EP / Copyright Sheet		
Article in an Impacted Journal (Indexed in the WoS database) ³	D1 – 120 EP, Q1 – 100 EP, Q2 – 65 EP, Q3 – 40 EP, Q4 – 20 EP		
Article in a Reviewed Journal (Indexed in the SCOPUS database) ³	D1 – 100 EP, Q1 – 80 EP, Q2 – 50 EP, Q3 – 25 EP, Q4 – 15 EP		
Czech or Another National Patent (Apart from USA and Japan) ⁴	Licensed – 200 EP, Granted – 50 EP		
European or International Patent, Patent in USA and Japan ⁴	Licensed – 500 EP, Granted – 200 EP		
Utility model or industrial design ⁴	Licensed – 30 EP, Granted – 10 EP		
Pilot Plant, Proven Technology, Prototype ⁶	20 EP / Result		
Other Non-publication Results ⁶ - Functional Sample, Methodology, Software, Specialised Maps, Specialised Database, Results Demonstrably Used in Practice – (Licensed, Documented by Contract, User Statement, etc.)	10 EP / Result		
Significant Creative Results – OVERALL EVALUATION			

2. Other Creative Results	Quantification Coefficient	Mental Share	No. of HB
Articles in other scientific and professional journals that are not indexed in the WoS or SCOPUS databases – world language ²	6 EP / Article		
Articles in other scientific and professional journals that are not indexed in the WoS or SCOPUS databases – other languages	3 EP / Article		
Article in Conference Proceedings registered in the WoS or SCOPUS databases	6 EP / Article		
Article in the Conference Proceedings of an international conference ⁷ , that is not registered in the WoS database or in the SCOPUS database - (in a world language ²)	2 EP / Article		
Article in Conference Proceedings in other languages (other conferences)	1 EP / Article		

¹ Individual activities are evaluated with the corresponding number of so-called “Evaluation Points” - (EP)

Lectures at professional events that are not registered in a conference proceeding, but only in their programme	0.5 EP / Lecture		
Other unpublished results ⁶ – functional sample, methodology, software, specialised maps, specialised databases, results not yet used in practice – (not yet licenced)	2 EP / Result		
Other Creative Results - OVERALL EVALUATION			

3. Project Activities and Contractual Research			
3.1. Project Activities and Internships Abroad	Quantification Coefficient	Number	No. of EP
Principal investigator of an international research project ^{8,9}	100 EP / Project		
Responsible researcher for a given part of an international research project ^{8,9}	50 EP / Project		
Member of an international scientific research project research team ⁹	20 EP / Project		
Principal investigator of a national research project ^{8,9}	50 EP / Project		
Responsible researcher for a given part of a national research project ^{8,9}	25 EP / Project		
Member of a national research project research team ⁹	10 EP / Project		
Principal investigator of another international project ^{8,10}	50 EP / Project		
Responsible researcher for a given part of another international project ^{8,10}	25 EP / Project		
Member of another international project research team ¹⁰	10 EP / Project		
Principal investigator of another national project ^{8,10}	25 EP / Project		
Responsible researcher for a given part of other national projects ^{8,10}	15 EP / Project		
Member of another national project research team ¹⁰	5 EP / Project		
Research internship abroad ^{8,10}	3 EP / Week		
3.2. Contractual Research	Quantification Coefficient	Financial Volume	No. of EP
Member of a contract research project research team – (max. 20 EP per contract)	1 EP / each 20 thou. CZK		
Project activities, internships and contract research – OVERALL EVALUATION (contract research):	Number:		
	Financial Volume (Contract Research):		

4. Positive responses to works, significant awards			
4.1. Positive responses to works	Quantification Coefficient	No. of Citations	No. of EP
Citation of any of the applicant work in foreign journals and monographs indexed in the WoS or SCOPUS database ¹¹	2 EP / Citation		
Citation of any work of the applicant in conference proceedings indexed in the WoS and SCOPUS databases ¹¹	1 EP / Citation		
Citation of any work of the applicant in other journals and monographs ¹¹	1 EP / Citation		
Citation of any work of the applicant in other conference proceedings ¹¹	0.5 EP / Citation		
4.2. Significant Awards	Quantification Coefficient	Mental Share	No. of EP
Acquired significant awards abroad	10 EP / Award		
Acquired significant domestic awards	5 EP / Award		
Positive responses to works, significant award – OVERALL EVALUATION	No. of Citations:		
	Mental Share (Awards):		

5. Scientific education, leading a scientific or professional team	Quantification Coefficient	Number	No. of EP
Supervisor of a Ph.D. student who has defended their dissertation	10 EP / Student		
Consultant to a Ph.D. student who has defended their dissertation	5 EP / Student		
Supervisor of a Ph.D. student who has passed the state doctoral exam	3 EP / Student		
A Ph.D. student consultant who has passed the state doctoral exam	1.5 EP / Student		
Guiding an intern or an IAESTE student with their final thesis	0.5 EP / Student		
Supervision of a defended bachelor's thesis	0.5 EP / B.Sc. Thesis		
Supervision of a defended diploma thesis	0.8 EP / Diploma Thesis		
Supervision of an awarded student's work in STOČ ¹³	0.5 EP / Awarded thesis		
Leading research or professional teams with 5 or more members	3 EP / Team		
Head of Department, Institute Director	2 EP / Year		
Scientific education, leading a scientific or professional team – OVERALL EVALUATION			

6. Recognition by the Scientific Community			
6.1. Membership in Councils, Commissions, Committees	Quantitative Coefficient	Number	No. of EP
Member of the Faculty / University Scientific Council, Member of the University Administrative Board	2 EP / Functional Period		
Faculty / University Academic Functionary ¹⁴	2 EP / Functional Period		
Chairperson (member) of the Doctoral Studies Programme Board	2 EP (1 EP) / Functional Period		
Chairperson (member) of the B.Sc., Mgr. Study Programme Board	1 EP (0.5 EP) /		

14	Functional Period		
Chairperson (member) of an international scientific or expert commission, grant commission, technical-administrative board or supervisory board	2 EP (1 EP) / Membership		
Chairperson (member) of the national scientific or expert commission, grant commission, technical-administrative board or supervisory board	1 EP (0.5 EP) / Membership		
Chairperson (member) of the editorial board of an international research journal indexed in the WoS or SCOPUS databases	4 EP (2 EP) / Membership		
Chairperson (member) of the editorial board of other international scientific research journals not indexed in the WoS or SCOPUS databases	2 EP (1 EP) / Membership		
Chairman (member) of the editorial board of a national professional journal	1 EP (0.5 EP) / Membership		
Chairman (member) of the organisational or programme committee of an international congress, symposium or scientific conference ⁷	2 EP (1 EP) / Event		
Chairman (member) of the organisational or programme committee of a national or other congress, symposium or scientific conference	1 EP (0.5 EP) / Event		
Chairman (member) of the Habilitation Commission or Professorship Nomination Commission	4 EP (2 EP) / Commission		
Chairman (member) of the Dissertation Defence Commission in the DSP	2 EP (1 EP) / Commission		
Chairman (member) of the commission for the Final State Examination in the DSP	1 EP (0.5 EP) / Examinations		
Chairman / member of the State Final Examination Commission in the Bachelor's or Master's Studies programme outside the applicant's workplace ¹⁵	1 EP (0.5 EP) / Commission		
6.2. Reviews, Testimonials	Quantification Coefficient	Number	No. of EP
Opponent 's Report of Habilitation, Dissertation Theses or Monographs in a World / Other Language ²	3 EP (2 EP) / Review		
Opponent's Report on International / National Research Project Grant Applications ⁹	3 EP (2 EP) / Review		
Documented Opponent's Report of Other Grant Applications, the Expert Opinion of the Scientific Research Result, Expertise	1 EP / Review		
Documented Review of Articles in a Scientific or Professional Journal Indexed in the WoS, SCOPUS or IEEE Databases	2 EP / Review		
Documented Review of Articles in Other Scientific and Professional Journals	1 EP / Review		
Documented Review of Articles in Conference Proceedings, Indexed in the WoS or SCOPUS databases	0.5 EP / Review		
6.3. Invited Lectures	Quantification Coefficient	Mental Share	No. of EP
Invited Professional Lecture at International Congress, Symposium, Conference ⁷	3 EP / Lecture		
An Invited Professional Lecture at a National or Other Congress, Symposium, Workshop or Conference	1 EP / Lecture		
Invited Pedagogical Lecture at Another University	1 EP / Lecture		
Scientific Community Recognition – OVERALL EVALUATION	Number:		
	Mental Share: (Invited Lectures)		

Candidate's Solemn Declaration:

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

In

date

Researcher's signature:

Explanations:

- 1) The term "**Mental Share**" means the applicant's mental contribution to the creation of a publication, applied, pedagogical or another scientific-research result. the decimal number from interval (0-1) is given.
- 2) **World Language** is taken to mean the following – English, Chinese, French, German, Russian and Spanish
- 3) **Quartile - (Decile)** - Please fill in the value of Q1, Q2, Q3, Q4 or D1

The WoS Database: Please indicate the location of the journal – (journal quartile or decile) in the given industry category - (WOS Category). the quartile - (Q1, Q2, Q3, Q4), or the first Decile (D1), reflects the order of the journal in the given category, according to its Impact Factor (IF) value; which is determined according to the Journal Citation Reports: <https://jcr.incites.thomsonreuters.com>

The IF value valid as of the year of application of the result is used. In the case that the magazine was to be included in more than one subject category; the best placement will be taken into account. Placement in the First Decile means that the magazine ranks among the 10% best journals with an IF value in the given industry category. Placement in the Q1 category means that the journal's IF value ranks among the 25% best journals in the given industry category.

The SCOPUS Data-base: Indicate the location of the journal - (Quartile or Decile journal) in the given subject category. the (Q1, Q2, Q3, Q4) quartiles; or the First Decile - (D1), reflect the order of the journal in the given category according to the SJR Index - determined in line with the SCImago Journal & Country Rank: <http://www.scimagojr.com/> the SJR Index Value valid as of the year of application of the result is used. In a case where the magazine was to be included in more than one subject category, the best placement will be taken into account. Placement in the first decile means that the magazine ranks among the SJR Index among the 10% best magazines in the given industry category. Placement in Q1 means that the journal ranks among the 25% of the best journals in the given industry category with an SJR Index Value.

- 4) **Licence** - Enter "A" if a usage agreement on the basis of this patent has been entered into with a licensed external agent; in the opposite case, please enter "N"
- 5) One Author Copyright Sheet (AA/ACS) corresponds to 36,000 characters - (20 standard pages); for pictures and graphs, this corresponds to 1 AA 2300 cm²
- 6) These have to do with non-publication results, whose detailed specification is given in the current Methodology for the Evaluation of Research Organisations and Targeted Support Programmes for Research, Development and Innovation
- 7) **International Conferences** – For these purposes, a conference with more than 60% of contributions in the Proceedings of Authors from Countries other than the Czech Republic and Slovak Republic is considered an International Conference.
- 8) **Principal Investigator** - the person responsible for resolving the given project; in which the research team consists of multiple entities - (faculties, companies, component elements). the Principal Investigator coordinates the work of all entities.
Responsible Researcher - the researcher responsible for resolving the project at the given part level - (given faculty, company, etc.); or the Main Project Researcher, where the beneficiary is only one subject - (faculty, company)
- 9) By "**Scientific Research Project**" one should understand a project whose results are basic, experimental or applied research outputs and whose provider is not a university. These are mainly projects funded by grant agencies and ministries. Research projects do not include ESF projects, Centralised Development Projects, pedagogical projects, or IGA, SVOČ projects, etc. or projects with a pedagogical character. Projects like IGA, SVOČ etc. are not recognized.
- 10) Under the term of "**Other Project**" this should be understood as projects that do not have scientific-research

- aims, (viz. Note. 9). These are predominantly projects of a pedagogical, mobility nature, and so on - (e.g. OPVVV, Centralised Development Projects). Projects such as IGA, SVOČ, etc. are not included.
- 11) These have to do with the results - (publications) that cite any work of the candidate. the list must not contain any self-citations; while self-citations are considered to be citations of the work by any of the ir co-authors.
 - 13) The “awarded work” is understood as one which placed 1st, 2nd or 3rd in the competition.
 - 14) Academic functions include: Rector, Vice-Rector, Dean, Vice-Dean, Faculty / University Academic Senate Members.
 - 15) Membership in the State Final Examinations Universities Commission, which is not the main employer of the applicant at the time of the Commission, is included. Membership in the Commission is calculated for the given Probationary Period - (the number of days of the Commission not being taken into account). If membership in the same commission is repeated in other academic years, it is counted repeatedly.