



In Pilsen, June 19, 2025  
Ref: UKLFP/399340/2025

## DEAN'S MEASURE NO. 12/2025

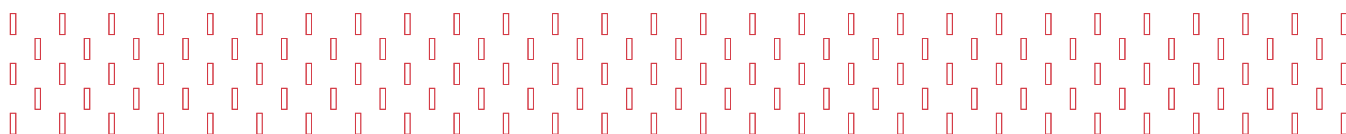
### SUPPLEMENTARY CRITERIA FOR HABILITATION PROCEEDINGS AND PROCEEDINGS FOR APPOINTMENT AS PROFESSOR AT THE FACULTY OF MEDICINE IN PILSEN OF CHARLES UNIVERSITY

#### Article 1 Preamble

This document follows up on the Rector's Measure No. 6/2025, Article 10, and elaborates on it for the needs of the Faculty of Medicine in Pilsen of Charles University. In specific points, it corresponds to the joint position of the five medical faculties of Charles University.

#### Article 2 Basic Requirements

- 2.1 A prerequisite for habilitation proceedings is the prior attainment of an academic degree such as CSc., Dr., Ph.D., Th.D., DrSc., or another equivalent scientific degree. Any exception to this rule must be duly justified by both the applicant and subsequently the committee. At the Faculty of Medicine in Pilsen of Charles University, such exceptions are permitted only for applicants with outstanding authorial publication activity.
- 2.2 For candidates from clinical fields, it is an indispensable requirement to have passed the appropriate board certification (specialist examination) in the field relevant to the habilitation or professorship proceedings. If the field of the habilitation or professorship does not exactly match the certification field, the two fields should be closely related in content. In habilitation and professorship proceedings within clinical fields, the committee explicitly evaluates the candidate's clinical expertise and proficiency.
- 2.3 The application for initiating the proceedings and supporting materials may be submitted either in Czech or English. However, two documents must always be submitted in both language versions: (a) the curriculum vitae, and (b) a commentary on the five key scientific achievements.
- 2.4 If the application is submitted in Czech and a committee member or reviewer is later appointed who does not understand Czech, the candidate is obliged to additionally translate the entire application and all accompanying materials into English.



### **Article 3**

#### **Teaching Activities**

- 3.1 Teaching activities include teaching at a university in the Czech Republic or abroad, at any level of study programs: bachelor's, master's, or doctoral. Teaching physicians as part of their specialization training also counts.
- 3.2 A candidate for professorship must be a supervisor of doctoral students, at least one of whom must have already successfully graduated. Only in duly justified exceptional cases may a consultant be considered a supervisor, provided they demonstrably participate in supervising the doctoral student throughout the entire study. The committee also evaluates the candidate's report on doctoral supervision, their outcomes and career paths, and prospects for future involvement in doctoral education.

### **Article 4**

#### **Scientific and Creative Activities**

- 4.1 A common evaluation criterion for both habilitation and professorship proceedings is ongoing publication activity that continues at the time of initiating the proceedings.
- 4.2 Popular science publications, abstracts, and letters to the editor are not counted toward the number of relevant publications, even if published in high-quality journals or proceedings. Short communications containing original scientific results may be accepted if published in journals ranked above the median in their field (D1, Q1, Q2). Case reports may be exceptionally accepted based on the committee's evaluation but cannot represent the main portion of the candidate's publication output.

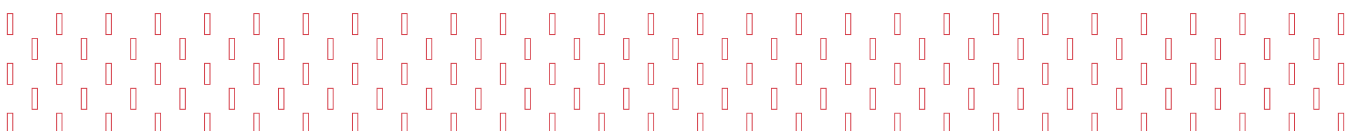
#### **4.3 Excellent Results and Contribution to the Field**

- a) The foundation for assessment is the evaluation of the candidate's contribution to the advancement of knowledge in the field – this is done by assessing five of the candidate's most significant achievements. These may include excellent publications (first, corresponding, or senior author), patents, industrial designs, or, exceptionally, other results. Along with identifying each result, the candidate must submit a short annotation describing their contribution to the result and how it advanced knowledge in the field or influenced clinical practice.
- b) Publication activity is assessed as a whole, and in particular, the five most significant authorial (\*) publications selected and justified by the candidate in the application must be evaluated, including reasons for their selection, citation count, and impact on the field. At least one of these five authorial publications should be published between the defense of the dissertation and the habilitation (for habilitation), or between the habilitation and the professorship proceedings (for professorship), and should be an original scientific article in which the candidate is listed as first, corresponding, or senior author, published in a journal above the field median (D1, Q1, Q2).

*\*An "authorial publication" refers to an original full-text scientific article in which the candidate is listed as first, corresponding, or senior author. Exceptionally, a brief report may be accepted if it contains original scientific results. Reviews, case reports, letters, editorials, commentaries, etc., are not counted.*

#### **4.4 Citations**

- a) According to field conventions, the committee also considers the H-index of the candidate based on Web of Science (or another database). The total number of documented citations is evaluated based on Web of Science (or another database), excluding self-citations. A self-



citation is defined as a case where the candidate's name appears among the authors of the citing work. Citations must be listed according to Web of Science only from full texts (excluding abstracts and comments), and self-citations must be excluded.

#### 4.5 Ability to Secure Research Funding

- a) The committee also assesses the candidate's role in obtaining research grants (or similar externally funded scientific projects) and their involvement in institutional research programs at the university (e.g., Cooperatio or previously Progress at Charles University). For habilitation, experience with managing a research grant or similar project is desirable; for professorship, such experience is a necessary condition.

#### 4.6 Quantitative Publication and Citation Criteria

- a) Bibliometric criteria are indicative and supportive – they may be waived if the candidate presents excellent results.
- b) Publications where the candidate is not listed among the authors at the top of the article but only as a member of a large group (e.g., a rank-and-file investigator in a clinical trial listed in a supplement at the end of the article) are not counted.
- c) The total number of all publications may be lower than the required number (see tables below) if the number of key publications exceeds the required minimum. Fulfilling these numbers does not automatically entitle the candidate to have the proceedings initiated.

#### Field-specific requirements

##### Habilitation procedure

Fields	Number of all publications in journals of category D1, Q1, Q2, Q3*	Of which: first or corresponding or last (senior) author** (key publications)	Citation
Theoretical and clinical-non-surgical	8	4	100 dle WoS
Clinical-surgical	6	3	50 dle WoS

##### Procedure for appointment as a professor

Fields	Number of all publications in journals of category D1, Q1, Q2, Q3*	Of which: first or corresponding or last (senior) author** (key publications)	Citation
Theoretical and clinical-non-surgical	12	6	300 dle WoS



Clinical-surgical	8	4	100 dle WoS
-------------------	---	---	-------------

*\*These publications should appear in different journals. The committee must always assess whether they are not so-called predatory journals (or published by a publisher operating under a predatory model). Reputable scientific journals are recognized and cited by the academic community, supported by a professional society, have international representation on the editorial board, and maintain a high-quality and transparent peer-review process.*

*A reputable journal publisher does not engage in aggressive marketing practices. Such practices may include, for example: (a) the journal publishes articles exclusively in "open access" mode with high publication fees, (b) the journal contacts authors through spam-like communication, (c) the journal exhibits a significant year-over-year increase in the number of published articles or has an excessive number of special issues.*

*\*\*Of these key publications (i.e. where the applicant is the first, corresponding, or last author), at least two (for habilitation) or at least three (for professorial appointment) must be original full-length scientific articles presenting the results of the applicant's own research (i.e. not a review article, editorial, case report, short letter to the editor, abstract, etc.).*

#### 4.7 Additional Activities in the Professional Community

- a) As supporting criteria, the following may be considered: co-investigator roles in research projects, membership in committees of professional societies, membership on editorial boards of scientific journals, regular peer-reviewing activity for journals in category D1 or Q1, active membership in evaluation panels of grant agencies, or participation in advisory boards of scientific institutions, etc.

### Article 5 Final Provisions

3.1 This measure comes into force and effect on the date of signature by the Dean of the Faculty.<sup>1</sup>

3.2 This measure was discussed by the Scientific Board of Charles University on May 29, 2025, and by the Scientific Board of the Faculty of Medicine in Pilsen on June 12, 2025.

prof. MUDr. Jindřich Fínek, Ph.D., MHA  
Dean of the Faculty

---

<sup>1</sup> The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

