

**A methodological recommendation for evaluation of supervisor's qualification at FFWS CULS in Prague who are not from the ranks of professors, docents, or other specialists with scientific rank of Doctor of Science (abbreviated DrSc.)**

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**Recommendation for FFWS Departmental Boards and Scientific Board**

According to Study and Examination Rules for studies in doctoral study programmes at CULS Prague from 11 July 2018, Article 4, Para 1, supervisors are proposed by Departmental Boards mainly from the ranks of professors, docents, or other specialists with scientific rank of Doctor of Science (abbreviated DrSc.) who are actively publishing. Supervisors are appointed as well as dismissed by the Dean after approval by the relevant Scientific Board.

This methodological recommendation serves as a basis for evaluation of a supervisor's qualification at FFWS CULS in Prague for specialists who are not from the ranks of professors, docents, or other specialists with scientific rank of Doctor of Science. These principles specify requirements for the professional qualification of the applicant for the appointment of a supervisor at FFWS CULS in Prague (hereinafter applicant) and simultaneously complements other requirements that are part of the applicant's professional profile.

Applicants submit a completed application form and a qualification form, which is available on FFWS web pages in the Science and Research section, to the chairman of the relevant Departmental Board. Their scientific, pedagogical, and other relevant activities will be briefly characterized there.

This methodological recommendation is defined only as a recommendation for FFWS Departmental Boards and Scientific Board. The Departmental Board assesses the applicant comprehensively on the basis of documented evidence. The applicant should meet the minimum requirements below, while their overall performance is considered by the relevant Departmental Board in relation to the field of study, or the applicant's specialization and suitability to be a quality supervisor. If the applicant significantly exceeds one of the conditions, Departmental Board may take this into account and waive or mitigate any other requirement in view of the overall high quality of the applicant. After discussion, according to Dean's Regulation No. 1/2018 Article 3, Para 1, the Departmental Board proposes supervisors through the chairman for approval to the faculty's Scientific Board. It assesses the proposal of an applicant similarly to the Departmental Board and, in accordance with FFWS Scientific Board's Rules of Procedure from 29 November 2017 Article 3, Para 2 g, can approve supervisors.

## **Recommended conditions**

### ***Pedagogical competence***

This is evaluated on the basis of previous pedagogical practice, creation of teaching texts, teaching aids, etc. The applicant should demonstrate the fulfilment of the following conditions:

- Teaching at university in Czech and foreign language (for at least 3 academic years lectured or led practice from compulsory or compulsory optional subject at Bachelor or Master Degree at FFWS); an exception to this condition can be applied primarily to external staff.

- Supervising successfully defended Bachelor and Master theses (the applicant was a supervisor of at least 5 qualification papers, of which 2 were diploma theses). The Departmental Board can require to see these defended papers and assess their quality when deciding.

### ***Scientific qualification***

The quality is evaluated on the basis of existing scientific and professional papers and their citation feedback. These are primarily:

- Articles in a journal from the Web of Knowledge database with assigned nonzero IF index (IF), a minimum of 10 articles is required in journals with IF with focus on journals in Q1 according to Article Influence Score (AIS); for most of them, the applicant must have a significant author's share of the publication (the first author in at least 5 articles) so as to be proven that he/she can manage all phases of the publishing process (design of experiment, data collection, analyses, writing a manuscript, submission, and communication with editors) and as a supervisor will be able to lead a PhD student within publication activities. These articles must be thematic and subject-oriented in the field of study.
- Reviews of articles in foreign scientific journals with IF, with focus on journals in Q1 and Q2
- Citations (an advantage if it is at least 10 citations without auto-citations according to Science Citation Index)
- Grants awarded (a member of an external grant researcher team participating extensively on proposal, outputs and management of a project).

### ***Required international activities:***

- A stay abroad at a university or a research institution for the purpose of teaching or research (at least 1 stay of a minimum length of 1 month)
- Demonstrable cooperation with foreign universities
- Active participation in important international conferences or at universities or scientific institutions.

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