

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE No. 3/2019	
Subject:	Attestation of Researchers at the Faculty of Chemical Technology, University of Pardubice
Applicability:	All faculty departments
Effective from:	01/08/2019
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Article 1

Introductory Provisions

- (1) In compliance with the valid version of the Internal Wage Regulations of the University of Pardubice, scientific-research staff are ranked in positions of: (a) a research assistant, (b) a research worker, (c) a senior research worker, and (d) a managing research worker.
- (2) An attestation of scientists at the Faculty of Chemical Technology, University of Pardubice (hereinafter referred to as “attestation”) is a necessary step for scientists to be ranked at the position of a senior research worker and a managing research worker.
- (3) The course of attestation is ensured by the Faculty of Chemical Technology (hereinafter referred to as “FChT”) in compliance with regulations of the University of Pardubice (hereinafter referred to as “UPa”) and the Rules of Procedure of the Scientific Board of FChT (hereinafter referred to as the “Scientific Board”).
- (4) Criteria for attestations of scientists (hereinafter referred to as “Criteria”) to the position of a senior research worker and a managing research worker are used to assess professional qualification of an applicant.

Article 2

Common Provisions

- (1) The Criteria for the assessment of professional qualification of applicants must be fulfilled at full.
- (2) Criteria for assessing professional eligibility of applicants are binding on the Evaluation Commissions in assessing individual applicants.

Article 3

Proceedings for Attestation to the Position of a Senior Research Worker

- (1) The attestation of scientists to the position of a senior research worker verifies applicant’s scientific qualification by meeting criteria given in Article 5 and by defending an attestation thesis before the Scientific Board.
- (2) Proceedings for attestation to the position of a senior research worker is commenced upon applicant’s application. The application shall be accompanied by a curriculum vitae,

documents on achieved university education and gained titles, a list of scientific or professional works, an overview of completed scientific or professional internship stays, or other documents proving the scientific qualification. The applicant shall also present an attestation thesis.

- (3) An attestation thesis means a list of published scientific papers, supplemented by a comment and abstract.
- (4) The application shall be submitted to the Dean of FChT.
- (5) The Dean submits the application for attestation to the position of a senior research worker to the Commission for assessment of applications for the commencement of attestation of scientists with all underlying documents, and the Commission will inform the Dean in writing of the fulfilment of the Criteria given in Article 5. Unless the applications complies with all necessary prerequisites and if the applicant fails to remove deficiencies upon a call within an adequate term, the Dean will stop the proceedings for attestation to the position of a senior research worker. If the applicant fails to meet the required Criteria, the Dean will stop the proceedings for attestation to the position of a senior research worker.
- (6) If the proceedings for attestation to the position of a senior research worker are not stopped according to Article 3 (5), the Dean will submit an application to the Scientific Board together with a proposal for the composition of a five-member evaluation commission. When the proposal for the composition of the Evaluation Commission is approved by the majority of the Scientific Board members, the Dean of FChT appoints the Commission. The Evaluation Commission consists of professors, associate professors and other significant specialists in the field. A chairman of the Evaluation Commission must be a professor and at least three members of the Commission must be specialists who do not have an employment contract concluded with UPa.
- (7) The Evaluation Commission with the composition approved by the Scientific Board appoints three opponents who do not have an employment contract concluded with UPa.
- (8) The Evaluation Commission will assess the applicant's scientific qualification. They will assess a level of the attestation thesis on the basis of opponents' expert opinions. The Commission passes a proposal in a vote by ballot, whether the applicant should acquire attestation for the position of a senior research worker. Unless the proposal for attestation gains the majority of votes of all members of the Evaluation Commission, the Commission will recommend to stop the proceedings for attestation to the position of a senior research worker. The proposal shall be presented to the Scientific Board by the chairman or a member of the Commission authorised by him.
- (9) An attestation thesis is defended at a public meeting of the Scientific Board. The chairman of the Scientific Board will introduce the applicant to the Scientific Board. The chairman of the Evaluation Commission or a member of the Evaluation Commission authorised by him makes the members of the Scientific Board familiar with the proposal of the Evaluation Commission. The applicant will present an attestation lecture before the Scientific Board, not exceeding 20 minutes. The applicant's lecture shall contain principal points of his/her professional thesis and summarise results of the scientific-research activity at FChT, or other research institutions. The Scientific Board is further familiarised with three opponents' expert opinion of the attestation thesis. The applicant will give his/her statement to the expert opinions and answer any questions and comments of the opponents. Public

discussion is held, during which members of the Scientific Board present their questions and comments, to which the applicant gives his/her opinion. The members of the Scientific Board can express their opinion of the applicant during a non-public part of the meeting. Subsequently, the Scientific Board passes a proposal in a vote by ballot, whether the applicant should acquire attestation for the position of a senior research worker. The Dean makes the applicant familiar with the result of the vote.

- (10) If the proposal for the attestation to the position of a senior research worker does not obtain the majority of votes of all members of the Scientific Board, the Scientific Board will stop the proceedings.
- (11) A proposal for the attestation to the position of a senior research worker is passed to the Dean by the Scientific Board.
- (12) In case the procedure is stopped, the attestation thesis with attachments is returned to the applicant.
- (13) General provisions on administrative procedures do not apply to the proceedings for attestation to the position of a senior research worker.

Article 4

Proceedings for Attestation to the Position of a Managing Research Worker

- (1) Scientific qualification of the applicant who is a significant and recognised scientist in his/her field is demonstrated within the attestation of scientists for the position of a managing research worker.
- (2) In case the applicant is not ranked at the position of a senior research worker, the proceedings shall include submission of an attestation thesis described in Article 3 (3), including its assessment by the Evaluation Commission described in Article 3 (7) through (9).
- (3) The proceedings for attestation to the position of a managing research worker is commenced upon applicant's request supported at least by two written opinions of professors. The professors giving their opinions may not have an employment contract concluded with the University of Pardubice. The application shall be accompanied by a curriculum vitae, documents on achieved university education and gained titles, a list of scientific or professional works, an overview of completed scientific or professional internship stays, or other documents proving the scientific qualification.
- (4) The application shall be submitted to the Dean of FChT.
- (5) The Dean submits the application for attestation to the position of a managing research worker to the Commission for assessment of applications for the commencement of attestation of scientists with all underlying documents, and the Commission will inform the Dean in writing of the fulfilment of the Criteria given in Article 6. Unless the applications complies with all necessary prerequisites and if the applicant fails to remove deficiencies upon a call within an adequate term, the Dean will stop the proceedings for attestation to the position of a managing research worker. If the applicant fails to meet the required Criteria, the Dean will stop the proceedings for attestation to the position of a managing research worker.
- (6) If the proceedings for attestation to the position of a managing research worker are not stopped according to Article 4 (5), the Dean will submit an application to the Scientific

Board together with a proposal for the composition of a five-member evaluation commission. When the proposal for the composition of the Evaluation Commission is approved by the majority of the Scientific Board members, the Dean of FChT appoints the Commission. The Evaluation Commission consists of professors, associate professors and other significant specialists in the field. A chairman of the Evaluation Commission must be a professor and at least three members must be specialists who do not have an employment contract concluded with UPa.

- (7) The Evaluation Commission will assess the applicant's scientific qualification and pass a proposal in a vote by ballot, whether the applicant should acquire attestation for the position of a managing research worker. Unless the proposal for attestation gains the majority of votes of all members of the Evaluation Commission, the Evaluation Commission will recommend to stop the proceedings for attestation to the position of a managing research worker. The proposal shall be presented to the Scientific Board by the chairman or a member of the Commission authorised by him.
- (8) The chairman of the Scientific Board will introduce the applicant to the Scientific Board. The chairman of the Evaluation Commission or a member of the Evaluation Commission authorised by him makes the members of the Scientific Board familiar with the proposal of the Evaluation Commission. The applicant will present an attestation lecture before the Scientific Board, not exceeding 20 minutes. The applicant's lecture shall contain principal points of his/her professional thesis and summarise results of the scientific-research activity at FChT, or other research institutions. Public discussion is held, during which members of the Scientific Board present their questions and comments, to which the applicant gives his/her opinion. The members of the Scientific Board can express their opinion of the applicant during a non-public part of the meeting. Subsequently, the Scientific Board passes a proposal in a vote by ballot, whether the applicant should acquire attestation for the position of a managing research worker. The Dean makes the applicant familiar with the result of the vote.
- (9) If the proposal for the attestation to the position of a managing research worker does not obtain the majority of votes of all members of the Scientific Board, the Scientific Board will stop the proceedings.
- (10) A proposal for the attestation to the position of a managing research worker is passed to the Dean by the Scientific Board.
- (11) In case the procedure is stopped, the submitted documents are returned to the applicant.
- (12) General provisions on administrative procedures do not apply to the proceedings for attestation to the position of a managing research worker.

Article 5

Criteria for Assessing Applicants for Attestation to the Position of a Senior Research Worker

- (1) The applicant is a distinctly profiled and honest scientific figure, characterized by a definable scientific orientation either within the given scientific concept or forming the basis of his/her own scientific concept.
- (2) The condition is a continuous publication activity, which is related to the applicant's scientific orientation. Relevant papers are considered to be articles in impacted journals of

the first and second quartiles listed in the Web of Science database (hereinafter referred to as “WOS”) and/or results of Module 1 of the Methodology for Evaluating Research Organisations and RD&I Purpose-tied Aid Programmes (hereinafter referred to as “M17 +”) with a rating of 1 to 3 and/or implemented patents and applied results (pilot plant, proven technology, utility and industrial model, prototype, functional sample).

- (3) The minimum requirement is 30 articles in impacted journals classified in the first or second quartiles according to the WOS methodology, of which at least 15 articles are authored by the applicant as the first or corresponding author. Authorship/co-authorship of the outcome of Module 1 according to M17 + with a rating of 1 to 3 is considered equivalent to one publication in impacted journals required by Article 5 (2). Authorship/co-authorship of an implemented patent and an applied result is considered to be equivalent to 1 or more publications in impacted journals listed above, according to its nature and significance. The level of equivalence shall be set by the Commission for the examination of applications for the attestation of scientists.
- (4) Another minimum requirement is the successful completion of at least one project, i.e. a standard GA CR project, TA CR project (excluding GAMA projects) or a H2020 framework program project, either as a principal investigator or as a co-investigator. An equivalent is the completion of applied research projects in the total amount of at least CZK 2.5 million (funds intended for FChT), as a solver or co-solver, or successful commercialization of research results in the total amount of at least CZK 1 million (funds intended for the University of Pardubice) as the originator of the result.

Article 6

Criteria for Assessing Applicants for Attestation to the Position of a Managing Research Worker

- (1) The applicant is an internationally recognized and honest scientific figure in the scientific field of his/her research, the creator of his/her own concept of the scientific work, enjoying respect in the scientific and professional public, or an original and creative successor of an existing scientific concept.
- (2) The condition is a continuous publication activity, which is related to the applicant's scientific orientation. Relevant papers are considered to be articles in impacted journals of the first and second quartiles listed in the Web of Science database and/or results of Module 1 of the M17 + methodology with a rating of 1 to 3 and/or implemented patents and applied results (pilot plant, proven technology, utility and industrial model, prototype, functional sample).
- (3) The minimum requirement is 60 articles in impacted journals classified in the first or second quartiles according to the WOS methodology, of which at least 30 articles are authored by the applicant as the first or corresponding author. Authorship/co-authorship of the outcome of Module 1 according to M17 + with a rating of 1 to 3 is considered equivalent to one publication in impacted journals required by Article 6 (2). Authorship/co-authorship of an implemented patent and an applied result is considered to be equivalent to 1 or more publications in impacted journals listed above, according to its nature and significance. The

level of equivalence shall be set by the Commission for the examination of applications for the attestation of scientists.

- (4) Another minimum requirement is the successful completion of at least two projects, i.e. a standard GA CR project, TA CR project (excluding GAMA projects) or a H2020 framework program project as a principal investigator. An equivalent is the completion of applied research projects in the total amount of at least CZK 5 million (funds intended for FChT), as a solver, or successful commercialization of research results in the total amount of at least CZK 2 million (funds intended for the University of Pardubice) as the originator of the result.

Article 7

Additional criteria

- (1) Additional criteria are used by the Commissions to verify the applicant's personality.
- (2) Additional criteria include:
- Membership in foreign scientific and professional societies.
 - Membership in editorial boards of international scientific journals.
 - Membership in domestic scientific and professional societies.
 - Membership in editorial boards of domestic scientific and professional journals.
 - Membership in scientific commissions, scientific boards, subject boards.
 - International cooperation (study visits, joint scientific and research projects, staying as a visiting professor at foreign universities, etc.).
 - Cooperation with practice (contractual research, supplementary activities, etc.).
 - Review activity.
 - Lectures at international scientific conferences.
 - Significant awards.

Article 8

Final Provisions

This Directive comes into force on the date of signing.

Pardubice, 17 July 2019

prof. Ing. Petr Kalenda, CSc.
Dean