



Guiding Principles for Dealing with Conflicts of Interest in the Habilitation Procedure and Professorship Appointment Procedure at the University of Economics, Prague

Annotation:

This regulation issued on the basis of the empowering provision of Article 14 (3) of the Regulations on the Habilitation Procedure and the Professor Appointment Procedure at the University of Economics, Prague, regulates the procedure in case of conflicts of interest of individual bodies, in particular the Rector, Vice-Rectors, the Dean, and members of habilitation boards in case of the habilitation procedure, reviewers of habilitation theses and members of boards for professor appointment procedure.

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INTRODUCTORY PROVISIONS

1. Given the role of the University of Economics, Prague (hereinafter referred to as “VSE”) in Czech and international higher education and taking into account the practices of comparable universities, the Rector shall ensure at whole-university level, and respective Deans at faculty level, that there is no conflict of interests of individual bodies, mainly the Rector, the Vice-Rectors, the Dean, members of habilitation boards in case of habilitation procedures, reviewers of habilitation theses, and members of Boards for Professor Appointment Procedure. This methodology (hereinafter referred to as the “Methodology”) sets out the principles and regulates the details of the prevention of conflict of interest and resolving related situations.

HABILITATION PROCEDURE

1. If the Dean considers initiating own habilitation procedure, it is recommended that this procedure be conducted before a scientific board other than the one appointed by him/her.
2. If the Vice-Rector for Science and Research, a faculty Vice-Dean for Science and Research or a member of the scientific board initiates own habilitation procedure, it is recommended for this applicant not to take part in any decision-making process on matters concerning him/her.
3. The applicant’s immediate superior or immediate subordinate may not be appointed chairman of or a member of the habilitation board.
4. An emeritus professor of VSE is not considered an external member of the habilitation board, even though his/her employment relationship with VSE no longer exists.
5. A co-author of the thesis, or a co-author of part of the thesis in case of a set of published scientific papers, which is submitted as a habilitation thesis by the applicant, may not be appointed chairman of or a member of the habilitation board.
6. A frequent co-author of applicant’s published outputs specified in documents submitted by the applicant when initiating the habilitation procedure may not be appointed chairman of or a member of the habilitation board.
7. A co-author of the thesis, or a co-author of part of the thesis in case of a set of published scientific papers, which is submitted as a habilitation thesis, may not be appointed habilitation thesis reviewer.
8. A frequent co-author of applicant’s published outputs specified in documents submitted by the applicant when initiating the habilitation procedure may not be appointed habilitation thesis reviewer.
9. The applicant’s immediate superior or immediate subordinate may not be appointed habilitation reviewer.
10. A person close to the applicant for habilitation cannot be a chairman of or a member of the habilitation board or a habilitation thesis reviewer.
11. The applicant is required to notify the Dean or the chairman of the habilitation board of the possibility of a conflict of interest immediately after learning about the composition of the habilitation board, the appointment of reviewer, or before the voting of the relevant scientific board.



PROFESSOR APPOINTMENT PROCEDURE

1. A written reference in support of the applicant's proposal for initiating the professor appointment procedure may not be provided by a professor who is a frequent co-author, immediate subordinate or a person close to the applicant for professor appointment.
2. If the Rector or the Dean considers initiating own professor appointment procedure, it is recommended that this procedure be conducted before a scientific board other than the one appointed by the Rector or the Dean, but usually in the same or related field in which the Rector or the Dean was appointed associate professor.
3. If the Vice-Rector for Science and Research, the faculty Vice-Dean for Science and Research or a member of the scientific board initiates the professor appointment procedure, it is recommended for this applicant not to take part in any decision-making process on matters concerning him/her.
4. The applicant's immediate superior or immediate subordinate may not be appointed board chairman or a member of the board.
5. An emeritus professor of VSE is not considered an external member of the board, even though his/her employment relationship with VSE no longer exists.
6. A frequent co-author of applicant's published outputs specified in documents submitted by the applicant when initiating the professor appointment procedure may not be appointed board chairman or a member of the board.
7. The largest part of the composition of the applicant's board for the professor appointment procedure should be different from the composition of the applicant's habilitation board in the preceding habilitation procedure of this applicant.
8. A person close to the applicant for professor appointment cannot be appointed board chairman or a member of the board.
9. The applicant is required to notify the Dean or the board chairman or the Rector of the possibility of a conflict of interest immediately after learning about the composition of the board, or before the voting of the relevant scientific board.

COMMON AND FINAL PROVISIONS

1. A frequent co-author is not a co-author of a maximum of one third of all publication outputs specified in the documents submitted by the applicant when initiating the habilitation procedure or professor appointment procedure.
2. A close person is a relative in the direct line, sibling and spouse or a partner under another statute governing registered partnership (hereinafter referred to as a "partner"); other persons in a familial or similar relationship shall, with regard to each other, be considered to be close persons if the harm suffered by one of them is perceived as his / her own harm by the other. Persons related by affinity and persons permanently living together are also presumed to be close persons (Section 22 (1) of Act No. 89/2012 Sb.).
3. In case of a question in the assessment of a conflict of interest at faculty level, the situation shall be resolved by the Dean; in case of a possible conflict of interests of the Dean, the final assessment shall be the responsibility of the Rector.
4. The provisions of this Methodology shall apply to the habilitation procedure and professor appointment procedure initiated after the effective date of this Methodology.