

DEAN'S DIRECTIVE No. 2 / 2023

Evaluation of pedagogical and creative activities at FEEC

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Annexes:	-
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ARTICLE 1 INTRODUCTORY PROVISIONS

1. The results of pedagogical and creative activities of FEKT employees and PhD students are evaluated and recorded, especially for the purpose of monitoring the career growth of FEKT employees and PhD students. They can also be used in the process of redistribution of institutional support for long-term conceptual development (DKRVO) allocated to FEKT from the BUT level.
2. If relevant, the recorded activities are in accordance with the "System of Evaluation of Academic Staff" (SHAP) according to Directive No.1/2021 Evaluation of Academic Staff and Scientific, Research and Development Staff and the associated Methodology describing in more detail the individual activities and the method of their elicitation through the Databank in the BUT Intraportal.

ARTICLE 2 EVIDENCE OF ACTIVITIES

1. The scored results of pedagogical and creative activities at the Faculty of Economics are listed in the *Catalogue of Scores* (hereinafter referred to as the Catalogue), which is part of this Directive.
2. The catalogue contains a list of evaluated activities and their scores within the FEKT. The evaluated activities are divided into six categories: **M17**, **Category A**, **Category B**, **Category C**, **Category D**, **Category E**.

2.1. Category M17

- a) It includes R&D (biblio- or non-bibliometrizable) results that are reported to the RIV database and according to the M17+ Methodology are evaluated under Module 1 (also

referred to as Selected Results, SKV Results or Excellent Results). These types of results are included in the **M17_M1** section of the Catalogue.

- b) It includes publication (bibliometrizable) results that are reported to the RIV database and, according to the M17+ Methodology, meet the conditions of the type of result Jimp (RIV-J/A), Jsc (RIV-J/B) or D (RIV-D) and are evaluated under Module 2. These result types are included in the **M17_M2** section of the Catalogue.

2.2. Category A

- a) Includes other results of creative activity that do not meet the definition of the type of result RIV-J/A, RIV-J/B or RIV-D according to the current methodology for the evaluation of research organisations.
- b) These results can be nominated to the Quality Results Collection (QRC) and assessed under Module 1 of the M17+ Methodology.

2.3. Category B

It includes activities for and in recognition of the scientific research community.

2.4. Category C

It includes activities related to teaching activities.

2.5. Category D

It includes activities related to the training of scientists and the management of scientific teams.

2.6. Category E

It includes activities related to further personal development and representation of the BUT and the faculty.

3. Each evaluated activity falling into one of the six categories above is assigned an internal alphanumeric code. For clarity, each activity is also labelled with the type of result, e.g. *Publication, Programme, Membership, Assessment*, etc.
4. For the purpose of evaluating creative activities in doctoral studies, selected activities are defined as "*doctoral students only*" and cannot be used to record the activities of other faculty employees.
5. The results of pedagogical and creative activities are entered into the BUT IS by their authors or authorised responsible persons (data administrators), or they are automatically registered in the BUT IS. When determining the score of a specific result of the creative activity of an employee or doctoral student, the authors' share in the result is respected.
6. After the end of the calendar year, a check of the accuracy of the entered data on creative activities in the BUT IS is carried out. The faculty attestation committee performs validation of the activities entered in the **M17_M2** category. The Attestation Committee may request the deletion or correction of incorrectly entered activities.
7. The final score of each employee or doctoral student is archived in the BUT IS.

ARTICLE USE OF THE CATALOGUE

1. In accordance with the *Rules for the Allocation of FEC BUT Funds*, selected results evaluated according to category **M17** are used for the allocation of institutional support to DKRVO (source 21120) and for the allocation of funds for specific research projects (source 21000).
2. The list of activities listed in the Catalogue is mainly used to monitor the career growth of FEKT employees and as a supplementary basis for a comprehensive assessment of the profile of a candidate for appointment as a supervisor of doctoral students (if he/she does not have the title of associate professor or professor); for the commencement of habilitation proceedings; or for the commencement of appointment proceedings, where only categories **M17, Category A, Category B, Category C, Category D** are used for this purpose.

The table below sets out the recommended minimum point totals for each category:

	Appointment as supervisor of a PhD student	Opening of the habilitation procedure	Opening of the appointment procedure
M17	60 ¹	60 ¹	150 ²
Category A	40	40	100
Category B	20	20	100
Category C	40	40	100
Category D	2	5	25

3. **Category A** points may be substituted for **M17** points.
4. The previous supervision of a doctoral student (part of the monitored **Category D**) is not a condition for the commencement of the habilitation procedure before the FEKT Scientific Board.

¹ A prerequisite is the authorship or co-authorship of at least 5 publications in the field of the habilitation procedure registered in the Web of Science or Scopus database of the "**Article**", "**Review**", or "**Letter**" type. Two of the above publications may be replaced by two results registered under M17_M1 which have been assessed at grade 1, 2 or 3.

For habilitation procedures initiated by 31.12.2023, a transitional period is applied, where the necessary condition is the authorship or co-authorship of at least 5 publications in the field of the habilitation procedure registered in the Web of Science or Scopus database, of which at least 2 are of the type "**Article**", "**Review**", or "**Letter**".

² A prerequisite is the authorship or co-authorship of at least 10 publications in the field of the appointment procedure registered in the Web of Science or Scopus database of the type "**Article**", "**Review**" or "**Letter**". Four of the above publications may be replaced by four results registered under M17_M1 which have been assessed at level 1, 2 or 3. For appointment procedures initiated before 31.12.2023, a transitional period is applied, where the necessary condition is the authorship or co-authorship of at least 10 publications in the field of the appointment procedure registered in the Web of Science or Scopus database, of which at least 5 are of the type "**Article**", "**Review**", or "**Letter**".

ARTICLE 4 FINAL PROVISIONS

Directive No. 2/2023 was approved by the Academic Senate of the FEKT BUT on 28.3.2023. The Directive becomes effective on 29.3.2023 and cancels Directive No. 9 / 2016 Evaluation of Teaching and Creative Activities at the FEKT BUT.

doc. Ing. Miloslav Steinbauer, Ph.D. v. r.

Chairman of AS FEKT BUT

prof. RNDr. Vladimír Aubrecht, CSc. v. r.

Dean of FEKT BUT

ANNEX 1: SCORING CATALOGUE

Category M17_M1

Code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+
M101	Any (bilio- /nebiblio- metrizable)	160	The outcome assessed by the grade in Module 1 of the M17+ Methodology (QA - Collection of Quality Outcomes)	Grade 1	
M102		80		Grade 2	
M103		40		Grade 3	
M104		20		Grade 4	
M105		10		Grade 5	

Notes on individual result codes:

M101

Result registered in RIV and nominated to the SKV (Collection of Quality Results) - Module 1 of the M17+ Methodology, which has been assessed with grade 1.

M102

Result registered in RIV and nominated to the SKV (Collection of Quality Results) - Module 1 of the M17+ Methodology, which has been evaluated at level 2.

M103

Result registered in RIV and nominated to the SKV (Collection of Quality Results) - Module 1 of the M17+ Methodology, which has been assessed at level 3.

M104

Result registered in RIV and nominated to the SKV (Collection of Quality Results) - Module 1 of the M17+ Methodology, which has been assessed at level 4.

M105

Result registered in RIV and nominated to the SKV (Collection of Quality Results) - Module 1 of the M17+ Methodology, which has been rated as level 5.

Category M17_M2

Code FEKT	RIV code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+	
M201	Jimp (RIV-J/A)	Publications	180	Article in an impacted journal according to Web of Science indexed in the SCIE catalogue (division into quartiles (Q)/decades (D) according to the current metric used by RVVI)	D1 (0, 10>%	B1.1	A102
M202			120		Q1 (10, 25>%		
M203			60		Q2 (25, 50>%		
M204			30		Q3 (50, 75>%		
M205			10		Q4 (75, 100>% or NA		
M206	Jsc (RIV-J/B)	Publications	10	Article in a peer-reviewed journal listed in the Scopus or ERIH database	B1.2	A103	
M207	D (RIV-D)	Publications	5	Article in a Web of Science or Scopus database	B4	A104	

Notes on individual result codes:

M201

A peer-reviewed original/reviewed article in a peer-reviewed scientific periodical, which is included in the **Web of Science** (WoS) database with the "**Article**", "**Review**", or "**Letter**" flag, and the scientific periodical is listed in the SCIE (Science Citation Index Expanded) catalogue, and according to the current RVVI metrics the peer-reviewed scientific periodical belongs to the 1st decile (D1).

If a peer-reviewed journal is included in several disciplines that have different ratings, the information on the best rating is taken over.

A "peer-reviewed article" is an original or review article published in a professional periodical (journal), regardless of the country of the publisher, which presents original research results and which was carried out by the author or a team of which the author was a member and the affiliation mentioned by the author refers to a Czech research organization. These are complete texts of papers, structured according to the requirements of the publishers of the periodical for the structure

of a scientific paper (most often summary, introduction, material and methods, results, discussion, conclusion, literature review) with the usual method of citing sources, possibly with notes. In professional periodicals, these types of articles are usually classified in the content group of original or review articles.

"Scientific periodical" means a peer-reviewed scientific journal, with a scientific editorial board, which is published or has been published periodically, is assigned only an ISSN or e-ISSN code, and is published in print, in print and electronic form, or in electronic form only, including on-line publication.

They are not a professional periodical (journal):

- periodicals that do not have ISSN or even e-ISSN;
- periodicals, or extraordinary periodicals published with ISSN and also simultaneously with ISBN in book form, (these cases often occur with conference papers that are registered in the WoS and Scopus databases. Results published in this **type of source belong to the D type of results**);
- Periodicals where the peer review process is not in place or not published;
- periodicals of a daily or newspaper nature, i.e. regular daily newspapers, thematic "popular and professional" supplements to daily newspapers, weekly newspapers, professionally focused newspapers (e.g. Zdravotnické noviny, Hospodarske noviny, Učitel'ské noviny, etc.);
- popular educational periodicals intended for the general public, published by commercial publishers, public and other institutions;
- popularizing scientific periodicals intended for the wider professional public, e.g. published by professional societies, scientific institutions, etc. for the purpose of promoting and popularizing science;
- periodicals of trade unions, political parties, associations, etc.;
- business and insurance periodicals;
- forms and newsletters;
- special issues of journals in which conference papers are published.

They are not a peer-reviewed scientific article:

- reprints, abstracts, etc., even if published in a professional periodical, articles of an informative or popularizing nature on the results of research;
- editorial materials, corrections, reviews, research and summaries;
- a "preprint" article, i.e. a version of the article published before the peer review process;

M202

A peer-reviewed original/reviewed article in a peer-reviewed journal that is included in the **Web of Science** (WoS) database with the "**Article**", "**Review**", or "**Letter**" flag and the journal is listed in the SCIE (Science Citation Index Expanded) catalogue, and according to the current RVVI metrics, the peer-reviewed journal belongs to the 1st quartile (Q1), unless it falls into D1.

If a peer-reviewed journal is included in several disciplines that have different ratings, the information on the best rating is taken over.

M203

A peer-reviewed original/reviewed article in a peer-reviewed journal that is included in the **Web of Science** (WoS) database with the "**Article**", "**Review**", or "**Letter**" flag and the journal is listed in the SCIE (Science Citation Index Expanded) catalogue, and according to the current RVVI metrics the peer-reviewed journal belongs to the 2nd quartile (Q2).

If a peer-reviewed journal is included in several disciplines that have different ratings, the information on the best rating is taken over.

M204

A peer-reviewed original/reviewed article in a peer-reviewed journal that is included in the **Web of Science** (WoS) database with the "**Article**", "**Review**", or "**Letter**" flag and the journal is listed in the SCIE (Science Citation Index Expanded) catalogue, and according to the current RVVI metrics the peer-reviewed journal belongs to the 3rd quartile (Q3).

If a peer-reviewed journal is included in several disciplines that have different ratings, the information on the best rating is taken over.

M205

A peer-reviewed original/reviewed article in a peer-reviewed journal that is included in the **Web of Science** (WoS) database with the "**Article**", "**Review**", or "**Letter**" flag and the journal is listed in the SCIE (Science Citation Index Expanded) catalogue, and according to the current RVVI metrics the peer-reviewed journal belongs to the 4th quartile (Q4).

If a peer-reviewed journal is included in several disciplines that have different ratings, the information on the best rating is taken over.

If the quartile of the peer-reviewed journal is not traceable (not listed), the lowest quartile is assumed, i.e. Q4.

M206

A peer-reviewed original/reviewed article in a peer-reviewed journal that is included in the **Scopus** database with the "**Article**", "**Review**", or "**Letter**".

M207

"Proceedings" presents the original results of research conducted by the author or a team of which the author was a member. The paper follows the usual structure of a scientific paper with the usual method of citing sources (not an abstract) and is published in the proceedings.

Proceedings are peer-reviewed non-periodical publications issued on the occasion of a conference, seminar or symposium, which contain separate papers by different authors, which usually have a common element or a related topic and are assigned an ISBN or ISSN code, or both.

The type of result "paper in proceedings" is a paper that has a total length of at least 2 pages, excluding photographs, graphs, map appendices, figures, tables and advertisements.

This type of result is recorded:

- a) in the Scopus database in sources ('Sources') of the Book Series or Conference Proceedings type and has been assigned an ISBN or ISSN code, or both; or
- b) in the WoS Conference Proceedings Citation Index database and has been assigned an ISBN or ISSN code, or both, or
- c) an article in a special issue of a journal registered in one of the above-mentioned databases, which is dedicated to the publication of conference papers.

The papers in the proceedings are not:

- Occasionally published summaries of scholarly work (e.g., in the context of a single department, anniversaries, founding celebrations, and annual conferences);
- collected and published abstracts;
- sorted and already published articles and papers, etc.

Category A

Code FEKT	RIV code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+
A001	B (RIV-B)	Publications	0,8	Specialised book (points/page)	B2	A101
A002	C (RIV-C)	Publications	0,8	Chapter in a professional book (points/page)	B3	A110
A003	Jost (RIV-J/C)	Publications	4	An article in a journal that is not indexed in the WoS, Scopus, ERIH databases , regardless of the publisher's location	B1.3	A108 A302 A309
A004	Enough (RIV-O)	Publications	4	Paper in conference proceedings not registered in WoS or Scopus; regardless of venue (PhD students only)	B30	A105 A304
A010	P (RIV-P)	Patent	20	Granted international patent (i.e. "European", USA, Japan, etc.)	B5	A107 A307
A011			10	Granted Czech patent		A306 A307
A012	Zpolop (RIV-Z/A) Ztech (RIV-Z/B)	Product	10	Semi-operational, proven technology (assumption that they will be nominated for the SKV)	B6 B7	A106
A013	Fuzit Fprum Gprot Gfunk Nmet	Product	5	Utility model, Industrial design, Prototype, Functional sample, Methodology, Software, Specialized public database	B10- B22 B25 B26 B27	A305

	R S					
A014	V	Publications	3	Research report	B23	
A015	Summary	Publications	1	Research Summary Report	B24	A311
A016	Other (RIV-O)		0	Other publication or product type results	B30	

Notes on individual result codes:

A001

Each page of the professional text is evaluated by the number of points indicated. "A 'scholarly book' presents the original research results that were carried out by the author of the book or by an author team of which the author was a member. A book is a non-periodical professional publication of at least 50 printed pages of text, excluding photographic, pictorial, map, etc., published in print or electronically and assessed (peer-reviewed) by at least one generally recognised expert in the relevant field in the form of a lecture report (but not from the workplace of the authors of the book). It concerns a precisely defined problem in a specific scientific field, contains the formulation of an identifiable and scientifically accepted methodology (explicitly formulated methodological background even in monographs directed towards applications and/or the formulation of a new methodology based on existing theoretical research in the field.

The formal attributes of a scholarly book are references to the literature in the text, a list of references used (possibly annotated and a bibliography of sources) and a summary in at least one world language. The book shall be assigned an ISBN or ISMN. The whole book is produced by a single author collective (regardless of the contribution of individual members of the author collective to the content), even if individual chapters of the book have separate authorship.

A scholarly book is e.g. a monograph, a scholarly encyclopaedia and lexicon, a critical edition of sources, a critical edition of art (music, art, etc.) materials accompanied by a study, published diploma, doctoral, habilitation and dissertation theses meeting the parameters of a professional book not based on works of the type Jimp, Jsc, Jost, a critical annotated translation of demanding philosophical, historical or philological and similar texts, a scientifically conceived linguistic dictionary and a professional explanatory dictionary, a critical exhibition catalogue, etc, if they meet the formal criteria.

In the case of a multi-volume scientific monograph, it is possible to include each volume in RIV if each volume individually meets the required criteria and has been published as a separate publication with its own ISBN. If a scholarly book is classified in RIV as a type B result, its chapters cannot be classified as a type C result for the same submitter.

They are not a professional book:

- books that do not have an ISBN or even an ISMN;
- teaching texts (i.e. textbooks, scripts), unless they are the result of original pedagogical research;
- expert opinions and statements, studies, translations, handbooks, information and promotional publications, yearbooks (except those that meet the requirements of a professional book), annual or similar periodical reports;
- published diploma, doctoral, habilitation and dissertation theses, based on Jimp, JSC, JOST, annotated with ISBN code;
- common language dictionaries;
- purpose-built summaries of scientific papers (e.g. within a single department);
- printed or electronically published abstracts or oral communications from conferences;
- methodological manuals, catalogues and standards;
- Proceedings (individual papers in the proceedings are the result of type D);
- fiction, popular literature, e.g. travelogues, texts of plays;
- Selected bibliographies, annual reports, speeches, reports, student competition files, tourist guides;
- commercial translations from foreign languages;
- memoirs, information materials; popularizing monographs, biographies and autobiographies; monographically published final reports from projects.

If the book is published in the Czech Republic, the obligatory copy must be registered in the National Library of the Czech Republic. For results of the type "Specialised book" published abroad, the following verification is required: a link to the Digital Object Identifier (DOI) or Open Access (OA), traceability in an internationally recognised catalogue, or verification by a returnable loan from the reporting institution confirmed by the provider.

A002

Each page of the professional text is evaluated by the number of points indicated. "Chapter or chapters in a scholarly book" (if the book meets the definition for a B-grade result) applies if the entire book has only an editor or if the author is listed as a co-author (albeit with a minority content share) throughout the book (on the title page, reverse of the title page) and is a member of an author collective with clearly identified lead authors. However, the chapter must have a named author or author collective. If a scientific book is classified as a B deliverable in RIV, its chapters cannot be classified as a C deliverable for the same contributor.

A003

Original / review article in a peer-reviewed journal that does not meet the requirements for Jimp or Jsc type results. The list of peer-reviewed non-impacted journals is not applicable. The critical factor is whether the peer-reviewed journal article meets the general requirements for this type of outcome and has gone through the proper peer review process.

A010

The result is a granted international patent, which protects the original results of research and development carried out by the originator or a team of which the originator was a member. A result of this kind may be considered to have been claimed only when the notice of grant of the patent is published in the relevant patent register, or, alternatively, when the instrument certifying the grant of the patent enters into force, under the conditions laid down in the relevant legal order.

If the patent is licensed, nomination of the corresponding result to the JRC and its subsequent evaluation according to Category **M17_M1** is expected.

The applicant shall enter annually in the RIV data on the use of the patent (non-/expiry of the patent, licence sold, etc.), which are subject to annual checks. After five years, the patent is automatically registered as not applied, unless otherwise documented by the applicant.

They're not patented:

- patent applications at any stage of the patent grant procedure;
- partial validation of a European patent;
- protection issued by the relevant national patent office for a non-technical solution, such as a plant variety, design or software

A011

The result is a national patent, which protects the original results of research and development carried out by the originator or a team of which the originator was a member. A result of this kind may be considered to have been claimed only at the time of publication of the notice of the grant of the patent in the relevant patent register, or, alternatively, at the time of the entry into force of the instrument certifying the grant of the patent, under the conditions laid down by the Industrial Property Office in accordance with the conditions laid down in Act No. 527/1990 Coll., on inventions and improvement proposals, as amended.

If the patent is licensed, nomination of the corresponding result to the JRC and its subsequent evaluation according to Category **M17_M1** is expected.

The applicant shall enter annually in the RIV data on the use of the patent (non-/expiry of the patent, licence sold, etc.), which are subject to annual checks. After five years, the patent is automatically registered as not applied, unless otherwise documented by the applicant.

A012

The result "**Semi-operation**" verified the original research and development results that were carried out by the author or a team of which the author was a member. It is a device that has verified the functionality of laboratory procedures on a larger scale, i.e. in a test or verification plant, and that is used to verify the characteristics, activities, failure rates and other monitored parameters before a new system is put into operation in production or service. In addition, test or verification operations are used to detect and eliminate possible errors and to address additional requirements for the technical and/or organisational design. Semi-operation must be accompanied by the design or construction of equipment to enable the intended production in larger quantities (mass or serial production). This is **subject to the novelty and uniqueness of the design of the entire process, including the equipment** (e.g. machinery, etc.), as **evidenced by full technical documentation of the result**.

It's not a semi:

- an existing or already functional operation where only partial technological or system elements, including control or management elements, are replaced, extended or improved (upgraded).

The "**Validated Technology**" result realised the original results of research, development and innovation carried out by the author or by a team of which the author was a member. This is similar to a semi-process, except that the **novelty is applied to a process (technology) applied in production or services**. The **condition is the testing (verification) of the technology, supported by a verification protocol and the immediate subsequent application, which is evidenced by the conclusion of a contractual relationship or, if the owner of the result is also the implementer, by evidence of the expected economic benefits**. A validated technology may, for example, be a result that is the subject of a contract for the exploitation of the result concluded between the author of the result (beneficiary or other participant) and the user of the result. Technical documentation of the result is a prerequisite.

A013

The result of the "**Utility Model**" implemented the original results of the research and development carried out by the originator or a team of which the originator was a member. A utility model is a technical solution that is novel, goes beyond mere technical skill and is capable of industrial application. Only technical solutions which are registered by the Industrial Property Office in the Register of Utility Models may be considered as a utility model. Details of the application, registration and validity period of a utility model are set out in Act No. 478/1992 Coll., on utility models, as amended. As the Industrial Property Office does not examine whether the utility model was eligible for protection in terms of novelty, uniqueness of the solution and creative level, it is a condition that the utility model is

industrially exploitable on the basis of the technical solution, i.e. whether it can be repeatedly used in economic activity (see the provisions of Section 5 of Act No. 478/1992 Coll.).

The result of the "**Industrial Design**" implemented the original results of the research and development carried out by the originator or a team of which the originator was a member. Industrial design means the appearance of a product, consisting in particular of the lines, contours, colours, shape, structure or materials of the product itself or of its decoration. It is a design solution, i.e. a visually perceptible feature of the product, not its technical or structural substance. A product is an industrially or crafted spatial or surface article, i.e. an industrially or crafted article, including components intended to be assembled into a single composite product, packaging, finish, graphic symbol and typographical symbol. It is a result that enjoys protection under Act No. 207/2000 Coll., on the protection of industrial designs and on amending Act No. 527/1990 Coll., on inventions, industrial designs and improvement proposals, as amended.

They are not an industrial model:

- computer programs;
- graphic designs alone without any connection to a specific product;
- results not meeting the additional criteria of the Frascati Manual, Part 2.

For the "**Utility Model**" and "**Industrial Design**" results, the information on the registration of the designs (designation of the competent authority, date of the certificate assigned, certificate number) must be entered into the RIV.

The result "**Prototype**" implemented the original research and development results that were carried out by the author or a team of which the author was a member. It is a functional industrial product, manufactured as a single piece to verify the design features of a product or part of a product in practice or on a test bench immediately before introduction into zero or series or mass production. The condition is the novelty and uniqueness of the design of the prototype, which is documented by technical documentation of the result.

The result "**Functional Sample**" implemented the original research and development results that were carried out by the author or a team of which the author was a member. It is similar to a prototype, except that the development or production of a functional sample is not immediately followed by a zero series or serial or mass production. It is, for example, the design, development and subsequent manufacture of a single unique device or equipment or the creation of a biological sample bearing a demonstrably new unique and economically significant characteristic. This is subject to the novelty and uniqueness of the design of the functional sample, which can be demonstrated by technical or similar documentation of the result.

The result "**Methodology**" is a summary of recommended practices and procedures approved, certified or accredited) by a competent public authority or, if there is no competent authority, by an authorized certification (accreditation) body performing certification (accreditation) on the basis of international treaties,

standards or similar documents with clearly defined and published competences for specific areas, disciplines or sectors and with clearly defined users, so that these users are assured that the results obtained will be conclusive, repeatable and can be relied upon if they are followed. The 'Methodology' deliverable implemented the original research and development results that were carried out by the author or by a team of which the author was a member. This type of result includes:

- a) NmetS methodologies approved by the relevant state administration body with jurisdiction over the issue;
- b) NmetC methodologies certified by an authorised body;
- c) NmetA methodologies and procedures accredited by an approved body.

A methodology is not a methodology that has been developed on the basis of support provided by a body other than a competent authority authorised to approve, certify or accredit according to generally binding legal regulations, unless the competent authority or an authorised certification (accreditation) body carrying out certification (accreditation) on the basis of international treaties, standards or similar documents has expressed in writing its commitment to assess the resulting methodology before the support is provided.

"Software" means a program or set of machine instructions used to ensure the operation of a computer or other hardware, including machines and devices, and their interaction with the environment. Software" is the result of original research and development carried out by the author or by a team of which the author was a member. The novelty and uniqueness of the software design, as evidenced by technical documentation of the result, is a prerequisite. The software must bring an element of novelty and progress to the field of computer programming that implies an increase in the volume of knowledge. However, the use of software for a new application or purpose cannot in itself constitute such an advance.³.

The software can be e.g.:

- development of new operating systems and languages;
- design and implementation of search engines based on original technologies;
- Efforts to resolve conflicts within a hardware or software based and system or network transformation process;
- creating new or more efficient algorithms based on new techniques;
- creating new and original coding systems or security techniques.

³ Part 2.70, p. 66 and OECD (2015), Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development, Classification and distribution by Fields of Research and Development (FORD), OECD Publishing, Paris. Available from: DOI: <https://doi.org/10.1787/9789264239012-en>

Software isn't:

- software development of business applications and information systems using known methods and existing software tools;
- adding user functions to existing application programs (including basic input data functionality);
- creation of websites or software using existing tools;
- using standard encryption methods, security verification and data integrity testing;
- adapting the product for a specific application, unless knowledge is added during the process that significantly improves the basic programme;
- routine debugging of existing systems and programmes, unless this is done before the end of the experimental development process.

The result "**Specialised public database**" includes structured and publicly accessible data on original R&D results, broken down on the basis of the R&D carried out by the author or by a team of which the author was a member. It enables structured information on a phenomenon to be made available as a resource for further research or to the end user.

It is not a specialised public database:

- A result that does not meet the condition of public availability (internal records and databases that serve only the owner of the result);
- databases containing known or already publicly available data

This category of evaluation also includes other results of creative activities of the type A, H, Nlec, Npam, Nmap, E, Ekrit, defined according to the "Definition of types of results" of the Methodology for the evaluation of research organizations and programs of special-purpose support for research, development and innovation⁴.

A014

The result "**Research Report**" implemented the original result of research, development and innovation carried out by the author or a team of which the author was a member. This is a result that has been applied in accordance with Section 4(g) of Government Regulation No 397/2009 Coll., containing classified information pursuant to a special legal regulation (e.g. Act No 148/1998 Coll., on the protection of classified information and on amendments to certain acts, as

⁴ Definition of the type of results, separate Annex No. 4 of the Methodology for the Evaluation of Research Organisations and Programmes of Special Purpose Support for Research, Development and Innovation approved by Government Resolution No. 107 of 8 February 2017; <https://www.vyzkum.cz/FrontClanek.aspx?idsekce=799796&ad=1&attid=915665>. Categorisation is further governed by the currently applicable rules of the providers, e.g. TA CR (MET-12 Specification of Provider Requirements for R&D Results) or other similar valid document.

amended, Act No 412/2005 Coll., on the protection of classified information and on security clearance, as amended, Section 27 of Act No 240/2000 Coll., on crisis management).

A015

A "**Research Synthesis Report**" may be one of the requested deliverables of an applied research project with dedicated or contract funding. The summary research report shall summarise the results of the project and comment on the fulfilment of the stated objectives of the project and shall be requested by the provider or confirmed by a protocol of acceptance of the result by the client.

A016

"**Other results**" of the research project that do not meet the criteria of the "Definition of the type of results"⁴.

Category B

Code FEKT	RIV code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+
B001	M (RIV-M)	Events	5	Organisation of the conference (with editing of the proceedings)	B28	B113
B002	W (RIV-W)	Events	1	Organisation of a workshop (associated with the editorship of the proceedings)	B29	B113
B003		Citation	3	Citation by another author in publications registered in the WoS or Scopus database	D3.1.1 D3.1.2	B100
B004		Citation	1	Other citations by other authors in publications not registered in WoS or Scopus	D3.1.3	B101

Dean's Directive 2/2023: Evaluation of Teaching and Creative Activities at the Faculty of Economics

B005		Membership	8	Membership in editorial boards of Jimp journals	D3.2.1	B103
B006		Membership	4	Membership in the editorial boards of JSC journals	D3.2.2	B103
B007		Membership	2	Membership in the editorial boards of Jost journals	D3.2.3	B203
B008		Membership	2	Membership in conference programme committees, chairmain	D3.2.4	B104 B205
B009		Membership	10	Membership in committees and advisory bodies of the grant institution and research programme boards (foreign)	D3.3.2	B105
B010		Membership	3	Membership of committees and advisory bodies of the grant institution and research programme boards (domestic)	D3.3.1	B208
B011		Membership	3	Membership of a committee of a scientific, professional or artistic society (foreign)	D3.4.2	
B012		Membership	1	Membership of a committee of a scientific, professional or artistic society (domestic)	D3.4.1	B207
B013		Membership	3	Membership in expert committees and competition juries (foreign)	D3.5.2	
B014		Membership	1	Membership in expert committees and competition juries (domestic)	D3.5.1	
B015		Membership	2	Membership of the Scientific Council (universities/faculties)	D5.1	B206
B016		Membership	3	Chairmanship of the Habilitation/Appointment Committee	D5.2	B209
B017		Membership	1	Member of the Habilitation/Appointment Committee	D5.3	B210
B018		Membership	4	Academic function of the university (rector, vice-rector, member of the AGM, AS)	E6.1 E6.4.1	

B019		Membership	2	Academic function of the faculty (dean, vice-dean, AS)	E6.2 E6.4.2	
B020		Opinion	2	Review of an article for a journal registered in the WoS or Scopus database	D3.6.1 D3.6.2	B111
B021		Opinion	1	Review of a paper at a Type D conference	D3.6.4	
B022		Opinion	1	Dissertation report	D5.4.1 D5.4.2	B212
B023		Opinion	3	Habilitation thesis report	D5.4.3 D5.4.4	B212
B024		Lecture	4	Invited lecture (foreign)	D6.1	B107
B025		Lecture	2	Invited lecture (domestic)	D3.7.1	
B026		Internship	10	Internship at a foreign university or research institution	D6.2	B220
B027		Events	0,5	Organisation of internships or lectures by foreign experts at the BUT	D6.3 D6.4	

Notes on individual result codes:

B001

The organisation of a conference, seminar or symposium can only be considered as an R&D&I result if, in addition to the five basic criteria for identifying the R&D&I activities from which the information presented has been generated, one of the additional conditions set out in the Frascati Manual in Part 2 is met.

The conference must include public presentations of original research and development results carried out by the author or by a team of which the author was a member.

There is no conference:

- conferences without the participation of scientists,

- conferences where the author or a team of which the author was a member did not have an active contribution,
- conferences where original R&D&I results are not presented,
- a seminar or lecture / set of seminars or lectures popularizing knowledge in a given field for the general public or serving for teaching.

B002

The organisation of a workshop can only be considered as an R&D&I result if, in addition to the five basic criteria for identifying the R&D&I activities from which the information presented was generated, one of the additional conditions set out in the Frascati Manual in Part 2 is met. The workshop must include public presentations of original R&D results carried out by the author or by a team of which the author was a member.

B003

References to publications by other authors in publications registered in WoS or Scopus databases.

B004

References to publications by other authors in publications not registered in WoS or Scopus databases.

B005, B006, B007

Each full year on the editorial board of the journal is evaluated by the above number of points.

B008

Each one full year of committee membership, conference section chair, editor, head of reviewers, etc. is assessed with the above number of points, unless assessed as the main organizer according to B001 or B002.

B009, B010

Each full year of membership of foreign or domestic committees and advisory bodies of the grant institution and research programme boards is assessed by the number of points indicated.

B011, B012

Each full year of membership in foreign or domestic committees of a scientific, professional or artistic society is assessed by the number of points indicated.

B013, B014

Each full year of membership in foreign or domestic expert committees and juries is evaluated by the number of points.

B015

Each full year of membership in the University or Faculty Scientific Council is assessed by the number of points indicated.

B016, B017

Each chairmanship or membership of a habilitation or nomination committee is evaluated by the number of points indicated.

B018, B019

Each academic function at the university or faculty level is evaluated by the number of points indicated.

B020, B021

Each review for a journal or conference registered in the WoS or Scopus database is evaluated with the given number of points.

B022, B023

Each dissertation or habilitation thesis is evaluated with the above number of points.

B024, B025

Each invited lecture at a foreign or domestic university or research institute is evaluated by the number of points.

B026

Each internship (stay of more than 5 working days) at a foreign university or research institution to gain new experience is awarded the same number of points.

B027

This number of points is used to evaluate the activities related to the organisation of a foreign scientist or artist's internship at the BUT.

Category C

Code FEKT	RIV code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+
C001		Program	10	Introduction of a new accredited study programme	A1.1	C108
C002		Guarantor	5	Study programme sponsor	A1.2	
C003		Guarantor	2	Subject guarantor	A1.5	C117
C004		Subject	6	Introduction of a new subject in an accredited/new SP taught in Czech	A1.3.1 A1.4.1	C109
C005		Subject	8	Introduction of a new subject in an accredited/new SP taught in AJ	A1.3.2 A1.4.2	C110
C006		Teaching	0,077	Lectures/seminars of the course taught in ČJ	A2.1.1 A2.8.1	
C007		Teaching	0,154	Lectures/seminars of the course taught in AJ	A2.1.2 A2.8.2	
C008		Teaching	0,154	Conducting exercises (vocational, computer-based, numerical, laboratory, etc.) taught in CZ	A2.10.1 A2.11.1 A2.12.1 A2.18.1 A2.25.1 A2.26.1 A5.1.1	
C009		Teaching	0,231	Conducting exercises (vocational, computer-based, numerical, laboratory, etc.) taught in AJ	A2.10.2 A2.11.2	

Dean's Directive 2/2023: Evaluation of Teaching and Creative Activities at the Faculty of Economics

					A2.12.2 A2.18.2 A2.25.2 A2.26.2 A5.1.2	
C010	Teaching	0,5	Leading a professional practice or excursion		A2.20 A2.21	
C011	Teaching	0,02	Student ratings in ČJ		A2.51.1	
C012	Teaching	0,04	Student ratings in AJ		A2.51.2	
C013	Membership	0,5	Membership/chairmanship of the study programme board		A1.6	C111
C014	Membership	0,5	Membership/chairmanship of the committee for the state final/doctoral examination, dissertation defence		A4 A5.3	C113 C112
C015	Membership	1	Membership of international consortia and networks for student and staff mobility		A8.8	
C016	Management	2	Leading a successfully defended bachelor's/diploma thesis		A3.1 A3.2	C115 C116
C017	Management	2	Management of student or pupil work		A8.7	C119
C018	Management	4	Guiding a foreign student/doctoral student during his/her internship at FEKT		A8.5 A8.6	C118
C019	Opinion	0,5	Final thesis report for bachelor's or master's thesis		A3.3 A3.4	
C020	Internship	10	Teaching internship at a foreign university		A8.1	C114
C021	Lecture	4	Pedagogical lecture at a foreign university		A8.2	

C022		Lecture	2	Pedagogical lecture at a domestic university	D3.7.2	
C023		Events	0,5	Organisation of a teaching internship or lecture by a foreign academic at the BUT	A8.3 A8.4	
C024		Publications	0,2	Creation of new scripts and textbooks (points/page)	A6.1	C102
C025		Aids	2	Creation of teaching aids	A6.3	C108

Notes on individual result codes:

C006, C007, C008, C009, C010

Each lesson of the type of timetable unit taught in ČJ or AJ is evaluated by the number of points indicated.

C011, C012

The number of points is given to each student assessed/examined.

C013

Each chairmanship/membership of the SP Board or the Doctoral Programme Board is evaluated by the number of points indicated.

C014

Each chairmanship/membership of a committee for the SZZ/SDZ or dissertation defence is evaluated with the number of points indicated.

C015

Representation of BUT in international consortia and networks of colleges and universities of similar disciplines is evaluated.

C017

The methodical management of projects of secondary school students and primary school pupils (e.g. within the framework of the SOTC) is evaluated.

C018

The methodological guidance of a foreign student or a PhD student within the exchange programme is evaluated, while the student is enrolled to study at the BUT only for the duration of his/her stay.

C019

Each assessment of the final bachelor's or master's thesis is evaluated with the above number of points

C020

Each teaching mobility (a stay of more than 5 working days) at a foreign university is evaluated with the above number of points.

C021, C022

Each invited pedagogical lecture at a foreign or domestic university or research institute is evaluated with the above number of points.

C023

This number of points is used to evaluate the activities related to the organization of the internship of a lecturer from a foreign university at the BUT.

C024

Each page of newly created or innovated scripts and textbooks used in the teaching of a subject of a study programme offered at the BUT is evaluated with the given number of points.

C025

Teaching aids are e.g. manuals for exercises and laboratory tasks, collections of examples, programs and audio-visual aids for students, intended for the implementation of teaching or student creation, which are tied to the subject of the study programme offered at the BUT. These are not presentations (Power Point, slides) used in teaching.

Category D

Code FEKT	RIV code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+
D001		Project	5	Principal investigator (responsible co-investigator) of a successfully completed domestic R&D project	D1.2.1	B213 B2014
D002		Project	10	Principal Investigator (responsible co-investigator) of a successfully completed foreign R&D project	D1.2.2	B108 B109
D003		Project	2	Principal Investigator of a domestic contract research project	D1.4.1	
D004		Project	5	Principal Investigator of a foreign contract research project	D1.4.2	
D005		Project	1	Principal Investigator of the internal research project	D1.5	
D006		Project	0,5	Member of the project research team	D1.3	
D007		Project	2	Grant application (PhD students only)	D1.1	B301
D010		Educator	4	Bringing a doctoral student to the state doctoral examination	A5.4.1	D102
D011		Educator	8	Successfully completed education of a PhD student	A5.4.2	D101
D012		Educator	1	Doctoral Student Specialist Supervisor	A5.5	
D013		Awards	5	Student work awards	A3.5	
D014		Awards	10	Dissertation award	A5.6	
D015		Educator	1	Management of published student scientific work		D103

Notes on individual result codes:

D001

Projects funded by national providers in which an employee acts as the principal (responsible) investigator for the BUT (the BUT acts as a beneficiary or co-beneficiary). The score is calculated on the basis of the average annual time spent on the project.

D002

Projects funded by foreign providers in which an employee acts as the principal (responsible) investigator of the project for the BUT (the BUT acts as a beneficiary or co-recipient of the support). The score is calculated on the basis of the average annual time spent on the project.

D003, D004

The score is calculated on the basis of the researcher's contribution to the project as indicated in the project details

D005

A project awarded under an internal grant competition in which the BUT or a part of it (e.g. specific university research) is the announcer.

D006

Participation in the project as a member of the research (expert) team is evaluated. The score is calculated on the basis of the average annual time commitment calculated on the basis of the number of hours reported in SAP.

D007

The submission of a grant proposal is evaluated. Activity evaluated only in doctoral studies.

D010

The crediting of points to the supervisor is conditional on the successful completion of the state doctoral examination; if the doctoral student fails the examination, the supervisor will not be credited with points.

D011

In order for the education of a doctoral student to be considered successful by the supervisor, the doctoral student must successfully defend the doctoral dissertation.

D013

The management of the bachelor's or master's thesis is evaluated in case the thesis was awarded e.g. the Dean's Prize, the Rector's Prize, the student won 1st-3rd place in an extra-university competition, etc.

D014

The dissertation supervision is evaluated in case the dissertation has been awarded e.g. the Dean's Award, the Rector's Award, the student has won 1st-3rd place in an extra-university competition, etc.

D015

A published student thesis is defined as a thesis primarily published by a student in a bachelor's, master's or doctoral program. If an academic staff member (supervisor of the student thesis) reports this work in this category, he/she can no longer report it in Category A. A typical example of a student thesis is a paper presented at the STUDENT EEICT conference.

Category E

Code FEKT	RIV code	Result type	Body	Description	Code according to SHAP	Rating categories according to FEKT2015+
E001		Course	1	Professional self-education, in the field of pedagogy, language competences	E2	
E002		PR	1	Promotion and internationalization of BUT and FEKT	E3 E4 E5	

Notes on individual result codes:

E001

The number of points is given for each documented activity relating to further self-development leading to improved professional competences, skills in teaching methods or language skills in order to improve teaching and presentation skills. An example of evidence of self-development is, for example, a certificate of completion of an educational course/training.

E002

The number of points is given to any activity related to the promotion and popularization of pedagogical or scientific research activities at the BUT or the faculty; creation of exhibits for the purpose of promoting science and technology (this does not include aids used in the teaching of courses of accredited study programmes at the BUT); involvement in teaching courses of lifelong learning or the University of the Third Age; support and promotion of the internationalization of the BUT.