

## Publishing Evaluation Policy of the FIS

Approved by the FIS Academic Senate on 28 November 2018

### Preamble:

Publishing is evaluated mainly based on the following principles:

- a) The support of publishing is not restricted from the top, which means that authors of good-quality publications are supported, regardless of their qualifications (and the qualification growth of less qualified authors is supported);
- b) Minimum publishing obligations for each academician are defined; in the case that they are not met, the value of publishing results of the entire department goes down;
- c) The inclusion of the students' results improves the quality of doctoral study programs; the students are considered to be not only useful teachers but also useful scientists; professors and docents also contribute to the departments' budget by supervising the students whose works are successfully published;
- d) By partly complying with the scientific research evaluation methodology of the Research, Development and Innovation Council of the CR (M17+), we expect to obtain funds for scientific research in the future more easily; on the other hand, publications supporting educational activities (textbooks, lecture notes, etc.) are supported;
- e) Good-quality journal articles are markedly supported as compared to articles in conference proceedings.

### Allocation of funds and evaluation policy:

Based on publishing, 30% of all payroll funds designated for the departments are allocated based on the percentage of publishing points obtained by the department on the total number of obtained publishing points (**it is based on the coefficient K that the Ministry of Education, Youth and Sports uses to allocate funds to universities**). The applied principles are specified below.

The rules will first be used for the 2020 budget (publications from 2018 are subject to the methodology effective in this year and publications from 2019 are subject to this methodology).

1. The total publishing points of all employees of each department  $j$  based on Table 1 shall be added up (TPP $_j$ ).
2. Minimum publishing points shall be set for each employee  $i$  of the department  $j$  based on his qualifications classification that the employee must obtain (MPP $_{ij}$ ).
3. Obtained minimum publishing points (OMPP $_{ij}$ ) of each employee  $i$  of the department  $j$  based on Table 1 shall be added up. OMPP $_{ij}$  of each employee shall be credited only up to his MPP, i.e.  $OMPP_{ij} \leq MPP_{ij} \forall i, j$ .
4. Total obtained minimum publishing points  $TOMPP_j = \sum OMPP_{ij}$  and total minimum publishing points  $TMPP_j = \sum MPP_{ij}$  shall be calculated for each department  $j$ .
5. The fulfillment coefficient  $K_j = TOMPP_j / TMPP_j$  is calculated for each department  $j$ .
6. Total recognized publishing points of the department  $j$   $TRPP_j = TPP_j * K_j$ .

7. Funds for publishing are allocated based on the following ratio:  $TRPPj / \Sigma TRPPj$ .
8. All these aforementioned values are calculated for two years preceding the year, for which the budget was established.
9. The students' results are included in  $TPPj$ , but the students have no minimum obligation and thus do not impact the coefficient  $K$ .
10.  $MPPij$  under point 2 are set as follows (overall for two years):
  - professor: 8 PP,
  - docent: 6 PP,
  - assistant professor: 4 PP,
  - assistant, lecturer: 2 PP.
11.  $MPPij$  of part-time employees is prorated based on the number of their workhours.
12. Every publication can be credited only once (in the case that an employee works at several departments of the faculty).
13. Employees, who are absent for at least six months due to the reasons specified in Article 2(6) of the Election Rules of the Academic Senate of the UE, shall determine themselves the two-year period for crediting publishing points. However, every publication can be credited only once. The two-year period means two consecutive years that may be interrupted due to the absence mentioned in the first sentence.
14. **The number of publishing points** for an article published outside the Czech Republic or the Slovak Republic in a language other than the Czech or Slovak language is **multiplied by two**. This also applies to scientific books or their chapters published outside the Czech Republic or the Slovak Republic. **The number of points is multiplied by two** in the case of a conference carried out only in a language other than the Czech or Slovak language.
15. The number of points for an article published in a journal with a non-zero impact factor is the sum of the **number 6 and 25 times the AIS of the journal** for the year preceding the year in which the article was published. The number of points for an article published in a journal indexed in the Scopus database is the sum of **number 4 and 10 times the SJR of the journal** for the year preceding the year in which the article was published.

**This does not prejudice points 14 and 16. (It is a scientific article in a scientific journal that is included in the relevant database, marked as "Article," "Review" or "Letter" and published in a periodical whose AIS or SJR is disclosed on a yearly basis, see "Definition of Terms").**
16. Co-authorship is divided among the authors equally or based on their actual contribution, depending what is better for the department. In the case that at least one of the co-authors is not an FIS employee or student based on the affiliation shown in the publication, the total number of points to divide shall equal the portion of the number of co-authors (FIS employees and students) and the total number of co-authors.
17. In the case that there are more than six co-authors of a scientific book or textbook, each co-author shall obtain the number of points based on the rule for the category H. On the other hand, the rule for articles cannot be applied in any other cases and it shall be proceeded in compliance with point 16.
18. A published scientific translation with the translator's name shall obtain one half of the points of

the relevant original, and points 14 and 15 shall not be applied.

19. A publication that could not be credited (due to its late publishing) in the evaluated year shall be credited based on the date it was actually published.
20. An additional (expanded or redone) edition of the same work shall obtain  $\frac{1}{4}$  of the original points, unless the author can prove that more than  $\frac{1}{4}$  of the work was expanded or redone. In such a case, it shall be proceeded in compliance with point 28. A same edition or a reprint shall obtain zero points.
21. Excess publishing points (OMPP and TPP) for the publications F, G, K and L can be used within two years of the year they were published (i.e. the publishing points for this type of publication can be spread over three years at the maximum). The author must prove that his publishing points were spread over three years. Each case shall be handled in compliance with point 28. OMPP and TPP must be credited the same way.
22. In the case that a conference or article is indexed in several databases (Clarivate Analytics or Scopus), the author shall obtain the number of publishing points, whichever is better for him, only once.
23. Each employee may be credited with no more than eight TTPij and OMPPij based on B1 for the evaluated time period without additional publications based on A1.1. and A1.2. In the case that an employee obtains more than eight publishing points for A1.1. and A1.2., this number of TTPij and OMPPij can also be credited for the category B1.
24. An employee may be credited with no more than two TTPij and OMPPij during the evaluated time period for A2, A3, B2 and B3.
25. An author at a conference indexed in the Clarivate Analytics database and the Scopus database shall obtain points only for one of his contribution to published articles.
26. The department may obtain no more than 25 points per evaluated time period for contract research projects under SV.
27. In the case that a same or significantly similar text is published several times without any visible significant expansion, the author shall obtain publishing points for the first publication only.
28. A commission appointed by the dean of the FIS shall evaluate any disputable cases.

**Table 1** Rules for obtaining publishing points

| Publication type   | Number of PP |
|--|--------------|
| <b>A. Reviewed scientific article</b>  |              |
| A1. An article reviewed in writing by an editorial board or independent reviewers and published in a scientific periodical that is part of globally recognized databases based on RVVaI  | 6.0          |
| A1.2. Scopus,<br><i>The concrete value of the publication is calculated based on Paragraph 15 of this document.</i>  | 4.0          |
| A2. Other reviewed articles except for A1.1 and A1.2   | 0.3          |
| A3. Non-reviewed article in a scientific journal   | 0,1          |
| <b>B. Conference article</b>   |              |
| B1. A conference article reviewed in writing by an editorial board or independent reviewers and published in conference proceedings indexed in the CPCI database (Conference Proceedings Citation Index) edition Science or SS&H (Social Science & Humanities) or published in conference proceedings indexed in the Scopus database | 2.0          |
| B2. A conference article reviewed in writing by an editorial board or independent reviewers and published at the conference except for B1.   | 0.3          |
| B3. Non-reviewed article published in conference proceedings.  | 0.1          |
| E. Lecture notes published by the UE publishing house based on its publishing plan or any other teaching tool comparable with lecture notes in terms of scope and content and pre-approved by the  | 2.0          |
| F. Professional book in the area of education - Economic Studies or Informatics  | 8.0          |
| G. Textbook for all-state use in the area of education – Economic Studies or Informatics   | 8.0          |
| H. Articles in F-type publications (in case of more than six co-authors) are credited as follows:  | 0.3          |
| if the total of all articles of the given author is more than five pages but less than 40 pages, the author  | 0.5          |
| if the total of all articles of the given author is more than 40 pages, the author shall obtain:<br><i>The total evaluation of individual articles may not exceed eight points in all authors.</i>   | 1.0          |
| I. Organization or co-organization of a conference (organized or co-organized by the FIS or the UE) attended by at least 40 persons, at least 20 persons from abroad   | 2.0          |
| K. Certified methodology   | 5.0          |
| L. Patent Czech/USA, Japanese  | 20/60        |
| R. Software  | 5.0          |
| S. RAO: One point obtained in the Register of Artistic Outcomes for the past two years.  | 0.15         |
| SV. Contract research: 50,000 CZK without VAT paid for a contract research project. Prorated points shall be awarded for a prorated amount in excess of the paid amount of 50,000 CZK.   | 0.25         |

**Definition of terms:****Reviewed scientific article**

**“Reviewed scientific article”** is an original or review article published in a scientific periodical (journal), regardless of the country of the publisher, that presents the original results of research conducted by the author or by the team, of which the author is a member. It concerns comprehensive texts of works structured, based on the periodical publisher’s request, as a scientific paper (usually a summary, an introduction, a literary overview, materials and methods, results, a discussion and a conclusion) with the usual way of citing sources and possibly with notes. This type of article is usually included in the table of contents of a scientific periodical under the group of original or review communications. A scientific periodical means a scientific reviewed journal with a scientific editorial staff that is or was published periodically, has an assigned ISSN or e-ISSN only and is published in a printed form or in a printed and electronic form or in an electronic form only.

**Reviewed scientific articles in a scientific periodical (journal) are divided as follows:**

an original / review article in a scientific periodical included in the Web of Science database of Clarivate Analytics marked as “Article,” “Review” or “Letter;”

an original / review article in a scientific periodical included in the SCOPUS database of Elsevier marked as “Article,” “Review” or “Letter;”

**Scientific periodicals (journals) do not include:**

- periodicals without an ISSN or e-ISSN;
- periodicals or special periodicals published with an ISSN as well as with an ISBN as a book (this often concerns articles in conference proceedings that are registered in WoS and Scopus databases);
- periodicals that are not reviewed or their way of review is not disclosed (e.g. open access periodicals);
- periodicals such as daily prints or newspapers, i.e. regular dailies, thematic “popular scientific” supplements in dailies, weeklies, specialized newspapers (e.g. Zdravotnické noviny, Hospodářské noviny, Učitelské noviny, etc.);
- popular educational periodicals for the general public published by commercial publishers and public and other institutions;
- popularizing scientific periodicals for a broader specialized public published e.g. by professional societies, scientific institutions etc. to promote and popularize science;
- periodicals of trade unions, political parties, associations, etc.;
- company and insurance periodicals;
- forms and newsletters;
- special journal issues with conference articles.

**Reviewed scientific articles do not include:**

- reprints, abstracts, extended abstracts (e.g. at a conference), etc. even if published in a

- scientific periodical, informative or popularizing articles about research results;
- publishing materials, corrections, reviews, background research or summaries;
  - preprints, i.e. articles published before a review procedure;
  - articles that are less than two pages long and these pages do not include any photographs, charts, maps, pictures, tables and ads.

#### Article in conference proceedings

“**Article in conference proceedings**” (B-type output) presents the original results of research conducted by the author or by the team, of which the author is a member. The article has a typical structure of a scientific paper with the usual way of citing sources (it is not an abstract or extended abstract) and is published in conference proceedings. Conference proceedings are a reviewed non-periodical that is published for a conference, seminar or symposium, contains different authors’ articles that usually have a common feature or a similar topic and has an assigned ISSN as well as ISBN or ISBN only.

“Article in conference proceedings” (B1-type output) is an article

- a) registered in the SCOPUS database in the sources such as Book Series or Conference Proceedings and has an assigned ISBN or ISSN and ISBN;
- b) registered in Conference Proceedings Citation Index of Clarivate Analytics and has an assigned ISBN or ISSN and ISBN;
- c) in a special issue of a journal that is registered in one of the aforesaid databases and publishes conference articles; the article must be at least two pages long.

“Article in conference proceedings” (B2-type output) is an article in conference proceedings reviewed by an editorial board or independent reviewers, published at a conference and not included in CPCI (Conference Proceedings Citation Index) or SS&H (Social Science & Humanities) or the Scopus database.

“Article in conference proceedings” (B3-type output) – other non-reviewed articles in conference proceedings.

#### Articles in conference proceedings do not include:

- occasionally published summaries of scientific papers (e.g. at a certain workplace, as part of an anniversary, celebration, foundation and annual conference);
- collected and published abstracts or extended abstracts;
- compiled articles already published somewhere else, etc.

#### Scientific book

“**Scientific book**” presents the original results of research conducted by the author or by the team, of which the author is a member. A scientific book is a non-periodical scientific publication that comprises of at least 50 printed pages of text without photographs, pictures, maps, etc., is published in a printed or electronic form and was reviewed by at least one generally recognized expert in the relevant field who issued a report (however, this expert cannot be from the place where the authors of the book work). A scientific book focuses on an explicitly defined issue in a certain scientific field and formulates identifiable and scientifically recognized methodologies (explicitly formulated methodological points of departure in application-oriented monographs and/or new methodologies) formulated based on current theoretical research in the given area. A scientific book includes such formal attributes as literature references, a list of used literature, a summary in at least one world language and possibly also notes and bibliography. A scientific book has an assigned ISBN. The entire book is written by a team of authors (regardless of how much each author contributed) even if individual chapters of the book were written by different authors. A scientific book is e.g. a monograph, a scientifically treated encyclopedia and thesaurus, a critical edition of sources, a critical edition of artistic (music, visual art, etc.) materials with a study, a critical commented translation of sophisticated philosophical, historical and philological texts with a study, a scientifically conceived language dictionary and an explanatory dictionary, a critical exhibition catalog, etc., provided that it meets the specified formal criteria. In case

of a multi-volume monograph, each volume can be included in the Results Information Register, provided that it meets the required criteria and was published as a separate publication with its own ISBN. In the case that a scientific book is included in the Results Information Register as a B-type result, its chapters cannot be included as a C-type result, provided that the result is submitted by the same person.

**Scientific books do not include:**

- books without an ISBN or ISMN;
- teaching texts (i.e. textbooks, lecture notes);
- expert reports and opinions, studies, translations, handbooks, informative and promotional publications, yearbooks (except for those that meet the scientific book requirements), annual or similar periodical reports;
- published diploma, doctoral, habilitation and dissertation theses based on primary article-type works with a commentary and ISBN;
- regular language dictionaries;
- summaries of background research published in a printed or electronic form, published summaries of scientific works (e.g. in a certain workplace);
- summaries of abstracts, extended abstracts or oral conference presentations published in a printed or electronic form;
- methodological handbooks, catalogs and standards;
- proceedings;
- belles-lettres, popular educational literature, play scripts;
- select bibliographies, annual reports, speeches, coverages, collections of student competition works, tourist guides;
- commercial translations from foreign languages;
- memoirs, informative materials, popularizing monographs;
- bibliographies, autobiographies, monographically published final grant and project reports.

**Textbooks**

A textbook is a teaching tool (usually a book) for pupils and students.

In the case that a scientific boor or a textbook is published in the CR, its required print must be registered in the National Library of the CR.

**Lecture notes**

Lecture notes are a university teaching text.

**Patent**

“**Patent**” is an invention with an invention certificate issued:

- for Czech patents by the Industrial Property Office under the conditions stipulated in Act no. 527/1990 of Coll., on inventions and rationalization proposals, as amended;
- for European patents by the European Patent Office (EPO) under the conditions stipulated in the European Patent Convention;
- for other patents by the competent patent office under the conditions specified by the competent patent office.

The result is an issued patent that protects the original results of the research and development carried out by the author or by the team, of which the author is a member. This type of result cannot

be claimed until the patent certificate (in the case of a Czech patent) or any other document having the same effect is issued.

**Patents do not include:**

- patent applications in any phase of the patent registration procedure;
- validation (translation) of a patent in other countries;
- protection of plant species or software issued by the competent national patent office (e.g. protection of plant species issued by the patent office in the USA, software protection of Russia).

**Certified methodology**

“**Certified methodology**” implemented the original results of the research and development carried out by the author or by the team, of which the author is a member. The result is a methodology (the requirement is that the methods are new) that was approved and recommended by the competent public administration authority or a component certification (accreditation) authority for practical use.

**Note concerning certified methodology results:**

It is required that the internationally recognized certification (accreditation) is issued by the competent certification (accreditation) authority or that the certificate is issued by the public administration authority competent for the area to which the methodology or method applies. In the case that the certification is issued by the competent public administration authority, i.e. the provider as well, such certification must be issued based on two independent reviews. The certification method shall be specified in a separate regulation.

**Software**

“**Software**” implemented the original results of the research and development carried out by the author or by the team, of which the author is a member. The result is software that was provably developed based on research by a person (persons), who conducts research for the recipient (or another party), and that can be used in compliance with the owner’s license terms and in compliance with Section 16 of the Act.

**Software does not include:**

- software that the recipient created for its own use only and that is used only by the recipient or another party;
- software that is designed exclusively and only for the use of the provider (unless its development is required by law).

**Contract research**

In compliance with Article 2.2.1 of Framework of State Aid for Research, Development and Innovations 2014/C 198/01, contract research is research performed by a research organization on behalf of a certain undertaking as a service where

- the research organization shall receive an adequate remuneration for the provided service
- the undertaking specified the terms and conditions of the service.

The undertaking typically owns the results of the project and carries the risk of failure. The undertaking is an entity that performs economic activities. Economic activities mean the sale of goods and services on the market.

Contract research is research that is performed by a research organization and is connected with providing services with a high added value, i.e. in general, such services are ordered and paid by another party and expenses and reasonable profits of the research organization are also paid by the



other party. It mainly concerns research and development services, including related consultations (e.g. sample preparation, tailored measuring, testing, etc.). Revenues from the lease of specialized equipment can be counted in only if the lease provably includes the provision of research and development services and is motivated by an effective use of purchased equipment in the form of a supplementary economic activity.

Contract research typically leads to one of the following types of result (according to RIR15): P – patent, Z pilot –

pilot operation, Z tech – tested technology, Z spec – species, Z breed – breed, F util – utility model, F ind – industrial design, G prot – prototype, G func – functional sample, H leg – results reflected in legal regulations and standards, H non-leg – results reflected in non-legislative directives and regulations binding within the competence of the relevant provider, H conc – results reflected in approved strategic and conceptual documents VaVal (research, experimental development and innovations) of public administration authorities, N met – certified methodology, N treat – treatment, N pres – preservation method, N map – map with specialized content, R – software, V – research report, V sum – summary research report.

**Contract research results must be entered in the publishing database.** The number of points depends on the total **paid** invoices for conducted contract research. The minimum contract research amount is 50,000 CZK without VAT.