Annex No. 6 to the MU Directive on Habilitation Procedures and Professor Appointment Procedures

Citations and Additional Responses to Published Works

in accordance with section 5, subsection 2, letter f and section 13, subsection 2, letter g of the MU directive on Habilitation Procedures and Professor Appointment Procedures

*Citation style selection should adhere to standard usage in a given field. Please list citations found in scholarly, pedagogical and/or other publications[[1]](#footnote-1). The extent of the citation listing is up to the applicant. The applicant decides to list or not to list self-citations[[2]](#footnote-2) and must specify this decision in the Annex 6. In both cases, the applicant must indicate the total number of citations and the share of self-citations in % in the Annex 7. Each citation may be listed no more than once[[3]](#footnote-3).*

**A. Citations of scholarly and artistic works by the applicant listed in Annex No. 5**

*The applicant may replace the list of citations A with*

* *a listing from a relevant international database[[4]](#footnote-4),*
* *or a citation analysis prepared by the Research & Development Office of the MU Rector's Office* *or another office of the relevant faculty authorized by the dean[[5]](#footnote-5).*

**[Bibliographic record of cited publication]**

|  |  |  |
| --- | --- | --- |
| Citation No. | Citation | International database  (WOS, Scopus, etc.) |
| 1 | … | … |
| 2 | … | … |

**[Bibliographic record of cited publication]**

|  |  |  |
| --- | --- | --- |
| Citation No. | Citation | International database  (WOS, Scopus, etc.) |
| 1 | … | … |
| 2 | … | … |

**B. Citations of pedagogical works by the applicant listed in Annex No. 4**[[6]](#footnote-6)

**[Bibliographic record of cited publication]**

|  |  |  |
| --- | --- | --- |
| Citation No. | Citation | International database  (WOS, Scopus, etc.) |
| 1 | … | … |
| 2 | … | … |

**[Bibliographic record of cited publication]**

|  |  |  |
| --- | --- | --- |
| Citation No. | Citation | International database  (WOS, Scopus, etc.) |
| 1 | … | … |
| 2 | … | … |

**C. Additional responses to scientific, professional, artistic and pedagogical works by the applicant[[7]](#footnote-7)**

**[Bibliographic record of cited publication]**

|  |  |
| --- | --- |
| Citation No. | Citation |
| 1 | … |
| 2 | … |

**[Bibliographic record of cited publication]**

|  |  |
| --- | --- |
| Citation No. | Citation |
| 1 | … |
| 2 | … |

Date: Signature:

1. For example, do not list citations found in students' final theses, citations found in case law, etc. Additional responses of a non-scholarly nature are listed separately in section C. Additional responses. [↑](#footnote-ref-1)
2. The term "self-citation" refers to citing work authored by applicant. [↑](#footnote-ref-2)
3. In case of more citations in the same citation source, please list them in one bibliographic record. In case a citation corresponds to multiple categories, please list it only once. [↑](#footnote-ref-3)
4. Should the applicant wish to list citations not included in a database as part of the procedure (e.g. in Annex 7), he/she must list these citations using the supplied template. [↑](#footnote-ref-4)
5. The preparation of such an analysis should be agreed in advance with the office in question. [↑](#footnote-ref-5)
6. Citations of pedagogical works shall be listed by the applicant as required by the field of the habilitation procedure or professor appointment procedure. [↑](#footnote-ref-6)
7. Additional responses include e.g. expert reviews and critiques, etc. (but not responses found in standard professional literature – e.g. responses found in case law). [↑](#footnote-ref-7)