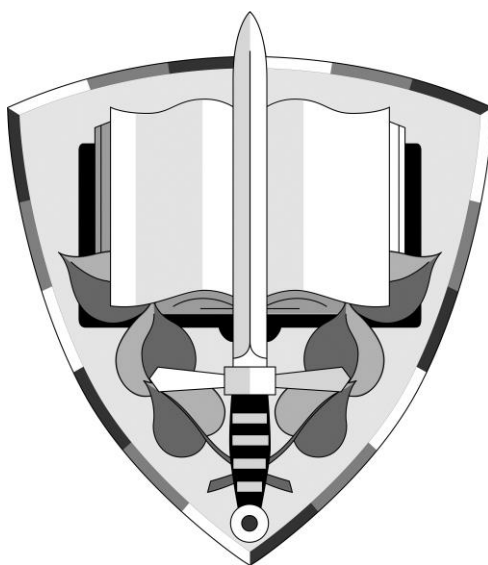


University of Defence

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REGISTERED INTERNAL REGULATIONS



HABILITATION PROCEDURE AND PROFESSOR APPOINTMENT PROCEDURE REGULATIONS AT THE UNIVERSITY OF DEFENCE IN BRNO

Brno 2017

**PART ONE
INTRODUCTORY PROVISIONS**

**Section 1
Introductory Provisions**

- (1) The Habilitation Procedure and Professor Appointment Procedure Regulations at the University of Defence in Brno (hereinafter referred to as “regulations“) is an internal regulation of the University of Defence in Brno (hereinafter referred to as “the University“) in accordance with Section 17, Subsection 1 of Act No. 111/1998 Coll., on Higher Education institutions and Amendment of Other Acts (the Higher Education Act), as amended and in accordance with Section 32 of the University of Defence in Brno Status.
- (2) These regulations regulate the general procedure applicable to the submission of proposals for the initiation of habilitation procedures and professor appointment procedures¹, a detailed description of the submission of proposals for habilitation procedures², a detailed description of professor appointment procedures³ and a detailed description of a habilitation board composition⁴ for proceedings of invalidating an associate professor appointment.

**PART TWO
HABILITATION PROCEDURE ACCREDITATION AND PROFESSOR
APPOINTMENT PROCEDURE**

**Section 2
Accreditation Proposal**

- (1) If the university scientific board approves the intention to submit an application for a habilitation procedure accreditation or a professor appointment procedure⁵, the relevant Vice-Rector immediately presents the application for a habilitation procedure accreditation or a professor appointment procedure processed in accordance with the Higher Education Act⁶ to the Rector for authorization.
- (2) If the intention to submit an application for a habilitation procedure accreditation or a professor appointment procedure was discussed and approved in accordance with the Higher Education Act, the Rector authorizes the application.
- (3) The Rector communicates the summary of the Accreditation Bureau decision regarding the application for a habilitation procedure accreditation or a professor appointment procedure to the scientific board at the next meeting.

¹ § 82 of Act No. 111/1998 Coll., on Higher Education Institutions and Amendment of Other Acts in accordance with standards set forth for the subsequent regulations (Higher Education Act).

² § 72 (13) of Higher Education Act.

³ § 74 (7) of Higher Education Act.

⁴ § 74a (6) of Higher Education Act.

⁵ § 12 (1) of Higher Education Act.

⁶ § 82 of Higher Education Act.

PART THREE HABILITATION PROCEDURE

Section 3

Applicant's Scientific Qualification and Pedagogical Qualification

- (1) In the habilitation procedure, the habilitation board, faculty scientific board and the Rector, or the University scientific board, as the case may be, evaluates the applicant's scientific qualification and their pedagogical qualification⁷, especially taking into account the minimal requirements set by the Rector's provision, and the specific requirements set by the Dean's provision, if the particular field is accredited by the faculty, and by the Rector's provision, if the particular field is accredited by the University.
- (2) Applicant's scientific qualification is verified on the basis of his habilitation thesis and its defence and other candidates' scientific or specialist pieces of work. The content of the applicant's habilitation thesis must be different from the content of the final thesis defended by the applicant during his previous studies or other University procedures.
- (3) Applicant's pedagogical qualification is verified on the basis of habilitation lecture evaluation and previous teaching experience.

Section 4

Habilitation Procedure Initiation

- (1) Habilitation procedure is initiated by submitting a proposal (herein after referred to as "habilitation proposal") by the applicant.
- (2) The habilitation proposal with supplements, defined by the Higher Education Act⁸, stating the field, in which the applicant applies for habilitation, and stating a proposal of three habilitation lectures is submitted to the Dean of the faculty, which was granted accreditation for the habilitation field stated by the applicant, or to the Rector, if the accreditation for the habilitation field stated by the applicant was granted to the University.
- (3) If the habilitation proposal does not fulfil all the set requirements, the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, requests the applicant to correct the found flaws. If the applicant does not correct the flaws within the limit of 60 calendar days since receiving the written request to correct the flaws, the procedure is terminated.
- (4) If the applicant is not an academic employee of the University, the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, can ask for the opinion of the faculty Dean or the Rector of the University in question, who can evaluate the applicant's pedagogical qualification.

Section 5

Habilitation Board and Habilitation Thesis Opponents

- (1) If the habilitation procedure is not terminated according to Section 4, Subsection 3 of these regulations, the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, prepares a proposal of a five-member habilitation board composition⁹ without unnecessary delay and presents it together with

⁷ § 72 (1) of Higher Education Act.

⁸ § 72 (2) of Higher Education Act.

⁹ § 72 (5) of Higher Education Act.

the habilitation proposal to the relevant scientific board for approval, usually at the next meeting.

- (2) A co-author of the work presented by the applicant as a habilitation thesis cannot be a member of the habilitation board.
- (3) The Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, announces the habilitation board composition approval by the relevant scientific board to the habilitation board members and sends them written documents necessary for evaluation of the applicant's scientific and pedagogical qualification; to the chairperson of the habilitation board both in paper and electronic form and to the other members of the habilitation board in electronic form.
- (4) The habilitation board composition is published in the part of the University website following approval by the relevant scientific board.
- (5) The habilitation board appoints three opponents of the habilitation thesis; they can be professors, associate professors and other significant representatives in the field of habilitation procedures or a related field. At least two opponents of the habilitation thesis must be assistant professors or professors and at least two opponents of the habilitation thesis must be experts associated with institutions other than the University or the applicant's workplace. A habilitation board member or a co-author of the work presented by the applicant as a habilitation thesis cannot be appointed as a habilitation board member.
- (6) The habilitation board chairperson or the authorised habilitation board member sends the notification of the appointment as opponents of the habilitation thesis and a request to provide an assessment together with the habilitation thesis to the opponents.
- (7) The opponents of the habilitation thesis provide a written habilitation thesis assessment, evaluating the professional quality of the habilitation thesis, within the set time limit. The conclusion of the habilitation thesis assessment will explicitly state, whether the habilitation thesis does or does not meet the standard requirements regarding habilitation theses in the given field. The applicant must be informed about the opponents' assessments of the habilitation thesis at least one month before a public scientific board meeting, which will feature the habilitation thesis defence.
- (8) The habilitation board evaluates the applicant's scientific qualification for the given field of habilitation procedure and their previous pedagogical experience, assesses the habilitation thesis quality based on the habilitation thesis opponents' assessments, judges fulfilling of the required qualification preconditions and selects a topic out of the three proposed topics of the habilitation lecture topic.
- (9) The habilitation board secretly votes about a proposal to appoint an assistant professor. If the proposal to appoint an assistant professor does not get the majority of votes, the habilitation board recommends to terminate the habilitation procedure. The habilitation board will attach a written justification of their stand. The results of the proposal to appoint an assistant professor vote will be immediately communicated to the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant by the habilitation board chairperson.
- (10) The topic of the habilitation thesis selected by the habilitation board, as well as a potential habilitation board recommendation to terminate the habilitation procedure, will be announced to the applicant in writing by the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, without unnecessary delay.

The applicant must be informed of the selected habilitation lecture topic at least one month before the public scientific board meeting, which will feature the habilitation lecture.

Section 6 Habilitation Lecture and Habilitation Thesis Defence

- (1) The applicant's habilitation lecture and their habilitation thesis defence take place at a public meeting of the relevant scientific board¹⁰.
- (2) The applicant can supplement the proposal with up-to-date evidence of their scientific or professional qualification five days prior to the relevant scientific board meeting at the latest.
- (3) Upon receiving the results of the habilitation board vote about the proposal to appoint an assistant professor, the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, will incorporate the applicant's habilitation lecture and their habilitation thesis defence usually into the next meeting of the relevant scientific board meeting.
- (4) The habilitation board chairperson or an authorized habilitation board member will present the habilitation board proposal to appoint the applicant an assistant professor or its recommendation to terminate the habilitation procedure to the relevant scientific board.
- (5) The applicant's habilitation lecture usually takes place in the presence of the habilitation board chairperson or an authorized habilitation board member.
- (6) The applicant's habilitation thesis defence usually takes place in the presence of the habilitation board chairperson or an authorized habilitation board member and the habilitation thesis opponents.
- (7) The scientific board evaluated the applicant particularly according the habilitation board proposal, habilitation proposal supplements, the quality of habilitation lecture and the course of the expert debate.

Section 7 Habilitation Thesis Publication

What is set for the final thesis publication in the Study and Test Regulations of the University of Defence in Brno¹¹ also applies to habilitation thesis publication.

PART FOUR PROFESSOR APPOINTMENT PROCEDURE INITIATION

Section 8 Applicant's Pedagogical and Scientific Qualification

- (1) During the professor-appointing procedure, the professor-appointing board, as well as the scientific faculty, and the University scientific boards evaluate the applicant's pedagogical and scientific qualifications¹², especially taking into account the minimal

¹⁰ § 72 (9) of Higher Education Act.

¹¹ § 17 (1) of Higher Education Act.

¹² § 74 (1) of Higher Education Act.

requirements, set by the Rector's provision, and the specific requirements, set by the Dean's provision, if the given field is accredited by the faculty, or by the Rector if the given field is accredited by the University.

- (2) The applicant's scientific qualifications are verified based on the applicant's scientific and specialist pieces of work.
- (3) The applicant's pedagogical qualification is verified on the basis of the lecture evaluation and previous teaching experience.

Section 9 Professor Appointment Procedure Initiation

- (1) Professor appointment procedure is initiated upon the proposal of the applicant or a body authorised to such procedure in accordance with the Higher Education Act (hereinafter referred to as "appointment proposal") or is initiated by the relevant scientific board¹³ on its own initiative.
- (2) If the professor appointment procedure is not initiated upon the applicant's proposal and the applicant provides a written disagreement, the Dean terminates the professor appointment procedure.
- (3) The applicant attaches supplements required by the Higher Education Act¹⁴ to the appointing proposal; if the professor appointment procedure is not initiated upon the applicant's proposal, the applicant complements the appointment proposal with required supplements upon the Dean's, the Rector's or the relevant scientific board's appeal.
- (4) If the appointment proposal does not meet all the set requirements, the Dean or the Rector, depending on who was granted the accreditation for the given field, requests the applicant to correct the flaws. If the applicant does not correct the flaws within a 60-calendar-day limit since receiving the written request, the procedure is terminated.
- (5) If the applicant is not an academic employee of the University, the Dean or the Rector, depending on who was granted the accreditation for the field on who was granted the accreditation for the field chosen by the applicant, can ask for the opinion of the faculty Dean or the Rector of the University in question, who can evaluate the applicant's qualification.

Section 10 Professor Appointment Procedure Board

- (1) If the professor appointment procedure is not terminated in accordance with Section 4, Subsection 3 of these regulations, the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, prepares a proposal of a five-member professor appointment board composition¹⁵ without unnecessary delay and presents it together with the professor appointment proposal to the relevant scientific board for approval, usually at the next meeting.
- (2) The Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant, announces the board composition approval by the relevant scientific board to the professor appointment board members and sends them written

¹³ § 74 (2) of Higher Education Act.

¹⁴ § 74 (2) of Higher Education Act.

¹⁵ § 72 (5) of Higher Education Act.

documents necessary for evaluation of the applicant's scientific qualification and pedagogical qualification; to the chairperson of the professor appointment board both in a paper and electronic form and to the other members of the professor appointment board in an electronic form.

- (3) The professor appointment board composition is published in the public part of the University website following approval by the relevant scientific board.
- (4) The professor appointment procedure board evaluates the applicant's pedagogical and scientific qualification in the given field of professor appointment including their contribution to the field development on an international level.
- (5) The professor appointment board secretly votes about a proposal to appoint a professor. If the proposal to appoint a professor does not get the majority of votes, the professor appointment board recommends to terminate the professor appointment procedure. The professor appointment board will attach a written justification of their stand. The results of the proposal to appoint a professor vote will be immediately communicated to the Dean or the Rector, depending on who was granted the accreditation for the field chosen by the applicant by the professor appointment board chairperson.

Section 11 Applicant Lecture

- (1) The applicant can supplement the proposal with up-to-date evidence of their scientific or professional qualification five weekdays prior to the relevant scientific board meeting at the latest.
- (2) The professor appointment board chairperson or an authorized board member will present the board proposal to appoint the applicant a professor or its recommendation to terminate the professor appointment procedure to the relevant scientific board.
- (3) The relevant scientific board asks the applicant to give a lecture, in which they have to present the conception of their scientific work and teaching in the field of professor appointment procedure¹⁶.
- (4) The lecture takes place at a public meeting of the relevant scientific board.
- (5) The applicant's lecture usually takes place in the presence of the board chairperson or an authorized board member.
- (6) The scientific board evaluates the applicant particularly per the professor appointment board proposal, appointment proposal supplements, the quality and content of the lecture and the course of the expert debate.

PART FIVE COMMON PROVISIONS OF HABILITATION PROCEDURE AND PROFESSOR APPOINTMENT PROCEDURE

Section 12 Habilitation Board Proceedings and Professor Appointment Proceedings

- (1) The board meeting is conducted by the board chairperson, or by an authorized board member, in case the chairperson is absent. The board meeting is not public.

¹⁶ 74 (5) of Higher Education Act.

- (2) The board is quorate, if there are at least four of its members present.
- (3) A written record of every board meeting is taken and filed in a habilitation dossier, in case of a habilitation procedure, or an appointment dossier, in case of a professor appointment.

Section 13 Proceedings Register

- (1) Initiation, course and the conclusion of proceedings are registered in a habilitation dossier or an appointment dossier, which consists primarily of:
 - a) a fully supplemented proceeding initiation proposal,
 - b) opponent's assessments and all vital written evaluations,
 - c) records of habilitation board meetings or professor appointment board meetings and records of their vote results,
 - d) records of the relevant part of the scientific board (or boards) meeting and records of assistant professor appointment or professor appointment vote results,
 - e) scientific board (or boards) proposals for an assistant professor appointment or professor appointment
- (2) The habilitation dossier and appointment dossier is kept by the University Rectorate for 15 years since the day of the last legally effective decision.

Section 14 Special Provisions

- (1) The proceedings must be conducted without unnecessary delay.
- (2) During the proceedings, as well as regarding matters related to it, Czech, Slovak or English language can be used.
- (3) The applicant can revoke their habilitation or appointment proposal at any time. The Dean or the Rector, according to where the proceedings is conducted, is obliged to inform the scientific board, habilitation board, habilitation thesis opponents or professor appointment board about this fact according to the proceedings stage without any delay. The Dean is obliged to inform the Rector.
- (4) In case of proceeding termination, all the habilitation or appointment procedures and all submitted documents are returned to the applicant.
- (5) Rector on the University level and Deans on the faculty level takes measures to avoid a conflict of interest of the individual bodies, especially the Rector, Vice-Rectors, the Dean, habilitation boards members, in case of a habilitation procedure, and professor appointment boards, in case of a professor appointment procedure and habilitation thesis opponents.

PART SIX
REVIEW BOARD FOR PROCEEDINGS OF INVALIDATING AN ASSOCIATE
PROFESSOR

Section 15
Detailed Description of a Habilitation Board Composition for Proceedings of
Invalidating an Associate Professor Appointment

- (1) Review board members are appointed and dismissed by the Rector.
- (2) The Rector appoints the review board in a composition abiding by all the conditions set by the Higher Education Act¹⁷. If possible, one member of the review board appointed by the Rector will be a habilitation board chairperson, or one of members of the habilitation board set up in a habilitation procedure of a person, whose associate professor appointment invalidating is in question. The majority of the review board must be composed of experts who are not employees of the University.
- (3) The Rector informs the University scientific board about the review board appointment.

PART SEVEN
TEMPORARY AND CONCLUDING PROVISIONS

Section 16
Temporary and Concluding Provisions

- (1) Proceedings started before the date these regulations were effective are finished in accordance with the previous version.
- (2) These regulations were approved by the Academic Senate of University of Defence in Brno on 13th June 2017.
- (3) These regulations become effective as of the date of the Ministry of Defence¹⁸ registration.

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Prof. MUDr. Jiří KASSA, CSc.
Chairperson
of the University Academic Senate

m. p.

BG Prof. Ing. Bohuslav PŘIKRYL, Ph.D.
Rector

¹⁷ Especially § 74a (5) of Higher Education Act.

¹⁸ § 95 (8) of Higher Education Act.

In accordance with § 95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendment of Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Habilitation and Professor Appointment Procedure Regulations at the University of Defence in Brno on 31 August 2017 under Ref. No. MSMT-21548/2017-2.

.....*m. p.*
Mgr. Karolína GONDKOVÁ
Director
of the Higher Education Department

In accordance with § 36 (2) and § 95 (8)(a) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendment of Other Acts (the Higher Education Act), the Ministry of Defence registered the Habilitation and Professor Appointment Procedure at the University of Defence in Brno on 6 September 2017 under. Ref. No. MO 179873/2017-7542.

.....*m. p.*
Ing. Petr VANČURA
State Secretary at the Ministry of Defence