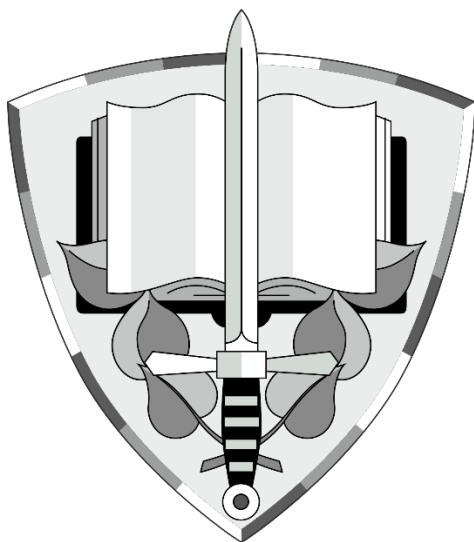


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Approved by:  
Brigadier General Prof. RNDr. Zuzana Kročová, Ph.D.,  
Rector

Brno, 11 December 2023

*signed electronically*



**MEASURE OF THE RECTOR  
OF THE UNIVERSITY OF DEFENCE**

**No. 19/2023**

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

**Article 1**  
**Introductory Provisions**

In accordance with Article 3, Section 1, Article 8, Section 1 and Article 14, Section 5 of the Habilitation Procedure and Professor Appointment Procedure Regulations at the University of Defence in Brno, this Measure stipulates:

- a) The minimum requirements on the pedagogical and scientific qualifications for the habilitation procedure and the expected structure of the proceedings during the habilitation lecture and the defence of the habilitation thesis before the relevant Scientific Council.
- b) The minimum requirements on the pedagogical and scientific qualifications for the professor degree appointment procedure and the expected structure of the proceedings during the applicant's lecture within this procedure before the relevant Scientific Council.
- c) Details on excluding and preventing conflicts of interest for bodies and persons involved in the habilitation and professor degree appointment procedures.

**Article 1**  
**Minimum Requirements on the Pedagogical and Scientific Qualifications for the Commencement of the Habilitation Procedure**

- (1) The minimum requirements on the pedagogical qualification for the commencement of the habilitation procedure are stipulated in Annex No. 1 of this Measure.
- (2) The minimum requirements on the scientific qualification for the commencement of the habilitation procedure are stipulated in Annex No. 2 of this Measure.
- (3) A more detailed description of the minimum requirements on the pedagogical and scientific qualifications for the commencement of the habilitation procedure may be established by the Dean in a measure.

**Article 3**  
**Expected Structure of the Proceedings during the Habilitation Lecture and the Defence of the Habilitation Thesis before the relevant Scientific Council**

- (1) The proceedings are opened by the Chair or a member of the habilitation committee designated by him/her, who introduces the applicant and states the course of the habilitation procedure so far (no more than 5 minutes).
- (2) The applicant shall give the habilitation lecture before the relevant Scientific Council (no more than 30 minutes).
- (3) The habilitation lecture shall be followed by the defence of the applicant's habilitation thesis, which consists of these parts:
  - a) The applicant's presentation of the habilitation thesis (no more than 15 minutes),
  - b) The presentation of the habilitation thesis opponents' opinions,
  - c) The applicant's responses to the habilitation thesis opponents' questions and comments, during which the applicant is given an opportunity to express his/her opinion on the habilitation thesis opponents' opinions, defend the habilitation thesis and comment on his/her previous scientific and pedagogical activities,

- d) The public debate, including the applicant's responses to questions and comments from the field (no more than 30 minutes),
- e) The managed expert debate excluding the public (no more than 30 minutes),
- f) The secret vote of the Scientific Council

#### **Article 4**

##### **Minimum Requirements on the Pedagogical and Scientific Qualifications for the Commencement of the Professor Degree Appointment Procedure**

- (1) The minimum requirements on the pedagogical qualification for the commencement of the professor degree appointment procedure are stipulated in Annex No. 3 of this Measure.
- (2) The minimum requirements on the scientific qualification for the commencement of the professor degree appointment procedure are stipulated in Annex No. 4 of this Measure.
- (3) A more detailed description of the minimum requirements on the pedagogical and scientific qualifications for the commencement of the professor degree appointment procedure may be established by the Dean in a measure.

#### **Article 5**

##### **Expected Structure of the Proceedings during the Professor Degree Appointment Procedure before the relevant Scientific Council**

The professor degree appointment procedure in the public session of the relevant Scientific Council consists of these parts:

- a) The introduction of the applicant (no more than 5 minutes)
- b) The presentation of the professors' supporting written opinions
- c) The presentation of the Council's proposal
- d) The applicant's presentation concerning the field of his/her scientific and pedagogical activities and giving the lecture (no more than 30 minutes)
- e) The managed expert debate with the applicant (no more than 30 minutes)
- f) The secret vote of the Scientific Council

#### **Article 6**

##### **Conflicts of Interest in the Habilitation and Professor Degree Appointment Procedure**

- (1) A conflict of interest is defined as a situation where, with regard to the course of the habilitation procedure and the course of the professor degree appointment procedure, a person's impartiality may be doubted. A person's impartiality may be questioned if that person has a personal interest in a decision or other act in the habilitation or professor degree appointment procedure or if he/she has a personal, employment or other similar relationship with the applicant.
- (2) As a rule, a person may not be appointed a Chair or a member of the habilitation committee or the professor degree appointment committee, or the opponent of the habilitation thesis if he or she is:
  - a) a direct superior or subordinate of the applicant for the habilitation or professor degree appointment procedure,

- b) a co-author of the work submitted by the applicant as a habilitation thesis,
  - c) a co-author of more than one-third of the total number of the applicant's publications listed in the documents submitted by the applicant at the start of the habilitation or professor degree appointment procedure, irrespective of the amount of co-authorship in the publications,
  - d) a person close to the applicant for the habilitation or professor degree appointment procedure under general legislation<sup>1</sup>,
  - e) any other person who declares a potential conflict of interest.
- (3) An exemption from the procedure under paragraph 2 is decided upon by the relevant Scientific Council in the case of the Chair or a member of the habilitation committee and the Chair or a member of the professor degree appointment procedure committee when approving this committee. In the case of the opponent of the habilitation thesis, it is decided upon by the habilitation committee.
  - (4) The applicant is obliged to notify the Chair of the habilitation committee or the professor degree appointment committee in writing of the possibility of a conflict of interest without undue delay after learning about the composition of the habilitation committee or the professor degree appointment procedure committee or about the appointment of the opponents of the habilitation thesis. The Chair of the habilitation committee or the professor degree appointment procedure committee shall immediately notify the Rector if the procedure is conducted at the level of the university, or the Dean if the procedure is conducted at the faculty level.
  - (5) The Chair or a member of the habilitation committee, the professor degree appointment procedure committee and the opponent of the habilitation thesis are obliged to notify the Rector, if the procedure is conducted at the university level, or the Dean, if the procedure is conducted at the faculty level, in writing, without undue delay of the possibility of a conflict of interest.
  - (6) If the Rector or Dean is considering initiating his/her own professor degree appointment procedure, it is recommended that this procedure take place before a Scientific Council other than the one he/she has appointed. This does not apply if the applicant was appointed a Rector or Dean after the applicant's proposal for the professor degree appointment was submitted or if it is a unique field of study for the professor degree appointment procedure that is not accredited at another university. The relevant Scientific Council assesses the uniqueness of the fields, taking into account the accreditation documentation and the specific field of the applicant. In the case of appointing a Rector or Dean as professor before a Scientific Council appointed by that Rector or Dean, it is recommended that the Rector or Dean abstain from making decisions in the procedure, including voting.
  - (7) If the Dean is considering initiating his/her own habilitation procedure, it is recommended that this procedure take place before a Scientific Council other than the one he/she has appointed. This does not apply if the applicant was appointed a Dean after the applicant's proposal for the habilitation procedure was submitted or if it is a unique field of study for the habilitation procedure that is not accredited at another university. The relevant Scientific Council assesses the uniqueness of the fields, taking into account the accreditation documentation and the applicant's specific field. In the case of a habilitation procedure of a Dean before a Scientific Council appointed by that Dean, it

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<sup>1</sup> Section 22 (1) of Act No. 89/2012 Sb., the Civil Code, as amended.

is recommended that the Dean abstain from making decisions in the procedure, including voting.

- (8) If a proposal to initiate a habilitation procedure or a proposal to initiate a professor degree appointment procedure is submitted by the Vice-Rector of the University, the Vice-Dean of a faculty or a member of the Scientific Council before which the procedure is taking place, it is recommended that this applicant abstain from any decision in the procedure concerning him/her.
- (9) In the event of ambiguity in the assessment of a conflict of interest at the faculty level, the Dean resolves the situation. In the case of a potential conflict of interest of the Dean, the final decision rests with the Rector. In the event of ambiguity in the assessment of a conflict of interest at the University level, the Rector resolves the situation.
- (10) If an applicant violates his or her obligation referred to in paragraph 4, the Rector, if the procedure is at the level of the university, or the Dean, if the procedure is at the faculty level, shall suspend the habilitation procedure or the professor degree appointment procedure until a possible conflict of interest pursuant to this article is assessed. If the Rector or the Dean assesses that the conditions pursuant to paragraphs 1 to 3 have not been complied with, the Rector or the Dean decides to exclude the biased person and replace him/her with another person whose impartiality will not be in doubt. A similar procedure will be followed if the Chair of the habilitation committee or the professor degree appointment procedure committee pursuant to paragraphs 4 and 5 and the opponent of the habilitation thesis pursuant to paragraph 5 does not declare a possible conflict of interest.
- (11) In the event of serious doubts regarding a possible conflict of interest in the habilitation procedure and the professor degree appointment procedure pursuant to paragraphs 6 to 8, the Rector is authorised to suspend the relevant procedure until the assessment of the possible conflict of interest and the adoption of adequate measures in cooperation with the relevant Scientific Council. For this purpose, the relevant Scientific Council is obliged to provide the Rector with the necessary cooperation, including a written opinion to assess the question of a possible conflict of interest.
- (12) To assess and evaluate a potential conflict of interest pursuant to paragraph 10, the Rector or the Dean, and further pursuant to paragraph 11, the Rector may submit a complaint to the Ethics Commission.<sup>2</sup>

#### **Article 7** **Temporary and Annulment Provisions**

- (1) The habilitation and professor degree appointment procedures which commenced before the day this Measure came into effect shall be governed by the previous amendment.
- (2) On the date when this Measure comes into force, the provisions of Article 6 shall also apply *mutatis mutandis* to habilitation procedures and professor degree appointment procedures initiated before the date this Measure comes into force.
- (3) The Measure of the Rector of the University of Defence in Brno No. 3/2019 – the Details of the Regulations for the Habilitation and Professor Degree Appointment Procedures of the University of Defence in Brno, Ref. No. MoD 70789/2019-2994, dated 1 March 2019 is repealed.

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<sup>2</sup> Article 14 of the Measure of the Rector of the University of Defence No. 15/2023 - Ethics Commission of the University of Defence.

**Article 8**  
**Final Provisions**

- (1) This Measure comes into force on the date of its signature by the Rector.
- (2) This Measure comes into effect on 20 December 2023.

**Annex No. 1**  
**Minimum Requirements on the Pedagogical Qualification for  
the Commencement of the Habilitation Procedure**

- a) Pedagogical praxis (teaching for at least 40 hours in the given year) in the field of the habilitation procedure (or in the related field) for at least 5 years in the last 7 years.
- b) Tutorship of independent and creative work of students (in particular, consultation and tutorship of student creative activities, engagement in leading the doctoral students as a supervisor or supervisor-expert) in the field of the habilitation procedure (or in the related field).
- c) Author or co-author of study resources in an accredited study programme or lifelong learning course at a university in the field of the habilitation procedure (or in the related field).

**Annex No. 2**  
**Minimum Requirements on the Scientific Qualifications for the Commencement  
of the Habilitation Procedure**

- a) Publication activity in the field of the habilitation procedure (or in the related field) – minimum of 5 reviewed expert articles or contributions at conferences, 2 of which are registered in the Web of Science database and flagged as an article, review or letter.
- b) Investigator of a national (in accordance with CEP) or international project.
- c) The citation index (the H index in accordance with SCOPUS or Web of Science) of 3, at least.



**Annex No. 3**  
**Minimum Requirements on the Pedagogical Qualification for the**  
**Commencement of the Professor Degree Appointment Procedure**

- a) Pedagogical praxis (teaching for at least 40 hours in the given year) in the field of the professor degree appointment procedure (or in the related field) for at least seven years in the last ten years.
- b) Supervisor or supervisor-expert of at least three students of a doctoral study programme in the field of the professor degree appointment procedure (or in the related field); at the same time, one of these students successfully completed the programme.
- c) Author of a university textbook in an accredited university study programme in the field of the professor degree appointment procedure (or in the related field).
- d) Guarantee of an accredited study programme or subject.

**Annex No. 4**  
**Minimum Requirements on the Scientific Qualification for the Commencement of  
the Professor Degree Appointment Procedure**

- a) Publication activity in the field of the professor degree appointment procedure (or in the related field) – minimum of 10 reviewed expert articles or contributions at the conferences published in the Web of Science and SCOPUS international databases, five of which are registered in the Web of Science database and flagged as an article, review or letter.
- b) Investigator of a successfully completed national (in accordance with CEP) or international project.
- c) The citation index (the H index in accordance with SCOPUS or Web of Science) of 5, at least.
- d) Minimum of 10 foreign citations (without auto-citations, identified by the SCOPUS or Web of Science databases).
- e) Acknowledgement of the scientific community in the field of the professor degree appointment procedure (or in the related field); at least three of the following activities (each activity can be taken into account just once):
  - Membership of the scientific councils
  - Habilitation committees
  - Dissertation defence committees
  - Professional boards
  - Editorial boards of professional journals
  - Scientific boards of conferences.