

UNIVERSITY OF PARDUBICE	
Addendum No. 4 to Directive No. 5/2021	
Subject:	Rules for the Issuance of Documents Certifying Completion of Studies, Lifelong Learning, and Appointment Decrees of Associate Professors within the Habilitation Procedure at the University of Pardubice
Applicable to:	Students and Employees of the University of Pardubice
Effective Date:	29 January 2026
Reference Number:	UPCE/opo/00001251/2026
Prepared and submitted by:	doc. Ing. David Veselý, Ph.D., Vice-Rector for Education and Quality
Approved by:	doc. Ing. David Veselý, Ph.D., Vice-Rector for Education and Quality

Article 1

Directive No. 5/2021 – Rules for the Issuance of Documents Certifying Completion of Studies, Lifelong Learning, and Appointment Decrees of Associate Professors within the Habilitation Procedure at the University of Pardubice is hereby amended as follows:

1. The title of Directive No. 5/2021 shall read as follows:

“Rules for the Issuance of Documents Certifying Completion of Studies, Lifelong Learning, and Appointment Decrees of Associate Professors within the Habilitation Procedure at the University of Pardubice.”

2. In Article 1, the words “Section 72” are inserted after “Section 57”; the words “and on Amendments to Certain Acts (the Higher Education Act)” are inserted after the word “Institutions”; and the words “and the habilitation procedure” are inserted after the word “studies”.

3. Article 12, including its heading, shall read as follows:

"Article 12

Rules for Printing and Issuing Appointment Decrees of Associate Professors

1. The appointment decree of an Associate Professor is a document issued to an Academic Employee appointed Associate Professor by the Rector following the successful completion of the habilitation procedure at the University in accordance with Sections 71 and 72 of the Act.

2. The relevant Faculty at which the habilitation procedure was conducted provides, in structured form and in accordance with Annex 1 to the Rules for the Habilitation Procedure and the Procedure for Appointment to Professorship at the University of Pardubice, the data required for preparation of the appointment decree to a Designated Employee of the Research and Creative Activities Section (hereinafter “RCAS”).

3. The measures set out in Article 6 apply mutatis mutandis to the printing of appointment decrees on University Forms. The request for printing, submission of documentation, and verification of prepared print outputs are carried out by the Designated Employee of RCAS.

Printed appointment decrees are handed over to that Designated Employee by a Designated Employee of CITS immediately after printing.

4. The appointment decree of an Associate Professor is generally presented to the Academic Employee during an academic ceremony of the University. The related agenda is ensured by RCAS.

5. A specimen of the appointment decree is set out in Annex 4 to this Directive and forms an integral part thereof.

6. Articles 7 to 9 apply mutatis mutandis to the printing of duplicates of appointment decrees, misprints, related records and security."

4. The existing Annex 3 is replaced by a new Annex 3.

The existing Annex 4 is replaced by a new Annex 4 and shall read as follows:

"Annex 4 – Specimen Appointment Decree."

Article 2

This Addendum No. 4 enters into force and becomes effective on the date of signature by the Rector.

In Pardubice, 29 January 2026

prof. Ing. Libor Čapek, Ph.D.
Rector