

The Ministry of Education, Youth and Sports has registered pursuant to Section 36(2) of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), under No. MSMT-23048/2022-2 Rules for Habilitation and Professor Appointment Procedures at the University of Pardubice as of the date of signing the registration.

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Mgr. Karolína Gondková
Head of the Higher Education Department

**RULES FOR HABILITATION AND PROFESSOR APPOINTMENT
PROCEDURES AT THE UNIVERSITY OF PARDUBICE
OF 24 MAY 2022**

Article 1

Introductory Provisions

The Rules for Habilitation and Professor Appointment Procedures at the University of Pardubice ("Rules") are issued in accordance with Act No. 111/1998 Sb., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended ("Act"), and supplement the basic principles of the habilitation procedure set out in Section 72 of the Act and the basic principles of the professor appointment procedure set out in Section 74 of the Act.

Article 2

Common Provisions

1. The list of fields of study for habilitation procedures and procedures for the appointment of professor by faculties authorised to conduct these procedures is published in the public section of the website of the University of Pardubice ("University").
2. At the Rectorate level, the Office for Research and Development ("ORD") administers habilitation procedures and procedures for the appointment of professors at the University.
3. In accordance with Section 75 of the Act, the relevant faculty shall publish information on the commencement of the habilitation procedure and the procedure for the appointment of a professor and subsequently the dates of the public meeting of the faculty's scientific or arts board ("faculty's scientific board") in the public section of the University's website; it shall also publish information on the termination of the procedure without delay.
4. The dates of public meetings of the University of Pardubice's Scientific Board ("University's Scientific Board"), at which habilitation proceedings or proceedings for appointment of a

professor are discussed, are published by the ORD in accordance with Section 75 of the Act on the public part of the University's website.

5. The faculty sends the proposal for the initiation of the habilitation procedure and the procedure for the appointment of professors submitted by the candidate in writing (electronically or in paper form), including the data referred to in Section 75(2) of the Act, to the ORD. This department shall lay down more detailed conditions for the transmission. The responsible ORD officer shall prepare the submission materials, which shall be sent to the Ministry of Education, Youth and Sports ("Ministry") after the Rector's signature. This also applies in the event of changes, interruptions or termination of the procedure. The faculty shall send to ORD all information on the initiation, modification, suspension or termination of the procedure in writing using the current form "Publication of Habilitation Procedure Data" available on the Ministry's website.¹

6. The archiving of documents is the responsibility of the faculty, the University Library is responsible for archiving the hard copy of the habilitation thesis, the publication of habilitation theses in electronic form is regulated in Article 4(5) and (6).

7. The fee for acts related to the habilitation procedure or the procedure for appointment of a professor is specified in Article 34 of the Statutes of the University of Pardubice.

Article 3 **Habilitation Procedure**

1. The habilitation procedure is carried out by the faculty in accordance with Section 72 of the Act, the Rules of Procedure of the Faculty's Scientific Board, the application for accreditation of the relevant procedure approved by the National Accreditation Bureau, these rules and other faculty guidelines, if applicable.

2. Habilitation procedure is conducted in accordance with Section 72 of the Act, the Rules of Procedure of the Faculty's Scientific Board, these Rules and other internal standards of the faculties. The procedure is carried out by the faculty in cooperation with the ORD.

3. The habilitation procedure is initiated by the submission of the candidate's proposal to the dean of the faculty authorised to hold the habilitation procedure. The candidate may withdraw his/her proposal up to the time of the start of the secret ballot of the Faculty's Scientific Board.

4. If the applicant works at another university, the dean may request the written opinion of the dean or rector of that university on the proposal.

5. The criteria for assessing the candidate's scientific or artistic level and pedagogical competence are set by the faculty authorised to conduct the habilitation procedure.

¹ <https://www.msmt.cz/vzdelavani/vysoke-skolstvi/habilitacni-a-jmenovaci-rizeni>.

6. The formal arrangement of the habilitation thesis is based on the University's guidelines governing the formal arrangement of theses² and is also governed by the customs of the discipline.

7. The habilitation lecture and the defence of the habilitation thesis take place at a public meeting of the Faculty's Scientific Board.

8. The proposal of the Faculty's Scientific Board for appointment of Associate Professor is forwarded by the Faculty's Scientific Board to the Rector through the Dean. The proposal must contain the elements listed in Section 72(2) of the Act, as well as:

- a) the Dean's opinion on the proposal for appointment of Associate Professor containing an evaluation of the candidate's scientific and pedagogical activities,
- b) one printout of the habilitation thesis,
- c) a copy of the opinions of the opponents of the habilitation thesis,
- d) the proposal of the habilitation committee with the reasons for the proposal,
- e) the minutes of the meeting of the Faculty's Scientific Board with the result of the secret ballot,
- f) data for the diploma processing listed in Annex 1 – to be sent in printed and electronic form to the ORD.

9. If the Rector disagrees with the proposal for appointment, he/she shall submit it to the University's Scientific Board for discussion with his/her justification in accordance with Section 72(11) of the Act. If the proposal for appointing an associate professor fails to obtain a majority of votes of all members of the University's Scientific Board in a secret ballot, the proceedings shall be terminated and the Rector shall notify the candidate in writing, together with the resolution of the University's Scientific Board and his/her justification, through the Dean. The person authorised by the Dean shall arrange the administrative matters related to the termination of the habilitation procedure in accordance with Section 72(12) of the Act. Otherwise, the Rector shall appoint the associate professor.

10. Appointment of an associate professor in a particular field of study on the basis of the habilitation procedure is communicated in writing to the candidate and the Dean by the Rector, indicating the date on which the candidate was appointed associate professor. The award of the associate professor's diploma shall normally take place at a ceremony at the University.

Article 4

Publication of Habilitation Theses

1. With the proposal to initiate the habilitation procedure, the candidate submits the habilitation thesis to the faculty, both in printed and electronic form.

² Directive No. 7/2019 Rules for Submission, Publication and Layout of Final Theses.

2. Habilitation theses submitted for defence are published in printed or electronic form for public viewing at least five working days before the habilitation procedure at the department where the defence will take place.
3. After the Rector approves the proposal for appointment of an associate professor, the ORD submits a printed copy of the habilitation thesis to the University Library.
4. Successfully defended habilitation theses are published in electronic form, including appendices, reviewers' reports and minutes of the meeting of the Faculty's Scientific Board, in a non-profit manner via the Digital Library of the University of Pardubice.
5. Responsibility for the execution and publication of habilitation theses in electronic form rests with the authorised staff of the department/office.³
6. The procedure for the publication of the habilitation thesis in electronic form, including the responsibilities of individual participants, is specified in a separate Annex 4.
7. Successfully defended habilitation theses in printed form are published non-profitably through the University Library.
8. Habilitation theses published in a manner other than in the Digital Library of the University of Pardubice pursuant to Section 75(4) of the Act shall not be published in accordance with this measure.

Article 5

Postponement of Publication of the Habilitation Thesis

1. In justified cases⁴, pursuant to Section 47b(4) of the Act, the publication of the habilitation thesis or a part thereof may be postponed for the duration of the impediment to publication, but for no longer than 3 years from the date of the defence.
2. If publication is postponed, the record in the Digital Library of the University of Pardubice is accompanied by the justification given in Annex 3.
3. A request for a justified postponement of publication is submitted by the author using the form for postponement of publication (Annex 3). The postponement of publication is approved by the Dean of the relevant Faculty.

³ FAP – Research and Development; FChT – Office for Research and Development; FEA – Research and Development; FTE – Research and Development.

⁴ For example, Act No. 121/2000 Sb., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, Act No. 412/2005 Sb., on the Protection of Classified Information and Security Clearance, as amended, Sections 504, 2976 and 2985 of Act No. 89/2012 Sb., the Civil Code, as amended.

4. If the publication of the thesis is postponed, one copy of the thesis is sent to the Ministry for archiving without undue delay. The faculty concerned is responsible for sending the thesis with postponed publication.

Article 6

Proceedings for Appointment of Professor

1. The procedure for appointment of a professor is conducted in accordance with Section 74 of the Act, the Rules of Procedure of the Faculty and University Scientific Boards, the application for accreditation of the relevant procedure approved by the National Accreditation Bureau, these Rules and other internal standards of the faculties. The procedure is carried out by the faculty in cooperation with the ORD.

2. The procedure for the appointment of a professor shall be initiated in the ways specified in Section 74(2) of the Act. The elements of the proposal are set out in Section 72(2) of the Act. The proposal may be withdrawn until a secret ballot of the Faculty's Scientific Board has been opened.

3. The criteria for assessing the applicant's scientific level and pedagogical competence are set by the faculty authorised to conduct the procedure.

4. The proposal of the Faculty's Scientific Board that the candidate be appointed as a professor is sent by an authorised representative of the Faculty through the Dean in printed and electronic form to the hands of an ORD employee. It will then be forwarded to the University's Scientific Board through the Rector for consideration. He/she will send the following with the proposal:

- a) the opinion of the Commission established pursuant to section 74(3) of the Act, including the reasons therefor,
- b) the minutes of the meeting of the Faculty's Scientific Board with the result of the secret ballot,
- c) data for the processing of the proposal for appointment of a professor in written and electronic form pursuant to Section 74(2) of the Act and listed in Annex 2.

5. If the candidate works at another university, the Rector may request the written opinion of the Rector of that university on the proposal for appointing a professor.

6. The candidate will make a presentation to the University's Scientific Board in the form of a personal presentation, which should normally not exceed twenty minutes, and will brief the University's Scientific Board with:

- a) the concept of their scientific or artistic work and teaching in the field,
- b) his/her contribution to scientific knowledge in the field of his/her appointment and his/her other intentions within that field,
- c) his/her teaching activities at the University or other higher education institutions,
- d) his/her most significant publishing activities.

7. The University's Scientific Board considers the proposal for appointing a professor in a debate and then secretly votes on its submission to the President of the Republic through the Minister of Education, Youth and Sports ("Minister").

8. If the proposal for appointing a professor is not recommended by the Faculty's Scientific Board for further consideration by the University's Scientific Board because it has not received a majority vote of all members of the Faculty's Scientific Board, the procedure is terminated. The relevant faculty representative shall notify the ORD in writing together with the minutes of the meeting of the Faculty Scientific Board. Subsequently, the Rector shall notify the candidate and the Dean of the faculty concerned in writing of this fact, together with the reasons therefor.

9. If the proposal for appointing a professor is not recommended by the University's Scientific Board for submission to the President of the Republic because it has not received a majority vote of all members of the University's Scientific Board, the procedure is terminated and the Rector notifies the candidate and the dean of the relevant faculty in writing of this fact, together with the resolution of the University's Scientific Board and his/her justification.

10. If the proposal for appointing a professor receives a majority of votes of the members of the University's Scientific Board, the ORD will prepare the submission materials, according to the current requirements of the Ministry, in cooperation with the candidate for appointment as a professor and send them to the Ministry after the Rector's signature.

11. The Rector submits the proposal of the University's Scientific Board for appointing a professor to the President of the Republic through the Minister.

Article 7

Annexes

These rules include the following annexes:

Annex 1 – Data for the Processing of the Associate Professor Diploma

Annex 2 – Data for the Processing of the Proposal for Appointment of Professor

Annex 3 – Postponement of Publication of the Habilitation Thesis or Part Thereof

Annex 4 – Scheme for Collecting Data on the Habilitation Thesis in the Digital Library of the University of Pardubice (metadata).

Article 8

Transitional and Final Provisions

1. The Rules for Habilitation and Professor Appointment Procedures at the University of Pardubice registered by the Ministry on 9 June 2017 under No. MSMT - 12551/2017 are hereby repealed.

2. Directive No. 3/2007 Framework Rules for Habilitation Procedure and Professor Appointment Procedure at the University of Pardubice is hereby repealed.

3. These Rules were approved under Section 9(1)(b)(3) of the Act by the Academic Senate of the University on 24 May 2022.

4. These Rules come into force under section 36(4) of the Act on the date of registration by the Ministry.

5. These Rules shall take effect on the date of registration by the Ministry.

prof. Ing. Libor Čapek, Ph.D.
Rector

Annex 1
to the Rules for Habilitation and Professor Appointment Procedures
at the University of Pardubice

Data for the Processing of the Associate Professor Diploma

Czech Republic
University of Pardubice

Pursuant to Sections 71 and 72 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended,

I appoint with effect from *day month year*

Title Name Surname

born *date and place of birth*

Associate Professor

for the field "*name of the field*"

The habilitation took place before the Scientific Board of *name of the faculty* on: *day month year*

Title of habilitation thesis: "....."

Composition of the Habilitation Committee:

Chair:

Members:

Reviewers:

Registration No: *(to be filled in by the Office for Research and Development)*

In Pardubice *day month year*

Annex 2
to the Rules for Habilitation and Professor Appointment Procedures
at the University of Pardubice

Data for the Processing of the Proposal for Appointment of Professor

Name, surname, titles:

Date of birth:

Address of permanent residence:

Sex:

Residence in the Czech Republic:

Nationality:

University, faculty/institute of higher education:

Employment details (*workplace, position held*):

Proposed field of appointment as professor:

Graduated from (*university, faculty, field of study/year*):

Scientific rank CSc., Dr. or Ph.D. (*university, faculty, field/year*):

Scientific rank DrSc. (*field/year*):

Appointed as Associate Professor (*university, faculty, field of study/date of defence, title of habilitation thesis*):

Employment history (*from - to year, employer, classification*):

Professorial procedure at the faculty:

Composition of the Evaluation Committee:

Chair:

Members:

Lecture before the Scientific Board of the Faculty ... delivered on:

Lecture topic:

Voting by the Scientific Board of the Faculty ... was held on:

Total number of members:

Present:

Number of affirmative votes:

Number of negative votes:

Invalid:

I. Pedagogical activities

1. Teaching:

Course (type of study - Bc. Mgr. Dr.)	University/faculty	Scope (hours/week)	Number of semesters	Type of teaching*
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* Lectures (LE), seminar (C), laboratories (LA)

2. Supervising students in their final theses:

Type of final thesis ¹	Supervisor	Consultant
Bachelor thesis		
Master thesis		
Dissertation thesis		

¹ defended final theses of students

3. Supervision of doctoral students:

Student	University/faculty	Year of commencement	Year of completion/ongoing	Year of defence

4. Authorship of university textbooks and reference books for distance learning (*only the most important titles*):

5. Innovative contribution to pedagogical work (*briefly*):

II. Scientific and professional activities

1. Summary overview

Type	Publications	Number
B	Monograph (professional book) authorship	
	Monograph (professional book) co-authorship	
C	Chapter(s) in a professional book	
D	Article in proceedings (collection)	
F	Results with legal protection (utility model, industrial design)	
G	Technically implemented results (prototype, working sample)	
Jimp	Publications in impacted journals according to Web of Science (WoS) (total)	
	- Number of publications in impacted journals Q1 according to WoS	
	- Number of publications in impacted journals Q2 according to WoS	
Jsc	Articles in journals in the Scopus database ¹	

Jost	Article in other peer-reviewed journals ¹	
P	Patent	
R	Software	
Z	Semi-operation, proven technology, variety, breed	
Ost1	Presentation given by the candidate at international conferences in English	
Ost2	Results submitted for assessment in Module M1 M17+ ² (total)	
	- results submitted for assessment in Module M1 according to M17+ ³ with a score of 1-3	
Ost3	Projects of foreign providers (investigator or co-investigator)	
Ost4	Projects of national providers (investigator or co-investigator)	

¹ If Jimp is filled in, this is optional

² Methodology for the evaluation of research organisations and evaluation of programmes of targeted support for research, development and innovation

³ Evaluation of selected results of basic and applied research based on the selection of the research organisation according to M17+

An electronic form of the list of publication activity is an essential annex to this proposal. An electronic form of citation analysis of papers published in impacted journals (WoS/Scopus database or other comparable source) is also required.

2. Other published results (*creation of standards, computer programs, review activities, etc.*):
3. Significant awards for scientific work:
4. Own contribution to the field in which the candidate is to be appointed professor: (*no more than 30 lines of text*):

III: Organisational and other professional activities

1. Membership and positions in international and national professional societies:
2. Membership and positions in the editorial boards of professional journals:
3. Membership and positions in expert committees and advisory bodies:

IV. Stays and cooperation abroad

1. Work placements of at least one month:

Location	Year	Number of months	Type of stay ¹
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¹ E.g. educational activities, scientific research activities

2. Longer-term foreign cooperation
(*indicate only if the output is jointly published work*):

Date:

Signature of the applicant:

Annex 3
to the Rules for Habilitation and Professor Appointment Procedures
at the University of Pardubice

Postponement of Publication of the Habilitation Thesis or Part Thereof

UNIVERZITA PARDUBICE

Postponement of Publication of the Habilitation Thesis or Part Thereof

Author (hereinafter referred to as the proposer):

.....

Title of the final thesis:

.....

.....

In accordance with Section 47b(4) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended, and Article 4 of the University of Pardubice Directive No. 7/2019 Rules for Submission, Publication and Layout of Final Theses, I propose:

File name*)	Reasons for postponing publication**)	Expiry date of restrictions***)

Dean of the Faculty: agree x disagree****)

In Pardubice on Proposer:

*) Please list each file separately.

**) Reasons arising e.g. from Act No. 121/2000 Sb., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, Act No. 412/2005 Sb., on the Protection of Classified Information and Security Clearance, as amended, or Sections 504, 2976 and 2985 of Act No. 89/2012 Sb., Civil Code, as amended.

***) Please give the exact date (the maximum period of postponed publication is 3 years from the date of the defence).

****) Delete as appropriate and add a signature.

Annex 4
to the Rules for Habilitation and Professor Appointment Procedures
at the University of Pardubice

Scheme for Collecting Data on the Habilitation Thesis in the Digital Library of the University of Pardubice (metadata).

Field name in UPa DL	Contents of the field	Example	Entered by	Reviewed by
dc.contributor.author	Name and surname of the author	Janiček, Petr	Designated faculty staff member*	University Library
dc.contributor.affiliation	Author's affiliation	University of Pardubice	Designated faculty staff member*	University Library
dc.contributor.referee	Thesis reviewer(s). To be entered one by one.	Drašar, Čestmír	Designated faculty staff member*	University Library
dc.date.issued	Year of publication	2019	Designated faculty staff member*	University Library
dc.identifier	Location of the printed version of the thesis	University Library (study room)	University Library	
dc.description.abstract	Brief content of the thesis (abstract)	Předložená práce je rozdělena na dvě části. První část práce je věnována elektroskopické elipsometrii a jejímu využití pro studium materiálů, ať už ve formě objemových skel, tak zejména ve formě tenkých vrstev, multivrstev, případně složitějších struktur. Druhá část práce se věnuje výsledkům výzkumu vybraných polykrystalických objemových	Designated faculty staff member*	University Library

		polovodičů pro termoelektrické aplikace.		
dc.format	Number of pages	62 p. + annexes	Designated faculty staff member*	University Library
dc.language.iso	Language of the thesis	Cze	Designated faculty staff member*	University Library
dc.rights	Access to the electronic version of the thesis**	unlimited	Designated faculty staff member*	University Library
dc.subject (cze)	Keywords in the language of the thesis. To be entered one by one.	spektroskopická elipsometrie; optické konstanty; index lomu; extinkční koeficient; tenké vrstvy; objemové polovodiče, termoelektrické vlastnosti	Designated faculty staff member*	University Library
dc.subject (eng)	Keywords in English. To be entered one by one. If the thesis is in English, the keywords in Czech are to be entered here.	spectroscopic ellipsometry; optical constants; refraction index; extinction coefficient, thin films, bulk semiconductors	Designated faculty staff member*	University Library
dc.title	Title of the thesis	Charakterizace tenkých vrstev a objemových polovodičů	Designated faculty staff member*	University Library
dc.title.alternative	English translation of the title of the thesis. If the thesis is in English, the title of the thesis is to be entered here in Czech.	Characterisation of thin layers and bulk semiconductors	Designated faculty staff member*	University Library
dc.type	Type of final thesis	habilitation thesis	Designated faculty staff member*	University Library
dc.date.accepted	Year of submission	2019	Designated faculty staff member*	University Library
dc.description.abstract-translated	Brief content of the thesis (abstract) in English. If the thesis is in English, the	The presented work is divided into two parts. The first part of work is devoted to	Designated faculty staff member*	University Library

	Czech translation is entered in this field.	spectroscopic ellipsometry and its utilisation for the study of materials either in the form of bulks or especially in the form of thin layers, multilayers or more complex structures. The second part of the thesis deals with results of the research of selected polycrystalline bulk semiconductors for thermoelectric applications.		
dc.description.grade	status of the thesis	completed thesis with successful defence	Designated faculty staff member*	University Library
dc.thesis.degree-name	assigned title	doc.	Designated faculty staff member*	University Library
dc.thesis.degree-grantor	guarantor	University of Pardubice. Faculty of Chemical Technology	Designated faculty staff member*	University Library
dc.thesis.degree-program	field of the habilitation procedure	Surface Engineering	Designated faculty staff member*	University Library
dc.identifier.signature	assigned identifier signature	D40284	University Library	

Uploading files of the thesis

File to be uploaded	Description of the uploaded file	Uploaded by	Reviewed by
Text of the thesis	Full text of the thesis submitted by the author of the habilitation thesis	Designated faculty staff member*	University Library
Annex to the thesis	Annex to the thesis in electronic form, submitted as part of the habilitation thesis (apart from the actual text of the thesis)	Designated faculty staff member*	University Library
Reviewer's report	Reviewer's/reviewers' report, without handwritten signature, or	Designated faculty staff member*	University Library

	with signature obscured.		
Minutes of the Scientific Board	Minutes of the Scientific Board without handwritten signatures of the responsible persons, or with obscured signatures.	Designated faculty staff member*	University Library
Postponement of publication of the habilitation thesis or part of it	Form "Postponement of Publication of Habilitation Thesis", without handwritten signatures of the responsible persons, or with obscured signatures.	Designated faculty staff member*	University Library

* FAP – Research and Development; FChT – Office for Research and Development; FEA – Research and Development; FTE – Research and Development

** In justified cases, pursuant to Section 47b(4) of the Act, the publication of the thesis or part thereof may be postponed for the duration of the impediment to publication, but for no longer than 3 years from the date of the defence.