

*Pursuant to Section 36 (2) of Act No. 111/1998 Sb., On Higher Education and on Amendment to Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered on June 9, 2017 under Ref. No. MSMT-12551/2017 Rules for Habilitation Procedure and Procedure for the Appointment of Professor at the University of Pardubice.*

*Mgr. Karolína Gondková  
Director of the Higher Education Department*

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**RULES FOR HABILITATION PROCEDURE  
AND PROCEDURE FOR THE APPOINTMENT OF PROFESSOR  
AT THE UNIVERSITY OF PARDUBICE  
OF JUNE 9, 2017**

**Article 1**

**Introductory Provisions**

The Rules for Habilitation Procedure and Procedure for the Appointment of Professor at the University of Pardubice (the “Rules”) are issued in accordance with Act No. 111/1998 Sb., On Higher Education, as amended (the “Act”), supplementing the basic principles of the habilitation procedure set out in Section 72 of the Act and the basic principles of the procedure for appointment of Professor set out in Section 74 of the Act.

**Article 2**

**Common Provisions**

(1) The list of fields for the habilitation procedure and the procedure for the appointment of Professor by faculties authorized to carry out these procedures is published in the public section of the website of the University of Pardubice (the “University”).

(2) In accordance with Section 75 of the Act, data on the commencement of the habilitation procedure and the procedure for the appointment of Professor and subsequently the dates of the public session of the Scientific or Arts Board of the Faculty (the “Scientific Board of the Faculty”) shall be published by respective faculties in accordance with Section 75 of the Act in the public section of the University's website; it shall also publish without delay the details of the termination of the proceedings.

(3) Proposal to initiate the habilitation procedure and the procedure for appointment of professor submitted by the applicant, including the data specified in Section 75 (2) of the Act, shall be sent by the faculty to the Rector's Office - Department of Science and Arts (the “Department of Science”) together with an accompanying letter signed by the Dean. The Department of Science shall process the submission materials and send them to the Ministry of Education, Youth and Sports (the “Ministry”) after the Rector's signature. This also shall apply in the event of changes, interruptions or termination of proceedings.

(4) The faculty shall be responsible for archiving documents.

**Article 3**  
**Habilitation Procedure**

(1) The course of the habilitation procedure shall be ensured by the faculty in accordance with the provisions of Section 72 of the Act, the Rules of Procedure of the faculty's Scientific Board, these Rules and other faculties' instructions, as the case may be.

(2) The habilitation procedure shall be conducted pursuant to Section 72 of the Act, Rules of Procedure of the faculty's Scientific Board, these Rules and other internal standards of the faculties. The course of the procedure shall be ensured by the Faculty in cooperation with the Department of Science.

(3) The habilitation procedure shall be initiated by submitting the applicant's proposal to the Dean of the Faculty authorized to carry out the habilitation procedure. The applicant may withdraw his/her proposal until the secret ballot of the faculty's Scientific Board begins.

(4) If the applicant works at another university, the Dean may request a written opinion of the Dean or the Rector of this university on the proposal.

(5) The criteria for assessing the scientific or artistic level and the pedagogical competence of the applicant shall be determined by the faculty authorized to carry out the habilitation procedure.

(6) The formal layout of the habilitation thesis shall be adequately governed by the University Directive regulating the formal layout of theses and by the customs of the given field.

(7) The habilitation lecture and defence of the habilitation thesis shall be held at a public meeting of the Faculty's Scientific Board.

(8) The proposal of the Faculty's Scientific Board for the appointment of an associate professor shall be submitted by the Faculty's Scientific Board via the Dean to the Rector. The petition shall contain the particulars referred to in Section 72 (2) of the Act and in particular:

- a) the Dean's opinion on the proposal for the appointment of an associate professor, including an evaluation of the applicant's scientific and pedagogical work,
- b) one copy of the habilitation thesis,
- c) a copy of the reviewers' reports to the habilitation thesis,
- d) the proposal of the habilitation committee with the reasons for the proposal,
- e) minutes of the meeting of the Faculty's Scientific Board with the result of the secret ballot,
- f) data for processing the diploma listed in Annex 1.

(9) If the Rector disagrees with the nomination, he/she shall submit it in accordance with Section 72 (11) of the Act with his/her reasons for discussion to the Scientific or Arts Board of the University (the "Scientific Board of the University"). If the proposal for the appointment of an associate professor does not obtain a majority of all members of the Scientific Board of the University by secret ballot, the procedure shall be discontinued and the Rector shall announce this fact in writing through the Dean to the applicant, together with the resolution of the Scientific Board of the University and his/her reasons. The Dean shall arrange for administrative matters connected with the termination of the habilitation procedure in accordance with Section 72 (12) of the Act. Otherwise, the Rector shall appoint the associate professor.

(10) The appointment of an associate professor for a particular field on the basis of the habilitation procedure shall be communicated in writing to the applicant and to the Dean by the Rector, stating the date on which the applicant was appointed associate professor. The awarding of the associate professor's diploma usually takes place at the ceremony of the University.

**Article 4**  
**Publication of Habilitation Theses**

(1) One printed copy and an electronic version of the habilitation thesis shall be handed over to the University Library by the Department of Science within one week of the Rector's written announcement of the appointment of an associate professor.

(2) Unless the work has been published in any other way, its publication shall be governed by Section 47b of the Act similarly.

**Article 5**  
**Procedure for the Appointment of Professor**

(1) The procedure for the appointment of professor are carried out in accordance with Section 74 of the Act, the Rules of Procedure of the Scientific Boards of the Faculty and the University, these Rules and other internal standards of the Faculties. The course of the procedure shall be ensured by the Faculty in cooperation with the Department of Science.

(2) (1) The procedure for the appointment of professor shall be initiated in the manner specified in Section 74 (2) of the Act. The proposal may be withdrawn until the secret ballot of the Faculty's Scientific Board begins.

(3) The criteria for assessing the applicant's scientific proficiency and pedagogical competence shall be determined by the faculty authorized to conduct the procedure.

(4) The proposal of the Faculty's Scientific Board that the applicant is to be appointed professor shall be sent by the Faculty's Scientific Board via the Dean for discussion to the University Scientific Board through the Rector. The proposal shall be accompanied with:

- a) the opinion of the committee established under Section 74 (3) of the Act, including the reasons,
- b) 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 the appointment of professor in written and electronic form pursuant to Section 74 (2) of the Act and listed in Annex 2.

(5) If the applicant works at another higher education institution, the Rector may request a written opinion of the Rector of the higher education institution on the proposal for the appointment of the professor.

(6) The applicant shall present to the University Scientific Board a lecture in the form of a personal presentation, which should generally not exceed twenty minutes, and shall inform the University Scientific Board of:

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

(7) The Scientific Board of the University shall examine the proposal for the appointment of the professor in a debate and subsequently secretly vote on its submission to the President of the Republic through the Minister of Education, Youth and Sports (the "Minister").

(8) If the proposal for the appointment of the professor is not recommended by the Scientific Board of the University to be submitted to the President of the Republic because it has not

obtained the majority of votes of all members of the Scientific Board of the University, the procedure shall be discontinued and the Rector shall announce this fact in writing to the applicant to the Dean of the Faculty, together with the resolution of the Scientific Board of the University and his/her reasons.

(9) The proposal of the Scientific Board of the University for the appointment of the professor shall be submitted to the President of the Republic through the Minister by the Rector.

#### **Article 6**

##### **Annexes**

These rules shall include the following annexes:

- a) Annex 1 - Data for the Processing of the Associate Professor's Diploma,
- b) Annex 2 - Data for the Processing the Proposal for the Appointment of a Professor.

#### **Article 7**

##### **Transitional and Final Provisions**

(1) These Rules were approved according to Section 9, Subsection b), Clause 3 of the Act by the Academic Senate of the University on April 25, 2017.

(2) These Rules come into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.

(3) These Rules come into effect on the day of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Miroslav Ludwig, CSc., by my own hand

Rector

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

**Data for the Processing of the Associate Professor's Diploma**

Czech Republic

The University of Pardubice

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

I appoint with effect from *day month year*

*Title Name Surname*

born on *date and place of birth*

Associate Professor

for the field "*name of the field*"

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

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

Composition of the Habilitation Committee:

Chairperson:

Members:

Reviewers:

Registration Number: *(to be filled in by the Education and Research Department)*

In Pardubice on *day month year*

*Name and signature of the Rector*

Rector

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

**Data for the Processing the Proposal for the Appointment of a Professor**

Name, surname, titles:

Date of birth:

Address of permanent residence:

Sex:

Residence in the Czech Republic:

Citizenship:

University, Faculty/Higher Education Institution:

Employment information (*workplace, position held*):

Proposed field of the appointment of the professor:

Graduate of (*University, faculty, field/year*):

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

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

Appointment of associate professor (*University, faculty, field/date of defence, title of habilitation thesis*):

Course of employment (*from - to year, employer, classification*):

*Procedure for the Appointment of Professor at the faculty:*

*Composition of the Evaluation Committee:*

Chairperson:

Members:

The lecture before the Faculty's Scientific Board delivered on:

Topic of the lecture:

The voting of the Faculty's Scientific Board took place on:

Total number of members:

present:

number of votes for:

against:

invalid:

I. Pedagogical activities

1. Teaching:

Course (type of study - Bc., Mgr., Dr.)	university /faculty	Scope (hours / week)	Number of semesters	Type of lessons *

\* *lectures (L), seminars (S), laboratories (L)*

2. Supervision of diploma theses (DT) (*number*): Consultation of DT (*number*):

3. Tutelage of PhD students:

Student	University / field	Year of commencement	Year of completion / ongoing	Date of defence

4. Authorship of university textbooks and supports for distance study (*only the most important titles*):

5. Innovative contribution to pedagogical work (*in outline*):

II. Scientific and professional activities

1. Overview

Type	Publications	Number
A1	Publications in international journals	
A2	Publications in national journals	
B1	Papers presented at international scientific conferences	
B2	Papers presented at national scientific conferences	
C	Monographs, selected chapters, teaching texts, university textbooks	
D	Copyright certificates, patents and industrial designs	
E	Research reports reviewed	
F	Grants awarded a) principal investigator b) co-investigator	
G	Technical works realized	
H	Invited and plenary lectures	

An electronic form of the list of publishing activities in the Category A - H (in the format usual for the List of University Publications) is an integral part of this proposal. An electronic form of citation analysis of works published in impact journals according to the Science Citation Index or other comparable source (excluding self-citations) is also required.

2. Other published results (*development of standards, computer programs, review activities, etc.*):

3. Significant awards for scientific work:

4. Full citations of the 5 most important publications (*as chosen by the applicant*):

5. Own contribution to the field in which the applicant is to be appointed professor: (*no more than 30 lines of text*):

### III. Organizational and other professional activities

1. Membership and functions in international and national professional societies:

2. Membership and functions in editorial boards of professional journals:

3. Membership and functions in expert committees and advisory bodies:

### IV. Stays abroad and international cooperation

1. Business stays abroad longer than one month:

Place	Year	Number of months	Type of stay *

\* *E.g. study, lecture, research stay*

2. Long-term international cooperation:

(*to be reported only if the work is published jointly*):

Date:

Applicant's signature: