

Pursuant to Section 36, Para 2, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Habilitation Proceedings and Proceedings to Appoint Professors at the Czech Technical University in Prague under ref. no. MSMT-21850/2017 on 1 September 2017.

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Director of the Higher Education Department

R U L E S

OF HABILITATION PROCEEDINGS AND PROCEEDINGS TO APPOINT PROFESSORS OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Part I Habilitation proceedings

Article 1

- (1) Habilitation proceedings are commenced upon submitting of the proposal by the applicant.
- (2) The proposal is submitted to the dean of the faculty that is accredited for the habilitation field of study stated by the applicant (hereinafter as the “Faculty”); the proposal including annexes is submitted in paper and electronic form (the PDF A format).
- (3) The annexes under Para 2 are
 - a) Annexes pursuant to Section 72, Para 2 of the Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended, (hereinafter as the “Act”),
 - b) The subject of the habilitation lecture,
 - c) A table of CTU quantified criteria and materials, based on which they were assembled (stipulated by the rector’s guideline – Recommended Aspects of Assessment and Criteria¹).
- (4) The faculty will make publicly available the information about the habilitation proceedings in the public section of its website pursuant to Section 75, Para 1 of the Act and at the same time it will submit the relevant data to the Rector’s Office of the Czech Technical University in Prague (hereinafter as the “Rector’s Office”).
- (5) In case the applicant is not an academic or scientific worker at the Faculty, the dean may ask for a statement by the dean of the faculty or rector of the university who is able to assess the applicant’s pedagogical skills based on the applicant’s work.
- (6) In case the proposal does not meet all the requirements stipulated by the Act or does not include the annexes pursuant to Para 3, the dean will invite the applicant in writing to remedy the deficiencies. In case the applicant fails to remedy the deficiencies within three months after receiving the dean’s note, the proceedings will be terminated and the dean will return the

¹ Article 5.

submitted materials to the applicant.

- (7) The habilitation proceedings shall be conducted without undue delays.

Article 2

- (1) The faculty's dean will prepare a proposal to establish a Habilitation Board and to appoint its chair and other members within one month after the proposal was submitted by the applicant, or after the applicant completed their proposal following the dean's invitation. This proposal will be submitted for approval on the next session of the Faculty's Scientific or Artistic Council (hereinafter as the "Faculty's Scientific Council"). The dean will appoint the members of the board based on a proposal approved by the Faculty's Scientific Council.
- (2) The Habilitation Board has five members and consists of professors, docents and other prominent representatives of the field of study stated by the applicant or a related field of study. The chair of the Habilitation Board must have an academic rank of professor. At least three members of the Habilitation Board must not be employees of CTU nor of legal bodies of which the applicant is an employee.
- (3) The member of the Habilitation Board must not be
 - (a) A superior or subordinate of the applicant,
 - (b) A family member of the applicant or a person with close ties to the applicant,
 - (c) A co-author of the work that is submitted as the habilitation thesis, or which was listed for the purpose of fulfilment of the quantified criteria.
- (4) The dean will inform the members of the Habilitation Board that their appointment has been approved and will send them materials that are required for the assessment of scientific or artistic qualification of the applicant and their pedagogical competence pursuant to Section 72, Para 8 of the Act.

Article 3

- (1) The sessions of the Habilitation Board are chaired by the chair or, in their absence, by a member of the Habilitation Board appointed by them, or by the oldest member of the Habilitation Board (hereinafter as the "authorized member").
- (2) The Habilitation Board has a quorum provided at least four of its members are present. A resolution of the Habilitation Board is adopted provided at least three members of the Habilitation Board declare for it.
- (3) The Habilitation Board will appoint three reviewers of the habilitation thesis of whom two must not be employees of CTU nor of legal bodies of which the applicant is an employee. Without delay, the chair of the Habilitation Board or an authorized member will send to the reviewers the applicant's habilitation thesis together with a request to write a reviewer's opinion, unless it is a habilitation thesis pursuant to Section 72, Para 3 (d) of the Act. The Faculty will make the habilitation thesis publicly available pursuant to Section 75, Para 4 of the Act.
- (4) The Habilitation Board has a right to send to the applicant a request to submit explanation in writing of the possible ambiguities. Such a request must be sent to the applicant in writing through the Faculty and state a period of at least thirty days and maximum of sixty days. The

request and the explanation in writing are hereinafter treated as annexes to the applicant's proposal.

- (5) The Habilitation Board has a right to invite the applicant to its session to explain ambiguities in person. The invitation must be made in a timely manner. The Board's questions and the applicant's answers are written down. This record is hereinafter treated as an annex to the applicant's proposal.
- (6) Based on the applicant's proposal, annexes to the proposal, reviewer's opinions, details of the applicant's pedagogical experience and also taking into consideration the Recommended Aspects of Assessment and Criteria², the Habilitation Board will decide in a secret ballot whether it will recommend³ the proposal to appoint a docent to the Faculty's Scientific Council. It will submit its decision and the grounds of the decision together with the results of the ballot to the dean. The ballot and the Board's session can be carried out by post, provided technical measures are in place to ensure a secret ballot; in this case three members of the Board form a quorum.
- (7) The dean will include the decision of the Habilitation Board in the programme of a Faculty's Scientific Council's session at the earliest opportunity.
- (8) The chair of the Habilitation Board or an authorized member will present the resolution of the Habilitation Board at the Faculty's Scientific Council's session. Unless stipulated otherwise by the Faculty's Scientific Council's Rules of Procedure, a vote on the proposal may be taken provided at least two thirds of the members of the Faculty's Scientific Council are present.
- (9) In case the proposal to appoint a docent receives an absolute majority of the votes of all members of the Faculty's Scientific Council, the dean will submit it together with all materials to the rector for decision without delay. In case the proposal to appoint a docent does not receive an absolute majority of the votes, the proceedings are terminated.

Article 4

- (1) If the rector approves of the proposal to appoint a docent, they will inform the applicant in writing that they will appoint them a docent on the first day of the following month.
- (2) The rector may ask the Faculty's dean to submit additional data necessary for further evaluation of the proposal to appoint a docent.
- (3) In case the rector does not approve of the proposal to appoint a docent, they will submit it to the CTU Scientific Board together with the justification of the position without delay.
- (4) After the proposal under Para 3 has been submitted, the applicant will be invited to attend a session of the CTU Scientific Board, where they will have a possibility to briefly inform the members of the CTU Scientific Board about the major achievements of their creative and pedagogical activities. After that, the CTU Scientific Board will decide about the proposal to appoint a docent in a secret ballot. The proposal is adopted provided it receives an absolute majority of the votes of all members of the CTU Scientific Council. In case the proposal to appoint a docent does not receive an absolute majority of the votes, the proceedings are terminated.
- (5) After the habilitation proceedings have been concluded, CTU will make the thesis publicly available pursuant to Section 75, Para 4 of the Act.

² Article 5.

³ Section 72, Para 8 of the Act.

Article 5

In the habilitation proceedings the Habilitation Board, the Faculty' Scientific Council and the rector or the CTU Scientific Council assess the scientific or artistic qualification and pedagogical competence of the applicant, primarily giving consideration to the Recommended Aspects of Assessment and Criteria, which will be stipulated in a rector's guideline after it has been approved by the CTU Scientific Council.

Article 6

Every year the dean informs the Faculty's Academic Senate about the duration of the ongoing habilitation proceedings. They will then pass this information on to the rector, who will inform the CTU Scientific Council and the CTU Academic Senate.

Article 7

If the duration of the habilitation proceedings has exceeded the period of twenty months and the Habilitation Board has not yet informed the dean about the results of the ballot pursuant to Article 3, Para 6, the dean will direct the members of the Board in writing to do so within sixty days. If they fail to do so, the dean may propose to the Faculty's Scientific Board to appoint a board with a different membership.

Article 8

The habilitation proceedings are not regulated by the Administrative Procedure Rules.

Article 9

The applicant can challenge the course of the habilitation proceedings within 30 days after the day they were informed about the result of the proceedings. If the applicant challenges the proceedings at the Faculty, the challenge is submitted to the dean, otherwise it is submitted to the rector. If the dean does not grant the appeal, they will pass it on to the rector for a decision; the rector's decision is final. The decision of the rector or the dean will be communicated to the applicant in writing.

Part II

Proceedings to Appoint Professors

Article 10

(1) Proceedings to appoint a professor commence upon submitting of the proposal by the applicant, a proposal by a dean, the rector, or, in case the proceedings are commenced at its instigation, by coming into effect of a decision of the Faculty's Scientific Council.

- (2) The proposal pursuant to Section 74, Para 2 of the Act together with annexes to the proposal, including the field of study for which the proceedings to appoint a professor are initiated, and including the title of the lecture are submitted to the dean of the faculty. If the proceedings are commenced at the applicant's instigation, the application must include a reference in writing by at least two academicians with the academic rank of professors in the same or related field of study.
- (3) Annexes under Para 2 are
 - d) Annexes pursuant to Section 72, Para 2 of the Act,
 - e) The subject of the public lecture,
 - f) A table of CTU quantified criteria and materials, based on which they were assembled (stipulated by the rector's guideline – Recommended Aspects of Assessment and Criteria⁴).
- (4) The faculty will make publicly available the information about the proceedings to appoint a professor in the public section of its website pursuant to Section 75, Para 1 of the Act and at the same time it will submit the relevant data to the rector.
- (5) In case the applicant is not an academic or scientific worker at the Faculty, the dean may ask for a statement by the dean of the faculty or rector of the university who is able to assess the applicant's pedagogical qualifications.
- (6) In case the proposal does not meet all the requirements stipulated by the Act or does not include the annexes pursuant to Para 3, the dean will invite the applicant in writing to remedy the deficiencies. In case the applicant fails to remedy the deficiencies within three months after receiving the dean's note, the proceedings will be terminated and the dean will return the submitted materials to the applicant.
- (7) The habilitation proceedings shall be conducted without unduly delays.
- (8) If the proceedings are not commenced at the applicant's instigation and the applicant submits a note of disagreement in writing, the proceedings will be terminated.

Article 11

- (1) The dean will prepare a proposal to establish a board that will assess the applicant's qualifications and appoint its chair and other members within one month after submitting the proposal by the applicant, or after the applicant completed their proposal following the dean's invitation. The dean will submit this proposal for approval on the next session of the Faculty's Scientific Council and will appoint the members of the board after the proposal has been approved by the Faculty's Scientific Council.
- (2) The board has five members and consists of professors, docents and other prominent representatives of the field of study stated by the applicant or a related field of study. The chair of the board must have an academic rank of professor. At least three members of the board must not be employees of CTU nor of legal bodies of which the applicant is an employee.
- (3) The member of the board must not be
 - (d) A superior or subordinate of the applicant,
 - (e) A family member of the applicant or a person with close ties to the applicant,
 - (f) A co-author of the work that was listed for the purpose of fulfilment of the quantified

⁴ Article 5.

criteria.

- (4) The dean will inform the members of the board that their appointment was approved and will send them materials that are required for the assessment of scientific or artistic qualification of the applicant pursuant to Section 74, Para 1 of the Act.

Article 12

- (1) The sessions of the board are chaired by the chair or an authorized member.
- (2) The board has a quorum provided at least four of its members are present. A resolution of the board is adopted provided at least three members of the board declare for it.
- (3) The board will assess the applicant's qualification taking into consideration the Recommended Aspects of Assessment and Criteria and will decide in a secret ballot whether it will recommend the proposal to appoint a professor to the Faculty's Scientific Council; it will submit its decision together with the results of the ballot to the dean. The ballot and the board's session can be carried out by post, provided technical measures are in place to ensure a secret ballot; in this case three members of the board form a quorum.
- (4) The dean will include the decision of the board in the programme of a Faculty's Scientific Council's session at the earliest opportunity.
- (5) The chair of the board or an authorized member will present the resolution of the board at the Faculty's Scientific Council's session. Unless stipulated otherwise by the Faculty's Scientific Council's Rules of Procedure, a vote on the proposal to appoint a professor may be taken provided at least two thirds of the members of the Faculty's Scientific Council are present.
- (6) In case the proposal to appoint a professor receives an absolute majority of the votes of all members of the Faculty's Scientific Council, the dean will submit it together with all materials to the rector without delay. The rector may ask the Faculty's dean to submit additional details necessary for further evaluation of the proposal.
- (7) In case the proposal to appoint a professor does not receive an absolute majority of the votes of the members of the Faculty's Scientific Board, the proceedings are terminated.

Article 13

- (1) The Rector will present a proposal to appoint a professor to the CTU Scientific Board without delay.
- (2) The applicant will present to the CTU Scientific Board a brief summary of their activities in their field of study and the prospects for future.
- (3) The CTU Scientific Board will decide about the proposal to appoint a professor in a secret ballot. If the proposal to appoint a professor receives an absolute majority of the votes of all members of the CTU Scientific Council, the rector will present it together with all materials to the President of the Czech Republic through the Minister of Education, Youth and Sports (hereinafter as the "Minister") without delay.
- (4) In case the proposal to appoint a professor does not receive an absolute majority of the votes, the proceedings are terminated.

Article 14

- (1) If the Minister returns a justified proposal to appoint a professor at CTU, the CTU Scientific Council will discuss this step.
- (2) If the CTU Scientific Council decides in a secret ballot that correct procedures were not observed in the course of the proceedings to appoint a professor, the proposal will be returned to the stage of the proceedings, where the correct procedures were breached.
- (3) If the CTU Scientific Council does not decide in a secret ballot that correct procedures were not observed in the course of the proceedings to appoint a professor, the proposal will be presented to the Minister together with the resolution of the CTU Scientific Council.

Article 15

In the course of the proceedings to appoint a professor the board, the Faculty' Scientific Council and the CTU Scientific Council assess the pedagogical scientific or artistic qualification of the applicant, who should be a prominent and respected scientist or artist in their field of study, primarily giving consideration to the Recommended Aspects of Assessment and Criteria, pursuant to a rector's guideline under Article 5.

Article 16

Every year the dean informs the Faculty's Academic Senate about the duration of the ongoing proceedings to appoint professors. They will then pass this information on to the rector, who will inform the CTU Scientific Council and the CTU Academic Senate.

Article 17

If the duration of the proceedings has exceeded the period of two years and the board has not yet informed the dean about the results of the ballot pursuant to Article 12, Para 3, the dean will direct the members of the board in writing to do so within sixty days. If they fail to do so, the dean may propose to the Faculty's Scientific Board to appoint a board with a different membership.

Article 18

The proceedings to appoint a professor are not regulated by the Administrative Procedure Rules.

Article 19

The applicant can challenge the course of the proceedings to appoint a professor within 30 days after

the day they were informed about the result of the proceedings. The challenge is submitted to the rector through the dean. The rector's decision is final. The decision of the rector and the grounds of the decision will be communicated to the applicant in writing.

Part III

Common, temporary and final provisions

Article 20

- (1) Prior to the submission of the proposal to appoint members of the Habilitation Board or the board in the proceedings to appoint a professor to the Faculty's Scientific Council, or the proposal to appoint reviewers to the Habilitation Board, the dean, or the chair of the Habilitation Board, will ask for their approval.
- (2) The rector may, by means of a rector's guideline on which the CTU Scientific Council comments, stipulate minimum requirements for the content of the justification of the Habilitation Board pursuant to Article 3, Para 6 and the board in the proceedings to appoint a professor pursuant to Article 12, Para 3.
- (3) The rector, at the university level, and deans, at the level of faculties, will ensure that no conflict of interest occurs within the individual bodies, primarily with respect to vice-rectors, deans, members of the Habilitation Boards, in case of habilitation proceedings, members of boards, in case of proceedings to appoint professors, and reviewers of habilitation theses.
- (4) The existing Methodology for Habilitation and Appointment Proceedings at CTU in Prague is repealed.
- (5) Proceedings initiated before these Rules came into effect will be concluded pursuant to the existing regulations; they will be concluded pursuant to the current regulations only in case such approach benefits the applicant.
- (6) These Rules were approved by the CTU Academic Senate on 28 June 2017 pursuant to Section 9, Para 1 (b), point 3 of the Act.
- (7) These Rules come into force pursuant to Section 36, Para 4 of the Act on the day they are registered by the Ministry of Education, Youth and Sports.
- (8) These Rules come into effect on 1 September 2017.

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Rector