

The Ministry of Education, Youth and Sports registered the Rules Governing Habilitation Procedures and Professorial Appointment Procedures at Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 and 5 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-8542/2017 on 4 April 2017.

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Mgr. Karolína Gondková
Director of Higher Education Department

**RULES GOVERNING HABILITATION PROCEDURES AND
PROFESSORIAL APPOINTMENT PROCEDURES AT TOMAS BATA
UNIVERSITY IN ZLÍN
as of 4 April 2017**

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Rules Governing Habilitation Procedures and Professorial Appointment Procedures at Tomas Bata University in Zlín, in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter k) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

**PART ONE
FUNDAMENTAL PROVISIONS**

**Article 1
Fundamental provisions**

(1) Habilitation procedures and professorial appointment procedures are defined in detail in the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”).

(2) Any candidates regardless of their employing institution are allowed to participate in a habilitation procedure and a professorial appointment procedure held at TBU.

(3) This Directive determines formal and procedural matters related to habilitation procedures and professorial appointment procedures held at Tomas Bata University in Zlín (hereinafter referred to as “TBU”).

PART TWO

HABILITATION PROCEDURE

Article 2

Commencement of the procedure

(1) A habilitation procedure or a professorial appointment procedure is commenced on the day when a candidate's written application and all required documents in accordance with Paragraph 4 are received by the Dean of the Faculty that has been granted accreditation for the relevant field of habilitation appointment. The aforesaid candidate's application must contain the name of the field in which the candidate has applied to be appointed as Associate Professor.

(2) A habilitation procedure may also be commenced before the meeting of the scientific board of a higher education department that fulfils the tasks of the scientific or artistic board of the relevant Faculty (hereinafter referred to as "Scientific Board of the Faculty"). The tasks of the Dean shall then be fulfilled by the head of the higher education department and the process of the habilitation procedure is similar to the process of the habilitation procedure carried out at a Faculty.

(3) Upon commencement of a habilitation procedure, the candidate shall submit documents in accordance with § 72 Paragraph 2 of the Act, or other documents, if required. The list of documents to be submitted is specified in Paragraph 4. All documents must be submitted by the candidate in hard copy form and electronic form. The structure of a habilitation thesis and the form in which it shall be written shall be specified in an internal regulation issued by the relevant Faculty or by TBU.

(4) The list of documents to be submitted by the candidate comprises the following:

- a) Habilitation thesis,
- b) Curriculum vitae,
- c) Documents certifying the completed higher education and the relevant degrees obtained,
- d) Document certifying teaching experience,
- e) List of scientific, professional or artistic works containing the specification of the candidate's share,
- f) Overview of research, professional or artistic internships taken both in the candidate's home country and abroad,
- g) List of citations related to the candidate's works,
- h) The candidate's self-assessment written on the basis of the criteria approved by the Scientific Board of the Faculty and posted on a publicly accessible part of the website of the Faculty,
- i) Original copies or copies of five of the candidate's most significant publications,
- j) Topic related to the selected field and proposed for the candidate's habilitation lecture,
- k) Specification of the candidate's relation to TBU in Zlín and of the reasons for submitting a proposal to commence a habilitation procedure in the relevant field of appointment at TBU.

(5) During the procedure, a summary of the habilitation thesis must be submitted in electronic form and in printed form.

(6) If the proposal fails to include all the formal requirements, the Dean shall ask the candidate in writing to correct the defects and shall determine an adequate period of time for the correction. If the candidate fails to correct the defects within the specified deadline, the Dean shall suspend the procedure and shall return the submitted documents to the candidate.

(7) The form in which the documents in accordance with Paragraph 4 Letter d), e) and g) and a summary of the habilitation thesis shall be processed shall be specified in an internal regulation issued by TBU.

(8) The Faculty at which the habilitation procedure has been commenced shall post the information regarding the habilitation procedure on a publicly accessible part of the Faculty website in compliance with § 75 Paragraph 1 of the Act and at the same time it shall refer the information to the Vice-Rector in charge of habilitation procedures.

Article 3

Habilitation procedure

(1) Unless the relevant procedure is suspended in compliance with § 72 Paragraph 4 of the Act, the relevant proposal shall be submitted by the Dean to the Scientific Board of the Faculty without undue delay.

(2) A proposal to exempt candidates in artistic fields from the requirement to have completed higher education, including a written statement of reasons for the decision, shall be submitted by the Dean to the Scientific/Artistic Board of the Faculty.

(3) Along with the candidate's application, the Dean shall submit nominations to the Habilitation Committee including the name of the Chairperson, and that to the Scientific Board of the Faculty.

(4) The Habilitation Committee is comprised of five members, including Professors, Associate Professors and other highly respected representatives of the given or related field. The Chairperson of the Committee must hold the post of Professor; at least three members of the Committee must be highly respected experts employed outside TBU in Zlín and cannot be legal entities whose employee is the candidate. A co-author of the work that has been submitted as a habilitation thesis cannot be a member of the Habilitation Committee. The Dean shall inform the nominated members of the Habilitation Committee that their appointment has been approved by the Scientific Board of the Faculty and shall send them supporting documents necessary for the assessment of the candidate's scientific/artistic qualifications and his/her teaching qualifications in accordance with § 72 Paragraph 8 of the Act.

(5) A proposal is passed only if it wins an absolute majority of votes cast by all Committee members. Except for the final secret ballot on the appointment proposal, which must be held in the presence of the Committee members, a Committee meeting can be held by correspondence or in electronic form. The minutes of all Committee meetings must be taken in writing.

(6) During a habilitation procedure, the Habilitation Committee shall appoint three external examiners; no less than two among them must be employed outside TBU in Zlín. Neither the candidate's Ph.D. supervisor in the completed doctoral programme nor a person actively cooperating with the candidate on his/her research and development activities can be appointed as an external examiner of the habilitation thesis. The external examiners are required to give written reviews assessing the professional quality of the habilitation thesis and its relevance to the habilitation field. In the final part of their written reviews, the external examiners must explicitly state whether or not the standard requirements for a habilitation thesis in the given field have been met. The candidate must be notified of the aforesaid written reviews no later

than two weeks prior to the meeting of the Scientific Board of the Faculty at which the habilitation procedure is to be held.

(7) On the basis of the evaluation of the candidate's written documents, the Habilitation Committee assesses the candidate's scientific/artistic qualifications, his/her teaching qualifications and the relevance of the habilitation thesis topic to the given habilitation field. The Committee decides in a secret ballot on a proposal whether or not to appoint the candidate as Associate Professor in the given field. If the appointment proposal does not win a majority of votes cast by all Habilitation Committee members, a proposal to suspend the procedure is submitted by the Habilitation Committee. The resolution along with the result of the secret ballot shall be submitted by the Habilitation Committee to the Scientific Board of the Faculty through Dean.

(8) The Dean shall include the matter in the programme of the meeting of the Scientific Board of the Faculty without undue delay. The habilitation procedure should be carried out in such a manner as to allow the candidate to complete it within a period of 24 months of the day on which the candidate submitted the proposal, or of the day on which the candidate provided additional information to his/her proposal upon request by the Dean.

(9) A lecture delivered by the candidate is part of a habilitation procedure.

(10) A habilitation lecture and the defence of a habilitation thesis are both held at an open meeting of the Scientific Board of the Faculty. The candidate is required to select the content of his/her habilitation lecture in such a manner that the issues related to the given habilitation field and the candidate's own results contributing to the development of the field are covered in the lecture. In his/her lecture, the candidate is also expected to prove that he/she possesses teaching skills. The length of the habilitation lecture must correspond to the amount of time determined for the candidate's presentation. The meeting of the Scientific Board of the Faculty also includes a debate giving the candidate an opportunity to comment on the external examiners' written reviews, to respond to the questions asked by the members of the Scientific Board of the Faculty, to defend his/her habilitation thesis, and to provide details on his/her scientific/artistic and teaching activities.

(11) The Chairperson or a member of the Habilitation Committee authorized by the Chairperson shall submit to the Scientific Board of the Faculty a proposal of the Habilitation Committee for the appointment of the candidate as Associate Professor or for suspension of the habilitation procedure.

(12) The Scientific Board of the Faculty shall decide in a secret ballot on the proposal for the appointment of the candidate as Associate Professor. The Scientific Board of the Faculty constitutes a quorum if at least two thirds of all its members are present, unless specified otherwise in the Rules of Procedure of the Scientific Board of the Faculty.

(13) In the event that the proposal for the appointment of the candidate as Associate Professor receives an absolute majority of votes cast by all members of the Scientific Board of the Faculty, the Dean shall refer the appointment proposal to the Rector on behalf of the Scientific Board of the Faculty, and that no later than within 30 days of the meeting of the Scientific Board of the Faculty.

(14) In the event that the appointment proposal does not win the required majority of votes cast by all members of the Scientific Board of the Faculty, the habilitation procedure shall be suspended.

(15) The habilitation procedure may be suspended during any of its phases upon the candidate's request.

Article 4
Associate Professor appointment

(1) In compliance with Article 3 Paragraph 13, the Rector may either give consent to the proposal for the appointment or express his/her disapproval. The Rector may also ask the Dean to provide additional information necessary for further assessment of the proposal.

(2) If the Rector gives his/her consent to the proposal for the appointment of the candidate as Associate Professor, he/she shall appoint the candidate as Associate Professor as of the first day of the following month.

(3) If the Rector does not give his/her consent to the proposal for the appointment of the candidate as Associate Professor, he/she shall submit it to the TBU Scientific Board along with the justification of his/her disapproval without undue delay.

(4) The TBU Scientific Board shall examine the proposal in compliance with Paragraph 3 and shall decide in a secret ballot whether or not the candidate should be appointed as Associate Professor. An absolute majority of votes cast by all members of the TBU Scientific Board is required for the proposal to be accepted. If the proposal for the appointment is accepted by the TBU Scientific Board, the Rector shall appoint the candidate as Associate Professor as of the first day of the following month.

(5) In the event that the appointment proposal does not win the required majority of votes cast by all members of the TBU Scientific Board, the procedure shall be suspended.

(6) After completion of the habilitation procedure, TBU shall make the habilitation thesis public in compliance with § 75 Paragraph 4 of the Act.

(7) In compliance with § 72 Paragraph 14 of the Act, the candidate is entitled to enter objections against the course of the habilitation procedure within 30 days. If the Dean dismisses the objections, he/she shall pass them on to the Rector; the decision of the Rector is final. The Rector or the Dean must provide justification for their decision.

Article 5
Fee for actions related to a habilitation procedure

The amount of the fee for actions related to a habilitation procedure has been set by TBU for the candidates for a habilitation procedure at CZK 4,000. The confirmation of the fee payment shall be attached by the candidate to his/her application for the commencement of a habilitation procedure. The fee is non-refundable; it is a TBU income, and shall be assigned to the Faculty at which the procedure has been commenced.

PART THREE
PROFESSORIAL APPOINTMENT PROCEDURE

Article 6
Commencement of the procedure

(1) A professorial appointment procedure is commenced on the day when a candidate's written application and all required documents in accordance with Paragraph 5 are received by

the Dean of the Faculty that has been granted accreditation for the relevant field of professorial appointment. The aforesaid candidate's application must contain the name of the field in which the candidate has applied to be appointed as Professor.

(2) A professorial appointment procedure may also be commenced before the meeting of the scientific board of a higher education department that fulfils the tasks of the Scientific Board of the Faculty. The tasks of the Dean shall then be fulfilled by the head of the higher education department and the process of the professorial appointment procedure is similar to the process of the professorial appointment procedure carried out at a Faculty.

(3) A professorial appointment procedure may also be commenced upon a proposal submitted by the Dean or the Rector to the Scientific Board of the Faculty that has been granted accreditation for the relevant field of professorial appointment. The procedure may also be commenced upon a proposal by the Scientific Board of the Faculty or the TBU Scientific Board, i.e. on their own initiative.

(4) Upon commencement of the professorial appointment procedure the candidate shall submit documents specified in Paragraph 5. All documents must be submitted by the candidate in hard copy form and electronic form.

(5) The list of documents to be submitted by the candidate comprises the following:

- a) Curriculum vitae,
- b) Documents certifying the completed higher education and the relevant degrees obtained,
- c) Document certifying teaching experience,
- d) List of scientific, professional or artistic works containing the specification of the candidate's share,
- e) Overview of research, professional or artistic internships taken both in the candidate's home country and abroad,
- f) List of citations related to the candidate's works,
- g) The candidate's self-assessment written on the basis of the criteria approved by the Scientific Board of the Faculty and posted on a publicly accessible part of the website of the Faculty,
- h) Original copies or copies of five of the candidate's most significant publications,
- i) Topic related to the selected field and proposed for the candidate's qualifying lecture for professorship,
- j) Specification of the candidate's relation to TBU in Zlín and of the reasons for submitting a proposal to commence a professorial appointment procedure in the relevant field of appointment at TBU in Zlín (in the event that the procedure shall be commenced upon a proposal by the candidate),
- k) Recommendation statements by at least two Professors in the same or a related field, if the procedure has been commenced upon a proposal by the candidate.

(6) During the procedure, a summary of the qualifying lecture for professorship must be submitted in hard copy form and electronic form.

(7) The form in which the documents in accordance with Paragraph 5 Letter c), d) and f) and a summary of the qualifying lecture for professorship shall be processed shall be specified in an internal regulation issued by TBU.

(8) If the proposal fails to include all the formal requirements, the Dean shall ask the candidate in writing to correct the defects and shall determine an adequate period of time for the correction. If the candidate fails to correct the defects within the deadline, the Dean shall suspend the procedure and shall return the submitted documents to the candidate.

(9) The Faculty at which the professorial appointment procedure has been commenced shall post the information regarding the professorial appointment procedure on a publicly accessible part of the Faculty website in compliance with § 75 Paragraph 1 of the Act and at the same time it shall refer the information to the Vice-Rector in charge of professorial appointment procedures.

Article 7

Professorial appointment procedure

(1) Unless the relevant procedure is suspended in compliance with Article 6 Paragraph 8, the relevant proposal shall be submitted by the Dean to the Scientific Board of the Faculty without undue delay.

(2) Along with the candidate's application, the Dean shall submit nominations to the Professorial Appointment Committee including the name of the Chairperson, and that to the Scientific Board of the Faculty.

(3) The Professorial Appointment Committee is comprised of five members, including Professors, Associate Professors and other highly respected representatives of the given or related field. The Chairperson of the Committee must hold the post of Professor; at least three members of the Committee must be highly respected experts employed outside TBU in Zlín and cannot be legal entities whose employee is the candidate. The Dean shall inform the nominated members of the Committee and shall send them supporting documents necessary for the assessment of the candidate's qualifications in accordance with § 74 Paragraph 5 of the Act.

(4) A proposal is passed only if it wins an absolute majority of votes cast by all Committee members. Except for the final secret ballot on the appointment proposal, which must be held in the presence of the Committee members, a Committee meeting can be held by correspondence or in electronic form. The minutes of all Committee meetings must be taken in writing.

(5) The Committee shall assess the candidate's written documents, recommendation statements in accordance with Article 6 Paragraph 5 Letter k), self-evaluation and his/her teaching qualifications and scientific/artistic qualifications for holding the post of Professor. The Committee is obliged to explicitly state whether or not the candidate is a distinguished and highly respected expert in the given field, whether or not he/she has contributed to the development of the field, and whether or not he/she is a leading personality in a school of science/research team.

(6) The Committee shall decide in a secret ballot whether they recommend the proposal for the appointment of the candidate as Professor to the Scientific Board of the Faculty or not. The resolutions and the ballot result shall be submitted by the Committee to the Scientific Board of the Faculty through the Dean.

(7) The Dean shall include the matter in the programme of the meeting of the Scientific Board of the Faculty without undue delay.

(8) A candidate for the appointment as Professor is required to deliver a lecture at an open meeting of the Scientific Board of the Faculty. The lecture must cover the issues related to the given field, the candidate's own contribution to the development of the field and his/her own strategy for scientific/artistic activities, and a teaching strategy for the given field. The length

of the lecture must correspond to the amount of time determined for the candidate's presentation. The meeting of the Scientific Board of the Faculty also includes a debate on the lecture, thus giving the candidate an opportunity to respond to the questions asked and comments made, and to provide details on his/her scientific/artistic and teaching activities.

(9) In compliance with Paragraph 6, the statement made by the committee shall be presented by the Chairperson of the Committee or a Committee member authorized by the Chairperson to the Scientific Board of the Faculty.

(10) The Scientific Board of the Faculty shall decide in a secret ballot on the proposal for the appointment of the candidate as Professor. The Scientific Board of the Faculty constitutes a quorum if at least two thirds of all its members are present, unless specified otherwise in the Rules of Procedure of the Scientific Board of the Faculty.

(11) In the event that the proposal for the appointment of the candidate as Professor has won an absolute majority of votes cast by all members of the Scientific Board of the Faculty, the Dean shall refer the appointment proposal to the Rector on behalf of the Scientific Board of the Faculty, and that no later than within 30 days of the meeting of the Scientific Board of the Faculty. The Rector may also ask the Dean to provide additional information necessary for further assessment of the proposal.

(12) In the event that the appointment proposal has not won the required majority of votes cast by all members of the Scientific Board of the Faculty, the procedure shall be suspended.

(13) The Rector shall submit the proposal for the appointment of the candidate as Professor to the TBU Scientific Board without undue delay.

(14) A professorial appointment procedure carried out at the meeting of the TBU Scientific Board shall adhere to the proceeding specified in the Rules of Procedure of the TBU Scientific Board.

(15) The TBU Scientific Board shall decide in a secret ballot on the proposal for the appointment of the candidate as Professor. In the event that the proposal for the appointment of the candidate as Professor has won an absolute majority of votes cast by all members of the TBU Scientific Board, the Rector shall submit it along with all documents to the President of the Republic through the Minister of Education, Youth and Sports (hereinafter referred to as "Minister") without undue delay.

(16) In the event that the appointment proposal does not win the required majority of votes cast by all members of the TBU Scientific Board, the procedure shall be suspended.

(17) The professorial appointment procedure may be suspended during any of its phases upon the candidate's request.

(18) The procedure should be carried out in such a manner as to allow the candidate to complete it at TBU within a period of 24 months of the day on which the candidate submitted the proposal, or of the day on which the candidate provided additional information to his/her proposal upon request by the Dean.

(19) In compliance with § 74 Paragraph 8 of the Act, the candidate is entitled to enter objections against the course of the professorial appointment procedure within 30 days. The objections are evaluated by the Rector; the decision issued by the Rector is final.

Article 8
Proceeding following the return of the proposal by the Minister

(1) The Minister shall return the proposal for the appointment of the candidate as Professor to the TBU Scientific Board due to the professorial appointment procedure not being carried out in conformity with the standards as specified in § 74 of the Act; the return of the proposal must be justified.

(2) If the Minister returns the justified proposal to TBU, the matter shall be discussed at a meeting of the TBU Scientific Board.

(3) If the TBU Scientific Board express agreement in a secret ballot with the fact that the professorial appointment procedure was not carried out in conformity with the abovementioned standards, the proposal will be renewed, starting from the phase in which the failure to conform to the abovementioned standards occurred.

(4) If the TBU Scientific Board express disagreement in a secret ballot with the fact that the professorial appointment procedure was not carried out in conformity with the abovementioned standards, the proposal shall be presented again along with the resolutions taken by the TBU Scientific Board.

Article 9

Fee for actions related to the professorial appointment procedure

The amount of the fee for actions related to a professorial appointment procedure has been set by TBU for the candidates for a professorial appointment at CZK 8,000. The confirmation of the fee payment shall be attached by the candidate to his/her application for the commencement of a professorial appointment procedure. The fee is non-refundable; it is a TBU income, and shall be equally distributed between the Faculty at which the procedure has been commenced and TBU.

PART FOUR

COMMON AND FINAL PROVISIONS

Article 10

Common provisions

(1) Prior to submitting the proposals for the appointment of the members of the Habilitation Committee or the members of the Committee for Professorial Appointment Procedure to the Scientific Board of the Faculty, or the proposal for the appointment of external examiners of the Habilitation Committee, the Dean or the Chairperson of the Habilitation Committee shall seek their approval.

(2) TBU Rector (for procedures carried out at TBU) and Deans (for procedures carried out at Faculties) shall prevent conflicts of interests between relevant bodies, particularly Rector, Vice-Rectors, Dean, members of the habilitation committees in case of habilitation procedures, members of committees for professorial appointment procedure in case of professorial appointment procedures and habilitation thesis external examiners.

(3) The fee for actions related to a habilitation procedure and the fee for actions related to a professorial appointment procedure in compliance with Article 5 and 10 do not apply to habilitation procedures and professorial appointment procedures commenced before the day these Rules become effective.

(4) The Rules of Administrative Procedure do not apply to habilitation procedures and professorial appointment procedures.

Article 11
Validity and effect

(1) In compliance with § 9 Paragraph 1 Letter b) Clause 3 of the Act, these Rules were approved by the TBU Academic Senate on 14 March 2017.

(2) In compliance with § 36 Paragraph 4 of the Act, these Rules come into force on the day when registered by the Ministry of Education, Youth and Sports.

(3) These Rules become effective on the day when registered by the Ministry of Education, Youth and Sports.

Ing. Alena Macháčková, CSc., m. p.
Chairperson of the TBU Academic Senate

Prof. Ing. Petr Sáha, CSc., m. p.
TBU Rector