

*The Ministry of Education, Youth and Sports registered the Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for Appointment of Adjunct Professors 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-1809/2026-2 on the date of signing the registration.*

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*Mgr. Vojtěch Tomášek*  
*Director of Higher Education Department*

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**RULES GOVERNING HABILITATION PROCEDURES,  
PROFESSORIAL APPOINTMENT PROCEDURES AND PROCEDURES  
FOR APPOINTMENT OF ADJUNCT PROFESSORS AT TOMAS BATA  
UNIVERSITY IN ZLÍN**

*The Academic Senate of Tomas Bata University in Zlín  
has agreed to adopt the following Rules Governing Habilitation Procedures,  
Professorial Appointment Procedures and Procedures for Appointment of Adjunct  
Professors 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**  
**BASIC PROVISIONS**

**Article 1**  
**Basic provisions**

(1) Habilitation procedures and professorial appointment procedures are defined 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 in a professorial appointment procedure held at TBU.

(3) These Rules determine formal and procedural matters related to habilitation procedures, professorial appointment procedures and procedures for appointment of Adjunct Professors held at Tomas Bata University in Zlín (hereinafter referred to as “TBU”).

(4) Where the term ‘Scientific Board of the Faculty’ is used in these Rules, it shall, in accordance with § 25 Paragraph 1 Letter c) of the Act, refer to the scientific or artistic board of the Faculty.

## **PART TWO**

### **HABILITATION PROCEDURE**

#### **Article 2**

#### **Commencement of the procedure**

(1) A habilitation procedure is commenced on the day when a candidate’s written application and all required documents in accordance with Paragraph 3 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) 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 3. All documents must be submitted by the candidate in hard copy form and in electronic form.

(3) 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 in accordance with Appendix 1,
- e) List of scientific, professional or artistic works containing the specification of the candidate’s share in accordance with Appendix 2,
- 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 in accordance with Appendix 2,
- h) The candidate’s self-assessment written on the basis of the criteria approved by the Scientific Board of the Faculty and posted in the publicly accessible section of the website of the Faculty,
- i) Originals 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.

(4) The formal requirements of a habilitation thesis pursuant to § 72 Paragraph 3 Letter a) and b) of the Act, as well as the conditions for the archiving and accessibility of the habilitation thesis, shall be laid down in an internal regulation of TBU<sup>1</sup>.

(5) In the case of an applicant who is employed by TBU, a habilitation thesis pursuant to § 72 Paragraph 3 Letter a) and b) of the Act shall be published by the TBU University Press in accordance with an internal regulation of TBU<sup>2</sup>.

(6) The structure and the requirements of a habilitation thesis and the form in which it shall be written in accordance with § 72 Paragraph 3 Letter c) and d) of the Act shall be specified in an internal regulation issued by the relevant Faculty.

(7) The procedure for submission of the habilitation thesis and for verification of compliance with the formal requirements shall be laid down in an internal regulation of the Faculty.

(8) During the procedure, a summary of the habilitation thesis must be submitted in electronic form and in printed form. 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<sup>3</sup>.

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

(10) The Faculty at which the habilitation procedure has been commenced shall post the information regarding the habilitation procedure in the publicly accessible section 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 Board of the Faculty.

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<sup>1</sup> Rector's Directive – Scientific Publications.

<sup>2</sup> Rector's Directive – Scientific Publications.

<sup>3</sup> Rector's Directive – Scientific Publications.

(3) Along with the candidate's application, the Dean shall submit member 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, Adjunct Professors and other highly respected representatives of the given or related field. The Chairperson of the Committee must hold the post of Professor or Adjunct Professor; at least three members of the Committee must be highly respected experts employed outside TBU 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) The proceedings of the Habilitation Committee shall take the form of a meeting held with the participation of the members of the Habilitation Committee. Participation of a Habilitation Committee member shall mean either personal attendance or remote attendance by means of electronic communication technologies.

(6) A proposal is passed only if it wins an absolute majority of votes cast by all Committee members. Minutes must be taken of each meeting of the Committee.

(7) During a habilitation procedure, the Habilitation Committee shall appoint three external examiners; no less than two of them must be employed outside TBU. Neither the candidates' Ph.D. supervisor in the duly completed doctoral programme nor a person actively cooperating with the candidates on their 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.

(8) On the basis of the evaluation of the candidates' written documents, of the habilitation thesis, check on the originality of the habilitation thesis carried out by the relevant department of the Faculty, of the reviews by external examiners and of the candidates' self-assessment, the Habilitation Committee shall assess the candidates' scientific/artistic qualifications, their 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. Where any member of the Habilitation Committee participates by means of electronic communication technologies, any secret ballot shall also be conducted by means of electronic communication technologies. 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 the Chairperson or a member of the Habilitation Committee authorised by the Chairperson to the Scientific Board of the Faculty.

(9) The Dean as the Chairperson of the Scientific Board shall include the matter in the agenda of a meeting of the Scientific Board of the Faculty without undue delay. The habilitation procedure shall 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 a request by the Dean.

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

(11) 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 the lecture, the candidates are also expected to prove that they possess teaching skills. The length of a habilitation lecture must correspond to the amount of time determined for the candidate's presentation. The meeting of the Scientific Board of the Faculty shall also include a debate giving the candidates 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 their habilitation thesis, and to provide details on their scientific/artistic and teaching activities.

(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) A 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 12, 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 agrees with the proposal for the candidate's appointment as Associate Professor, the Rector shall appoint the candidate as Associate Professor with effect from the first day of the following month.

(3) If the Rector does not agree with the proposal for the candidate's appointment as Associate Professor, the Rector shall, without undue delay, submit the proposal together with a statement of reasons for the disagreement to the Scientific Board of TBU.

(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 proposal for the appointment of the candidate as Associate Professor 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 accessible 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, they shall be submitted to the Rector for decision; the decision taken by the Rector is final. The Rector or the Dean must provide justification for their decision.

### **PART THREE**

#### **PROFESSORIAL APPOINTMENT PROCEDURE**

##### **Article 5**

##### **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 4 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 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.

(3) Upon commencement of a professorial appointment procedure the candidate shall submit documents specified in Paragraph 4. The candidate is required to provide all documents in both written and electronic form.

(4) 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 in accordance with Appendix 1,
- d) List of scientific, professional or artistic works containing the specification of the candidate's share in accordance with Appendix 2,
- 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 in accordance with Appendix 2,
- g) The candidate's self-assessment written on the basis of the criteria approved by the Scientific Board of the Faculty and posted in the publicly accessible section of the website of the Faculty or TBU,
- h) Originals 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 and of the reasons for submitting a proposal to commence a professorial appointment procedure in the relevant field of appointment (in the event that the procedure is commenced upon a proposal by the candidate),
- k) Recommendation statements by at least two Professors or Adjunct Professors in the same or a related field, if the procedure has been commenced upon a proposal by the candidate. At least one recommendation statement must be provided by a Professor or Adjunct Professor affiliated with an institution outside TBU.

(5) The form in which the documents in accordance with Paragraph 4 Letter c), d) and f) shall be processed shall be specified in the relevant internal regulation issued by TBU.

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

(7) The Faculty at which the professorial appointment procedure has been commenced shall post the information regarding the professorial appointment procedure in the publicly accessible section 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 6**

### **Professorial appointment procedure**

(1) Unless the relevant procedure is suspended in compliance with Article 5 Paragraph 6, 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 member 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, Adjunct 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 or Adjunct Professor; at least three members of the Committee must be highly respected experts employed outside TBU and cannot be legal entities whose employee is the candidate. The Dean shall inform the nominated members of the 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 qualifications in accordance with § 74 Paragraph 5 of the Act.

(4) The proceedings of the Committee shall take the form of a meeting held with the participation of the members of the Committee. Participation of a Committee member shall mean either personal attendance or remote attendance by means of electronic communication technologies.

(5) A proposal is passed only if it wins an absolute majority of votes cast by all Committee members. Minutes must be taken of each meeting of the Committee.

(6) The Committee shall assess the candidates' written documents, recommendation statements in accordance with Article 5 Paragraph 4 Letter k), self-assessment and their teaching qualifications and scientific/artistic qualifications for holding the post of Professor. The Committee is obliged to explicitly state whether or not the candidates are distinguished and highly respected experts in the given field, whether or not they have contributed to the development of the field, and whether or not they are leading personalities in a school of science/research team.

(7) 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. Where any member of the Committee participates by means of electronic communication technologies, any secret ballot shall also be conducted by means of electronic communication technologies. The resolutions and the ballot result shall be submitted by the Committee to the Scientific Board of the Faculty through the Dean.

(8) The Dean shall include the matter in the agenda of a meeting of the Scientific Board without undue delay.

(9) In compliance with Paragraph 7, the statement made by the Committee shall be submitted by the Chairperson of the Committee or by a Committee member authorised by the Chairperson to the Scientific Board of the Faculty.

(10) 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 their 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 candidates an opportunity to respond to the questions asked and comments made, and to provide details on their scientific/artistic and teaching activities.

(11) 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.

(12) 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.

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

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

(15) A professorial appointment procedure held at a meeting of the TBU Scientific Board shall adhere to the proceeding specified in the Rules of Procedure of the TBU Scientific Board.

(16) 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.

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

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

(19) The procedure shall 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.

(20) 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 7**

#### **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 gives its consent in a secret ballot to the fact that the professorial appointment procedure was not carried out in conformity with the above-mentioned standards, the proposal will be renewed, starting from the phase in which the failure to conform to the above-mentioned standards occurred.

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

## **PART FOUR**

### **PROCEDURE FOR APPOINTMENT OF ADJUNCT PROFESSORS AT TBU**

#### **Article 8**

##### **Commencement of the procedure**

(1) A procedure for appointment of Adjunct Professor at TBU (hereinafter referred to as “Adjunct Professor”) is commenced at the request of the Dean of that Faculty where the job position of Adjunct Professor has been established. The request shall be submitted to the Scientific Board of the Faculty.

(2) A procedure for appointment of Adjunct Professor may also be commenced at the request of the Head of the university department where the job position of Adjunct Professor has been established. The request shall be submitted to the scientific board of the university 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 university department; the procedure for appointment of Adjunct Professor is similar to the process of a professorial appointment procedure held at a Faculty.

(3) The application must contain the specification of the post to which the candidate shall be appointed, field of education in which TBU has been granted institutional accreditation and for which the candidate for the post of Adjunct Professor shall be appointed.

(4) The list of documents to be attached by the candidates to their application comprises the following:

- a) Curriculum vitae,
- b) Documents certifying the completed higher education and the relevant degrees obtained,

- c) Documents certifying the scientific degrees/other professional qualification obtained, comparable to an Associate Professor/Professor degree acquired abroad, or an overview of employment involving the relevant professional experience of no less than 10 years in the given area of education,
- d) Overview of professional/teaching activities of the candidate,
- e) List of scientific, professional or artistic works containing the specification of the candidate's share,
- f) Supporting documents for the assessment of experience acquired abroad, training of researchers, research results (including the implementation of projects funded by grants, significant projects, discoveries, innovations and important inventions),
- g) A brief description of the intent regarding the future professional activities of the candidate.

### **Article 9** **Procedure for appointment of Adjunct Professors**

(1) Along with the candidate's application, the Dean shall submit member nominations to the Committee including the name of the Chairperson, and that to the Scientific Board of the Faculty, in compliance with Article 8.

(2) The Committee is comprised of five members, including Professors, Associate Professors, Adjunct Professors and other highly respected representatives of the given or related field. The Chairperson of the Committee must hold the post of Professor or Adjunct Professors; at least three members of the Committee must be highly respected experts employed outside TBU. The Dean shall inform the nominated members of the Committee that their appointment has been approved by the Scientific Board of the Faculty, and send them supporting documents necessary for the assessment of the candidate's qualifications in accordance with § 70 Paragraph 2 of the Act.

(3) The proceedings of the Committee shall take the form of a meeting held with the participation of the members of the committee. Participation of a committee member shall mean either personal attendance or remote attendance by means of electronic communication technologies.

(4) A proposal is passed only if it wins an absolute majority of votes cast by all Committee members at the meeting. Minutes must be taken of each meeting of the Committee.

(5) The Committee shall assess the submitted written documents concerning the candidate and shall explicitly state whether or not the candidate fulfils the requirements set in § 70 Paragraph 2 of the Act.

(6) The Committee shall decide in a secret ballot whether they recommend the proposal for the appointment of the candidate as Adjunct Professor to the Scientific Board of the Faculty or not. Where any member of the committee participates by means of electronic communication technologies, any secret ballot shall also be conducted by means of electronic communication

technologies. 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 agenda of a meeting of the Scientific Board of the Faculty without undue delay.

(8) A candidate for the appointment as Adjunct Professor is required to present visions regarding their activity at TBU and their personal contribution to the development of the given area of education at an open meeting of the Scientific Board of the Faculty. The meeting of the Scientific Board of the Faculty shall also include a debate on the lecture, thus giving the candidates an opportunity to respond to the questions asked and comments made, and to provide details on their scientific/artistic and teaching activities or their professional experience.

(9) In compliance with Paragraph 6, the statement made by the Committee shall be submitted by the Chairperson of the Committee or a by Committee member authorised 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 Adjunct 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 Adjunct 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 proposal for appointment as Adjunct Professor 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 Adjunct Professor to the TBU Scientific Board without undue delay.

(14) A procedure for appointment as Adjunct Professor carried out at a 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 Adjunct Professor. In the event that the proposal for the appointment of the candidate as Adjunct Professor has won an absolute majority of votes cast by all members of the TBU Scientific Board, the Rector shall appoint the candidate as Adjunct Professor. The said appointment is evidenced by a Letter of Appointment.

(16) In the event that the proposal for appointment as Adjunct Professor does not win the required majority of votes cast by all members of the TBU Scientific Board, the candidate shall not be appointed to the post.

**PART FIVE**  
**COMMON AND FINAL PROVISIONS**

**Article 10**  
**Common and transitional provisions**

(1) TBU shall charge candidates in habilitation procedures and professorial appointment procedures a fee for acts related to the procedure. The amount of the fees shall be laid down in an internal regulation of TBU and published in the public section of the website of TBU. Proof of payment of the fee shall be submitted by the candidate together with the application for commencement of the procedure. The fee shall be non-refundable.

(2) Prior to submitting nominations for the appointment of members to the Habilitation Committee/Committee for Professorial Appointment Procedure/Committee for Appointment of Adjunct Professors to the Scientific Board of the Faculty, or nominations for the appointment of external examiners by the Habilitation Committee, the Dean or the Chairperson of the Habilitation Committee shall seek the approval of the nominated candidates.

(3) The Rector (at the level of TBU) and the Deans (at the level of the Faculties) shall be obliged to act in accordance with the provisions of the internal regulation of TBU concerning the prevention of conflicts of interest in habilitation procedures and professorial appointment procedures<sup>4</sup> in such a manner as to prevent any conflict of interest involving individual bodies, in particular the Rector, Vice-Rectors, the Dean, members of Habilitation Committees in habilitation procedures, members of Committees for Professorial Appointment Procedure/Committees for Appointment of Adjunct Professors, and external examiners of habilitation theses.

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

(5) For all procedures commenced before the effective date of these Rules, the provisions of the Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for the Appointment of Adjunct Professors at Tomas Bata University in Zlín, as effective at the time of their commencement, shall continue to apply.

**Article 11**  
**Appendices**

The following appendices form part of these Rules:

- a) Appendix 1 – Document Certifying Teaching Experience for the Commencement of a Habilitation Procedure / for the Commencement of a Professorial Appointment Procedure
- b) Appendix 2 – List of Scientific, Professional or Artistic Works Specifying the

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<sup>4</sup> Rector's Directive - Prevention of a Conflict of Interest in the Case of Habilitation Procedures and Professorial Appointment Procedures.

Candidate's Contribution and List of Citations of the Candidate's Works for the Commencement of a Habilitation Procedure / for the Commencement of a Professorial Appointment Procedure

**Article 12**  
**Validity and effect**

(1) The Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for Appointment of Adjunct Professors at Tomas Bata University in Zlín, registered by the Ministry of Education, Youth and Sports under the Ref. No. MSMT-25205/2019-2 on 25 July 2019 are hereby cancelled.

(2) These Rules were approved in accordance with § 9 Paragraph 1 Letter b) Clause 3 of the Act by the Academic Senate of TBU on 13 January 2026.

(3) These Rules shall enter into force in accordance with § 36 Paragraph 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

(4) These Rules shall take effect on the date of their registration by the Ministry of Education, Youth and Sports.

doc. Ing. Martin Sysel, Ph.D. m. p.  
Chairperson of the TBU Academic Senate

Prof. Mgr. Milan Adámek, Ph.D. m. p.  
Rector of TBU

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