

University of Chemistry and Technology, Prague	
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Subject	Rules for granting the status of visiting professor and professor emeritus at the University of Chemistry and Technology, Prague
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Effective to	Not specified
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Cancelled	Internal regulation 20.15/04 "Rules for granting the status of visiting professor and professor emeritus at the University of Chemistry and Technology, Prague" as at December 16, 2003
Prepared by	Prof. Ing. Pavel Kotrba, Ph.D.
Issued by	Prof. Ing. Karel Melzoch, CSc.

Article 1

Introductory provisions

1. In compliance with Section 70, paragraph 4 of the Act No. 111/1998 Coll., on Higher Education Institutions and Amendments of and Supplement to Other Acts (hereinafter the "Higher Education Act"), as amended, and Article 31 of the Statute of the University of Chemistry and Technology, Prague, this directive sets forth the status of an important foreign collaborator of the University of Chemistry and Technology, Prague (hereinafter "UCT Prague") in the position of a visiting professor at UCT Prague and the status of professor emeritus at UCT Prague. Further, this document sets forth the conditions for appointing visiting professor and professor emeritus, the course of proceedings and method of appointment, as well as the rights and obligations of visiting professors and professors emeriti at UCT Prague.

Article 2

Visiting professor at UCT Prague

1. The following persons may become visiting professor at UCT Prague (hereinafter “visiting professor”)
 - a) teacher of higher education institution who was appointed professor or associate professor, or who has a position abroad comparable to the position of a professor or associate professor in the Czech Republic,
 - b) recognized researcher at a higher education institution,
 - c) recognized expert in research and development or advanced industrial sector entity who is not a teacher at higher education institution.
2. A visiting professor at UCT is usually appointed for the term no shorter than one semester.

Article 3

Course of proceedings for appointment of visiting professor

1. The proceedings for appointment of a visiting professor are started upon the Dean’s proposal.
2. The proceedings take place at the faculty where the study programme or study sub-programme for which the visiting professor is to be appointed is provided. In case of service departments for all UCT Prague faculties, the proceedings take place at UCT Prague.
3. The suggestion for appointment of a visiting professor is handed in to the Dean by the head of the department where the candidate is to work and where the respective study programme is provided. The suggestion has to contain the name of the accredited programme of UCT Prague for which the visiting professor is to be appointed as well as the term for which the visiting professor is expected to work at UCT Prague.
4. The suggestion and subsequent proposal shall have attached the following documents regarding the candidate in the Czech or English language:
 - a) curriculum vitae,
 - b) document evidencing the highest achieved level of education and degree,
 - c) documents evidencing the award of academic, research and/or scientific titles or other professional qualification,
 - d) overview of professional and pedagogical activities,
 - e) list of research work or artistic outcomes, text books and study texts,
 - f) results of implementation of important projects, discoveries and important inventions,
 - g) results in education of researchers and art specialists,
 - h) candidate’s written consent with the proposal.

In case of a candidate who has been involved in long-term collaboration with UCT Prague and whose personality is well known at the respective faculty or at UCT, the Dean may decide that the documents stated under letters b) – g) are not required to be submitted.
5. In case the requirements under paragraph 4 are met, the Dean submits a proposal with attachments and his/her opinion to the Scientific Board, which will decide to submit the proposal for appointing the candidate visiting professor to the Rector, or to terminate the proceedings for appointment of visiting professor.
6. The Dean submits the proposal for appointment of visiting professor approved by the Scientific Board of the faculty under paragraph 5 to the Rector together with the documents required under paragraph 5 and with the Dean’s written opinion.

7. Based on the proposal under paragraph 6, the Rector decides on appointing the candidate visiting professor, or rejects the proposal in which case the Rector returns the proposal with the documents to the Dean.
8. The Dean informs the submitter of the suggestion and the candidate on the result of the proceedings for appointment of visiting professor.

Article 4

Appointment of visiting professor

1. A visiting professor at UCT Prague is installed for a definite period of time based on appointment by the Rector.
2. The appointment decree issued in the Czech or English language is handed over by the Rector to the visiting professor. The decree contains
 - a) name and surname, titles,
 - b) date and place of birth,
 - c) study programme, or study sub-programme, for which the visiting professor is appointed,
 - d) effective date of the appointment and duration at UCT Prague,
 - e) name of the department where the visiting professor at UCT Prague will perform his/her activities.
3. Records of visiting professors at UCT Prague are kept by the Department of Research and Development of UCT Prague.

Article 5

Status of visiting professor

1. A visiting professor carries out educational, creative and professional/research activities within the department he/she is visiting.
2. The conditions for specific performance of work of the visiting professor are defined by the Dean within the Dean's authority upon the proposal by the head of the respective department.
3. A visiting professor is not a member of the academic staff, he/she cannot take vote or be elected to the academic senates. Other than that the visiting professor enjoys the same rights as if he/she were member of the academic staff.
4. During his/her stay at UCT Prague, the visiting professor is entitled to use the work denomination "hostující profesor Vysoké školy chemicko-technologické v Praze" ("hostující profesor VŠCHT Praha") in the Czech language or "visiting professor at the University of Chemistry and Technology, Prague" ("Visiting Professor at UCT Prague") in the English language.
5. The employment status of the visiting professor is governed by special legal regulations of the Czech Republic, namely Act No. 262/2006 Coll., the Labour Code, as amended.

Article 6

Professor emeritus of UCT Prague

1. Professor emeritus of UCT Prague is an honorary title.

2. The person appointed professor emeritus is a professor older than 65 years who in the past was in a work relationship with UCT Prague as a professor for at least 10 years.

Article 7

Course of proceedings for appointment of professor emeritus

1. The proceedings for appointment of a professor emeritus are started upon the Dean's proposal.
2. The proceedings take place at the faculty where the candidate used to work. In case of a candidate who worked at a service department for all UCT Prague faculties, the proceedings take place at UCT Prague.
3. The head of the workplace hands the suggestion for appointment of a professor emeritus to the Dean to whom the workplace reports.
4. The suggestion or proposal has to contain the field for which the professor emeritus is to be appointed. The following documents shall form part of the proposal:
 - a) personal data of the candidate within the scope usual at UCT Prague,
 - b) reason for the proposal,
 - c) definition of conditions of the performance of activities of the professor emeritus at UCT Prague workplace
 - d) candidate's written consent with the proposal.
5. In case the requirements under paragraph 4 are met and the proceedings take place under paragraph 2 at a faculty, the Dean submits a proposal with attachments and his/her opinion to the Scientific Board for their opinion.
6. The Dean submits to the Rector the proposal for appointment of professor emeritus together with the required documents, the Dean's written opinion and the opinion of the Scientific Board.
7. Based on the proposal under paragraph 6, the Rector decides on appointing the candidate professor emeritus, or rejects the proposal in which case the Rector returns the proposal with the documents to the Dean.
8. The Dean informs the submitter of the suggestion and the candidate on the result of the proceedings.

Article 8

Appointment of professor emeritus

1. Professor emeritus of UCT Prague is appointed for an indefinite period of time based on appointment by the Rector.
2. The appointment decree issued in the Czech or English language shall contain the following information on the professor emeritus:
 - a) name and surname, titles,
 - b) date and place of birth,
 - c) field for which the professor emeritus is appointed,
 - d) the workplace of UCT Prague where the professor emeritus will carry out his/her activities
 - e) effective date of the appointment.
3. The appointment decree is handed over to the newly appointed professor emeritus in an appropriate and solemn manner.
4. Records and a public list of professors emeriti at UCT Prague are kept by the Department of Research and Development of UCT Prague. The public list includes the whole name,

academic titles and honours, workplace of the professor emeritus and the date of appointment.

Article 9

Status of professor emeritus

1. A professor emeritus may carry out his/her own creative or professional activity and take part in the development of creative and professional competencies of students and young researchers within the workplace to which the professor emeritus was appointed, and he/she may participate in the representation of UCT Prague.
2. The conditions for specific work of the professor emeritus are defined by the Dean or the Vice-Rector within their authority upon the proposal of the head of the workplace where the professor emeritus carries out his/her activities. Within the specified scope and for the performance of his/her activities, the professor emeritus has the right to use the equipment and the information resources of UCT Prague and the respective workplace.
3. A professor emeritus is not a member of the academic staff, he/she cannot take vote or be elected to the academic senates. Other than that the professor emeritus enjoys the same rights as if he/she were member of the academic staff.
4. At UCT Prague and when representing UCT Prague, the professor emeritus is entitled to use the work denomination “emeritní profesor Vysoké školy chemicko-technologické v Praze” (“emeritní profesor VŠCHT Praha”) in the Czech language or “professor emeritus at the University of Chemistry and Technology, Prague” (“Professor Emeritus of UCT Prague”) in the English language.
5. Professor emeriti defend the reputation of UCT Prague, observe all valid legal regulations of the Czech Republic and follow the internal regulations of UCT Prague, the respective faculties and workplaces related to their activities, namely safety rules, and safeguard the property of UCT Prague against loss, damage and misuse.
6. The appointment of professor emeritus does not give rise to any property claims or work-related claims.

Article 10

Other provisions

1. In case of service departments for all faculties, the Dean's tasks in the proceedings for appointment of visiting professor or professor emeritus are performed, in compliance with the Organizational Rules of UCT Prague, by the Vice-Rector for Education, who also sets forth the conditions for specific work of visiting professors or professors emeriti appointed for a service department for all faculty. Proposals are in such case discussed by the Scientific Board of UCT Prague.

Dated in Prague September 24, 2018

Prof. Ing. Karel Melzoch, CSc.
Rector