

Under Section 36 paragraph 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the following Rules of Habilitation Procedures and Procedures for Appointment of Professors at the University of Chemistry and Technology in Prague under ref code MSMT- 32584/2018 on October 11, 2018.

.....
Karolína Gondková
Higher Education Institutions
Head of Department

**RULES OF HABILITATION PROCEDURES AND PROCEDURES FOR
APPOINTMENT OF PROFESSORS
AT THE UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE
as at October 11, 2018**

**Part I
Habilitation (Venium Docendi) proceedings**

**Article 1
Introductory provisions**

1. Habilitation proceedings at the University of Chemistry and Technology, Prague (hereinafter "UCT Prague) are carried out in compliance with Sections 71 and 72 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), as amended, and in compliance with Article 29 of the Statute of the University of Chemistry and Technology, Prague (hereinafter the "Statute of UCT Prague").
2. In compliance with Section 72 paragraph 16 of the Higher Education Act, UCT Prague may set a fee for acts in connection with the habilitation proceedings, which at maximum shall be four times the base set forth under Section 58 paragraph 2 of the Higher Education Act; UCT Prague will publish the fee amount on its official board. The fee is collected by the Dean's Office of the faculty where the proceedings are commenced.
3. Public notice of the habilitation proceedings before the Scientific Board of the faculty and the documentation required for the habilitation proceedings are ensured by the Dean's Office of the respective faculty. The documentation for habilitation proceedings to be presented to the Rector and the Scientific Board of the University of Chemistry and Technology, Prague (hereinafter "Scientific Board of UCT Prague") is ensured by the Department of Scientific Research and Development in cooperation with the Rector's Secretariat.
4. The documents for the commencement, the course and the termination of habilitation proceedings are registered in the Dean's Office of the respective faculty in electronic and paper forms in the habilitation file.
5. Record keeping regarding completed habilitation proceedings at UCT Prague is maintained electronically by the Department of Scientific Research and Development.

6. Lawful publishing of information on habilitation proceedings under the valid legal regulation, as well as publishing of information on the official notice board of UCT Prague, is ensured by the Department of Scientific Research and Development.
7. Lawful submission of data to the information system Registr docentů, profesorů a mimořádných profesorů (Register of associate professors, professors and adjunct professors) is ensured by the Personnel Department.
8. In compliance with Section 75 of the Higher Education Act, Section 47b shall apply accordingly to publishing of habilitation thesis unless the thesis has already been published in other way.
9. Habilitation proceedings are not subject to Act No. 500/2004 Coll., the Administrative Procedure Code as amended. The bodies of UCT Prague and the faculties and boards and panels in habilitation proceedings shall act without unnecessary delay.

Article 2 Commencement of proceedings

1. Habilitation proceedings are commenced by submission of the candidate's proposal to the Dean of the faculty (hereinafter the "Dean"). The date of commencement of the proceedings is the date of receipt of the proposal by the Dean's Office.
2. In compliance with Section 72 paragraph 2 of the Higher Education Act, the candidate's proposal for commencement of habilitation proceedings shall contain:
 - a) signed proposal to commence the habilitation proceedings, specifying the field,
 - b) proposal of three topics of the habilitation lecture,
 - c) curriculum vitae,
 - d) documents attesting to the higher education acquired and pertinent academic degrees awarded,
 - e) documents proving pedagogical experience,
 - f) list of scientific, professional works and overview of scientific and professional internships, both domestic and foreign, and, if applicable, other documents evidencing scientific research activity,
 - g) overview of projects, professional and social activities, international cooperation,
 - h) pedagogical project,
 - i) habilitation thesis.
3. The habilitation thesis is submitted by the candidate in the Czech, Slovak or English languages. In compliance with Section 72 paragraph 3 of the Higher Education Act, habilitation thesis shall mean:
 - a) a thesis that brings new scientific findings,
 - b) a set of published research works or engineer works accompanied with a commentary,
 - c) a printed monography providing new scientific findings.

4. Should the submitted proposal fail to comply with the requirements set forth by the Higher Education Act or this regulation, the Dean will request in writing the candidate to correct the failures. The written request shall contain the deadline set forth by the Dean to correct the failures, which shall not exceed 90 days from the day of delivery of the written request to the candidate. If the candidate fails to correct the failures within the given term, the proceedings will be terminated and the submitted materials will be returned to the candidate.

Article 3 Habilitation Board

1. If the proposal does not contain any failures, the Dean will propose a five-member Habilitation Board.
2. The Habilitation Board consists of professors, associate professors and other distinguished representatives of the respective or related field. The Habilitation Board must be chaired by a professor; at least three members of the Habilitation Board must not be from UCT Prague or from a legal entity which employs the candidate. The proposed board members must express their approval with their nomination.
3. No co-author of the work or, in case of a collection of works, no co-author of part of the work which is submitted by the candidate as the habilitation thesis can be member of the Habilitation Board.
4. The Dean informs the Scientific Board of the faculty at its closest meeting about the commencement of the habilitation proceedings and submits the proposal for composition of the Habilitation Board. The composition of the Habilitation Board is to be approved by the Scientific Board, who at the same time chose one of the proposed topics for the habilitation lecture.
5. The Dean then appoints the Habilitation Board and requests the head of the department of the faculty where the field of habilitation is being developed, to provide the opinion of the department on the candidate's habilitation proceedings. If the candidate is not an employee of UCT Prague, the Dean will request the opinion of the Dean of the faculty of the Rector of the university where the candidate works. In their statements on the commenced proceedings, the department, or the workplace of the candidate who is not employee of UCT Prague, if applicable, provide their opinion on the contribution of the candidate to the respective field, quality of the candidate's pedagogical work and on his/her pedagogical project.
6. The Habilitation Board has available for its meeting the information for the meeting stated in Article 2 paragraphs 2 and 3 as well as the internal directive Framework Criteria for the Habilitation Procedure and the Procedure to Appoint Professors at UCT Prague.

Article 4 Meeting of the Habilitation Board

1. The meeting of the Habilitation Board is presided by its Chair or the authorized member of the Habilitation Board.
2. The Habilitation Board has a quorum if at least four of its members are present. The Habilitation Board may pass a resolution if at least three of its members are in favour. If the conditions that at least three members have to be in favour is not met, the meeting of the Habilitation Board shall be repeated. The Habilitation Board may take vote electronically in a way that ensures secret ballot.

3. The Habilitation Board appoints three readers of the habilitation thesis, of which two must not be from UCT Prague or from a legal entity employing the candidate. No co-author of the work or, in case of a collection of published works, no co-author of part of the work which is submitted by the candidate as the habilitation thesis can be appointed as a reader. The Dean's Office makes available to the readers the habilitation thesis and the candidate's proposal for the commencement of the habilitation proceedings with attachments as documentation for assessment of the candidate.
4. The Habilitation Board assesses the professional, namely scientific and technical, activity of the candidate as qualification for the respective field, as well as the candidate's pedagogical practice under Section 72 paragraph 8 of the Higher Education Act, and assesses the quality of the habilitation thesis based on the opinions of the readers.
5. The Habilitation Board takes a secret vote on whether the proposal to appoint the candidate associate professor should be recommended to the Scientific Board of the faculty. If the proposal does not obtain the required number of votes for the recommendation, the Habilitation Board will propose termination of the habilitation proceedings.
6. The Chair of the Habilitation Board submits to the Dean, together with the result of the vote, a reasoned proposal to the Scientific Board of the faculty to appoint the candidate associate professor or to terminate the habilitation proceedings, signed by all members of the Habilitation Board who participated in the vote.

Article 5

Habilitation lecture and meeting of the Scientific Board of the faculty

1. The habilitation lecture and defence of the habilitation thesis are performed at an open meeting of the Scientific Board of the faculty in compliance with Section 72 paragraph 9 of the Higher Education Act. The course of the meeting of the Scientific Board of the faculty regarding the proposal for appointment of an associate professor is given by the rules of procedure. Two thirds of the members of the Scientific Board must be present during the habilitation proceedings. The meeting must be attended by the Chair of the Habilitation Board, or by a member of the Habilitation Board authorized by the Chair.
2. During the meeting, the opinion of the department of UCT Prague, or of other workplace of the candidate, on the habilitation proceedings is provided. The Chair or the Habilitation Board, or the member of the Habilitation Board authorized by the Chair, reads the opinion of the Habilitation Board on the appointment of the candidate associate professor.
3. The candidate provides the theses of his/her habilitation work, gives a professional habilitation lecture and, in public discussion, comments on the opinions of readers and answers questions of the audience. For assessment of the professional habilitation lecture there are selected three members of the Scientific Board as evaluators.
4. The Dean then opens and manages a closed meeting of the Scientific Board of the faculty, members of the Habilitation Board and readers regarding the habilitation thesis as well as the pedagogical, scientific, technical and other professional activities of the candidate. Upon the Dean's request, the individual evaluators of the habilitation lecture provide their opinion.
5. The Scientific Board of the faculty takes vote by secret ballot to decide on the proposal if the candidate should be appointed associate professor. If the proposal for appointment of

associate professor obtains majority of all members of the Scientific Board of the faculty, the Dean submits the proposal for appointment to the Rector. If the proposal for appointment of associate professor does not obtain the majority of votes of all members of the Scientific Board of the faculty, the habilitation proceedings are terminated under Section 72 paragraph 10 of the Higher Education Act.

Article 6 **Rector´s consent**

1. If the Rector agrees with the proposal for appointment of associate professor, the candidate is appointed associate professor by the Rector.
2. If the Rector expresses disagreement with the proposal for appointment of associate professor, he/she presents it together with his/her reasons to the Scientific Board of UCT Prague, which will then discuss it and take vote in the form of secret ballot on the resolution regarding the appointment of the candidate associate professor. If the proposal for appointment of the candidate associate professor obtains a majority of votes of all members of the Scientific Board of UCT Prague, the candidate will be appointed associate professor by the Rector. If the proposal for appointment does not obtain a majority of votes of all members of the Scientific Board of UCT Prague, the habilitation proceedings are terminated.
3. The candidate is appointed associate professor as at the first day of the month following the month in which the Rector has signed the appointment decree.

Article 7 **Withdrawal of proposal, termination of proceedings and objections against procedure**

1. At any time during the proceedings, the candidate has the right to withdraw his/her proposal for commencement of the habilitation proceeding; this shall be done in the form of a written notification. In such case, the Dean will terminate the proceedings.
2. In case of termination of the habilitation proceedings by the Scientific Board of the faculty, or the Scientific Board of UCT Prague, the Dean will inform the candidate about this fact. The electronic version of the habilitation thesis in a read-only format is archived in the Dean´s Office of the faculty, other materials are returned to the candidate. In such case the candidate may submit a new proposal for commencement of the habilitation proceedings usually no earlier than one year from the termination of the habilitation proceedings.
3. Under Section 72 paragraph 14 of the Higher Education Act, the candidate may, within 30 days, object to the procedure during the habilitation proceedings. If the Dean does not agree with the objections, he/she will hand the case over to the Rector; the Rector´s decision is final. The Dean´s or Rector´s decision must be reasoned.

Article 8 **Stating invalidity of appointment of an associate professor**

1. In compliance with Section 74a through 74c of the Higher Education Act, the Rector may decide on stating invalidity of appointment of an associate professor within habilitation proceedings that took place at UCT Prague.

2. If the Rector does not find reasons for stating invalidity of the appointment of an associate professor, he/she will issue a resolution terminating the proceedings regarding the stating of invalidity.
3. The documentation for the Rector's decision under paragraph 1 includes a statement of a five-member Review Panel. The members of the Review Panel shall be appointed by the Rector from amongst professors, associate professors, or other experts, where one of the members shall be appointed by the Rector from amongst state employees of the Ministry of Education, Youth and Sports upon the proposal of the Minister of Education, Youth and Sports (hereinafter the "Minister"). The majority of the Review Panel members shall be experts not employed by UCT Prague. The Review Panel decides in secret ballot by absolute majority of votes of all its members.
4. Before issuing a decision, the Rector may request the Scientific Board of the respective faculty to provide their opinion.

Part II Proceedings for the appointment of professors

Article 9 Introductory provisions

1. Proceedings for the appointment of professors at UCT Prague take place under Sections 73 and 74 of the Higher Education Act and in compliance with Article 29 of the Statute of UCT Prague.
2. In compliance with Section 74 paragraph 10 of the Higher Education Act, UCT Prague may set a fee for the operations associated with the professor appointment proceedings, which shall be no greater than six times the base defined under Section 58 paragraph 2 of the Higher Education Act; UCT Prague shall publish the fee amount on its official board. The fee is collected by the Dean's Office of the faculty where the proceedings are commenced.
3. The documentation required for the proceedings for appointment of a professor and the public notice of the proceedings for appointment of a professor are ensured for the Scientific Board of the faculty by the Dean's Office of the respective faculty. The documentation required for the proceedings for appointment of a professor and the public notice of the proceedings for appointment of a professor are ensured for the Scientific Board of UCT Prague by the Department of Scientific Research and Development.
4. The documents for the commencement, the course and the termination of proceedings for appointment of a professor are registered in the Dean's Office of the respective faculty in electronic and paper forms in the appointment proceedings file.
5. Record keeping regarding completed appointment proceedings at UCT Prague is maintained electronically by the Department of Scientific Research and Development.
6. Lawful publishing of information on proceedings for appointment of a professor under the valid legal regulation, as well as publishing of information on the official board of UCT Prague, is ensured by the Department of Scientific Research and Development.

7. Lawful submission of data to the information system Registr docentů, profesorů a mimořádných profesorů (Register of associate professors, professors and adjunct professors) is ensured by the Personnel Department.
8. Proceedings for appointment of a professor are not subject to Act No. 500/2004 Coll., the Administrative Procedure Code as amended. The bodies of UCT Prague and the faculties and boards and panels established in the proceedings for appointment of a professor shall act without unnecessary delay.

Article 10 Commencement of proceedings

1. The proceedings for appointment of a professor are commenced by submission of the candidate's proposal to the Dean of the faculty; the date of commencement of the proceedings is the date of receipt of the proposal by the Dean's Office. The proceedings may also be commenced based on the proposal of the Dean of the respective faculty or based on the Rector's proposal; such proposal shall be submitted to the Scientific Board of the respective faculty, which based on the granted accreditation carries out appointment proceedings in the given field. The proceedings may also be commenced by the Scientific Board of the respective faculty or by the Scientific Board of UCT Prague by their own initiative.
2. The candidate has to meet the pre-requisites defined in Section 74 paragraph 1 of the Higher Education Act. During the course of the appointment proceedings, the Board, the Scientific Board of the faculty and the Scientific Board of UCT Prague assess the candidate's pedagogical and scientific qualification.
3. If the proceedings are commenced upon proposal by the candidate, the proposal must be supported at least by two written opinions of professors in the same or related field.
4. If the proceedings are not commenced upon proposal by the candidate, the candidate shall be informed about the commencement of the proceedings by the Chair of the respective Scientific Board. If the candidate consents to the commencement of the proceedings, he/she will submit to the Dean of the respective faculty the documents and information required under paragraph 5. If the candidate expresses in writing his/her disagreement with the commencement of the proceedings, the proceedings for appointment of a professor are terminated.
5. In compliance with Section 74 paragraph 2 of the Higher Education Act, the proposal for commencement of proceedings shall contain:
 - a) signed proposal to commence the proceedings for appointment of a professor, specifying the field,
 - b) curriculum vitae,
 - c) documents attesting to the higher education acquired and pertinent academic degrees awarded,
 - d) documents proving pedagogical experience,

- e) a list of scientific, professional works and overview of scientific and professional internships, both domestic and foreign, and, if applicable, other documents evidencing scientific research activity,
 - f) overview of pedagogical and professional activities,
 - g) overview of projects, professional and social activities, international cooperation,
 - h) pedagogical project.
6. Should the submitted proposal fail to comply with the requirements set forth by the Higher Education Act or this regulation, the Dean shall request in writing the candidate to correct the failures. The written request shall contain the deadline set forth by the Dean to correct the failures, which shall not exceed 90 days from the day of delivery of the written request to the candidate. If the candidate fails to correct the failures within the given term, the proceedings will be terminated and the submitted materials will be returned to the candidate.

Article 11

Board

1. If the proposal does not contain any failures, the Dean will propose a five-member Board.
2. The Board consists of professors, associate professors and other distinguished representatives of the respective or related field. The Board must be chaired by a professor, and at least three members of the Board must not be from UCT Prague or from a legal entity which employs the candidate. The proposed board members must express their approval with their nomination.
3. A frequent co-author of the candidate's research and professional works may be member of the Board only in exceptional cases; in such situation the Dean will justify the proposal before the Scientific Board.
4. The Dean informs the Scientific Board of the faculty at its closest meeting about the commencement of the proceedings for appointment of a professor and submits the proposal for composition of the Board. The composition of the Board is to be approved by the Scientific Board of the faculty.
5. The Dean then appoints the Board and requests the head of the department of the faculty where the field of appointment is being developed to provide the opinion of the department on the candidate's appointment proceedings. If the candidate is not an employee of UCT Prague, the Dean will request the Dean of the faculty or the Rector of the university where the candidate works to provide their opinion on the candidate's scientific and pedagogical work.
6. For the meetings, the Board has at its disposal the information for the meeting stated in Article 10 paragraphs 3 and 5, as well as in the internal directive Framework criteria for habilitation proceedings and proceedings for appointment of professors at UCT Prague.

Article 12

Meeting of the Board

1. The meeting of the Board is presided by its Chair or the authorized member of the Board.

2. The Board has a quorum if at least four of its members are present. The Board may pass a resolution if at least three of its members are in favour. The Board may take vote electronically in a way that ensures secret ballot.
3. The Board performs a comprehensive assessment of the candidate's qualification.
4. The Board takes a secret vote on whether the proposal to appoint the candidate professor should be recommended to the Scientific Board of the faculty. If the proposal does not obtain the required number of votes for the recommendation, the Board will propose to terminate the proceedings for appointment of a professor.
5. The Chair of the Board submits to the Dean, together with the result of the vote, a reasoned proposal to the Scientific Board of the faculty to appoint the candidate professor or to terminate the appointment proceedings, signed by all members of the Board who participated in the vote.

Article 13
Lecture and meeting of the Scientific Board of the faculty,
meeting of the Scientific Board of UCT Prague

1. The course of the meeting of the Scientific Board of the faculty regarding the proposal for appointment of a professor is given by the rules of procedure. At least two thirds of the members of the Scientific Board must be present during the proceedings for appointment of a professor. The meeting must be attended by at least one member of the Board, usually the Chair. During an open meeting, the opinion of the department of UCT Prague, or of other workplace of the candidate, on the proceedings for appointment of the candidate professor is provided.
2. The Chair of the Board or the member authorised by him/her presents a reasoned proposal for appointing the candidate professor. The Chair of the Scientific Board requests the candidate to give at an open session a lecture in which he/she is to present the concept of research work and teaching in the given field; the lecture is then followed by an open discussion.
3. The Dean then opens and manages a closed meeting of the Scientific Board of the faculty and the present members of the Board to discuss the pedagogical, scientific, technical and other creative and professional activities of the candidate.
4. The Scientific Board of the faculty takes vote by secret ballot to decide on the proposal if the candidate should be appointed professor. If the proposal for appointment of professor obtains majority of all members of the Scientific Board of the faculty, the Dean submits the proposal for appointment of a professor to the Rector for inclusion in the agenda of the Scientific Board of UCT Prague in compliance with Sectionv74 paragraph 6 of the Higher Education Act. If the proposal for appointment of a professor does not obtain the majority of votes of all members of the Scientific Board of the faculty, the Scientific Board of the faculty terminates the appointment proceedings.
5. The course of the meeting of the Scientific Board of UCT Prague regarding the proposal for appointment a professor is given by the rules of procedure. At the meeting, the candidate gives a short presentation of his/her activities so far and the prospects of the field. The Scientific Board of UCT Prague takes a decision on the proposal for appointment a professor; this is done by voting in secret ballot. If the proposal receives consent from absolute majority of all members of the Scientific Board of UCT Prague, the approved proposal together with

all required information is submitted, through the Minister, to the President of the Republic for decision. If the proposal for appointment does not obtain a majority of the votes of all members of the Scientific Board of UCT Prague, the proceedings for appointment of a professor are terminated.

6. The Minister returns the proposal for appointment a professor with the reasons to the Scientific Board of UCT Prague if the legal procedure set forth by Section 74 of the Higher Education Act has not been complied with during the proceedings. In such case, the Scientific Board of UCT Prague shall discuss the case.
7. If the Scientific Board of UCT Prague in secret ballot agrees by absolute majority of all of its members that the legal procedure has not been complied with during the proceedings for appointment of a professor, the proceedings will go back to the phase in which the incompliance occurred.
8. If the Scientific Board of UCT Prague in secret ballot disagrees by absolute majority of all of its members that the legal procedure has not been complied with during the proceedings for appointment of a professor, the proposal together with the resolution of the Scientific Board of UCT Prague will be submitted again.

Article 14

Withdrawal of proposal, termination of proceedings and objections against procedure

1. At any time during the proceedings for appointment of a professor, the candidate has the right to withdraw his/her proposal for commencement of the proceeding; this shall be done in the form of a written notification. In such case, the Dean will terminate the proceedings for appointment a professor.
2. In case of termination of the proceedings by the Scientific Board of the faculty, or the Scientific Board of UCT Prague, the Dean will inform the candidate about this fact. In such case the candidate may submit a new proposal for commencement of the appointment proceedings usually one year from the termination of the appointment proceedings.
3. Under Section 74 paragraph 8 of the Higher Education Act, the candidate may, within 30 days, object to the procedure during the proceedings for appointment of a professor; the Rector shall decide on the objections, the Rector's decision being final. The Rector's decision must be reasoned.

Part III

Joint, transitional and final provisions

Article 15

1. Within their authority, the Rector and the Deans shall make sure there is no conflict of interest on the side of the individual bodies, namely of the Rector, Vice-Rectors, Deans, Vice-Deans, Heads of Departments, and members of Habilitation Boards or readers of habilitation theses in case of habilitation proceedings or members of the Boards in case of proceedings for appointment of a professor.
2. These rules have been approved under Section 9 paragraph 1 letter b) of the Higher Education Act by the Academic Senate on September 18, 2018.

3. These rules become valid under Section 36 paragraph 4 of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
4. These rules come to force and effect on the date of registration by the Ministry of Education, Youth and Sports.

Radek Cibulka
President of the Academic Senate of UCT Prague

Karel Melzoch
Rector of UCT Prague