

University of Chemistry and Technology, Prague	
Title	CIRCULATION No. B/O/965/1/2019
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Applicability	Area within the responsibility and powers of the Vice-Rector for Research and Development
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Habilitation proceedings and proceedings for appointment of professors at UCT Prague are governed by the internal regulation Rules of habilitation procedures and procedures for appointment of professors at the University of Chemistry and Technology, Prague (hereinafter the HAP Rules). This methodological instruction specifies in more detail the usual procedure of habilitation proceedings and proceedings for appointment of professors. The document contains the full wording of HAP Rules and the methodological instructions written in italics.

Part I Habilitation (Venium Docendi) proceedings

Article 1

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. *Under the Rector’s Decree No. 30.07/03 as at 19. 3. 2003 on payments for above-standard administrative acts, the commencement of habilitation proceedings is associated with a fee of CZK 3000. The obligation to pay the fee does not apply to persons who are employed by UCT*

Prague. In exceptional cases, the Dean or the Vice-Rector for Research and Development may, based on a written request, waive or reduce the fee for above-standard administrative acts.

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 commencement, course and termination of habilitation proceedings are registered in the Dean's Office of the respective faculty both in electronic and paper forms in the habilitation file *and they contain:*
 - a. *proposal to commence the habilitation proceedings including all attachments,*
 - b. *copy of certified documents proving the achieved education,*
 - c. *required statements of readers, or other relevant written opinions and assessments,*
 - d. *opinion of the Habilitation Board including the record of results of its voting and, as the case may be, minutes from the board's meeting,*
 - e. *protocol(s) of the vote taken regarding appointment of the candidate associate professor,*
 - f. *proposal by the Faculty to appoint the candidate associate professor, submitted to the Rector,*
 - g. *copy of the protocol of the vote taken by the Scientific Board of UCT Prague in case the appointment was discussed by the Scientific Board of UCT Prague,*
 - h. *copy of the appointment decree.*
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. *Habilitation proceedings may be held in the Czech or English languages. If the habilitation proceedings are held in the English language, the Scientific Board of the faculty shall be informed by the Chair of such fact at the start of the discussion regarding the proceedings.*
The secretary of the faculty or the authorised employee of the Dean's Office (hereinafter also the "Dean's Office") checks the completeness of the submitted documents. At the same time, the Dean's office informs the Department of Scientific Research and Development about the commenced

habilitation proceedings. The Dean's Office will send to the Department of Scientific Research and Development the electronic form "Zveřejňování údajů o habilitačním řízení", (Disclosure of Information on Habilitation Proceedings), with the filled in Section I. The Department of Scientific Research and Development shall submit 2 originals of the form to the Rector for signature and make sure one signed original is sent to the Ministry of Education, Youth and Sports (hereinafter the "Ministry"); it shall send back the copy of the form signed by the Rector to the Dean's Office of the respective faculty, and publish the commencement of the habilitation proceedings on the websites of UCT Prague at the address <https://www.vscht.cz/veda-a-vyzkum/habilitace> (official notice board).

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 for commencement of habilitation proceedings, specifying the field, as a file in non-modifiable binding **in five paper** copies corresponding to the structure provided in the specimen application form according to Attachment 1 hereof, an **electronic version** of the file under this letter with identical content, delivered as a single file labelled with the name of the candidate, created in Word and exported to PDF format,
 - b) proposal of three topics of the habilitation lecture, the proposed topics being stated on the first page of the form of proposal for commencement of habilitation proceedings,
 - c) curriculum vitae, the curriculum vitae is **signed**, structured, foreign internships are stated if longer than 1 month, the most important creative activities will be selected by the candidate and ordered based on importance, other relevant information may be added if the chapter names are not sufficient,
 - d) documents attesting to the higher education acquired and pertinent academic degrees awarded¹,
 - e) documents proving pedagogical experience; in case of documents attesting to the higher education and academic degrees obtained abroad, it is necessary to submit a certified translation of the documents to the Czech or English language and the respective level of certification under the valid legal regulations; a sufficient document attesting pedagogical experience is the printout of points 2.1 and 2.2, of Section 2 Pedagogical activity, of the proposal for commencement of habilitation proceedings (Attachment 1) confirmed by the head of the workplace where the respective pedagogical activity was performed.²
 - 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 in five copies.

In case the habilitation proceedings are to be carried out in English, the parts of the proposal under letters a) through h) are submitted always in English. If the habilitation proceedings are to be performed in Czech, the proposal is submitted in Czech, with a possible exception in case of a habilitation thesis, which can be submitted also in English or Slovak.
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

¹ The documents are submitted to the Dean's Office of the faculty in original or as certified copies and they are returned to the candidate. The Dean's Office is authorised to make copies of the submitted documents and to confirm they are identical to the original by an official stamp.

² Certified documents proving pedagogical experience are required only from a candidate from other workplace than UCT Prague. In case of a candidate from UCT Prague the verification is performed via internal systems.

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.

The Dean will inform in writing the candidate and the Department for Scientific Research and Development about the termination of the proceedings; the Dean's Office will return the originals of the submitted documents to the candidate and keep the copies for paper and electronic archiving. The Department of Scientific Research and Development will make sure the ministry is informed about the termination of the proceedings and they will also publish the termination of the habilitation proceedings on the UCT Prague websites (official notice board).

Article 3

Habilitation Board

1. If the proposal contains no 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. *The Dean's Office will check with the Personnel Department that at least three members of the Board are not in employment relationship with UCT Prague. In case of a candidate from other workplace than UCT Prague, the Dean's Office will ask the proposed members to provide a statement that they are not employed by the candidate's employer. Agreements outside employment relationship (DPP – agreement on work, DPC – agreement on work activity) are not considered as employment. Such statement to be signed by the proposed member is attached to and sent together with the decree of appointment.*
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. *If the proceedings are held in English, the Dean at this meeting and before the vote on the composition of the Habilitation Board shall inform the Scientific Board of the faculty about this fact. If the vote is taken per-rolam, the information that the proceedings will be held in English will be provided to the members of the Scientific Board of the faculty during the vote.*
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. *In case of proceedings held in English, the opinion under this paragraph shall be submitted in English, or together with the original in Czech there must also be submitted a certified translation of the opinion into English.*
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 in the internal directive Framework criteria for habilitation proceedings and proceedings for appointment of professors at UCT Prague. *The Dean's Office shall deliver the habilitation thesis only to the Chair of the Habilitation Board; members of the Habilitation*

Board will only be able to consult the habilitation thesis in the Dean's Office. The Habilitation Board will receive via the Dean's Office:

- appointment to the position of a Board member, including the form containing the statement under paragraph 2 of this Article,*
- information for the meeting (point 6),*
- any clarification of the Framework Criteria for the Habilitation Procedure and the Procedure to Appoint Professors at UCT Prague) valid for the given faculty,*
- internal instructions for the Chair of the Habilitation Board.*

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. *Board members shall express themselves unambiguously, i.e. they may vote exclusively by expressing approval or disapproval and it is not possible to cast invalid vote or to abstain. Such obligation will be brought to the attention of the Board members by the Chair of the Board in advance. Should an ambiguous vote be cast (the voting ballot has not been marked in the prescribed way), the secret ballot is to be repeated and the Chair of the Habilitation Board shall make a record of the reason of such repeated vote.*
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. *The Chair of the Board in cooperation with the Dean shall inquire at the Personnel Department of UCT Prague to make sure that at least two reviewers are not in employment relationship with UCT Prague. The readers will receive the document regarding their appointment from the Dean's Office of the respective faculty; in case of habilitation proceedings regarding a candidate who is not from UCT Prague, the readers will also receive a ready to be signed statement that they are not in an employment relationship with the candidate's employer. In case of proceedings held in English, the readers will write their reviews in English.*
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. *Usually the proposal is delivered through the Dean's Office both in paper form and electronically. In case of proceedings held in English, the opinion of the Habilitation Board is written in English or the*

Dean's Office promptly makes sure it is translated from Czech to English, the Chair of the Habilitation Board certifying by his or her signature its authenticity.

Members of the Habilitation Board, except for the Chair, shall return the candidate's proposal for commencement of habilitation proceedings, including all attachments, to the Dean's Office.

The Dean's Office shall:

- send electronically to the candidate copies of the opinions of the readers as soon as possible after their receipt,*
- no later than one week before the date of defence, ensure public notification on the faculty's website and notice board regarding the habilitation lecture, defence of the habilitation thesis and the possibility of viewing the habilitation thesis and the list of the candidate's scientific and professional activities,*
- at least one week before the date of defence, make all candidate's materials, readers' reviews and the opinion of the Habilitation Board available to the members of the Scientific Board of the faculty.*

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., *the Dean informs the candidate and the Department of Scientific Research and Development in writing about the decision to terminate the proceedings, the Dean's Office returns the submitted materials to the candidate and keeps the copies for paper and electronic archiving. The Department of Scientific Research and Development makes sure a notification of the termination of the proceedings is sent to the ministry and publishes the termination of the habilitation proceedings on the websites of UCT Prague.*

The proposal for appointment of an associate professor is always submitted to the Rector in Czech, regardless of the language in which the habilitation proceedings were held.

In the next step towards appointment of an associate professor, promptly upon the meeting of the Scientific Board of the faculty, the Dean's Office shall hand over to the authorised employee of the Department of Scientific Research and Development of UCT Prague (hereinafter the Department of Scientific Research and Development) the materials under a) through e) in written form and the materials under b) through e) also in electronic form:

- a) 2 copies of the habilitation thesis,*
- b) 3 copies of the signed candidate's proposal for commencement of habilitation proceedings with all attachments under Article 2 paragraph 2 of this methodological instruction,*
- c) copy of the Habilitation Board's opinion,*
- d) copy of the protocol on secret ballot of the Scientific Board of the faculty,*
- e) copy of the faculty's proposal for appointment of associate professor.*

The Department of Scientific Research and Development will pass over the proposal including all required formalities to the Rector to decide about the candidate's proposal under Section 72 paragraph 11.

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.

If the proceedings are terminated, the Dean informs the candidate in writing, the Dean's Office returns the originals of the submitted materials to the candidate and keeps the copies for paper and electronic archiving. The Department of Scientific Research and Development makes sure the ministry is informed about the termination of the proceedings and publishes the termination of the habilitation proceedings on the websites of UCT Prague.

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.
After the candidate has been appointed associate professor, the Department of Scientific Research and Development shall:
 - deliver to the Dean's Office and the Personnel Department an electronic copy of the appointment decree,*
 - return to the Dean's Office of the faculty the documents regarding the habilitation proceedings which were passed over to the Department of Scientific Research and Development by the Dean's Office under Article 5 hereof.*

The Dean's Office of the faculty shall hand over one printout of the habilitation thesis to the Centre of Information Services of UCT Prague for the purpose of record-keeping regarding qualification theses. The appointment decree, signed by the Rector and stamped with the official stamp of UCT Prague, is handed over to the associate professor usually at the graduation ceremony of new doctors and associate professors, to which the associate professor is invited by the Department of Scientific Research and Development.

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.

In case of withdrawal of the proposal, termination of proceedings or objection against procedure, the Dean's Office shall promptly inform the Department of Scientific Research and Development.

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

For proceedings for the appointment of professors held in English, the rules of habilitation procedures shall apply accordingly.

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. *Under the Rector's Decree No. 30.07/03 as at 19. 3. 2003 on payments for above-standard administrative acts, the commencement of proceedings for the appointment of professors is associated with a fee of CZK 5000. The obligation to pay the fee does not apply to persons who are employed by UCT Prague. In exceptional cases, the Dean or the Vice-Rector for Research and Development may, based on a written request, waive or reduce the fee for above-standard administrative acts.*

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 *and they include:*
 - a) *proposal to commence the proceedings for the appointment of a professor including all attachments,*
 - b) *copy of certified documents proving the achieved education,*
 - c) *required statements of readers, or other relevant written opinions and assessments,*
 - d) *opinion of the Board including the record of results of its voting and, as the case may be, minutes from the board's meeting,*
 - e) *protocol of the vote taken regarding appointment of the candidate professor,*
 - f) *proposal by the Faculty to appoint the candidate professor, submitted to the Scientific Board of UCT Prague,*
 - g) *copy of the proposal for the appointment of the candidate as professor to be submitted to the President of the Czech Republic through the Minister of Education, Youth and Sports (hereinafter the "minister").*
5. Recordkeeping of completed appointment proceedings at UCT Prague is performed 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 *via the Dean's Office*³; 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

³ *The candidate is recommended to notify the Dean's Office of the faculty in advance about the candidate's intention to submit the proposal for commencement of the appointment proceedings to the Dean. The Dean's Office shall inform the candidate about all binding regulations of UCT Prague and the faculty regarding the appointment proceedings. Such regulations, as amended, are available on the websites of UCT Prague or the faculty.*

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. *The secretary of the faculty or the authorised employee of the Dean's Office checks the completeness of the submitted documents. At the same time, the Dean's office informs the Department of Scientific Research and Development about the commenced proceedings for appointment of a professor (hereinafter also the "appointment proceedings"). The Dean's Office will send to the Department of Scientific Research and Development the electronic form "Zveřejňování údajů o řízení ke jmenování profesorem", (Disclosure of Information on Professor Appointment Proceedings) with the _____ filled in _____ Section _____ I. The Department of Scientific Research and Development shall submit 2 originals of the form to the Rector for signature and make sure one signed original is sent to the ministry; it shall send back the copy of the form signed by the Rector to the respective Dean's Office, and publish the commencement of the appointment proceedings on the websites of UCT Prague at the address <https://www.vscht.cz/veda-a-vyzkum/habilitace> (official notice board).*
5. In compliance with Section 72, paragraph 2 of the Higher Education Act, the proposal shall contain:
 - a) signed proposal for commencement of proceedings for appointment of a professor, specifying the field, *as a file in non-modifiable binding in **five paper** copies corresponding to the structure provided in the specimen proposal form according to Attachment 2 hereof, **electronic version** of the file under this letter with identical content, delivered as a single file labelled with the name of the candidate, created in Word and exported to PDF,*
 - b) curriculum vitae, *the curriculum vitae is **signed**, structured, foreign internships are stated if longer than 1 month, the most important creative activities will be selected by the candidate and ordered based on importance, other relevant information may be added if the chapter names are not sufficient.*
 - c) documents attesting to the higher education acquired and pertinent academic degrees awarded⁴
 - d) documents proving pedagogical experience; *in case of documents attesting to the higher education and academic degrees obtained abroad, it is necessary to submit a certified translation of the documents to the Czech or English language and the respective level of certification under the valid legal regulations; a sufficient document attesting pedagogical experience is the printout of points 2.1 and 2.2 of Section 2*

⁴ The documents are submitted to the Dean's Office in original or as certified copies and they are returned to the candidate. The Dean's Office is authorised to make copies of the submitted documents and attach to them official stamp and signature verifying that the copies are identical to the originals.

Pedagogical activity of the Proposal for commencement of proceedings for appointment of a professor (Attachment 2), confirmed by the head of the workplace where the respective pedagogical activity was performed.⁵

- e) 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. *The Dean will inform in writing the candidate and the Department for Scientific Research and Development about the decision; the Dean's Office will return the originals of the submitted documents to the candidate and keep the copies for paper and electronic archiving.*

The Dean will inform in writing the candidate and the Department for Scientific Research and Development about the decision on termination of the proceedings. The Dean's Office will return the originals of the submitted documents to the candidate and keep the copies for paper and electronic archiving. The Department of Scientific Research and Development will make sure the ministry is informed about the termination of the proceedings and they will also publish the termination of the appointment proceedings on the UCT Prague websites (official notice board).

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. *The Dean's Office will check with the Personnel Department that at least three members of the Board are not in employment relationship with UCT Prague. In case of a candidate from other workplace than UCT Prague, the Dean's Office will ask the proposed members to provide a statement that they are not employed by the candidate's employer. Agreements outside employment relationship (DPP – agreement on work, DPČ – agreement on work activity) are not considered as employment. Such statement to be signed by the proposed member is attached to and sent together with the decree of appointment.*
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

⁵ *Certified documents attesting pedagogical experience are required only from candidates from other workplace than UCT Prague. For candidate from UCT Prague, the verification is done via internal systems.*

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.

The Board will receive via the Dean's Office:

- *appointment to the position of a Board member, including the form containing the statement under paragraph 2 of this Article,*
- *information for the meeting (point 6),*
- *any clarification of the Framework Criteria for the Habilitation Procedure and the Procedure to Appoint Professors at UCT Prague valid for the given faculty,*
- *internal instructions for the Chair of the Board.*

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. *Board members shall express themselves unambiguously, i.e. they may vote exclusively by expressing approval or disapproval and it is not possible to cast invalid vote or to abstain. Such obligation will be brought to the attention of the Board members by the Chair of the Board in advance. Should an ambiguous vote be cast (the voting ballot has not been marked in the prescribed way), the secret ballot is to be repeated and the Chair of the Board shall make a record of the reason of such repeated vote.*
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. *Usually the proposal is delivered through the Dean's Office both in paper form and electronically. In case of proceedings held in English, the opinion of the Board is written in English or the Dean's Office promptly makes sure it is translated from Czech to English, the Chair of the Board certifying by his or her signature its authenticity.*
Members of the Board, except for the Chair, shall return the candidate's proposal for commencement of the proceedings, including all attachments, to the Dean's Office.
The Dean's Office shall:
 - *no later than one week before the date of the meeting of the Scientific Board of the faculty, ensure public notification on the faculty's website and notice board regarding the discussion about the appointment procedure before the Scientific Board of the faculty and the possibility of viewing the list of the candidate's scientific and professional activities,*
 - *at least one week before the date of the meeting of the Scientific Board of the faculty, make all candidate's materials and the opinion of the Board available to the members of the Scientific Board of the faculty.*

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 *and the candidate has the opportunity to react to questions and comments.*
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; *this shall be done through the Department of Scientific Research and Development as specified in this point below.* 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, *the Dean informs the candidate and the Department of Scientific Research and Development in writing about the decision to terminate the proceedings, the Dean ´s Office returns the submitted materials to the candidate and keeps the copies for paper and electronic archiving. The Department of Scientific Research and Development makes sure a notification of the termination of the proceedings is sent to the ministry and publishes the termination of the proceedings on the websites of UCT Prague.*

For further continuation of the proceedings, the Dean ´s Office shall promptly after the meeting of the Scientific Board hand over to the Department of Scientific Research and Development the materials a) through e) in written and electronic form:

- a) *3 copies of the signed candidate ´s proposal for commencement of the proceedings with all attachments under Article 10 paragraph 5 of this methodological instruction,*
- b) *signed curriculum vitae of the candidate,*
- c) *original of the Board ´s opinion,*
- d) *original of the protocol on secret ballot of the Scientific Board of the faculty,*
- e) *original of the faculty ´s proposal for appointment of professor.*

The Department of Scientific Research and Development will pass over the proposal including all required formalities to the Scientific Board of UCT Prague for further discussion.

The invitation to the Scientific Board meeting is sent to the members of the Scientific Board and the Chair of the Board for appointment proceedings, or another member of the Board, by the Rector ´s Secretariat. The candidate is invited by a personal letter from the Vice-Rector for Research and Development.

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. *Before the Scientific Board of UCT Prague, the candidate gives a personal presentation not exceeding 20 minutes, which is not a monothematic lecture but rather a presentation of the candidate's personality including his/her most interesting results both in research and pedagogical areas as well as their position in the current context. The candidate includes in the presentation also projection of table 3.1 Overview of scientific, research and innovation activities, provided in the proposal for commencement of proceedings for appointment professor. The candidate is expected to choose upon his/her consideration several most important publications and text books and to stress his/her own contribution to the topic. That is followed by a public discussion and a closed session of the Scientific Board regarding the appointment proceedings, pedagogical, scientific, research and other creative and professional activities of the candidate, which is attended by the Chair of the evaluation Board or by a member of the Board authorized by the Chair.* 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.

For the purposes of archiving in compliance with Article 9 paragraph 4 hereof, the Department of Scientific Research and Development returns to the Dean's Office the third original of the proposal for appointment of a professor, as well as copies of all documents sent to the ministry and originals and copies of submitted documents which are not required to be sent to the ministry.

The Rector's Secretariat invites the candidate to solemn award of appointment decree upon the minister's call.

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 professors.
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.

Dated in Prague August 14, 2019

Pavel Kotrba
Vice-Rector for Research and Development

List of attachments:

Attachment No. 1: Proposal for Commencement of Habilitation Proceedings form

Attachment No. 2: Proposal for Commencement of Professor Appointment Proceedings form

**To the Dean of the Faculty of name of the faculty to be added
of the University of Chemistry and Technology, Prague**

**Proposal for commencement of habilitation proceedings
for the field name of the field to be added**

Name:

Birth code:

Residence address:

Workplace:

Title of habilitation thesis:

Topic of habilitation lecture

- 1.
- 2.
- 3.

Please find attached to my proposal (under Section 72, paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Changes and Amendments of Other Acts) the following documents in written and electronic forms:

- 1. File in non-modifiable binding containing** (Note: everything in 5 printed copies + electronic copy to be sent to the e-mail address of the Dean's Office)
 - a) curriculum vitae,
 - b) overview of pedagogical and professional activities,
 - c) overview of scientific and professional works, invention and realization activities, professional and social activities, international cooperation, domestic and foreign internships, and the most important creative activities,
 - d) brief pedagogical project.
- 2. Habilitation thesis** (Note: 5 printed copies)
- 3. I further attach to my proposal ¹:**
 - documents attesting to the higher education acquired and academic degrees awarded.

Date:

Signature:

¹The documents are submitted to the Dean's Office of the faculty for inspection in original or as certified copies and are returned to the candidate.

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1. Curriculum vitae

1.1. Personal data

Name:

Maiden name:

Date of birth:

Place of birth:

Marital status:

Residence:

1.2. Education

Provide information on secondary education and higher (in bullet points)

1.3. Career

Overview of all employments, including the current one, with job positions (in bullet points)

2. Pedagogical activity

2.1. Overview

Subject (typ of study- master, bachelor, PhD)	Scope (hours / week)	Number of semesters	Type (P=lecture, C=exercise, L=laboratory)	Number of students examined
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2.2. Supervision over students

Defended bachelor theses:	write only number
Defended master theses:	write only number
Defended doctoral dissertation theses:	write number + list of PhD students including the topics of their theses, the year of defence, and specify for which theses the candidate was supervisor and for which specialist supervisor
Current doctoral dissertation theses:	write number + list of PhD students including the topics of their theses and specify for which theses the candidate was supervisor and for which specialist supervisor

2.3. Authorship of teaching texts and aids, other pedagogical activities

Provide a structured overview of authorship of textbooks, study materials, teaching texts (bibliographic citation), distinguish between lectured and non-lectured texts, state whether they are in paper or electronic form; it is possible to state other pedagogical activities, to list involvement in examination boards, etc.

2.4. Innovative contribution to pedagogical work

A list of the candidate's achievements in his/her pedagogical activities

2.5. Pedagogical project

Candidate's future plans for pedagogical work

3. Scientific activity

3.1. Overview of scientific and research as well as innovative activities

Overview of publication activities, participations in conferences, grant projects, patents awarded and technical realisation activities

	Activity	Count	Of that, in world language	SC ²	Sum of IF/SJR ³
1.	Research works in impacted journals recorded in the Web of Science (WoS)				
2.	Research works in journals recorded in the Scopus database that are not stated in the Web of Science database				
3.	Research works in other peer-reviewed journals			-	-
4.	Chapters in monographies, monographies ⁴				-
5.	Articles in journals without peer review, articles in proceedings			-	-
	TOTAL 1 – 5				-

	Activity	Count
6.	Personally given lectures abroad and at international conferences	
7.	Co-author of other lectures and posters at international conferences	
8.	Personally given lectures at national conferences	
9.	Co-author of other lectures and posters at national conferences	
	TOTAL 6 – 9	
10.	Principal investigator of foreign grants and projects	
11.	Principal investigator of domestic grants and projects	
12.	Co-investigator ⁵ of foreign grants and projects	
13.	Co-investigator of domestic grants and projects	
	TOTAL 10 – 13	

² Sum of citations excluding self-citations according to the respective database (for WoS with the setup All Databases)

³ Latest known IF or SJR of the journal

⁴ SC represents the sum of citations excluding self-citations according to WoS with the setup All Databases

⁵ Co-investigator is a person responsible for the professional part of the project to the co-recipient of the grant.

	Activity	Count
14.	Awarded European or international patents (EPO, WIPO), patents of USA and Japan	
15.	Awarded Czech or other national patents utilized based on a valid licence agreement	
16.	Awarded Czech or other national patents utilized only by the owner of the patent or not utilized	
17.	Authorship of realized complex technical work with specified social benefit	
18.	Pilot production, proven technologies	
19.	Utility models and industrial designs, prototypes, function samples, software	
	TOTAL 14 – 19	

3.2. Research works in impacted journals recorded in the Web of Science database

ResearcherID:

The list of research works recorded in the WoS database **may be preceded by a unique author identifier** for Thomson Reuters (<http://www.researcherid.com/>, in the format X-1234-5678), **or the “ResearcherID:” should be deleted.** Personal sites of ResearcherID (“My Researcher Profile”) with a list of own publication outputs of the candidate shall contain at least a list of works in impacted periodicals recorded in the Web of Science database stated in this section. If ResearcherID is not provided, it is not necessary to add an overview of works citing the respective work of the candidate.

List research works in standard format (provide the latest known IF of the periodical), number of citations (number of citations excluding self-citations according to WoS All databases) and an overview of citing works as in the following example:

1. Hájek T., Krčín J., Flamel N., Kelley E., Sendivoj M.: Sledgehammer-induced nuclear fission of nanoparticulate lead produced gold megaparticles. *Nature Materials* 10:580-585, 2011. IF 39,737; number of citations 231

Cited in: Lee J et al.: *Progress in Material Science* 80:20-39, 2016.
Peters-Wendisch P, Wendisch VF: *Industrial Biocatalysis* (Book) pp. 373-416, Pan Stanford Publ. PTE 2015.
Tsuge Y et al.: *Acta Materialia* 98:143-156, 2015.
Radek A et al.: *Journal of Materials Science* 49:7705-7713, 2014.
Buschke N et al.: *Journal of Dental Reserch* 93:772-784, 2014.
...etc.

Web of Science citation format is accepted as well.

3.3. *Research works in journals recorded in the Scopus database that are not stated in the Web of Science database*

Provide a list in standard format (provide the latest known SJR instead of IF), number of citations (number of citations excluding self-citations according to Scopus) and an overview of citing works as in the example in Section 3.2.

Or write “Not stated”

3.4. *Research works in other peer-reviewed journals*

Provide a list in standard format according to Section 3.2.

Or write “Not stated”

3.5. *Chapters in monographs, monographs*

Professional chapters in monographs and monographs according to the example provided below; for cited works, add number of citations (excluding self-citations according to WoS All databases) and an overview of citing works, see the following example.

1. Sendivoj M., Flamel N., Hájek T.: Transmutation of lead nanoparticles into gold megaparticles. In the book: Handbook of Metal Technology (Kelley E., ben Bezalel J.L, eds.), pp. 543-590. ISBN: 978-4-652-53817-4. Springer-Verlag Berlin, Germany, 2015. Number of citations: 9

Cited in: Kinnaert et al.: *Chemical Reviews* 117:11337-11405, 2017.
Lee J et al.: *Progress in Material Science* 83:12-28, 2016.
Flores-Chaparro et al.: *Acta Materialia* 99:234-242, 2016.
...etc.

In case of monographs, the author(s), title, publisher, year when published, number of pages and ISBN are stated accordingly.

Or write “Not stated”

3.6. *Articles in journal without peer review, articles in proceedings*

Provide a list of articles in the format according to the principles in Section 3.2. For list of works published in proceedings, provide the authors, title of paper, title of proceedings, page numbers or scope of the paper and the place and year of the conference (or, if applicable, ISBN of the proceedings), e.g.:

1. Krčín J., Hájek T., Maier M., Sendivoj M.: Efficient lithium capturing during sledgehammer-induced transmutation of lead into gold. International Conference on Science and Technology of Synthetic Metals 2012, paper No. 58, 4 pages on CD. Atlanta, USA, 8.-13. 8. 2012.

Or write “Not stated”

3.7. *Personally given lectures abroad and at international conferences*⁶

State authors, title of paper, place and year of the lecture (conference) similarly to Section 3.6., or write “Not stated”

⁶ The official languages of the conference did not include Czech or Slovak.

3.8. *Personally given lectures at national conferences*

State analogically to Section 3.7. Or write “Not stated”

3.9. *Principal investigator of foreign grants and projects*

Awarded grants and projects stating project name and identifier/number, awarding institution, carrier and co-carrier of creative activity (cooperating institutions, for consortium of project partners [see also 3.11]) and project period as in the example. Or write “Not stated”.

For example:

1. CHOBOTIX, Chemical Processing by Swarm Robotics (7. RP, IDEAS, No. 200580, ERC-2007-StG, www.vscht.cz/chobotix). Awarding institution: European Research Council. Recipient: UCT Prague/FCHI. Co-investigator workplaces: none. Project period: 1.6.2008 – 31.5.2013.

3.10. *Principal investigator of domestic grants and projects*

Analogically to Section 3.9., or write “Not stated”

For example:

1. Remediac podzemních vod s využitím permeabilních reaktivních bariér (FTTA3/077). Awarding institution: MPO. Recipient: UCT Prague. Co-investigator workplaces: AQUATEST a.s., Praha, MikroChem LKT s.r.o. Třeboň. Project period: 1. 1. 2006 – 31. 12. 2010.

3.11. *Co-investigator⁷ of foreign grants and projects*

Analogically to Section 3.9., or write “Not stated”

For example:

1. COOPOL, Control and real-time optimisation of intensive polymerisation processes (7. RP, CP, 280827, FP7-NMP-2011-SMALL-5, <http://www.coopol.eu/>). Awarding institution: European Commission. Coordinator: University of Warwick. Other partners: University of Hamburg, RWTH Aachen, UCT Prague, Cybernetica, BASF, Chemistry Innovation Ltd., University of Cambridge. Project period: 1. 3. 2012 – 28. 2. 2015.

3.12. *Co-investigator of domestic grants and projects*

Analogically to Section 3.9., with stating the principal investigator of the main recipient. Or write “Not stated”

For example:

1. Remediac podzemních vod s využitím permeabilních reaktivních bariér (FTTA3/077). Awarding institution: MPO ČR. Recipient: Výzkumný ústav anorganické chemie, a.s. (Principal investigator: Ing. Josef Kozler, CSc.). Co-investigating workplace: AQUATEST a.s., Praha, MikroChem LKT s.r.o. Třeboň, UCT Prague. Project period: 1. 1. 2006 – 31. 12. 2010.

⁷ Co-investigator is a person responsible to the co-recipient of the grant for the professional part of the project.

4. Technical and realization activities

4.1. Awarded European or international patents (EPO, WIPO), patents of USA and Japan

State names of investigators/authors of invention, name of patent, issuer of patent, number of patent and date when awarded.

For example:

1. Hájek T., Krčín J., Flamel N., Sedivoj M.: Method of transmutation of nanoparticulate lead into gold megaparticles. European patent application. WO 2010057367 A2. 29. 2. 2010

Or write “Not stated”

4.2. Awarded Czech or other national patents utilized based on a valid licence agreement

Analogically to Section 4.1. and state the name of the entity to which the licence was awarded unless such information is subject to trade secret. Or write “Not stated”

For example:

1. Hájek T., Krčín J., Sedivoj M.: Zařízení pro zachytávání lithia při transmutaci olova na zlato. Patent file CZ 13983 B5. 7.4. 2011. Exclusive licence granted to the company Martian Metals, a.s., Czech Republic

4.3. Awarded Czech or other national patents utilized only by the owner of the patent or not utilized

Analogically to Section 4.2. or write “Not stated”

4.4. Authorship of realized complex technical work with specified social benefit

Provide a structured list of authors, name and social benefit, institution(s) of the authors.

Or write “Not stated”

4.5. Pilot operation, proven technologies

Provide the names of authors, name of technology, institutions(s) of the authors, whether it is pilot operation or proven technology, year of application and if the result has been realized. Or write “Not stated”.

For example:

1. Meier M., Krčín J., Hájek T., Sedivoj M.: Metodika zařízení pro separaci zlata a lithia během transmutačního procesu. Pilot operation, 2014. Realization: NanoPetaMet, s.r.o., Czech Republic

4.6. Utility models and industrial designs, prototypes, function samples, software

Provide the names of the authors, name, type of outcome and, if applicable, identifier (number) of the outcome, date of application/granting protection, institution(s) of the authors, name of the respective authority (who granted the protection).

For example:

1. Krčín J., Sedivoj M., Hájek T.: Modulární experimentální transmutátor. Utility design CZ 28089 U1, 15.11.2013.

Or write “Not stated”

4.7. Expertise activity

State in a structured way, or write “Not stated”

5. Organizational, professional and social activities related to the field

5.1. Membership and positions in international and national learned societies

Provide a structured overview of societies, and positions – if applicable, membership duration since the year (till the year), or write “Not stated”

5.2. Membership in professional boards and advisory bodies

Provide a structured overview of official names of boards/bodies and positions – if applicable, membership duration since the year (till the year), or write “Not stated”

5.3. Membership and positions in editorial boards of professional journals

Provide a structured overview of names of journals, and position – if applicable, state membership duration since the year (till the year), or write “Not stated”

5.4. Membership and positions in organizational committees of conferences

Provide a structured overview of names of conferences (and positions if applicable), conference dates, or write “Not stated”

5.5. Membership and positions in panels of grant agencies

Provide a structured list of names of agencies, panels (and positions – if applicable), membership duration since the year (till the year), or write “Not stated”

5.6. Awards for research and development works

Provide a structured list stating the year of award, or write “Not stated”

6. Foreign cooperation and stays abroad

Note: in case of cooperation, provide the following information in bullet points: partner organization, possibly also name of partner, e.g. prof. Marco W. Fraaije (University of Groningen, Netherlands). In case of stays abroad provide a list of stays longer than 1 month – where, when and how long, e.g. University of Turku, Finland, 1992, 3 months.

7. Most important creative activities

The candidates provide at their discretion a list of their creative activities which they deem to be the most valuable ones. This does not include simple citation of articles or works but a brief description of the topics covered. (10 as maximum). The topics are stated in separate paragraphs (7.1, 7.2, etc.).

**To the Dean of the Faculty of name of the faculty to be added
of the University of Chemistry and Technology, Prague**

Proposal for Commencement of Professor Appointment Proceedings

for the field name of the field to be added

Name:

Birth code:

Residence address:

Workplace:

Proposal supported in writing by:

- 1.
- 2.
- 3.

Please find attached to my proposal (under Section 74, paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Changes and Amendments of Other Acts) the following documents in written and electronic forms:

- 1. File in non-modifiable binding containing** (Note: everything in 5 printed copies + electronic copy to be sent to the e-mail address of the Dean's Office)
 - a) curriculum vitae,
 - b) overview of pedagogical and professional activities,
 - c) overview of scientific and professional works, invention and realization activities, professional and social activities, international cooperation, domestic and foreign internships, and the most important creative activities,
 - d) brief pedagogical project.
- 2. I further attach to my proposal ¹:**
 - documents attesting to the higher education acquired and academic degrees awarded,
 - document attesting to habilitation proceedings.

Date:

Signature:

¹The documents are submitted to the Dean's Office of the faculty for inspection in original or as certified copies and are returned to the candidate.

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1. Curriculum vitae

1.1. Personal data

Name:

Maiden name:

Date of birth:

Place of birth:

Marital status:

Residence:

1.2. Education

Provide information on secondary education and higher (in bullet points)

1.3. Career

Overview of all employments, including the current one, with job positions (in bullet points)

2. Pedagogical activity

2.1. Overview

Subject (typ of study- master, bachelor, PhD)	Scope (hours / week)	Number of semesters	Type (P=lecture, C=exercise, L=laboratory)	Number of students examined
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2.2. Supervision over students

Defended bachelor theses:	write only number
Defended master theses:	write only number
Defended doctoral dissertation theses:	write number + list of PhD students including the topics of their theses, the year of defence, and specify for which theses the candidate was supervisor and for which specialist supervisor
Current doctoral dissertation theses:	write number + list of PhD students including the topics of their theses and specify for which theses the candidate was supervisor and for which specialist supervisor

2.3. Authorship of teaching texts and aids, other pedagogical activities

Provide a structured overview of authorship of textbooks, study materials, teaching texts (bibliographic citation), distinguish between lectured and non-lectured texts, state whether they are in paper or electronic form; it is possible to state other pedagogical activities, to list involvement in examination boards, etc.

2.4. Innovative contribution to pedagogical work

A list of the candidate's achievements in his/her pedagogical activities

2.5. Pedagogical project

Candidate's future plans for pedagogical work

3. Scientific activity

3.1. Overview of scientific and research as well as innovative activities

Overview of publication activities, participations in conferences, grant projects, patents awarded and technical realisation activities

	Activity	Count	Of that, in world language	SC ²	Sum of IF/SJR ³
1.	Research works in impacted journals recorded in the Web of Science (WoS)				
2.	Research works in journals recorded in the Scopus database that are not stated in the Web of Science database				
3.	Research works in other peer-reviewed journals			-	-
4.	Chapters in monographies, monographies ⁴				-
5.	Articles in journals without peer review, articles in proceedings			-	-
	TOTAL 1 - 5				-

	Activity	Count
6.	Personally given lectures abroad and at international conferences	
7.	Co-author of other lectures and posters at international conferences	
8.	Personally given lectures at national conferences	
9.	Co-author of other lectures and posters at national conferences	
	TOTAL 6 - 9	
10.	Principal investigator of foreign grants and projects	
11.	Principal investigator of domestic grants and projects	
12.	Co-investigator ⁵ of foreign grants and projects	
13.	Co-investigator of domestic grants and projects	
	TOTAL 10 - 13	

² Sum of citations excluding self-citations according to the respective database (for WoS with the setup All Databases)

³ Latest known IF or SJR of the journal

⁴ SC represents the sum of citations excluding self-citations according to WoS with the setup All Databases

⁵ Co-investigator is a person responsible for the professional part of the project to the co-recipient of the grant.

	Activity	Count
14.	Awarded European or international patents (EPO, WIPO), patents of USA and Japan	
15.	Awarded Czech or other national patents utilized based on a valid licence agreement	
16.	Awarded Czech or other national patents utilized only by the owner of the patent or not utilized	
17.	Authorship of realized complex technical work with specified social benefit	
18.	Pilot production, proven technologies	
19.	Utility models and industrial designs, prototypes, function samples, software	
	TOTAL 14 - 19	

3.2. Research works in impacted journals recorded in the Web of Science database

ResearcherID:

The list of research works recorded in the WoS database **may be preceded by a unique author identifier** for Thomson Reuters (<http://www.researcherid.com/>, in the format X-1234-5678), **or the “ResearcherID:” should be deleted.** Personal sites of ResearcherID (“My Researcher Profile”) with a list of own publication outputs of the candidate shall contain at least a list of works in impacted periodicals recorded in the Web of Science database stated in this section. If ResearcherID is not provided, it is not necessary to add an overview of works citing the respective work of the candidate.

List research works in standard format (provide the latest known IF of the periodical), number of citations (number of citations excluding self-citations according to WoS All databases) and an overview of citing works as in the following example:

1. Hájek T., Krčín J., Flamel N., Kelley E., Sendivoj M.: Sledgehammer-induced nuclear fission of nanoparticulate lead produced gold megaparticles. *Nature Materials* 10:580-585, 2011. IF 39,737; number of citations 231

Cited in: Lee J et al.: *Progress in Material Science* 80:20-39, 2016.
Peters-Wendisch P, Wendisch VF: *Industrial Biocatalysis* (Book) pp. 373-416, Pan Stanford Publ. PTE 2015.
Tsuge Y et al.: *Acta Materialia* 98:143-156, 2015.
Radek A et al.: *Journal of Materials Science* 49:7705-7713, 2014.
Buschke N et al.: *Journal of Dental Reserch* 93:772-784, 2014.
...etc.

Web of Science citation format is accepted as well.

3.3. *Research works in journals recorded in the Scopus database that are not stated in the Web of Science database*

Provide a list in standard format (provide the latest known SJR instead of IF), number of citations (number of citations excluding self-citations according to Scopus) and an overview of citing works as in the example in Section 3.2.

Or write “Not stated”

3.4. *Research works in other peer-reviewed journals*

Provide a list in standard format according to Section 3.2.

Or write “Not stated”

3.5. *Chapters in monographs, monographs*

Professional chapters in monographs and monographs according to the example provided below; for cited works, add number of citations (excluding self-citations according to WoS All databases) and an overview of citing works, see the following example

1. Sendivoj M., Flamel N., Hájek T.: Transmutation of lead nanoparticles into gold megaparticles. In the book: Handbook of Metal Technology (Kelley E., ben Bezalel J.L, eds.), pp. 543-590. ISBN: 978-4-652-53817-4. Springer-Verlag Berlin, Germany, 2015. Number of citations: 9

Cited in: Kinnaert et al.: *Chemical Reviews* 117:11337-11405, 2017.
Lee J et al.: *Progress in Material Science* 83:12-28, 2016.
Flores-Chaparro et al.: *Acta Materialia* 99:234-242, 2016.
...etc.

In case of monographs, the author(s), title, publisher, year when published, number of pages and ISBN are stated accordingly.

Or write “Not stated”

3.6. *Articles in journal without peer review, articles in proceedings*

Provide a list of articles in the format according to the principles in Section 3.2. For list of works published in proceedings, provide the authors, title of paper, title of proceedings, page numbers or scope of the paper and the place and year of the conference (or, if applicable, ISBN of the proceedings), e.g.:

1. Krčín J., Hájek T., Maier M., Sendivoj M.: Efficient lithium capturing during sledgehammer-induced transmutation of lead into gold. International Conference on Science and Technology of Synthetic Metals 2012, paper No. 58, 4 pages on CD. Atlanta, USA, 8.-13. 8. 2012.

Or write “Not stated”

3.7. *Personally given lectures abroad and at international conferences*⁶

State authors, title of paper, place and year of the lecture (conference) similarly to Section 3.6., or write “Not stated”

⁶ The official languages of the conference did not include Czech or Slovak.

3.8. *Personally given lectures at national conferences*

State analogically to Section 3.7. Or write “Not stated”

3.9. *Principal investigator of foreign grants and projects*

Awarded grants and projects stating project name and identifier/number, awarding institution, carrier and co-carrier of creative activity (cooperating institutions, for consortium of project partners [see also 3.11]) and project period as in the example. Or write “Not stated”.

For example:

1. CHOBOTIX, Chemical Processing by Swarm Robotics (7. RP, IDEAS, No. 200580, ERC-2007-StG, www.vscht.cz/chobotix). Awarding institution: European Research Council. Recipient: UCT Prague/FCHI. Co-investigator workplaces: none. Project period: 1.6.2008 – 31.5.2013.

3.10. *Principal investigator of domestic grants and projects*

Analogically to Section 3.9., or write “Not stated”

For example.:

1. Remediací podzemních vod s využitím permeabilních reaktivních bariér (FTTA3/077). Awarding institution: MPO. Recipient: UCT Prague. Co-investigator workplaces: AQUATEST a.s., Praha, MikroChem LKT s.r.o. Třeboň. Project period: 1. 1. 2006 – 31. 12. 2010.

3.11. *Co-investigator⁷ of foreign grants and projects*

Analogically to Section 3.9., or write “Not stated”

For example:

1. COOPOL, Control and real-time optimisation of intensive polymerisation processes (7. RP, CP, 280827, FP7-NMP-2011-SMALL-5, <http://www.coopol.eu/>). Awarding institution: European Commission. Coordinator: University of Warwick. Other partners: University of Hamburg, RWTH Aachen, UCT Prague, Cybernetica, BASF, Chemistry Innovation Ltd., University of Cambridge. Project period: 1. 3. 2012 – 28. 2. 2015.

3.12. *Co-investigator of domestic grants and projects*

Analogically to Section 3.9., with stating the principal investigator of the main recipient. Or write “Not stated”.

For example:

1. Remediací podzemních vod s využitím permeabilních reaktivních bariér (FTTA3/077). Awarding institution: MPO ČR. Recipient: Výzkumný ústav anorganické chemie, a.s. (Principal investigator: Ing. Josef Kozler, CSc.). Co-investigating workplace: AQUATEST a.s., Praha, MikroChem LKT s.r.o. Třeboň, UCT Prague. Project period: 1. 1. 2006 – 31. 12. 2010.

⁷ Co-investigator is a person responsible to the co-recipient of the grant for the professional part of the project.

4. Technical and realization activities

4.1. Awarded European or international patents (EPO, WIPO), patents of USA and Japan

State names of investigators/authors of invention, name of patent, issuer of patent, number of patent and date when awarded.

For example:

1. Hájek T., Krčín J., Flamel N., Sedivoj M.: Method of transmutation of nanoparticulate lead into gold megaparticles. European patent application. WO 2010057367 A2. 29. 2. 2010

Or write “Not stated”

4.2. Awarded Czech or other national patents utilized based on a valid licence agreement

Analogically to Section 4.1.; state the name of the entity to which the licence was awarded unless such information is subject to trade secret. Or write “Not stated”

For example:

1. Hájek T., Krčín J., Sedivoj M.: Zařízení pro zachytávání lithia při transmutaci olova na zlato. Patent file CZ 13983 B5. 7.4. 2011. Exclusive licence granted to the company Martian Metals, a.s., Czech Republic

4.3. Awarded Czech or other national patents utilized only by the owner of the patent or not utilized

Analogically to Section 4.2.; or write “Not stated”

4.4. Authorship of realized complex technical work with specified social benefit

Provide a structured list of authors, name and social benefit, institution(s) of the authors.

Or write “Not stated”

4.5. Pilot operation, proven technologies

Provide the names of authors, name of technology, institutions(s) of the authors, whether it is pilot operation or proven technology, year of application and if the result has been realized. Or write “Not stated”.

For example:

1. Meier M., Krčín J., Hájek T., Sedivoj M.: Metodika zařízení pro separaci zlata a lithia během transmutačního procesu. Pilot operation, 2014. Realizace: NanoPetaMet, s.r.o., Czech Republic

4.6. Utility models and industrial designs, prototypes, function samples, software

Provide the names of the authors, name, type of outcome and, if applicable, identifier (number) of the outcome, date of application/granting protection, institution(s) of the authors, name of the respective authority (who granted the protection).

For example:

1. Krčín J., Sedivoj M., Hájek T.: Modulární experimentální transmutátor. Utility design CZ 28089 U1, 15.11.2013.

Or write “Not stated”

4.7. *Expertise activity*

State in a structured way, or write “Not stated”

5. Organizational, professional and social activities related to the field

5.1. *Membership and positions in international and national learned societies*

Provide a structured overview of societies, and positions – if applicable, state membership duration since the year (till the year), or write “Not stated”

5.2. *Membership in professional boards and advisory bodies*

Provide a structured overview of official names of boards/bodies and positions – if applicable, membership duration since the year (till the year), or write “Not stated”

5.3. *Membership and positions in editorial boards of professional journals*

Provide a structured overview of names of journals, and position – if applicable, state membership duration since the year (till the year), or write “Not stated”

5.4. *Membership and positions in organisational committees of conferences*

Provide a structured overview of names of conferences (and positions, if applicable), conference dates, or write “Not stated”

5.5. *Membership and positions in panels of grant agencies*

Provide a structured list of names of agencies, panels (and positions – if applicable), membership duration since the year (till the year), or write “Not stated”

5.6. *Awards for research and development works*

Provide a structured list stating the year of award, or write “Not stated”

6. Foreign cooperation and stays abroad

Note: in case of cooperation, provide the following information in bullet points: partner organization, possibly also name of partner, e.g. prof. Marco W. Fraaije (University of Groningen, Netherlands). In case of stays abroad provide a list of stays longer than 1 month – where, when and how long, e.g. University of Turku, Finland, 1992, 3 months.

7. Most important creative activities

The candidates provide at their discretion a list of their creative activities which they deem to be the most valuable ones. This does not include simple citation of articles or works but a brief description of the topics covered. (10 as maximum). The topics are stated in separate paragraphs (7.1, 7.2, etc.).