
The Ministry of Education, Youth and Sports registered pursuant to Article 36(2) of Act No. 111/1998 Coll. on Higher Education Institutions and on the amendment to other acts (the Higher Education Act), on 18th July 2017 under the reference number MSMT-19508/2017 Regulations of the Habilitation Procedure and the Professor Appointment Procedure at the University of Economics, Prague.

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Head of the Higher Education Department



**Regulations on the Habilitation Procedure
and
the Professor Appointment Procedure
at the University of Economics, Prague**

18th July 2017

Part I.

Introduction

Article 1

Introductory Provisions

The Habilitation Procedure and the Professor Appointment Procedure are laid down in Sec. 71 and following of Act No. 111/1998 Coll., on Higher Education Institutions and on the amendment to other acts (the Higher Education Act), as amended (hereinafter referred to as the "Act") and in these Regulations on the Habilitation Procedure and the Professor Appointment Procedure at the University of Economics, Prague (hereinafter referred to as the "Regulations"). The Regulations are internal provisions of the University of Economics (hereinafter referred to as the "VSE") pursuant to Sec. 72 (13) and Sec. 74 (7) of the Act. The Regulations specify details pertaining to the proceedings of the Habilitation Procedure and the Professor Appointment Procedure.

Part II.

Habilitation Procedure

Article 2

Habilitation Procedure Initiation

- (1) The Habilitation Procedure shall be initiated upon the proposal of an applicant submitted to the Dean of a faculty possessing accreditation for the field decided for by the applicant.
- (2) The day of delivery of the proposal to the Dean shall be considered being the day of initiation of the Habilitation Procedure. Along with the proposal an applicant shall deliver the habilitation thesis under Sec. 72 (3) and other requisites stipulated in Sec. 72 (2) of the Act and Annex 1. An applicant shall be also obliged to submit their habilitation thesis, delivered under Sec. 72 (3) (a) of the Act; or a collection of published scientific or scholarly papers, supplemented with a commentary under Sec. 72 (3) (b) of the Act, in an electronic version which shall be uploaded to the database of habilitation theses maintained by the VSE information system by the person designated by the Dean and within the time limit specified by the Dean.
- (3) Should the submitted proposal not meet all requirements stipulated by the Act and should components required by these Regulations not be delivered the Dean shall ask an applicant in writing to remove deficiencies. If such deficiencies are not remedied within two (2) months from the date on which such call was delivered the Dean shall terminate the procedure and submitted documents shall be returned to the applicant.

Article 3

Habilitation Board

- (1) If a proposal meets all requirements stipulated by the Act and if all components required by these Regulations are delivered, the Dean shall submit to the Scientific Board of the relevant faculty a proposal to establish a five-member Habilitation Board and to appoint

its Chair. The proposal to establish a Habilitation Board shall comply with Sec. 72 (5) of the Act.

- (2) The Dean shall, without undue delay, send to the members of the Habilitation Board along with the information on their appointment to become a member of the Habilitation Board all documents necessary to assess scientific qualifications for the given field and their pedagogical practice. In order to assess all submitted documents transparently, the Dean shall send to the members of the Board the Guidelines to Assess Scientific and Research, Publication and Pedagogical Activities of an Applicant laid down by the Rector's Directive.

Article 4

Habilitation Board Procedure

- (1) The Habilitation Board shall proceed in compliance with Sec. 72 (7) and (8) of the Act and these Regulations.
- (2) The applicant's assessed scientific and pedagogical activities shall relate to the field of habilitation or an associated field.
- (3) The Habilitation Board shall appoint, upon the proposal of the Chair, three reviewers for the habilitation thesis. The proposal shall be accepted should at least three (3) members of the Habilitation Board support it. Only one reviewer may be appointed from the VSE or from the department of an applicant. Reviewers' opinions shall contain their institution/department. At least two reviewers shall be professors or associate professors involved in the same or in a related field.
- (4) Meetings of a Habilitation Board are presided over by its Chair. Should the Chair be absent then the meeting shall be chaired by a designated member.
- (5) A Habilitation Board shall have quorum if at least four of its members are present. A resolution shall be adopted if at least three members vote in favour of such resolution. Voting of a Habilitation Board on the proposal to appoint an applicant as an associate professor shall be a secret ballot. Should four members of the Habilitation Board be present then the fifth member of the Board may participate in casting votes by correspondence. In such case the procedure stipulated in Annex 3 shall be exclusively adhered to. The result of voting shall be recorded in the Board's report on the proposal to appoint an associate professor. The Habilitation Board shall include conclusions in its final report which is to be sufficiently detailed. The report shall specify the topic of the public habilitation lecture of an applicant.
- (6) Should a proposal to appoint an applicant as an associate professor not obtain the majority of votes of all members of a Habilitation Board, as a rule the Habilitation Board shall recommend terminating the Habilitation Procedure.
- (7) A proposal to appoint an applicant as an associate professor or to terminate the Habilitation Procedure shall be presented by the Chair or by a designated member of the Habilitation Board to the Scientific Board of the relevant faculty.
- (8) In justified cases, the Habilitation Procedure may be terminated by the Dean at the request of an applicant. A further procedure is stipulated in Sec. 72 (12) of the Act. The Dean shall be obliged to inform the Rector, the faculty Scientific Board, members of the given Habilitation Board and reviewers of the habilitation thesis thereof.

Article 5

Proceedings of the Habilitation Procedure on the Meeting of the Scientific Board of a Faculty

- (1) The Dean shall include the proposal of a Habilitation Board to appoint an applicant as an associate professor or the proposal to terminate the Habilitation Procedure on the agenda of the Scientific Board of the faculty concerned.

- (2) The relevant faculty shall publish the date and place of the meeting of its Scientific Board which will deal with the Habilitation Procedure on its web-site. A habilitation thesis delivered by an applicant for review shall be, at least five working days prior to the date of its defence, published so that it may be read by the public. Everyone may, at their expense, make extracts, copies or reproductions. Information on where the thesis may be read shall be published on the public part of the web-site of the faculty concerned.
- (3) As a rule, the author of the habilitation thesis agrees that after its delivery the thesis shall be published regardless of the result of its defence.
- (4) Proceedings of the Habilitation procedure on the meeting of the Scientific Board of the relevant faculty shall comply with Sec. 72 (8) through (10) of the Act, with these Regulations, as well as with the Rules of Procedure of the given Scientific Board. Should the proposal fail to obtain the majority of the votes of all the members of the Scientific Board concerned, as a rule, the Scientific Board shall terminate the Habilitation Procedure in question. If the procedure is terminated, the relevant habilitation thesis shall be returned to the applicant along with all supporting documents. If the appointment proposal obtains the majority of the votes of all the members of the Scientific Board, the Scientific Board shall refer the proposal to appoint the applicant as an associate professor to the Rector.

Article 6

Associate Professor Appointment

- (1) The Rector, without undue delay, shall decide whether he/she agrees with the proposal to appoint an associate professor. If the Rector agrees with such a proposal, he/she shall appoint an applicant to become an associate professor as of the first day of the month following his/her decision. The appointment decree shall be awarded at the forthcoming meeting of the Scientific Board of the VSE or on any other celebratory occasion or using a different manner respectively.
- (2) Should the Rector disagree with the proposal to appoint an associate professor he/she shall submit such disagreement, fully justified, to be discussed on the forthcoming meeting of the Scientific Board of the VSE. After discussion, the Scientific Board of the VSE shall adopt a resolution using a secret ballot as to whether an applicant should be appointed an associate professor. If the proposal fails to obtain the majority of the votes of all the members of the Scientific Board of the VSE, as a rule, the Habilitation Procedure shall be terminated. If the Habilitation procedure is terminated, the habilitation thesis shall be returned to the applicant along with all supporting documents. If the proposal to appoint an associate professor obtains the majority of the votes of all the members of the Scientific Board of the VSE, the Rector shall appoint the applicant concerned as an associate professor as of the first day of the month following the meeting of the Scientific Board of the VSE.

Article 7

Habilitation Thesis Publishing

- (1) A habilitation thesis shall be made public pursuant to Sec. 75 (4) and 47b of the Act if the thesis has not been made public in any other way, regardless of the result of its defence. Publication of a habilitation thesis or its part may be delayed at the request of the applicant pursuant to Sec. 47b (4) of the Act for the duration of a barrier to publishing, however only for three years. The Dean shall decide on the request. Information about such delay, together with the reasons for it, shall be published in the database of habilitation theses maintained by the VSE information system in which habilitation theses are published. After the defence of a habilitation thesis of which publication was delayed is defended the VSE shall

send, without undue delay, one copy to the Ministry of Education, Youth and Sports to be stored there.

- (2) After habilitation theses delivered pursuant to Sec. 72 (3 (b) and (c)) of the Act are defended, they shall be handed over to the VSE Central Registry in cooperation with the VSE Library and Information Services Centre.

Article 8

Review Panel

- (1) Proceedings for the statement of invalidity of the appointment of an associate professor shall be held at the VSE in compliance with Sec. 74a through Sec. 74c of the Act.
- (2) A five-member Review Panel shall be appointed by the Rector pursuant to Sec. 74a (5) of the Act from amongst professors, associate professors and other experts involved in the same or in a related field as the applicant to be appointed an associate professor. The Rector shall appoint one of the members upon the proposal of the Minister of Education, Youth and Sports from amongst civil servants working for the Ministry of Education, Youth and Sports. A member of the Review Panel may not be a person who was a reviewer of the given habilitation thesis or the member of the relevant Habilitation Board.
- (3) Members of the Review Panel shall be authorised to reject their own appointment should they have serious reasons thereof.

Part III.

Professor Appointment Procedure

Article 9

Initiation of the Professor Appointment Procedure

- (1) The Professor Appointment Procedure shall be initiated on the basis of a proposal submitted by the applicant supported by at least two (2) written references lodged by professors involved in the same or in a related field, or upon a proposal submitted by the Dean to the Scientific Board of the faculty possessing accreditation for the field concerned. The Professor Appointment Procedure may be initiated by the Scientific Board of the faculty in question. The proposal shall comply with requirements stipulated in Sec. 72 (2), the second sentence of the Act, and documents specified in Annex 2. If the Professor Appointment Procedure is initiated upon the proposal of an applicant, then the day of the proposal's delivery to the Dean shall be considered the day of initiation of the Professor Appointment Procedure. If the proposal for the Professor Appointment Procedure is submitted by the Dean or by the Scientific Board of the faculty concerned, then the date of initiation of the procedure is the date on which such proposal was discussed by the Scientific Board of the faculty concerned.
- (2) Should the submitted proposal not meet all the requirements stipulated by the Act and should documents required by these Regulations not be delivered, the Dean shall ask the applicant in writing to remove the deficiencies. If such deficiencies are not remedied within two (2) months of the date on which the Dean's call was delivered, the Dean shall terminate the procedure and submitted documents shall be returned to the applicant.

Article 10

Board

- (1) If a proposal meets all the requirements stipulated by the Act and if all documents required by these Regulations are delivered, or if all deficiencies are remedied within the prescribed time limit, the Dean shall prepare the proposal for the Scientific Board of the faculty concerned to establish a five-member Board and to appoint its Chair. The proposal to establish a Board shall comply with Sec. 74 (3) of the Act. The professor who submitted the recommendation to initiate the Professor Appointment Procedure may not be a member of the Board. At least three (3) members of the Board shall be professors.
- (2) The Dean shall send to the members of the Board, along with information on their appointment to become a member of the Board, all documents necessary to assess the scientific qualifications of the applicant in their given field and their pedagogical practice. In order to assess all submitted documents transparently, the Dean shall send to the members of the Board the Guidelines to Assess Scientific and Research, Publication and Pedagogical Activities of an Applicant laid down by the Rector's Directive.

Article 11

Board Procedure

- (1) The Board shall proceed in compliance with Sec. 74 (5) and these Regulations.
- (2) The applicant's assessed scientific and pedagogical activities shall concern the field of appointment or a related field.
- (3) For the purposes of assessment of the proposal for professor appointment, the Board may require additional professional references from distinguished representatives of the same or of a related field.

- (4) Meetings of the Board are presided over by its Chair. Should the Chair be absent, the meeting shall be chaired by a designated member. A Board shall have quorum if at least four of its members are present.
- (5) The voting of the Board on the proposal to appoint a professor shall be a secret ballot. Should four members of the Board be present, then the fifth member may participate in casting votes by correspondence. In such case the procedure stipulated in Annex 3 shall be exclusively adhered to. The result of the vote shall be included in the Board's opinion on the proposal for professor appointment. The Board shall include conclusions concerning the assessment of the applicant in its final report, which is to be sufficiently detailed.
- (6) Should a proposal to appoint a professor not obtain the majority of the votes of all the members of the Board, as a rule the Board shall recommend terminating the Professor Appointment Procedure. A proposal to appoint the applicant as a professor or to terminate the Professor Appointment Procedure shall be presented by the Chair or by a designated member of a Board to the Scientific Board of the relevant faculty.

Article 12

Proceedings of the Professor Appointment Procedure on the Meeting of the Scientific Board of a Faculty

- (1) The Dean shall include the proposal of a Board to appoint an applicant as a professor or the proposal to terminate the Professor Appointment Procedure on the agenda of the Scientific Board of the faculty concerned. The faculty shall publish the date and place of the meeting of its Scientific Board which will deal with the Professor Appointment Procedure on its web-site.
- (2) Proceedings of the Professor Appointment Procedure on the meeting of the Scientific Board of the relevant faculty shall comply with Sec. 74 (5) and (6) of the Act and with these Regulations, as well as with the Rules of Procedure of the Scientific Board of the relevant faculty. Should the proposal fail to obtain the majority of the votes of all the members of the Scientific Board concerned, as a rule, the Scientific Board shall terminate the Professor Appointment Procedure in question. If the procedure is terminated, all submitted documents are to be returned to the applicant. If the appointment proposal obtains the majority of the votes of all the members of the Scientific Board, the Scientific Board shall refer the proposal to appoint a professor to the Scientific Board of the VSE.
- (3) In justified cases, the Professor Appointment Procedure may be terminated by the Dean at the request of the applicant. The Dean shall be obliged to inform the Rector, the faculty Scientific Board and the members of the given Board thereof. The submitted documents shall be returned to the applicant.

Article 13

Proceedings of the Professor Appointment Procedure on the Meeting of the Scientific Board of the VSE

- (1) The Rector shall include the proposal of the Board to appoint a professor on the agenda of the Scientific Board of the VSE.
- (2) Proceedings of the Professor Appointment Procedure at the meeting of the Scientific Board of the VSE shall comply with Sec. 74 (6) of the Act and with these Regulations, as well as with the Rules of Procedure of the Scientific Board of the VSE. An applicant shall submit their most important papers at the meeting of the Scientific Board of the VSE.
- (3) If the proposal to appoint a professor obtains the majority of the votes of all the members of the Scientific Board of the VSE, the Scientific Board of the VSE shall

submit it with all relevant documents to the Minister of Education, Youth and Sports.

- (4) If the proposal to appoint a professor fails to obtain the majority of the votes of all the members of the Scientific Board of the VSE, the Professor Appointment Procedure shall be terminated.

Part IV.

Conclusion

Article 14

Joint Provisions

- (1) The Dean shall send to the Rector a notice on initiating the Habilitation Procedure and the Professor Appointment Procedure or a notice on terminating the relevant Procedure adopted on the basis of the decision of the Scientific Board of a faculty. The Rector shall provide the Ministry of Education, Youth and Sports with information on the data on initiation and the results of the Habilitation Procedure and the Professor Appointment Procedure pursuant to Sec. 75 (1) and (2) (a) of the Act as well as changes in the data under Sec. 75 (2) (a) of the Act or the reason and the date of the interruption of the procedure pursuant to Sec. 75 (2) (b) of the Act. Simultaneously, the data on initiation and the results of the Habilitation Procedure and the Professor Appointment Procedure as well as other data specified in Sec. 75 (1) of the Act shall be published on the public part of the VSE web-site.
- (2) The applicant shall submit the proposal to initiate the relevant Procedure with regard to the duration of the respective accreditation or a possibility to extend it so that the Procedure at the VSE, including voting at meetings of the Scientific Boards, was completed prior to the termination of the relevant accreditation (as regards Habilitation Procedure appointment by the Rector, and as regards the Professor Appointment Procedure an approval to appoint a professor by the Scientific Board of the VSE).
- (3) At the level of the VSE, the Rector, and at the level of individual faculties, the Deans shall ensure that there is no conflict of interest among individual entities, in particular those of the Rector, Deans, members of Habilitation Boards as regards Habilitation Procedures, reviewers of habilitation theses and members of Boards involved in the Professor Appointment Procedure. In case there is conflict of interest, the parties shall proceed in compliance with the Guidelines issued by the Rector.
- (4) The Habilitation Procedure and the Professor Appointment Procedure may be held in the English language. The report of the Habilitation Board and the proposal to appoint an associate professor shall be submitted in the Czech language. Documents necessary for the Professor Appointment Procedure sent to the Ministry of Education, Youth and Sports (the proposal to appoint a professor, the opinion of the Board, the applicant's CV, the list of publications, pedagogical and scientific activities) shall be submitted in the Czech Language.
- (5) If the applicant requesting initiation of the Habilitation Procedure or the Professor Appointment Procedure at the VSE is not employed by the VSE, the Dean may request the opinion of the Dean of the faculty, or the Rector of the higher education institution, where the applicant is employed.
- (6) The VSE shall set fees for acts relating to the Habilitation Procedure and the Professor Appointment Procedure. The fee for acts relating to the Habilitation Procedure shall be CZK 10,000 whilst the fee for the Professor Appointment

Procedure shall be CZK 15,000. Details on fee payments are published on the official notice board of the VSE in the public part of the VSE web-site.

Article 15

Final Provisions

- (1) These Regulations have been approved pursuant to Sec. 9 (1) (b) of the Act by the Academic senate of the VSE, in Prague on 5 June 2017.
- (2) The Annex to the Regulations are as follows:
 - a) Annex 1 – Documents submitted by an applicant in order to initiate the Habilitation Procedure
 - b) Annex. 2 - Documents submitted by an applicant in order to initiate the Professor Appointment Procedure
 - c) Annex 3 – Casting votes by correspondence
- (3) These Regulations shall enter into force and shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Petr Berka, CSc., m.p.
Chair of the AS of VSE Prague

prof. Ing. Hana Machková, CSc., m. p.
Rector of VSE Prague

Annex 1

Documents submitted by an applicant in order to initiate the Habilitation Procedure

- a) An application to initiate the Habilitation Procedure stating the field of the Habilitation Procedure and addressed to the Dean.
- b) A habilitation thesis.
- c) A structured CV, signed by the applicant.
- d) Notarised copies of documents proving the level of higher education as well as documents on academic degrees awarded; in case such documents were obtained at a foreign university then also official validation certificates.
- e) A certificate confirming occupation(s) and practise.
- f) An exhaustive list of published works in the required structure, signed by the applicant.
- g) A brief summary of scientific benefits, including a list of the most considerable creative outputs (three at most), signed by the applicant; the applicant shall submit originals or copies of selected outputs which, in their opinion, have contributed to the development of the scientific field concerned.
- h) An overview of pedagogical and educational activities, signed by the applicant.
- i) An overview of scientific and research activities, stating results, and signed by the applicant.
- j) A list showing the number of references according to the citing index in the globally recognised databases (Web of Science or Scopus) and a list of other citations; citations of the applicant's works by the applicant themselves shall not be included.
- k) A list of scientific and professional fellowship(s)/internship(s), both in the Czech Republic and abroad.
- l) A filled-in "*Requisites for Initiation of the Habilitation Procedure at the VSE*" form, signed by the applicant.

Annex 2

Documents submitted by an applicant in order to initiate the Professor Appointment Procedure

- a) An application to initiate the Professor Appointment Procedure addressed to the Dean, stating the field of the appointment procedure, and supported by at least two written references submitted by professors who recommend initiating the procedure concerned.
- b) A structured CV, signed by the applicant.
- c) Notarised copies of documents proving the level of higher education as well as documents on academic degrees awarded; in case such documents were obtained at a foreign university then also their official validation certificates.
- d) A notarised copy of the Decree certifying that the applicant has been awarded the academic title, "Associate Professor".

- e) A certificate confirming occupation(s) and practise.
- f) An exhaustive list of published works in the required structure, signed by the applicant.
- g) A brief summary of scientific and research benefits, including a list of the most important creative outputs (five at most), signed by the applicant; the applicant shall submit originals or copies of the selected outputs which, in their opinion, have contributed to the development of the scientific field concerned.
- h) An overview of pedagogical and educational activities signed by the applicant.
- i) An overview of scientific and research activities, stating acknowledged results, signed by the applicant.
- j) A list showing the number of references regarding the citing index in the globally recognised databases (Web of Science or Scopus) and a list of other citations; citations of the applicant's works by the applicant him/herself shall not be included.
- k) A list of scientific and professional fellowship(s)/internship(s) both in the Czech Republic and abroad.
- l) A filled-in "*Requisites for Initiation of the Professor Appointment Procedure at the VŠE*" form, signed by the applicant.

Annex 3

Casting Votes by Correspondence

The Chair of the Board (or a person authorised by him/her) shall prepare in advance five (5) identical ballots and five (5) identical blank envelopes. One ballot and one envelope shall be sent to the member of the Board who due to serious reasons will not be able to participate in voting in person. Such member shall mark a ballot in the desired manner and place it in the sealed envelope which he/she received along with the ballot. This unmarked envelope shall be delivered to the Chair of the Board well ahead the voting so that it is at the Board's disposal at the meeting where the resolution is to be adopted. In a secret ballot, all present members of the Board shall mark their ballots and place them in identical, unmarked, and sealed envelopes. After having been shuffled, all five (5) envelopes shall be opened and the result of the vote shall be duly recorded.