

Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Regulation of the Habilitation Procedure and the Procedure for the Appointment of a Professor of the University of Veterinary and Pharmaceutical Sciences Brno on 5 June 2017, file reference MSMT-16249/2017.

Amendments to the Regulation of the Habilitation Procedure and the Procedure for the Appointment of a Professor of the University of Veterinary and Pharmaceutical Sciences Brno were registered by the Ministry of Education, Youth and Sports pursuant to § 36, para. 2 and 5 of the Higher Education Act on 20 June 2018, file reference MSMT-20047/2018

**CONSOLIDATED
REGULATION OF THE HABILITATION PROCEDURE
AND THE PROCEDURE FOR THE APPOINTMENT OF A
PROFESSOR OF THE UNIVERSITY OF VETERINARY AND
PHARMACEUTICAL SCIENCES BRNO**

Dated 20 June 2018

Article 1

The Regulation of the Habilitation Procedure and the Procedure for the Appointment of a Professor of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter the “Regulation of Habilitation Procedure and the Procedure for the Appointment of a Professor”) shall be issued pursuant to § 17, para. 1, letter k) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.

PART ONE

Habilitation Procedure

Article 2

- (1) The habilitation procedure shall be initiated upon the request of the candidate submitted to the Dean of the Faculty, which has been granted the accreditation for the habilitation discipline selected by the candidate. The list of accredited disciplines in which the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”) is authorised to conduct the habilitation procedure shall be published in the public section of the UVPS Brno website.
- (2) The candidate for the appointment of an associate professor shall be a prominent figure in the field with proven pedagogical experience in educating university students and

demonstrable experience in lecturing and in the publication of teaching texts for university students. The candidate shall be a well-known and recognised personality in the field of educational and scientific, research, development and innovation, artistic or other creative activity (hereinafter the “creative activity”) and in practice at the national level.

- (3) The candidate shall submit the application together with the habilitation thesis pursuant to § 72, para. 2 and 3 of the Statute and other requirements specified in § 72, para. 2 of the Act.
- (4) The date of the commencement of the habilitation procedure shall be deemed as the date of delivering the candidate’s application to initiate the habilitation procedure to the Dean.
- (5) In the event that the application does not meet all the statutory requirements, the Dean shall invite the candidate in writing to remove the deficiencies. Unless the deficiencies are removed within 2 months upon the date when the candidate was served the invitation, the Dean shall discontinue the proceedings and the submitted materials shall be returned to the candidate.
- (6) In the event that the candidate seeking to have the habilitation procedure commenced at the UVPS Brno and not being in employment at the UVPS Brno, the Dean may request a statement of the Dean of the faculty or the Rector of the university at which the candidate is in employment, to provide an assessment of the candidate.

Article 3

- (1) In the event that the application has met all the requirements, the Dean shall prepare a proposal for the composition of the Habilitation Committee so that this proposal may be submitted for approval to the Scientific Board of the Faculty.
- (2) The Habilitation Committee shall be composed of five members, consisting of professors, associate professors and other leading representatives of the relevant field of the habilitation procedure or related field. A professor shall serve as the Chairperson of the Habilitation Committee. Three members of the Habilitation Committee shall be from a different workplace than the UVPS Brno.
- (3) Together with the appointment notice and immediately after approval of the appointment by the Scientific Board of the Faculty, the Dean shall send the appointed members of the Habilitation Committee the materials necessary for assessing the candidate’s scientific qualification for the specific discipline and his or her pedagogical practice. For the purposes of assessing the documents, the members of the Habilitation Committee shall receive the criteria applied during the habilitation procedure at the relevant faculty approved by the Scientific Board of the UVPS Brno and valid on the date of commencing the habilitation procedure.
- (4) The session of the Habilitation Committee shall be chaired by its Chairperson or a delegated member of the Habilitation Committee in their absence, or otherwise the oldest member of the habilitation Committee. The Habilitation Committee shall reach a quorum if at least four members are present. Voting in the Habilitation Committee shall be secret.
- (5) The Habilitation Committee shall appoint three opponents of the habilitation thesis, out of whom at least two shall be experts from another workplace than the UVPS Brno. The opponent may also be a member of the Habilitation Committee.
- (6) The Chairperson of the Habilitation Committee or the authorised member shall immediately send the opponents a request for the preparation of the opponent’s opinion together with the candidate’s habilitation thesis. The opponents shall produce their opinions in which they will assess the professional level of the habilitation thesis.
- (7) The Habilitation Committee shall assess the candidate’s scientific qualification for the specified field and their previous pedagogical practice. On the basis of the opinions of the

opponents, the Habilitation Committee shall evaluate the level of the habilitation thesis. The Habilitation Commission shall decide by secret ballot on the proposal whether the candidate is to be appointed the Associate Professor. If the nomination does not reach an absolute majority of the votes of all members of the Habilitation Committee, the Habilitation Committee shall recommend discontinuing the habilitation procedure.

- (8) The habilitation procedure may be discontinued at any time by the Dean at the request of the candidate. Further steps shall be determined by § 72, para. 12 of the Act. The Dean shall inform accordingly the Rector, the Scientific Board of the Faculty, the members of the Habilitation Committee, and the opponents of the habilitation thesis.
- (9) The resolution of the Habilitation Committee and its reasoning, together with the result of the vote, shall be submitted by the Chairperson of the Habilitation Committee to the Dean as the Chairperson of the Scientific Board of the Faculty.

Article 4

- (1) The Dean shall include a proposal for the appointment of an associate professor or the discontinuation of the habilitation procedure on the agenda of the meeting of the Scientific Board of the Faculty.
- (2) The course of the candidate's habilitation procedure at the meeting of the Scientific Board of the Faculty shall comply with the Act, the internal regulations of the UVPS Brno and the internal regulations of the faculty.
- (3) The habilitation lecture and defence of the habilitation thesis shall be held at a public session of the Scientific Board of the Faculty. After a debate in which the candidates shall be provided with an opportunity to comment on the opinions of the opponents, defend their habilitation thesis and comment on their scientific and pedagogical activities, the Scientific Board of the Faculty shall decide by secret ballot on the proposal whether the candidate is to be appointed Associate Professor.
- (4) Unless the nomination obtains an absolute majority of the votes of all members of the Scientific Board of the Faculty, the Scientific Board of the Faculty shall discontinue the habilitation procedure. In the event that the procedure is discontinued, the submitted materials shall be returned to the candidate. If the appointment proposal obtains an absolute majority of the votes of all members of the Scientific Board of the Faculty, the Dean, as the Chairperson of the Scientific Board of the Faculty, shall forward the proposal for the appointment of the Associate Professor to the Rector.

Article 5

- (1) Within one month upon the delivery of the Dean's nomination, the Rector shall decide whether they agree with the appointment proposal. Unless they object to the submitted proposal, they shall appoint the candidate as the Associate Professor on the first day of the month following their decision. The presentation of the appointment decree to the candidate shall be held at the upcoming session of the Scientific Board of the UVPS Brno or possibly at another ceremonial occasion.
- (2) In the event that the Rector does not agree with the nomination for the appointment of the associate professor, he shall present it with the reasoning for the disagreement at the next session of the Scientific Board of the UVPS Brno. After the debate, the Scientific Board of the UVPS Brno shall decide by secret ballot whether the candidate is to be appointed Associate Professor. If the appointment nomination does not reach an absolute majority of the votes of all members of the Scientific Board of the UVPS Brno, the procedure shall be

discontinued. In the case of discontinuing the habilitation procedure, the habilitation thesis shall be returned to the candidate with the enclosed documents. If the nomination for the appointment of the Associate Professor obtains an absolute majority of the votes of all members of the Scientific Board of the UVPS Brno, the Rector shall appoint the Associate Professor on the first day of the month following the meeting of the Scientific Board of the UVPS Brno.

- (3) The procedure for publishing habilitation theses shall apply § 47b of the Act. Publishing of habilitation theses shall take place by means of the database of final theses in the public section of the UVPS Brno website and through the Central Library of the UVPS Brno.
- (4) The text of the submitted habilitation thesis shall be subject to comparison with the texts of the theses stored in the university or inter-university database of theses and, where appropriate, with the texts of other publications.

Article 6

- (1) The candidate may raise objections against the course of the habilitation procedure within thirty calendar days. The objections shall be submitted to the Dean.
- (2) Unless the Dean allows the objections, they shall submit them to the Rector. The decision shall be provided with the corresponding reasoning. The decision of the Rector, together with the reasoning, shall be final.

PART TWO

Procedure for the Appointment of a Professor

Article 7

- (1) The candidate for the appointment of a professor shall be a prominent figure in the field with proven pedagogical experience in educating university students and demonstrable significant results in lecturing activity and in the publication of significant teaching texts for university students. The candidate shall be a well-known and internationally recognised personality in the field of education, creative activity, and practice presenting international knowledge and experience.
- (2) The procedure for the appointment of a professor shall be initiated on a proposal pursuant to § 74, para. 2 of the Act. The proposal for opening the procedure shall include the elements specified in § 72, para. 2, sentence two of the Act. The proposal shall also specify the field in which the procedure for the appointment of a professor is initiated.
- (3) The day of commencing the procedure for the appointment of a professor shall be deemed as the day of delivering the proposal of the candidate for the opening of the procedure to the Dean or the date of delivery of the request of the Scientific Board of the Faculty or the Scientific Board of the UVPS Brno.
- (4) In the event that the application does not meet all the prescribed requirements, the Dean shall invite the candidate or the person submitting the application in writing to remove the deficiencies. Unless the deficiencies are removed within 2 months upon the date when the applicant was served the invitation, the Dean shall discontinue the proceedings and the submitted materials shall be returned to the candidate.

Article 8

- (1) In the event that the application has met all the requirements, the Dean shall prepare a proposal for the composition of the five-member committee so that the application can be submitted for approval at the meeting of the Scientific Board of the Faculty. The proposal for the composition shall comply with § 74, para. 3 of the Act.
- (2) The Committee has five members, consisting of professors, associate professors, and other leading representatives of the field specified by the candidate or a related field. A professor shall serve as the Chairperson of the Committee, usually an employee of the UVPS Brno. At least three Committee members shall be experts from another workplace than the UVPS Brno. The professor submitting a recommendation to initiate the professorship procedure cannot serve as a Committee member. The Committee members shall be appointed by the Dean on the grounds of the approval by the Scientific Board of the Faculty.
- (3) Together with the appointment notice, the Dean shall send the appointed members of the Committee the materials necessary for assessing the candidate's scientific qualification for the specific discipline and their pedagogical practice. For the purposes of assessing the documents, the Committee members shall receive the criteria applied during the procedure for the appointment of a professor at the UVPS Brno approved by the Scientific Board of the UVPS Brno and valid on the date of commencing the procedure for the appointment of a professor.

Article 9

- (1) In carrying out its tasks, the Committee shall proceed in accordance with § 74, para. 5 of the Act. For the purposes of the assessment, the Committee may request, in relation to the application for the procedure for the appointment of a professor, additional expert opinions of leading representatives of the specific or related field.
- (2) The session of the Committee shall be chaired by its Chairperson or another member appointed by them in their absence.
- (3) The Committee shall assess the qualifications of the candidate and, by secret ballot, shall decide whether the candidate should be appointed as a professor.
- (4) If the nomination does not obtain an absolute majority of the votes of all members of the Committee, the Committee shall recommend discontinuing the procedure for the appointment by the professor. The proposal for the appointment of the candidate as a professor or for discontinuing the procedure shall be submitted by the Chairperson or a delegated Committee member to the Scientific Board of the Faculty which approved the Committee.

Article 10

- (1) The Dean shall include the proposal for initiating the procedure for the appointment of a professor or for discontinuing the procedure on the agenda of the session of the Scientific Board of the Faculty.
- (2) The Scientific Board of the Faculty shall invite the candidate to deliver, at its public session, the lecture presenting the concept of the scientific work and teaching in the specific field.
- (3) After the lecture and possible debate, the Scientific Board of the UVPS Brno shall decide by secret ballot on the proposal as to whether the candidate is to be appointed professor.
- (4) If the appointment nomination obtains an absolute majority of the votes of all members of the Scientific Board of the Faculty, the Dean, acting as the Chairperson of the Scientific Board of the Faculty, shall submit the proposal to appoint the professor to the Rector.

- (5) If the nomination for the appointment of a professor does not reach an absolute majority of the votes of all members of the Scientific Board of the Faculty, the Scientific Board of the Faculty shall discontinue procedure. In the case of discontinuing the procedure, the submitted materials shall be returned to the candidate with the enclosed documents.
- (6) The procedure for the appointment of a professor may be discontinued by the Dean at any time upon the candidate's request. The Dean shall notify this fact to the Rector, the Scientific Board of the Faculty, and the Committee members. The submitted materials shall be returned to the candidate.

Article 11

- (1) The Rector shall submit a proposal for the appointment of a professor to the Scientific Board of the UVPS Brno.
- (2) The procedure for the appointment of a professor at the session of the Scientific Board of the UVPS Brno shall take place in accordance with the Act, internal regulations of the UVPS Brno, and internal regulations of the faculty.
- (3) Within its public session, the candidate shall present the concept of their scientific work and teaching in the specific field at the meeting of the Scientific Board of the UVPS Brno.
- (4) In the event that the appointment proposal obtains an absolute majority of the votes of all members of the Scientific Board of the UVPS Brno, the Rector shall submit it, together with all the requisites, to the Minister of Education, Youth, and Sports (hereinafter the "Minister").
- (5) Unless the proposal for the appointment of a professor obtains an absolute majority of the votes of all members of the Scientific Board of the UVPS Brno, the procedure shall be discontinued.
- (6) The candidate may raise objections against the course of the procedure for the appointment of a professor within thirty calendar days, to be decided by the Rector. The Rector's decision shall be final.

PART THREE

Common Provisions for the Habilitation Procedure and the Procedure for the Appointment of a Professor

Article 12

- (1) This Regulation of Habilitation Procedure and the Procedure for the Appointment of a Professor shall apply to the habilitation procedure and the procedure for the appointment of a professor after the date of its entry into force.
- (2) Act No. 500/2004 Coll., the Administrative Code, as amended, shall not apply to the habilitation procedure and the procedure for the appointment of a professor.
- (3) The UVPS Brno shall determine the fee for the habilitation procedure and the fee for the procedure for the appointment of a professor. The fee for the habilitation procedure is 10,000 CZK. The fee for the procedure for the appointment of a professor is 15,000 CZK. The fees are payable on the date of submitting the application for initiating the habilitation procedure and the procedure for the appointment of a professor.
- (4) The Dean shall send the Rector the notice of initiating the habilitation procedure and the procedure for the appointment of a professor on the grounds of a decision of the Scientific Board of the Faculty. Information on the initiation and outcome of the habilitation procedure and the procedure for the appointment of a professor, as well as the changes in the data

pursuant to § 75, para. 2, letter b) of the Act shall be notified by the Rector to the Ministry of Education, Youth and Sports (hereinafter the “Ministry”). At the same time, the information on the initiation and outcome of the habilitation procedure and the procedure for the appointment of a professor, as well as other information specified in § 75, para. 1 of the Act, shall be made available in the public section of the UVPS Brno website.

- (5) Except for serious reasons, the habilitation procedure shall be terminated within two years of the date of the commencement of the procedure. In the case of failure to comply with this time limit, the Rector shall inform the Scientific Board of the Faculty and the Scientific Board of the UVPS Brno of the reasons.
- (6) Except for serious reasons, the procedure for the appointment of a professor shall be terminated within three years of the date of the commencement of the procedure. In the case of failure to comply with this time limit, the Rector shall notify the reasons to the Scientific Board of the Faculty and the Scientific Board of the UVPS Brno.

PART FOUR

Procedure for the Declaration of Invalidity of the Appointment of the Associate Professor

Article 13

- (1) The Rector shall decide in the procedure for the declaration of invalidity of the appointment of the associate professor in the case of the habilitation procedure held at the UVPS Brno. The documents for issuing a decision in the procedure for the declaration of invalidity of the appointment of the associate professor shall include the opinion of the Review Committee.
- (2) The Review Committee shall be appointed by the Rector. The Review Committee has five members. One Committee member shall be appointed by the Rector upon the proposal of the Minister, and other members are appointed from among associate professors, professors or other experts. The majority of the members of the Committee shall consist of persons from a different workplace than the UVPS Brno.
- (3) The procedure for the declaration of invalidity of the appointment of the associate professor shall be initiated ex officio. The procedure shall be initiated by the Rector:
 - a) Within three years from the date of the judgment becoming effective by means of which the person concerned was convicted of an intentional criminal offence, provided that it is a case established as a result of an intentional criminal offence; or
 - b) Within five years from the date of terminating the habilitation procedure in the cases specified in § 74a, para. 2, letter b) of the Act.
- (4) The procedure shall determine whether a person whose pedagogical or scientific qualification was verified in the habilitation procedure proved their qualification:
 - a) As a result of an intentional criminal offence; or
 - b) As a result of an intentional unlawful use of the work of any other person grossly infringing the legal regulations regulating the protection of intellectual property or any other intentional conduct violating good morals.
- (5) The course of the procedure shall be regulated in § 74a to 74c of the Act. The meeting of the Committee shall be recorded in a written protocol containing the reasoning behind the Committee’s proposal.

- (6) In the event the Committee proposes the declaration of invalidity of the appointment of the associate professor, the reasoning shall clearly indicate the link between the factual findings and deliberations in assessing the evidence on the one hand, and the recommendation of the Committee on the other hand.
- (7) The decision in the procedure for the declaration of invalidity of the appointment of the associate professor shall be issued by the Rector. The limitation period for issuing the decision shall amount to one year from the date of initiating the procedure.
- (8) Unless the Rector finds reasons for declaring the invalidity of the appointment of the associate professor, the procedure shall be discontinued by means of his resolution. In the event that the Rector decides on the invalidity of the appointment of the associate professor, the person concerned shall cease to be an associate professor on the date when the final decision of the Rector on declaring the invalidity of the appointment of the associate professor becomes effective.
- (9) In the event that by means of issuing the decision on declaring the invalidity of the appointment of the associate professor or the resolution on discontinuing the procedure, the Rector deviates from the opinion of the Committee, they shall provide the reasoning for this fact in their decision or resolution.

PART FIVE

Article 14 Temporary and Final Provisions

- (1) This Regulation of Habilitation Procedure and the Procedure for the Appointment of a Professor shall apply to the procedures initiated once this Regulation has come into effect.
- (2) This Regulation of Habilitation Procedure and the Procedure for the Appointment of a Professor was adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 25 May 2017.
- (3) Pursuant to § 36, para. 4 of the Act, this Regulation of Habilitation Procedure and the Procedure for the Appointment of a Professor shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (4) The Regulation of Habilitation Procedure and the Procedure for the Appointment of a Professor shall enter into effect on 1 September 2017.

Amendments of The Regulation of the Habilitation Procedure and the Procedure for the Appointment of a Professor of the University of Veterinary and Pharmaceutical Sciences Brno were approved under § 9, para. 1, letter b), point 3 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Veterinary and Pharmaceutical Sciences Brno on 12 June 2018.

Amendments of The Regulation of the Habilitation Procedure and the Procedure for the Appointment of a Professor of the University of Veterinary and Pharmaceutical Sciences Brno shall become effective on the day of registration by the Ministry of Education, Youth and Sports under § 36, para. 4 of the Higher Education Act.

Amendments of The Regulation of the Habilitation Procedure and the Procedure for the Appointment of a Professor of the University of Veterinary and Pharmaceutical Sciences Brno shall enter into effect on 1 September 2018.

Prof. MVDr. Ing. Pavel Suchý, CSc.
Rector