

# **BUT RULES OF HABILITATION PROCEDURE AND PROCEDURE TO ATTAIN PROFESSORSHIP**

## Heading

Passed by the Academic Senate on: 30 May 2017  
Valid from: the date of registration at the Ministry of Education, Youth and Sports (see below)  
Effective from: the validity date  
Responsible department: Science and Research Department  
Binding for: all component parts of BUT  
Number of pages: 9  
Number of annexes: 0

## Registration

The Ministry of Education, Youth and Sports registered this internal regulation pursuant to Section 36 (2) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended:

on 13 June 2017 under Ref. No. MSMT-17125/2017

---

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

**CONTENTS**

**PART ONE GENERAL PROVISIONS..... 1**  
Article 1 Subject..... 1

**PART TWO HABILITATION PROCEDURE ..... 1**  
Article 2 Principles of Evaluation in Habilitation Procedure ..... 1  
Article 3 Procedure Initiation ..... 1  
Article 4 Appointment of the Habilitation Committee..... 2  
Article 5 Procedure of the Habilitation Committee ..... 2  
Article 6 Procedure after Submission to the Rector..... 3  
Article 7 Publication of Habilitation Thesis ..... 4  
Article 8 Applicant’s Objections ..... 4  
Article 9 Procedure on Declaring Appointment of Associate Professor Invalid..... 4  
Article 10 Special Provisions..... 4

**PART THREE PROCEDURE TO ATTAIN PROFESSORSHIP ..... 5**  
Article 11 Principles of Evaluation in Procedure to Attain Professorship ..... 5  
Article 12 Procedure Initiation ..... 5  
Article 13 Appointment of the Committee ..... 5  
Article 14 Procedure of the Committee ..... 6  
Article 15 Procedure after Submission to the Rector..... 7  
Article 16 Procedure after Submission to the Minister..... 7  
Article 17 Applicant’s Objections ..... 7  
Article 18 Special Provisions..... 8

**PART FOUR FINAL PROVISIONS ..... 8**  
Article 19 Fees ..... 8  
Article 20 Joint Provisions ..... 8  
Article 21 Transitional Provisions ..... 8  
Article 22 Final Provisions ..... 9

## **PART ONE GENERAL PROVISIONS**

### **Article 1**

#### **Subject**

1. The BUT Rules of Habilitation Procedure and Procedure to Attain Professorship (hereinafter the "Rules") are issued in compliance with the BUT Statute and they stipulate the procedural rules governing the aforementioned procedures, as well as the fees related to the procedures.
2. The basic provisions laying down the BUT habilitation procedure and the procedure to attain professorship are stipulated in Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended, (hereinafter the "Act").

## **PART TWO HABILITATION PROCEDURE**

### **Article 2**

#### **Principles of Evaluation in Habilitation Procedure**

1. In the habilitation procedure, the habilitation committee, faculty Scientific Board and the Rector, and, if appropriate, the BUT Scientific Board (hereinafter the "BUT SB") evaluate scientific or artistic qualification and pedagogical competence of the applicant, in particular with regard to the recommended aspects of evaluation stipulated, after being discussed by the BUT SB, by an internal standard of BUT.

### **Article 3**

#### **Procedure Initiation**

1. The habilitation procedure is initiated by a submission of a proposal by the applicant.
2. The proposal, including the annexes, pursuant to Section 72 (2) of the Act is submitted to the Dean of the faculty which has been granted accreditation for the given habilitation field indicated by the applicant.
3. The faculty where the habilitation procedure was initiated shall publish information on the habilitation procedure in the public section of its website pursuant to Section 75 (1) of the Act and it shall forward the relevant details to the Rector without delay.
4. If the applicant is not an employee of BUT, the Dean may require an opinion of the Dean of faculty or the Rector of a different higher education institution, who are able to evaluate applicant's pedagogical competence based on the applicant's work at the institution.
5. If the proposal lacks any of the requisites stipulated by the law, the Dean will request in writing that the applicant remedy the shortcomings. If the applicant fails to remedy the shortcomings within 60 days from the date of delivery of the Dean's request, the procedure is terminated and the Dean will return submitted documents to the applicant.

**Article 4**  
**Appointment of the Habilitation Committee**

1. The habilitation committee is composed of five members including:
  - professors, associate professors and other significant figures in the field indicated by the applicant or in a similar field;
  - three members of the habilitation committee shall not be appointed from among BUT employees, employees of the applicant or the legal entity which employs the applicant;
  - co-author of the work submitted as the habilitation thesis cannot be appointed to the habilitation committee.
2. The chairperson of the habilitation committee shall be a professor who is a member of the Scientific Board of the faculty where the procedure was initiated or a member of the Scientific Board of another BUT faculty or a member of the BUT SB.
3. The Dean prepares a proposal for the appointment of the habilitation committee, its chairperson and members within one month from the date of the submission of the applicant's proposal, or from the date when the applicant supplemented the proposal upon the Dean's request. The proposal for the appointment of the habilitation committee shall be prepared pursuant to Section 72 (5) of the Act. Persons who are authors of supporting opinions, the Dean of the faculty where the applicant works, or any other persons who could justifiably be biased when evaluating the proposal and voting on the proposal shall not be among persons proposed for appointment into the committee. The Dean submits this proposal to the faculty Scientific Board for approval at its next meeting.
4. At the meeting of the Scientific Board, the Dean presents the proposal for the appointment of the habilitation committee prepared pursuant to paragraph 3 hereof. After a discussion and a possible extension of the original proposal, the Scientific Board votes by a secret ballot to elect the chairman and other members of the habilitation committee; the final composition of the committee is determined by the ranking of approving votes of the members of the faculty Scientific Board.
5. The Dean informs the members of the habilitation committee of their appointment and provides them with the underlying documents necessary for evaluation of the scientific and professional qualification of the applicant and his/her pedagogical competence within the meaning of Section 72 (8) of the Act.
6. If the elected chairperson requires to be relieved from the duties of chairperson, the election of the chairperson is repeated at the next meeting of the Scientific Board. If a member of the committee asks to be removed from the committee, he/she is replaced by a person who was next in line in the election, or by a person from the list appointed by the Dean in co-operation with the committee's chairperson; the Dean informs the Scientific Board of this change at its next meeting. Similar procedure is applicable in case of a long-term absence or death of the chairperson or committee member.

**Article 5**  
**Procedure of the Habilitation Committee**

1. The meetings of the habilitation committee are chaired by its chairperson or a committee member authorised by the chairperson in his/her absence.
2. The habilitation committee adopts resolutions by voting performed by secret ballot which takes place either at the meeting or by correspondence voting of all members of the habilitation committee or by a combination of both. The chairperson prepares the printed form of the habilitation committee opinion after the discussion with other committee members.

3. Within 30 days from its appointment, the habilitation committee appoints three habilitation thesis reviewers; two of these three reviewers shall not be appointed from among BUT employees, applicant's employees or the legal entity which employs the applicant. The chairperson of the habilitation committee or an authorised committee member sends to the reviewers request for preparation of reviewer's report and a copy of applicant's habilitation thesis, except for habilitation works pursuant to Section 72 (3)(d) of the Act. The chairperson shall advise the reviewers of the 60-day period the reviewers have for preparation of their reports. The reviewer's report shall be delivered directly to the chairperson of the habilitation committee.
4. Based on the applicant's proposal and annexes thereto, the reviewers' reports and applicant's pedagogical experience, within 30 days from the receipt of the reviewers' reports, and after voting by secret ballot, the habilitation committee shall adopt a resolution stating whether it recommends the faculty Scientific Board to approve the proposal for appointment of the applicant as associate professor. The habilitation committee submits the resolution together with its reasoning and the voting results to the Dean.
5. The Dean shall include the matter in the agenda of the next meeting of the faculty Scientific Board without undue delay.
6. The chairperson of the habilitation committee or a committee member authorised by the chairperson will present the resolution of the habilitation committee at the faculty Scientific Board meeting. Voting on the proposal for appointment as associate professor may take place if at least two thirds of the members of the faculty Scientific Board are present at the meeting.
7. If the proposal for appointment as associate professor is approved by a majority of all members of the faculty Scientific Board, the Scientific Board, via the Dean, shall within 30 days forward the proposal together with the underlying documents to the Rector to make a decision. The underlying documents mean in particular the applicant's proposal and all annexes thereto, the extract from the minutes of the meeting of the faculty Scientific Board, the reviewers' reports and the opinion of the habilitation committee.
8. If a majority of votes is not in favour of the proposal for appointment as associate professor, the habilitation procedure is terminated.

#### **Article 6**

##### **Procedure after Submission to the Rector**

1. If the Rector agrees with the proposal for appointment as associate professor, he/she informs the applicant that he/she will appoint him/her as of the effective date.
2. The Rector may request further information for assessment of the proposal from the Dean of the Faculty where the habilitation procedure took place. The Rector sets an appropriate deadline for the Dean to provide the information.
3. The Rector returns the proposal if it does not fulfil requirements stipulated in the relevant provisions of the Act, these Rules or BUT internal standards, and he/she sets requirements and deadline for its finalisation or revision.
4. If the Rector disagrees with the proposal for appointment as associate professor, he/she submits it with a written reasoning to the BUT SB for discussion not later than within 60 days from the receipt of the proposal by the Dean. In such case, the BUT SB discusses the proposal and adopts a resolution whether the applicant is to be appointed as associate professor. If the proposal is not approved by the majority of votes of BUT SB members, the habilitation procedure is terminated. Otherwise, the Rector shall appoint the associate professor.

5. The BUT SB adopts resolution on the appointment of associate professor in accordance with the Rules of Procedure of the BUT Scientific Board.

**Article 7**  
**Publication of Habilitation Thesis**

1. Habilitation thesis shall be published by the Faculty where the habilitation procedure was initiated pursuant to Section 75 (4) of the Act.

**Article 8**  
**Applicant's Objections**

1. The applicant may raise objections against the habilitation procedure within 30 days. The objections are submitted to the Dean in writing, if they concern the procedure of the faculty, or to the Rector in other cases. The objections shall include date and the applicant's signature.
2. The decision of the Rector is final. The decision of the Dean or Rector must include reasoning.

**Article 9**  
**Procedure on Declaring Appointment of Associate Professor Invalid**

1. The Rector decides in the procedure on declaring an appointment of associate professor invalid.
2. The decision of the Rector is based on underlying documents which include the opinion of a review committee composed of five members. Members of the review committee are appointed by the Rector from among professors, associate professors or other experts, where:
  - one member is appointed by the Rector on the proposal of the Minister of Education, Youth and Sports (hereinafter the "Minister") from among employees of the Ministry;
  - the remaining members are appointed with their consents and upon discussion with the Dean of the corresponding faculty;
  - the Rector appoints to the review committee the chairperson or a member of the habilitation committee formed as part the habilitation procedure pertaining to the person who is to be appointed as associate professor;
  - a majority of members of the review committee must be experts who are not BUT employees.
3. Prior to issuing a decision, the Rector may request a statement of the Scientific Board of the relevant faculty, the BUT SB, or the BUT Ethics Committee.
4. The review committee adopts resolutions by a majority of votes of all its members; voting on the resolution on declaring appointment of associate professor invalid is performed by a secret ballot.

**Article 10**  
**Special Provisions**

1. Habilitation procedure may be carried out by a university institute or before the Scientific Board of a university institute. In such case, the duties of the Dean are performed by the institute director. Art. 2 to 9 of these Rules shall apply analogously.
2. If the proposal for initiation of the habilitation procedure is submitted directly to the Rector pursuant to Section 72 (4) of the Act, the Rector forwards such proposal without undue delay to

the faculty designated by him/her. The faculty then proceeds pursuant to Art. 2 to 9 of these Rules, as if the proposal has been submitted to the faculty.

## **PART THREE PROCEDURE TO ATTAIN PROFESSORSHIP**

### **Article 11**

#### **Principles of Evaluation in Procedure to Attain Professorship**

1. In the procedure to attain professorship, the committee, faculty Scientific Board and the BUT SB evaluate the pedagogical and scientific or artistic qualification of an applicant, who should be a significant scientific or artistic figure respected in his/her field, in particular with regard to the recommended aspects of evaluation stipulated, after being discussed by the BUT SB, by an internal standard of BUT.

### **Article 12**

#### **Procedure Initiation**

1. The procedure to attain professorship is initiated upon submission of an applicant's proposal, on the basis of proposal of the dean, the Rector or on instigation of the Scientific Board of a faculty accredited to appoint professorship in the relevant field.
2. The proposal, including the annexes and indicating the field in which the procedure to attain professorship is to be initiated, prepared pursuant to Section 72 (2) of the Act, is submitted to the Dean of the faculty accredited to appoint professorship in the field indicated by the applicant.
3. If the procedure is initiated on the basis of the applicant's proposal, the proposal must include a written recommendation of at least two professors working in the same or a related field. If the procedure is not initiated at the applicant's proposal or if the applicant expresses his/her written disapproval with the initiation of the procedure, the procedure is terminated.
4. The faculty where the procedure to attain professorship has been initiated will publish information on the procedure to attain professorship in the public section of its website pursuant to Section 75 (1) of the Act and forward the relevant information to the Rector.
5. If the applicant does not work at BUT, the Dean may require an opinion of the Dean of faculty or the Rector of a different higher education institution, who are able to evaluate applicant's pedagogical competence based on the applicant's work at the institution.
6. If the proposal lacks any of the requisites stipulated by the Act on Higher Education Institutions, the Dean will request in writing that the applicant remedy the shortcomings. If the applicant fails to remedy the shortcomings within 60 days from the date of delivery of the Dean's request, the procedure is terminated and the Dean will return submitted documents to the applicant.

### **Article 13**

#### **Appointment of the Committee**

1. The committee is composed of five members including:
  - professors, associate professors and other significant figures in the field indicated by the applicant or in a similar field;



- three members of the committee shall not be appointed from among BUT employees, employees of the applicant or the legal entity which employs the applicant.
2. The chairperson of the committee shall be a professor who is a member of the Scientific Board of the faculty where the procedure was initiated or a member of the Scientific Board of another BUT faculty or a member of the BUT SB.
  3. The Dean prepares a proposal for the appointment of the committee, its chairperson and members within one month from the date of the submission of the applicant's proposal, or from the date when the applicant supplemented the proposal upon the Dean's request. The proposal for the appointment of the committee shall be prepared pursuant to Section 74 (2) of the Act. Persons who are authors of supporting opinions, the Dean of the faculty where the applicant works and any other persons who could justifiably be biased when evaluating the proposal and voting on the proposal shall not be among persons proposed for appointment into the committee. The Dean submits this proposal to the faculty scientific board for approval at its next meeting.
  4. At the meeting of the Scientific Board, the Dean presents the proposal for the appointment of the committee prepared pursuant to paragraph 3 hereof. After a discussion and a possible extension of the original proposal, the Scientific Board votes by a secret ballot to elect the chairman and other members of the committee; the final composition of the committee is determined by the ranking of approving votes of the members of the faculty Scientific Board.
  5. The Dean informs the committee members of their appointment and provides them with the necessary underlying documents.
  6. If the elected chairperson requires to be relieved from the duties of chairperson, the election of the chairperson is repeated at the next meeting of the Scientific Board. If a member of the committee asks to be removed from the committee, he/she is replaced by a person who was next in line in the election, or by a person from the list appointed by the Dean in co-operation with the committee's chairperson; the Dean informs the Scientific Board of this change at its next meeting. Similar procedure is applicable in case of a long-term absence or death of the chairperson or committee member.

**Article 14**  
**Procedure of the Committee**

1. The meetings of the committee are chaired by its chairperson or a committee member authorised by the chairperson in his/her absence.
2. The committee adopts resolutions by voting performed by secret ballot which takes place either at the meeting or by correspondence voting of all members of the committee or by a combination of both. The chairperson prepares the printed form of the committee opinion after the discussion with other committee members.
3. Within 30 days of its appointment, the committee evaluates the applicant's qualification and adopts resolution on whether to recommend to the faculty Scientific Board to approve the proposal for appointment as professor. The habilitation committee submits the resolution together with its reasoning and the voting results to the Dean.
4. The Dean shall include the matter in the agenda of the next meeting of the faculty Scientific Board without undue delay.
5. The chairperson of the committee or a committee member authorised by the chairperson will present the resolution of the committee at the faculty Scientific Board meeting. Voting on the

proposal for appointment as professor may take place if at least two thirds of the members of the Faculty Scientific Board are present at the meeting.

6. If the proposal for appointment as professor is approved in the secret vote by a majority of all members of the Faculty Scientific Board, the Scientific Board, via the Dean, shall within 30 days forward the proposal together with the relevant documents to the Rector to make a decision. The Rector may request further information for assessment of the proposal from the Dean of the Faculty where the habilitation procedure took place.
7. If a majority of votes is not in favour of the proposal for appointment as professor, the habilitation procedure is terminated.

#### **Article 15**

##### **Procedure after Submission to the Rector**

1. The Rector submits the proposal for appointment as professor to the BUT SB without delay.
2. The applicant has the right to present to the BUT SB a short statement on the prospects of his/her field. The Rector shall notify the applicant of this right in advance.
3. The BUT SB adopts resolution on the appointment as professor in accordance with the Rules of Procedure of the BUT Scientific Board.
4. If the proposal for appointment as professor has been approved by the BUT SB, the Rector shall submit it without undue delay together with all relevant documents to the Minister of Education, Youth and Sports to make a decision.
5. If a majority of votes is not in favour of the proposal for appointment as professor, the habilitation procedure is terminated.

#### **Article 16**

##### **Procedure after Submission to the Minister**

1. The Minister shall return the proposal for appointment as professor to the BUT SB if the procedure to attain professorship pursuant to Section 74 of the Act has not been complied with.
2. If the Minister returns the justified proposal back to BUT, the BUT SB shall discuss this matter without undue delay.
3. If the BUT SB decides by a secret vote that it agrees that the procedure to attain professorship has not been complied with, it shall return the proposal to the relevant stage of the proceedings where the procedure was breached.
4. If the BUT SB decides by a secret ballot that it does not agree that the procedure to attain professorship has not been complied with, it shall resubmit the proposal to the Minister together with a resolution of the BUT SB.

#### **Article 17**

##### **Applicant's Objections**

1. The applicant may raise objections against the procedure to attain professorship within 30 days. The objections are raised in writing and submitted to the Rector. The objections shall include date and the applicant's signature.
2. The decision of the Rector is final. The decision of the Rector shall include reasoning.

**Article 18**  
**Special Provisions**

1. Procedure to attain professorship may be carried out by a university institute or before the Scientific Board of a university institute. In such case, the duties of the Dean are performed by the institute director. Art. 11 to 17 of these Rules shall apply analogously.

**PART FOUR**  
**FINAL PROVISIONS**

**Article 19**  
**Fees**

1. In compliance with the BUT Statute, BUT sets the following fees:
  - fee for acts related to the habilitation procedure in the amount of CZK 2,500;
  - fee for acts related to the procedure to attain professorship in the amount of CZK 5,000.
2. Details shall be stipulated by an internal standard of BUT.
3. The information on fees is available at the BUT notice board.

**Article 20**  
**Joint Provisions**

1. Before submitting a proposal for appointment of members of the habilitation committee or the committee in the procedure to attain professorship to the Scientific Board, or before submitting a proposal for appointment of reviewers to the habilitation committee, the Dean, or the chairperson of the habilitation committee, respectively, shall obtain their consent.
2. The details of these Rules are implemented through an internal standard of BUT, which is commented on by the BUT SB. By the internal standard, the Rector sets the minimum requirements on the content of the reasoning of the habilitation committee and the committee in the procedure to attain professorship.
3. The Rector, at the level of BUT, and the Deans, at the level of individual faculties, shall make sure that there are no conflicts of interest of individual bodies, particularly the Rector, Vice-rectors, Dean, members of the habilitation committees in the habilitation procedure and the committees members in the procedure to attain professorship, and reviewers of habilitation theses.
4. Where these Rules refer to the "scientific board of the faculty", it shall mean the artistic board of the faculty, if established.
5. The Code of Administrative Procedure does not apply to the habilitation procedure and the procedure to attain professorship.

**Article 21**  
**Transitional Provisions**

1. The provisions of these Rules shall not apply to the habilitation procedures and the procedures to attain professorship which has been initiated before the effective date hereof.

**Article 22**  
**Final Provisions**

1. The Rules of Habilitation Procedure and Procedure to Attain Professorship of Brno University of Technology were passed by the Academic Senate of Brno University of Technology pursuant to Section 9 (1)(b)(3) of the Act on Higher Education Institutions on 30 May 2017.
2. These Rules shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
3. These Rules shall enter into effect as of the date of force hereof.

Doc. Dr. Ing. Petr Hanáček, signed  
President of the BUT Academic Senate

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed  
Rector