

**RULES OF HABILITATION PROCEDURE  
AND PROCEDURE FOR APPOINTMENT OF  
PROFESSORS OF THE ACADEMY OF ARTS,  
ARCHITECTURE & DESIGN IN PRAGUE  
of 13 December 2018**



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research, Development and  
Education

The Ministry of Education, Youth and Sports registered pursuant to Section 36 (2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) on 13 December 2018 under Ref. No. MSMT-41130/2018 Rules of Habilitation Procedure and Procedure for Appointment of Professors of the Academy of Arts, Architecture & Design in Prague.

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Mgr. Karolína Gondková, director of the  
Department of Higher Education  
Institutions

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Academic Senate of the Academy of Arts, Architecture & Design in Prague pursuant to Section 9 (1) (b) point 3 and Section 17 (1) (f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, adopted the following internal regulation of the Academy of Arts, Architecture & Design in Prague:

## **RULES OF HABILITATION PROCEDURE AND PROCEDURE FOR APPOINTMENT OF PROFESSORS OF THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE**

### **Article 1 Opening provisions**

1. The habilitation procedure is subject to Section 71 et seq. of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, (hereinafter referred to as the "Act"), the procedure for appointment of professors is subject to Section 73 et seq. of the same act; both are governed by the Rules of Habilitation Procedure and Procedure for Appointment of Professors of the Academy of Arts, Architecture & Design in Prague (hereinafter referred to as "UMPRUM"). The habilitation procedure and procedure for appointment of professors can be held at UMPRUM in accredited fields listed on the official notice board of UMPRUM.
2. An applicant with appropriate teaching experience who is a distinguished and respected scientific or artistic figure in their field, whose creative activities and their public presentation meet the qualitative criteria and the required level, which will be assessed by the Artistic Board of UMPRUM (hereinafter referred to as the "Artistic Board"), may be appointed an associate professor or a professor.

### **Article 2 Waiver of higher education**

1. Pursuant to Section 72 (6) and 74 (4) of the Act the Artistic Board may waive the requirement of higher education in the case of applicants in artistic fields.
  2. The proposal to waive higher education to an applicant for habilitation or appointment as professor is submitted by the Rector to the Artistic Board.
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**Article 3**  
**Commencement of the habilitation procedure**

1. The habilitation procedure is initiated at the request of the applicant. The applicant shall submit a proposal containing complete supporting documents itemized in Section 72 (2) and (3) of the Act and the internal regulations of UMPRUM to the Rector. If the Rector finds the proposal satisfactory, the habilitation procedure is commenced. If all of the required components of the proposal are not submitted and the applicant, having been informed of this, fails to provide them in due time, the Rector will terminate the habilitation procedure.
2. If the applicant is not an UMPRUM academic staff member, the Rector may request the opinion of a dean or a rector of the higher education institution whose academic staff member the applicant is.
3. The following constitutes prerequisites for the habilitation procedure:
  - a) corresponding scientific or artistic qualification;
  - b) continuous pedagogical activity, teaching at a university in the Czech Republic or abroad.

**Article 4**  
**Habilitation Board**

1. If the habilitation procedure is not terminated pursuant to Section 72 (4) of the Act, the Rector shall submit to the meeting of the Artistic Board for approval a proposal for the composition of a five-member Habilitation Board (Section 72(5) of the Act) including an alternate. Before submitting a proposal for the appointment of members of the Habilitation Board to the Artistic Board, the Rector shall seek their consent. After discussion and possible extension of the original proposal by other experts, the members of the Artistic Board vote to approve the composition of the Habilitation Board.
  2. In justified cases, the correspondence form of voting may be used for the approval of the composition of the Habilitation Board. The proposal for composition of the Habilitation Board is submitted to the members of the Artistic Board in writing by electronic form. In the same way, voting on the approval of the composition of the Habilitation Board takes place. The results of the correspondence form of voting will always be recorded in writing at the next meeting of the Artistic Board.
  3. The Habilitation Board consists of professors, associate professors and other distinguished representatives in the relevant or related field. The chair of the Habilitation Board must be a professor, at least three members must be experts from other institution than UMPRUM.
  4. Persons with justified possible bias in the assessment of the proposal, as well as possible co-authors of the work submitted as habilitation thesis, may not become members of the Habilitation Board.
  5. The Habilitation Board sessions shall be chaired by its Chair, in the absence of the Chair the Habilitation Board is chaired by a designated member. The Habilitation Board shall have a quorum if at least three of its members are present. The Habilitation Board appoints three readers for the habilitation thesis, at least two of whom may not be members of UMPRUM academic staff (Section
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72(7) of the Act) and at least two may not be employees of the institution whose academic staff member the applicant is.

6. The Habilitation Board assesses the scholarly, scientific or artistic qualifications of the applicant in the relevant field and his/her previous teaching experience. It assesses the quality of the habilitation thesis on the basis of the readers' reports. The Habilitation Board then votes by secret ballot on whether to nominate the applicant as an associate professor. Absent members of the Habilitation Board shall vote in a correspondence form which ensures the secrecy of voting. The result of voting must be indicated in the Habilitation Board's statement.
7. The proposal for appointment is approved by the Habilitation Board if at least three of its members have voted in favour of it.
8. If the proposal for appointment does not obtain a majority of the votes of all members of the Habilitation Board, the Habilitation Board recommends termination of the habilitation procedure.

#### **Article 5**

##### **Artistic Board session - habilitation procedure**

1. The statement of the Habilitation Board shall be delivered by its Chair or a member of the Habilitation Board designated by them at a meeting of the Artistic Board (Section 72 (8) of the Act).
  2. In the event that the Habilitation Board recommends termination of the habilitation procedure, the Artistic Board decides thereon, at the meeting of which the applicant can comment on the reader's reports and on the opinion of the Habilitation Board before voting.
  3. If the habilitation procedure referred to in paragraph 2 have not been terminated, the habilitation lecture and defence of habilitation thesis will take place at a public session of the Artistic Board. After a discussion, during which the applicant has the opportunity to comment on the reader's reports, to defend his/her habilitation thesis and to enlarge upon his/her teaching experience, the Artistic Board shall decide by secret voting whether the applicant should be appointed an associate professor.
  4. A proposal for appointment of an associate professor may be put to a vote if at least two-thirds of all members of the Artistic Board are present.
  5. The nomination has to obtain a majority of the votes of all the Artistic Board members.
  6. If the nomination obtains the majority of votes and the Rector agrees with the appointment, the Rector shall appoint the applicant an associate professor no later than the first day of the following month.
  7. If the nomination does not obtain the majority of votes, the procedure is terminated and the submitted materials are returned to the applicant (Section 72(12) of the Act).
  8. The habilitation procedure is not subject to the Code of Administrative Procedures; the details of the habilitation procedure are set by in the Rector's Directive (Section 72(13) of the Act).
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**Article 6**  
**Proceedings for the statement of invalidity of the appointment of an associate professor**

1. Proceedings for expression the invalidity of the appointment of an associate professor are initiated ex offio (Sections 74a to 74c of the Act); they may be initiated by the Rector, provided that the appointed person proved his/her competency:
    - a) as a consequence of a premeditated criminal act, or
    - b) as a consequence of an intentional unauthorised use of the work of another person in gross violention of copyright or other intentional acts against good manners not contained under a).
  2. The Rector decides on the statement of invalidity of the appointment of an associate professor. If the Rector finds no reasons for the statement of invalidity of the appointment of an associate professor, he/she will stop the proceedings.
  3. A part of the documentation for the Rector's decision shall include a statement of the five-member Review Panel. Members of the Review Panel shall be appointed by the Rector from amongst professors, associate professors, or other experts. One of the members of the Review Panel shall be appointed by the Rector from amongst state employees of the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") upon the Minister's proposal. The majority of the Review Panel members shall be experts not employed by UMPRUM or by the institution whose academic staff member the person in question is.
  4. The Review Panel shall decide by secret ballot and shall constitute a quorum by an overall majority of the votes of all its members on the opinion on the invalidity of the appointment of an associate professor.
  5. The deadline for the announcement of the decision is one year from the date of the initiation of the procedure.
  6. If the Rector deviates in his/her statement concerning the invalidity of the appointment of an associate professor from the statement of the Review Panel, he/she is obliged to justify his/her statement or decision.
  7. The Rector's decision concerning the invalidity of the appointment of an associate professor cannot be appealed (Section 74b (3) of the Act).
  8. The decision shall take effect in accordance with Section 74b (3) of the Act.
  9. If the Rector's decision states invalidity of the appointment of an associate professor, the time limits pursuant to Section 74c (1) of the Act apply.
  10. If a person ceases to be an associate professor pursuant to Section 74c (1) of the Act, Section 74c (2) of the Act applies in full.
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### **Article 7**

#### **Commencement of the procedure for the appointment of professors**

1. The procedure for the appointment of professors can be initiated at the request of the applicant, whose proposal must be supported by at least two written references from professors in the same or a related field, or at the request of the Rector in the form of a proposal submitted to the Artistic Board (Section 74(2) of the Act). The Artistic Board may initiate the proceedings on its own accord. The applicant shall submit a proposal containing complete supporting documents itemized in Section 74 (2) of the Act and the internal regulations of UMPRUM to the Rector.
2. If the applicant is not an UMPRUM academic staff member, the Rector may request the opinion of a dean or a rector of the higher education institution whose academic staff member the applicant is.
3. The following constitutes prerequisites for the commencement of the procedure for appointment of professors:
  - a) previous appointment as an associate professor through the habilitation procedure, as long as the presentation of a habilitation thesis formed part of this procedure; may exceptionally be waived by the Rector if the applicant is already a professor at a prestigious higher education institution abroad;
  - b) corresponding scientific or artistic qualification;
  - c) continuous pedagogical activity, teaching at a university in the Czech Republic or abroad.

### **Article 8**

#### **Board for the appointment of professors**

1. The Rector shall submit at a meeting of the Artistic Board for approval a proposal for the composition of a five-member Board for the appointment of professors and one alternate. Before submitting a proposal for the appointment of Board members to the Artistic Board, the Rector shall request their consent. After discussion and possible extension of the original proposal to other experts, the members of the Artistic Board vote to approve the composition of the Board.
  2. In justified cases, the correspondence form of voting may be used for the approval of the composition of the Board. The proposal for the composition of the Board is submitted to the members of the Artistic Board in writing by electronic form. In the same way, voting on the approval of the composition of the Board takes place. The results of the correspondence form of voting will always be recorded in writing at the next meeting of the Artistic Board.
  3. The Board consists of professors, associate professors and other distinguished representatives in the relevant or a related field. The chair must be a professor, at least three members must be experts from other institution than UMPRUM. Any of the professors who have supported the applicant's proposal by their references may be a member of the Board.
  4. The Board meeting shall be chaired by its Chair, in the absence of the Chair by a designated member.
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5. In the presence of at least three of its members the Board shall assess the candidate's pedagogical qualification and his/her scientific or artistic contribution to the field in question, both domestically and internationally, and shall decide by secret voting whether the candidate should be appointed a professor. Absent members of the Board shall vote in a correspondence form which ensures the secrecy of voting. The result of voting must be indicated in the Board's statement.
6. If the proposal for appointment of professor does not obtain a majority of the votes of all members of the Board, it applies that the Board recommends termination of the procedure for appointment of a professor.

#### **Article 9**

##### **Artistic Board session - procedure for appointment of a professor**

1. The Board's statement shall be delivered by its Chair or a designated member at a meeting of the Artistic Board (Section 74 (5) of the Act).
2. The Artistic Board invites the applicant to give a lecture at its public session presenting his/her concept of artistic work and teaching in the relevant field, even if the Board recommends termination the procedure for appointment of a professor.
3. After the lecture, the Artistic Board votes by ballot on whether the applicant should be nominated to be appointed a professor.
4. A proposal for the appointment of a professor may be put to a vote if at least two-thirds of all members of the Artistic Board are present.
5. The nomination has to obtain a majority of the votes of all the Artistic Board members.
6. If the nomination does not obtain the majority of the votes, the procedure is terminated and the submitted materials are returned to the applicant (Section 74(6) of the Act).
7. The procedure for appointment of professors is not subject to the Code for Administrative Procedures; the details of the procedure for appointment of professors are set in the Rector's Directive (Section 74(7) of the Act).
8. The applicant is entitled to raise objections to the course of the procedure for appointment of professors to the Rector within 30 days. The Rector shall decide on the objections without undue delay. The Rector's decision is final and must be justified.
9. If the nomination obtains the majority of the votes of all members of the Artistic Board, the Rector shall submit it to the Minister in accordance with the instructions of the Ministry.

**Article 10**

**Publication of data about the habilitation procedure and procedure for appointment of professors**

1. The data on the commencing and termination of the habilitation procedure and procedure for appointment of professors, including the dates of the relevant public sessions of the Artistic Board, are published by UMPRUM on the official notice board.

**Article 11**

**Fee for the operations associated with the habilitation procedure and procedure for appointment of professors**

1. In order to carry out the habilitation procedure and procedure for appointment of professors, the Rector sets a fee for the reimbursement of expenses related to the procedure. The amount is set by the Rector's decision.

**Article 12**

**Final and transitional provisions**

1. The Rules of Habilitation Procedure and Procedure for Appointment of Professors of the Academy of Arts, Architecture & Design in Prague registered by the Ministry on 28 February 2017 under Ref. No. MSMT-5100/2017, as amended, are repealed.
2. These Rules were approved pursuant to Section 9 (1) (b) of the Act by the Academic Senate of UMPRUM on 7 December 2018.
3. These Rules come into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry.
4. These Rules shall enter into effect as of the day of registration by the Ministry.

**prof. academic architect Jindřich Smetana. m.p.**  
Rector