



OSTRAVSKÁ
UNIVERZITA

REGULATIONS ON PROCEDURES FOR HABILITATIONS AND APPOINTMENTS OF PROFESORS AT THE UNIVERSITY OF OSTRAVA

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The Ministry of Education, Youth and Sports registered the Regulations on Procedures for Habilitations and Appointments of Professors at the University of Ostrava in accordance with Section 36, Subsection 2, Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) on 17 August 2017 under ref. no. MSMT-22813/2017.

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Part One INTRODUCTORY PROVISIONS

Article 1 General provisions

1. These Regulations on Procedures for Habilitations and Appointments of Professors at the University of Ostrava (hereinunder “Regulations”) stipulate the procedure for the submission of requests to commence habilitation procedures and procedures for the appointment of professors, the necessary particulars of said requests, and the procedure with regard to said requests at the University of Ostrava (hereinunder “UO”).
2. The habilitation procedure (“habilitační řízení”) at the UO is implemented in accordance with Sections 71–72 of Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereinunder also “the Act”). The procedure for the appointment of professors (“jmenovací řízení”, hereinunder also “professorial appointment procedure”) at the UO is implemented in accordance with Sections 73–74 of the Act.

Article 2 Documentation pertaining to the habilitation procedure and the procedure for the appointment of professors

1. The request to commence a habilitation procedure or a professorial appointment procedure, documentation of the procedure and documentation of the termination of the procedure form part of the file pertaining to the given habilitation procedure or professorial appointment procedure; said file is archived in accordance with the UO Regulations on Document Archiving (“Spisový řád”).
2. The particulars comprising the file pertaining to a habilitation procedure (“habilitační spis”) are listed in Article 7, Paragraph 1 of these Regulations. The particulars comprising the file pertaining to a professorial appointment procedure are listed in Article 12, Paragraph 1 of these Regulations.
3. Information on the commencement of a habilitation procedure or a professorial appointment procedure, the dates of the relevant public sessions of the Academic Council or Artistic Council, and information on the termination of the habilitation procedure or professorial appointment procedure, are published in accordance with Section 75, Subsection 1 of the Act in the public part of the UO website (hereinunder “the UO website”).
4. Notifications of the commencement of a habilitation procedure or a professorial appointment procedure, notifications of changes during the course of the procedure, and notifications of the termination of the procedure are signed by the Rector and communicated without delay to the Ministry of Education, Youth and Sports (hereinunder “the Ministry”) as per Section 75, Subsection 2 of the Act.

5. The procedures as per Paragraphs 3 and 4 above are carried out by an appointed employee from the Office for Research and Creative Activities at the UO Offices (Rectorate) (hereinunder “the appointed Rectorate Office”) without delay after receiving the relevant documents.
6. Members of the public are not entitled to utilize information from candidates’ files (i.e. they are not permitted to copy or scan documents from the files, or to disseminate or process the information from the files).
7. Participants in a habilitation procedure or a professorial appointment procedure may communicate in Czech, Slovak or another major language¹⁾. If communication is to take place in a language other than Czech or Slovak, prior approval must be granted by the Academic Council (“Vědecká rada”) or Artistic Council (“Umělecká rada”) of the appropriate Faculty; in the case of a professorial appointment procedure, prior approval must also be granted by the Academic Council of the UO (“Vědecká rada Ostravské univerzity”).

Part Two HABILITATION PROCEDURES

Article 3 Commencement of the habilitation procedure

1. The habilitation procedure verifies the scholarly or artistic qualification of the candidate and their pedagogical qualification.
2. The candidate’s scholarly and artistic qualification is verified primarily on the basis of the candidate’s habilitation dissertation as per Section 72, Subsection 3 of the Act; the defence of the habilitation dissertation in front of the Academic Council or Artistic Council of the Faculty holding accreditation to conduct habilitation procedures in the given field; additional scholarly, expert or artistic activities; and furthermore on the basis of the candidate’s habilitation lecture given to the Academic Council or Artistic Council of the Faculty and a lecture given to an expert audience.
3. The criterion for the verification of the candidate’s pedagogical qualification is the documented information on the candidate’s prior pedagogical activities and the evaluation of the candidate’s habilitation lecture and the lecture given to an expert audience.
4. The candidate must have completed higher education. In the case of artistic fields, the Academic Council or Artistic Council of the Faculty may waive the requirement for higher education; in such cases, the minutes from the relevant session of the Academic Council or Artistic Council must state the grounds for such an exemption,

¹⁾ Major languages are defined as English, German, French, Spanish, Russian and Chinese (Mandarin).

including an explanation of the candidate's exceptional contribution in the field of artistic activity.

5. The habilitation procedure is commenced following the submission of a request by the candidate to the Dean of the Faculty; the date of commencement is considered to be the day on which the request was delivered in the form of a physical document (hard copy).
6. To the request for the commencement of the procedure the candidate appends the necessary particulars according to the instructions given on the UO website. The request includes:
 - a) a request for the commencement of the habilitation procedure in the form of a physical document (hard copy), signed by the candidate and addressed to the Dean, including three proposed topics for the lecture to be given to an expert audience;
 - b) a structured Curriculum Vitae giving details of the candidate's scholarly/artistic and prior pedagogical activities (in the form of a physical document and in electronic form);
 - c) an officially certified copy of documentation attesting to the candidate's higher education (higher education diploma) and academic degrees held by the candidate;
 - d) the candidate's habilitation dissertation, submitted in the required number of hard copies (minimum 4 hard copies) and in electronic form; the dissertation must be written in Czech, Slovak or English, or in another language depending on standard practice in the given field; the abstract (describing the current situation with regard to the field in question, the aims, methods and results of the dissertation) must be in Czech, Slovak or English.
7. An employee from the Dean's Office of the relevant Faculty (usually from the Faculty Office for Research and Creative Activities) verifies the formal particulars of the request and the completeness of the information given.
8. If deficiencies are found, the Dean issues an instruction (in the form of a physical document) without delay, instructing the candidate to remedy the deficiencies and setting a reasonable deadline by which the deficiencies are to be remedied. If the deficiencies are not remedied by the deadline stipulated in the instruction, the Dean issues the decision to cease the habilitation procedure, citing these grounds; the Dean informs the candidate of the decision and returns to the candidate the documents submitted as part of the request.
9. If the candidate is not an academic or a researcher at the UO, the Dean may request a statement from the rector of another university or the dean of a faculty at said university, assessing the candidate's work at said university and their pedagogical qualification.
10. If the request for the commencement of the habilitation procedure is found to be without deficiencies, the Dean informs the Rector of this fact via the appointed Rectorate office, which subsequently notifies the Ministry of the commencement of the habilitation procedure (as per Article 2, Paragraph 4 of these Regulations).

11. At the next session of the Academic Council or Artistic Council of the Faculty, the Dean submits the candidate's request (the proposal for the appointment of the candidate as an associate professor) as per Paragraph 10 for approval by the Council; the Dean also submits for approval the nomination of the members of the Habilitation Board and its Chairperson.

Article 4 Appointment of the Habilitation Board

1. The composition (membership) of the Habilitation Board is governed by Section 72, Subsection 5 of the Act. The Habilitation Board consists of five members, who are professors, associate professors and other important representatives of the field in which the candidate is active (or a related field). The Chairperson of the Habilitation Board must be a professor, and at least three members of the Board must not be employees of the UO.
2. Prior to submitting the nomination of the members of the Habilitation Board, the Dean requests the consent of the potential members in writing (either as a physical document or in electronic form). After the approval of the nomination, the Chairperson of the Academic Council or Artistic Council of the Faculty (or an appointed member of the Academic Council or Artistic Council of the Faculty) notifies the members of the Habilitation Board about their nomination, sends them the necessary documentation and ensures that information about the commencement of the habilitation procedure is published on the UO website via the appointed Rectorate office.
3. Members of the Habilitation Board must not be persons who are co-authors of the candidate's habilitation dissertation, subordinate or superordinate co-workers of the candidate, or persons who are active professional collaborators of the candidate (especially working alongside the candidate on grant-funded projects and/or publications). A lower degree of professional collaboration may be adjudged by the Academic Council or Artistic Council of the Faculty to be admissible; this decision must be taken on the basis of a vote, and it must be recorded (together with the grounds for the decision) in the minutes from the session of the Academic Council or Artistic Council of the Faculty. Members of the Habilitation Board are assessed with regard to these aspects on the day on which the Habilitation Board is appointed.
4. If a member of the Habilitation Board resigns from this position during the procedure, the Dean proposes a new member as a replacement.

Article 5 Activities of the Habilitation Board

1. Sessions of the Habilitation Board are supervised by its Chairperson, or (in the Chairperson's absence) an appointed member of the Habilitation Board (hereinafter "the Chairperson").
2. With the exception of the final vote on the request to appoint the candidate as an associate professor (which must be conducted in person and via a secret ballot),

the deliberations (sessions) of the Habilitation Board may be conducted in the form of correspondence or in electronic form.

3. Minutes from each session of the Habilitation Board are compiled; these form part of the file pertaining to the habilitation procedure (Article 7, Paragraph 1).
4. The Habilitation Board rules on all proposals; for a proposal to be approved, a majority of the votes of all members of the Board must be cast in favour of the proposal.
5. When the Habilitation Board is voting on a proposal, a quorum exists if at least four members are present.
6. At its first session, the Habilitation Board selects one of the topics proposed by the candidate for the lecture to be given to an expert audience. The topic of the lecture to be given to an expert audience is selected by the Habilitation Board from the three topics listed in the candidate's request for the commencement of the habilitation procedure. The duration of the lecture is approximately 60 minutes, and the lecture is followed by a discussion.
7. The date of the lecture to be given to an expert audience is agreed by the Chairperson of the Habilitation Board and the candidate.
8. The lecture given to an expert audience is evaluated by at least three members of the Habilitation Board (hereinunder "evaluators"). The evaluators compile a record (minutes) of the lecture including a resolution issued by the evaluators stating whether the lecture demonstrated sufficient pedagogical and scholarly qualification on the part of the candidate.
9. In specific fields (e.g. artistic fields), on the basis of the opinion of the Academic Council or Artistic Council of the Faculty, the requirement to give a lecture to an expert audience may be waived, or the duration of the lecture may be altered.
10. At its first session, the Habilitation Board appoints three reviewers (opponents) for the habilitation dissertation (hereinunder "opponents"); immediately thereafter, the Chairperson of the Habilitation Board then addresses a request to the three appointed opponents requesting each of them to elaborate a review of the dissertation within a reasonable time frame. At least two of the opponents must not be UO employees. An opponent must also not be a member of the Habilitation Board, a frequent co-author of the candidate's publications submitted as part of the habilitation dissertation, or a subordinate or superordinate co-worker of the candidate. The degree of any conflict of interests between the candidate and the opponents is assessed by the Habilitation Board and the Board's opinion is given in the minutes from the session.
11. After receiving the opponents' reviews and the evaluators' opinion on the lecture given to the expert audience as per Paragraph 8, the Habilitation Board assesses the candidate's scholarly or artistic qualification and pedagogical qualification, and conducts a secret ballot to decide whether the candidate should be appointed as an associate professor. If the majority of all members of the Habilitation Board do not vote for the appointment, the Habilitation Board recommends the cessation of the habilitation procedure. When assessing the candidate's qualification, the

Habilitation Board proceeds according to the Principles governing Procedures for the Habilitation and Appointment of Professors (Article 14, Paragraph 3).

12. The Chairperson of the Habilitation Board sends the candidate written notification of the result of the Habilitation Board's vote and appends the opponents' reviews, with instructions on the option for the candidate to withdraw their request; this notification is sent within 7 working days of the vote by the Habilitation Board and at least 2 weeks prior to the public session of the Academic Council or Artistic Council of the Faculty at which the habilitation dissertation is to be defended and at which the habilitation lecture is to take place.
13. On the same date as stipulated in Paragraph 12, the Habilitation Board gives written notification to the Chairperson of the Academic Council or Artistic Council of the relevant Faculty, and the Chairperson of the Habilitation Board submits the Habilitation Board's proposal for the appointment of the candidate as an associate professor or for the cessation of the habilitation procedure to the Academic Council or Artistic Council of the Faculty. Along with the proposal, the Chairperson forwards the complete documentation to the Academic Council or Artistic Council of the Faculty.

Article 6

Procedure during a session of the Academic Council or Artistic Council of the Faculty deliberating on the proposal for the appointment of the candidate as an associate professor

1. Members of the Academic Council or Artistic Council of the Faculty may request updated documentation supplementing the proposal no later than 5 working days prior to the session at which the candidate's habilitation lecture and the defence of the candidate's habilitation dissertation are to take place.
2. The Academic Council or Artistic Council of the Faculty may vote on the proposal for the appointment of the candidate as an associate professor if at least two-thirds of all members of the Academic Council or Artistic Council of the Faculty are present.
3. The deliberations on the proposal at the session of the Academic Council or Artistic Council of the Faculty are supervised by the Chairperson of the Council or an appointed academic holding an associate professorship or a professorship (hereinafter "the Chairperson of the Council").
4. The Chairperson of the Habilitation Board presents basic information about the candidate's Curriculum Vitae and professional career, and two scrutineers are elected.
5. The candidate gives a habilitation lecture lasting approximately 20 minutes (the Habilitation Board, or the Chairperson of the Academic Council or Artistic Council of the Faculty, may recommend a different duration to the Academic Council or Artistic Council of the Faculty). The lecture should characterize the candidate's scholarly activities to date, presenting their key results and outlining the potential future direction to be taken by their scholarly or artistic activities and their pedagogical activities.

6. The Chairperson of the Academic Council or Artistic Council of the Faculty asks the opponents of the habilitation dissertation to read out the most important parts of their reviews (in an opponent's absence, the review is read out by the Chairperson of the Habilitation Board or an appointed member of the Academic Council or Artistic Council of the Faculty) and asks the candidate to respond to the opponents' comments or to any questions raised by the opponents.
7. The Chairperson of the Academic Council or Artistic Council of the Faculty initiates a public discussion during which members of the Academic Council or Artistic Council may ask questions of the candidate. The session of the Academic Council or Artistic Council then continues, but is closed to the public. The Chairperson of the Habilitation Board presents the Habilitation Board's proposal, which is followed by a discussion (closed to the public).
8. The Chairperson of the Academic Council or Artistic Council of the Faculty initiates a secret ballot on the proposal to determine whether the candidate should be appointed as an associate professor. Each ballot paper states the name of the candidate and three options: "doporučuji ke jmenování" (i.e. "I recommend the appointment"), "nedoporučuji ke jmenování" ("I do not recommend the appointment"), and "zdržuji se hlasování" ("I abstain from voting"). Ballot papers that are unmarked or are not submitted are invalid.
9. The scrutineers count the ballot papers and inform the Chairperson of the Academic Council or Artistic Council of the result of the vote. A sealed envelope containing the ballot papers forms part of the file pertaining to the habilitation procedure.
10. The proposal for the appointment of the candidate as an associate professor is approved if it receives a majority of the votes of all members of the Academic Council or Artistic Council of the Faculty.
11. This is followed by a public part of the session; the Chairperson of the Academic Council or Artistic Council of the Faculty announces the results of the vote.
12. If the proposal for the appointment of the candidate as an associate professor is approved by a majority of the votes of all members of the Academic Council or Artistic Council of the Faculty, the Council forwards the proposal to the Rector via the appointed Rectorate office.
13. If the proposal for the appointment of the candidate as an associate professor is not approved by a majority of the votes of all members of the Academic Council or Artistic Council of the Faculty, the habilitation procedure is ceased by the Academic Council or Artistic Council of the Faculty.

Article 7

Termination of the habilitation procedure

1. The Chairperson of the Academic Council or Artistic Council of the Faculty forwards the Habilitation Board's materials to the appointed Faculty office, which compiles the file pertaining to the habilitation procedure so that it contains the following particulars:

- a) the candidate's written request with the relevant particulars (appendices),
 - b) minutes from the session(s) of the Academic Council or Artistic Council of the Faculty including deliberations on the request,
 - c) materials from the sessions of the Habilitation Board, including the Board's evaluation of the candidate's lecture given to an expert audience, the results of the voting, and the opinion of the Habilitation Board,
 - d) the opponents' reviews of the habilitation dissertation,
 - e) materials from the session of the Academic Council or Artistic Council of the Faculty, including minutes from the session of the Academic Council or Artistic Council of the Faculty with the results of the voting, a register of those present (including a register of the members of the Habilitation Board and the opponents present), and the sealed envelope containing the ballot papers,
 - f) copies of other documents pertaining to the candidate's habilitation procedure.
2. If the habilitation procedure is ceased, copies of materials for the file pertaining to the habilitation procedure are forwarded to the appointed Rectorate office, which archives the file and informs the Rector of the cessation of the procedure. The habilitation dissertation with the appended documents is returned to the candidate.
 3. If the Academic Council or Artistic Council of the Faculty approves the proposal to appoint the candidate as an associate professor, the appointed Faculty office immediately forwards the file pertaining to the habilitation procedure to the Rector via the appointed Rectorate office.
 4. If the Rector agrees with the proposal for the appointment of the candidate as an associate professor, the Rector generally appoints the candidate as an associate professor with effect from the first day of the month following the month in which the proposal is approved by the Academic Council or Artistic Council of the Faculty or by the Academic Council of the UO. A copy of the notification of the appointment is added to the file pertaining to the candidate's habilitation procedure. The diploma is usually presented at the next ceremonial session of the Academic Council of the UO.
 5. If the Rector does not agree with the proposal for the appointment of the candidate as an associate professor, the Rector informs the Academic Council of the UO about this fact (including the grounds for the Rector's opinion) within seven working days.
 6. If the Rector does not agree with the proposal for the appointment of the candidate as an associate professor, the Academic Council of the UO discusses the Rector's opinion and the proposal for the appointment, and conducts a secret ballot to determine whether the candidate should be appointed as an associate professor. The proposal for the appointment of the candidate as an associate professor is approved if it receives a majority of the votes of all members of the Academic Council of the UO. If the proposal for the appointment of the candidate as an associate professor is not approved by a majority of the votes of all members of the Academic Council of the UO, the habilitation procedure is ceased. At the same

session, the Academic Council of the UO issues a resolution (stating the grounds for its decision) approved by a majority of its members.

7. If the Rector or the Academic Council of the UO do not agree with the proposal for the appointment of the candidate as an associate professor, grounds for this opinion must be given; these grounds form part of the file pertaining to the habilitation procedure.
8. The result of the habilitation procedure is published on the UO website by the appointed Rectorate office.
9. The candidate may raise an objection against the proceedings in the habilitation procedure within 30 days; the objection is addressed to the Dean of the Faculty at which the habilitation procedure took place. If the Dean rejects the objection, it is forwarded to the Rector for a new decision; the Rector's decision is final. It is necessary for the decision of the Rector or the Dean to state grounds for the decision.

Part Three

PROFESSORIAL APPOINTMENT PROCEDURES

Article 8

Commencement of the professorial appointment procedure

1. The professorial appointment procedure demonstrates the pedagogical and scholarly or artistic qualification of the candidate, who is an outstanding and recognized scholarly or artistic figure in their field.
2. The candidate's pedagogical and scholarly or artistic qualification is assessed primarily on the basis of documented information on the candidate's scholarly, expert or artistic activities and pedagogical activities and on the basis of an assessment of lectures given by the candidate, i.e. a lecture given to an expert audience, a lecture given to the Academic Council or Artistic Council of the Faculty holding accreditation to conduct professorial appointment procedures in the given field, a and a lecture given to the Academic Council of the UO.
3. In order for the professorial appointment procedure to commence, the candidate must have been appointed as an associate professor on the basis of a habilitation procedure (provided that the habilitation procedure included the submission of a habilitation dissertation).
4. In exceptional cases, when the candidate is a person who is already a professor at a renowned higher education institution outside the Czech Republic, the Rector may, in accordance with Section 74, Subsection 1 of the Act, and on the basis of a proposal from the Academic Council of the UO, waive the requirement for the candidate to have been previously appointed as an associate professor in order for the professorial appointment procedure to commence.
5. In cases as per Paragraph 4, the candidate must also submit to the Academic Council of the UO a written document proving that the candidate is a professor at

a higher education institution outside the Czech Republic. The request to waive the requirement to have been previously appointed as an associate professor is forwarded by the Academic Council of the UO to the Rector via the appointed Rectorate office.

6. The Academic Council of the UO holds a secret ballot on the granting of an exemption as per Paragraph 4; the exemption is approved if a majority of the votes of all members of the Council are in favour of the proposal. The minutes from the Council's ballot to vote on the proposed exemption forms part of the file pertaining to the professorial appointment procedure ("jmenovací spis").
7. In the case of artistic fields, the Academic Council or Artistic Council of the Faculty may waive the requirement for higher education; in such cases, the minutes from the session of the Academic Council or Artistic Council must state the grounds for such an exemption, including an explanation of the candidate's exceptional contribution in the field of artistic activity.
8. The professorial appointment procedure is commenced pursuant to Section 74, Subsection 2 of the Act:
 - a) based on a request from the candidate submitted to the Dean of the Faculty holding accreditation to conduct professorial appointment procedures in the given field. The request must be supported by at least two written references from professors from the field in which the candidate is active (or a related field). In such cases, the professorial appointment procedure commences on the date on which the request is delivered to the Dean.
 - b) based on a proposal from the Dean or the Rector submitted to the Academic Council or Artistic Council of the Faculty. In such cases, the professorial appointment procedure commences on the date on which the proposal is presented to the Academic Council or Artistic Council of the Faculty. The presentation of the proposal must be recorded in the minutes from the session of the Academic Council or Artistic Council of the Faculty; the minutes thus form part of the file pertaining to the professorial appointment procedure.
 - c) based on a proposal from the Academic Council or Artistic Council of the Faculty; in such cases, the provisions of Paragraph 8 b) regarding the date of commencement and the file apply.
9. If the procedure is commenced as per Paragraph 8 b) and c), the person or body that submitted the proposal informs the candidate of the submission without delay. If the candidate does not consent to the procedure, the procedure is ceased.
10. The form of the written request/proposal to commence the procedure depends on the identity of the person/body submitting the request/proposal as per Paragraph 8; in cases as per Paragraph 8 a) the request takes the form of a physical document (hard copy) signed by the candidate; in cases as per Paragraph 8 b) and c) the proposal takes the form of the minutes from the session of the Academic Council or Artistic Council of the Faculty, stating the Council's resolution, the result of the ballot and brief information about the candidate.

11. Other documentation necessary for the commencement of the professorial appointment procedure is supplied by the candidate as part of the request; if the proposal is not submitted by the candidate, the candidate is requested to supply the relevant documentation no later than a deadline stipulated by the person/body submitting the proposal.
12. The recommended format for the documentation (including a form for a candidate's request to commence the professorial appointment procedure) is published on the UO website. The structure of the request (including all particulars) is as follows:
 - a) a written request for the commencement of the professorial appointment procedure, as a physical document (hard copy) as per Paragraph 8;
 - b) three topics proposed by the candidate for the lecture to be given to an expert audience. In cases as per Paragraph 8 a) these topics form part of the candidate's request; in cases as per Paragraph 8 b) and c) the topics are supplied by the candidate along with the other necessary particulars;
 - c) a structured Curriculum Vitae giving details of the candidate's scholarly and pedagogical activities (in the form of a physical document and in electronic form);
 - d) an officially certified copy of documentation attesting to the candidate's higher education (higher education diploma) and academic degrees held by the candidate.
13. The appointed Faculty office verifies the formal particulars of the request and the completeness of the information given.
14. The process for the professorial appointment procedure and the nomination of the Professorial Appointment Board is analogous to that of habilitation procedure (Article 3, Paragraphs 8 – 11).

Article 9

Appointment and activities of the Professorial Appointment Board

1. The appointment and composition (membership) of the Professorial Appointment Board is governed by analogous rules to the appointment and composition (membership) of the Habilitation Board (Article 4 of these Regulations).
2. The activities of the Professorial Appointment Board are governed by analogous rules to the activities of the Habilitation Board as per Article 5, Paragraphs 1–9.
3. Based on an evaluation of the materials documenting the candidate's scholarly and pedagogical qualification and an evaluation of the lecture given to an expert audience, the Board conducts a secret ballot to decide whether the candidate should be appointed as a professor. If the majority of all members of the Board do not vote for the appointment, the Board recommends the cessation of the professorial appointment procedure. When assessing the candidate's qualification, the Board proceeds according to the Principles governing Procedures for the Habilitation and Appointment of Professors (Article 14, Paragraph 3).

4. The Chairperson of the Board sends the candidate written notification of the result of the Board's vote, with instructions on the option for the candidate to withdraw their request; this notification is sent within 7 working days of the vote by the Board and at least 2 weeks prior to the public session of the Academic Council or Artistic Council of the Faculty at which the candidate's lecture is to take place.
5. On the same date as stipulated in Paragraph 4, the Board gives written notification to the Chairperson of the Academic Council or Artistic Council of the relevant Faculty, and the Chairperson of the Board submits the Board's proposal for the appointment of the candidate as a professor or for the cessation of the professorial appointment procedure to the Academic Council or Artistic Council of the Faculty. Along with the proposal, the Chairperson forwards the complete documentation to the Academic Council or Artistic Council of the Faculty.

Article 10

Procedure during a session of the Academic Council or Artistic Council of the Faculty deliberating on the proposal for the appointment of the candidate as a professor

1. Members of the Academic Council or Artistic Council of the Faculty may request updated documentation supplementing the proposal no later than 5 working days prior to the session at which the candidate's lecture is to take place.
2. The Academic Council or Artistic Council of the Faculty may vote on the proposal for the appointment of the candidate as a professor if at least two-thirds of all members of the Academic Council or Artistic Council of the Faculty are present
3. The deliberations on the proposal at the session of the Academic Council or Artistic Council of the Faculty are supervised by the Chairperson of the Council or an appointed member of the Council holding an associate professorship or a professorship (hereinafter "the Chairperson of the Council").
4. The Chairperson of the Professorial Appointment Board introduces the candidate and presents basic information about the candidate's Curriculum Vitae and professional career; two scrutineers are elected.
5. The candidate gives a lecture lasting approximately 20 minutes (the Professorial Appointment Board, or the Chairperson of the Academic Council or Artistic Council of the Faculty, may recommend a different duration to the Academic Council or Artistic Council of the Faculty). The lecture should characterize the candidate's scholarly activities to date, presenting their key results and outlining the potential future direction to be taken by their scholarly or artistic activities and their pedagogical activities.
6. The Chairperson of the Academic Council or Artistic Council of the Faculty initiates a public discussion during which members of the Academic Council or Artistic Council may ask questions of the candidate. The session of the Academic Council or Artistic Council then continues, but is closed to the public. The Chairperson of the Professorial Appointment presents the Board's proposal, which is followed by a discussion (closed to the public).

7. The Chairperson of the Academic Council or Artistic Council of the Faculty initiates a secret ballot on the proposal to determine whether the candidate should be appointed as a professor. Each ballot paper states the first name and surname of the candidate and three options: “doporučuji ke jmenování” (i.e. “I recommend the appointment”), “nedoporučuji ke jmenování” (“I do not recommend the appointment”), and “zdržuji se hlasování” (“I abstain from voting”). Ballot papers that are unmarked or are not submitted are invalid.
8. The scrutineers count the ballot papers and inform the Chairperson of the Academic Council or Artistic Council of the result of the vote. A sealed envelope containing the ballot papers forms part of the file pertaining to the professorial appointment procedure.
9. The proposal for the appointment of the candidate as a professor is approved if it receives a majority of the votes of all members of the Academic Council or Artistic Council of the Faculty. If the proposal is not approved by a majority of votes, the professorial appointment procedure is ceased.
10. The vote on the proposal for the appointment of the candidate as a professor is followed by a public part of the session; the Chairperson of the Academic Council or Artistic Council of the Faculty announces the results of the vote.
11. If the proposal for the appointment of the candidate as a professor is approved by a majority of the votes of all members of the Academic Council or Artistic Council of the Faculty, the Council forwards the proposal (along with all relevant particulars) to the Rector via the appointed Rectorate office.
12. If the proposal for the appointment of the candidate as a professor is not approved by a majority of the votes of all members of the Academic Council or Artistic Council of the Faculty, the professorial appointment procedure is ceased by the Academic Council or Artistic Council of the Faculty.

Article 11

Procedure during a session of the Academic Council of the UO deliberating on the proposal for the appointment of the candidate as a professor

1. The session and voting on a proposal for the appointment of the candidate as a professor proceeds analogously to the session of the Academic Council or Artistic Council of a Faculty as per Article 10, Paragraphs 1–10 of these Regulations.
2. If the proposal for the appointment of the candidate as a professor is approved by a majority of the votes of all members of the UO Academic Council, the Council forwards the proposal to the Rector.
3. If the proposal for the appointment of the candidate as a professor is not approved by a majority of the votes of all members of the UO Academic Council, the professorial appointment procedure is ceased by the UO Academic Council.

Article 12

Termination of the professorial appointment procedure

1. The Chairperson of the Academic Council of the UO forwards the complete materials from the Board and the Academic Council or Artistic Council of the relevant Faculty to the appointed Rectorate office, which compiles the file pertaining to the professorial appointment procedure so that it contains the following particulars:
 - a) the candidate's written request with the relevant particulars,
 - b) minutes from the session of the Academic Council or Artistic Council of the Faculty and minutes from the session of the Academic Council of the UO including deliberations on the request,
 - c) materials from the sessions of the Board, including the Board's evaluation of the candidate's lecture given to an expert audience, the results of the voting, and the opinion of the Board,
 - d) materials from the session of the Academic Council or Artistic Council of the Faculty, including minutes from the session of the Academic Council or Artistic Council of the Faculty with the results of the voting, a register of those present (including a register of the members of the Board and the opponents present), and the sealed envelope containing the ballot papers,
 - e) materials from the session of the Academic Council of the UO, including minutes from the session of the Academic Council of the UO with the results of the voting, an evaluation of the lecture given to the Academic Council of the UO, a register of those present (including a register of guests present), and the sealed envelope containing the ballot papers,
 - f) copies of other documents pertaining to the candidate's professorial appointment procedure (in particular a copy of the request/proposal form sent to the Ministry).
2. If the professorial appointment procedure is ceased, copies of materials for the file pertaining to the professorial appointment procedure are forwarded to the appointed Rectorate office, which archives the file; the original documents are returned to the candidate.
3. If the Academic Council of the UO approves the proposal to appoint the candidate as a professor, the Rector forwards the proposal to appoint the candidate as a professor to the President of the Czech Republic via the Minister of Education, Youth and Sports (hereinafter "the Minister").
4. The candidate may raise an objection against the proceedings in the professorial appointment procedure within 30 days; the objection is addressed to the Rector. The Rector's decision is final; grounds for the decision must be given.

Part Three

PROCEEDINGS FOR THE ANNULMENT OF THE APPOINTMENT OF AN ASSOCIATE PROFESSOR

Article 13

1. The proceedings for the annulment of the appointment of an associate professor (“vyslovení neplatnosti jmenování docentem”, i.e. “statement of the invalidity of the appointment of an associate professor”) at the UO are based on Section 74a to Section 74c of the Act.
2. The decision on the annulment of the appointment of an associate professor is taken by the Rector via proceedings for the annulment of the appointment of an associate professor.
3. The Rector shall annul the appointment of an associate professor if, during the proceedings for the annulment of the appointment of an associate professor, it is proved that the person whose pedagogical and scholarly/artistic qualification was verified in the habilitation procedure and who, on the basis of the habilitation procedure, was appointed as an associate professor (hereinunder “the verified person”), demonstrated their qualification:
 - a) as a consequence of an intentional criminal act, or
 - b) as a consequence of an intentional unauthorized use of a third party’s work in gross violation of legal regulations governing the protection of intellectual property, or as a consequence of other intentional behaviour in violation of good morals not listed under a).
4. The proceedings for the annulment of the appointment of an associate professor are initiated ex officio; the proceedings may be initiated by the Rector:
 - a) no later than 3 years from the date on which the decision by which the verified person was sentenced for an intentional criminal act entered legal effect, if the case is as per Paragraph 3 a), or
 - b) no later than 5 years from the termination of the habilitation procedure, if the case is as per Paragraph 3 b).
5. If the Rector finds no grounds for the annulment of the appointment of an associate professor, the Rector issues a ruling ceasing the proceedings for the annulment of the appointment of an associate professor.
6. The documentation for the Rector’s decision on the annulment of the appointment of an associate professor includes a statement from a five-member review panel. The members of the review panel are appointed by the Rector; they must be professors, associate professors or other experts; one member is appointed by the Rector on the basis of a proposal by the Minister, and is a state employee at the Ministry. The majority of the members of the review panel are experts who are not employees of the UO and who have not co-authored publications with the verified person.

7. In order for a motion to be approved, a majority of the votes of all members of the review panel must be cast in favour of the motion. Voting on the motion regarding the annulment of the appointment of an associate professor is conducted by secret ballot.
8. Before issuing the decision on the annulment of the appointment of an associate professor, the Rector may request a statement from the Academic Council of the relevant Faculty, the Academic Council of the UO, and/or the UO ethics committee.
9. The deadline for issuing a decision on the annulment of the appointment of an associate professor is one year after the commencement of the proceedings.
10. If the Rector's decision on the annulment of the appointment of an associate professor, or the Rector's ruling on the cessation of the proceedings for the annulment of the appointment of an associate professor, is at variance with the statement issued by the review panel, the Rector must give grounds for this variance within the decision or ruling.
11. No appeal is admissible against the Rector's decision on the annulment of the appointment of an associate professor. The decision becomes effective on the first day following the elapse of two months from the day on which notification of the decision was given; the timely bringing of an action in administrative judicial proceedings has suspensive effect.
12. The only participant in the proceedings for the annulment of the appointment of an associate professor is the person whose status as an associate professor is the subject of the proceedings.
13. If the Rector's decision annuls the appointment of an associate professor, the person in question ceases to be an associate professor as of the day on which the Rector's final and definitive decision of annulment takes effect. The person in question may only subsequently be appointed as an associate professor on the basis of a new habilitation procedure.
14. If the person in question ceases to be an associate professor as per Paragraph 13, this is without prejudice to (does not affect) the effects of the person's previous actions, conduct or decisions; this applies even if the person engaged in such actions, conduct or decisions as part of the exercise of public office or in the exercise of a regulated profession or activity for which the status of associate professor is a requirement. Likewise, the cessation of the person's associate professorship is without prejudice to (does not affect) the person's previous appointment as a professor, if such an appointment was made.

Part Four

JOINT AND CONCLUDING PROVISIONS

Article 14

1. If the accreditation to conduct habilitation procedures and professorial appointment procedures in a particular field was awarded to the UO, the tasks of the Dean as per these Regulations are carried out by the Rector, and the tasks of the Academic

Council or Artistic Council of the Faculty are carried out by the Academic Council of the UO.

2. If the accreditation to conduct habilitation procedures and professorial appointment procedures in a particular field was awarded to a higher education institute, and if stipulated by an internal regulation of the UO, habilitation procedures and professorial appointment procedures may be conducted in front of the Academic Council or Artistic Council of the higher education institute in question. In such a case, the tasks of the Academic Council or Artistic Council of the Faculty are carried out by the Director and the Academic Council of the institute.
3. The basic criteria for adjudging the qualification of candidates in habilitation procedures and professorial appointment procedures for individual fields or groups of fields are set out in the Principles governing Procedures for the Habilitation and Appointment of Professors. These Principles take the form of an Order issued by the Rector and approved by the Academic Council of the UO following prior discussion with the Academic Councils or Artistic Councils of the Faculties. The Principles – in addition to any specifying criteria stipulated by the individual Faculties – are published on the UO website in the part of the website designated for candidates for associate professorships and professorships.
4. At any point during the habilitation procedure or the professorial appointment procedure, the candidate may withdraw their request.
5. If a habilitation procedure or professorial appointment procedure was commenced before these Regulations became effective, the procedure is completed as per the previous regulations for habilitation procedures and professorial appointment procedures.
6. The Code of Administrative Procedure (“Správní řád”) does not apply to habilitation procedures and professorial appointment procedures.
7. UO bodies, Faculties or higher education institutions, as well as the boards involved in habilitation procedures and professorial appointment procedures, act without undue delay.
8. The Regulations on Procedures for Habilitations and Appointments of Professors at the University of Ostrava registered by the Ministry on 22 September 2003 under ref. no. 26 838/2003-30 are revoked.
9. These Regulations were approved in accordance with Section 9, Subsection 1 b) of the Act by the UO Academic Senate on 26 June 2017.
10. These Regulations are legally valid as of the day of their registration by the Ministry.
11. These Regulations enter into force as of 1 September 2017.

prof. MUDr. Jan Lata, CSc.

Rector