



Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, on 28 November 2023 under No. MSMT-26722/2023-6 the Rules for the Habilitation Procedure and the Procedure for Appointment as Professor at the University of South Bohemia in České Budějovice.

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) and (5) of Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, on 14 November 2025 under ref. no. MSMT-27358/2025-2, Amendment No. 1 to the Rules for Habilitation Proceedings and Proceedings for Appointment as Professor at the University of South Bohemia in České Budějovice.

RULES FOR HABILITATION PROCEDURES AND PROCEDURES FOR APPOINTMENT AS PROFESSOR AT THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

(1st consolidated version)

PART ONE GENERAL PROVISIONS

Article 1 Subject matter

- (1) Habilitation proceedings and proceedings for the appointment of professors at the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') are conducted in accordance with Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act').
- (2) These Rules for Habilitation Proceedings and Proceedings for Appointment as Professor at the University of South Bohemia in České Budějovice (hereinafter referred to as the 'Rules') govern the general procedure for submitting proposals to initiate habilitation proceedings and proceedings for appointment as professor, and the procedure for their consideration at USB.
- (3) Details regarding the submission of proposals to initiate habilitation proceedings and proceedings for the appointment of professors, their requirements and the manner of their consideration, as well as principles to prevent conflicts of interest involving individual bodies, in particular the Rector, vice-rectors, deans, members of habilitation committees in the case of habilitation proceedings, members of review committees in proceedings concerning the invalidity of appointment as associate professor, members of committees in the case of appointment proceedings, and examiners of habilitation theses are set out in the USB Methodological Guideline on Habilitation Procedures and Procedures for Appointment as Professor.

**PART TWO
HABILITATION
PROCEDURES**

**Article 2
Commencement of the Habilitation Procedure**

- (1) The habilitation procedure verifies the candidate's scientific or artistic qualifications, in particular on the basis of the habilitation thesis and its defence, as well as other scientific, professional or artistic works, and their teaching competency on the basis of the assessment of the habilitation lecture and previous teaching experience.
- (2) The habilitation procedure is initiated by the candidate submitting an application to commence the procedure; the date of commencement of the habilitation procedure is the date of receipt of the application.
- (3) An application to initiate the habilitation procedure, together with its attachments, must be submitted in hard copy or electronically to the dean of the relevant faculty. In the application, the candidate must specify the field of habilitation; the faculty must hold accreditation for this field. The following must be submitted with the application:
 - a) the habilitation thesis (this must always be submitted electronically; if the nature of the work permits, submission in hard copy is optional in such cases),
 - b) a curriculum vitae,
 - c) documents certifying the candidate's higher education and academic qualifications,
 - d) documents certifying the candidate's previous teaching experience,
 - e) a list of scientific, professional or artistic works,
 - f) an overview of scientific, professional or artistic placements completed,
 - g) proof of payment of the fee. The fee may not exceed four times the base amount determined in accordance with Section 58(2) of the Act. The amount of the fee and related details are set out in a regulation issued by the Rectorate.

Individual faculties may require additional attachments, the precise specifications of which are set out in the regulations governing the habilitation procedure of each faculty.

- (4) A habilitation thesis is defined as:
 - a) a written work that presents new scientific findings, or
 - b) a collection of published scientific papers or engineering theses supplemented by a commentary,
or
 - c) a monograph published in print that presents new scientific findings, or
 - d) a work of art or an artistic performance, or a collection thereof, such as outstanding public artistic activity.
- (5) If the application does not meet the statutory requirements, or if the prescribed attachments are missing, or if these attachments do not meet the faculty's specified requirements, the dean shall invite the candidate in writing to remedy the deficiencies. If the candidate fails to remedy the deficiencies within a period of two months at the latest, the dean shall suspend the proceedings in

accordance with the provisions of Section 72(4) of the Act.

- (6) The commencement of the habilitation procedure shall be published in accordance with the provisions of Section 75(1) of the Act.
- (7) Individual faculties shall publish the recommended criteria for a successful habilitation procedure in their habilitation procedure regulations.
- (8) Unless the habilitation procedure is suspended in accordance with Section 72(4) of the Act, the dean shall forward the proposal to the faculty's scientific board, together with a proposal for the formation of a five-member habilitation committee. The habilitation committee shall consist of professors, adjunct professors, associate professors, and other prominent figures from the relevant or related field. In particular, the proposed members shall not include the authors of supporting statements or persons with a justified potential conflict of interest in assessing the proposal and voting. The chair of the committee must be a professor or adjunct professor, and at least three members of the committee must be experts from an institution other than USB and the candidate's higher education institution unless they are from USB.
- (9) The dean shall notify the members of the habilitation committee that their appointment has been approved and shall send them the documents necessary for assessing the candidate's scientific or, where applicable, artistic qualifications and their teaching competency within the meaning of Section 72(8) of the Act. At the same time, he shall send them the result of the originality check of the habilitation thesis carried out by an anti-plagiarism programme, provided that the nature of the habilitation thesis permits such a check.

Article 3

Conduct of the habilitation procedure

- (1) The discussions of the habilitation committee, which is approved by the faculty's scientific board, shall be chaired by its chair and, in his or her absence, by a member of the habilitation committee appointed by the chair.
- (2) The habilitation committee is competent to pass resolutions if at least four of its members are present at the meeting. A resolution of the habilitation committee is adopted if at least three members of the habilitation committee vote in favour of it.
- (3) The habilitation committee appoints three external examiners for the habilitation thesis, two of whom must not be employees of USB or of the organisation where the candidate is employed. Only one examiner may also be a member of the habilitation committee. The chair of the habilitation committee shall send the examiners a request to prepare a review report without undue delay. At the same time, the chair shall forward to them the results of the originality check of the habilitation thesis, so that they may comment on them in the review report.
- (4) The habilitation committee shall assess the candidate's scientific or artistic qualifications for the relevant field and their previous teaching experience. On the basis of the examiners' reports, it shall evaluate the quality of the habilitation thesis. The habilitation committee shall decide by secret ballot on a proposal as to whether the candidate should be appointed associate professor. The opinion also includes information on the verification of the originality of the habilitation thesis and its evaluation. If the proposal for appointment does not receive a majority of the votes of all members of the habilitation committee, the habilitation committee shall recommend that the habilitation procedure be discontinued. The proposal shall be presented to the faculty scientific board by the chair or a member of the habilitation committee authorised by the chair.

- (5) The habilitation lecture and defence of the habilitation thesis take place at a public meeting of the faculty's scientific board. The faculty's scientific board is competent to decide on this matter provided that at least two-thirds of its members are present. Following a debate, during which the candidate must be given the opportunity to comment on the examiners' reviews and the habilitation committee's statement, to defend their habilitation thesis and to speak on their academic or artistic and pedagogical activities to date, the faculty scientific board shall decide by secret ballot on the proposal as to whether the candidate should be appointed as an associate professor.
- (6) If the proposal for appointment does not receive a majority of the votes of all members of the faculty scientific board, the faculty scientific board shall terminate the habilitation procedure.
- (7) The proposal for appointment as an associate professor shall be forwarded by the faculty scientific board to the Rector. If the Rector does not agree with the proposal, he or she shall submit it, together with his or her reasons, to the USB Scientific Board, which shall discuss it and, by secret ballot, decide whether the candidate is to be appointed as associate professor. The USB Scientific Board is to pass a resolution on this matter if at least two-thirds of its members are present. If the proposal for appointment does not receive a majority of the votes of all members of the USB Scientific Board, the procedure is discontinued. Otherwise, the USB Rector appoints the associate professor.
- (8) A candidate may lodge an objection to the procedure followed in the habilitation process within 30 days. If the dean does not uphold the objection, he or she shall refer it to the Rector for a decision; the Rector's decision is final. The decision of the Rector or the dean must be substantiated.
- (9) Details regarding the making available of habilitation theses defended at USB, in accordance with Section 75(4) of the Act, and the procedure for checking the originality of the habilitation thesis are set out in the USB Methodological Guideline on Habilitation Procedures and Procedures for Appointment as Professor.
- (10) The candidate may withdraw their application at any stage of the procedure by means of a written notification to the dean of the relevant faculty.

Article 4

Procedure for declaring an appointment as associate professor invalid

- (1) The procedure for declaring an appointment as associate professor invalid shall be conducted in accordance with Sections 74a to 74c of the Act.
- (2) The Rector shall, by decision, declare the appointment as associate professor invalid if it is proven in the procedure for declaring the appointment invalid that the person whose teaching and scientific or artistic qualifications were verified in the habilitation proceedings and who was appointed as an associate professor on the basis of those proceedings demonstrated their qualifications:
 - a) as a result of an intentional criminal offence, or
 - b) as a result of the intentional unauthorised use of another person's work in gross violation of the legal provisions governing the protection of intellectual property, or other intentional conduct contrary to public morality not specified in point (a).

- (3) The procedure for declaring an appointment as associate professor invalid shall be initiated by the Rector.
- (4) For the procedure for declaring an appointment as associate professor invalid, the Rector shall appoint a five-member review committee.
- (5) The members of the review committee shall be appointed by the Rector in accordance with the following rules:
 - a) One member shall be appointed by the Rector pursuant to Section 74a(5) of the Act, upon the proposal of the Minister, from among civil servants working at the Ministry.
 - b) The other members of the review committee may only be professors, adjunct professors, associate professors, or other experts. A maximum of two members of the committee may be professors, adjunct professors, associate professors, or other experts from USB, provided that none of them is a member of the facility where the person whose appointment as an associate professor is under consideration works.
 - c) If the person whose appointment as an associate professor is under consideration is an employee of another higher education institution, one member of the review committee shall be a professor, associate professor, or another expert working at that institution, provided that they are not members of the facility where the person whose appointment as associate professor is under consideration works.
 - d) Where possible, one member of the review committee shall be appointed from among the members of the habilitation committee of the given habilitation procedure.
- (6) The review committee shall decide by a majority of the votes of all its members; the vote on the statement regarding the invalidity of the appointment as associate professor shall be by secret ballot.

PART THREE PROCEDURE FOR APPOINTMENT AS PROFESSOR

Article 5 General Provisions

In the procedure for appointment as professor, the pedagogical and scientific or artistic qualifications of the candidate, who is a distinguished and recognised scientific or artistic figure in their field, are demonstrated. A prerequisite for commencing the procedure is prior appointment as an associate professor on the basis of a habilitation procedure, which included the submission of a habilitation thesis. In exceptional cases, where a candidate who is already a professor at a renowned higher education institution abroad is proposed for the position of professor, the USB Rector may, upon the recommendation of the USB Scientific Board, waive the requirement of prior appointment as an associate professor as a prerequisite for commencing the procedure for appointment as professor.

Article 6 Commencement of the procedure

- (1) The procedure for appointment as professor shall be initiated:

- a) upon the candidate's proposal, supported by at least two written statements from professors or associate professors in the same or a related field, whereby it is recommended that the professors providing written statements for the candidate's proposal should not be members of the academic community of USB or the candidate's higher education institution, unless they are from USB;
 - b) upon a proposal by the dean or Rector submitted to the scientific council of the faculty accredited for the relevant field of appointment;
 - c) on the initiative of the faculty's scientific board or the USB Scientific Board.
- (2) A proposal to initiate proceedings for appointment as professor, together with attachments, shall be submitted in hard copy or electronically to the dean of the relevant faculty. The proposal shall specify the field of the proceedings for appointment as professor; the faculty must hold accreditation for this field. The following must be submitted with the proposal:
- a) a curriculum vitae,
 - b) documents evidencing higher education qualifications and academic degrees obtained,
 - c) documents certifying the candidate's previous teaching experience,
 - d) a list of scientific, professional or artistic works,
 - e) an overview of scientific, professional, or artistic placements completed,
 - f) any written comments pursuant to paragraph 1 of this Article,
 - g) proof of payment of the fee. The fee may not exceed six times the base amount specified under Section 58(2) of the Act. The amount of the fee and related details shall be determined by a Rector's ordinance.

Individual faculties may require additional attachments, the precise specifications of which are set out in the regulations governing the appointment of professors at the respective faculties.

- (3) If the procedure is not initiated at the candidate's request and if the candidate expresses written objection to the initiation of the procedure, the procedure shall be discontinued.
- (4) Individual faculties shall publish the recommended criteria for a successful appointment procedure in their regulations governing the appointment of professors.
- (5) If the application does not meet the statutory requirements, or if the prescribed attachments are missing, or if these attachments do not meet the faculty's specified requirements, the dean shall invite the candidate in writing to remedy the deficiencies. If the candidate fails to remedy the deficiencies within two months, the dean shall discontinue the procedure.
- (6) The commencement of the procedure for appointment as professor shall be published in accordance with the provisions of Section 75(1) of the Act.
- (7) If the candidate is not employed at USB, the dean may request the opinion of the dean of the faculty or the rector of the higher education institution where the candidate is employed.

Article 7

Procedure for the appointment as professor

- (1) To assess the proposal, the scientific board of the relevant faculty shall, upon the dean's proposal,

approve a five-member committee composed of professors, adjunct professors, associate professors, and other prominent representatives of the relevant or related field. In particular, the proposed members shall not include the authors of supporting statements or persons with a justified potential conflict of interest in assessing the proposal and voting. The chair of the committee must be a professor or adjunct professor, and at least three members of the committee must be experts from an institution other than USB and the candidate's higher education institution unless they are from USB.

- (2) The committee's meetings are chaired by its chair or a member appointed by the chair. The committee is competent if at least four of its members are present. A resolution of the committee is adopted if at least three members vote in favour of it.
- (3) The committee shall assess the candidate's qualifications and, by secret ballot, decide on a proposal as to whether the candidate should be appointed as a professor. If the proposal for appointment does not receive a majority of the votes of all committee members, the committee shall recommend that the procedure for appointment as professor be discontinued.
- (4) The proposal shall be presented by the chair or a member of the committee authorised by the chair to the scientific board of the faculty which approved the committee. This scientific board shall also invite the candidate to deliver a lecture at its public meeting, in which the candidate shall present a concept for research and teaching in the relevant field. Following the lecture, the faculty's scientific board shall decide by secret ballot on the proposal as to whether the candidate should be appointed as a professor. The faculty's scientific board is competent to decide on this matter provided that at least two-thirds of its members are present.
- (5) If the proposal for appointment as professor receives the approval of a simple majority of all members of the faculty scientific board in a secret ballot, the dean shall forward the materials to the USB Scientific Board. If the proposal for appointment as professor does not receive the required majority of votes, the faculty scientific board shall discontinue the proceedings.
- (6) At a public meeting, the USB Scientific Board:
 - a) invites the chair of the committee or a member authorised by the chair to describe the candidate and present the conclusion of the evaluation committee regarding the procedure for appointment as professor;
 - b) invites the candidate to briefly present their field of research and the concept for their future research and teaching work.
- (7) The USB Scientific Board then votes by secret ballot on whether to submit the proposal to the Minister. At least two-thirds of its members must be present for the vote, and the proposal must be approved by a simple majority of all members of the USB Scientific Board. If the proposal for appointment as professor does not secure the required majority of votes, the USB Scientific Board shall terminate the proceedings.
- (8) A candidate may lodge an objection to the procedure for the appointment as professor at a faculty or higher education institution within 30 days; the Rector shall decide on such objections; the Rector's decision is final.
- (9) The candidate may withdraw their application at any stage of the procedure by means of a written notification to the dean of the relevant faculty.

Article 8

Procedure for the return of a proposal by the Minister

- (1) The Minister shall return the proposal for appointment as professor to USB if the procedure for the appointment as professor set out in Section 74 of the Act has not been followed; the return of the proposal must be substantiated.
- (2) If the Minister returns the substantiated proposal to USB, the USB Scientific Board shall discuss this step without undue delay.
- (3) If, in a secret ballot, the USB Scientific Board agrees that the procedure for the appointment of a professor has not been followed, the proposal shall be referred back to the stage of the procedure at which the procedure was not followed.
- (4) If, in a secret ballot, the USB Scientific Board does not agree that the procedure for the appointment as professor was not followed, the proposal shall be resubmitted to the Minister together with the resolution of the USB Scientific Board.
- (5) The USB Scientific Board shall decide on this matter by a majority of more than half of all its members and shall be competent to decide if at least two-thirds of its members are present.

PART FOUR GENERAL, TRANSITIONAL AND FINAL PROVISIONS

Article 9

- (1) Before submitting a proposal for the appointment of members of the habilitation committee or the committee for the appointment of a professor to the scientific board, or a proposal for the appointment of examiners to the habilitation committee, the dean or the chair of the habilitation committee shall seek their consent.
- (2) The USB Rector may, by means of an ordinance on which the USB Scientific Board gives its opinion, lay down minimum requirements for the content of the substantiation of the conclusions of the habilitation committee pursuant to Article 3(4) and the conclusions of the committee in the procedure for the appointment as professor pursuant to Article 7(3).
- (3) The USB Rector and the deans at the faculty level shall ensure that no conflict of interest arises for individual bodies, in particular the Rector, vice-rectors, deans, members of habilitation committees in habilitation proceedings, members of review committees in proceedings concerning the invalidity of appointment as associate professor, members of committees in appointment proceedings, and examiners of habilitation theses. The principles for preventing such conflicts of interest are set out in detail in the USB Methodological Guideline on Habilitation Procedures and Procedures for Appointment as Professor.

- (4) These Rules do not apply to habilitation procedures and procedures for appointment as professor commenced prior to the date of these Rules taking effect.
- (5) The Rules on Habilitation Procedures and Procedures for Appointment as Professor at the University of South Bohemia in České Budějovice, approved by the USB Academic Senate on 3 January 2023 and registered by the Ministry of Education, Youth and Sports on 24 January 2023 under ref. no. MSMT-2359/2023-2, are rescinded.
- (6) These Regulations were approved by the USB Academic Senate on 22 November 2023 pursuant to Section 9(1)(b)(3) of the Act.
- (7) These Regulations come into force in accordance with Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (8) These Regulations take effect on the date of their publication in the public section of the USB website.

prof. PhDr. Bohumil Jiroušek, Dr., m.p.
Rector

- (1) This amendment was approved by the USB Academic Senate on 14 October 2025 pursuant to Section 9(1)(b)(3) of Act No. 111/1998, on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended.
- (2) This amendment comes into force pursuant to Section 36(4) of the Higher Education Act on the date of its registration by the Ministry of Education, Youth and Sports of the Czech Republic.
- (3) This amendment takes effect on the seventh day following the date on which it comes into force.

prof. Ing. Pavel Kozák, Ph.D., m.p., Rector