**HABILITATION PROCEEDINGS - INFORMATION FROM THE MINISTRY OF EDUCATION AND SCIENCE**

The habilitation procedure may take place at a higher education institution that has an accredited doctoral programme in which the habilitation field or at least a substantial part of it is taught. At the same time, it is necessary that the higher education institution or a Unit thereof has a valid accreditation of the habilitation procedure (Section 82(3) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Regulations). The Rector appoints an associate professor for a specific field of study on the basis of a habilitation procedure.

The habilitation procedure verifies the scientific or artistic qualifications of the candidate, in particular on the basis of the habilitation thesis and its defence and other scientific, professional or artistic works, and his/her pedagogical competence on the basis of the evaluation of the habilitation lecture and previous teaching experience (Section 72(1) of the Higher Education Act).

The university informs the Ministry of the initiation, changes and results of the habilitation procedure and the Ministry publishes this information on its website.

**Information on habilitation procedures:**

Habilitation proceedings for appointment as associate professor since 1999

<https://sdv.msmt.cz/vzdelavani/vysoke-skolstvi/habilitacni-rizeni>

**Information for universities - habilitation procedures**

Information on the habilitation procedure (accredited field of appointment procedure according to http://www.msmt.cz/vzdelavani/vysoke-skolstvi/akreditovane-obory-habilitacniho-a-jmenovaciho-rizeni) is published at universities and notified to the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry"); associate professors are appointed by the Rector on the design of the Scientific Board.

Pursuant to Section 72(13) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended by Act No. 137/2016 Coll., the Administrative Code does not apply to habilitation proceedings; the details of the procedure for habilitation proceedings are determined by the higher education institution in its internal regulations.

**INFORMATION ON THE PROCESS OF THE HABILITATION PROCEDURE** (i.e. information on the initiation of the procedure, on the outcome of the procedure and on changes to relevant data)

(1) The College or Unit shall publish **on the public part of its website** without delay the details of the opening of the habilitation procedure and the dates of the relevant public meetings of the Scientific or Artistic Boards; it shall also publish without delay the details of the closure of these procedures.

2. In accordance with Section 75(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended by Act No. 137/2016 Coll., the university shall notify the Ministry of

a) at the commencement of the habilitation procedure, the name, surname, date of birth, address of permanent residence, sex, residence in the Czech Republic and citizenship, and information on the applicant's employment,

(b) during the habilitation procedure, changes in the information referred to in point (a) or the reason and date of the interruption of the procedure,

(c) at the end of the habilitation procedure, the date and result of the procedure.

3. Notification to the Ministry is made by the university **in writing** to the address below using the form **Publication of Data on Habilitation Proceedings** (includes date, stamp, signature of the Rector; the university indicates on the form the academic degrees of the candidate obtained in the Czech Republic or abroad, i.e. professional degrees obtained by completing courses or studying in lifelong learning programmes in the Czech Republic or abroad are not indicated) - form *Publication of Data on Habilitation Proceedings download here*

**ADDRESS -** please mark the envelope legibly **"Habilitation Proceedings":**

MOE

Division/Department of Higher Education

Carmelite 529/5

118 12 PRAGUE 1 - Malá Strana

4. Notification to the Ministry is also sent **electronically by** the university to[docenti@msmt.cz](mailto:docenti@msmt.cz) **- please indicate** newly initiated habilitation procedures **in the table Initiated procedures** for appointment as professor (for the designation of the University, please use the abbreviation according to the attached list; please indicate the name of the Faculty in unabbreviated form) - form/table *Initiated habilitation procedures*

5. The Ministry shall ensure the publication of information on the initiation of habilitation procedures and the results of these procedures in an appropriate manner.

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**WARNING:**

Pursuant to Section 72(14) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended by Act No. 137/2016 Coll., a candidate may file objections against the habilitation procedure within 30 days. If the Dean does not accept the objections, he/she shall forward them to the Rector for a decision; the Rector's decision is final. The Resolution of the Rector or the Dean must be justified.

Pursuant to Section 72(16) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended by Act No. 137/2016 Coll., a higher education institution may set a fee for acts related to the habilitation procedure, which is no more than four times the base set pursuant to Section 58(2); the amount of the fee must be published on the official bulletin board of the higher education institution. The fee shall be revenue of the College.