

The Ministry of Education, Youth and Sports registered under Section 36(2) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), on 15 December 2017, under file number MSMR-34289/2017 these Rules for Habilitations and for Professorial Appointments at the Academy of Performing Arts in Prague.

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

Rules for Habilitations and Professorial Appointments of the Academy of Performing Arts in Prague (AMU) dated 15 December 2017

The Academic Senate of the Academy of Performing Arts in Prague, pursuant to Section 9(1b), point 3, and Section 17(1k) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended, and pursuant to Article 11(1a) of the Statutes of the Academy of Performing Arts in Prague has resolved to approve these Rules for Habilitations and for Professorial Appointments:

PART I Habilitation Proceeding

Article 1

1. Habilitation proceedings are governed by Sections 71 and 72 of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended (hereinafter the "Act").
2. A habilitation proceeding is commenced with the submission of a candidate nomination.
3. The candidate shall hand over the nomination with all annexes pursuant to Section 72(2) of the Act and specify the topic of the habilitation lecture to the Dean of the relevant faculty, to which accreditation was granted for the habilitation field specified by the candidate.
4. The faculty in which the habilitation proceeding was commenced shall publish information about the habilitation proceeding pursuant to Section 75(1) of the Act in the public part of its website, and shall also forward the relevant information to the Rectorate of the Academy of Performing Arts in Prague (hereinafter "AMU").
5. A prerequisite for the commencement of a habilitation proceeding is a documented pedagogical tenure, generally of at least 5 years in length, and commensurate creative activity in the area of Art or Art Studies.¹⁾ If the candidate is not an academic staff member at AMU, the Dean may request the opinion of the dean of the faculty or the rector of the institution where the candidate is active, who will evaluate the candidate's pedagogical abilities on the basis of his/her tenure there.
6. The habilitation thesis in the sense of Section 72(3) of the Act is understood at AMU as:

¹⁾ Annex No. 3 of the Act.

- a) a hitherto unpublished written theoretical/scientific work which introduces new scientific findings, or
 - b) a set of published scientific works supplemented by a commentary, or
 - c) a printed monograph which introduces new scientific findings in the field, or
 - d) an outstanding artistic work or artistic performance, generally a set of such works or performances which may be e.g. outstanding artistic activity of national significance.
7. If the faculty in which the habilitation proceeding was commenced does not require otherwise, it is assumed that if the candidate submits a habilitation thesis pursuant to Section 72(3d) of the Act that it will be supplemented by a written reflection of the artistic-pedagogical activity of at least 30 standard pages in length.
 8. If the nomination lacks certain statutory appurtenances, the Dean shall appeal to the candidate in writing to remove such defects. Should the candidate fail to remove the defects within three months from the date on which the Dean's appeal was delivered, then the proceeding shall be halted and the Dean shall return the submitted materials to the candidate.

Article 2

1. Within one month from the date of submission of the candidate's nomination, or from the date on which the candidate completed his/her nomination after having been called upon to do so by the Dean, the Dean shall prepare a motion to constitute a habilitation committee and to appoint its chair and other members. The Dean shall submit this motion for approval at the next session of the faculty's artistic council. Prior to submitting the motion to the artistic council to appoint members of the habilitation committee, the Dean shall request their written consent in paper or electronic form.
2. Pursuant to Section 72(5) of the Act, the habilitation committee shall have five members and shall consist of professors, associate professors ("docenti") and other prominent representatives of the field specified by the candidate or of related fields. The chair of the habilitation committee must be a professor appointed pursuant to the Act, whom the Dean shall entrust with the chairmanship. Three members of the habilitation committee must not be employees of AMU or of a legal entity employing the candidate.
3. A co-author of the work which is submitted as the habilitation thesis may not be a member of the habilitation committee.
4. The Dean shall inform members of the habilitation committee that their appointments have been approved by the faculty's artistic council and shall send them the materials necessary to assess the candidate's artistic and scholarly qualifications as well as his/her pedagogical competence in the sense of Section 72(8) of the Act.

Article 3

1. Sessions of the habilitation committee shall be directed by its chair, in his/her absence by the member of the habilitation committee whom the chair designated to do so, otherwise by the oldest member of the habilitation committee (hereinafter the "designated member").
2. The habilitation committee shall have a quorum if at least four of its members are present. A resolution of the habilitation committee shall be adopted if at least three members of the habilitation committee vote in favour.

3. The habilitation committee shall appoint three opponents of the habilitation thesis, of whom two must not be employees of AMU or of a legal entity employing the candidate. The chair of the habilitation committee or the designated member shall immediately send the opponents the candidate's habilitation thesis and a request to elaborate opponent assessments thereof; in the case of a habilitation thesis pursuant to Section 72(3d) of the Act, a list of works or work title and the required reflection pursuant to Article 1(7) hereof shall be submitted. The faculty in which the proceeding was commenced shall publish the habilitation thesis pursuant to Section 75(4) of the Act. In the case of a habilitation thesis pursuant to Section 72(3d) of the Act, the list of works or work title and the required reflection shall be published.
4. Members of the habilitation committee can also serve as opponents in exceptional cases only. The Dean of the faculty shall be authorised to grant such an exception in writing; the exception must contain an appropriate rationale.
5. The habilitation committee shall assess the candidate's scientific or artistic qualifications for the field in question, as well as his/her previous pedagogical experience. On the basis of the opponents' assessments, it shall evaluate the level of the habilitation thesis. In the case of a habilitation thesis pursuant to Section 72(3d) of the Act, it shall take special care in assessing the national significance of the candidate's artistic work, artistic performance, set of artistic works or overall artistic activity. The habilitation committee shall vote by secret ballot on a motion to grant the candidate the title of "docent". If such a motion does not garner a majority of votes of all members of the habilitation committee, the habilitation committee shall recommend that the habilitation proceeding be halted. It shall submit its resolution as well as the results of voting to the Dean.
6. The Dean shall place the matter on the agenda of a session of the faculty's artistic council in the order in which requests were submitted.
7. The chair of the habilitation committee or a designated member shall present the habilitation committee's opinion at the session of the faculty's artistic council. The candidate's lecture and defence of the habilitation thesis shall take place in the public part of the artistic council session. Following a discussion in which the candidate must be given the opportunity to respond to the opponents' assessments, defend his/her habilitation thesis and explain his/her scientific or artistic and pedagogical activities heretofore, the faculty's artistic council shall vote by secret ballot on a motion to grant the candidate the title of "docent". If such a motion does not garner a majority of votes of all members of the faculty's artistic council, then the faculty's artistic council shall halt the habilitation proceeding.
8. The voting of the faculty's artistic council shall be by secret ballot pursuant to Section 72(9) of the Act.
9. The faculty's artistic council shall forward to the Rector the motion to grant the candidate the title of "docent".

Article 4

1. If the Rector agrees with the motion to grant the candidate the title of "docent", he/she shall notify the candidate in writing of the date on which he/she will be granted the title of "docent" and when the appointment decree will be officially conferred.
2. If the Rector does not agree with the motion, he/she shall submit it with his/her rationale without delay pursuant to Section 72(11) of the Act to the AMU Artistic Council as its

chair. The AMU Artistic Council shall deliberate and shall vote by secret ballot on a motion to grant the candidate the title of “docent”. If such a motion does not garner a majority of votes of all members of the AMU Artistic Council, then the proceeding shall be halted. Otherwise, the Rector shall grant the candidate the title of “docent”.

3. In the event that the habilitation proceeding is halted, the habilitation thesis and attached documents shall be returned to the candidate (Section 72(12) of the Act).

Article 5

1. The candidate may raise objections to the procedure of the habilitation proceeding within 30 days. Objections must be submitted to the Dean in the case of a proceeding at the faculty, otherwise to the Rector. If the Dean does not accept the objections, he/she will hand them over to the Rector for a decision.
2. The decision of the Rector is final. Reasons must be provided for such a decision by the Dean or Rector.
3. The rules of administrative procedure shall not apply to a habilitation proceeding.
4. AMU bodies, faculties and the habilitation committee shall act without delay in a habilitation proceeding.

Article 6

AMU shall set for the candidate in a habilitation proceeding a fee for performing acts connected with the habilitation proceeding in the amount of four times the base. The fee is due within 30 days from the approval of the habilitation committee by the faculty's artistic council and is non-refundable. The fee constitutes income of AMU and shall be divided by a ratio of 3 to 1 between the faculty in which the proceeding was commenced and AMU.

Article 7

1. At AMU under the conditions stipulated by Sections 74a and 74b of the Act, a proceeding shall be held on a declaration of invalidity of the granting of the title of “docent”. In a proceeding on a declaration of invalidity, the Rector shall decide pursuant the Act and the rules of administrative procedure.
2. The materials necessary for the Rector's decision shall include the opinion of a five-member review committee. The Rector shall appoint members of the review committee from among the ranks of professors, associate professors (“docenti”) or other experts with the proviso that the Rector shall appoint one member nominated by the Minister of Education, Youth and Sports (hereinafter the “Minister”) from among the ranks of state employees working at the Ministry of Education, Youth and Sports. Other members shall be appointed with their approval and after deliberation with the Dean of the relevant faculty. One of the members of the review committee shall be the chair of the habilitation committee (or one of its members) constituted in the habilitation proceeding to which the proceeding on a declaration of invalidity relates. Experts who are not AMU employees must constitute a majority of the members of the review committee.
3. Prior to issuing the decision, the Rector may request comment from the artistic council of the relevant faculty and from the AMU Artistic Council.

4. The review committee shall pass resolutions based on a simple majority of all its members; voting on an opinion of invalidity of the granting of the title of “docent” shall proceed by secret ballot.

PART II

Proceeding for a Professorial Appointment

Article 8

1. A proceeding for a professorial appointment is commenced by the submission of the candidate’s nomination by the Dean, the Rector or on the initiative of the artistic council of the faculty which was granted accreditation for the field in question.
2. The nomination pursuant to Section 74(2) of the Act along with its annexes pursuant to Section 72(2), second sentence, of the Act, a specification of the field in which the proceeding for a professorial appointment is being commenced, and a specification of the topic of the lecture shall be submitted to the Dean of the faculty as the chair of the artistic council which was granted accreditation for the field specified by the candidate. If the proceeding was commenced by the candidate, the nomination must be accompanied by a written recommendation from at least two professors in the same field or a related field. If the proceeding was not commenced by the candidate, the nomination must always contain a written opinion from the author of the nomination commenting on the candidate’s lifelong scientific, artistic and other creative activities, and evaluating his/her pedagogical activity and overall contribution to the development of the field. If the proceeding was not commenced by the candidate and if the candidate provides a written statement of non-consent to the nomination, then the proceeding shall be halted.
3. The faculty in which the proceeding for a professorial appointment was commenced shall publish information about the proceeding for a professorial appointment pursuant to Section 75(1) of the Act in the public part of its website, and shall also forward the relevant information to the Rectorate of the Academy of Performing Arts in Prague.
4. If the candidate is not an AMU pedagogue, the Dean may request the opinion of the dean of the faculty or the rector of the institution where the candidate is active, who will evaluate the candidate’s pedagogical abilities on the basis of his/her tenure there.
5. If the nomination lacks certain statutory appurtenances, the Dean shall appeal to the candidate in writing to remove such defects. Should the candidate fail to remove the defects within three months from the date on which the Dean’s appeal was delivered, then the proceeding shall be halted and the Dean shall return the submitted materials to the candidate.
6. AMU bodies, faculties and the committee for a professorial appointment shall act without delay.

Article 9

1. Within one month from the date of submission of the nomination, or from the date on which the candidate completed his/her request after having been called upon to do so by the Dean, the Dean shall prepare a motion to constitute a committee and to appoint its chair and other members. The Dean shall submit this motion for approval at the next session of the faculty’s artistic council. Prior to submitting the motion to the artistic

- council to appoint members of the committee, the Dean shall request their written consent in paper or electronic form.
2. The committee shall have five members and shall consist of professors, associate professors (“docenti”) and other prominent representatives of the field specified by the candidate or of related fields. The chair of the committee must be a professor, whom the Dean shall entrust with the chairmanship. Three members of the committee must not be employees of AMU or of a legal entity employing the candidate. Professors whose recommendations supported the candidate’s nomination to commence the proceeding for a professorial appointment may not be appointed members of the committee.
 3. The Dean shall inform members of the committee that their appointments have been approved by the faculty’s artistic council and shall send them the materials necessary to assess the candidate’s pedagogical and artistic qualifications or his/her qualifications in the area of theory in the sense of Section 74(1) of the Act.
 4. The committee shall assess the candidate’s scientific or artistic qualifications for the field in question, as well as his/her previous pedagogical experience. Consideration shall also be given to the candidate’s successful supervision of students in doctoral programmes. The committee shall also comment on the candidate’s ability to guarantee the development of the relevant field in the international context.

Article 10

1. Sessions of the committee shall be directed by its chair, in his/her absence by the member of the committee whom the chair designated to do so (hereinafter the “designated member”), otherwise by the oldest member of the committee.
2. The committee shall have a quorum if at least four of its members are present. A resolution shall be adopted if at least three members of the committee vote in favour.
3. The committee shall assess the candidate’s qualifications, in particular his/her contribution to the development of the field in the national and international context, and shall vote by secret ballot on a motion to grant the candidate a professorial appointment. If such a motion does not garner a majority of votes of all members of the committee, the committee shall recommend that the proceeding for a professorial appointment be halted. It shall submit its resolution as well as the results of voting by secret ballot to the Dean.
4. The Dean shall place the matter on the agenda of a session of the faculty’s artistic council in the order of candidates.
5. The chair of the committee or a designated member shall present the committee’s opinion at the session of the faculty’s artistic council. The faculty’s artistic council shall call upon the candidate to give his/her lecture in its public session, where the candidate shall present his/her conception of scientific or artistic work and of instruction in the given field. The candidate’s lecture shall take place in the public part of the artistic council session. After the lecture, the faculty’s artistic council shall vote on the motion to grant the candidate a professorial appointment. If such a motion does not garner a majority of votes of all members of the faculty’s artistic council, then the faculty’s artistic council shall halt the proceeding for a professorial appointment.
6. The voting of the faculty’s artistic council shall be by secret ballot pursuant to Section 74(6) of the Act.

7. In the event that the motion to grant the candidate a professorial appointment is supported by a simple majority of all members of the faculty's artistic council, the Dean shall submit it along with all materials to the Rector without delay.

Article 11

1. The Rector shall submit the nomination for a professorial appointment to the AMU Artistic Council as its chair according to the order of candidates.
2. The candidate shall address the AMU Artistic Council with a brief statement on the outlook for his/her field; the Rector shall inform the candidate of this address in advance.
3. The AMU Artistic Council shall vote on the nomination for a professorial appointment by secret ballot. In the event that the motion to grant the candidate a professorial appointment is supported by a simple majority of all members of the AMU Artistic Council, the Rector shall submit it along with all materials to the Minister without delay.
4. If such a motion to grant the candidate a professorial appointment does not garner the necessary majority of votes of all members of the AMU Artistic Council, then the proceeding shall be halted.

Article 12

1. The candidate may raise objections to the procedure of the proceeding for a professorial appointment within 30 days. Objections should be submitted to the Rector in writing. Reasons must be provided for the Rector's decision regarding such objections. The decision of the Rector is final.
2. The rules of administrative procedure shall not apply to a proceeding for a professorial appointment.

Article 13

AMU sets a fee for candidates in a proceeding for a professorial appointment for performing acts connected with the proceeding for a professorial appointment in the amount of six times the base. The fee is due within 30 days from the approval of the committee by the faculty's artistic council and is non-refundable. The fee constitutes income of AMU and shall be divided by a ratio of 2 to 1 between the faculty in which the proceeding was commenced and AMU.

Article 14

1. The fee pursuant to Articles 6 and 13 hereof shall not apply to habilitation proceedings and proceedings for a professorial appointment commenced prior to the date on which these Rules take effect.
2. These Rules were approved pursuant to Section 9(1b), point 3, of the Act by the Academic Senate of the Academy of Performing Arts in Prague on 9 October 2017.
3. These Rules shall become valid under Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
4. These Rules shall become effective on the date of their registration by the Ministry of Education, Youth and Sports.

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Rector