

**Dean's directive No. 5/2018**

**Habilitation Procedure and Professor Appointment  
Procedure Regulations at the Faculty of Education, Masaryk  
University**

*(in force as of 17 September 2018)*

*In accordance with § 28, subsection 1, Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as the "Act"), I hereby issue this directive:*

Part One  
**General provisions**

Section 1  
**General provisions**

- 1) **Purpose:** This directive specifies the course of habilitation procedures and professor appointment procedure undertaken at the Faculty of Education, Masaryk University.
- 2) **Extent of effectiveness:** Habilitation procedures and professor appointment procedures are carried out in the fields accredited for these procedures at the Faculty of Education.
- 3) **Definitions of terms and abbreviations:**
  - FEd MU – Faculty of Education, Masaryk University
  - Regulations FEd – Habilitation procedure and professor appointment procedure regulations at FEd
  - Directive – Masaryk University Directive No. 7/2017, on Habilitation procedures and professor appointment procedures
  - Regulations MU – MU Habilitation and professor appointment procedure regulations
  - Act – Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts
  - Dept. RaD – Office for Research and Development and International Relations, FEd MU
- 4) **Liability:** Vice-dean FEd MU, who is responsible for habilitation procedures and professor appointment procedure affairs.

Section 2

**General provisions for habilitation procedures and professor appointment procedures**

- 1) Habilitation procedures and professor appointment procedures at FEd MU are implemented in accordance with the Act, in particular §§ 71-75 on habilitation procedures and professor appointment procedures, the MU Regulations, the Directive and the Regulations of the FEd, the subject matter of which is specification of higher-ranking legislation for FEd conditions.
- 2) The chairperson and members of the faculty Scientific Board are responsible for the preparation (incl. administrative issues), the course and proceedings of the procedure. All the documentation regarding board proceedings will be delivered to the Dept. RaD without delay. The Dept. RaD administers the habilitation, or appointment file, and accomplishes paper and electronic archiving of all records associated with the procedure.
- 3) Publication and archiving of information on the procedures and habilitation theses are conducted in accordance with the Directive (sections 6, 18, 19).

## Part two

### Habilitation procedure

#### Section 3

#### Habilitation procedure initiation

- 1) The habilitation procedure at FEd MU begins with the submission of a proposal for initiating a habilitation procedure written in English (the Directive, section 4, subsection 2) and documents specified in the Directive (sections 5 and 6) by the applicant. The applicant must meet the professional requirements specified in the Regulations of the FEd (section 5).
- 2) Documentation for procedures initiated by submission of a proposal to the dean by the applicant must be submitted in person or by post to the following address: Office for Research and Development and International Relations, FEd MU, Poříčí 7, 603 00 Brno.<sup>1</sup>
- 3) Documents that must be submitted for the initiation of the habilitation procedure are listed in section 5 of the Directive. Habilitation procedure applicants to FEd must file a professional outline (the Directive, section 5, subsection 2, letter b) and a statement from the dean or the rector (the Directive, section 5, subsection 2, letter d). All the documentation is submitted in single copies, dated and signed (with the exception of materials documenting achieved qualifications and the statement from the dean or the rector), unstapled, individual documents bound with a paper clip.
- 4) The habilitation thesis (in accordance with the Directive, section 6, and the Regulations of MU, section 6) must be submitted by the applicant in four copies as well as electronically (in PDF format, max. 200 MB). In the case that the entire habilitation thesis cannot be published, the applicant must submit in electronic form both the full version of the thesis, including the abstract and commentary, and a version of the thesis which consists of sections suitable for publication (including the abstract and commentary).
- 5) The applicant may list suggestions for specialists for the procedure on a separate sheet of paper, including full name, degrees, address of workplace including postcode, e-mail address, or alternatively another suitable contact.

#### Section 4

#### Other formal prerequisites of documentation for habilitation procedures at FEd MU

- 1) In the case that the applicant has obtained a Bachelor's degree, it is necessary to submit materials documenting the awarding of the degree (and to state it in the CV correspondingly).
- 2) If the doctoral study was completed abroad (or the awarding of the degree of CSc. or DrSc. or DSc. or Dr. etc. was done abroad), it is necessary to submit materials relevant to the recognition of qualifications obtained abroad (nostrification), or recognition based on international equivalence agreements.
- 3) Degrees obtained abroad and used in the habilitation procedure documentation must be used in forms that are identical to those on the diploma obtained abroad or in the equivalence agreement.
- 4) All the items required by the Directive must be listed in the index, possibly with a note that the given item is not applicable to the applicant. Forms specified by the Directive for this purpose must be used.
- 5) All the surnames used by the applicant must be listed in the CV (the Directive Annex No. 3), if they are used in the overviews of publishing and other activities.
- 6) Items in indexes are listed chronologically (i.e. from the oldest ones to the newest ones) to avoid a shift in the numbering of the items in the case that new items are added to the list.
- 7) Classification of results must be done in accordance with the Methodology of Evaluation of the Results of Research Organizations (valid legislation at the time of initiation of the procedure)<sup>2</sup>.
- 8) For recognition of results in databases (in the case of qualification procedures, the following databases can be used: WoS, SCOPUS, ERIH, resp. ERIH+, the List of non-impact reviewed

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<sup>1</sup> Contact person: D. Nesnídalová, tel.: 549 49 5872, e-mail: nesnidalova@ped.muni.cz

<sup>2</sup> Methodology is published at [www.vyzkum.cz](http://www.vyzkum.cz) → R&D Evaluation.

journals published in the Czech Republic<sup>3</sup>), the article / journal / proceedings must be included in the database at the time of publication of the submitted text<sup>4</sup>. This is applicable for the list of artistic and scholarly works (the Directive, Annex No. 5) and the list of citations and additional responses to published works (the Directive, Annex No. 6).

- 9) Means of bibliographical citations of publications, additional responses to published works and other activities are carried out in accordance with the custom practice in the given field; however, it is compulsory to specify:
  - a. ISBN, or ISSN, if they exist;
  - b. extent or number of pages of the submitted result (electronic texts that are not numbered, on-line texts etc. will be estimated according to e.g. their printed versions);
  - c. co-authorship must be specified in works done in collaboration (in percentages).
- 10) In the case of publishing a work in another than the original language or in the case of second editions, the publication is listed as one item (under one number), because such a publication does not bring any new scholarly results from the work of the applicant, but at the same time it proves interest in the text. If there is a new chapter in the publication, it must be listed as a separate chapter in a book with a corresponding note.
- 11) No publication / activity can be listed more than once. In the case that a publication can be categorized in more than one group, the applicant must classify it into the most appropriate one.
- 12) Citations and additional responses to published works must be listed without self-citations (i.e. citations of the given work created by any of the co-authors) and without citations used in students' theses.
- 13) The following information must be listed in invited lectures and presentations at conferences:
  - a. invited lectures: author(s), title of the lecture, inviting institution, place and date (month, year), alternatively percentage of co-authorship;
  - b. presentations at conferences: author(s), title of the presentation, title of the conference, place and date (month, year), alternatively percentage of co-authorship.
- 14) Works being printed can be listed only upon written confirmation (issued by the publisher, the editor etc.) – the confirmation does not have to be submitted sooner than at the time of updating materials before the habilitation board meeting.
- 15) In accordance with section 5, subsection 4 of the Directive, the applicant submits one copy of each scholarly publication listed in Annex No. 7 of the Directive as the most significant at the initiation of the procedure. The applicant can present copies of other significant publications at the meeting of the Scientific Board of FEd MU when the habilitation procedure is taking place, alternatively they may be requested by the habilitation board or the rector in compliance with section 8, subsection 4 of the Directive.

## Section 5

### **Professional requirements on habilitation procedure applicants**

- 1) Qualification prerequisites of the applicant: a university diploma holder and a holder of the scientific degree CSc. or the academic degree Ph.D. (Dr.) placed after the name (alternatively foreign or another equivalent) in the field that is identical or associated to the relevant habilitation procedure field<sup>5</sup>.
- 2) Professional prerequisites of the applicant: publication and professional work in the field of the procedure is evaluated. These criteria must be understood as a minimal requirement for the applicant; quality, not quantity is determinant for the evaluation of their activities. Presentation of results in the international context is crucial. In artistic fields, professional requirements can be compensated with artistic activities (*examples of which are listed in italics*):

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<sup>3</sup> The List of non-impact reviewed journals published in the Czech Republic is relevant to articles published in 2008–2017.

<sup>4</sup> If the text is published in a journal in 2012 and the journal has been listed in the database since 2013, the article cannot be marked with a database abbreviation in the list of works of the applicant (the text is not included in the database). In the databases WoS and SCOPUS, the submitted article must be filed (databases do not file all texts of a given publication source).

<sup>5</sup> In the case of an unclear connection between the fields in question, the vice-dean shall appoint the guarantor of the habilitation procedure field to examine their affinity. The Scientific Board of FEd shall examine unclear cases.

- a. 1 scholarly monograph (reviewed, minimal extent 100 printed pages; in the case of a co-authored monograph, the co-authorship share of the applicant must be 100 pages at least)<sup>6</sup>;
  - b. 15 beneficial scholarly studies published domestically or abroad
    - i. scholarly book (except for monographs in a),
    - ii. chapters in a scholarly book,
    - iii. original research article in a journal,
    - iv. original research article in proceedings listed in WoS or SCOPUS;In artistic fields: *composition or performance of a music piece, or interpretation at renowned music festivals, significant stage exhibitions, by renowned orchestras or media, exhibitions in renowned institutions, performances, performances in architecture, in publications, in the field of visual communication etc.*;
  - 5 of these studies must be published in a world language<sup>7</sup>;
  - at least 2 journal studies must be registered in WoS or SCOPUS, 2 other journal studies registered in ERIH, or in ERIH+, or published as a reviewed research article meeting the requirements of the definition in the Methodology of Evaluation of the Results of Research Organizations (valid legislation at the time of initiation of the procedure<sup>2</sup>);
  - c. 20 positive citations and additional responses to published works of the applicant, published domestically or abroad, including citations published in world languages<sup>7</sup> (*representation in collections, artwork acknowledgement and awards from art competitions, reviews, criticism, artwork realization etc.*);
  - d. 3 textbooks, other educational texts (incl. chapters in textbooks), e-learning courses, on-line educational applications, other tools and materials for teaching, overview and educational texts and presentations, popular academic texts and activities, participation in the curricular concept of a study programme (field, specialization, subject) as a part of an accreditation process (*organisational and professional operation in creative workshops, interpretation courses, panels*);
  - e. participation in academic research and other projects (apart from internal projects at the institution the applicant is an employee of at the time of the project realization);
  - f. 3 years of successful pedagogical work at a university in an identical or associated field;
  - g. 10 active presentations at academic conferences, symposiums, seminars, out of which at least 1 is invited, including presentations in world languages<sup>7</sup>, domestically or abroad (*artistic symposiums, exhibitions, music festivals, presentations of artistic work in media, exhibition curatorship etc.*);
  - h. foreign academic, scholarly, pedagogical and/or artistic internships, out of which at least 1 is longer than one month, in total a minimum of 3 months; in reasoned cases, it is possible to replace these by activities with a clear international impact (e.g. equally demanding participation in international projects, completing e.g. a doctoral degree study abroad);
  - i. membership in scientific and/or scholarly (*artistic*) national or international societies, agencies and boards, such as committees for doctoral degree studies, editorial boards of scientific, scholarly (*artistic*) journals, scientific (*artistic*) boards, grant agency committees, scholarly society committees, significant congress committees, conferences, *festivals and exhibitions*, editorial boards etc.
- 3) Exceptionally, a smaller number of activities in one category can be compensated for by a larger number of activities in another category, in such a way that the overall scholarly level remains uninfluenced. Such compensations including compensations of publication activities by artistic activities must be suggested and substantiated in an explicit statement by the guarantor in the relevant field and must be approved by the liable vice-dean before initiation of the procedure.

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<sup>6</sup> This publication may be alternatively submitted as the habilitation thesis in the form of a printed monograph.

<sup>7</sup> The following languages are considered as world languages: English, Chinese, French, German, Russian and Spanish.

**Section 6**  
**Habilitation thesis**

- 1) Habilitation thesis is defined by § 72, subsection 3 of the Act, and the requirements are described in more detail in section 6 of the Directive.
- 2) In compliance with section 6, subsection 1, letter a) of the Directive, the habilitation thesis must be in A4 format, 1.5–2 line spacing (it can be printed double-sided), bound in inseparable book binding, hardcover, the front page must have a unitary layout and the thesis must include a statement by the author in the introduction<sup>8</sup>. The layout of the habilitation thesis must be as close as possible to the specification in section 6, subsection 1, letters b–d of the Directive.
- 3) The habilitation thesis must not be identical with the work on the basis of which another degree was earned.
- 4) The content and the extent of the habilitation thesis reflects the specifics of individual fields<sup>9</sup>.

**Section 7**  
**The course of habilitation procedure**

- 1) The course of the habilitation procedure is implemented in accordance with the Directive, namely section 2.
- 2) Dept. RaD conducts a plagiarism check (two peas in a pod) after the habilitation procedure initiation<sup>10</sup>, the result of which is communicated to the guarantor in the relevant field. A statement on the result is required from the guarantor. The result of the check as well as the statement of the guarantor are archived in the habilitation file.
- 3) The structure and work of the habilitation board is described in section 7 of the Directive. In the case of an even number of votes in habilitation board meetings, the habilitation board chairperson decides on the conclusion of the issue discussed.
- 4) Appointment of reviewers of the habilitation thesis at the FEd MU is conducted as follows: the members of the habilitation board suggest experts, out of which the habilitation board chairperson appoints reviewers, who are in compliance with the Act, the Directive and the requirements for their professional specialisation.
- 5) The reviewers comment on the following points in their habilitation thesis reviews:
  - a. relevance and innovativeness of the topic,
  - b. approach to the solution, the topic in the scholarly (including international) context,
  - c. methodology,
  - d. quality and accuracy of results,
  - e. applicability of results for the field development in further research and practice,
  - f. format and language of the work.
- 6) The public lecture held by the applicant is 45 minutes long, and the lecture held at the meeting of the Scientific Board of FEd MU is 20 minutes long. Both lectures must present results of original research / work / activities of the applicant. The lectures are always followed by a discussion.

**Part three**  
**Professor appointment procedure**

**Section 8**  
**Initiation of professor appointment procedure**

- 1) The professor appointment procedure at FEd MU begins with the submission of a proposal for initiating a professor appointment procedure by the applicant. The proposal must be written in English (section 12, subsection 4 of the Directive) and must include all required enclosures in accordance with section 13 of the Directive. The applicant must meet the professional requirements specified in the Regulations of FEd (section 10).

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<sup>8</sup> A sample is available at the faculty web page.

<sup>9</sup> Previously submitted habilitation theses are available at <https://www.muni.cz/vyzkum/akademicke-zalezitosti/prehled-habilitacnich-rizeni> (click on record of habilitation procedure on the given name and click on the title of the habilitation thesis).

<sup>10</sup> The plagiarism check of the published part of habilitation work is carried out; texts equal to less than 5 % are excluded.

- 2) Documentation for procedures initiated by submission of a proposal to the dean by the applicant must be submitted in person or by post to the following address: Office for Research and Development and International Relations, FEd MU, Poříčí 7, 603 00 BRNO.<sup>11</sup>
- 3) Documents that must be submitted for the initiation of the professor appointment procedure are listed in section 13 of the Directive. Applicants to FEd for professor appointment procedure must file a professional outline (the Directive, section 13, subsection 2, letter c) and a statement from the dean or the rector (the Directive, section 13, subsection 2, letter e). All the documentation must be dated and signed (with the exception of recommendations from professors, materials documenting achieved qualifications and the statement from the dean or the rector), unstapled, individual documents bound with a paper clip, in single copies. The applicant must submit two copies of their CV (Annex No. 3 of the Directive), single copies of documents certifying pedagogical experience (Annex No. 4 of the Directive) and a list of scholarly and artistic works (Annex No 5 of the Directive).
- 4) The applicant may list suggestions for specialists for the procedure on a separate sheet of paper, including full name, degrees, address of workplace including postcode, e-mail address, or alternatively another suitable contact.

### Section 9

#### **Other formal prerequisites of documentation for professor appointment procedures at FEd MU**

- 1) If the applicant has obtained a Bachelor's degree, it is necessary to submit materials documenting the awarding of the degree (and state it in CV correspondingly).
- 2) If the doctoral study was completed abroad (or the awarding of the degree of CSc. or DrSc. or DSc. or Dr. etc. abroad), it is necessary to submit materials relevant to the recognition of qualifications obtained abroad (nostrification), or recognition based on international equivalence agreements.
- 3) Degrees obtained abroad and used in the professor appointment procedure documentation must be used in forms which are identical to those on the diploma obtained abroad or in the equivalence agreement.
- 4) All the items required by the Directive must be listed in the index, possibly with a note that the given item is not applicable. Forms specified by the Directive for this purpose must be used.
- 5) All the surnames used by the applicant must be listed in the CV (the Directive Annex No. 3), if they are used in the overviews of publishing and other activities.
- 6) Items in indexes are listed chronologically (i.e. from the oldest ones to the newest ones) to avoid a shift in the numbering of the items in the case that new items are added to the list.
- 7) Classification of results must be done in accordance with the Methodology of Evaluation of the Results of Research Organizations (valid legislation at the time of initiation of the procedure)<sup>12</sup>.
- 8) For recognition of results in databases (in the case of qualification procedures, the following databases can be used: WoS, SCOPUS, ERIH, resp. ERIH+, the List of non-impact reviewed journals published in the Czech Republic<sup>13</sup>) the article / journal / proceedings must be included in the database at the time of publication of the submitted text<sup>14</sup>. This is applicable for the list of artistic and scholarly works (the Directive, Annex No. 5) and the list of citations and additional responses to published works (the Directive, Annex No. 6).
- 9) Means of bibliographical citations of publications, additional responses to published works and alternatively other activities are carried out in accordance with the customary practice in the given field; however, it is compulsory to specify:
  - a. ISBN, or ISSN, if they exist;
  - b. extent or number of pages of the submitted result (electronic texts that are not numbered, on-line texts etc. will be estimated according to e.g. their printed versions);

<sup>11</sup> Contact person: D. Nesnídalová, tel.: 549 49 5872, e-mail: nesnidalova@ped.muni.cz

<sup>12</sup> Methodology is published at [www.vyzkum.cz](http://www.vyzkum.cz) → R&D Evaluation.

<sup>13</sup> The List of non-impact reviewed journals published in the Czech Republic is relevant for articles published in 2008–2017.

<sup>14</sup> If the text is published in a journal in 2012 and the journal has been listed in the database since 2013, the article cannot be marked with a database abbreviation in the list of works of the applicant (the text is not included in a database). In databases WoS and SCOPUS, the submitted article must be filed (databases do not file all texts of given publication source).

- c. co-authorship must be specified in works done in collaboration (in percentages).
- 10) In the case of publishing a work in another than the original language or in the case of second editions, the publication is listed as one item (under one number), because such a publication does not bring any new scholarly results from the work of the applicant, but at the same time it proves interest in the text. If there is a new chapter in the publication, it must be listed as a separate chapter in a book with a corresponding note.
  - 11) No publication / activity can be listed more than once. In the case that a publication can be categorized in more than one group, the applicant must classify it into the most appropriate one.
  - 12) Citations and additional responses to published works must be listed without self-citations (i.e. citations of the given work created by any of the co-authors) and without citations used in students' theses.
  - 13) The following information must be listed in invited lectures and presentations at conferences:
    - a. invited lectures: author(s), title of the lecture, inviting institution, place and date (month, year), alternatively percentage of co-authorship;
    - b. presentations at conferences: author(s), title of the presentation, title of the conference, place and date (month, year), alternatively percentage of co-authorship.
  - 14) Works being printed can be listed only upon written confirmation (issued by the publisher, the editor etc.) – the confirmation does not have to be submitted sooner than at the time of updating materials before the evaluation board meeting.
  - 15) In accordance with section 13, subsection 4 of the Directive the applicant submits one copy of each scholarly publication listed in Annex No. 7 of the Directive as the most significant at the initiation of the procedure. The applicant can present copies of other significant publications at the meeting of the Scientific Board of FEd MU when the professor appointment procedure is taking place, alternatively the evaluation board or the rector in compliance with section 15, subsection 4 of the Directive may request them.

#### Section 10

#### **Professional requirements on professor appointment procedure applicants**

- 1) Qualification prerequisites of the applicant:
  - a. a university diploma holder and a holder of the scientific degree CSc. or the academic degree Ph.D. (Dr.) placed after the name (alternatively foreign or another equivalent) in the field that is identical or associated to the relevant professor appointment procedure field;
  - b. previous habilitation procedure in an identical or associated field<sup>15</sup>, if submission of the habilitation thesis was part of the habilitation procedure; potential waiver of the requirement of previous appointment to associated professor and relevance of the field are specified in section 12 of the Directive;
  - c. submission of at least two recommendations by professors in an identical or associated field, written in the English language, in the case that the procedure is initiated on the basis of a proposal submitted by the applicant;
- 2) Professional prerequisites of the applicant: publication and professional work in the field of the procedure is evaluated. These criteria must be understood as a minimal requirement on the applicant; quality, not quantity is determinant for the evaluation of their activities. Presentation of results in the international context is crucial. In artistic fields, professional requirements can be compensated with artistic activities (*examples of which are listed in italics*):
  - a. 2 scholarly books (reviewed, minimal extent 100 printed pages; in the case of a co-authored monograph, the co-authorship share of the applicant must be 100 pages at least); at least one of them must be a research monograph; one of the scholarly books must be published in a world language<sup>16</sup>;
  - b. 30 beneficial scholarly studies published domestically or abroad

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<sup>15</sup> In the case of an unclear connection between the fields in question, the vice-dean shall appoint the guarantor of the professor appointment procedure field to examine their affinity, in compliance with section 12 subsection 2 of the Directive. The Scientific Board of FEd shall examine unclear cases.

<sup>16</sup> The following languages are considered as world languages: English, Chinese, French, German, Russian and Spanish.

- i. scholarly books (except for books in a),
- ii. chapters in a scholarly book,
- iii. original research article in a journal,
- iv. original research article in proceedings listed in WoS or SCOPUS,

In artistic fields: *ad a. and b. – alternatively composition or performance of music pieces, or interpretation at renowned music festivals, significant stage exhibitions, by renowned orchestras or media, exhibitions in renowned institutions, performances, performances in architecture, in publications, in the field of visual communication etc.; only one scholarly book in a) can be replaced in this way. A research monograph is compulsory and cannot be replaced by an artistic activity;*

- at least 10 out of these studies must be published in a world language<sup>16</sup>;
- 5 must be published abroad;
- at least 4 journal studies must be registered in WoS or SCOPUS, 4 other journal studies registered in ERIH, or in ERIH+, or published as a reviewed research article meeting the requirements of the definition in the Methodology of Evaluation of the Results of Research Organizations (valid legislation at the time of initiation of the procedure<sup>12</sup>);

- c. 30 positive citations and additional responses to published works of the applicant, published domestically or abroad, out of which at least 5 citations were published in world languages<sup>16</sup> (*representation in collections, artwork acknowledgement and awards from art competitions, reviews, criticism, artwork realization etc.*);
- d. 5 textbooks, other educational texts (incl. chapters in textbooks), e-learning courses, on-line educational applications, other tools and materials for teaching, overview and educational texts and presentations, popular scientific texts and activities, participation in the curricular concept of a study programme (field, specialization, subject) as a part of an accreditation process (*organisational and professional operation in creative workshops, interpretation courses, panels*);
- e. participation in academic research and other projects (apart from internal projects at the institution the applicant is an employee of at the time of the project realization) – participation in at least one scientific research project and participation in at least one project as principal investigator;
- f. 5 years of successful pedagogical work at a university in the identical or associated field;
- g. 15 active presentations at academic conferences, symposiums, seminars, out of which at least 3 are invited, including presentations in world languages<sup>16</sup>, domestically or abroad (*artistic symposiums, exhibitions, music festivals, presentations of artistic work in media, exhibition curatorship etc.*);
- h. lectures held at other universities, alternatively at other institutions domestically and abroad;
- i. foreign academic, scholarly, pedagogical and/or artistic internships, teaching mobilities, visiting professor mobilities, out of which at least 1 is longer than one month, in total a minimum of 6 months; in reasoned cases, it is possible to replace these by activities with a clear international impact (e.g. equally demanding participation in international projects, completing e.g. a doctoral degree study abroad);
- j. successful supervision of academic staff and doctoral students (participation in organising doctoral degree study), supervisor or consultant of at least 1 graduate student of a doctoral degree study, establishment of a 'school' bringing new perspectives in the field;
- k. membership in scientific and/or scholarly (*artistic*) national or international societies, agencies and boards, such as committees for doctoral degree studies, editorial boards of scientific, scholarly (*artistic*) journals, scientific (*artistic*) boards, grant agency committees, scholarly society committees, significant congress committees, conferences, *festivals and exhibitions*, editorial boards, etc.

3) Exceptionally, a smaller number of activities in one category can be compensated for by a larger number of activities in another category, in such a way that the overall scholarly

level remains uninfluenced. Such compensations including. compensations of publication activities by artistic activities must be suggested and substantiated in an explicit statement by the guarantor in the relevant field and must be approved by the liable vice-dean before the initiation of the procedure.

#### Section 11

### The course of professor appointment procedure

- 1) The course of professor appointment procedure is implemented in accordance with the Directive, namely section 4.
- 2) The structure and work of the evaluation board is described in section 14 of the Directive. In the case of an even number of votes in evaluation board meetings, the board chairperson decides about the conclusion of the issue discussed.
- 3) The public lecture held by the applicant is 45 minutes long, the lecture held at the meeting of the Scientific Board of FEd MU is 20 minutes long. Both lectures must present the results of original research / work / activities of the applicant. The lectures are always followed by a discussion.

#### Part four

### Common and concluding provisions

#### Section 12

### Concluding provisions

- 1) Associated documents
  - *Rector's Directive No. 7/2017, on Habilitation Procedures and Professor Appointment Procedures*
  - *MU Habilitation procedure and professor appointment procedure regulations*
  - *Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts*
- 2) List of records
  - *None*
- 3) List of annexes
  - *None*
- 4) Supervision and update
  - The vice-dean responsible for habilitation procedures and professor appointment procedures at FEd MU is responsible for updating and maintaining compliance with this Dean's directive.
- 5) The vice-dean responsible for habilitation procedures and professor appointment procedures at FEd MU is commissioned with interpreting the individual provisions of this Dean's directive.
- 6) The procedure set out in this Dean's directive applies to procedures commenced on or after the date of entry into force of this Dean's directive.
- 7) This Dean's directive was approved by the Scientific Board of FEd MU on 27 February 2018.
- 8) This Dean's directive replaces the Dean's directive No. 1/2014, on Habilitation procedures and professor appointment procedures at the Faculty of Education, Masaryk University.
- 9) Amendments


- 10) This Dean's directive enters into force on the day of its publication.
- 11) This Dean's directive enters into force on 1 September 2018.

In Brno on 10 September 2018

doc. PhDr. Jiří Němec, Ph.D.  
Dean