

Rules for Habilitation Appointment Procedure at the FI MU

Habilitation appointments are conducted in the manner defined in the Article 72 of Higher Education Act. No 111/1998 of the Digest and according to the Rector's Regulation 4/2010.

The Faculty of Informatics MU offers Habilitation appointment in the field of **Informatics**.

The Scientific Board of FI MU approved on its meeting on 8th November 2012 the Indicative minimum criteria requirements for habilitation and appointment procedures at FI MU.

Habilitation appointments begin with the submission of applicant's proposal to the Office for Research & Development & Doctoral Studies FI MU. Applicants are requested to submit the proposal together with the following documents:

- Habilitation thesis in 4 copies and electronic version;
- Structured curriculum vitae;
- Certified copies of university degree and title award documents;
- Documents proving teaching experience;
- Technical characteristic of scientific work (1 page);
- List of scientific and professional works;
- List of responses to the all works;
- Summarized information of applicant's works and their responses;
- List of scientific internships;
- Other Qualification Documents.

Detailed information on the structure of the proposal and a description of each attachment are available in the Article 4 of the Rector's Regulation 4/2010.

The Dean of the Faculty submits applicant's application along with the proposal to set the Habilitation Board members to the Scientific Board of the Faculty. Upon the approval of the Scientific Board the Dean appoints the chairman and the members of the Habilitation Board. The Habilitation Board decides upon the appointment of three readers for the habilitation thesis, two of whom at least are from other institution than MU. The Habilitation Board chairman appoints the readers. The readers make within two months written reports, which submit to the Habilitation Board chairman.

The habilitation procedure includes a lecture for expert public in the range of about 60 minutes, which is evaluated at least by three members of the Habilitation Board. The Habilitation Board selects the topic of the lecture out of three options proposed by the applicant.

The Habilitation Board evaluates the scientific qualification of the applicant, his/her teaching ability and level of habilitation thesis on the basis of submitted materials, readers' reports and assessment report of the lecture. The Board votes by ballot on whether to nominate the applicant as an associate professor then submit the proposal to the Scientific Board of the Faculty.

More information about habilitation procedures is available in the Rector's Regulations 4/2010, Article 5.

Consideration of proposal for appointment of associate professor is executed in the Scientific Board of FI as follows:

- under the Dean's proposal the Scientific Board selects two assessors and two scrutineers,
- in the public part of the meeting of SB FI:
 - the Dean introduces applicant,
 - applicant presents the habilitation lecture (30 min), which includes the characteristic matters of science field and applicant's own scientific results,
 - Chairman of the Habilitation Board or him appointed member of the Board presents a justification of proposal of the Board,
 - Chairman of the Habilitation Board or him appointed member of the Board presents to SB FI the conclusions of the readers' reports,
 - a public discussion follows where the applicants has the opportunity to comment on readers' reports of the habilitation thesis, indicate additional data regarding his scientific and educational activities, answer questions of the Scientific Board members and guests,
- at the closed part of the meeting of SB FI:
 - each assessor delivers evaluation of lectures from professional and pedagogical point of view,
 - a general discussion is held
 - the members vote by secret ballot on the proposal of whether to nominate the applicant for associate professor,
- the Dean presents the result to applicant.

If the proposal does not obtain a majority of the votes of all members of the Scientific Board of the Faculty, the procedure is terminated. The Scientific Board submits the proposal to nominate the applicant for an associate professor to Rector. If the Rector disagrees with the proposal, submit it with his reasons for rejecting to the MU Scientific Board, which discusses the issue and votes by secret ballot on whether to nominate the applicant as an associate. If the proposal does not obtain a majority of votes of all members of the MU Scientific Board, the habilitation procedure is terminated, otherwise rector appoints an associate professor.