

**INTERNAL REGULATION OF THE JANÁČEK ACADEMY OF MUSIC AND  
PERFORMING ARTS IN BRNO of 16 May 2018**

**Rules of Habilitation Proceedings and Proceedings to Appoint Professors**

Based on the proposal of the Rector, the Academic Senate approves this internal regulation of the Janáček Academy of Music and Performing Arts in Brno:

PART ONE

**GENERAL PROVISIONS**

Art. 1

**Laws and Rules of Habilitation Proceedings and Proceedings for the Appointment of Professors**

(1) The habilitation proceedings are governed, without limitation, by Sections 71 and 72 and Section 75 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), as amended. Proceedings to declare invalidity of associate professor (docent) appointment are governed by Section 74(a) to 74(c) of the Higher Education Act.

(2) Proceedings for the appointment of professors are governed, without limitation, by Sections 73 and 74 and Section 75 of the Higher Education Act.

(3) The Rules of Habilitation Proceedings and Proceedings for the Appointment of Professors summarizes the legislation and sets forth details of procedure applied to the above proceedings.

Art. 2

**Principle of Urgency**

Bodies of the Janáček Academy of Music and Performing Arts in Brno (hereinafter referred to as "JAMU") and its faculties, Habilitation Commission during habilitation proceedings and the commission during proceedings for the appointment of professors act without undue delay.

Art. 3

**Exclusion of the Administrative Procedure Code**

The Code does not apply to habilitation proceedings and proceedings to appoint professors.

PART TWO

**HABILITATION PROCEEDINGS**

Art. 4

**Assessed Facts**

(1) Within the habilitation proceedings, the following shall be assessed:

- a) Artistic or scientific competence of the candidate, and
- b) Teaching qualification of the candidate.

(2) Artistic and scientific competence of the candidate is assessed, without limitation, based on a habilitation thesis and its defence and other scientific, specialized or artistic papers, always taking into account

- a) Artwork of the candidate related to the habilitation field, published no more than ten years before the proposal,
- b) Activities of the candidate in science and research related to the habilitation field, substantiated by a thesis and published papers,
- c) Management of workshops and projects at home and abroad,
- d) Membership in executive teams of artistic, specialized and scientific grants,
- e) International acclaim, significant awards of artistic or scientific work.

(3) Teaching qualification of the candidate is assessed based on the evaluation of a habilitation lecture and previous teaching experience. The candidate shall be considered to have sufficient teaching experience, if he or she substantiates at least

- a) Successful university teaching practice in the habilitation field in study programmes in the area<sup>1)</sup> of Art or Science of Art, generally for a total period of at least five years,
- b) Conceptual work in creating the content of study programmes and specializations,
- c) Supervision and assessment of bachelor and master theses and performance,
- d) Authorship of teaching texts (textbooks, manuals, e-learning materials, etc.).

#### Art. 5

### **Initiation of the Proceedings**

(1) The habilitation proceedings are initiated upon a proposal of the candidate. The proposal is submitted in writing to the Dean of the faculty that is accredited for a given habilitation field.

(2) The habilitation proceedings are initiated on the date of the proposal submission.

#### Art. 6

### **Proposal Particulars**

(1) The proposal shall include the candidate's name, surname, date of birth and place of residence as well as the field of the candidate's habilitation application.

(2) The following shall be attached to the proposal:

- a) Curriculum vitae,
- b) Documents certifying completed university education and respective degrees,
- c) Documents certifying teaching experience,
- d) List of scientific, specialized or artistic works,
- e) Overview of completed scientific, specialized or artistic fellowships both at home and abroad,
- f) Other documents certifying artistic or scientific qualification, if any,
- g) Habilitation thesis,
- h) Receipt of payment of the habilitation proceedings fee.

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<sup>1)</sup> Government Regulation No. 275/2016 Coll., on Areas of Higher Education

Art. 7

**Habilitation Thesis**

(1) A habilitation thesis is

- a) Artwork or artistic performance or a set of the above, such as an outstanding public artistic activity,
- b) Paper presenting new scientific findings in the education area of Art,
- c) Set of published scientific papers in the education area of Art with a commentary, or
- d) Printed published monograph presenting new scientific findings in the education area of Art.

(2) A habilitation thesis shall not include works or their parts that have already been submitted in order to obtain a degree. A habilitation thesis, pursuant to paragraph 1(a), shall include a written scientific contemplation at least 25 normalized pages long, presenting the contribution of the submitted outputs.

(3) The candidate shall submit the habilitation thesis in Czech, Slovak or English.

Art. 8

**Proceedings Fee**

(1) The amount of the habilitation proceedings fee shall be determined by the Rector; the amount of the fee shall be published in the public section of the JAMU website, as well as on the JAMU notice board, if required by the law.

(2) The habilitation proceedings fee shall be paid by means of a wire transfer to the JAMU bank account; the fee is due upon the submission of the proposal and shall not be refunded.

Art. 9

**Checking the Proposal Particulars**

(1) If the proposal does not include all the required particulars, the Dean shall call upon the candidate to rectify any flaws of the proposal; the Dean shall provide a reasonable period of time for the candidate to do so.

(2) In the call, the Dean shall inform the candidate that if the flaws of the proposal are not rectified in time, the habilitation proceedings shall be suspended, unless the sole remaining flaw of a proposal in art fields is the failure to submit certification of completed university education and the respective degrees; in such a case, the Dean shall pass the matter to the Faculty Arts Council to decide whether the candidate shall be released from the requirement of university education.

Art. 10

**Release from the Education Requirement**

In art fields, the Faculty Arts Council may release the candidate from the requirement of university education. If the candidate is released from the university education requirement, the documents certifying completed university education and the respective degrees are deemed submitted.

Art. 11

**Proceedings Suspension by the Dean**

If the candidate fails to rectify the flaws of the proposal within the set deadline, the Dean shall suspend the habilitation proceedings.

Art. 12

**Submission to the Faculty Arts Council**

If the habilitation proceedings have not been suspended, the Dean shall submit the matter to the Faculty Arts Council together with a proposal of the Habilitation Commission composition.

Art. 13

**Habilitation Commission**

The Habilitation Commission has five members; it consists of professors, associate professors and other significant representatives of a given or related field. The Habilitation Commission shall be chaired by a professor and at least three members shall be experts from an institution other than JAMU.

Art. 14

**Habilitation Commission Meetings**

- (1) The activities of the Habilitation Commission are managed by the Chair who may delegate management to another member.
- (2) For the Habilitation Commission to adopt a decision, the approval of the majority of all members is required. If a member does not express their approval, they are considered not to have agreed with the proposal. A secret vote during a per rollam meeting is performed using the application in the JAMU Information System.
- (3) Minutes shall be taken by the Chair from every Habilitation Commission meeting. The meeting minutes shall always indicate who and how convened the meeting, when and where the meeting took place, who was present in the meeting, who chaired the meeting, what was the meeting agenda, the result of the votes, exact wording of adopted decisions and the date of the minutes. Minutes of a per rollam meeting shall always include the questions asked, votes of the respective members, if the vote is not secret, the result of the respective votes and date of the minutes.

Art. 15

**Opponents and Reviews**

- (1) The Habilitation Commission, composed as approved by the Faculty Arts Council, shall appoint three opponents of the habilitation thesis who shall compile written reviews. Only one of the appointed opponents may be from JAMU. An appointment of an opponent shall not constitute employment.
- (2) The Habilitation Commission shall make the opponents' reviews available to the candidate no later than two weeks before the public meeting of the Faculty Arts Council at which the habilitation lecture and habilitation thesis defence shall take place.

Art. 16

**Assessment by the Habilitation Commission**

(1) The Habilitation Commission shall assess the artistic or scientific qualification of the candidate for a given field and their previous teaching experience.

(2) Based on the opponents' reviews, the Habilitation Commission shall assess the quality of the habilitation thesis;

For a habilitation thesis

- a) Pursuant to Article 7(1)(b), (c) or (d), in accordance with the following rules:
1. The submitted artwork or artistic performance (or a set of the above) shall be a unique and significant act in terms of authorship or interpretation (e.g. composition, music interpretation, script, literature, dramaturgy, direction, stage design, acting, singing, dancing or a performance combining several media), which is an outstanding contribution in the context of Czech dramatic or musical art,
  2. The uniqueness and outstanding contribution shall be substantiated by published studies or reviews discussing the artwork or artistic performance. Based on its nature, the artwork or artistic performance shall be substantiated by a record – written, visual, audiovisual or acoustic.
- b) Pursuant to Article 7(1)(b), (c) or (d), the habilitation thesis shall include new scientific findings in the education area of Art established by extensive research in the area, connected to references to the current knowledge status.

(3) By means of a secret vote, the Habilitation Commission shall decide whether the candidate shall be appointed associate professor. If the appointment is not proposed by the majority of the votes of all the Habilitation Commission members, the Habilitation Commission recommends the habilitation proceedings to be suspended; in such a case, the minutes shall also include the reasons for the decision of the Habilitation Commission. The proposal including a statement of grounds shall be presented to the Faculty Arts Council by the Chairperson or a member of the Habilitation Commission authorized by the Chairperson.

Art. 17

**Assessment by the Faculty Arts Council**

(1) The habilitation lecture and the habilitation thesis defence take place at a public meeting of the Faculty Arts Council. The habilitation lecture shall take approximately 20 minutes and focus on a specialized topic closely related to the specialization of the candidate and to the subject of their teaching practice.

(2) After a discussion, where the candidate shall be given the opportunity to give an opinion on the opponents' reviews, the defend their habilitation thesis and comment on their artistic or scientific and teaching experience to date, the Faculty Arts Council shall decide by a secret vote on a proposal to appoint the candidate associate professor.

Art. 18

**Suspension of Proceedings before the Faculty Arts Council**

If the appointment is not proposed by the majority of the votes of all the Faculty Arts Council members, the Faculty Arts Council recommends the habilitation proceedings to be suspended; in such a case, the minutes shall also include the reasons for the decision of the Faculty Arts Council.

Art. 19

**Passing the Proposal to the Rector**

- (1) The proposal to appoint an associate professor shall be passed by the Faculty Arts Council to the Rector.
- (2) If the Rectors disagrees with the proposal, the Rector shall submit the proposal including their reasoning to the JAMU Arts Council that shall discuss it and decide by a secret vote whether the candidate shall be appointed associate professor.

Art. 20

**Suspension of Proceedings before the JAMU Arts Council**

If the appointment is not proposed by the majority of the votes of all the JAMU Arts Council members, the habilitation proceedings are suspended; in such a case, the minutes shall also include the reasons for the decision of the JAMU Arts Council.

Art. 21

**Appointment of Associate Professors**

If the Rector agrees with the proposal passed by the Faculty Arts Council or if the appointment is proposed by a majority of the votes of all the JAMU Arts Council members, the Rector shall appoint the candidate associate professor.

Art. 22

**Documents Return**

If the habilitation proceedings are suspended, the habilitation thesis and any other documents shall be returned to the candidate; the Faculty shall retain their copies.

Art. 23

**Objections**

The candidate is entitled to raise objections to the habilitation procedure within 30 days; the objections shall be raised with the Dean. If the Dean does not accommodate the objections, they shall be passed to the Rector; the Rector's decision is final. The decision of the Rector or the Dean shall be justified.

PART THREE

**PROCEEDINGS FOR THE APPOINTMENT OF PROFESSORS**

Art. 24

**Assessed Facts**

- (1) The proceedings for the appointment of professors are aimed to establish the teaching and scientific or artistic qualification of a candidate who is a significant and recognized artistic or scientific person in their field.
- (2) Teaching qualification shall be proved by a candidate who substantiates their successful and conceptual teaching activities at a university, including but not limited to

- a) Substantial contribution to the formation of study programmes and their specializations,
- b) Supervision of and opposing master theses and performances,
- c) Previous or current engagement as a doctoral study programme tutor,
- d) Authorship of teaching texts (such as textbooks, manuals, e-learning materials, etc.).

(3) Artistic or scientific qualification shall be proved by a candidate who has been appointed associate professor and substantiates their own significant artistic or scientific activity, by

- a) A set of significant artworks or artistic performances and their written, audiovisual, acoustic or visual records,
- b) A set of published books or published specialized studies accompanied by a summarizing commentary,
- c) Acclaim of their artistic or scientific work (such as studies and reviews in specialized and daily press, dictionary entries, profile),
- d) Information about artistic, specialized and scientific grants,
- e) Information about lectures or workshops at other universities or abroad,
- f) Information about active participation in conferences, symposiums and other specialized conventions at home and abroad,
- g) Information about membership in significant artistic and scientific institutions, organizations and companies, etc. at home and abroad,
- h) Information about service in the academic community, including but not limited to activities within university bodies and their parts and the doctoral studies field council,
- i) Information about popularization activities in art or science.

#### Art. 25

### **Initiation of the Proceedings**

(1) The proposal to initiate proceedings for the appointment of professors is submitted to the Arts Council of the faculty that is accredited for a given appointment field. The proceedings for the appointment of professors are initiated on the date of the proposal submission. The proposal may be filed by

- a) The candidate supported by at least two written opinions of professors of the same or related field,
- b) The Dean, or
- c) The Rector.

(2) The proceedings for the appointment of professors may also be initiated by the Faculty Arts Council at its own discretion.

#### Art. 26

### **Proceedings Prerequisites**

(1) The initiation of the proceedings for the appointment of professors shall be preceded by

- a) Appointment of associate professor based on habilitation proceedings, within which a habilitation thesis was submitted,
- b) Candidate's approval and submission of documents pursuant to Article 27(2) by the candidate, unless the proceedings for the appointment of professors shall be initiated upon a proposal of the candidate.

(2) In exceptional cases, where the person proposed to be appointed professor already is a professor at a renowned university abroad, the Rector may, based on a proposal of the JAMU Arts Council, release the candidate from the requirement of previous associate professor appointment as a prerequisite for the professor appointment.

## Art. 27

**Proposal Particulars**

(1) The proposal shall include the candidate's name, surname, date of birth and place of residence as well as the field in which the proceedings for the appointment of professors are initiated.

(2) The following shall be attached to the proposal:

- a) Curriculum vitae,
- b) Documents certifying completed university education and respective degrees,
- c) Documents certifying teaching experience,
- d) List of scientific, specialized or artistic works,
- e) Overview of completed scientific, specialized or artistic fellowships both at home and abroad,
- f) Other documents certifying artistic or scientific qualification, if any,
- g) Receipt of payment of the fee for the proceedings for the appointment of professors.

## Art. 28

**Checking the Proposal Particulars**

(1) If the proposal does not include all the required particulars, the Chairperson of the Faculty Arts Council shall call upon the candidate to rectify and flaws of the proposal. The Chairperson of the Faculty Arts Council shall provide a reasonable period of time for such rectification.

(2) In the call, the Chairperson of the Faculty Arts Council shall inform the candidate that if the flaws of the proposal are not rectified in time, the proceedings for the appointment of professors by the Faculty Arts Council shall be suspended, unless the sole remaining flaw of a proposal in art fields is the failure to submit certification of completed university education and the respective degrees and the Faculty Arts Council releases the candidate from the university education requirement.

## Art. 29

**Commission**

(1) For the assessment of the proposal, the Faculty Arts Council approves a commission of five members based on the Dean's proposal.

(2) The Commission consists of professors, associate professors and other significant representatives of a given or related field. The Commission shall be chaired by a professor and at least three members shall be experts from an institution other than JAMU.

## Art. 30

**Commission Meetings**

(1) The activities of the Commission are managed by the Chair who may delegate management to another member.

(2) For the Commission to adopt a decision, the approval of a majority of all members is required. If a member fails to express their approval, they are considered not to have agreed with the proposal. A secret vote during a per rollam meeting is performed using the application in the JAMU Information System.

(3) Minutes shall be taken by the Chair from every meeting of the Commission. The meeting minutes shall always indicate who and how convened the meeting, when and where the meeting took place, who was present in the meeting, who chaired the meeting, what was the meeting agenda, the result of the votes, exact wording of adopted decisions and the date of the minutes. Minutes of a per rollam meeting shall always include the



questions asked, votes of the respective members, if the vote is not secret, the result of the respective votes and date of the minutes.

Art. 31

**Proceedings Fee**

(1) The amount of the fee for the proceedings for the appointment of professors shall be determined by the Rector the amount of the fee shall be published in the public section of the JAMU website.

(2) The fee for the proceedings for the appointment of professors shall be paid by means of a wire transfer to the JAMU bank account; the fee is due upon the submission of the proposal and shall not be refunded.

Art. 32

**Release from the Education Requirement**

In art fields, the Faculty Arts Council may release the candidate from the requirement of university education.

Art. 33

**Assessment by the Commission**

(1) The Commission shall assess the candidate's qualification and decide by a secret vote whether the candidate shall be appointed professor. If the appointment is not proposed by a majority of the votes of all the Commission members, the Commission recommends the proceedings for the appointment of professors to be suspended; in such a case, the minutes shall also include the reasons for the decision of the Commission.

(2) The proposal including a statement of grounds shall be presented by the Chairperson or a member of the Commission authorized by the Chairperson to the Arts Council of the faculty that approved the Commission.

Art. 34

**Call for a Lecture**

The Faculty Arts Council shall call upon the candidate to give a lecture at its public meeting, at which the candidate shall present a concept of artistic or scientific work and teaching in a given field and give information about their own contribution to art and science development on an international scale.

The lecture is generally expected to be about 30 minutes long.

Art. 35

**Assessment by the Arts Council**

After the lecture, the Faculty Arts Council decides by a secret vote whether to propose that the candidate shall be appointed professor. After approval, a proposal is submitted to the JAMU Arts Council that votes by a secret vote about presenting the proposal to the Minister; before the vote, the candidate has the opportunity to present a brief summary of their own artistic, scientific and teaching work.

Art. 36

**Suspension of Proceedings before the Arts Council**

If the appointment is not proposed by a majority of the votes of all the Arts Council members, the Arts Council suspends the proceedings for the appointment of professors; in such a case, the minutes shall also include the reasons for the decision of the Arts Council.

Art. 37

**Proposal Submission**

A proposal of the JAMU Arts Council to appoint a professor is submitted to the President through the Minister.

Art. 38

**Objections**

The candidate may raise objections to the proceedings for the appointment of professors within 30 days. The objections shall be decided on by the Rector and the Rector's decision is final.

PART FOUR

**JOINT, INTERIM AND FINAL PROVISIONS**

Art. 39

**Publishing Information about the Proceedings**

- In the public section of its website, the Faculty shall immediately publish information
- a) About initiation of habilitation proceedings and proceedings for the appointment of professors,
  - b) Dates of the respective public meetings of the arts councils,
  - c) Information about termination of habilitation proceedings and proceedings for the appointment of professors.

Art. 40

**Proposal Withdrawal**

- The candidate may withdraw their proposal
- a) in habilitation proceedings until appointment by the Rector,
  - b) in proceedings for the appointment of professors to JAMU until the approval of the proposal to appoint the candidate professor by the JAMU Arts Council.

Art. 41

**Joint Creative Activity**

If the assessed facts are to be evaluated based on the results of joint creative activity of the candidate and other persons, the candidate shall state which parts of the outputs were processed by the candidate himself/herself or, if it is not reasonably possible, specify their personal contribution.

Art. 42

**Interim Provisions**

Habilitation proceedings and proceedings for the appointment of professors initiated prior to the effective date of this internal regulation shall be completed in accordance with the existing regulations.

Art. 43

**Force and Effect**

This internal regulation comes into force on the day of its registration by the Ministry of Education, Youth and Sports and into effect on the first day of the calendar month following the month of its publication in the JAMU Sheet.

Prof. Mgr. Petr Oslzlý The Rector

doc. PhDr. Květoslava Horáčková, Ph.D.  
Chairperson of the JAMU AS

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