



**Pannon Egyetem**  
University of Pannonia

## HABILITATION REGULATION

Adopted by the Senate: 28.09.2023

Resolution number: 176/2023. (IX.28.)

Effective date: 06.10.2023

Person responsible for the maintenance of the regulation: Chair of UDHC (University Doctoral and Habilitation Council)

Version: 00

version	date of publication	effective date	date of repeal	Senate or Board of Trustees resolution number*
00.	06.10.2023.	06.10.2023.	-	176/2023. (IX.28.) Senate resolution number

\*if the entry into force of the rules is subject to adoption by the Board of Trustees

## Table of Contents

General Provisions.....	4
The University Organisation conducting the Habilitation Procedure.....	4
Habilitation Request.....	6
Habilitation Procedure.....	9
Award the Title of Doctor with Habilitation.....	11
Conflict of Interest.....	12
Legal Remedies.....	12
Final Provisions .....	12

### Annexes

Annex 1: Areas of Activity of the Disciplinary Habilitation Committees

Annex 2: Criteria for Evaluating Teaching, Research and Public Scientific Activity

Annex 3: Requirements by the Disciplinary Habilitation Committees

*The Habilitation Regulation (hereinafter referred to as: “**Regulation**”) issued by the University of Pannonia (hereinafter referred to as: “**University**”) on the basis of the Organisational and Operational Rules (hereinafter referred to as: “**OOR**”), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: “**OORP**”) approved by the Senate and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders’ and ownership rights (hereinafter referred to as: “**Operator**”) and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows.*

## **1. §**

### **General Provisions**

- (1) Pursuant to **Act CCIV of 2011 on National Higher Education (hereinafter referred to as NHEA)** and **Government Decree No. 387/2012. (XII.19.) (hereinafter referred to as DR)** the University lays down the following Regulation.
- (2) The scope of the Regulation extends to the University's lecturers, academic researchers, employees involved in the implementation of the University's habilitation duties, as well as to applicants for habilitation at the University who are not employed by the University.
- (3) [NHEA.108.§ 7.] **Habilitation means the assessment of teaching and lecturing skills and academic performance by the higher education institution.**
- (4) [DR 21. § (1)] The title of doctor with habilitation or, in abbreviated form, 'dr. habil.' (hereinafter referred to jointly as 'title of doctor with habilitation') shall be awarded as a result of a habilitation procedure carried out on application.

## **2. §**

### **The University Organisation conducting the Habilitation Procedure**

- (1) [DR 22. § (1)] The University is authorised to carry out habilitation procedures and award the title of doctor with habilitation in the disciplines and, more specifically, in the branches of science and art in which they are authorised to award doctoral degrees.
- (2) [DR 22. § (2), DR 23. § (3)] The University shall establish a habilitation committee to conduct the habilitation procedure and award the title of habilitated doctor. The University may provide in its organisational and operational regulations that the duties of the habilitation committee shall also be performed by the doctoral council, provided that its composition meets the requirements of DR Section 22(2).
- (3) The duties of the Habilitation Committee shall be performed by the University Doctoral and Habilitation Council (hereinafter referred to as UDHC) in accordance with the OORP.

- (4) [DR 22. § (2)] The members of the UDHC shall be selected by ensuring that
- a) each member who is a lecturer, professor or research fellow employed full-time by the given higher education institution, under an employment relationship, holds the title of doctor with habilitation,
  - b) at least two thirds of the members are university professors, and
  - c) one third or at least two of the members do not have an employment relationship with the higher education institution concerned.
- (5) [DR 22. § (3)] The UDHC shall be chaired by a university professor. The term of office of the chair and members of UDHC is for a maximum of five years and may be renewed several times.
- (6) In accordance to the OORP the UDHC members are the heads of the doctoral schools and external members elected by the Senate of the University. The Deans may participate in the UDHC meetings with the right to deliberate. The head of UDHC is elected by the Senate on the proposal of the Rector.
- (7) [DR. 22. § (4.)] Duties of the UDHC in relation to habilitation procedures:
- a) appoint the members of the official board of referees,
  - b) evaluate the reports of referees,
  - c) awarding the title of doctor with habilitation,
  - d) initiating a habilitation procedure (including the authorisation of a procedure in a foreign language) on the basis of the Disciplinary Doctoral and Habilitation Councils (hereinafter referred to as DDHC) position, or rejecting an application that does not meet the prerequisites set out in this Regulation,
  - e) developing guidelines to coordinate the work of the DDHC.
- (8) The UDHC delegates the tasks to the DDHC set out in Section 2(7a-b).
- (9) The decision making mechanism of the UDHC and the further framework for its operation are set out in Section 4 of the Doctoral Regulations.
- (10) By virtue of the mandate set out in Section 23(1) of the DR the UDHC establishes DDHC in the following branches of sciences:
- a) Management Sciences and Business Administration DDHC: in the branch of science of management sciences and business administration;
  - b) Informatics DDHC: in the branch of science of information science and technology;
  - c) Chemistry and Environmental Sciences DDHC: in the branches of science of chemical sciences and environmental sciences;
  - d) Linguistics DDHC: in the branches of science of linguistics;
  - e) Chemical Engineering and Material Sciences DDHC: in the branch of

science of bio, environmental and chemical engineering studies, material sciences and technologies.

(11) [DR 23. § (1) applied pursuant to DR 22. § (2)] The members of the DDHC shall be selected by ensuring that

- a) each member who is a lecturer, professor or research fellow employed full-time by the given higher education institution, under an employment relationship, holds the title of doctor with habilitation,
- b) at least two thirds of the members are university professors, and
- c) one third or at least two of the members do not have an employment relationship with the University.

(12) The chair of the DDHC is the head of the doctoral school. The term of office of the chair and members of the DDHC is the same as that of the UDHC. The chair of the DDHC shall be a university professor who is elected by the UDHC from among the core members of the doctoral schools - based on the proposal by a majority of the core members of DDHC - and appointed by the Rector.

(13) The DDHC is quorate if more than half of its voting members are present. It takes its decisions by vote. The TDHT adopts the proposal by 2/3 majority. Minutes of the meetings shall be kept and certified by the chair.

(14) The DDHC shall

- a) take a position on whether habilitation procedures can be initiated,
- b) appoint the members of the official board of referees,
- c) evaluate the report of the board of referees,
- d) organise and promote scientific colloquia and classroom lectures,
- e) prepare a summary report for the UDHC for the award of the habilitation title, including a textual and scored evaluation of the application, the public classroom lecture and the scientific colloquium.

### **3. §**

#### **Habilitation Request**

(1) [DR 21. § (2)] The initiation of a habilitation procedure may be requested by anyone who complies with the following conditions:

- a) The candidate holds a doctoral degree and has been performing high-level independent scientific or artistic creative activities since obtaining an academic degree, or for at least five years.
- b) The candidate has taught at least eight semesters at a domestic or foreign

higher education institution.

c) If habilitation is awarded for scientific work, the candidate must perform regular and high-level publication activities, as proven by articles published in high-ranking international, peer reviewed journals recognised as trusted sources of information in the given professional field, as well as citations appearing in the same and assessed on the basis of the national scientific bibliographic database as defined in Section 3(1)(o) of Act XL of 1994 on the Hungarian Academy of Sciences, and must give lectures or present findings at international and domestic scientific events on a regular basis.

d) If habilitation is awarded for technical work, the candidate must perform regular and high-level creative activities, as proven by implemented patents and designs, peer reviewed journal articles and citations thereof, must give lectures or present findings at international and domestic professional events on a regular basis, and must have practical results that are outstanding also in international terms and have received positive domestic and international professional feedback also in printed form;

e) The candidate must hold a clean criminal record and have the legal capacity to act.

(2) [DR 21. § (3)] The application for habilitation shall be accompanied by theses summarising the results of scientific, technical or artistic creative activities performed since obtaining a doctoral degree. The DDHC may also require the submission of a habilitation dissertation. The results of selected works shall be presented in a coherent system that is comprehensible on its own. New findings shall be itemised in the customary form of academic theses, with references to select academic publications or works in the thesis points.

(3) [DR 21. § (4)] The title of doctor with habilitation can be obtained in the same branch of science in which the doctoral degree was awarded to the applicant. Candidates may request the initiation of a habilitation procedure in a branch of science other than the one in which the doctoral degree was awarded only if it is justified by their activities performed since the award of the doctoral degree.

(4) A doctoral degree obtained abroad must be recognised and naturalised in accordance with the applicable legislation when the habilitation procedure is initiated.

(5) Initiation of the habilitation procedure may be applied for at the University in the branches of science of the doctoral programmes listed in Annex 1.

(6) The application (and its annexes) for the habilitation procedure must be submitted to the Directorate of Academic Affairs (hereinafter referred to as Directorate) in 1 hard copy and electronically to the Directorate's e-mail address [oik@uni-pannon.hu](mailto:oik@uni-pannon.hu). The Directorate will send an electronic notification to the applicant to rectify any incomplete or incorrect applications. The applicant may resubmit the application at any time after the application has been rectified.

(7) In the application for habilitation the discipline and more specifically the branch of science in which the applicant is requesting habilitation shall be stated.

(8) Annexes to the application are:

- a) doctoral (PhD) degree,
  - b) an official certificate of good conduct (or a substitute certificate in the case of a foreign national), if the candidate was not working in a job subject to a clean criminal record at the time of the application for habilitation,
  - c) detailed curriculum vitae,
  - d) documents attesting to the candidate's long-standing scientific, professional and creative activity and his/her literary work,
  - e) separate copies of the thesis and 10 publications that the applicant considers most relevant,
  - f) documents certifying the candidate's ability to create a curriculum,
  - g) any request, if applicable, for authorisation to conduct proceedings in a foreign language,
  - h) three suggestions for the topic of the classroom lecture (pertaining to the branch of science specified in the habilitation application) to be conducted as part of the public proceedings of the habilitation procedure,
  - i) declaration stating that the applicant has not submitted a habilitation request (pending) to any other university in the same specific branch of science, and that no such request has been refused within the past two years (in the same specific branch of science),
  - j) a declaration of acceptance of the candidate from the head of the doctoral school in the specific discipline,
  - k) a statement that the candidate has several years' experience as a university lecturer,
  - l) indication of the topic of the scientific colloquium,
  - m) the proof of payment of the procedural fee.
- (9) The habilitation procedure is subject to a fee of HUF 80,000 plus indirect costs at the rate set in the current budget. Proof of payment of the procedural fee must be provided when the application for the habilitation procedure is submitted. The fee is payable by transfer to the University's main bank account: 10300002-10802153-00014904. In the reference field please indicate the following: 'Habilitációs eljárási díj/NÉV/DI azonosító' [Procedural fee for habilitation procedure/NAME/Doctoral School ID].



<b>Doctoral School</b>	<b>Doctoral School ID</b>
Doctoral School of Management Sciences and Business Administration	GSDI - A033300028
Doctoral School of Chemistry and Environmental Sciences	KKDI - C013300015
Doctoral School of Information Science and Technology	ITDI - E013300027
Doctoral School of Chemical Engineering and Material Sciences	VMADI - C013300016
Multilingualism Doctoral School	TNYDI - D033300020

- (10) The UDHC shall initiate the habilitation procedure or reject the application on the basis of the application submitted.
- (11) An application may be rejected by providing a reason therefor on the basis of the following criteria:
- a) the University is not accredited in the branch of science indicated by the applicant;
  - b) the applicant's scientific work is not in line with the field of science indicated in the application;
  - c) the foreign language is not approved by the habilitation committee (for language requirements, please refer to the requirements for doctoral applications in Annex 2 of the Doctoral Regulations);
  - d) the application is premature, the required period by the legislation force at the time has not elapsed after the award of the doctoral degree;
  - e) the applicant has not achieved the minimum score on the basis of the criteria set out in Annex 2;
  - f) the applicant does not meet the requirements of the branch of science for habilitation (cf. Annex 3).
- (12) In the event of a rejection on the grounds set out in Section 3(11) before the procedure has been initiated, 90% of the procedural fee will be refunded.
- (13) If the UDHC authorises the initiation of the habilitation procedure, the DDHC appoints and invites the official referees and selects the topic of the classroom lecture.

#### **4. §**

#### **Habilitation Procedure**

- (1) [DR 22. § (5)] The habilitation procedure is comprised of the following parts:
- a) an assessment of eligibility based on the assessment of compliance with the criteria set out in 3.§ (1) herein,
  - b) an assessment of the habilitation theses,

- c) a habilitation lecture delivered in Hungarian and in a foreign language, and its assessment in accordance with Section 108(7) of the NHEA.,
- d) a public debate and its assessment.

(2) The DDHC shall invite three independent referees, at least two of whom shall be external persons in the sense of not being employed by the University, to assess the candidate's professional performance. One referee must be a professor in the research area chosen by the candidate, and the other two referees shall be recognised representatives, possessing the title of doctor with habilitation in the branch of science.

(3) The duties of the referees are:

- a) to draw up a written opinion on the application, propose its acceptance and eligibility for a public lecture,
- b) to evaluate the classroom lecture,
- c) to evaluate the scientific colloquium (lecture in a foreign language).

(4) DDHC members shall receive the opinions of experts fixed in Section 4(2) 8 days prior to the committee's meeting and discuss them. The disciplinary habilitation committee may, if it so wishes, invite the candidate for an interview before taking a decision.

(5) The DDHC decides by secret ballot (awarding 0, 1, 2 or 3 points) whether the candidate will be invited to give a public lecture. The public part of the procedure can be started if the qualitative voting score is at least 66.6% of the attainable maximum score.

(6) The DDHC selects the topics of the Hungarian and foreign language lectures from the topics indicated by the candidate and the location of the lecture (university faculty).

(7) Candidates may withdraw their application prior to the approval of the public part of the procedure. In this case, the candidate may from UDHC ask for a refund of 50% of the procedural fee. The UDHC shall decide on the repayment on a discretionary basis. The candidate may resubmit an application for habilitation not earlier than 2 years following the withdrawal.

(8) The candidate shall be notified of their application being deemed eligible for public lecture within 15 days of the decision. The lectures must be organised within 3 months of the decision. If justified, the candidate may ask the DDHC to postpone the lectures by a maximum of 1 year.

(9) The classroom lecture in Hungarian forming part of the habilitation procedure and selected by the DDHC based on the 3 topics proposed by the candidate shall be one of the classroom lectures belonging to the curriculum of a subject that the candidate has already announced or intends to announce in the future. The lecture must be delivered off by heart – reading is not allowed. The habilitation lecture is public, to which the teachers, researchers and students of the University must be

invited. The place and time of the lecture must be announced to the national professional and student audience at least 2 weeks in advance.

(10) The DDHC will ensure that the application in its entirety, including the experts' opinions, is available to the public for reading for at least 2 weeks before the public lecture.

(11) Referees must be present at the classroom lecture. The chair of the habilitation lectures is appointed by the DDHC. After the classroom lecture, anyone can ask questions related to the topic covered in the class from the candidate. The candidate's response shall demonstrate the candidate's specialised knowledge.

(12) Behind closed doors, The DDHC, including the referees, evaluates the lecture by secret ballot (0, 1, 2, 3 points), gives a summary opinion on the lecture in the minutes and presents it to the participants.

(13) The scientific colloquium is a 20-minute presentation of the applicant's main scientific results delivered off by heart in a foreign language. The lecture is followed by a debate in a foreign language, in which the referees will also take part. The foreign-language part of the scientific colloquium is conducted by the chair in that foreign language.

(14) After the scientific colloquium, the DDHC, including the referees, will evaluate the candidate's performance by secret ballot (awarding 0, 1, 2 or 3 points) behind closed doors. In the minutes, they give a summarised opinion on the candidate's scientific competence and ability to make presentations in a foreign language, and present their opinion to the participants.

(15) The public part of the procedure is considered successful if the performance score obtained by the candidate is at least 66.6% of the maximum score in both the classroom lecture and the scientific colloquium separately.

(16) Unsuccessful lectures can be repeated once, after 1 year. The procedure may only then be continued, if the lectures have been deemed successful. If the candidate does not make use of the possibility to repeat the lectures within 2 years, the habilitation committee will close the procedure based on the expiry of the statute of limitations.

## **5. §**

### **Award the Title of Doctor with Habilitation**

- (1) The summary report must be sent by the DDHC 8 days before the meeting of the UDHC.
- (2) The members of the UDHC vote by 'Yes' or 'No' in a secret ballot. The title of doctor with habilitation is awarded if at least 66.6% of the members present have voted with 'Yes'.
- (3) A procedure that has been deemed unsuccessful by the UDHC may be

repeated at the earliest 2 years after the decision.

(4) [DR 24. § (4)] The habilitation procedure shall be completed within one year after submission of the application.

(5) [DR 24. § (1)] On the basis of the decision entered into the doctoral records, the University shall issue a habilitation diploma (decretum habilitationis) attesting to the award of the title of doctor with habilitation by the UDHC, indicating in it the discipline, and the branch of science or art within that, and simultaneously notifying it to the Educational Authority.

(6) [DR 24. § (2)] The title of doctor with habilitation can be revoked upon decision of the UDHC if it is established that the conditions for the award of the title were not fulfilled.

## **6. §**

### **Conflict of Interest**

[DR 17. §] Persons, who are close relatives of the candidate concerned or who cannot be expected to consider the case objectively, cannot participate in the procedure as official referees and board members.

## **7. §**

### **Legal Remedies**

(1) Applicants may submit an appeal against any decision taken in the procedure within 30 days of the notification, addressed to the Rector of the University, to the body that made the first instance decision, by post to Egyetem street 10, 8200 Veszprém, Hungary, citing procedural errors or infringements. The University Rector shall consider the appeal within 30 days of its submission.

(2) The University shall inform the appellant of the decision by post.

(3) In the decision of the second instance, the Rector shall uphold, alter or annul the decision of the first instance. If necessary, the Rector may, in addition to annulling the first instance decision, order the first instance decision-making body to initiate new proceedings.

## **8. §**

### **Final Provisions**

(1) Title of doctor with habilitation obtained in accordance with the provisions of the Act CCIV of 2011 on national higher education shall be equivalent with the title of doctor with habilitation awarded in accordance with this Regulation.

(2) This Regulation was adopted by Resolution No. 176/2023. (IX. 28.) of the

University Senate at its meeting on the 28 September 2023. This Regulation enters into force on the 6 October 2023, its provisions shall be applicable to cases opened and procedures repeated after this date. Simultaneously, the Resolution No. 176/2021. (X. 28.) of the Senate shall cease to have effect.

Veszprém, 28 September 2023

Dr. András Gelencsér  
Rector

Zsolt Csillag  
Chancellor

## Annex 1

### AREAS OF ACTIVITY OF THE DISCIPLINARY HABILITATION COMMITTEES

<b>Disciplinary Habilitation Committee</b>	<b>Doctoral School</b>	<b>Branch of Science</b>
Management Sciences and Business Administration	Doctoral School of Management Sciences and Business Administration	management sciences and business administration
Informatics	Doctoral School of Information Science and Technology	information science and technology
Chemistry and Environmental Sciences	Doctoral School of Chemistry and Environmental Sciences	chemistry
		environmental sciences
Linguistics	Multilingualism Doctoral School	linguistics
Chemical Engineering and Material Sciences	Doctoral School of Chemical Engineering and Material Sciences	bio, environmental and chemical engineering studies
		material sciences and technologies

## Annex 2

### CRITERIA FOR EVALUATING TEACHING, RESEARCH AND PUBLIC SCIENTIFIC ACTIVITY

**/Self-evaluation by the candidate after obtaining PhD or Candidate of Sciences degree, based on their activity in the past maximum five years. Depending on branch of science fill in Table III.A or III.B. Each point must be listed in an itemised, identifiable manner./**

Year of PhD/Candidate of Sciences degree: ..... .

The data used to calculate the scores cover the period from 20..... to ...

#### I. TEACHING ACTIVITY

	<i>Points</i>
1. Seminar held (1 hour)	1
2. Lecture held (1 hour)	2
3. Course in doctoral school (1 hour)	3
4. Supervision of a defended thesis in Hungarian	5
5. Consultancy for a research paper submitted to a Scientific Students' Associations Conference (TDK):	
- national:	2
- university (faculty) level:	0
	10
6. Supervision of a defended PhD thesis in Hungarian	30
7. Preparation of a subject curriculum (per programme)	20
The score of the same items when done in a foreign language shall be multiplied by two.	
or	
The score of the same items when carried out abroad as a guest lecturer shall be multiplied by four.	

<b>Minimum score for teaching activity for a lecturer:</b>	<b>1000</b>
<b>Minimum score for teaching activity for a full-time research fellow:</b>	<b>400</b>

#### II. PUBLICATION ACTIVITY

##### 1. Conference presentation and poster abstract

1.1. Hungarian-language domestic events	1
1.2. Foreign-language domestic events	2
1.3. International events in Hungary	3
1.4. Foreign events	3
1.5. At a world conference or congress	5

##### 2. Publications

2.1. In Hungarian, educational (not in a newspaper)	2
2.2. In a peer-reviewed journal in Hungarian	4
2.3. In a congress publication in Hungarian	4
2.4. In a foreign-language, peer-reviewed national journal	8
2.5. In congress publication in a foreign language	8
2.6. In a peer-reviewed scientific journal published abroad in a foreign language	12
2.7. International thematic bibliography (in a foreign language)	18
2.8. Cumulative impact factor of publications over the last 5 years	IF= points

##### (3) Textbook, university course book

3.1. Chapter in university course book	8/author's sheet
3.2. Sole author of university course book	12/author's sheet

3.3.	Chapter in university textbook	8/author's sheet
3.4.	Sole author of university textbook	12/author's sheet
<b>(4) Scientific book or chapter in a scientific book</b>		
4.1.	Book or chapter in Hungarian (educational) encyclopaedia entry = book chapter	8/author's sheet
4.2.	Scientific book or chapter in Hungarian	12/author's sheet
4.3.	Scientific book or chapter published by a Hungarian publisher in a foreign language	16/author's sheet
4.4.	Scientific book or chapter published by a foreign publisher in a foreign language	20/author's sheet
<b>(5) Citations in scientific publications</b>		
5.1.	International prestigious handbook	5
5.2.	Foreign-language, peer-reviewed journal	2
5.3.	Hungarian-language, peer-reviewed journal	1

<b>Minimum score for publication activity for a full-time lecturer:</b>	<b>170</b>
<b>Minimum score for publication activity for a full-time research fellow:</b>	<b>425</b>

### **III.A. OTHER ACTIVITIES**

In case of following criteria, it is not necessary to list all the items, only those three results which are considered the most prestigious by the candidate. Each result is worth 1 point. In this category, the relevant Disciplinary Doctoral and Habilitation Council evaluates the candidate's performance on a three-point scale (excellent, pass, fail), where it is necessary to attain at least 'Pass'.

#### **1. EDITORIAL ACTIVITY**

**Please indicate maximum three activities that you consider most important!**

- 1.1. Domestic conference abstracts book
- 1.2. International conference abstracts book
- 1.3. Domestic Hungarian-language journal/publication year
- 1.4. Domestic foreign-language journal/publication year
- 1.5. Conference lecture volume or article collection (Hungarian) or monographic series
- 1.6. Conference lecture volume or article collection (foreign)
  - published in Hungary
  - published abroad
- 1.7. Foreign journal (editorial board membership, special issue editing)

#### **2. PUBLIC SCIENTIFIC AND CONFERENCE PRESENTER/ORGANISER ACTIVITY**

**Please indicate maximum three activities that you consider most important!**

- 2.1. Conference Section Chair
  - in Hungary
  - international abroad/in Hungary
  - world
- 2.2. Conference organisation
  - organisation of a domestic scientific event
  - organisation of an international scientific event
  - organisation of a domestic congress
  - organisation of an international congress
- 2.3. Organisation of scientific events



- symposium org. committee member/president/secretary
  - conference org. committee member/president/secretary
  - congress org. committee member/president/secretary
- 2.4. Participation in the editorial board of a scientific journal as
- editor-in-chief
  - editor in charge
  - member

### 3. PARTICIPATION IN THE SCIENTIFIC COMMUNITY

**Please indicate maximum three activities that you consider most important!**

- 3.1. Membership in a scientific committee
- 3.2. Officer in a scientific society
- 3.3. Officer in a scientific committee
- 3.4. Honorary member of a scientific society
- 3.5. Member of a science policy committee
- 3.6. Officer of a science policy committee

### 4. ACTIVITY AS A SCIENTIFIC REFEREE

**Please indicate maximum three activities that you consider most important!**

- 4.1. On a research centre debate or public debate of a PhD or dr.univ dissertation committee chair/secretary/member/expert review
- 4.2. In case of a doctoral defence for the title of 'Doctor of the Academy' chair/member/expert reviewer
- 4.3. At the PhD comprehensive/final examination committee chair/secretary/member
- 4.4. Participation in the board of referees of scientific tenders
- 4.5. Reviewer of scientific books

### 5. OTHER ACTIVITIES RELATED TO SCIENTIFIC WORK

**Please indicate maximum three activities that you consider most important!**

- 5.1. Patent
- 5.2. Know how, software
- 5.3. Specialised translation

***The assessment is 'PASS' if the candidate has participated in at least three out of the five groups of activities and scores at least seven out of the maximum 15 points.***

***The assessment is 'EXCELLENT' if the candidate has participated in at least four out of the five groups of activities scores at least ten out of the maximum 15 points.***

**AGGREGATE RESULT FOR CATEGORY III.A:**

**MINIMUM AGGREGATE RESULT FOR A FULL-TIME LECTURER in Categories I and II: 1170**

**MINIMUM AGGREGATE RESULT FOR A FULL-TIME REASERCH FELLOW in Categories I and II: 825**

***In addition to the above, attaining at least the evaluation of 'Pass' in Category III.***

### **III.B. OTHER ACTIVITIES**

#### **1. SPECIALISED TRANSLATION**

Half of the points awarded for writing a corresponding publication.

#### **2. EDITORIAL ACTIVITY**

2.1.	Domestic conference abstracts book	3/5 author's sheets
2.2.	International conference abstracts book	6/5 author's sheets
2.3.	Domestic Hungarian-language journal/publication year	9/5 author's sheets
2.4.	Domestic foreign-language journal/publication year	12/5 author's sheets
2.5.	Conference lecture volume or article collection (Hungarian) or monographic series	9/5 author's sheets
2.6.	Conference lecture volume or article collection (foreign)	12/5 author's sheets
	- published in Hungary	12/5 author's sheets
	- published abroad	18/5 author's sheets
2.7.	Foreign journal	18/5 author's sheets

#### **3. PUBLIC SCIENTIFIC AND CONFERENCE PRESENTER/ORGANISER ACTIVITY**

3.1.	Conference Section Chair	
	- in Hungary	4
	- international abroad/in Hungary	6
	- world	8
3.2.	Conference organisation	
	- organisation of a domestic scientific event	6
	- organisation of an international scientific event	12
	- organisation of a domestic congress	12
	- organisation of an international congress	20
3.3.	Organisation of scientific events	
	- symposium organising committee member	4
	president	8
	secretary	6
	- conference organising committee member	6
	president	12
	secretary	8
	- congress organising committee member	10
	president	18
	secretary	12
3.4.	Participation in the editorial board of a scientific journal as	
	- editor-in-chief	10
	- editor in charge	5
	- member	3

For international events and scientific journals the above points shall be multiplied by two.

#### **4. PARTICIPATION IN THE SCIENTIFIC COMMUNITY**

4.1.	Membership in a scientific committee	1/year
4.2.	Officer in a scientific society	3/year
4.3.	Officer in a scientific committee	3/year
4.4.	Honorary member of a scientific society	5/year
4.5.	Member of a science policy committee	1/year
4.6.	Officer of a science policy committee	3/year

#### **5. ACTIVITY AS A SCIENTIFIC REFEREE**

5.1.	On a research centre debate or public debate of a PhD or
------	--

dr.univ dissertation		
	president	10
	secretary	5
	member	3
	expert reviewer	10
5.2.	In case of a doctoral defence for the title of 'Doctor of the Academy' the above points shall be multiplied by 1.5.	
5.3.	At the PhD comprehensive/final examination committee chair	5
	secretary	2
	member	1
<b>6. PROOFREADING</b>		
6.1.	Tenders	4/tender
6.2.	Manuscript (scientific publication)	4/author's sheet
6.3.	Scientific book	3/author's sheet
In case of manuscripts in a foreign language the above points shall be multiplied by two.		
<b>7. USAGE OF SCIENTIFIC RESULTS IN PRACTICE</b>		
7.1.	Patent	50
7.2.	Know how, software	30

<i>Work of a full-time lecturer beyond teaching and publishing:</i>	<i>minimum 150</i>
<i>Work of a full-time research fellow beyond teaching and publishing:</i>	<i>minimum 200</i>

<b>AGGREGATE RESULT FOR CATEGORY III.B:</b>	
<b>MINIMUM AGGREGATE RESULT FOR A FULL-TIME LECTURER:</b>	<b>1320</b>
<b>MINIMUM AGGREGATE RESULT FOR A FULL-TIME REASERCH FELLOW:</b>	<b>1025</b>

## **Annex 3**

### **REQUIREMENTS BY THE DISCIPLINARY HABILITATION COMMITTEES**

#### **Requirements set by the Management Sciences and Business Administration**

##### **Disciplinary Habilitation Committee**

- 1) In order to be eligible for the habilitation procedure, those persons, who do not hold the title of DSc or Doctor of the Academy, must have a level of scientific activity equivalent to at least 50% of the numerical indicators used in the habilitation examination of the applications for the title of Doctor of the Hungarian Academy of Sciences.
- 2) Those Hungarian candidates, who do not hold the title of DSc or Doctor of the Academy, should summarise their main scientific achievements and the significance of these, as well as how their results have contributed to the development of the discipline in question, both in theses in Hungarian and a thesis summary in English, while foreigners or dual nationals should summarise their main scientific achievements, the significance of these and how their results have contributed to the development of the discipline in question, in theses and a thesis summary in English.
- 3) At least 2 hours of academic activity per week for at least 4 semesters immediately prior to the submission of the habilitation application.
- 4) When specifying OTHER ACTIVITIES Table III.B must be filled in.

#### **Requirements set by the Informatics Disciplinary Habilitation Committee**

- 1) In order to be eligible for the habilitation procedure, those persons, who do not hold the title of DSc or Doctor of the Academy, must have at least 50% of the publication score (quality publications and independent citation indexes) required for the award of the title of 'Doctor of the Academy' in the field of information sciences of the Section of Engineering Sciences of the Hungarian Academy of Sciences.
- 2) For the initiation of the habilitation procedure, the candidate, who does not hold the title of DSc or Doctor of the Academy, must summarise their main scientific achievements and the significance of these, as well as how their results have contributed to the development of the discipline in question in a thesis in Hungarian and English.
- 3) Minimum conditions for the launching of the habilitation procedure as regards the performance indicators of the teaching and lecturing activities carried out during the career:

- (a) At least 8 semesters of teaching activity in higher education, included in the curriculum and held - in a higher education institution at home or abroad,
- b) Development of the curriculum and themes of at least one subject,
- c) Thesis supervision (including co-topic supervision) or ongoing supervision of the work of at least one PhD student.

4) When specifying OTHER ACTIVITIES Table III.A must be filled in.

### **Requirements set by the Chemistry and Environmental Sciences Disciplinary Habilitation Committee**

- 1) In order to be eligible for the habilitation procedure, the candidate should preferably hold the title of DSc or Doctor of the Academy. Otherwise, the candidate must demonstrate a high level of academic activity equivalent or comparable to the academic performance required for the award of the title of 'Doctor of the Academy'. In numerical terms, this means at least 25 publications in referenced international journals. It is desirable to have an overall impact factor of at least 25. It is also expected that there are at least 80 SCI references (excluding self-references) to the above publications.
  - 2) Those candidates, who do not hold the title of DSc or Doctor of the Academy, must summarise their main scientific achievements and the significance of these, as well as how their results have contributed to the development of the discipline in question in a thesis in Hungarian and English.
  - 3) Minimum conditions for the launching of the habilitation procedure as regards the performance indicators of the teaching and lecturing activities carried out during the career:
    - (a) At least 8 semesters of teaching activity in higher education, included in the curriculum and held - in a higher education institution at home or abroad,
    - b) Development of the curriculum and themes of at least one subject,
    - c) Thesis supervision (including co-topic supervision) or ongoing supervision of the work of at least one PhD student.
- 3) When specifying OTHER ACTIVITIES Table III.A must be filled in.

### **Requirements set by the Linguistics Disciplinary Habilitation Committee**

- 1) In order to be eligible for the habilitation procedure, the candidate should preferably hold the title of DSc or Doctor of the Academy. Otherwise, the candidate

must have the following science metrics:

- 36 journal articles or book chapters, of which
  - 18 published since obtaining the PhD degree,
  - 5 published by foreign publishers.
- 1 monograph or edited volume on a well-defined topic, published since obtaining the PhD degree and containing a chapter by the candidate presenting the candidate's scientific results.
- 40 independent citations in peer-reviewed publications.

2) The candidate, who does not hold the title of DSc or Doctor of the Academy, must submit a dissertation in Hungarian or English, in which the candidate summarises their main scientific achievements and their significance, as well as their contribution to the development of the discipline in question.

3) For at least 4 semesters immediately prior to the submission of the application for habilitation, the candidate must conduct at least 14 hours of lectures per semester, with a curriculum independently prepared by them.

4) When specifying OTHER ACTIVITIES Table III.B must be filled in.

### **Requirements set by the Chemical Engineering and Material Sciences Disciplinary Habilitation Committee**

1) In order to be eligible for the habilitation procedure, those persons, who do not hold the title of DSc or Doctor of the Academy, must have a level of scientific activity equivalent to that required for the award of the title Doctor of the Academy.

2) For the initiation of the habilitation procedure, the candidate, who does not hold the title of DSc or Doctor of the Academy, must summarise their main scientific achievements and the significance of these, as well as how their results have contributed to the development of the discipline in question in a thesis in Hungarian and English.

3) For at least 4 semesters immediately prior to the submission of the application for habilitation, the candidate must conduct at least one two-hour lecture per week, with a curriculum independently prepared by them.

4) When specifying OTHER ACTIVITIES Table III.A must be filled in.