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AKKREDITÁCIÓS BIZOTTSÁG

# **GUIDE FOR THE PREPARATION AND EVALUATION OF UNIVERSITY PROFESSOR APPLICATIONS**

*(Document titled ‘Guide for the Preparation and Evaluation of University Professor Applications’ adopted by the Body of the Hungarian Accreditation Committee through Decision 2019/5/VII/4, as amended by Decision 2020/6/IV/2 of the HAC Body - consolidated version)*

Effective as of 1 September 2020

## ***Introduction***

The Hungarian Accreditation Committee (HAC) uses a uniform quality framework for the evaluation of university professor applications. Compliance with the criteria is examined on the basis of general and field specific quality criteria for university professors. The procedure for the evaluation of applications has been developed in a way that enables the use of complex criteria. It comprises the following stages:

- invitation of independent Hungarian and international experts (at least two reviewers for each application, who must comply with conflict of interest rules), obtaining expert opinions;
- evaluation by an expert committee (or more expert committees in case of applications corresponding to more than one field), proposal as to compliance with the criteria and grounds for the proposal;
- preparation for decision-making (opinion, proposed decision) by the Committee for University Professor Applications (ETK);
- final evaluation, decision on compliance with the criteria (by a majority of votes cast in a secret ballot) and decision by the HAC Body.

The expert committees assess the fulfilment of the conditions laid down in Section 28(5) of Act CCIV of 2011 on National Higher Education regarding the quality of university professors on the basis of quality criteria assigned to complex professional requirements. These include both general and field-specific criteria.

In the process of evaluation, the expert committee members decide on the applicant's fitness for the tasks to be performed by a university professor at the highest and most prestigious level of higher education on the basis of the evaluation criteria described in this guide, relying on the expert opinion provided by the invited reviewers, also considering quality indicators which are not or not directly quantifiable, to the best professional knowledge of the expert committee members, in awareness of their personal accountability, and based on the application submitted. The expert committee decides on compliance by secret vote and must give a detailed and professionally reasoned justification for the resulting decision.

The Committee for University Professor Applications provides an opinion on the reasoned proposals of the expert committees, adopts the proposed decision on the application by secret vote, and submits its proposed decision to the HAC Body.

The HAC Body adopts a decision on the application in plenary, by secret vote and, where necessary, on the basis of further assessment.

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## **I Statutory conditions for the appointment of university professors**

The conditions of appointment as a university professor are laid down in Section 28(5) of Act CCIV of 2011 on National Higher Education (the HA Act).

Under Sections 69(1) and (4) of the HA Act, the Hungarian Accreditation Committee evaluates the applicant's achievements in the fields of teaching and science or arts or sport science, as appropriate, subject to the requirements laid down in law, assigning quality criteria of compliance to those requirements [Section 64(7) of the HA Act]. *This does not apply to religious higher education, where the expert opinion of the Hungarian Accreditation Committee is not required for obtaining the title of university professor in relation to a position* [Section 92(6)(e) of the HA Act].

On the basis of the above, the Hungarian Accreditation Committee applies a set of criteria which has been developed independently, complies with the relevant laws and makes the interpretation of compliance clear.

Compliance is assessed by taking into account fundamental criteria on the basis of which it can be clearly established whether an applicant meets the general and field-specific quality requirements for working as a university professor and the statutory requirements for appointment by the President of the Republic prior to employment as a university professor. University professor applicants must:

- hold a doctoral degree (PhD or DLA);
- hold habilitation or equivalent teaching experience acquired in an international higher education setting if the applicant is a Hungarian national or, if the applicant is a foreign or dual national, a statement issued by the head of the institution that the applicant's teaching experience acquired in an international higher education setting is equivalent to habilitation;
- have several years of experience in a higher education setting as a teacher, or in education management activities;
- perform high-level professional activities (in higher education, research or education and research management) which ensure suitability to lead the studies, academic or artistic work of students, doctoral students and assistant lecturers in the institution publishing the call for applications for employment as a university professor;
- regularly publish in Hungarian and in foreign languages and have acquired professional experience in holding seminars and giving lectures;
- participate in domestic and international conferences and in the work of domestic professional organisations in their disciplines;
- enjoy international recognition in the given discipline or artistic field, or have outstanding scientific achievements (research work, publications) or artistic works;
- perform regular talent promotion activities in higher education.

Where a position of university professor is to be occupied for a period of more than one year, the vacancy shall be filled on the basis of an open application procedure. The call for applications must be published by the rector subject to the relevant employment requirements [Section 29(1) of the HA Act]. Participation in the application procedure is also open to those who are not employed by the higher education institution concerned. The applications are

assessed by the senate. On the basis of the ranking of the compliant applicants, the rector may initiate a procedure for the award of the title of university professor in relation to the position to be occupied [Section 29(2) of the HA Act].

The appointment of a university professor may be initiated without publishing a call for applications by the Hungarian Academy of Sciences (MTA), the Hungarian Academy of Arts (MMA) and the Hungarian Olympic Committee (MOB) under Section 64(7) of the HA Act and by any private higher education institution recognised by the state under Section 94(2) of the HA Act.

## **II Application period**

The rector of the higher education institution proposing the appointment of a university professor or, if the appointment is proposed by another institution, the person authorised to represent that institution, must send the application, together with a cover letter in paper form, to the Hungarian Accreditation Committee<sup>1</sup> for an opinion in the period between 1 September and 31 March.

If the applicant had a previous unsuccessful application, the new application must describe the changes that have occurred since the previous application was submitted.

The expert opinion must be issued within 55 days after receipt of the application dossier.<sup>2</sup>

## **III Application dossier**

The application, the form of which is checked by the Secretariat of the Hungarian Accreditation Committee after receipt, must contain the following:

### **III.1 Form requirements**

The submitted application dossier must contain:

1. two paper copies of the application in Hungarian and one paper copy of the application in English, each copy in printed form and bound separately;
2. two digital copies of the application, with page numbers, one in Hungarian and one in English, uploaded to the Information System of the Secretariat (TIR).

The digital documents must be uploaded by the institution's responsible staff with a right to access the TIR database. The full size of the application dossier may not exceed 5 MB (applications in the field of arts may be larger).

### **III.2 Content requirements**

1. Table of Contents (with page numbers).

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<sup>1</sup>Section 15 of Government Decree 19/2012 of 22 February 2012 on certain aspects of quality assessment and improvement in higher education, as amended by Government Decree 407/2017 of 15 December 2017 on the amendment of government decrees regulating higher education and of certain related government decrees

<sup>2</sup>Section 15(2) of Government Decree 19/2012 of 22 February 2012 on certain aspects of quality assessment and improvement in higher education, as amended by Government Decree 407/2017 of 15 December 2017 on the amendment of government decrees regulating higher education and of certain related government decrees

2. The call for applications published in compliance with the application procedure of the university (this document must be provided by the higher education institution).  
*This requirement does not apply to applications submitted by the Hungarian Academy of Sciences, the Hungarian Academy of Arts, the Hungarian Olympic Committee and by private higher education institutions.*
3. A letter written and signed by the applicant, in which the applicant identifies the higher education institution's call for applications under which the application is submitted.
4. An extract from the record of the senate meeting which decided on supporting the application. The decision of the institution's main body on supporting the application in cases where the application is submitted by the Hungarian Academy of Sciences, the Hungarian Academy of Arts or the Hungarian Olympic Committee. The date of the decision on supporting the application may not be earlier than three months prior to the submission of the application to the Hungarian Accreditation Committee.
5. The applicant's statement (see Annex V.2) on the discipline and, within that, the branch of science or art in the context of which the application is requested to be evaluated.
6. A detailed CV/description of the applicant's career (signed by the applicant), providing information – structured in the same way as the evaluation sheet for the relevant discipline – about the questions in each item of evaluation (e.g. for the H-index it must list the publications on which it is based, as well as the citation figures documented in the MTMT database for the disciplines that require it).
  - a) Teaching activities performed, preferably on a continuous basis, in higher education during the ten years preceding the date of submission of the application, highlighting the related achievements and giving information on the recognition of those achievements (see section III.3 "Performance indicators, recommendations as to form and content" for details). The applicant's higher education activities must be certified by his/her direct superior.
  - b) The applicant's scientific/artistic achievements and the recognition of those achievements, covering in particular the following:
    - Published results, works:
      - In the field of science: publications, works (including non-written ones), documented citation data supported at such level of detail which allows for an assessment (it is useful to provide a link to the applicant's own website where such details are shown).
      - In the field of arts: professional portfolio (and its English-language version) proving the international recognition of at least two artistic works. The portfolio should provide an illustrated picture of the applicant's artistic career.
    - Outstanding achievements, works: five publications/artistic works which are regarded as the most important results achieved during the applicant's whole scientific/artistic career up to the date of submission of the application, and five additional publications/artistic works which are regarded as the most important ones of those published/created during the five years (or, in the case of artistic works, ten years) preceding the date of submission of the application, indicating the data of these (title, authors, place and date of publication, number of independent citations by publication, or the data and feedback on works).
    - Summary tables: the data of works available in the Hungarian National Scientific Bibliography (MTMT), presented in the form of (1) a summary table and (2) a field

specific table. The data of works accepted for publication should also be available in the Hungarian National Scientific Bibliography. A statement of acceptance by the editorial board, as well as a statement of the central library of the submitting institution, confirming the validity of the scientometric data, must also be attached.

- International impact of results and works: the applicant must present the international reputation and recognition gained for scientific publications/artistic works, activities and professional results. Citation information must be provided in line with the “Total number of scientific publications” in the MTMT Summary Table.
  - Activity in the professional public sphere: domestic and international activities, and data on their recognition. The applicant must attach the figures (generated from the MTMT database) for the linear discipline-specific numerical indicators used in the assessment of applications for the title Doctor of the Hungarian Academy of Sciences, as well as the list of articles meeting the minimum H-index requirement, provided that the discipline-specific requirements include such a list.
7. A copy of the applicant’s personal documents certified by the institution, and the applicant’s statement of consent to the processing, retention and lawful disclosure of personal data (see Annex V.4). The certified personal documents must contain the following:
- a) certificate of the award of a doctoral degree (PhD, DLA) or a prize which is considered as equivalent to a doctoral degree under Decree No 26/2016 of 8 September 2016 of the Minister for Human Resources on the recognition of achievements by the Minister for Human Resources, or a document certifying that the applicant has won a gold, silver or bronze medal at Olympic Games organised by the International Olympic Committee or, from 1984, at Paralympic or Deaflympic Games, and a bachelor or higher-level diploma<sup>3</sup> (if the application is submitted in the field of arts or sport science);
  - b) certificate of the award of an academic title (if applicable), such as Candidate of Science(s), Doctor of Science(s), Doctor of the Hungarian Academy of Sciences, or a recognised academic qualification<sup>4</sup> obtained abroad;
  - c) certificate of habilitation if the applicant is a Hungarian national, or a document in which the head of the institution submitting the application certifies that the applicant has equivalent teaching experience acquired in an international higher education setting.<sup>5</sup>

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<sup>3</sup>Section 101(9) of the HA Act: In artistic higher education, besides the degrees referred to in Section 105(5), prizes awarded pursuant to a law shall be considered, in respect of the holder, as equivalent to a doctoral degree in terms of the fulfilment of the employment and qualification conditions prescribed in this Act, provided that the holder is in possession of a bachelor or higher-level diploma.

Section 104/B(2) of the HA Act: In higher education in sport science, besides the degrees referred to in Section 105(5), prizes awarded pursuant to a law and gold, silver and bronze medals won at Olympic Games organised by the International Olympic Committee or, from 1984, at Paralympic or Deaflympic Games, shall be considered, in respect of the holder or medal winner, as equivalent to a doctoral degree in terms of the fulfilment of the employment and qualification conditions prescribed in this Act, provided that the person concerned is in possession of a bachelor or higher-level diploma.

<sup>4</sup>Section 105(5) of the HA Act: Where reference is made in legislation to academic qualifications in the context of employment requirements, it shall be construed as reference to doctoral degrees, candidate of science(s) degrees, doctor of science(s) degrees and nostrified or recognised academic qualifications obtained abroad. Section 15 of Act C of 2001 on the recognition of foreign certificates and diplomas.

<sup>5</sup>Section 28(5) of the HE Act: As a condition for employment as a university professor, the person concerned shall hold a doctoral degree and, if he or she is a Hungarian national, habilitation or equivalent teaching experience acquired in an international higher education setting, and shall be an internationally recognised representative of the given discipline or artistic field who performs outstanding academic research or artistic work.

d) in the table of contact hours<sup>6</sup> the applicant must provide a list of the student feedback results received for courses taught during the five years preceding the submission of the application, confirmed by the applicant's direct superior.

### **III.3 Performance indicators, recommendations as to form and content**

When presenting the research/creative, educational and scientific management activities and the presence in the domestic and international professional public sphere, the applicant must address the following.

#### **1. Performance in higher education:**

1a.1-1a.2 Teaching experience, leading the academic and scientific work of students:

- courses, lectures and seminars at Hungarian and/or international higher education institution(s);
- student feedback on teaching performance, collected on a regular basis by the higher education institutions, or evaluation by the direct superior in the absence of representative feedback;
- list of theses and dissertations supervised by the applicant;
- talent promotion activities (e.g. contribution to the work of colleges for advanced studies, supervising students writing papers to be presented at local and national conferences of student research societies (TDK/OTDK supervision) and successes achieved in talent identification and promotion (e.g. awards won at the National Conference of Student Research Societies (OTDK) or in its artistic section (OMDK));
- activities related to doctoral training, including teaching, thesis supervision and thesis topic announcement in a doctoral school;
- list of titles and awards received in recognition of outstanding activities in higher education;
- textbooks, coursebooks, teaching aids, including digital textbooks or e-textbooks and digital teaching materials, (co-)authored or (co-)edited by the applicant.

1a.3 Teaching activities abroad:

- teaching activities as guest teacher invited by higher education institution(s) abroad;
- title, language, place (higher education institution, faculty) and date (semester) of courses delivered at foreign higher education institutions in a foreign language, indicating the number of students taught.

1b.1-1b.2 Activities and achievements in education development:

- education management activities,
- management experience (indicating higher education institution and period);
- development activities:
  - o leading role in the launch and development of programmes, specialisations, programs or courses, specifying the course(s) and the semesters taught;
  - o continuous and effective development of programmes, specialisations and courses;
  - o incorporating new research findings into education.

#### **2. Scientific/artistic activities:**

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<sup>6</sup> For the purpose of this Guide, contact hour refers to any session (lecture, seminar, practice session, consultation) requiring participants to be present in person and lasting between 45 and 60 minutes, including online sessions.



Applicants are required to present the following activities:

2a.1 Scientific publications/artistic works/activities.

- The applicant's performance is evaluated exclusively on the basis of writings that qualify as publications and have been published or accepted for publication (see the Hungarian National Scientific Bibliography) and on the basis of artistic works/activities that have been made public.
- Accordingly, the following will not be taken into account in the evaluation of performance:
  - o articles published in newspapers or non-professional journals (articles on professional topics do not constitute an exception),
  - o non-peer-reviewed works, or works without documented peer review,
  - o exercise books, compilations, editing, proofreading,
  - o short (one-page) conference paper abstracts published in conference proceedings,
  - o translations (of books), except for translations supplemented with notes and/or preface,
  - o reviews and critiques (except for extensive critical appraisals of artistic works),
  - o research reports prepared for applications or to order,
  - o theses, dissertations,
  - o other essays and writings having the character of manuscripts,
  - o interviews serving non-research purposes and needs (whether the applicant is the interviewer or interviewee),
  - o writings not yet accepted for publication,
  - o artistic performance or work not yet shown to the public.

2a.2 - 2a 4. Substantial influence on the work of young academics/artists, thesis supervision:

- Research/artistic activities and research or art management activities which have been publicly recognised by the professional community and which are proven especially through successful theses, dissertations, papers presented at conferences of student research societies, or publications authored jointly with students. This must be supported by a list of names of the doctoral students (co-)supervised by the applicant, indicating the years in which those students obtained their doctoral degrees (providing up-to-date doktori.hu profiles).
- Contribution to the continuous success of an active group of mainly young colleagues or researches working around and under the professional influence of the applicant in the five years preceding the submission of the application (providing links to websites).
- Participation in the work of foreign doctoral schools and in the supervision of dissertations by guest students, including students who obtained doctoral degrees abroad with the support of the applicant as a co-supervisor (doctoral school, name, year of awarding the degree).

2b.1 Experience in research management, scientific professional, creative and innovation activities:

- works published on data media or in electronic form;
- several years of professional experience (gained in industry, the economic sector, public administration, education, etc.), indicating the main positions and employers;

- leading important research and development work, substantial participation in such work, and the data of the related research reports;
- leading projects that won support in competitive procedures, substantial participation in the implementation of such projects;
- innovations introduced, patents submitted and/or granted;
- presentation of works and project results at professional and scientific forum(s);
- artistic works, exhibitions, participation in artistic forums (e.g. performance, concert).

#### 2b.2 Domestic and international activities in the professional public sphere

- membership in a domestic or foreign academy of sciences (except for membership for a fee);
- participation in procedures for the award of the title Doctor of the Hungarian Academy of Sciences, habilitation procedures and doctoral procedures (as an opponent, committee chair/member);
- membership and/or post in domestic and/or international scientific professional committees;
- membership, leading position in domestic and/or international scientific societies, educational or science policy bodies;
- continuously documented participation in the scientific organisations working in the professional field concerned, contact with partner professions;
- title of honorary doctor or honorary professor or titular professor awarded by a university;
- organising domestic and/or international congresses and conferences, participating in programme committees, chairing conferences and/or conference sessions, invitations to deliver plenary/opening/keynote/symposium lectures, to lead round table discussions or to participate;
- participation in the editorial boards of professional journals and series;
- participation in domestic and/or international committees for the assessment and evaluation of applications;
- member or chair of a domestic and/or international committee or body evaluating the educational and scientific performance of higher education institutions;
- reviewing for international books and journals, indicating discipline and journal and/or publisher sending regular requests;
- professional awards and prizes.

### **III.4 Correcting deficiencies in the application**

There is one opportunity for correcting deficiencies in the application, within 15 calendar days after the receipt of the electronic notification sent for that purpose. The application procedure is suspended until the deficiencies have been corrected.

## **IV The HAC evaluation criteria**

### **IV.1 Written evaluation and the scoring system**

The fundamental requirement is that the applicant must unambiguously comply with the criteria laid down in Section 28(5) of the HA Act. The HAC Body will adopt a resolution on the applicant's compliance in plenary, on the basis of the opinions provided by the experts or expert

committees and the Committee for University Professor Applications based on the qualitative and quantitative assessment of the application.

- The expert opinion (based on qualitative assessment) covers the higher education activities presented in the application, as well as the applicant's publications, artistic work and other results linked to intellectual activities (such as projects, patents). The level of compliance with the criteria to be met by university professors must be justified on an item-by-item basis. In the event of non-compliance, it is necessary to specify the statutory requirements which are not met by the applicant. If the applicant fails to comply with any of the criteria laid down in the relevant law, the Hungarian Accreditation Committee will not propose the appointment.
- The expert opinion is supplemented with a score (quantitative assessment), which corresponds to the assessment set out in the expert opinion and intends to provide an overview of the applicant's compliance with the criteria. The quantification of performance makes it possible to apply and, where necessary, consider all the evaluation criteria in combination.
  - The maximum score for teaching work is **100** points (a) and another **100** points may be given for the applicant's academic research or creative artistic activity (b). The applicant must receive at least **160 points** out of the maximum total score of **200** for the HAC Body to adopt a decision in support of the application.
  - The application of the scoring system should ensure that the applicant's individual strengths, assets and achievements are also taken into account alongside the specificity of the different disciplines.
  - The scoring system is based on general and discipline specific requirements and criteria which are drawn up by the Hungarian Accreditation Committee on the basis of the proposals of the expert committees (see IV.3 Discipline-specific criteria).
  - The evaluation sheets published on the HAC website specify the minimum requirements and the scoring rules. An applicant who fails to meet any of the minimum requirements for a topic (e.g. 1a.1.) will be awarded 0 point for that topic.

## IV.2 General criteria applicable to all disciplines

### 1. Higher education activities:

- The applicant is required to have taught at least 800 contact hours (including at least 100 hours of lectures) in any higher education institution during the ten years preceding the submission of the application. The teaching activity must be certified by the applicant's direct superior.

*In the branch of science of military sciences:* The applicant is required to have taught at least 400 contact hours (including at least 200 hours of lectures) in any higher education institution during the ten years preceding the submission of the application. The teaching activity must be certified by the applicant's direct superior.

*In the discipline of theology:* the applicant is required to have taught at least 600 contact hours in any higher education institution during the ten years preceding the submission of the application, as certified by the applicant's direct superior.

*In the field of arts:* the applicant is required to have taught at least 400 contact hours in any higher education institution during the ten years preceding the submission of the application, as certified by the applicant's direct superior.

*In the branch of science of psychology:* at least 100 hours out of tutorial activities in vocational education and training must fall within the five years preceding the submission of the application.

*In the discipline of medical and health sciences:* The applicant is required to have taught at least 400 contact hours (including at least 100 hours of lectures) in any higher education institution during the ten years preceding the submission of the application. The teaching activity must be certified by the applicant's direct superior.

*In the branch of science of sport science:* the applicant is required to have gained at least ten years of experience in higher education (including theoretical and practical training) during the ten years preceding the submission of the application, as certified by the applicant's direct superior.

*In the discipline of natural sciences:* the applicant is required to have taught at least 200 contact hours in any higher education institution during the ten years preceding the submission of the application, as certified by the applicant's direct superior.

- The applicant is required to have supervised at least ten theses or dissertations, or papers presented at conferences of student research societies.

*In the field of arts:* the applicant is required to have supervised at least ten theses and/or dissertations, or papers presented at conferences of student research and art societies (TMDK).

*In the branch of science of sport science:* the applicant is engaged in professional activities in the field of sport, supervises theses and dissertations, and acts as consultant to papers for presentation at conferences of student research societies and for papers winning awards at the National Conference of Student Research Societies. The applicant holds the title of master teacher. Student feedback results are provided. Professional recognition of teaching effectiveness, extra-curricular activities, talent promotion, creating an intellectual hub within a college for advanced studies.

- The applicant is required to have delivered at least 80 contact hours of lectures, practice sessions or seminars in any foreign language at graduate and/or postgraduate level or at any level of the Bologna system, up to the date of submission of the application, as certified by the applicant's direct superior. This includes guest teaching assignments at foreign higher education institutions, to be certified by attaching a copy of the relevant invitation letter.

*In the field of arts:* high-level international teaching activity equivalent to at least 80 contact hours with foreign students in Hungary or abroad up to the date of submission of the application, as certified by the applicant's direct superior, or teaching, delivering master courses or lecturing at foreign universities at least five times.

*In the branch of science of sport science:* teaching at least one semester (lectures, seminars) or three specialised training courses in a foreign language. Guest teaching assignments at foreign higher education institutions or professional assignments in the field of sport abroad.

- The applicant holds overall responsibility for at least one compulsory (type A) course or at least two optional (type B or C) courses at the time of submission of the application, confirmed by electronic data (faculty or department website).

*In the discipline of theology:* substantial participation in the development of at least two courses and overall responsibility for at least one course at the time of submission of the application. Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad. Overall responsibility for a programme

or specialisation; management experience (head of department, institute or doctoral programme, senior position at a faculty or university).

*In the discipline of arts:* substantial participation in the development of at least two courses and overall responsibility for at least one course at the time of submission of the application.

*In the branch of science of sport science:* overall responsibility for a programme or specialisation. Introduction of innovative contents and new methods, development of new training programmes and courses.

- The applicant must be the editor, first author, sole author or co-author of at least one coursebook or textbook, or a teaching aid or digital teaching material of 100 or more pages. If co-author, the applicant must have contributed at least 50% of the total work.

*In the discipline of theology:* the applicant is required to be the editor, first author or author of at least one coursebook or textbook, or a teaching aid or digital teaching material of 100 or more pages.

*In the discipline of arts:* the applicant is not required to be the author of a coursebook or textbook.

*In the discipline of medical and health sciences:* Achievements in the field of course and teaching material development, with emphasis on first/sole authorship or editorship of coursebooks or textbooks, or of teaching aids or digital teaching materials of 100 or more pages. Author or translator of coursebooks, textbook chapters or digital teaching materials.

*In the branch of science of sport science:* substantial participation in the development of at least two training materials (teaching aid, nationally or internationally applied textbook, book chapter or digital teaching material).

## **2. Scientific activities:**

- The application must present the applicant's internationally recognised scientific results which have also been published in foreign language publications. The minimum requirement is that the applicant must be the author of at least two foreign language articles published in a field relevant to the applicant's field of specialty in Q1 or Q2 journals or in journals listed in categories A or B in the list of international journals of the Hungarian Academy of Sciences, or of at least one monograph published by a recognised international publisher. These criteria must be assessed on the basis of the MTMT database. The applicant must attach a written statement identifying the department and scientific committee of the Hungarian Academy of Sciences that his/her field of research falls under.

*In the discipline of agricultural science (and in certain related interdisciplinary fields):* after obtaining his/her academic qualification, the applicant must have published five papers in Q1 and Q2 journals and must be the first or last (or proven corresponding) author of at least two of those publications. *The applicant's H-index (calculated on the basis of the MTMT database) must be 8 or higher (6 or higher in the interdisciplinary field of agricultural economics).*

*In the interdisciplinary field of agricultural economics:* an article published in a Q1 or Q2 journal may be substituted by authorship or co-authorship (together with no more than one other co-author) of a book on a technical subject, written in Hungarian, or of three sections of such books.

*In the interdisciplinary field of agricultural technology:* as an alternative to one publication in a Q1 or Q2 journal, the applicant may have three foreign language

publications in a journal with an international advisory board included in the list of journals accepted by the Hungarian Academy of Sciences (Department 4 for Agricultural Sciences), or may have a technical creation which has been put into practice (patent, know-how, machine, equipment), or may be the author of a book on a technical subject, or a part thereof, published in a foreign language.

*In the discipline of humanities:* the applicant must be the author (sole, first, last or corresponding) of at least two foreign language articles published in Q1 or Q2 journals, or of at least two book chapters published in a foreign language in a peer reviewed collection of papers by a recognised international publisher, or of at least one monograph published by a recognised international publisher. Recognised international publisher refers to a domestic or international publisher that has a peer reviewed international journal classified as Q1 or Q2 or recognised by the scientific committees of the Hungarian Academy of Sciences, or has peer reviewed publications/book series on technical subjects with a high rate of citation in the field. In fields where classification of journals as Q1 or Q2 is not relevant, papers published in peer reviewed international journals that are leading journals in the relevant branch of science and are accepted by the scientific committees of the Hungarian Academy of Sciences and listed on the website of the Doctoral Council of the Hungarian Academy of Sciences, may also be taken into account. The applicant must be the sole author of at least one peer reviewed monograph, which must be different from the applicant's PhD dissertation (this may be the same as the monograph mentioned under the common criteria applicable to all disciplines).

*In the branch of science of psychology:* the applicant's scientific work will be assessed as outstanding if the minimum requirements set by the Hungarian Academy of Sciences (Psychology Committee of Department 2 for Philosophy and History) regarding applications for the title Doctor of the Hungarian Academy of Sciences in the two relevant fields (social sciences and natural sciences) are met proportionally (the level of compliance must be at least 75%).

*In the discipline of medical and health sciences:* the applicant must be the author of at least two Q1 works published in a foreign language in his/her field of specialty and must be the sole, first or leading (corresponding or last) author of at least one of those publications. This requirement cannot be fulfilled by having a Q2 publication or a monograph. The applicant must also meet the H-index requirement specified in the evaluation sheet for each field of specialty, where the applicant must be the sole, first or leading (corresponding or last) author of at least half of the publications named toward that requirement.

*In the discipline of social sciences:* the applicant must be the author of at least two foreign language articles published in Q1 or Q2 journals (and the applicant must be the sole or first author of at least one of those articles). One of these Q1/Q2 articles in the applicant's field may be substituted by a foreign language book or part of a book published by a prestigious international publisher.

*In the discipline of engineering and technology:* the Q1 or Q2 publications may only be substituted by a monography for two branches of science (architectural engineering and military engineering).

*In the discipline of natural sciences:* the Q1 or Q2 publications may not be substituted by a monography.

*In the discipline of theology:* the applicant is required to be the author of at least 30 peer reviewed papers.

*In the discipline of arts:* the application must demonstrate that the applicant has internationally recognised outstanding artistic works: it must include a professional portfolio (and its English-language version) proving the international recognition of at least two artistic works (film, choreography, exhibition, CD, art book, curator activities). The portfolio must provide an illustrated picture of the applicant's artistic career.

*In the branch of science of sport science:* the applicant is required to publish on a regular basis in Hungarian and in foreign languages in the field (books, articles, patents introduced and results of innovation in the field of sport science). In the case of work done in fields of sport science linked to natural sciences: at least 66 citations and first, last or corresponding authorship of at least ten peer reviewed publications in recognised professional journals, including two publications in foreign journals. In the case of work done in fields of sport science linked to social sciences, at least one monograph or first authorship of at least ten articles published in domestic or international journals, including at least two publications in foreign journals, and at least 25 citations.

- When assessing the impact of publication activity, points are given only if the applicant achieves at least two thirds of the requirements for the linear discipline-specific numerical indicators used in the assessment of applications for the title Doctor of the Hungarian Academy of Sciences. The applicant must include the relevant table of figures in the application dossier. The expert committees of the HAC may set additional special criteria for the assessment of the applicant's publication activity. (Exceptions: applicants in the fields of *humanities, theology, arts, or sport science*)
- When presenting their results for the purpose of the assessment of scientific achievements, applicants should follow the recommendations listed in chapter III.3 of the call for applications. Applicants should list their achievements in leading the scientific work of young academics and in doctoral training as a thesis supervisor. The minimum requirement is for the applicant to have been a thesis supervisor to at least one doctoral student who has obtained his/her doctoral degree (as confirmed by the [doktori.hu](http://doktori.hu) website). Where there is no PhD training, the assessment must take into account the applicant's achievements in the education of the next generation of scholars, but the requirement regarding the number of PhD students who obtained a doctoral degree under the supervision of the applicant is not applicable.

*In the discipline of theology:* there must be at least one PhD student who obtained a doctoral degree under the supervision of the applicant.

*In the discipline of arts:* there must be at least one PhD/DLA student who obtained a doctoral degree under the supervision of the applicant, and there must be at least one PhD/DLA student or other young talent working under the documented direction of the applicant. Where there is no PhD/DLA training, or PhD/DLA training has been offered for less than six years, the assessment must take into account the applicant's achievements in the education of the next generation of scholars/artists, but the requirement regarding the number of PhD/DLA students who obtained a doctoral degree under the supervision of the applicant is not applicable.

*In the branch of science of sport science:* effectiveness in thesis supervision (consultant role in a successful PhD thesis, as confirmed by the thesis supervisor or the university's doctoral council; papers presented at the National Conference of Student Research Societies). Joint publications with young academics and/or doctoral students.

- Applicants who obtained the title Doctor of the Hungarian Academy of Sciences in a relevant field no more than ten years before submission of the application are considered to have met the criteria for outstanding scientific or research work (Evaluation Sheet 2a.1) and are to be given the maximum number of points (a total of 50).
- Applicants should present how they are a substantial influence on the work of young academics/artists [e.g. as head and/or founder of a research team (*in the field of arts or of a college for advanced studies*), with description of the research team].

*In the branch of science of sport science:* substantial influence on the work of young academics, education and development of Olympic athletes and athletes selected for national teams.

- Applicants should present the following:
  - Activity in the professional public sphere: [e.g. as head or member of a professional committee at a university, as external member of a committee of another university, as member of a non-university professional body (national body in the field of arts), as member of a university senate or faculty council, as head or member of a professional committee at a university];
  - Experience and achievements in research management;
  - Recognition achieved in Hungary and abroad.
- Up to the date of submission of the university professor application, the applicant must have been the project manager of at least one research/development/innovation project that won support in a national or international competitive procedure, or must have participated in the implementation of at least three such projects, or must have been the project manager of three such institutional projects.

*In the discipline of arts:* this requirement is not applicable.

*In the branch of science of sport science:* project manager of a research/development/innovation project that won support in a competitive procedure, or substantial participation in the implementation of at least three such projects.

- Regarding the requirement for activity in the professional public sphere, the applicant may be a chair or a member of the board of a domestic or international scientific organisation, or chair, co-chair, section organising chair or invited plenary speaker at conferences.

*In the discipline of humanities:* chair or member of the board of a domestic or international scientific organisation, or chair, co-chair, section organiser, panel organiser, section chair or invited plenary speaker at conferences.

*In the discipline of theology:* professional lectures at domestic and international scientific conferences, or chair, co-chair, section organising chair or invited plenary speaker at conferences.

*In the discipline of arts:* function (chair, member of board, main organiser, organiser, curator) held at a prestigious artistic organisation, art festival or other event (in Hungary or abroad). Invited speaker; review of creative work in Hungary and abroad; jury member at national events or international competitions/events; participation in international co-productions.



*In the branch of science of sport science:* invitations to fill posts or to deliver plenary lectures at international conferences; elected high-level posts; membership in editorial board of international academic journal; prizes won at international competitions; awards, professional prizes. Organising prestigious international conferences in Hungary or abroad, organising international competitions, participation in the professional and scientific public sphere.

### IV.3 Discipline-specific criteria

#### IV.3.1 Agricultural sciences

1. *Higher education activities:*

- Overall responsibility for a programme or specialisation, overall responsibility for a course at a doctoral school.
- Textbook editing.

2. *Scientific activities:*

- Core member of a doctoral school, or head of a doctoral programme.
- Additional points will be given for patents submitted or granted, provided that the applicant's contribution was 20% or more, and to breeders of state-recognised animal and plant varieties.
- Recognised scientific results: membership in the editorial board of an international journal ranked Q1 to Q4 and editorial work done for such journals; editorial mandate at a domestic academic journal. Significant international/domestic recognition, peer reviewing articles for journals ranked Q1 to Q4 and for domestic journals.
- Invited researcher activities (for a period of at least one month).

#### IV.3.2 Humanities<sup>7</sup>

1. *Higher education activities:*

- Experience in higher education may include lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week, irrespectively of the number of students. At least 100 hours of the latter must fall within the five years preceding the submission of the application.
- Supervision of award-winning presentations and papers presented at local and national conferences of student research societies (TDK/OTDK supervision), publishing jointly with students in peer reviewed domestic or international journals.

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<sup>7</sup>Additional special criteria applicable to *educational sciences* are addressed in a separate chapter (IV.3.2.1 Educational sciences).

Applications in the field of *religious studies* fall in the purview of Humanities if the applicant's scientific work leans toward the following: religious philosophy, history of religion, religious ethnography, religious psychology or the teaching of religion. In this case the application is assessed on the basis of the criteria applicable to the appropriate discipline. (Department 1 for Linguistics and Literature and Department 2 for Philosophy and History of the Hungarian Academy of Sciences.) Applications leaning toward religious sociology or religious politics etc. are assessed on the basis of the criteria specified by the Committee on Social Sciences (Department 9 for Economics and Law of the Hungarian Academy of Sciences). For any application in the field of religious science, the applicant's scientific and teaching activities must be addressed in the context of religious science, in addition to the criteria applicable to humanities or social sciences.

- Experience in teaching in higher education in a foreign language may include up to 80 hours taught in the framework of the Erasmus programme or the Central European Exchange Programme for University Studies (only in case of staff and if the language of instruction is a foreign language); teaching foreign Erasmus students; cotutelle; invitations to deliver lectures at foreign universities (one lecture per university); teaching assignments at foreign universities (one semester per university).
- Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad.
- Overall responsibility for a programme or specialisation; management experience (head of department, institute or doctoral programme, senior position at a faculty or university).

## 2. *Scientific activities:*<sup>8</sup>

- Peer reviewed papers are papers that are at least about 8 pages (about 20,000 characters) long, are classified as 'scientific works' in the MTMT database, include notes and citations to technical literature, and are not listed in the lines 'conference proceedings' or 'other scientific works' in the summary table of the MTMT. The category does not include editor's foreword, essays, or reviews of books or journal articles.
- The applicant must be the author of at least 48 peer reviewed papers, including at least ten written in a foreign language and published in a peer-reviewed volume or journal. At least four of these must have been published by a foreign publisher. This category refers to papers that are at least about 8 pages (about 20,000 characters) long, are classified as 'scientific works' in the MTMT database, include notes and citations to technical literature, and are not listed in the lines 'conference proceedings' or 'other scientific works' in the summary table of the MTMT. The category does not include editor's foreword, essays, or reviews of books or journal articles.
- At least 125 independent citations to the applicant's scientific publications registered in the MTMT database.
- Creating an intellectual hub within a college for advanced studies, master teacher's gold medal.
- Where relevant, artistic works, organising scientific exhibitions and preparing catalogues.
- Leading other research projects or prestigious artistic projects.
- Organising prestigious international conferences in Hungary or abroad.
- Other activities, such as chair, chief editor, member or reviewer in the editorial board of an international academic journal; participation in the professional and scientific public sphere; participation in the assessment of domestic and international applications and in the related expert activities (e.g. as a member of an international external advisory board).
- Elected high-level posts, professional prizes, awards, professional lectures, prizes at international professional forums.

### IV.3.2.1 Educational sciences

#### 1. *Higher education activities:*

- First or sole authorship of at least one coursebook or textbook (to be used in higher education or public education) or of one exercise book or software or teaching tool, or teaching aid or digital teaching material of 100 or more pages.

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<sup>8</sup>For applications in the branch of science *psychology*, the special criteria applicable to scientific activities (Evaluation sheet 2a.1) are addressed in a separate chapter (IV.3.2.2 Psychology).

- Participation in the question writing and implementation work of academic competitions and secondary school leaving examinations, writing questions for the national competitions of general and vocational secondary schools (OSZTV, OKTV).
- Publishing jointly with students in peer reviewed domestic or international journals.
- Supervising, leading and evaluating classroom practice sessions during the practical training of student teachers.
- Participation in the dissemination of scientific knowledge.
- Participation as a trainer/lecturer in the delivery of in-service teacher training programmes in foreign languages.

2. *Scientific activities:*

- The criteria are the same as the criteria for publication activity in the field of humanities.
- Leading or participating as a researcher in experiments and classroom research on teaching and learning disciplinary skills; participating in innovation, public education or higher education project(s).
- Organising/leading workshops and in-service training (trainer training) in Hungary and abroad.

#### IV.3.2.2 Psychology

2. *Scientific activities:*

- Experience in higher education may include lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week, irrespectively of the number of students.

#### IV.3.3 Engineering and technology

2. *Scientific activities:*

- The assessment of scientific achievements is based on the requirements for obtaining the title Doctor of the Hungarian Academy of Sciences. Applicants must achieve two thirds of the minimum requirements applicable to the relevant of the four fields (A, B, C and Architect) to receive any points (25% of the maximum score, rounded to the nearest whole number). Applicants achieving 140% will receive the maximum score for the criterion concerned.

#### IV.3.4 Medical and health sciences

1. *Higher education activities:*

- Experience in higher education may include lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week, irrespectively of the number of students.
- Delivering PhD courses or specialist or further education lectures.
- Supervision of presentations winning awards at local and national conferences of student research societies (TDK/OTDK supervision), master teacher's gold medal.

2. *Scientific activities:*

- The minimum requirement is that the applicant must be the author of at least two foreign language articles published in Q1 journals (and the applicant must be the sole, first or last author of at least one of those articles).

Applicants in the fields of *theoretical medicine*, *health sciences* and *clinical medicine* or in the fields of *pharmaceutical sciences* classified as being within the purview of the Department for Medical Sciences of the Hungarian Academy of Sciences must meet the H-index requirements listed in the evaluation sheet as well as at least two thirds of the requirement for all citations. The applicant must be the sole, first or leading (corresponding or last) author of at least half of the articles named toward the H-index requirement. For half of the articles counted toward the minimum citation value, the applicant must be a sole, first or leading author.

The relevant parameters of Department 5 for Medical Sciences and Department 7 for Chemical Sciences of the Hungarian Academy of Sciences applicable to applications submitted in the field of *pharmaceutical sciences* are specified in the evaluation sheet.

Fields of pharmaceutical science that are classified as belonging under Department 5 for Medical Sciences of the Hungarian Academy of Sciences are: pharmaceutics, pharmacoeconomy, pharmacoepidemiology, pharmacological biotechnology, hospital and clinical pharmaceutics, pharmaceutical organisation and management, pharmacist care.

Fields of pharmaceutical science that are classified as belonging under Department 7 for Chemical Sciences of the Hungarian Academy of Sciences are: pharmaceutical technology/biopharmacology, material science and technological chemistry, pharmaceutical chemistry, organic and biomolecular chemistry, pharmacognosis, drug analytics/bioanalytics, analytical and environmental chemistry. The minimum requirements of the Department 7 for Chemical Sciences of the Hungarian Academy of Sciences for doctoral level, as well as the details of fields are provided in the evaluation sheet.

- The minimum requirement is for the applicant to have been a thesis supervisor to at least one doctoral student who has obtained his/her doctoral degree and whose thesis was based on publications co-authored with the applicant.
- Development of innovative medical procedures (e.g. new curative and diagnostic procedures), development of medicinal products.
- Patents submitted or granted (the applicant's contribution must be 20% or more).
- Organisation of domestic and/or international conferences, invited plenary speaker.
- Membership in the editorial board of journals.

#### **IV.3.5 Social sciences**

##### **IV.3.5.1 Economic sciences**

###### **1. Higher education activities:**

- Participation in the management of a department, institute, faculty or university (as a head or deputy head). The application must contain a list of the applicant's key results achieved as a head or deputy head.

###### **2. Scientific activities:**

- Articles published in journals included in the following Scimago subject area lists are automatically considered to be in a relevant field: Business, Management and Accounting, Decision Sciences, Economics, Econometrics and Finance, Social Sciences. The applicant may request consideration of papers under a different subject area if such paper is relevant

to the branch of science indicated in the application, to the content of the invitation for job applicants announced by the institution, and to the research profile of the applicant.

A book is considered to be a work of at least 112 pages, of which the applicant is the sole author; any independent book section must be at least 112 pages in volume.

- The applicant must have an H-index of at least 6 as assessed from the MTMT database, or at least 15 independent citations in Scopus.

#### IV.3.5.2 Social sciences<sup>9</sup>

##### 1. *Higher education activities:*

- Of the required 800 contact hours in higher education, a maximum of 600 may have been delivered for tertiary vocational programmes, bachelor level education or postgraduate specialisation programmes.
- TDK supervision counts toward the fulfilment of the minimum requirement only if the paper supervised by the applicant won an award at the National Conference of Student Research Societies (OTDK). Points may also be given for extracurricular activities, activities aimed at helping disadvantaged students to catch up, talent promotion, contribution to the work of student research societies as a programme leader, helping students to present their work or to win awards at competitions organised at faculty, university or national level, title of master teacher, successfully preparing students for moot court competitions, preparing students for international seminars, conferences and moot court competitions, awards won at such forums, professional and academic publications by supervised students, organising professional competitions and contests.
- Experience in teaching in higher education in a foreign language may include Erasmus Mobility and other guest teaching assignments at foreign higher education institutions, certified summer/winter university courses and lectures.
- Applicants are required to have held overall responsibility for at least one course for at least four years.
- Professional recognition of teaching effectiveness comprises student feedback results, appraisals, prizes, awards and other types of recognition for excellence in teaching, and successes achieved as a teacher/trainer in competitive procedures.
- Education management activities: head of department, institute or centre, management position at a faculty or university, chair of a university or faculty committee.

##### 2. *Scientific activities:*

- In the context of publication activities, the applicant must be the author of at least two foreign language articles published in a field relevant to the applicant's field of specialty in Q1 or Q2 journals or in journals listed in categories A or B of the list of international journals of Department 9 for Economics and Law of the Hungarian Academy of Sciences, or of at least one monograph published by a recognised international publisher.
- At least twenty papers/peer reviewed book chapters on a technical subject must be listed (the journals must be category A or B domestic journals or category A, B, C or D international journals according to the classification of the Hungarian Academy of Sciences).

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<sup>9</sup>Special criteria applicable to applications in the branch of science *military sciences* are addressed in a separate chapter (IV.3.5.2.1 Military sciences).

- The applicant must be the sole author of at least one peer reviewed monograph, which must be different from the applicant's PhD dissertation.
- In the fields where the Hungarian Academy of Sciences has not yet developed criteria and indicators for the assessment of compliance (e.g. communication and media studies), the applicable set of criteria is that which has the closest connection with the applicant's field of research.
- Research activities in Hungary supported under grant programmes, such as Bolyai, Bolyai+, Eötvös, Lendület, or by the National Cultural Fund of Hungary (NKA), or under the Prémium Postdoctoral Research Programme or institutional research programmes. Foreign research grants: e.g. ERC, Fulbright, Marie Curie, Mellon, Jean Monnet, EURIAS, Sasakawa.
- Leading role in at least one research team, or substantial participation in at least three research teams, or individual research grant. Participation in research will not be taken into account if it is directly linked to the applicant's job (e.g. as part of the duties to be performed) or if it is funded on a non-competitive basis.
- Domestic and international professional prizes and awards, membership in the editorial boards of international academic journals, invitations to deliver professional lectures at international forums.
- Prestigious international conferences, seminars and professional workshops organised by the applicant in Hungary or abroad. Active and competitive participation in conferences (accepted presentations) is required.

#### IV.3.5.2.1 Military sciences

##### 1. *Higher education activities:*

- The applicant must have delivered at least 200 hours within the five years preceding the submission of the application. Lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week may be taken into account.

##### 2. *Scientific activities:*

- The maximum score will be given, without a detailed assessment of scientific activities (section 2a.1 in the evaluation sheet), if the applicant holds the title Doctor of the Hungarian Academy of Sciences.
- Publications and technical papers: sole, first or last authorship of two foreign language publications in leading peer reviewed international journals of military sciences.
- The applicant must be the sole author of at least one peer reviewed monograph of a minimum length of seven printed sheets, which must be different from the applicant's PhD dissertation and must have been written within five years before the application.
- The applicant must be the author of at least 20 peer reviewed papers/book chapters on a technical subject, including at least ten papers written in a foreign language. At least four of these must have been published by a foreign publisher.
- At least 125 independent citations to the applicant's scientific publications registered in the MTMT database.
- Supervision of presentations winning awards at the National Conference of Student Research Societies (OTDK), publishing jointly with students in peer reviewed domestic or international journals, creating an intellectual hub within a college for advanced studies,

arranging the participation of students in exhibitions and festivals, organising study trips, master teacher's gold medal.

- Grants received under grant programmes such as Lendület, Bolyai, ÚNKP (New National Excellence Programme), Bolyai+ and EU grant programmes will be taken into account in the assessment of applications.
- Chair, chief editor, member or reviewer in the editorial board of an international academic journal.

#### **IV.3.6 Natural sciences**

##### *1. Higher education activities:*

- The numerical parameter applicable to higher education activities is the number of contact hours delivered, to be assessed in accordance with the evaluation sheet.
- In the context of higher education activities, quality should also be addressed: teaching compulsory courses in bachelor and master programmes, delivery of important lectures at prestigious foreign universities, appraisals, prizes, awards and other types of recognition for excellence in teaching, and successes achieved as a teacher/trainer in competitive procedures.
- In the context of consultant roles for TDK papers, only papers winning a TDK or OTDK award may be taken into account.
- Experience in teaching in higher education in a foreign language may include Erasmus Mobility and other guest teaching assignments at foreign higher education institutions, certified summer/winter university courses and lectures.
- Overall responsibility for a course will only be considered if the course is relevant to the branch of science indicated in the application.
- Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad.
- Education management activities: overall responsibility for a programme or specialisation, head of department, institute or centre, management position at a faculty or university, chair of a university or faculty committee.

##### *2. Scientific activities:*

- In the branch of science of mathematics, performance with respect to publications and citations must be considered in the context of the field of research in question.
- Applicants who have won an ERC Consolidator/Advanced Grant or an NKFIH 'Élvonal' research excellence programme are to be given the maximum number of points (50) for outstanding scientific or research work, without a detailed assessment. If the applicant is the head of a Lendület team of the Hungarian Academy of Sciences or has won an ERC Starting Grant, he/she is given at least 30 points in the field of scientific achievements.
- The supervision of at least one doctoral student who has obtained his/her doctoral degree might have taken place at a foreign institution.
- Substantial influence on the work of young academics, creation of an intellectual hub, which is publicly recognised by the professional community: leading role in at least one research team, or substantial participation in at least three research teams, or at least three individual research grants. Participation in research will not be taken into account if it is directly linked to the applicant's job (e.g. as part of the duties to be performed).

- Up to the date of submission of the application, the applicant must have won at least one national or international research/development/innovation project in a competitive procedure, and must have managed the operation of the research team implementing the winning application.
- Active and competitive participation in international conferences: plenary speaker, guest speaker, speaker.
- Membership in the scientific organisation committee of a conference, head of a scientific organisation.
- Domestic and international professional prizes and awards, membership in the editorial boards of international academic journals, invitations to deliver professional lectures at international forums.
- Prestigious international conferences, seminars and professional workshops organised by the applicant in Hungary or abroad.

#### IV.4 Decision of the HAC Body

The HAC uses the following template to issue its decision, which is accompanied by a written expert opinion.

Having regard to the requirements laid down in Section 28(5) of Act CCIV of 2011 on National Higher Education, the Hungarian Accreditation Committee has assessed the university professor application submitted by (*name of applicant*) in (*name of branch of science*) as follows:

- (a) With respect to achievements in the field of higher education and its development (delivering lectures and seminars in Hungarian and in foreign languages, leading the academic and scientific work of students, developing teaching and training materials, education development activities), and
- (b) With respect to scientific (research)/artistic activities (international publication activity, leading the scientific work of young academics, participation in doctoral training as a thesis supervisor, experience in research management, domestic and international academic activity, international recognition),

the applicant achieved 160 points or more / fewer than 160 points out of a maximum of 200 points.

On the basis of the qualitative and quantitative assessments carried out by the Hungarian Accreditation Committee, the applicant

meets / does not meet the criteria for appointment as a university professor (the applicant has achieved a score of at least 160 / has not achieved a score of at least 160 out of the maximum 200 points for achievements in the field of higher education and its development, and for scientific/artistic activities.

The Hungarian Accreditation Committee supports / does not support the appointment of (*name of applicant*) as a university professor.





## V Attachments

### V.1 Disciplines

The names of disciplines are laid down in Chapter 66 “Definitions” (Section 108(46)) of the HA Act as follows:

1. Agricultural sciences
2. Humanities
3. Theology
4. Engineering and technology
5. Arts
6. Medical and health sciences
7. Social sciences
8. Natural sciences

#### V.1.1 Classification of experts by the Hungarian Accreditation Committee

<b>1. Agricultural sciences</b>
1.1 Veterinary science
1.2 Animal husbandry
1.3 Food sciences
1.4 Forestry and wildlife management
1.5 Crop production and horticulture
<b>2. Humanities</b>
2.1 Philosophy
2.2 Literature and cultural studies
2.3 History of art and culture
2.4 Art science
2.5 Ethnography and cultural anthropology
2.6 Educational sciences
2.7 Linguistics
2.8 Psychology
2.9 History
2.10 Religious studies
<b>3. Theology</b>
<b>4. Engineering and technology</b>
4.1 Agricultural engineering
4.2 Material sciences and technologies
4.3 Bio-, environmental- and chemical engineering
4.4 Architectural engineering
4.5 Civil engineering
4.6 Mechanical engineering
4.7 Informatics
4.8 Military engineering

4.9 Transportation engineering
4.10 Electrical engineering
<b>5. Arts</b>
5.1 Architecture
5.2 Film and video art
5.3 Design
5.4 Fine arts
5.5 Multimedia art
5.6 Art science ( <i>indicating branch of art</i> )
5.7 Drama and theatre
5.8 Dance and eurhythmics
5.9 Music
<b>6. Medical and health sciences</b>
6.1 Health sciences
6.2 Theoretical medicine
6.3 Pharmaceutical sciences
6.4 Clinical medicine
6.5 Sport science
<b>7. Social sciences</b>
7.1 Economic sciences
7.1.1 Business and management
7.1.2 Economics
7.1.3 Regional studies
<b>7.2 Social science</b>
7.2.1 Law
7.2.2 Military sciences
7.2.3 Public administration
7.2.4 Media and communication studies
7.2.5 Political science
7.2.6 Law enforcement
7.2.7 Sociology
<b>8. Natural sciences</b>
8.1 Biological sciences
8.2 Physical sciences
8.3 Earth sciences
8.4 Chemical sciences
8.5 Environmental sciences
8.6 Mathematics and computer sciences

## V.2 Statement on branch of science/art

### Statement

I, the undersigned ..... declare that I have been performing scientific activities in the discipline(s) of ....., in the branch(es) of ..... (and ..... ) of science. I request that my university professor application be evaluated on the basis of the criteria applicable to following branch of science: .....

Dated .....

.....  
signature

### Statement

I, the undersigned ..... declare that I have been performing artistic activities in the art(s) of ....., in the branch(es) of ..... (and ..... ) of art. I request that my university professor application be evaluated on the basis of the criteria applicable to following branch of art: .....

Dated .....

.....  
signature

### V.3 Checklist

The head of the institution proposing the appointment of a university professor must send the application, together with a printed cover letter, to the Hungarian Accreditation Committee for an opinion.<sup>10</sup> The HAC accepts university professor applications received between 1 September and 31 March.

#	Method of submitting the application	On paper	Electronically
1	Place of submission/uploading	<p>To the HAC Secretariat</p> <ul style="list-style-type: none"> <li>• By post: Budapest, 1439 Pf. 635 or</li> <li>• By hand delivery: Budapest, 1013 Krisztina krt. 39/B. IV. em.</li> </ul>	Uploading to the database at <a href="http://tir.mab.hu">http://tir.mab.hu</a> . The content of the uploaded electronic copy must be identical to that of the paper copy. (The application must be uploaded by the higher education institution's staff member with a right to access the database.)
2	Content of the application dossier and number of copies (all copies must be fully identical)	<ul style="list-style-type: none"> <li>• Two copies in Hungarian (one original and one certified copy)</li> <li>• One copy in English (certified copy)</li> <li>• Summary table and field-specific table downloaded from the Hungarian National Scientific Bibliography (MTMT database).</li> <li>• Extract from the senate's decision (attached separately to each copy)</li> </ul>	<ul style="list-style-type: none"> <li>• One copy in Hungarian</li> <li>• One copy in English</li> <li>• Publication list downloaded from the MTMT database.</li> <li>• Extract from the senate's decision (as a separate file)</li> </ul>

<sup>10</sup> Section 15 of Government Decree 407/2017 of 15 December 2017

3	Form and size of the application dossier submitted	Size A4, duplex printing, each copy stapled, glued or spiral-bound separately, with continuous page numbering (including attachments).	The copies and the publication list must be submitted in separate files, in searchable PDF format. The entire application dossier may not exceed 5MB (except in the field of arts).
4	<b>Content of the application dossier (submitted on paper and electronically)</b>		
4.1	An extract from the record of the senate meeting which decided on supporting the application. The decision of the institution's main body on supporting the application in cases where the application is submitted by the Hungarian Academy of Sciences, the Hungarian Academy of Arts or the Hungarian Olympic Committee. The date of the decision on supporting the application may not be earlier than three months prior to the submission of the application to the Hungarian Accreditation Committee. (These documents must be attached separately to each copy of the application, in a separate paper copy or electronic file, as appropriate).		
4.2	The call for applications as published (this document must be provided by the higher education institution), except in the case of applications submitted by the Hungarian Academy of Sciences, the Hungarian Academy of Arts, the Hungarian Olympic Committee or private higher education institutions, and applications submitted in the field of religious higher education.		
4.3	The applicant's letter containing a statement on submitting an application under a given call for applications, except in the case of applications submitted by the Hungarian Academy of Sciences, the Hungarian Academy of Arts, the Hungarian Olympic Committee or private higher education institutions, and applications submitted in the field of religious higher education.		
4.4	Table of Contents (with page numbers, structured in accordance with the HAC Guide)		
4.5	CV (with the name and signature of the applicant)		
4.6	The applicant's statement on the relevant branch of science/art (Annex V.2)		
4.7	<b>Attachments (Attachments 4.7.1 to 4.7.4 and 4.7.6 to 4.7.12 must be submitted in both paper and electronic form; attachment 4.7.5 should be submitted in electronic form only)</b>		
4.7.1	Certificate of the award of a doctoral degree or an academic title (if applicable), and certificate of nostrification if the academic qualification was obtained abroad, <sup>11</sup> or		

<sup>11</sup>Section 105(5) of the HA Act.

	<p>a document attesting to the award of an art prize considered as equivalent to a doctoral degree pursuant to the law and a bachelor or higher-level diploma<sup>12</sup> (and certificate of recognition in Hungary if the diploma was obtained abroad),</p> <p>or</p> <p>a document attesting to the award of a sport prize considered as equivalent to a doctoral degree pursuant to the law, or a document certifying that the applicant won a gold, silver or bronze medal at Paralympic or Deaflympic Games in or after 1984, and a bachelor or higher-level diploma (and certificate of recognition or nostrification in Hungary if the diploma was obtained abroad).<sup>13</sup> (Document copies must be certified by the applicant's direct superior.)</p>
4.7.2	Certificate of habilitation if the applicant is a Hungarian national, or a document in which the head of the institution submitting the application certifies that the applicant has equivalent teaching experience acquired in an international higher education setting. <sup>14</sup> (Document copies must be certified by the applicant's direct superior.)
4.7.3	Certificate of teaching activities in higher education, issued by the applicant's direct superior.
4.7.4	Statement of the central library of the submitting institution, confirming the validity of the scientometric data.
4.7.5	Publication list downloaded from the MTMT database (only in electronic form).
4.7.6	The data of works accepted for publication must also be available in the MTMT database. A statement of acceptance by the editorial board must be attached.
4.7.7	Summary table and field-specific table downloaded from the Hungarian National Scientific Bibliography (MTMT database).
4.7.8	Figures (generated from the MTMT database) for the linear discipline-specific numerical indicators used in the assessment of applications for the title Doctor of the Hungarian Academy of Sciences, and a list of articles meeting the minimum H-index requirement, provided that the discipline-specific requirements include such a list.
4.7.9	For guest teaching assignments at foreign higher education institutions: copy of the letter of invitation.
4.7.10	If existence of the doctoral students who were supervised by the applicant and who have obtained their doctoral degree cannot be confirmed from the database of the Hungarian Doctoral Council (doktori.hu), confirmation by the applicant's direct superior is required (e.g. for doctoral students who obtained their doctoral degree abroad).
4.7.11	The applicant's statement identifying the department and scientific committee of the Hungarian Academy of Sciences that his/her field of research falls under.
4.7.12	The applicant's statement of consent to the processing, retention and lawful disclosure of personal data.

<sup>12</sup>Section 101(9) of the HA Act.

<sup>13</sup>Section 104/B(2) of the HA Act.

<sup>14</sup>Section 28(5) of the HA Act.

## **V.4 Statement of consent**

### **STATEMENT OF CONSENT**

**for the processing, retention and disclosure of personal data in accordance with the provisions of law**

I, the undersigned ..... (name) hereby give my consent for all of my personal data submitted in my university professor application to be processed by the Hungarian Accreditation Committee (HAC; address: 1013 Budapest, Krisztina krt. 39/B) in compliance with Act CXII of 2011 on the right to informational self-determination and on the freedom of information and in accordance with the data protection rules of the Hungarian Accreditation Committee

I understand that the purpose of data processing is to provide an expert opinion on my university professor application.

I accept that in the course of its decision-making, HAC as data controller will make my university professor application and my personal data therein accessible to the participants of the expert evaluation process. Access to the paper copy of the application and to its electronic copy stored in the TIR database on the server of the HAC will be subject to confidentiality requirements. I consent to the publication of the expert opinion by the HAC on its website ([www.mab.hu](http://www.mab.hu)), with disclosure of the following information: HAC code, discipline, institute, application supported/not supported. As data controller, the HAC will store all personal data on servers which are under its own physical control and to which password-protected access is granted only to staff members and experts participating in the evaluation procedure. Access to data will be logged.

As data controller, the HAC will not disclose data except as consented herein, and will ensure the protection of data in compliance with the law.

In the framework of data processing for the purpose of providing an expert opinion, the HAC will process data lawfully, fairly and in a manner which is transparent for natural persons, guaranteeing the rights of natural persons and limiting the length of data storage to the absolute minimum necessary.

The staff of the HAC Secretariat will process, store and destroy the data concerned in accordance with the applicable legal provisions. The staff involved in the processing of data will comply with the confidentiality obligations laid down in their job descriptions and in the organisational and operational rules of the HAC. The data processed is covered by the obligation of professional secrecy. The experts will process the data concerned in accordance with the applicable legal provisions and are bound by a declaration of confidentiality. The data processed is classified as confidential.

I understand that to request information about the processing of my personal data, to revoke my statement of consent or to request the correction, blocking or deletion of my personal data, I may at any time send an email to [lakatos.peter@mab.hu](mailto:lakatos.peter@mab.hu) or write to the following address: Hungarian



Accreditation Committee, 1013 Budapest, Krisztina krt. 39/B. If I deem my rights relating to the processing of personal data to have been violated, I may initiate court proceedings against the data controller or request an investigation by the National Authority for Data Protection and Freedom of Information (at 1125 Budapest, Szilágyi Erzsébet fasor 22/C., [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), +36-1-3911400, [www.naih.hu](http://www.naih.hu)).

Dated ..... (day) ..... (month) ..... (year)

Name/Signature

## **V.5 List of legislation**

1. Act CCIV of 2011 on national higher education
2. Act C of 2001 on the recognition of foreign certificates and diplomas
3. Government Decree 19/2012 of 22 February 2012 on certain aspects of quality assessment and improvement in higher education, as amended by Government Decree 407/2017 of 15 December 2017 on the amendment of government decrees regulating higher education and of certain related government decrees.
4. Decree 26/2016 of 8 September 2016 of the Minister for Human Resources on the recognition of achievements by the Minister for Human Resources