

EVALUATION SHEET FOR UNIVERSITY PROFESSOR APPLICATIONS		
Branch of science: Educational sciences (Discipline: Humanities)		
MAB code: E.....	Name and institution of applicant	
Evaluation criteria		
I. Higher education activities (maximum score)	100	
1a.1 <u>Teaching experience</u>	Maximum score	Score obtained
<p><u>Minimum requirement* (10 points):</u> 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, and the relevant student feedback results must be provided.</p> <p><u>Special criteria for the minimum requirement:</u> 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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>In the case of foreign applicants:</u> Instead of the applicant's superior certifying the contact hours taught, other means of proof used in the particular country are also admissible. For example, a certificate from the dean's office, or an itemised list of the courses which yielded the contact hours stating the course titles, the name of the institution/faculty/subject, the level of education (bachelor, master, doctoral), and the date. With respect to student feedback on teaching activity, the information resulting from the processes of the given country must be taken into account.</p> </div>	10	
<p><u>Scoring of teaching activities:</u> 20 points are given for 1000 contact hours, 30 points for 1200 contact hours, 40 points for 1400 contact hours, and 50 points for 1600 contact hours.</p> <p>With respect to teaching activities (1a.1), the minimum requirement is 800 contact hours (including 100 hours of lectures), for which the applicant is given 10 points. For 1600 contact hours (including 200 hours of lectures), a maximum of 50 points may be given. Between the maximum and the minimum, the score is determined proportionally and must be rounded to the nearest whole number.</p> <p>A maximum of 25 (10+15) points may be given for contact hours where the applicant did not attach student feedback or where student feedback result was below 3.50.</p>	40	
1a.2 <u>Leading the academic and scientific work of students</u>		
<p><u>Minimum requirement* (5 points):</u> The applicant is required to have supervised at least ten theses and/or dissertations, or been a consultant to papers presented at conferences of student research and art societies (co-supervision is worth 0.5 point).</p>	5	
<p><u>Special criteria:</u> Prize-winning TDK and OTDK presentations (2 points each), supervision of TDK and OTDK papers (1 point each), joint publication with</p>	5	

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<p>students in peer reviewed journals (2 points if in Hungarian, 4 points if in international journals). Supervising, leading and evaluating classroom practice sessions during the practical training of student teachers: documented, regular classroom practice visits with feedback to the student about his/her teaching practices, and obtaining feedback from the schools and students. Participation in the dissemination of scientific knowledge. A maximum of 5 points, based on the assessment by the evaluators.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Special criteria for foreign applicants:</u> student talent development activity may be given 1 or 2 points per item, depending on whether the talent development activity takes place domestically (1 point per item), or at an international level, or has received awards (2 points per item), joint peer-reviewed publication with students (2 points for domestic, 4 points for international publication).hallgatókkal végzett tehetséggondozó tevékenység (tételenként 1 vagy 2 pont), közös referált publikáció a hallgatókkal (adott országbeli 2 pont, nemzetközi 4 pont).</p> </div>		
Total (1a.1+1a.2)	60	
<i>Written evaluation of performance, supported by specifics:</i>		
<p>1a.3 Lectures, practice sessions and seminars delivered in a foreign language at graduate and/or postgraduate level or at any level of learning in the Bologna system.</p>	Maximum score	Score obtained
<p><u>Minimum requirement* (5 points):</u> The applicant is required to have delivered at least 80 contact hours (including guest teaching assignments at foreign higher education institutions) up to the date of submission of the application, as certified by the applicant's direct superior. <u>Special criteria for the minimum requirement:</u> The following count toward teaching in a foreign language in higher education: - up to 80 hours taught in the Erasmus or Ceepus programmes (only in case of staff and if the language of instruction is a foreign language); - teaching foreign Erasmus students; - co-tutelle; - invitations to deliver lectures at foreign universities (one lecture per university); - teaching assignments at foreign universities (one semester per university).</p>	5	
<p><u>Additional points may be given for:</u> Delivery of an additional 80 contact hours (5 points), participation as teacher/trainer in teacher training in a foreign language (2 points for a course).</p>	5	
Total (1a.3)	10	
<i>Written evaluation of performance, supported by specifics:</i>		

1b <u>Activities and achievements in education development</u>		Maximum score	Score obtained
<p>1b.1 <i>Minimum requirement* (10 points):</i> 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.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><i>In the case of foreign applicants:</i> overall responsibility for programmes or specialisations may be substituted for activities leading and/or managing programmes, courses or projects. (However, participation in research/development/innovation projects should be accounted for and evaluated under item 2b.1, not under this item.)</p> </div>		10	
<p><i>Special criteria for additional points that may be given:</i> Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad (5 points). Overall responsibility for a programme or specialisation (5 points); management experience (head of department, institute or doctoral programme, senior position at a faculty or university) (5 points).</p>		10	
<p>1b.2 <i>Minimum requirement* (5 points):</i> 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.</p>		5	
<p><i>Additional points may be given for:</i> Authorship of one additional coursebook, textbook or teaching aid. <i>Special criteria:</i> 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) (max. 5 points, as seen fit by the evaluators).</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><i>In the case of foreign applicants:</i> these may be substituted for activities related to other academic competitions.</p> </div>		5	
Total (1b.1+1b.2)		30	
<i>Written evaluation of performance, supported by specifics:</i>			
I	Higher education activities	100	
II. Scientific activities (maximum score)		100	
2a.1 <u>Outstanding scientific or research work</u> (up to the submission of the application)		Maximum score	Score obtained
Internationally recognised, outstanding scientific achievements.		25	

<p><u>Minimum requirement* (25 points):</u> 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).</p> <p>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.</p> <p><u>Special criteria for the minimum requirement:</u> The applicant must be the author of at least 48 peer reviewed papers, including at least ten peer reviewed papers 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, and there must be at least 125 independent citations to the applicant’s scientific publications registered in the MTMT database.</p>		
<p><u>Additional points that may be given:</u> additional Q1 or Q2 paper (2 points), monography (4 points) (for a maximum of 8 points); 4 more peer reviewed papers (2 points, for a maximum of 6 points); additional foreign language paper (1 point, for a maximum of 5 points); additional citations (2 points for 10 citations, for a maximum of 6 points).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>In the case of foreign applicants:</u> the criteria “foreign language” and “foreign publisher” can be met by a work published in an international journal or by an internationally renowned publisher. For native English-speaking applicants, publication in another language is not required. For non-native English speaking applicants, publication in a (foreign) language relevant to international scientific communication is required.</p> </div> <p>Applicants who obtained the title Doctor of the Hungarian Academy of Sciences no more than 10 years before submission of the application are considered to have met the criteria for outstanding scientific or research work (2a.1) and are to be given the maximum number of points (25+25).</p>	25	
Total (2a.1)	50	

<i>Written evaluation of performance, supported by scientometric data or specific references to recognition, awards or other data:</i>		
2a.2 <u>Leading the scientific work of young academics, participation in doctoral training as a thesis supervisor</u>	Maximum score	Score obtained
<u>Minimum requirement* (5 points):</u> The applicant has been a thesis supervisor to at least one doctoral student who has obtained his/her doctoral degree (as confirmed by the 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.	5	
<u>Additional points may be given for:</u> Additional PhD students obtained his/her doctoral degree and/or postdoctoral fellows supervised by the applicant (5 points each). In addition to the points given for a student who has obtained his/her doctoral degree, 3 additional points may be given for each currently supervised doctoral student and doctoral candidate, registered by the doctoral school, who are recorded by name in the database of the National Doctoral Council, including the expected year of obtaining their pre-degree certificate and degree.	15	
2a.3 <u>Minimum requirement* (5 points):</u> Substantial influence on the work of young academics, creation of an intellectual hub, which is publicly recognised by the professional community (e.g. head or founder of a research team). <u>Special criteria for the minimum requirement:</u> Creation of an intellectual hub within a college for advanced studies (2 points), master teacher's gold medal (4 points). <u>In the case of foreign applicants:</u> creation of an intellectual hub within a college for advanced studies, and a master teacher's gold medal can be substituted by other student talent development activities, as well as prizes and awards (which, however, cannot be the same as those related to teaching activities listed under item 1a.2, e.g. activities substituted for activities related to TDK/OTDK).	5	
2a.4 <u>Minimum requirement* (5 points):</u> 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 at another university, as member of a non-university professional body, as member of a university senate or faculty council, or as head or member of a professional committee at a university).	5	
Total (2a.2+2a.3+ 2a.4)	30	
<i>Written evaluation of performance, supported by specifics:</i>		

2b.1 <u>Experience and achievements in research management</u>	Maximum score	Score obtained
<u>Minimum requirement* (5 points):</u> Up to the date of submission of the university professor application, role as project manager of at least one research/development/innovation project that won support in a national or international competitive procedure, or substantial participation in the implementation of at least three such projects, or roles as project manager of three institutional projects.	5	
<u>Additional points may be given for:</u> More similar achievements (e.g. leading other research or prestigious artistic projects), for proportionally more points. <u>Special criteria:</u> 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).	5	
Total (2b.1)	10	
<i>Written evaluation of performance, supported by specifics:</i>		
2b.2 <u>Recognition in Hungary and abroad</u>	Maximum score	Score obtained
<u>Minimum requirement* (5 points):</u> Head of domestic or international scientific organisation (5 points), member of board (3 points), conference chair or conference organiser (3 points), co-chair, section organiser, panel organiser, section chair, invited plenary speaker at conferences (1 point each).	5	
<u>Additional points may be given for:</u> Organising/leading workshops and in-service training (trainer training) in Hungary and abroad (max. 5 points, as seen fit by the evaluators). Artistic works, organising scientific exhibitions and preparing catalogues, if considered relevant (max. 2 points, based on the assessment by the evaluators). Organising prestigious international conferences in Hungary (1 point) or abroad (2 points). 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) (max. 3 points, based on the assessment by the evaluators). Elected high-level posts, professional prizes, awards, professional lectures, prizes at international professional forums (1 to 5 points, based on the assessment by the evaluators, with max. 5 points for recognition within Hungary).	5	
Total (2b.2)	10	

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<i>Written evaluation of performance, supported by specifics:</i>			
II	Scientific activities	100	
Maximum score: 200 points	Final score (I+II):		
The minimum score necessary for supporting the applicant's appointment: 160			
* If the applicant did not meet the minimum requirement for an item (any requirement, if there are more than one), then a score of 0 must be given for that item (e.g. 1b.1). This means that no additional points may be given for the item in question.			
The applicant achieved the minimum score		Supported	
The applicant did not achieve the minimum score		Not supported	