

## **APPLICATION**

**... University ... Faculty ... Department**  
**to fill the position of university professor**  
(Application ID:...)

**NAME**

Dated .....

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## **CALL FOR APPLICATIONS**

Presentation of the published call for applications. (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 and faith-training institutions. In these cases, presentation is recommended but not required.)

## **APPLICANT'S RESPONSE TO THE CALL**

The Applicant's letter containing a statement on submitting an application under a given call for applications. (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 and faith-training institutions. In these cases, presentation is recommended but not required.)

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signature

## **SHORT CURRICULUM VITAE**

Format: normal margins (bottom, top, left and right margins 2.5 cm), Times New Roman font, size 12, single line spacing, maximum number of pages: 5 pages.

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signature

## I. HIGHER EDUCATION ACTIVITIES

Format: normal margins (bottom, top, left and right margins 2.5 cm), Times New Roman font, size 12, single line spacing, maximum number of pages to describe I. Higher education activity: 30 pages.

### **1a.1. Teaching experience**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

Total number of contact hours:..., of which lectures ... . Online classes can also be taken into account in the presentation of higher education teaching activities. Duration of each contact hour: minimum forty-five minutes, maximum sixty minutes.

If several institutions certify the teaching activity, it is recommended to present the total number of contact hours in the application as well.

For subjects taught in the five active years preceding the submission of the application, the student feedback is included in the documentation proving the teaching activities. In the case of subjects where the student feedback was not prepared or the result was not representative, the assessment of the direct supervisor of the Applicant's teaching activity attached, including the name of the courses taught which the direct supervisor's assessment relates to.

### **1a.2. Leading the academic and scientific/artistic work of students**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

Presentation of theses/dissertations:

No.	Name	Name of scientific field	Title of thesis/dissertation	Year of defence

Presentation of MDK/OMDK lectures/theses:

No.	Name	Name of scientific field	MDK Lecture/Thesis title	Year	Placements	
					TMDK	OTMDK

### **1a.3. A high-profile international teaching role abroad or domestically but involving foreign students**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

If the Applicant presents foreign guest teaching activities, a certification issued by the direct superior must be provided, including details of the contact hours delivered (name of the course(s) taught, number of hours, and information about the higher education institution).

### **1b. Activities and achievements in education development**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

Presentation of subject director responsibilities:

<b>No.</b>	<b>(academic year / semester)</b>	<b>Subject Name</b>	<b>Type of subject (mandatory A/optional B/C)</b>	<b>Name and level of specialisation (study programme/ specialisation)</b>	<b>Language of training</b>

A presentation of the Applicant's involvement in subject development:

<b>No.</b>	<b>Subject Name</b>	<b>Type of subject (mandatory A/optional B/C)</b>	<b>Name and level of specialisation (study programme/ specialisation)</b>	<b>Language of training</b>	<b>Applicant's subject development activity</b>

## II. SCIENTIFIC/ARTISTIC ACTIVITIES

Format: standard margins (top, bottom, left, and right margins of 2.5 cm), Times New Roman font, 12-point font size, single line spacing, maximum page count for the II. Scientific/Artistic Activity: 30 pages.

### **2a.1. Outstanding art/creative work**

*Detailed presentation based on the Evaluation Sheet and the Guide.*

The Applicant must demonstrate with regard to two artworks (film, choreography, exhibition, CD, art book, curator activities) that these are internationally recognised, outstanding works with the help of a professional portfolio (and its English-language version). The portfolio should provide an illustrated picture of the Applicant's artistic career.

### **2a.2. Supervising the scientific/artistic work of young academics, participation in doctoral training as a thesis supervisor**

*Detailed presentation based on the Evaluation Sheet and the Guide.*

Presentation of the student(s) who have obtained a doctoral degree supervised by the Applicant:

No.	Name	Title of doctoral dissertation	Year of defence	Name of doctoral school, name of programme	Role of the Applicant (supervisor/co-supervisor... %)

Description of the student(s) supervised by the Applicant:

No.	Name	Title of doctoral dissertation	Expected year of dissertation on defence	Name of doctoral school, name of programme	Role of the Applicant (supervisor/co-supervisor... %)



The PhD student(s) listed in the application are recorded in the doktori.hu database. In the case of student(s) who cannot be recorded in the doktori.hu database (e.g. because they have a foreign supervisor), a certificate from their supervisor is attached.

### **2a.3.**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

### **2a.4.**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

## **2b.1. Experience and achievements in artistic management**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

## **2b.2. Recognition in Hungary and abroad**

*Detailed* presentation based on the Evaluation Sheet and the Guide.

### **III PLANS RELATING TO THE PERFORMANCE OF TASKS**

(optional, recommended)

Format: normal margins (bottom, top, left and right margins 2.5 cm), Times New Roman font, size 12, single line spacing, maximum number of pages to present the plans related to the III Performance of the Tasks: 3 pages.

## IV ANNEXES

Annexes according to V.3 Checklist and formal requirements of the Guide:

<b><i>Annexes related to educational activities:</i></b>
To certify educational activities, a summary table of contact hours should be provided, including the required data as specified in the sample document available on the MAB website, or a certification based on data recorded in the Neptun database, authenticated by the rector.
To certify educational activities performed in a foreign language, a summary table should be provided, including the required data as specified in the sample document available on the MAB website, or a certification based on data recorded in the Neptun database, authenticated by the rector.
In the case of subjects where the student feedback was not prepared or the result was not representative, the assessment and certification of the direct superior of the Applicant's teaching activity, including the name of the courses taught which the direct supervisor's assessment relates to.
If the Applicant presents foreign guest teaching activities, a certification issued by the direct superior must be provided, including details of the contact hours delivered (name of the course(s) taught, number of hours, and information about the higher education institution).
Certification by the workplace supervisor regarding the Applicant's subject director assignments over the past ten active years, including the academic year/semester, subject name and type, training programme (field/specialization), training level, and the language of instruction.
<b><i>Annexes related to scientific/artistic activities:</i></b>
A certificate issued by the MTMT administrator of the submitting institution on the authenticity of the scientific metrics.
Summary table downloaded from MTMT database.
List of ten priority publications/artworks: five publications/artworks considered by the Applicant to be the most important for the whole academic/artistic career up to the date of submission of the application, plus five other publications/artworks considered by the Applicant to be the most important among the works published in the five active years preceding the submission of the application.
If the database of the National Doctoral Council (doktori.hu) does not confirm the existence of the student(s) who have obtained a degree under the Applicant's supervision, a certificate from the Applicant's direct superior is required (e.g. in the case of PhD students who have

obtained a degree abroad). The data in the application and in the doktori.hu database must be consistent.
If the Applicant submits a publication accepted for publication, its details must be available in the MTMT and a copy of the publisher's acceptance letter must be attached.
<b><i>Signed declarations:</i></b>
Applicant's declaration of scientific discipline(s)/artistic discipline(s) (choose one or more, but not more than three disciplines from the table in point V.1.1 of the Guide, declaration according to section V.2 of the Guide)
The Applicant's statement of consent to the processing, retention and lawful disclosure of personal data (as described in point V.4 of the Guideline).
<b><i>Certified personal documents:</i></b>
Document certifying the acquisition of a doctoral degree or scientific title (if the latter is available). In the case of a degree obtained abroad, the certificate of naturalization, <sup>1</sup> or a legally recognised artistic award equivalent to a doctorate and at least a bachelor's degree <sup>2</sup> (in the case of qualifications obtained abroad, a certificate of recognition of the diploma in Hungary), or a legally recognised sports award equivalent to a doctoral degree, or a document certifying that the Applicant has won a gold, silver or bronze medal at starting from 1984 at Paralympic or Deaflympic Games, and a bachelor or higher-level diploma (in the case of a foreign qualification, proof of recognition or naturalisation of the qualification in Hungary) <sup>3</sup> . (A certified copy of the documents.)
In the case of Hungarian nationals, a document certifying habilitation or equivalent teaching experience acquired in an international higher education setting from the head of the institution submitting the application. <sup>4</sup> (A certified copy of the documents.)
Academic title (if the Applicant has one) – Candidate of Science(s), Doctor of Science(s), Doctor of Sciences, Doctor of the Hungarian Academy of Sciences, recognised academic qualification obtained abroad – a certified copy of the diploma certifying the qualification.

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<sup>1</sup> Higher Education Act CCIV of 2011 (Nftv.) Section 105 (5).

<sup>2</sup> Higher Education Act CCIV of 2011 (Nftv.) Section 101 (9).

<sup>3</sup> Higher Education Act CCIV of 2011 (Nftv.) Section 104/B (2).

<sup>4</sup> Higher Education Act CCIV of 2011 (Nftv.) Section 28 (5).

<b><i>Other Annexes:</i></b>
The Applicant's statement of consent to the processing, retention and lawful disclosure of personal data.
Other optional documents deemed important by the Applicant (e.g. diplomas, copies of awards)

*Note:*

According to section V.3 Checklist and formal requirements of the Guide, the following documents must be uploaded as separate files to the TIR 2.0 database (and not included as attachments in the application): the publication list, an extract of the minutes of the Senate meeting, a cover letter from the rector or an institutional representative regarding the evaluation of the application, and *exclusively in the field of Arts*, a portfolio.

## **ANNEX TEMPLATES FOR HUNGARIAN-LANGUAGE APPLICATIONS**

## Certificate of teaching activities

..... (name)

### for the university professor application

<b>Name of higher education institution, faculty, organisational unit:</b>								
<b>Address of higher education institution:</b>								
<b>Teaching activities</b>								
<b>Period</b> ( <i>10 academic years/semesters preceding the application</i> )		<b>Programme name(s) / level(s) /Subject name(s)</b> <i>(academic year / semester)</i>	<b>Number of contact hours*</b>					<b>Student feedback result</b> <b>(for subjects taught during the 5 years preceding the application)</b>
			Lecture	Seminar	Practice session	Consultation	Total <i>(semester)</i>	
<b>Academic year</b>	<b>I.</b> <i>(semester)</i>	1.						
		2.						
	<b>II.</b> <i>(semester)</i>	1.						
		2.						
<b>Academic year</b>	<b>I.</b> <i>(semester)</i>	1.						
		2.						
	<b>II.</b> <i>(semester)</i>	1.						
		2.						

## Summary\*\*

Teaching activities:		Lecture	Seminar	Practice session	Consultation
Total number of contact hours:					
of which contact hours that are	online				
	recorded in an electronic system				
Total contact hours:					
Total lecture contact hours:					
Total contact hours of subjects scoring above 3.50 in student feedback:					

Date: .....

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Signature of direct supervisor

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Name of direct supervisor

*\* 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.*

*\*\* If submitting multiple certificates, please summarise teaching activities by institution*



## Record of Teaching Activities in a Foreign Language

..... (name)

for the university professor application submitted by

Name of higher education institution, faculty, organisational unit:						
Address of higher education institution:						
<b>Teaching activities</b>						
Period ( <i>up to the date of application; academic year/semester</i> )		Programme name(s) and level(s)*, and subject name(s) in the language of delivery ( <i>academic year/semester</i> )	Number of contact hours**			
			Lecture	Practice session	Seminar	Total ( <i>semester</i> )
<b>Academic year</b>	<b>I.</b> <i>(semester)</i>	1.				
		2.				
	<b>II.</b> <i>(semester)</i>	1.				
		2.				
<b>Academic year</b>	<b>I.</b> <i>(semester)</i>	1.				
		2.				
	<b>II.</b> <i>(semester)</i>	1.				
		2.				

### Summary\*\*\*

Type of contact hour:		Lecture	Practice session	Seminar
Total number of contact hours:				
of which contact hours that are	online			
	recorded in an electronic system			
Total contact hours:				
Grand total of contact hours delivered as a guest teacher abroad:				

Date: .....

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Signature of direct supervisor

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Name of direct supervisor

*\*Programme level can be graduate and/or postgraduate, or any level in the Bologna system*

*\*\*=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.*

*\*\* If submitting multiple records, please summarise teaching activities by institution*

## Declaration of artistic branch

It must be completed in strict accordance with the classification system outlined in table V.1.1 Expert Classification System of the MAB within the Guidelines. Only one declaration relevant to the Applicant needs to be completed.

### Declaration

*(if the Applicant requests the evaluation of his / her application in one artistic discipline)*

I, the undersigned, ..... hereby declare that my previous artistic activities have been carried out in the field of Arts, in the artistic branch of .....

I request that my university professor application be evaluated on the basis of the criteria applicable to following artistic discipline: .....

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

.....  
Name/Signature

### Declaration

*(if the Applicant requests the evaluation of his / her application in more than one but no more than three disciplines)*

I, the undersigned ..... declare that I have been performing artistic activities in the field of Arts in the following branches of art in the following ratios:

Primarily

1. in the artistic branch of ....., at ..... %.

and

2. in the artistic discipline ..... %
3. in the artistic branch of ....., at ..... %.

Accordingly, I request that my university professor application be evaluated on the basis of the criteria applicable to following branches of the arts:

Primarily

1. in the artistic branch of ....., at ..... %.

and

2. in the artistic discipline ..... %
3. in the artistic branch of ....., at ..... %.

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

.....  
Name/Signature

## STATEMENT OF CONSENT

**For the processing, retention, and lawful disclosure of personal data in accordance with statutory requirements.**

I, the undersigned ..... (name), hereby consent to the processing of the personal data provided in my university professor application by the Hungarian Accreditation Committee (hereinafter: MAB), located at 1087 Budapest, Hungária Boulevard 40-44, Arena Corner Office Centre, Reception C, floor 5, in accordance with the provisions of Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information, as well as MAB's data protection regulations.

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

I consent to the data controller, MAB, making my university professor application, which contains my personal data, accessible to the participants in the expert evaluation process as part of the decision-making procedure. This access will be provided under confidentiality obligations, both in paper form and electronically through storage in the TIR 2.0 database on MAB's server. Additionally, I agree to the publication of the expert opinion on MAB's official website ([www.mab.hu](http://www.mab.hu)), which will include the following details: MAB code, discipline, institution, and whether the application is supported or not supported.

The personal data is stored by the data controller, MAB, exclusively on servers under its direct physical control. Access to these servers is restricted to employees and experts involved in the evaluation procedure and is secured with password protection. Access to data is logged.

The data controller, MAB, will not disclose the data beyond the scope of the consent provided in this declaration and will ensure its protection in accordance with the law.

For the purpose of providing expert opinions, MAB processes data lawfully, fairly, and transparently, safeguarding the rights of natural persons and ensuring that data storage is limited to the time strictly necessary.

The staff of the MAB process, store and destroy the data concerned in accordance with the applicable legal provisions. Staff involved in data processing are bound by confidentiality obligations in accordance with their job descriptions and the Organizational and Operational Regulations of MAB. The data processed during the data management procedure is classified as official secrets. The data processed is covered by the obligation of professional secrecy. The experts process the data concerned in accordance with the applicable legal provisions and are bound by a declaration of confidentiality. The data are classified as confidential.

I understand that I may request information about the processing of my personal data by sending an email to [adatvedelem@mab.hu](mailto:adatvedelem@mab.hu) or to the address of the Hungarian Accreditation Committee, 1087 Budapest, Hungária körút 40-44. Arena Corner Office Centre, Reception C, floor 5, at any time, I can request information, or withdraw this declaration and request the correction, freezing or deletion of my personal data. If I believe that a violation of my rights has occurred regarding the processing of my personal data, I may initiate legal proceedings against the data controller or request an investigation by the National Authority for Data Protection and Freedom of Information (1363 Budapest, P.O. Box: 9) [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu), +36-1-3911400, [www.naih.hu](http://www.naih.hu)).

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

.....

Name/Signature