Medical and Health Sciences
(except Sports Sciences)

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.)

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.

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 taught in Hungarian: ..., 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.

Documentation proving teaching activities and a summary table are attached. If several direct superiors 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 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 superior of the Applicant's teaching activity attached, including the name of the courses taught which the direct superior's assessment relates to.

Presentation of participation in examinations, and evidence thereof by the direct superior.

1a.2. Leading the academic and scientific work of students

Detailed presentation based on the Evaluation Sheet and the Guide.

Presentation of theses/dissertations:

Number	**Name**	**Name of scientific field**	**Title of thesis/dissertation**	**Year of defence**

Presentation of TDK/OTDK lectures/theses:

Number	**Name**	**Name of scientific field**	**Title of TDK lecture/thesis**	**Year**	**Placements**	
					TDK	**OTDK**

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.

Detailed presentation based on the Evaluation Sheet and the Guide.

Documentation proving teaching activities and a summary table are attached.

For guest teaching assignments at foreign higher education institutions: copy of the letter of invitation (or, in its absence, other supporting documents).

1b. Activities and achievements in education development

1b.1.

Detailed presentation based on the Evaluation Sheet and the Guide.

Acting as course director (at the time of submitting the application and 10 years proceeding it):

Number	**(academic year / semester)**	**Subject Name**	**Type of subject (mandatory A/optional B/C)**	**Name and level of specialisation (study programme/ specialisation)**	**Language of training**

1b.2.

Detailed presentation based on the Evaluation Sheet and the Guide.

Number	**Title of Coursebook (with page number)**	**Title of Textbook (with page number)**	**Title of the teaching aid (with page number)**	**Digital teaching materials**	**Editor /sole author / first author / indicating % for multiple authors**

II. SCIENTIFIC 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 present II. Scientific activities: 30 pages.

2a.1. Outstanding scientific or research work

Detailed presentation based on the Evaluation sheet and the Guide (except for Applicants who have obtained a Hungarian Academy of Sciences doctorate within 10 years).

List of Q1 publications in a foreign language in the Applicant's field of expertise, of which the Applicant is the sole, first or lead (corresponding or final) author of at least one:

Number	**Address**	**Authors**	**Journal**		**Number of independent citations**
			name	**classification in the year of publication (e.g. Q1)**	

Additional Q1 publications:

1. …
2. …

etc.

In extenso versions of at least two Q1 publications in foreign languages published in the Applicant's own field (in an attachment in a PDF file)

The Applicant meets the independent citation value and the requirements for the independent citation parameter set out in the Evaluation Sheet as follows:

Number	**Address**	**Author (s)**	**Author status of the Applicant (sole/first/last/correspondent)**	**Journal**		**n (citation index)**	**Number of independent citations (Cit.)**
				name	**classification in the year of publication (e.g. Q1)**		

In extenso version of articles meeting the minimum citation requirements must be attached.

The discipline-specific summary table downloaded from the MTMT database, the publication list and the library certificate on the authenticity of the scientometric data are attached (applies to Applicants who obtained the title Doctor of the Hungarian Academy of Sciences as well).

Presentation of the five most important publications of the entire scientific career, as well as the five most important publications published in the five years preceding the submission of the application (applies to Applicants who obtained the title Doctor of the Hungarian Academy of Sciences as well).

2a.2. Supervising the scientific 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:

Number	**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:

Number	**Name**	**Title of doctoral dissertation**	**Expected year of dissertation 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.

2b.1. Experience and achievements in research management

Detailed presentation based on the Evaluation Sheet and the Guide.

Role of the Applicant in applications:

Number	Application					Role of the Applicant (supervisor, research fellow, etc.)
	Publisher of the call and its identifier	Address	Year		Amount granted (HUF/EUR)	
			Start date	End date		

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

Electronic attachments exclusively available in TIR 2.0:
(not part of electronically submitted application)

1. Extract from the senate's decision (PDF file)
2. Publication list in Hungarian (file in searchable PDF format downloaded from MTMT database)
3. Publication list in English (file in searchable PDF format downloaded from MTMT database)
4. In extenso versions of at least two Q1 publications in foreign languages published in the Applicant's own field (edited into one PDF file)
5. In extenso version of articles meeting the minimum citation requirements (edited in a PDF file)

Annexes to the application:

Annexes related to teaching activities:

1. Certificate(s) of teaching activities regarding contact hours in Hungarian, summary table
2. Certificate(s) of teaching activities in a foreign language, summary table
3. In the case of subjects where the student feedback was not prepared or the result was not representative, the assessment of the direct superior of the Applicant's teaching activity, including the name of the courses taught which the direct superior's assessment relates to
4. For guest teaching assignments at foreign higher education institutions: copy of the letter of invitation (or, in its absence, other supporting documents)
5. Presentation of participation in examinations, and evidence thereof by the direct superior

Annexes related to scientific activities:

1. Library certificate on the authenticity of the scientometric data
2. Summary table downloaded from MTMT database
3. Discipline-specific table downloaded from MTMT database
4. A list of articles that meet the minimum citation requirement (except for Applicants who have obtained a Hungarian Academy of Sciences doctorate within 10 years).
5. A list of ten key publications: five publications considered to be the most important of the Applicant's entire scientific career at the time of submitting the application, plus five additional publications considered to be the most important among the works published in the five years preceding the submission of the application
6. 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)
7. 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.

Signed declarations:

1. Applicant's declaration of 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 point V.2 of the Guide)
2. Written statement by the Applicant identifying the department and scientific committee of the Hungarian Academy of Sciences that his/her field of research falls under
3. 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)

Certified personal documents:

1. 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 (IX. 8.) of the Ministry of Human Capacities (EMMI) 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 copy of a bachelor or higher-level diploma (for applications in the arts and Sports Science). In the case of a foreign diploma, a copy of the diploma's domestic recognition or accreditation certificate.
2. 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
3. Academic title (if the Applicant has one) – Candidate of Science(s), Doctor of Sciences, Doctor of the Hungarian Academy of Sciences, recognised academic qualification obtained abroad – copy of the diploma certifying the qualification

Other Annexes:

1. The Applicant's statement of consent to the processing, retention and lawful disclosure of personal data.
2. Other documents deemed important by the Applicant (e.g. diplomas, copies of fees)

MODEL ANNEXES FOR HUNGARIAN-LANGUAGE APPLICATIONS APPLICATIONS

Certificate of teaching activities

..... (name)

for the university professor application

Name of higher education institution, faculty, organisational unit:

Address of higher education institution:

Teaching activities

Period *(10 academic years/semesters preceding the application)*		**Programme name(s) / level(s) /Subject name(s)** *(academic year / semester)*	**Number of contact hours***					**Student feedback result (for subjects taught during the 5 years preceding the application)**
			Lecture	**Seminar**	**Practice session**	**Consultation**	**Total** ***(semester)***	
Academic year	**I.** *semester*	**1.**						
		2.						
	II. *semester*	**1.**						
		2.						
Academic year	**I.** *semester*	**1.**						
		2.						
	II. *semester*	**1.**						
		2.						

Summary**

Teaching activities:		Lecture	Seminar	Practice	Consultation
Total number of contact hours:					
of which contact hours that are	online classes				
	classes recorded in an electronic system				
Total number of contact hours:					
Total number of contact hours that were lectures:					
Total number of contact hours in subjects assessed by students to be above 3.50:					

Date:

Signature of direct superior

Name of direct superior

** 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*

Certificate 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:**						
Teaching activities						
Period *(up to the date of application; academic year/semester)*		**Programme name(s) and level(s)*, and subject name(s) in the language of delivery** *(academic year/semester)*	**Number of contact hours****			
			Lecture	**Practice**	**Seminar**	**Total** *(semester)*
Academic year	**I.** *(semester)*	1.				
		2.				
	II *(semester)*	1.				
		2.				
Academic year	**I.** *(semester)*	1.				
		2.				
	II. *(semester)*	1.				
		2.				

Summary***

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

Date:

Signature of direct superior

Name of direct superior

**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 certificates, please summarise teaching activities by institution*

Declaration

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

I, the undersigned …… declare that I have been performing educational and scientific activities in the discipline(s) of ……., in the subdiscipline(s) 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: ……

Date: ……

……

Name/Signature

Declaration

(if the Applicant requests the evaluation of his / her application in more than one but <u>not more than three</u> disciplines)

I, the undersigned …… declare that I have been performing educational and artistic activities in the discipline(s) of……., in the following subdiscipline(s) in the following ratios (%):

1. Primarily in the discipline of …….. , in …….%,

and

2. in the the discipline of …….., in ……%,
3. in the the discipline of …….., in ……%.

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

1. in the the discipline of ……..
2. in the the discipline of ……..
3. in the the discipline of ……..

Date: ……

……

Name/Signature

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 (MAB; 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, MAB as data controller will make my university professor application and my personal data therein accessible the participants of the expert evaluation procedure. Access to the paper copy of the application and to its electronic copy stored in the TIR 2.0 database on the server of the MAB will be subject to confidentiality requirements. I consent to the publication of the expert opinion by the MAB on its website (www.mab.hu), with disclosure of the following information: MAB code, discipline, institute, application supported/not supported.

As data controller, the MAB 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 MAB 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 MAB 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 MAB 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 MAB. The data processed is covered by the obligation of professional secrecy. 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.

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 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 (1363 Budapest, P.O. box 9, 22/C, ugyfelszolgalat@naih.hu, +36-1-3911400, www.naih.hu).

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

_____

Name/Signature

MODEL ANNEXES FOR ENGLISH-LANGUAGE APPLICATIONS

Certificate of teaching activities
for the university professor application submitted by
.....

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

Summary**

Teaching activities		Lecture	Seminar	Practice session	Consultation
Total number of contact hours:					
of which contact hours that are	**online classes**				
	classes recorded in an electronic system				
Total number of contact hours:					
Total number of contact hours that were lectures:					
Total number of contact hours in subjects assessed by students to be above 3.50:					

Date:

Signature of direct superior

Name of direct superior

** 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*

Certificate of teaching activities in a foreign language for the university professor application submitted by

.....

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

Summary***

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

Date:

Signature of direct superior

Name of direct superior

**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 certificates, please summarise teaching activities by institution*

Declaration

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

I, the undersigned …… declare that I have been performing educational and scientific activities in the discipline(s) of ……., in the discipline(s) 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: ……

Date: ……

……

Name/Signature

Declaration

(if the Applicant requests the evaluation of his / her application in more than one, but <u>not more than three</u> disciplines)

I, the undersigned …… declare that I have been performing educational and scientific activities in the disciplines of

1. …….. primarily, in ……. %,

and

2. …….. , in ……. %
3. …….……..….. , in ……. %.

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

1. ……..
2. ……..
3. …….. .

Date: ……

……

Name/Signature

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 (MAB; 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, MAB as data controller will make my university professor application and my personal data therein accessible the participants of the expert evaluation process. Access to the paper copy of the application and to its electronic copy stored in the TIR 2.0 database on the server of the MAB will be subject to confidentiality requirements. I consent to the publication of the expert opinion by the MAB on its website (www.mab.hu), with disclosure of the following information: MAB code, discipline, institute, application supported/not supported.

As data controller, the MAB 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 MAB 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 MAB 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 MAB 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 MAB. 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 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 1363 Budapest, P.O. box 9, ugyfelszolgalat@naih.hu, +36-1-3911400, www.naih.hu).

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

Name/Signature

FORMAL CHECKLIST FOR SUBMISSION OF APPLICATIONS

From 15 September 2022 onwards, the MAB will only accept university professor applications in electronic form.

Applications in Hungarian and English must be identical in content! All documents (except copies of personal documents and a copy of the Senate's decision) must be available in both Hungarian and English, so that the applications can be equally assessed by both Hungarian and foreign experts.

Files to be uploaded to TIR 2.0 (https://tir2.mab.hu):
(the electronic uploading is conducted by the higher education institution's administrator who has access to the database)

1. Application in Hungarian language (searchable PDF file)
2. Application in English language (searchable PDF file)
3. Publication list in Hungarian (file in searchable PDF format downloaded from MTMT database)
4. Publication list in English (file in searchable PDF format downloaded from MTMT database)
5. Extract from the senate's decision (PDF file)
6. In extenso versions of at least two Q1 publications in foreign languages published in the Applicant's own field (edited into one PDF file)
7. In extenso version of articles meeting the minimum citation requirements (edited in a PDF file)

Please name the files in the following manner:

surname_firstname_application_en.pdf;
surname_firstname_application_hu.pdf;
surname_firstname_publications_hu.pdf;
surname_firstname_publications_en.pdf;
surname_firstname_senate_decision.pdf;

surname_firstname_Q1_publications.pdf;
surname_firstname_cit_par_full_publications.pdf;

(in case of later corrections of deficiencies:
surname_firstname_correction_en.pdf;
surname_firstname_correction_hu.pdf)

Document to be sent electronically by e-mail:
(to etpalyazatok@mab.hu)

1. Rector's letter of the electronic submission of the university professor application

Checklist for the formal requirements of the application file:

1. The application is structured according to the application form (which is also the Evaluation Sheet), data and tables are also provided. Some parts of the application form

which are not relevant to the Applicant have been deleted (e.g. if there is no student placed at the OTDK, the relevant table should not be included in the application).

2. The Hungarian and English documents are identical in content.
3. Hungarian and English application documents and publication lists in searchable PDF format have benn uploaded to the TIR 2.0 database.
4. An extract from the record of the senate meeting which decided on supporting the application has been uploaded to the TIR 2.0 database as a separate PDF file. (Or: in the case of the Hungarian Academy of Sciences, the Hungarian Academy of Arts, the Hungarian Olympic Committee the decision of the governing body of the Applicant's host institution to support the application.) 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 MAB.
5. The application must include:
   - 5.1 Name and institution of Applicant
   - 5.2 Continuous page numbering, table of contents (detailed, with page numbers).
   - 5.3 The published call for applications (this document is 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 to application by private higher education institutions and faith-training institutions.
   - 5.4 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 to application by private higher education institutions and faith-training institutions.
   - 5.5 Curriculum vitae (with the name and signature of the Applicant)
   - 5.6 Annexes to be attached as follows:

Electronic attachments exclusively available in TIR 2.0:
(not part of electronically submitted application)

- 5.6.1 Extract from the senate's decision (PDF file)
- 5.6.2 Publication list in Hungarian (file in searchable PDF format downloaded from MTMT database)
- 5.6.3 Publication list in English (file in searchable PDF format downloaded from MTMT database)
- 5.6.4 In extenso versions of at least two Q1 publications in foreign languages published in the Applicant's own field (edited into one PDF file)
- 5.6.5 In extenso version of articles meeting the minimum citation requirements (edited in a PDF file)

Annexes to the application:
Annexes related to teaching activities:

- 5.6.6 Certificate(s) of teaching activities regarding contact hours in Hungarian, summary table
- 5.6.7 Certificate(s) of teaching activities in a foreign language, summary table
- 5.6.8 In the case of subjects where the student feedback was not prepared or the result was not representative, the assessment of the direct superior of the Applicant's teaching activity, including the name of the courses taught which the direct superior's assessment relates to

5.6.9 For guest teaching assignments at foreign higher education institutions: copy of the letter of invitation (or, in its absence, other supporting documents)

5.6.10 Presentation of participation in examinations, and evidence thereof by the direct superior

Annexes related to scientific activities:

5.6.11 Library certificate on the authenticity of the scientometric data

5.6.12 Summary table downloaded from MTMT database

5.6.13 Discipline-specific table downloaded from MTMT database

5.6.14 List of articles that meet the minimum independent citation requirement (except for Applicants with the title Doctor of the Hungarian Academy of Sciences obtained within 10 years).

5.6.15 A list of ten key publications: five publications considered to be the most important of the Applicant's entire scientific career at the time of submitting the application, plus five additional publications considered to be the most important among the works published in the five years preceding the submission of the application.

5.6.16 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).

5.6.17 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.

Signed declarations:

5.6.18 Applicant's declaration of 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 Guidelines, declaration according to point V.2 of the Guidelines)

5.6.19 Written statement by the Applicant identifying the department and scientific committee of the Hungarian Academy of Sciences that his/her field of research falls under

5.6.20 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)

Certified personal documents:

5.6.21 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 (IX. 8.) of the Ministry of Human Capacities (EMMI) 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 copy of a bachelor or higher-level diploma (for applications in the arts and Sports Science). In the case of a foreign diploma, a copy of the diploma's domestic recognition or accreditation certificate.

5.6.22 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

5.6.23 Academic title (if the Applicant has one) – Candidate of Science(s), Doctor of Sciences, Doctor of the Hungarian Academy of Sciences, recognised academic qualification obtained abroad – copy of the diploma certifying the qualification

Other Annexes:

5.6.24 The Applicant's statement of consent to the processing, retention and lawful disclosure of personal data.