

The Rules of Procedure of the University Professors' College (ETK) and the Rules of Evaluation of University Professor Applications (ETP)

1. Status of the University Professors' College

The University Professors' College (hereinafter referred to as ETK) operates under the Hungarian Accreditation Committee (MAB). It is a permanent body that helps prepare decisions, following MAB's Organizational and Operational Regulations.

2. Duties and powers of the ETK

2.1. As part of its decision-preparation activities, the ETK reviews and discusses the reviewers' evaluation reports. Based on these, it compiles an evaluation proposal for the Board on the university professor applications (hereinafter referred to as ETP). The ETK prepares its recommendation for each application by following the relevant general and discipline-specific evaluation criteria set out by the MAB.

2.2. In addition to its evaluation activities, the ETK is responsible for the development and regular review of the assessment criteria system for university professor applications (Guide for applicants, Evaluation Sheets, and Guide for evaluators). The ETK is required to review and, if needed, update the guidelines and evaluation sheets for university professor applications at least once a year. The ETK is responsible for monitoring the university professor application procedures, and formulating development proposals (administrative and operational).

ETK prepares evaluations, analyses, and reports on the activities described in 2.1 and 2.2, in a format suitable for publication. Special emphasis is placed on the analysis of grant proposal evaluations, comparative analyses, and analytical activities based on evaluation criteria frameworks and grant applications. ETK provides interpretative guidance on evaluation criteria through principal directives.

3. Members of the ETK

3.1. All members of ETK must hold the title and appointment of university professor, or the title of Professor Emeritus, or possess the title Doctor of the Hungarian Academy of Sciences, along with affiliation at a research institute. The number of ETK members must be decided for each application period based on the requirements and principles outlined in 3.3. All members have equal voting rights.

3.2. The president of ETK is elected by the Board from among its own members, based on the recommendation of the president of MAB. The Board elects the two vice-presidents of ETK, as well as its members.

3.3. When deciding the composition of ETK, consideration must be given to the distribution of applications across the fields mentioned in point 3.4, as well as to the rules on conflicts of interest related to disciplines and institutions. At least six members must be elected for each scientific field specified in 3.4.

3.4. The allocation of ETK cases is based on the following division of scientific fields, with the detailed list of scientific fields and disciplines provided in Annex 1 of these Rules of Procedure.

- a) Physical sciences;
- b) Life sciences;
- c) Humanities and Social Sciences.

- 3.5. The president and vice-presidents of ETK are each responsible for a specific field.
- 3.6. Additional advisors with consultative rights may be involved in ETK if warranted by the number of cases, the need to enhance field-specific or disciplinary expertise, or due to institutional involvement.

4. Procedures for the Evaluation of University Professor Applications

- 4.1. The procedures for preparing and submitting university professor applications are outlined in the Guide available on the MAB website, while the full evaluation procedure is outlined in Annex 2 of these Rules of Procedure.
- 4.2. Two independent reviewers evaluate the applications. They use the designated templates to evaluate the applications, according to the publicly accessible evaluation criteria. The reviewer is appointed with the involvement of the president and vice-presidents. The potential conflicts of interest of individuals involved in the evaluation must always be thoroughly examined. The identity of the reviewers is not public. The MAB Board approves the list of experts who can act as reviewers. ETK is responsible for keeping the list updated.
- 4.3. The MAB Secretariat is responsible for verifying that the evaluations meet the formal requirements, and also for entering their content into the evaluation templates. The MAB Secretariat makes the evaluations and summaries available to ETK through the TIR 2.0 information system.

5. Operational and Procedural Rules of ETK

- 5.1. ETK meetings are not open to the public.
- 5.2. The ETK holds meetings with members either online or in person, following a predefined schedule. The ETK may hold extraordinary meetings if necessary.
- Meetings are convened by the ETK president or, if they are unavailable, by the vice-presidents. An invitation specifying the meeting's location, time, and planned agenda must be sent to members electronically no later than five to eight calendar days before the meeting. It must include all matters to be addressed and their presenters.
- 5.3. Any ETK member or the MAB Secretariat may propose adding matters or questions within the ETK's scope to the agenda before its approval is finalized. The addition of a new agenda item is decided by the ETK with the support of more than half (50%+1) of its members present.
- 5.4. The meetings of the ETK are chaired by its president. If the president is unavailable or has a conflict of interest, the presidential duties are carried out by one of the vice-presidents. If both the president and vice-presidents are unavailable or cannot act due to a conflict of interest, the ETK president appoints a chairperson for the meeting.
- 5.5. At the ETK meeting, the responsible ETK member, the rapporteur, assigned based on the scientific fields outlined in section 3.4, presents their case. Using the summary document, prepared from the evaluations, the rapporteur explains whether the reviewers' evaluations of the application are adequate, and highlights where they fall short. In such cases, the responsible ETK member is tasked with formulating a proposal for the evaluation.

5.6. Based on the summary document, the ETK prepares a detailed evaluation of the application in written form, including a justification, and submits it to the Board's resolution process.

5.7. The ETK has a quorum if more than half of the members are present at the meeting.

The ETK decides on personnel matters and all other procedures specified as such in these procedural rules through secret voting.

The ETK makes decisions with a simple majority of the members present.

In the event of a tie vote, the vote does not need to be repeated. Instead, the matter should be presented to the Board, with the tie explicitly noted.

5.8. The work of the ETK is supported by the MAB Secretariat.

The MAB Secretariat is responsible for conveying and interpreting MAB's quality assessment standards, assisting the rapporteur by preparing the summary template, and offering administrative support. It is the responsibility of the College members to draft the expert opinion/evaluation (justification) in written form.

5.9. Minutes are prepared for the meetings. The minutes include the names of those present, those who have requested an excuse, and individuals involved in the discussion of a specific matter, along with the meeting agenda, the decisions (including voting ratios), and a brief justification for unsupported matters. Audio recordings may be made for preparing the minutes, with members providing their consent via the MAB' TIR 2.0 information system. The audio recording is deleted once the minutes prepared from it are approved.

The minutes of the meetings are approved by the presiding chair no later than ten working days after the meeting.

5.10. The ETK's decisions are recorded in MAB's TIR 2.0 information system.

5.11. During the Board meeting, applications are presented by the ETK president. If there is a conflict of interest, the vice-presidents invited to the meeting will handle this responsibility.

6. Conflict of Interest Rules

6.1. The general rules on conflict of interest outlined in Section 32 of MAB's Rules of Organization and Operation serve as the basis for addressing procedural conflicts of interest, with the following additional details.

A member cannot be present or act as a presenter during the discussion of a university professor's application if they

- a) have a conflict of interest, such as
 - having co-authored publications with the Applicant within the five years preceding the submission of the application;
 - having been the Applicant's academic advisor (supervisor or consultant) during their PhD studies, or having been academically supervised by the Applicant in the same capacity;
 - being a close relative or family member of the applicant (as defined in Section 8:1 (1) points 1-2 of Act V of 2013 on the Civil Code);
 - being a colleague of the applicant employed in the same organizational unit (considered the same unit are the same department, institute, institute division, research group, or project research group).
- b) is biased, meaning they cannot be expected to evaluate the application objectively for any other reason.

Any bias or conflict of interest must be reported to the chair of the meeting, including the nature and cause of the conflict or bias. The member in question is not required to disclose the reason for their bias.

7. Concluding provisions

7.1. Documents used in the procedure:

1. Rules of Procedure;
2. Process description;
3. Guide;
4. Evaluation sheets;
5. Application templates;
6. Evaluation templates;
7. Supplementary reference documents.

7.2. The MAB Board adopted the current Rules of Procedure at its meeting on June 28, 2024 (resolution number: 2024/3/III/2/1).

7.3. The MAB University Professors' College approved the current Rules of Procedure.

7.4. Any amendment to the Rules of Procedure of the University Professors' College requires the decision of the College and its approval by the MAB Board.

Appendix no. 1

FIELD OF SCIENCE	SCIENTIFIC DISCIPLINE / BRANCH OF ARTS
Physical sciences;	
1. Engineering and Technology	1.1 Agricultural Sciences
	1.2 Materials Science and Technologies
	1.3 Bioengineering, Environmental and Chemical Engineering
	1.4 Architectural Engineering
	1.5 Civil Engineering
	1.6 Mechanical Engineering
	1.7 Informatics
	1.8 Military Engineering
	1.9 Transportation Engineering and Vehicle Engineering
	1.10 Electrical Engineering
2. Natural Sciences (except biological sciences)	2.1 Physical Sciences
	2.2 Earth Sciences
	2.3 Chemical Sciences

	2.4 Environmental Sciences
	2.5 Mathematical and Computer Sciences
Life Sciences	
3. Agricultural Sciences	3.1 Veterinary Sciences
	3.2 Animal Husbandry Sciences
	3.3 Food Sciences
	3.4 Forestry and Wildlife Management Sciences
	3.5 Plant Science and Horticultural Sciences
4. Medical and Health Sciences	4.1 Health Sciences
	4.2 Theoretical Medicine
	4.3 Pharmaceutical Sciences
	4.4 Clinical Medicine
	4.5 Sports Sciences
5. Natural Sciences	5.1 Biological Sciences
Humanities and Social Sciences	
6. Humanities	6.1 Philosophy
	6.2 Literary and Cultural Studies
	6.3 Art History and Cultural History Studies
	6.4 Art Studies
	6.5 Ethnography and Cultural Anthropology
	6.6 Educational Sciences
	6.7 Linguistics
	6.8 Psychological Sciences
	6.9 Historical Sciences
	6.10 Religious Studies
7. Arts	7.1 Architecture
	7.2 Film and Video Arts
	7.3 Industrial Arts
	7.4 Fine Arts
	7.5 Multimedia Art
	7.6 Art Studies (<i>you need to specify one of the listed art disciplines</i>)
	7.7 Theatre Arts
	7.8 Dance and Movement Arts
	7.9 Music
8. Social Sciences: 8.1 Economic Sciences	8.1.1 Business and Management Sciences
	8.1.2 Economic Sciences
	8.1.3 Regional Sciences
8. Social Sciences: 8.2 Social Sciences	8.2.1 Law and Government Sciences
	8.2.2 Military Sciences

	8.2.3 Administrative Sciences
	8.2.4 Media and Communication Sciences
	8.2.5 Political Sciences
	8.2.6 Law Enforcement Sciences
	8.2.7 Sociological Sciences

Appendix no. 2

THE PROCESS OF EVALUATING UNIVERSITY PROFESSOR APPLICATIONS

Administrative step number	Administrative step	Result	Responsible	Deadline
1.	Submission of university professor application documents (TIR 2.o)	Files specified in the Guide (TIR 2.o)	Institution	Submission period
2.	Registration, filing, assignment of MAB code, delegation		MAB Secretariat	No later than 3 working days from receipt
3.	Formal verification	In the event of formal errors: Letter requesting correction	MAB Secretariat	10 working days from receipt
4.	In the event of formal errors: filing a letter requesting correction, uploading it to the TIR 2.o, sending the correction of deficiencies to the HEI	Letter sent requesting correction	MAB Secretariat	
5.	In the event of formal errors: Sending the requested correction by the deadline specified in the letter	Submitted correction	Institution	15 calendar days, extendable once to 30 days (+15 calendar days).
6.	Filing and checking the form and content of the correction received.		MAB Secretariat	
7.	In case of scientific irrelevance: the MAB may notify the institution.	Notification letter	MAB Secretariat	
8.	In case of scientific irrelevance: the institution may issue a statement modifying the discipline. If no modification is made, MAB evaluates the application based on the discipline specified in it.	Statement of modification (or no modification)	Institution	The deadline specified in the letter, but not more than 5 working days
9.	Selecting reviewers (via TIR	Reviewer	MAB Secretariat	

	2.o) from the list approved by the Board, based on the selection of the ETK president or, in cases of conflict of interest, the vice-presidents.	invitation_letters		
10.	Preparing and uploading evaluations	Evaluations	Reviewers	14 calendar days
11.	Checking the content and form of the evaluations		MAB Secretariat	
12.	In the case of an incomplete or irrelevant evaluation, the evaluation is sent back to the reviewer for correction. If no correction is made, a new reviewer is selected.	Corrected evaluation	Reviewers	No later than 7 calendar days
13.	Acceptance of reviews in TIR 2.0		MAB Secretariat	
14.	Preparation of the summary based on the reviews	Prepared summary	MAB Secretariat	
15.	Preparing a summary,	Summary	Rapporteur	10 calendar days
16.	Preparation of the agenda of the ETK meeting(s), uploading the summary (TIR 2.0)	Agenda of the ETK meeting (case list)	MAB Secretariat	
17.	Preparation of the ETK meeting plan and agenda, assignment of rapporteurs, and coordination	Meeting plan and agenda of the ETK meeting (rapporteurs)	MAB Secretariat	
18.	ETK meeting, decision preparation based on the summary	Proposal for the ETK decision and its justification	MAB Secretariat, ETK, invited rapporteurs	
19.	Recording and finalising ETK justifications and scores in TIR 2.0	Proposal for the decision and its justification	MAB Secretariat	
20.	Preparation of the ETK meeting minutes, approval by the ETK president (or vice-president in cases of involvement), and uploading it to TIR 2.0	Minutes	MAB Secretariat ETK President / vice-presidents	
21.	Preparation of the ETP agenda items for the board meeting (TIR 2.0)	ETP agenda item of the board meeting (case list)	MAB Secretariat	
22.	Designation and coordination of rapporteur(s) during the board meeting	ETP agenda item for the board meeting (rapporteurs)	MAB Secretariat	
23.	Preparation of board letters and resolutions (TIR 2.0)	Prepared letters, decisions	MAB Secretariat	
24.	Board meeting, decision-	Board decision	Board	

	making	and justification		
25.	Recording and finalising scores and their justification in TIR 2.0	Decision and its justification	MAB Secretariat	
26.	Generation of board resolutions (TIR 2.0) and finalisation of letters	Board decisions, letters (PDF)	MAB Secretariat	
27.	Signing of board decisions, letters	Signed board letters, decisions	MAB President	
28.	Issuing and signing certificates of performance (evaluators)	Certificates of completion	MAB Secretariat	
29.	Sending signed board letters, decisions to the institution	Notification letter	MAB Secretariat	
30.	Uploading signed board decisions to TIR 2.0		MAB Secretariat	
31.	Closure of decisions (TIR 2.0)		MAB Secretariat	
32.	Closure of the submission (TIR 2.0)		MAB Secretariat	
33.	Publication of decisions on the website		MAB Secretariat	
34.	Recording of appointment (TIR 2.0)		MAB Secretariat	