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

*[Based on the Guide for the Preparation and Evaluation of University Professor Applications  
(hereinafter referred to as the Guide) and the related discipline-specific, scientific Evaluation  
Sheets adopted by the MAB Board Decision No 2022/7/V/3/1]*

**Budapest, 15 September 2022**

## Introduction

The MAB (Hungarian Accreditation Committee) evaluates university professor applications within a single quality framework. The Hungarian Accreditation Committee (MAB) uses a uniform quality framework for the evaluation of university professor applications.

The information in this Guide is intended to support the evaluation of university professor applications.

Formal checks are carried out by the University Professors' College. Each university professor application is evaluated by at least two reviewers (university professors, aiming for one of them to be foreign). The reviewers receive applications that meets the formal requirements (if necessary including the correction of deficiencies, sometimes partially completed). The Expert Committee of the particular scientific or artistic discipline(s) indicated by the Applicant, or the multidisciplinary Expert Committee in the case of multidisciplinary applications, prepare their evaluation, decision regarding the fulfilment of criteria and its justification. The University Professors' College will then give their opinion, and the decision will be taken by the MAB Board in the form of a resolution and a statement of reasons annexed to it.

## Statutory conditions for the appointment of university professors

Paragraph (5) of Article 28 of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) sets out the criteria to be met for the appointment of university professors.

In accordance with the provisions of paragraphs (1) and (4) of Article 69 of the Nftv., the MAB shall evaluate the teaching, scientific, artistic and sports scientific achievements of the candidates for the title of university professor, taking into account the provisions of the legislation and the level of fulfilment of the quality criteria [Nftv. 64. § (7)]. *With the exception of faith training, in which case the preliminary expert opinion of the MAB is not required for obtaining the position of university professor* [Nftv. § 92 (6) (e)].

Fulfilment 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.

## The MAB Evaluation Criteria

### 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 Nftv. The MAB Board's resolution is based on the opinions of the experts, committees and the University Professors' College which are based on a qualitative and quantitative analysis 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 contributions linked to intellectual activities (such as projects, patents). The level of fulfilment of the criteria to be met by university professors must be justified on an item-by-item basis. In the event of non-fulfilment, it is necessary to specify the statutory requirements which are not being met by the Applicant.
- 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 fulfilment of the criteria. The quantification of performance makes it possible to apply and, where necessary, consider all the evaluation criteria in combination. It is therefore important that the textual assessment and the assessment using the points system are consistent with each other. In case of unsuccessful applications, the changes made since the submission of the previous application are also evaluated.

- The maximum score for (a) teaching activities is 100 points and another 100 points may be given for the Applicant's (b) **academic research or creative artistic activity. The Applicant must receive at least 160 points out of the maximum total score of 200.**
- **The ratio of teaching to research or artistic activity making up the 160 points is not specified in order to be eligible for the title of university professor. It is not necessary to meet all the minimum requirements. If a candidate fails to meet any of the requirements set out in the minimum performance requirements for a topic (e.g. 1a.1), they will be awarded 0 points for that topic. As a result, minimum requirements cannot be only partially met. In the case of partial fulfilment, a score of 0 should be given.** For example, if 1b.1 minimum requirement is not met by the Applicants, then they may not be awarded any points for requirement 1b.1. For 1b.2, however, the Applicants may be awarded points if they comply with the relevant minimum requirements.
- The application of the scoring system should ensure that the Applicant's individual strengths, skills and achievements are also taken into account alongside the specificities of the different disciplines.
- The scoring system is based on general and discipline specific requirements and criteria which are drawn up by the MAB on the basis of the proposals of the expert committees (see IV.3 Discipline-specific criteria in the Guide, and the disciplinary Evaluation Sheets).

The Evaluation Sheet containing general and specific criteria for the given discipline will be sent to the reviewer simultaneously with the evaluation request in Word format (via the TIR System or via e-mail). (Note: disciplinary Evaluation Sheets are also available in Word and PDF formats on the website of the MAB.)

## 2. Guide to filling in the Evaluation Sheets containing the general and specific evaluation criteria of the discipline

Performance to be evaluated and evaluation criteria	Maximum score	Score obtained
For each assessment criterion, it is necessary to award points, aggregate them and provide a textual assessment of academic and scientific performance, supported by concrete evidence. In the textual evaluation, please indicate whether the Applicant has fulfilled each minimum requirement. The textual evaluation should be at least 600 characters long for each evaluation criterion (eight complete lines are approx. 600 characters long; font: Times New Roman 11 points). If your text is longer than this, the field size will automatically increase.		

## 3. Minimum requirements

The minimum requirements of the evaluation criteria for the higher education and scientific activities (minimum performance requirements, sometimes special criteria for the minimum performance requirements) are included in the Evaluation Sheets in both a textual form and as point-based scores.

- 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 (50 points).
- If a candidate fails to meet any of the requirements set out in the minimum performance requirements for a topic (e.g. 1a.1), they will be awarded 0 points for that topic. Even in this

case, if the Applicants achieve 160 out of a maximum of 200 points, their application for university professor can be supported.

- The minimum requirements include, among others, that the Applicant (Outstanding scientific or research work 2a.1.) meets the discipline-specific indicators described in detail in the Evaluation Sheets (linear discipline-specific numerical indicators, e.g. independent citations).
- In multi-disciplinary fields (e.g. humanities), the MAB has set common minimum requirements for linear parameters which can be found in the Guide and in the Evaluation Sheets.

Forms of overall evaluation:

The Applicant achieved the minimum score	<b>The application merits endorsement</b>
The Applicant did not achieve the minimum score	<b>Not supported</b>