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GUIDE FOR THE EVALUATION OF UNIVERSITY PROFESSOR APPLICATIONS

[Based on the Guide and Evaluation Sheets]

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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 a specialist officer of 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 meet the formal requirements (if necessary, including the correction of deficiencies, sometimes partially completed). As part of the procedure, the role of the ETK includes preparing decisions, adopting resolution proposals related to applications through a secret ballot, and submitting them to the MAB Board for consideration. The Board's task is to make a resolution on the application, if necessary, based on additional evaluations, through a secret ballot.

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 evaluates the teaching, scientific, artistic, and sports science achievements of applicants for the title of university professor, applying qualitative criteria to determine compliance [Nftv. 64. § (7)].

The MAB, during its evaluation of university professor eligibility, considers fundamental criteria that clearly determine whether the applicant meets the general and discipline-specific quality standards required for the position of university professor, as well as 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 most fundamental requirement is that the Applicant must unambiguously comply with the criteria set by Section 28(5) of the Nftv. The MAB Board bases its resolution on the expert opinions derived from the qualitative and quantitative analysis of the application, as well as the assessment provided by the University Professors' College.

- The written expert opinion (based on qualitative analysis) considers the evaluation of the higher education activities presented in the application, as well as a substantive analysis of the Applicant's contributions demonstrated through publications, artistic creations, and other

intellectual achievements (e.g., research proposals, patents). A detailed justification must be provided regarding the extent to which the requirements for a university professorship are met. In cases of non-compliance, it must specify which requirements defined in the relevant legislation are not fulfilled.

- The analysis presented in the expert opinion is supplemented by a quantitative evaluation using a point-based system, consistent with its content. This ensures clarity in compliance with the criteria. The quantification of performance allows for the simultaneous application and necessary consideration of all criteria to be used in the evaluation. It is therefore important that the textual evaluation and the point-based system evaluation are aligned with each other. For an application resubmitted after an unsuccessful attempt, the evaluation should also take into account the changes that have been made since the previous submission.
- The maximum score for (a) teaching activities is 100 points, and another 100 points may be given for the Applicant's (b) **scientific research or creative artistic activities. The Applicant must receive at least 160 points out of the maximum total score of 200.**
- **There is no specific requirement for how the Applicant must earn the minimum 160 points through teaching, scientific research, or artistic achievements to support their eligibility for the university professor title. Additionally, it is not necessary to meet every minimum requirement. If the Applicant, in a specific area (e.g., 1a.1.), fails to meet any of the requirements outlined in the prescribed minimum performance criteria, they will receive 0 points for that area.** Thus, the minimum requirement cannot be only partially met; in such cases, 0 points must be awarded. For example, if the Applicant does not meet the minimum requirement for 1b.1, they cannot receive any points for 1b.1. However, they can receive points for 1b.2 if they meet its minimum requirements.
- The scoring system must ensure that, besides field-specific characteristics, the Applicants' unique strengths, skills, and achievements are also considered.
- The MAB scoring system outlines and enforces both general requirements and discipline-specific requirements (see the Guide: Section IV.3 on Disciplinary criteria, as well as the discipline-specific evaluation sheets).

The relevant evaluation sheet, which includes both general and specific criteria relevant to the given discipline, is sent to the reviewer in Word format at the time of their appointment, either through the TIR information system or via email. (Note: The disciplinary Evaluation Sheets are also available in Word and PDF formats on the website of the MAB.)

2. Guide for Completing the Evaluation Sheets with General and Specific Disciplinary Evaluation Criteria

Performance to be evaluated and evaluation criteria	Maximum score	Score obtained
For each evaluation criterion, it is necessary to determine and summarize the scores, as well as to provide a written evaluation of higher education and scientific performance, supported with specific details. 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 approximately 600 characters long; font: Times New Roman 11 points). If the text is longer than this, the field size will automatically increase.		

3. Minimum requirements

The evaluation sheets include the minimum requirements (minimum performance requirements and, in some cases, specific criteria related to these minimums) for assessing higher education and scientific activities, presented both in written form and with corresponding point-based scores.

- For applicants who obtained the title of Doctor of the Hungarian Academy of Sciences (MTA) no more than ten years prior to submitting their application—and if relevant to the discipline—the criterion for outstanding scientific and research work (evaluation sheet: point 2a.1.) must be considered fulfilled, and is awarded the maximum score of 50 points.
- If the Applicant, in a specific area (e.g., 1a.1.), fails to meet any of the requirements outlined in the prescribed minimum performance criteria, they will receive 0 points for that area. In such cases, if the Applicant achieves 160 points out of the maximum 200, their appointment as a university professor can still be supported.
- A minimum performance requirement includes, among other things, that the Applicant (2a.1. Outstanding Scientific and Research Work) meets the disciplinary indicators detailed in the evaluation sheets (e.g., linear parameters such as independent citations).
- For 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.

The outcomes of the overall evaluation:

The applicant achieved the minimum score	Supported
The Applicant did not achieve the minimum score	Not supported