



GUIDE FOR THE PREPARATION AND EVALUATION OF UNIVERSITY PROFESSOR APPLICATIONS

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Introduction

The Hungarian Accreditation Board for Higher Education (MAB) applies an independently developed set of criteria which makes it easy to interpret compliance with the legal requirements. The MAB evaluates university professor applications within a single quality framework. The MAB uses a uniform quality framework for the evaluation of university professor applications. The order of the evaluation procedures that assess the applications, according to complex evaluation criteria, is set out in the following steps:

- inviting independent (subject to conflict of interest assessment) Hungarian and international experts (at least two referees per application), obtaining their opinions;
- preparation of decisions (opinions, proposals for decisions) by the University Professors' College (Egyetemi Tanári Kollégium, ETK) for the Board, except in the case of applications in the field of theology in which the College of Theology (Hittudományi Kollégium, HTK) is responsible;
- final evaluation by the MAB Board, decision on the fulfilment of the criteria (secret ballot with a majority of votes), assessment and decision if the minimum criteria are not fulfilled.

The decision-preparing bodies of the MAB examine the fulfilment of the criteria for the position of university professor set out in Act CCIV of 2011 on National Higher Education [Article 28 (5)] on the basis of the quality criteria specified for complex professional requirements. The criteria include both general and discipline-specific criteria.

In the evaluation process, the members of the decision-preparing bodies are responsible for: deciding, on the basis of the evaluation criteria described in these guidelines, and based on the expert opinion of the invited evaluators, taking into account non-quantifiable or directly non-quantifiable quality indicators, whether the Applicant is suitable to perform the tasks required at the highest level of higher education and with the highest recognition to the best of their professional knowledge and in full awareness of their personal responsibility. The Committee shall decide on compliance by secret ballot, giving detailed and professional reasons for its decision.

The decision-preparing bodies are responsible for: taking a decision on the applications by secret ballot and submitting it to the MAB Board.

The Board's role: to decide on the application by secret ballot, if necessary on the basis of further evaluation.

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I. 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.

The criteria developed by the MAB for evaluating applications for the appointment of university professors are approved by the Minister responsible. The MAB publishes this set of criteria on its website [Nftv. § 69 (1a)].

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)].

In light of the above, the MAB applies independently developed criteria complying with the relevant legislation which makes the compliance criteria system it easy to understand.

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. Applicants for the title of university professor must have:

- doctoral degree (PhD or DLA),
- if the Applicant is a Hungarian citizen, the Applicant completed habilitation or has international higher education teaching experience equivalent to habilitation or its equivalent, if the Applicant is a foreigner or a dual national, a statement issued by the head of the institution certifying that the Applicant has international higher education teaching experience equivalent to habilitation,
- several years of teaching experience in higher education and educational organisation,
- perform a high level of professional activities (higher education, research, teaching and research organisation), which qualify the Applicant to supervise the academic, scientific and artistic work of students, doctoral candidates and teaching assistants at the higher education institution applying for university teaching posts,
- regular publication activity in Hungarian and foreign languages, professional experience gained through teaching seminars and lectures,
- international recognition in the relevant scientific or artistic field, as defined by the MAB, with a level of scientific (research, publication) or artistic achievement specified in this Guide,
- participation in national and international conferences and professional organisations in the discipline,
- regular activity in talent management in higher education.

University and college associate professors and university and college professors with a term of more than one year must be appointed on the basis of a public call for applications. The Rector publishes the call for applications, taking into account the legal employment criteria [Nftv. 29. § (1)]. The call is open to those as well who are not currently employed at a higher education institution. The applications will be evaluated by the Senate. The Senate ranks applications that meet the conditions for the position. The Rector may establish an employment relationship, a civil servant relationship for all teaching posts, by selecting from the shortlisted applications. In the case of a college or university professor position, if the Applicant does not yet have the corresponding title,

the Rector may initiate the procedure for the award of the title of college or university professor before the employment relationship is established [Nftv. 29. § (2)]. The Rector shall send the proposal – drafted with a view to the award of a title – for granting the title of college professor or university professor to the higher education institution's maintainer, for the purpose of forwarding it to the person entitled to grant the title of professor through the Minister [Nftv. 29. § (3)].

The Hungarian Academy of Sciences (MTA), the Hungarian Academy of Arts (hereinafter: MMA) in the field of Arts, and the Hungarian Olympic Committee in the field of Sports Sciences, may initiate a professorial appointment *without publishing a call for applications* and may request the MAB's expert opinion. 64. § (7)], and any state-recognized private higher education institution [Nftv. 94. § (2)].

In the following cases, *it is not necessary* to obtain an expert opinion from the MAB in order to obtain the title of university professor.

1. The rector of a higher education institution shall not be required to obtain the expert opinion of MAB before preparing his or her proposal for awarding the job title university professor if the candidate abroad is a full member of the European Association for Quality Assurance in Higher Education or has, in another institution qualified in some other ESG-compliant accreditation organization's quality assurance procedure,
 - a) fulfilled the criteria for employment as set out in Subsection (5) of Section 28;
 - b) after obtaining a scientific degree
 - ba) is performing, or has performed, tasks corresponding to the university professor position, or
 - bb) has carried out outstanding research activities. [Nftv. § 69 (5)].
2. 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)].
3. In art higher education, a teacher who has been awarded the Kossuth Prize for his artistic work in the given art field meets the conditions set out in § 28, paragraph (5) for the awarding of the title of university professor and employment in the position of university professor. In this case, the rector, the Hungarian Academy of Arts, and the Hungarian Academy of Sciences do not need to obtain an expert opinion from the MAB in accordance with § 69, paragraph (1) for the proposal related to the awarding of the title [Nftv. § 101 (9a)].

II. Application period, procedure

The Rector of the higher education institution proposing the appointment of a university professor – in case of other types of institutions, the person authorised to represent the institution – must send the application together with a cover letter to the MAB¹ for an opinion during the application period.

The MAB accepts university professor applications only in electronic form, by uploading them to the MAB Secretariat Information System (TIR 2.0, <https://tir2.mab.hu>). The cover letter must also be uploaded exclusively to the TIR 2.0 database on the data sheet of each application. During the evaluation procedure (e.g. in the case of a request for filling in gaps), the MAB does not send letters

¹ Government Decree No. 19/2012 (II. 22.) on certain issues of quality assessment and development in higher education, as amended by Government Decree No. 407/2017 (XII.15.) on the regulation of higher education and amending certain related government decrees. (II. 22.) Government Decree 15. §.

or documents to the institution, **documents are sent and received during the procedure through the TIR 2.0 database.**

The deadline for the expert opinion is 55 days from the date of receiving the application.²

The application will be evaluated in the discipline(s) and discipline(s) indicated in the Applicant's declaration of discipline. If a scientific irrelevance arises during the procedure, in case of doubt, the MAB will indicate this to the submitting institution. If the Applicant does not amend his declaration of discipline by the deadline specified in the invitation letter, the evaluation of the application will continue in the field(s) and discipline(s) indicated in the application.

If evaluation problems arise during the procedure (e.g. providing incomplete data, clarifying unclear data, requesting certificates), the MAB may ask the institution to send a supplement on one occasion. If the supplement is not received by the deadline specified in the invitation letter, the procedure will continue without it.

III. Application documents

The application dossier, which will be formally checked by the MAB Secretariat upon receipt, must contain the following:

III.1 Formal requirements

The application documentation submitted in electronic form to the TIR 2.0 database shall include:

1. a Hungarian and an English version of the application, based on the Template appropriate for the discipline/field of study, including the annexes with the content and names specified in V.3 Checklist, formal requirements in this Guide (in the language corresponding to the language of the applications);
2. a list of publications in Hungarian and English downloaded from the MTMT database (a single searchable PDF file for each);
3. an extract (single PDF file) of the minutes of the Senate decision (resolution) issued not more than six months before the submission;
4. cover letter of the rector or person authorized to represent the institution;
5. exclusively in the *field of Medicine and Health Sciences (except Sports Science)*: the full length versions of at least two Q1 publications in foreign languages published in the field of expertise, as well as the full length versions of publications meeting the minimum citation value (each edited into a PDF file, with a maximum total size of 50 MB each);
6. only in the field of Arts: a Portfolio in PDF format with a maximum size of 50 MB.

The uploading of digital documents is carried out by an institutional administrator with access rights to the TIR 2.0 database. Section V.3 Checklist, formal requirements contains the details of formal requirements.

² Government Decree No. 19/2012 (II. 22.) on certain issues of quality assessment and development in higher education, as amended by Government Decree No. 407/2017 (XII.15.) on the regulation of higher education and amending certain related government decrees. (II. 22.) Government Decree, Section 25 (2).

III.2 Content requirements

1. Detailed table of contents with page numbers (page-numbered application).
2. Calls for applications are published in accordance with the university's application procedures (document 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.*
3. A signed letter from the Applicant stating which call for applications of the higher education institution the application is submitted to. *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 applications by private higher education institutions.*
4. Extract from the minutes of the Senate meeting at which the application was decided about. 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 six months prior to the submission of the application to the MAB.
5. Declaration by the Applicant (see Annexes V.2) in which discipline(s) and within which scientific or artistic discipline(s) the application should be evaluated. Where more than one discipline is indicated, the Applicant must demonstrate why each discipline is relevant and how the Applicant's activities relate to the other disciplines.
6. The Applicant's short professional CV (with the Applicant's signature).
7. If the Applicant had a previous unsuccessful application, the new application must describe the changes that have been made since the previous application was submitted.
8. A detailed scientific or artistic resume of the Applicant (signed by the Applicant), following the structure of the Evaluation Sheet for the relevant discipline, providing information on the questions asked at each assessment point (e.g. for the Hirsch index calculated based on independent references, it lists the publications on which it is based and their verified citations in the MTMT (Hungarian Scientific Bibliography Database) database for the disciplines where it is required).
 - a) The Applicant should describe his/her teaching, preferably continuous, activity in higher education in the ten years³ preceding the date of submission of the application, including the results and the details of the recognition of such activity (see III.3 "Performance indicators, recommendations for the application's content and formatting" explained in Section 3). It is necessary to certify the higher education teaching activity directly by the direct superior (or in the case of a certificate obtained from Neptun, by the rector).
 - b) The Applicant's scientific/artistic achievements and their recognition, including:
 - Published results, works:
Regarding scientific disciplines: documentation of publications, works (including non-written works), independent citations supported by detailed evaluable

³ Ten years of active academic, scientific/artistic activity before the date of the application. This period of ten active years do not include, for example, periods of unpaid leave, or parental leave (GYED/GYES). If the active period was interrupted by unpaid leave or other leave of absence, a detailed justification must be provided in the application and, in the case of parental leave (GYED/GYES), this period must be indicated.

documentation (preferably including the contact details of the Applicant's own website).

In artistic disciplines: a portfolio of internationally recognised works (in English as well) is required for at least two works of art. The portfolio should provide an illustrated overview of the Applicant's artistic career.

- Key results and works: Applicants must present five publications or artistic works they consider the most significant in their entire scientific or artistic career up to the application submission date. Additionally, they must provide five other publications or artistic works deemed most important from the five active years before the submission date (or ten years for artistic works). Each work must be detailed with its title, authors, place and date of publication, number of independent citations, and the specific details and impact of the work.
 - Summary tables: presentation of the data available in MTMT for the publications, works (whole career and highlighted works) with (1) summary tables and (2) tables by discipline. The data of publications accepted for publication should also be made available in MTMT. The editor's acceptance statement and a certificate from the MTMT Administrator of the submitting institution, confirming the authenticity of the scientific metrics, need to be attached.
 - International impact of results and works: Applicants must demonstrate how their scientific publications/artistic works, activities and professional achievements have gained international recognition and acclaim. Citation data should be reported on the basis of the "All scientific publications and citations" row of the MTMT summary table.
 - Professional public activities: national and international activities and evidence of their recognition.
 - Applicants must include their scientometric parameters, as specified in MAB's scientific activity evaluation criteria, where relevant to the disciplinary requirements set out in these guidelines.
9. A copy of the Applicant's personal documents certified by the institution and the Applicant's declaration of consent for the processing, retention and publication of their personal data in accordance with legal requirements (see Annexes V. 4). Certified personal documents must include the following:
- a) 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 bachelor or higher-level diploma (for applications in the arts and Sports Science);
 - b) 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 – copy of the diploma⁴ certifying the qualification;

⁴ Nftv. Section 105 § (5) Where the legislation refers to a scientific degree as an employment, occupational or qualification requirement, this shall be understood to mean a doctoral degree, a candidate of science(s), a doctor of science(s) or a scientific degree obtained abroad which has been naturalised or recognised in Hungary. Act C of 2001 on the recognition of foreign certificates and degrees, 15. §.

- c) 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
- d) Applicants must include a table showing the contact hours⁶ taught in the five active years preceding the submission of the application, together with a list of the student's feedback for the subjects taught, certified by the direct superior (in the case of a certificate from Neptun, by the rector). 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.

III.3 Performance indicators, recommendations for the application's content and formatting

In the presentation of research/creative, teaching and scientific organisational performance, as well as national and international professional activities, the following should be included.

1. Higher education performance:

1a.1.-1a.2. Teaching experience, organising the academic and scientific or artistic work of students:

- presentation of courses, lectures and practices taught at national and/or international higher education institution(s);
- a presentation of student feedback on the teaching activities, collected regularly by the higher education institutions; for subjects for which no student feedback was provided or for which the results were not representative, the evaluation of the Applicant's teaching activities by their direct superior, detailing the courses taught and the superior's evaluation;
- list of instances of thesis supervision, thesis consultations;
- presenting activities in the field of talent management (e.g. specialised colleges, student talent development activity in Undergraduate Research Society (TDK or OTDK) projects, the effectiveness of talent identification and management (resulting in student competition/conference placements, e.g. at OTDK (sciences), OMDK (arts) conferences);
- A description of the activities carried out in PhD programmes, teaching activities within the doctoral school, as well as activities as a dissertation supervisor and publishing dissertation topics;
- a list of titles and awards for outstanding achievements in higher education;
- presentation of textbooks, course books, teaching aids, including digital or e-textbooks, digital teaching materials, produced by the Applicant or edited by the Applicant.

⁵ Nftv. 28. § (5) The condition for employment as a university professor requires that the person concerned has a doctoral degree, if a Hungarian citizen, a habilitation or equivalent international higher education teaching experience, and is an internationally recognised representative of the given scientific or artistic field who has made outstanding scientific or artistic contributions.

⁶ In this Guide, 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.

1a.3. Educational activities in a foreign language:

- guest lecturer at the invitation of a foreign higher education institution(s);
- the title, language, location (institution, faculty) and date (semester) of courses taught in a foreign language at a foreign or domestic higher education institution(s), and the number of students taught.

1b.1.–1b.2. Activities and achievements in education development:

- organising educational activities,
- management experience (specifying the higher education institution and the duration of their term);
- development activities:
 - the leading role played in the launching and development of degree courses, specialisations, programmes and subjects, specifying the subject(s) and semesters taught;
 - continuous, meaningful development of degree courses, specialisations, programmes and subjects;
 - integrating new research results into education.

2. Scientific/artistic activities:

For this activity, Applicants must provide the following information:

2a.1. Scientific publications/works of art/activities.

- During the evaluation of the Applicant's performance, only publications published or verified as accepted for publication qualify as publications (see MTMT), as well as public artistic works/activities.
- Accordingly, the following publications cannot be taken into account in the evaluation:
 - a publication in a daily newspaper or a non-professional journal (no exception is made for communications on a technical subject),
 - a publication that is demonstrably not peer-reviewed,
 - repository of examples, compilation, editing,
 - short (one-page) abstract of presentations published in conference proceedings,
 - (book) translation, except translation with editing and/or writing a preface,
 - criticism (except for longer art analysis in the field of art),
 - a research report prepared within the framework of a grant project or on request,
 - thesis,
 - other manuscripts, such as essays, papers,
 - non-research-oriented interview (neither as a reporter nor as an interviewer),
 - a publication not yet accepted for publication,
 - a performing arts production or artistic creation not presented to the public.

2a.2.–2a. 3. creation of a workshop or school, participation as a thesis supervisor:

- The presentation of research/artistic and research and artistic management and organisation activities that are publicly recognised by the professional community, the results of which are attested in particular by the publication of TDK theses, theses, dissertations, degree projects, PhD theses and publications jointly with the teaching staff. This requires the names of the doctoral students who have obtained a degree under the Applicant's supervision (and co-direction), the year of their graduation (providing the updated profile on doktori.hu).
- Presentation of the results of a continuously active and productive group working in cooperation with the Applicant, composed of young colleagues or researchers, regarding the five years preceding the submission of the application (e.g. websites).
- The Applicant's participation in the work of foreign doctoral schools, in the supervision of visiting students, including students who have obtained a degree abroad under the Applicant's co-supervision (doctoral school, name, year of degree, certified activity).

2b.1. Experience in research organisation, and professional, creative and innovative activities with a scientific focus:

- a work published on a data storage device or in electronic form,
- several years' professional experience (industrial, economic, administrative, teaching, etc.), listing the main positions and jobs held,
- conducting significant research and development activities, substantial participation in such activities, with details of the research report documenting these,
- leading winning and implemented scientific projects and meaningfully participating in their implementation,
- innovations introduced, patents filed and/or granted,
- presentation of works, results of projects in professional-academic forum(s),
- artistic works, exhibitions, participation in art forums (e.g. lecture, concert).

2b.2. National and international public activities:

- domestic and/or foreign academic membership (excluding membership on the basis of membership fees),
- participation in university habilitation and doctoral activities (opponent, chairman/member of the committee),
- membership and/or position in national and/or international scientific professional committees,
- membership in domestic and/or international scientific societies, as well as educational and scientific policy bodies, and leadership role,
- continuously documented participation in the scientific organizations of the field, contact with related disciplines,
- honorary doctorate, distinguished professor title, honorary professor title,
- organisation of national and/or international congresses, conferences, participation in programme committees, conference and/or section chairmanship, invited plenary/opening/keynote/symposium presentations, round table discussions, invited participation,
- participation in the editorial boards of professional journals and series,

- participation in national and/or international committees for the evaluation of proposals (evaluation, assessment),
- member or chair of a national and/or international committee or body evaluating the teaching and academic performance of higher education institutions,
- internationally peer-reviewing books and journals, indicating the field of specialisation and the journal and/or publisher regularly requesting the work,
- professional honours and awards.

III.4 Correction of Deficiencies of the Application

Applicants have 15 calendar days from the date of receipt of the electronic notification to correct the deficiencies of the application, which can be extended once at the request of the rector of the institution or a person representing the institution. During this period, the application procedure will be suspended, and the procedure will continue after the completion of the deficiencies.

If the deficiencies are not completed by the deadline (the deficiencies still exist), the application will be assessed and closed based on the available documents.

The filling-in documents relevant to the Hungarian and English applications must be edited into a PDF file and uploaded to the TIR 2.0 database with the following name:

Last name First name_Hianyotlas_hu.pdf;

First name_Last name_Additional annexes_en.pdf.

IV. The MAB Evaluation Criteria

IV.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, multidisciplinary 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. If the Applicant does not meet any of the criteria set out in relevant laws, his/her appointment will not be recommended by the MAB Board.
- 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.

- The maximum score for (a) teaching work is **100** points and another **100** points may be given for the Applicant's (b) academic research or creative artistic activity. Of the maximum cumulative **200 points, the Applicant must** achieve at least **160 points** required for the Board to support the application.
- 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. IV.3 Disciplinary criteria).
- The Evaluation Sheets available on the MAB website contain the minimum requirements and the scoring criteria. 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.

IV.2 General criteria and conditions for scientific disciplines

1. Higher education activities:

- In the ten active years preceding the submission of the application, the Applicant must have taught at least 800 contact hours (of which at least 100 hours must be lectures) at any higher education institution, certified by a direct superior.

In the field of agricultural sciences: contact hours taught in Hungarian and in foreign languages are certified by the direct superior of the educational unit concerned. **Foreign Applicants:** for non-native English-speaking Applicants, the "foreign language" criterion may be replaced by the language relevant to international scientific communication (foreign to the Applicant), or, for Hungarian-speaking Applicants working abroad on a permanent basis, the language of the country concerned. Activities outside the Applicant's country may be recognised as invited lectures or guest lectures at a "foreign" university, but 80 hours is not a minimum requirement; the teaching activity and the number of hours must be certified in writing by the head of the inviting institution.

Military sciences: In the ten active years preceding the submission of the application, the Applicant must have taught at least 400 contact hours (of which at least 200 hours must be lectures) at any higher education institution, certified by a direct superior.

Theology: In the ten active years preceding the submission of the application, the Applicant must have taught at least 600 contact hours at any higher education institution, certified by a direct superior.

Arts: In the ten active years preceding the submission of the application, the Applicant must have taught at least 400 contact hours at any higher education institution, certified by a direct superior.

Psychology: Applicants must have taught at least 100 hours of professional tutoring in the five active years preceding the application.

Medical and health sciences (except Sports Sciences): In the ten active years preceding the submission of the application, the Applicant must have taught at least 400 contact hours (of which at least 100 hours must be lectures) at any higher education institution, certified by a direct superior. Applicants must be certified by their direct superior as having taken

part in examinations. Active employment in the home country does not include parental leave (GYES/GYED) and residence abroad.

Sport Sciences: The Applicant is required to have taught at least 400 contact hours (including at least 200 hours of lectures) taught in the field of sport science, in subjects related to sport science at any higher education institution during the ten active years preceding the submission of the application. The teaching activity must be certified by the Applicant's direct superior, and the relevant student feedback results for at least the last five active years must be provided.

Natural sciences: In the ten active years preceding the submission of the application, the Applicant must have taught at least 200 contact hours of lectures at any higher education institution, certified by a direct superior.

- The Applicant must have been the supervisor of at least ten theses or TDK theses.

Arts: supervising at least ten theses and/or dissertations, TMDK theses.

Sports Sciences: Supervisor of at least 20 theses, or TDK theses, of which at least ten are on a Sports Science or physical activity topic. Only completed thesis supervision is acceptable. The Applicant has been a certified sports professional for at least ten years (e.g. coach, head coach, sports manager, master teacher). Teaching PhD courses. Documents proving the joint work (e.g. joint publications, TDK, OTDK minutes, certificates from the doktori.hu database) must be attached.

- By the date of application, the Applicant must have taught at least 80 contact hours of undergraduate and/or postgraduate lectures, practice sessions, seminars at any level of the Bologna system in a foreign language, certified by the direct superior. Invitations as guest lecturers to foreign institutions must also be included and must be supported by which must be supported by a certificate from their direct superior.

Arts: high-level international teaching activity equivalent to at least 80 contact hours with foreign students in Hungary or abroad up to the date of submission of the application, as certified by the Applicant's direct superior, or teaching, delivering master courses or lecturing at foreign universities at least five times.

Sports science: The Applicant is required to have delivered at least 60 contact hours in lectures, practices, seminars in foreign languages (including guest teaching assignments at foreign higher education institutions) up to the date of submission of the application, as certified by the Applicant's direct superior.

- The Applicant, as certified by the Applicant's direct superior, is course director of at least one compulsory (type "A") course or at least two optional (type "B" or "C") courses in the ten active years preceding the application.

Theology: meaningful participation in the development of at least two subjects, and serving as course director for at least one subject in the ten active years preceding the application. Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad. Overall responsibility for a programme or specialisation; management experience (head of department, institute or doctoral programme, senior position at a faculty or university).

Arts: meaningful participation in the development of at least two subjects, and serving as course director for at least one subject in the ten active years preceding application.

Sports science: The Applicant is course director of at least one compulsory (type "A") course or optional (type "B" or "C") courses in Sports Science in the ten active years preceding application, as certified by the Applicant's direct superior.

- The Applicant must be the editor, first author, sole author or co-author of at least one coursebook or textbook, teaching aid of 100 or more pages or digital teaching material. If co-author, the Applicant must have contributed at least 50% of the total work.

Theology: The Applicant must be the editor, first author, sole author or co-author of at least one coursebook or textbook, teaching aid or digital teaching material of 100 pages.

Arts: Applicants are not expected to be the authors of coursebooks or textbooks.

Medical and health sciences (except Sports Sciences): a presentation of achievements in subject development and the development of teaching materials, highlighting where the Applicant is the first or sole author and/or editor of a coursebook, a textbook or a teaching aid or digital teaching material of at least 100 pages. Author or translator of a coursebook, or textbook chapter, or digital teaching materials.

Sports science: The requirement is also considered met if the Applicant is the sole author of a chapter of appropriate length in any of the publications mentioned above.

- **For foreign Applicants:⁷**

Instead of the Applicant's superior certifying the contact hours taught, other means of proof used in the particular country are also admissible. For example, a certificate from the dean's office, or an itemised list of the courses which yielded the contact hours stating the course titles, the name of the institution/faculty/subject, the level of education (bachelor, master, doctoral), and the date.

With respect to student feedback on teaching activity, the information resulting from the processes of the given country must be taken into account.

TDK/OTDK supervision can be substituted for other student talent development activities.

In the case of non-native English speakers, the "foreign language" criterion may be replaced by a language relevant to international scientific communication (which is foreign to the Applicant). Since English is the language of international scientific communication, native English-speaking Applicants are not required to give lectures, practice sessions, or seminars in a language other than English. Teaching activities as an invited or visiting lecturer conducted at a university outside the Applicant's country may be accepted, but 80 hours is not a minimum requirement.

Overall responsibility for courses and programmes may be substituted for activities leading and/or managing programmes, courses or projects (conducting a course in the arts or performing other leading role related to education).

2. Scientific/artistic activity:

- The application shall demonstrate that the Applicant has scientific results published in internationally recognised publications in a foreign language. It is a minimum requirement that the Applicant is the author of at least two foreign language articles (sole, first, last or corresponding) published in Q1 or Q2 journals or in international journals ranked category A

⁷ **Foreign Applicants are:** a) Applicants who are not Hungarian citizens, and b) Applicants who are Hungarian citizens working abroad on a long-term basis (more than five years).

or B by the Hungarian Academy of Sciences, or at least one monograph published by a recognised international publisher. These parameters shall be fulfilled and evaluated taking into account the MTMT database.

Agricultural sciences (and some related disciplines): Applicants shall have five publications published in Q1 and Q2 journals after obtaining their degree, at least two of which the Applicant is the first or last (or proven correspondent) author. The Hirsch index (calculated based on independent references), based on MTMT data, must be at least 8 (6 in agro-economic intersectional area).

Agro-economic intersectional disciplines: one article published in a Q1, Q2 journal can be substituted for one monograph written with up to one co-author or three monograph sections published in Hungarian.

Agricultural engineering: one article published in a Q1, Q2 journal can be substituted for one three foreign language articles published in journals with an international advisory board that are included in the Hungarian Academy of Sciences' list of specialised disciplinary (IV. Section of Agricultural Sciences) journal catalogue, or a finished technology (patent, know-how, machine, equipment), or a monograph or section of a monograph published in a foreign language).

Humanities: The presentation of at least two foreign language articles (sole, first, last or corresponding) published in Q1 or Q2 journals, or of at least two book chapters published in a foreign language in a peer-reviewed collection of papers by a recognised international publisher, or of at least one monograph published by a recognised international publisher. Recognised international publisher refers to a domestic or international publisher that has a peer-reviewed international journal classified as Q1 or Q2 or recognised by the scientific committees of the Hungarian Academy of Sciences, or has peer-reviewed publications/book series on technical subjects with a high rate of citation in the field. In fields where classification of journals as Q1 or Q2 is not relevant, papers published in peer-reviewed international journals that are leading journals in the relevant discipline of science and are accepted by the scientific committees of the Hungarian Academy of Sciences and listed on the website of the Doctoral Council of the Hungarian Academy of Sciences, may also be taken into account. The Applicant must be the sole author of at least one peer-reviewed monograph, which must be different from the Applicant's PhD dissertation (this may be the same as the monograph mentioned under the common criteria applicable to all disciplines).

Medical and health sciences (excluding Sports Science): Applicants must have published at least two Q1 papers in a foreign language in the field of expertise, where the Applicant is at least the sole, first or leading (correspondent or last) author of one paper. This requirement cannot be met by means of a Q2 publication or monograph. A full length version of these publications should be presented. The Applicant must meet the minimum required independent citation number specified for each area of expertise in the Evaluation Sheet. Applicants must have n publications, each of which has received at least 2n independent citations AND of which the Applicant is the first or lead (corresponding or final) author (see the Evaluation Sheet for the definition of the "n", so-called citation metric per discipline). A full length version of these publications needs to be presented.

Social Sciences and Economics: at least two articles in a foreign language, Q1 or Q2 (of which at least one article, Q1), of which one is the Applicant is the sole author or the first author. Publications with more than three authors can only be counted at 50%. One of the two Q1/Q2 articles may be replaced by a book or book chapter in a foreign language published by a reputable international publisher. Journal articles published in the journals of MDPI,

Frontiers and Plos will not count towards the minimum requirement. The Applicant must have a Hirsch index (calculated based on independent references) of at least 10 based on the MTMT database, and at least 20 independent Scopus citations.

Engineering: Q1/Q2 publications can only be replaced by monographs in the case of two disciplines (architectural sciences, military engineering).

Natural sciences: The Applicant must be the author (sole, first, last or corresponding) of at least five foreign language articles published in Q1 journals, or be the sole, first or lead (corresponding or final) author of an article published in an international journal ranked category A or B by the Hungarian Academy of Sciences in a relevant field. Monographs do not replace Q1 publications.

Theology: the Applicant is the author of at least 30 peer-reviewed studies.

Arts: the Applicant must show that he/she has an internationally recognised, outstanding artistic oeuvre: in the case of at least two artistic works (film, choreography, exhibition, CD, art album, curatorial work), a professional portfolio (also in English) demonstrating international recognition is required. The portfolio should provide an illustrated picture of the Applicant's artistic career.

Sports sciences: For both natural and social science related fields of sport sciences: the Applicant must have at least two Q1 publications in a foreign language in his/her field, at least one of which the Applicant is the sole, first or lead (corresponding or final) author of. This requirement cannot be met by means of a Q2 publication or monograph. At least 160 independent citations of the Applicant's scientific publications registered in the MTMT database. 30% of the minimum citation requirements must be met by international independent citations registered in Web of Science and/or Scopus.

- In the evaluation of the publication activity and its impact, the decision-preparing bodies of the MAB apply (sub)discipline-specific criteria set out in this Guide and the Evaluation Sheets.
- For the evaluation of scientific performance, Applicants should present their results according to the recommendations listed in Section III.3.
- The Applicant lists his/her achievements in terms of supervising the scientific work of young academics, participation in doctoral training as a thesis supervisor. The minimum requirement is the supervision of at least one PhD student who has obtained a degree which is registered (as published on doktori.hu). Where there is no PhD training, the assessment must take into account the Applicant's achievements in the education of the next generation of scholars, but the requirement regarding the number of PhD students who obtained a doctoral degree under the supervision of the Applicant is not applicable. In addition to the points given for a student who has obtained his/her doctoral degree, additional points in a different amount may be given for each – registered by the doctoral school – supervised current doctoral student and doctoral candidate who are recorded by name in the database of the National Doctoral Council (or on the certificate from the foreign university for students who have studied abroad), including the expected year of obtaining their pre-degree certificate and degree.

Theology: supervision of at least one PhD student who has obtained their degree.

Arts: has supervised of at least one PhD/DLA student who has obtained a degree and the documented supervision of at least one PhD/DLA student or other talented young person. If the Applicant's workplace offers no PhD/DLA training, or PhD/DLA training has been offered for less than six years, the assessment must take into account the Applicant's achievements in the education of the next generation of scholars/artists, but the

requirement regarding the number of PhD/DLA students who obtained a doctoral degree under the supervision of the Applicant is not applicable.

Sport Sciences: at least one PhD student who has obtained a degree in sport sciences, and is a certified PhD student supervisor, whose PhD dissertation is based on joint publications with the Applicant, which can be verified in the MTMT.

- 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).
- The Applicant should present his/her workshop creation activities [e.g. leader and/or founder of a research group (*in artistic disciplines or in a specialised college*), description of the research group].

Sports sciences: workshop creation, training of selected athletes and Olympic athletes.

- The Applicant must present:

Activity in the professional public sphere (e.g. as head or member of a professional committee at a university, as external member of a committee at another university, as member of a non-university (*nationwide for arts*) professional body, as member of a university senate or faculty council, or as head or member of a professional committee at a university);

Research organisation experience and success in grant applications (leading scientific projects awarded and implemented, substantial participation in the implementation of projects);

Domestic and international recognition.

- The Applicant must have served, up to the date of submission of the university professor application, as project manager of at least one scientific project that was awarded funding, implemented in a national or international competitive research/development/innovation grant application procedure, or substantial participation in the implementation of at least three such projects, or roles as project manager of three institutional projects.

Arts: there is no such expectation.

Sports science: Up to the date of submission of the university professor application, role as the principal investigator and organiser of at least one scientific research project that was granted funding and implemented from a national or international research/development/innovation funding scheme, or substantial participation in the implementation of at least three such projects, or being the principal investigator of three institutional projects.

- Applicants are expected to be actively involved in professional public activities, such as chairing or being a member of the board of a national or international scientific organisation, or acting as conference chair, co-chair, section chair, invited plenary speaker.

Humanities: chair or board membership of a national or international scientific organisation, conference chair, co-chair, session organiser, panel organiser and session chair, invited plenary speaker.

Theology: presentations at national and international scientific conferences, conference chair, co-chair, section chair, invited plenary speaker.

Arts: In the discipline of arts: function (chair, member of board, main organiser, organiser, curator) held at a prestigious artistic organisation, art festival or other event (in Hungary or abroad). Guest lecturer; presentation of national and international laudations of artistic work; judge at national events, international competitions/events; participation in international co-productions.

Sports Science: invitation to perform professional roles at international conferences, plenary lectures; elected senior positions; Editorial Board/Advisory Board membership at international scientific journals; awards won at international competitions; recognition, professional prizes. Organising prestigious international conferences – at national or international level –, organising international competitions, participating in the professional scientific community.

- **For *foreign Applicants*:**

In the case of native English-speaking Applicants, publication in another language is not required. In the case of non-native English speaking Applicants, publication in a (foreign) language relevant to international scientific communication is required.

The creation of an intellectual hub within a college for advanced studies, and a master teacher's gold medal can be substituted by other student talent development activities, as well as prizes and awards (which, however, cannot be the same as those related to teaching activities, e.g. activities substituted for TDK/OTDK thesis supervision).

IV.3 Disciplinary criteria

IV.3.1 Agricultural sciences

1. *Higher education activities:*

- ***Foreign Applicants:*** a minimum of 400 contact hours (including at least 50 hours of lectures) is required; additional points may be awarded for up to 400 more contact hours (including 50 hours of lectures).
- Verbal examination of a type A subject in a foreign language, the examination activity must be certified by the direct superior at the educational unit.
- Programme or specialisation director, course director in a doctoral programme.
- Editing a textbook.

2. *Scientific activity:*

- ***Foreign Applicants*** may be awarded points *for* D1 or Q1 publications where the Applicant is a corresponding author.
- Member of a doctoral school or head of a doctoral programme.
- ***Foreign Applicants:*** documented leading role in an international research group.
- Additional points can be given for patent pending (minimum 20% participation), and/or granted patent (minimum 20% participation), or a breeder of a nationally recognised animal or plant variety.
- Acknowledged scientific achievements: membership of an editorial board, editorial activity for international Q1–Q4 journals; editorial mandate for a national scientific

journal. Significant international/domestic recognition, peer review for Q1-Q4 journals and national journals.

- Activity as an invited researcher (at least one month).

IV.3.2 Humanities⁸

1. *Higher education activities:*

- Experience in higher education may include lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week, irrespectively of the number of students. At least 100 hours of the latter must fall within the five active years preceding the submission of the application.
- Award-winning TDK-, OTDK- lecture, TDK-, OTDK-thesis supervision, domestic or international publication jointly presented with students.
- Eligible as foreign language higher education experience: up to 80 hours of Erasmus, Ceepus (only for staff and foreign language teaching); teaching foreign Erasmus students; Co-tutelle; invited lecturer at a foreign university (1-1 lecture); visiting lecturer at a foreign university (1-1 semester).
- Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad.
- Overall responsibility for a programme or specialisation; management experience (head of department, institute or doctoral programme, senior position at a faculty or university).

2. *Scientific activity:*⁹

- The Applicant must be the author of at least 48 peer-reviewed papers, including at least ten papers written in a foreign language and published in a peer-reviewed edited volume or journal. At least four of these must be published by a foreign publisher. Peer-reviewed papers are those that are at least 8 pages long (approximately 20,000 characters), are classified as "scientific works" in the MTMT database, and include references and citations.. They must not be listed under "conference proceedings" or "other scientific works" in the MTMT summary table. This category excludes editor's forewords, essays, and reviews of books or journal articles. **Foreign Applicants:** the criteria "foreign language" and "foreign publisher" can be met by a work published in an international journal or by an internationally renowned publisher. At least 125 independent citations of the Applicant's scientific publications registered in the MTMT database.

⁸ Further special aspects in the field of *Educational Sciences* are discussed in a separate section (IV.3.2.1 Educational Sciences).

Applications submitted in the field of *religious studies* belongs to the scope of humanities if the scientific activity of the Applicant falls primarily within the field of religious philosophy, religious history, religious ethnography, the psychology of religion and the pedagogy of religion. In this case, the evaluation of the application will be based on the criteria set by the relevant discipline. (Hungarian Academy of Sciences Section I. Department of Linguistics and Literature and Hungarian Academy of Sciences Section II. Philosophy and Historical Sciences.) For applications with a focus on sociology of religion, politics of religion, etc., the criteria set by the Social Sciences Committee apply (the Hungarian Academy of Sciences' IX. Section – Section of Economics and Law). In addition to the humanities and social sciences criteria, all applications in the field of religious studies must be assessed on the basis of the Applicant's scientific and teaching activities in religious studies.

⁹ In the case of proposals submitted in the field of *Psychological Sciences*, the scientific activities (in the Evaluation Sheet 2a.1.) are discussed in a separate section (IV.3.2.2 Psychological Sciences).

- Creation of an intellectual hub within a college for advanced studies, Master Teacher Gold Medal. **Foreign Applicants**, these may be substituted by other student talent development activities, as well as prizes and awards (which, however, cannot be the same as those related to teaching activities, e.g. activities substituted for TDK/OTDK thesis supervision).
- Where relevant, including works of art, organisation of scientific exhibitions and cataloguing.
- Leading other research or prestigious arts projects.
- Prestigious international conferences organised by the Applicant in Hungary or abroad.
- Other activities, such as chair, chief editor, member or reviewer in the editorial board of an international academic journal; participation in the professional and scientific public sphere; participation in the assessment of domestic and international applications and in the related expert activities (e.g. as a member of an international external advisory board).
- Elected high-level posts, professional prizes, awards, professional lectures, prizes at international professional forums.

IV.3.2.1 Educational sciences

1. *Higher education activities:*

- First or sole authorship of at least one coursebook or textbook (to be used in higher education or public education) or of one exercise book or software or teaching tool, or teaching aid or digital teaching material of at least 100 or more pages.
- Participation in the question writing and implementation work of academic competitions and secondary school leaving examinations, writing questions for the national competitions of general and vocational secondary schools (OSZTV, OKTV).

Foreign Applicants: these may be substituted for activities related to other academic competitions.

- Publishing jointly with students in peer-reviewed domestic or international journals.
- Supervising, leading and evaluating classroom practice sessions during the practical training of student teachers.
- Participation in the dissemination of scientific knowledge.
- Participation as teacher/trainer in teacher training in a foreign language.

2. *Scientific activity:*

- Identical to the publication criteria specified for the humanities.
- Leading or participating as a researcher in experiments and classroom research on teaching and learning disciplinary skills; participating in innovation, public education or higher education project(s).
- Organising/leading workshops and in-service training (trainer training) in Hungary and abroad.

IV.3.2.2 Psychological Sciences

1. *Higher education activities:*

- Experience in higher education may include lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities

in vocational education and training, an additional two contact hours per week, irrespectively of the number of students.

IV.3.3 Engineering and Technology

2. Scientific activity:

- The scientific performance is evaluated on the basis of the doctoral requirements of the Hungarian Academy of Sciences. In the four specialty categories (A, B, C, Architect), the Applicant will be awarded points when meeting two-thirds of the minimum requirements (25% of the available score rounded up), and in the case of 140%, the maximum score that can be given for the given question.

IV.3.4 Medical and Health Sciences (except Sports Sciences)

1. Higher education activities:

- Experience in higher education may include lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week, irrespectively of the number of students.
- Teaching a PhD course or specialised and advanced lectures.
- Award-winning TDK lecture, OTDK lecture, Master Teacher Gold Medal.

2. Scientific activity:

- As a minimum requirement, Applicants must have at least two Q1 publications in a foreign language (where the Applicant is the sole, first or last author of at least one paper). This requirement cannot be met by means of a Q2 publication or monograph. A full length version of these publications needs to be presented.

Applicants from *Theoretical Medicine, Health Sciences, Clinical Medicine and Pharmaceutical Sciences* belonging to the Hungarian Academy of Sciences' Section of *Medical Sciences* must meet the minimum expected independent citation parameter (n) specified in the Evaluation Sheet, detailed by discipline; and the minimum independent citation value (Cit.) based on the MTMT database. Applicants must have n publications, each of which has received at least 2n independent citations AND of which the Applicant is the first or lead (corresponding or final) author (see the table of Evaluation Sheet for the definition of the "n", so-called citation parameter per discipline). A full length version of these publications should be presented.

In the case of applications in the field of *Pharmaceutical Sciences*, the two specialised sections of the Hungarian Academy of Sciences (V. Section of Medical Sciences, VII. Chemical Sciences) are included in the Evaluation Sheet.

Pharmaceutical disciplines classified in the Hungarian Academy of Sciences' V. Section of Medical Sciences: Pharmacy, Pharmacoeconomics, Pharmacoepidemiology, Pharmaceutical Biotechnology, Hospital-clinical Pharmacy, Pharmaceutical Organisation and Management, Pharmacist Care.

The Hungarian Academy of Sciences' VII. Section of Chemical Sciences – Pharmaceutical Sciences: pharmaceutical technology/biopharmacy; materials science and engineering chemistry, medicinal chemistry; organic and biomolecular chemistry, pharmacognosy; organic and biomolecular chemistry, pharmaceutical analytics/bioanalytics; analytical and environmental chemistry. The minimum requirements set by the MAB and the details of the areas of expertise are set out in the Evaluation Sheet.

- The Applicant has been supervisor to at least one doctoral student who has obtained his/her doctoral degree (as confirmed by the doktori.hu website) whose thesis was based on publications co-authored with the Applicant.
- Innovative medical procedures (e.g. development of new treatments, diagnostic procedures, drug development).
- Submitted patent (minimum 20% participation), granted patent (minimum 20% participation).
- Organisation of conferences (domestic and/or international), invited plenary speaker.
- Editorial board member.

IV.3.5. Social Sciences

IV.3.5.1 Economic Sciences

1. Higher education activities:

- Participation in the management of a department, institute, faculty or university (head or deputy head). Presentation of the most important achievements during the period of being a head or deputy.

2. Scientific activity:

- Internationally recognised outstanding scientific achievement: at least two articles in a foreign language, Q1 or Q2 (of which at least one article is Q1), of which one is the Applicant is the sole author or the first author. Publications with more than three authors can only be counted at 50%.
- One of the two Q1/Q2 articles may be replaced by a book or book chapter in a foreign language published by a reputable international publisher.
- Journal articles published in the journals of MDPI, Frontiers and Plos will not count towards the minimum requirement. The following Scimago Subject area journals automatically considered as subject area papers: Business, Management and Accounting, Decision Sciences, Economics, Econometrics and Finance, Social Sciences. Applicants may also request the inclusion of other publications in their Subject area if they are relevant to the discipline specified in the application, the content of the professor application and the Applicant's research profile.

A book is defined as a work of at least 112 pages of which the Applicant is the sole author; the stand-alone book section must be at least 112 pages.

- The Applicant must have a Hirsch index (calculated based on independent references) of at least 10 based on the MTMT database, and/or at least 20 independent Scopus citations.

IV.3.5.2 Social Sciences¹⁰

1. Higher education activities:

- The required 800 contact hours of higher education activities may include up to 600 hours taught in higher education vocational training, bachelor's degree programme and postgraduate studies.

¹⁰ For applications in the field of military sciences, the specific criteria are discussed in a separate section (IV.3.5.2.1 Military Sciences).

- TDK theses may only be regarded as part of the minimum requirement if it won an award at the OTDK. Extracurricular activities, remedial education, talent management, leading a student circle, supervising students' work at faculty, university, national conferences, competitions, Master Teacher title, successfully preparing a courtroom speech contests, preparing students for an international seminar, conference, prizes received, professional-scientific publications of supervised students, organisation of professional quizzes and competitions. Erasmus Mobility, guest lecturer invitations, summer/winter university courses, certified lectures can be credited as foreign language higher education experience.
- Professional recognition of teaching excellence includes student satisfaction, teaching excellence evaluations, awards, prizes, awards for teaching excellence.
- Educational organisation: e. g. head of department, head of institute, head of centre, faculty and university leadership, chairing faculty and university committees.

2. *Scientific activity:*

- Publication activity: at least two Q1 or Q2 international publications in a foreign language in a field relevant to the field of the Applicant, or in the Hungarian Academy of Sciences' IX. Article published in a category A or B international journal as ranked by the Section of Economics and Law, or at least one monograph in a foreign language published by a well-known international publisher.
- The Applicant must be the sole author of at least one peer-reviewed monograph, which must be different from the Applicant's PhD dissertation.
- In addition, the Applicant is expected to present at least 20 scientific journal articles, papers or edited book chapters (journals must be Hungarian Academy of Sciences' IX. Section A-B category in Hungary and international A-B-C-D or Q1-Q2-Q3).
- A Hirsch index (calculated based on independent references) of at least 8 is also a minimum requirement.
- The minimum requirement is at least 150 independent citations of scientific publications, of which at least 30 must be in foreign languages.
- Domestic research activity: e.g. Bolyai, Bolyai+, Eötvös, Lendület, NKA, Premium Postdoctoral, institutional. Foreign: e.g. ERC, Fulbright, Marie Curie, Mellon, Jean Monnet, EURIAS, Sasakawa.
- At least one research team leader role, or at least three meaningful participant roles, or an individual research fellowship. Non-competitive participation in research will not be taken into account if it is directly linked to the Applicant's job (e.g. as part of the duties to be performed).
- Domestic and international professional prizes and awards, membership in the editorial boards of international academic journals, invitations to deliver professional lectures at international forums.
- Prestigious international conferences, seminars and professional workshops organised by the Applicant in Hungary or abroad. Active and competitive conference participation (accepted papers) is expected.

Definition of terms:

- Monograph: a comprehensive book on a topic, problem, phenomenon, etc., divided into chapters, based on the synthesis of existing knowledge and contains significant new

scientific findings. (Typically the work of a single author.) In case the monograph is co-authored, the part authored by the Applicant has to separate, and of at least 5 in author's sheets in length.

- In the case of co-authored publications, the section(s) written by the Applicant must be clearly indicated in the MTMT 2, and a statement from the co-author(s) must be attached to confirm that the indicated sections are authored by the Applicant.
- Journal articles: only publications (articles, summary article, essays) longer than 3 journal pages (including spaces, 11 500 characters) and published in internationally registered scientific journals with ISSN, and their independent citations, will be considered. Articles such as commemorative articles, journalism, review/critique, short publication, abstract, abstract, report, educational and other articles, conference proceedings will not be considered.
- Book section, book chapter: in the evaluation of the applications, scientific books and book chapters, studies, essays are taken into account that are published as part of an edited volume of studies, with an author, title and longer than 7 pages long. In this category, parts of a higher education textbook or teaching material, part of a workshop research article, preface, epilogue, dictionary entry, etc.

IV.3.5.2.1 Military Sciences

1. *Higher education activities:*

- Applicants must have taught at least 200 hours in the five active years preceding the application. Lectures, seminars, practice sessions, consultations and, in case of summer practice, sixth-year practice and tutorial activities in vocational education and training, an additional two contact hours per week.

2. *Scientific activity:*

- Applicants who obtained the title Doctor of the Hungarian Academy of Sciences are considered to have met the criteria for outstanding scientific or research work (2a.1.) with the maximum score, without detailed examination.
- Publication activity, research papers: two publications in foreign languages, published in leading peer-reviewed international journals in the field of military sciences where the Applicant is the first or last author.
- The Applicant must be the author of at least 20 peer-reviewed papers/book chapters, of which at least 10 must be in foreign languages. At least four of these must be published by a foreign publisher.
- At least 125 independent citations of the Applicant's scientific publications registered in the MTMT database.
- In the case of co-authored publications, the section(s) written by the Applicant must be clearly indicated in the MTMT, and a statement from the co-author(s) must be attached to confirm that the indicated sections are authored by the Applicant.
- Award winning presentation at the National Conference of Student Research Societies (OTDK), publishing jointly with students in peer-reviewed domestic or international journals, creating an intellectual hub within a college for advanced studies, arranging the participation of students in exhibitions and festivals, organising study trips, Master Teacher Gold Medal.

- Lendület, Bolyai, ÚNKP (New National Excellence Programme), Bolyai+ and EU grant programmes will be taken into account in the assessment of applications.
- Chairman of the editorial board, editor-in-chief, member, reviewer at an international scientific journal.

IV.3.6 Natural Sciences

1. Higher education teaching activities:

- As a quantifiable indicator of higher education activity, the number of contact hours of lectures taught should be used, as described in the Evaluation Sheet.
- Qualitative aspects are also taken into account in higher education activities: teaching compulsory core subjects at bachelor and master level, giving lectures at prestigious universities abroad, and receiving recognition for excellence in teaching through evaluations, awards, prizes, distinctions and teaching awards.
- In the context of consultant roles for TDK papers, only papers winning a TDK or OTDK award may be taken into account.
- Erasmus Mobility, guest lecturer invitations, summer/winter university courses, certified lectures can be credited as foreign language higher education experience.
- Acting as course director can only be taken into account for a subject that is related to the discipline indicated in the application.
- Introduction of innovative contents/new methods, development of new training programmes in Hungary and/or abroad.
- Educational organisation: programme and specialisation director, head of department, head of institute, head of centre, faculty and university leadership, chairing faculty and university committees.

2. Scientific activity:

- In mathematics, publication and citation performance should be considered according to the specific field of research in question.
- Applicants who have won an ERC Consolidator/Advanced/Synergy Grant are to be given the maximum number of points (50) without a detailed assessment of the Applicant's research achievements. If the Applicant is the head of a Lendület team of the Hungarian Academy of Sciences or has won an ERC Starting Grant, he/she is given at least 30 points in the field of scientific achievements.
- The supervision of at least one doctoral student who has obtained his/her doctoral degree might have taken place at a foreign institution.
- Substantial influence on the work of young academics, creation of an intellectual hub, which is publicly recognised by the professional community: leading role in at least one research team, or substantial participation in at least three research teams, or at least three individual research grants. Participation in research will not be taken into account if it is directly linked to the Applicant's job (e.g. as part of the duties to be performed).
- Up to the date of submission of the application, the Applicant must have been granted and carried out at least one national or international scientific research/development/innovation project in a competitive procedure, and must have managed the operation of the research team implementing the winning application.

- Active and competitive participation in international conferences: plenary speaker, guest speaker, speaker.
- Membership in the scientific organisation committee of a conference, head of a scientific organisation.
- Domestic and international professional prizes and awards, membership in the editorial boards of international academic journals, invitations to deliver professional lectures at international forums.
- Prestigious international conferences, seminars and professional workshops organised by the Applicant in Hungary or abroad.

V. Annex

V.1 Fields of study

The names of the scientific disciplines are set out in the Nftv. "66. Interpretative Provisions" (108. § 46.) as follows:

1. Agricultural Sciences
2. Humanities
3. Theology
4. Engineering and Technology
5. Arts
6. Medical and Health Sciences
7. Social Sciences
8. Natural Sciences.

V.1.1 Expert classification of the MAB (disciplines/branches of science and art)

DISCIPLINE	BRANCH OF SCIENCE / ART (5.1-5.9)
1. Agricultural Sciences	1.1 Veterinary Sciences
	1.2 Animal Husbandry Science
	1.3 Food Sciences
	1.4 Forestry and Wildlife Sciences
	1.5 Plant Science and Horticultural Sciences
2. Humanities	2.1 Philosophy
	2.2 Literary and Cultural Studies
	2.3 Arts and Cultural Studies
	2.4 Arts
	2.5 Ethnography and Cultural Anthropology
	2.6 Educational Sciences
	2.7 Linguistics
	2.8 Psychological Sciences
	2.9 Historical Sciences
	2.10 Religious Studies
3. Theology	

DISCIPLINE	BRANCH OF SCIENCE / ART (5.1-5.9)
4. Technical Sciences	4.1 Agricultural Sciences
	4.2 Materials Science and Technologies
	4.3 Bio-, Environmental and Chemical Engineering
	4.4 Architectural Sciences
	4.5 Civil Engineering
	4.6 Engineering Sciences
	4.7 Informatics
	4.8 Military Engineering
	4.9 Transportation Engineering and Vehicle Engineering
	4.10 Electrical Engineering
5. Arts	5.1 Architecture
	5.2 Film and Video Art
	5.3 Applied Arts
	5.4 Fine Arts
	5.5 Multimedia Art
	5.6 Arts (<i>selecting one of the following branches of art</i>)
	5.7 Theatre Art
	5.8 Dance Arts
	5.9 Music
6. Medical and Health Sciences	6.1 Health Sciences
	6.2 Theoretical Medicine
	6.3 Pharmacy
	6.4 Clinical Medicine
	6.5 Sports Sciences
7. Social Sciences: 7.1 Economics	7.1.1 Business and Management Sciences
	7.1.2 Economics
	7.1.3 Regional Sciences
7. Social Sciences: 7.2 Social Sciences	7.2.1 Law and Government Sciences
	7.2.2 Military Sciences
	7.2.3 Administrative Sciences

DISCIPLINE	BRANCH OF SCIENCE / ART (5.1-5.9)
	7.2.4 Media and Communication Sciences
	7.2.5 Political Sciences
	7.2.6 Police Sciences
	7.2.7 Sociological Sciences
8. Natural Sciences	8.1 Biological Sciences
	8.2 Physical Sciences
	8.3 Earth Sciences
	8.4 Chemical Sciences
	8.5 Environmental Sciences
	8.6 Mathematical and Computer Sciences

V.2 Declaration on scientific / artistic branch (Template)

Declaration is to be completed only according to the data in table V.1.1 Expert classification of the MAB. Only in the discipline of *Medical and Health Sciences* can the declaration be supplemented with the name of the special field of expertise of the Applicant.

Declaration

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

I, the undersigned declare that I have been performing scientific activities in the discipline of, in the scientific branch of

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

Date: (day) (month) (year)

.....
Name/Signature

Declaration

(if the Applicant requests the evaluation of his / her application in more than one but not more than three branches of science)

I, the undersigned declare that I have been performing scientific activities in the discipline(s) of, in the following branches of science in the following ratios (%):

1. Primarily in the scientific branch of , in%,
- and
2. in the scientific branch of , in%,
 3. in the scientific branch of , in%.

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

1. Primarily in the scientific branch of , in%,
- and
2. in the scientific branch of , in%,
 3. in the scientific branch of , in%.

Date: (day) (month) (year)

.....
Name/Signature

Declaration

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

I, the undersigned declare that I have been performing artistic activities in the discipline 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 branch of art:

Date:, (day) (month) (year)

.....
Name/Signature

Declaration

(if the Applicant requests the evaluation of his / her application in more than one but not more than three branches of art)

I, the undersigned declare that I have been performing artistic activities in the discipline of Arts, in the following branches of art in the following ratios (%):

1. Primarily in the artistic branch of , in%,
- and
2. in the artistic branch of , in%,
 3. in the artistic branch of , in%.

Accordingly, I request that my university professor application be evaluated on the basis of the criteria applicable to following branches of art in the following ratios (%):

1. Primarily in the artistic branch of , in%,
- and
2. in the artistic branch of , in%,
 3. in the artistic branch of , in%.

Date:, (day) (month) (year)

.....
Name/Signature

V.3 Checklist, formal requirements

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 provided in both Hungarian and English to allow for equal assessment by Hungarian and foreign experts.

1.	Submission of application
1.1	Where to submit (upload electronically) the applications and to send and receive documents: TIR 2.0 database, https://tir2.mab.hu . The electronic uploading is conducted by the higher education institution's administrator who has access to the database.
2.	Documents to be uploaded to TIR 2.0: required formal elements and file names
2.1	One copy of the application in Hungarian, based on the Template in accordance with the discipline/branch of science or art (one searchable PDF file of max. 25 MB and max. 120 pages in size – in the arts it can be max. 50 MB). <i>File name: Last name First name_Palyazat_hu.pdf</i>
2.2	One copy of the application in English, based on the Template in accordance with the discipline/ branch of science or art (one searchable PDF file of max. 25 MB and max. 120 pages in size – in the arts it can be max. 50 MB). <i>File name: First name Last name_Application_en.pdf</i>
2.3	Publication list in Hungarian downloaded from the MTMT database (single searchable PDF files). The document is to be uploaded as a separate file, it is not part of the Hungarian application. <i>File name: Last name First name_Publikacios lista_hu.pdf</i>
2.4	Publication list in English downloaded (and provided with translation if necessary) from the MTMT database (single searchable PDF files). The document is to be uploaded as a separate file, it is not part of the English application. <i>File name: First name Last name_Publication list_en.pdf</i>
2.5	Extract from the Senate's decision (single PDF file) at which the senate decided to support the application. In the case of MTA, MMA and MOB, the decision of the main body of the Applicant institution to support the application. The date of the decision to support the application may precede the date of submission of the application to the MAB by a maximum of six months. <i>File name: Senate decision_en.pdf</i>
2.6	The cover letter of the rector of the higher education institution making the proposal for the appointment of a university professor – or, in the case of another institution,

	the person authorized to represent the institution - regarding the evaluation of the application. <i>File name: Cover letter_en.pdf</i>
2.7	Exclusively in the <i>field of Medicine and Health Sciences (except Sports Sciences)</i> : the full length versions of at least two Q1 publications in a foreign language published in the field of expertise (single PDF file of max. 50 MB). <i>File name: First name Last name_Q1 publications.pdf</i>
2.8	Exclusively in the <i>field of Medicine and Health Sciences (except Sports Sciences)</i> : the full length versions of the publications meeting the minimum independent citation value (single PDF file of max. 50 MB). <i>File name: First name Last name_Cit par publications.pdf</i>
2.9	Exclusively in the <i>field of Art</i> : Portfolio (single PDF file of max. 50 MB). <i>File name: First name Last name_Portfolio.pdf</i>
3.	The required formal elements of the application in Hungarian and English
3.1	Table of Contents (detailed, with page numbers).
3.2	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.
3.3	The Applicant's signed 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.
3.4	Short curriculum vitae (with the name and signature of the Applicant).
3.5	Presentation of higher education activities (according to the structure of the Evaluation Sheet).
3.6	Presentation of scientific/artistic activities (according to the structure of the Evaluation Sheet).
3.7	Presentation of plans for carrying out the task (recommended).
3.8	<u>Annexes:</u>
	<i>Annexes related to teaching activities:</i>

3.8.1	Certificate(s) of educational activities regarding contact hours in Hungarian, summary table, specifying the required data in the template document available on the MAB website, or a certificate from the Rector based on the data recorded in the Neptun database.
3.8.2	Certificate(s) of educational activities in a foreign language, summary table, specifying the required data in the template document available on the MAB website, or a certificate from the Rector based on the data recorded in the Neptun database.
3.8.3	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.
3.8.4	If the Applicant is a demonstrating guest lecturer educational activity abroad, a certificate of contact hours [name of course(s) taught, number of hours, details of higher education institution] issued by the direct superior.
3.8.5	A certificate from the direct superior confirming the Applicant's teaching subject director activities in the ten active years preceding the application [academic year/semester, name and type of subject, name and level of the course (specialisation/field of study), language of training].
3.8.6	Exclusively in the <i>field of Medicine and Health Sciences (except Sports Sciences)</i> : evidence of participation in examinations, certified by the direct superior.
3.8.7	Only in the field of <i>Agricultural Sciences</i> : If the Applicant has conducted verbal exams in a foreign language for type "A" subjects, a certificate from the direct superior of the educational unit concerned (including the details of the subject and the number of students examined).
3.8.8	Exclusively in the <i>field of Sports Sciences</i> : document(s) proving the supervision of the students' academic work and joint work (e.g. joint publications, TDK, OTDK minutes, certificates from the doktori.hu database).
	<i>Annexes related to scientific/artistic activities:</i>
3.8.9	A certificate issued by the MTMT administrator of the submitting institution attesting to the authenticity of the scientific metrics.
3.8.10	Summary table downloaded from MTMT database.
3.8.11	Disciplinary table downloaded from the MTMT database (not required in the field of <i>Arts, Theology and Sports Sciences</i>).
3.8.12	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.
3.8.13	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).
3.8.14	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.
3.8.15	Only in the field of <i>Medical and Health Sciences (except Sports Sciences)</i> : List of articles that meet the minimum required independent citation parameter.
3.8.16	Only in the field of <i>Agricultural Sciences, Social sciences and Economics</i> : the list of articles that meet the Hirsch index value calculated based on independent references (except for Applicants with the title Doctor of the Hungarian Academy of Sciences obtained within ten years).
	<i>Declarations signed by the Applicant:</i>
3.8.17	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 Guidelines, declaration according to point V.2 of the Guidelines).
3.8.18	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).
	<i>Certified personal documents:</i>
3.8.19	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, ¹¹ or a legally recognised artistic award equivalent to a doctorate and at least a bachelor's degree ¹² (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

¹¹ Nftv. Section 105 (5).

¹² Nftv. Section 101 (9).

	the case of a foreign qualification, proof of recognition or naturalisation of the qualification in Hungary) ¹³ . (A copy of the documents certified by the direct superior.)
3.8.20	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. ¹⁴ (A copy of the documents certified by the direct superior.)
3.8.21	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 – copy of the diploma certifying the qualification.
	<i>Other Annexes:</i>
3.8.22	If the Applicant previously submitted an unsuccessful application, itemized presentation of the changes that have occurred since the submission of the previous application. (Additional documents deemed important by the Applicant can also be presented under Other Annexes.)
4.	Technical requirements
4.1	All data in the Hungarian and English applications must be in the language corresponding to the language of the application.
4.2	In the Applicant's declaration of discipline(s)/artistic discipline(s), the data in which discipline and branch of science / art the Applicant requests the evaluation of her/his application should be consistent with the discipline and branch of science / art listed on the TIR 2.0 data sheet of the application.
4.3	Only in the field of <i>Medicine and Health Sciences</i> is it necessary to indicate a specified field of expertise on the TIR 2.0 data sheet of the application (the specified field of expertise is not the same as the name of the field of science or discipline).
4.4	If the Applicant provides links in her/his application, the information to be presented by the Applicant must be available to the external evaluator through them.
4.5	The authentication of the copies is carried out by the person authorized to do so in the institution, it contains the authentication clause certifying conformity, the official stamp, the name and signature of the person authorized to authenticate, and the date. The required annexes listed in section V.3 Checklist, formal requirements of this Guide are part of the application and cannot be presented via a link.
4.6	The official stamp, name and signature of the certifying person (e.g. direct superior)

¹³ Nftv.Section 104/B (2).

¹⁴ Nftv.Section 28 (5).

	and date are included on the documents to be certified.
4.7	If electronic signatures are included in the application, they must appear separately on all documents.
4.8	Documents inserted as images in the application must be of suitable (readable) image quality.

V.4 Consent form

CONSENT FORM

for the processing, storage and disclosure of personal data in accordance with the provisions of the relevant laws

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: 1087 Budapest, Hungária körút 40-44. Arena Corner Office Building, C reception, 5th floor) 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 to 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 adatvedelem@mab.hu or write to the following address: Hungarian Accreditation Committee (MAB), 1087 Budapest, Hungária körút 40-44. Arena Corner Office Building, C reception, 5th floor. 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), ugyfelszolgalat@naih.hu, +36-1-3911400, www.naih.hu).

Date: (day) (month) (year)

.....
Name/Signature

V.5 List of legislation

1. Act CCIV of 2011 on National Higher Education (Nftv.)
2. Act C of 2001 on the recognition of foreign certificates and degrees.
3. Government Decree No. 19/2012 (II. 22.) on certain issues of quality assessment and development in higher education.
4. KIM Decree No. 2/2023 (III. 8.) on the recognitions that can be awarded by the Minister responsible for culture and innovation.