



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATING RULES

BOOK 2

EMPLOYMENT REQUIREMENTS SYSTEM

PART II.5.

REGULATION OF HABILITATION

BUDAPEST

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PART II.5. REGULATION OF HABILITATION¹

Upon the authorization from Government Decree 387/2012 (XII. 19.) on doctoral schools, the order of doctoral procedures, and habilitation the Senate of Semmelweis University shall establish the detailed institutional rules of the habilitation procedure as follows:

1. Habilitation

Act CCIV of 2011 on National Higher Education. Section 108 point 7: Habilitation is the institutional assessment of teaching and lecturing ability as well as scientific performance.

Section 1

A habilitation qualification (recognition of the right to advertise university lectures [venia legendi]) can be obtained at Semmelweis University in the fields of medicine, natural sciences, and social sciences, including those in which the university is entitled to award a doctorate in medicine, biological sciences).

2. Terms of habilitation

Section 2

As far as possible, the applicant must fully comply with the minimum requirements set out in the Habilitation Regulations; any failure to do so may result in the rejection of the application. The minimum requirements must not be complementary or convertible. Meeting the minimum requirements does not automatically mean that the application is admitted.

Section 3

- (1) A procedure of habilitation can be applied for by any person who:
 - a) holds a university degree;
 - b) holds a doctorate (Ph.D.) (Exemption from the Ph.D. requirement is required for a person pursuing a professional activity in a country that does not have a Ph.D. but has obtained a degree based on scientific work [e.g., Promotion in Germany];
 - c) meets the requirements of Semmelweis University lecturers, scientific researchers, and art creators - at the level expected of leading lecturers;
 - d) has no criminal record and has full personal legal capacity.

- (2) The applicant must prove that they have a university degree and a scientific degree following the provisions of Section 6 of the Regulations. The naturalization of a university degree or doctoral degree obtained abroad must be certified following the relevant legislation. Suppose the applicant requests the initiation of the habilitation procedure with a doctoral degree obtained abroad. In that case, they must certify its

¹ According to 37/2021. Decree of the Senate on 30. April Effective from: 07. May 2010

equivalence with the Hungarian doctoral degree or its content compliance following the relevant special legislation and Section 28 of these regulations.

- (3) An applicant with Hungarian citizenship shall certify their criminal record with an official certificate of conduct. A foreign applicant shall certify this with an official certificate according to their residence.

Section 4

- (1) The Habilitation Committee shall decide on the adequacy of the habilitation requirements prescribed in these Regulations after considering the data provided by the candidate and known to them from other sources.
- (2) At the discretion of the Committee, the following candidate meets the requirements:
 - a) who is an internationally recognized authority recognized in Hungary (in the case of a foreign applicant in their country) in their chosen field of expertise;
 - b) after obtaining a scientific qualification (at least a candidate for science or a Ph.D. or other degree that can be matched in its content), they regularly publish in peer-reviewed international professional journals and gives lectures at Hungarian and foreign scientific events; in the case of a foreign applicant where the system of scientific qualifications differs from the domestic qualification, a scientific performance equivalent to the domestic qualification must be documented; - equivalence is decided by the Habilitation Committee;
 - c) plays an active and recognized role in the public scientific life of the field, cooperates with international workshops of the profession;
 - d) has contributed to the development of their science and has thus demonstrated their ability to practice science independently;
 - e) has worked in the field for at least 5 years since obtaining the doctoral degree of the university (Ph.D. or another equivalent in its content) (the date of receiving the Ph.D. degree is calculated from the date of the decision of the given doctoral school); in the case of a foreign applicant, the Habilitation Committee decides on the assessment of the continuous scientific work;
 - f) the habilitation applicant has a teaching experience (lecturer, internship supervisor, seminar leader, dissertation consultant, training of participants in professional training) in a higher education institution accredited by the HAC for at least 5 years in the specified field; has a high level of presentation and discussion skills in Hungarian and in one of the languages used in the foreign language teaching of the university; has proven to have participated in the internship of one of the foreign language courses and has given foreign language classroom lectures in the previous three years, which can be substantiated in fact (knowledge of the Hungarian language is not obligatory in the case of a foreign language citizen's foreign language application); if the candidate does not have the opportunity to give regular classroom lectures in a foreign language (in the absence of university-taught training relevant to the candidate's field of expertise), demonstrates the existence and use of foreign language teaching skills through continuous and regular participation in international

educational, research or expert projects, for the 3 years preceding the submission of the application. Additional requirements for foreign language classroom lectures for applicants in such a field are not relevant.

- g) curriculum-forming skills and teaching competence, including participation in the writing of university textbooks, textbook chapters, university notes, manuals, textbooks, scientific monographs used in university education, experience in teaching, and supervising Ph.D. students and young researchers (at least one of the following: at least 1 completed Ph.D. student - or at least 1 ongoing Ph.D. supervisor and at least 3 TDK students have and/or have a judged and evaluated work in a rectoral competition);
- h) if the applicant was not a university lecturer or did not teach in Hungary at the time of applying, they must prove their teaching experience in a 5-year higher education institution in this case as well, and continuously participate as an external lecturer in an optional subject, particular college or further training course in university undergraduate education; there may be a difference of up to 5 years between the end of at least 5 years of higher education activity and the submission of the habilitation application;
- i) with their citation indicators in No. 8. meets the minimum conditions listed in Annex I. In Annex 8, the reference requirements can be met by scientific references in the web of Science (WoS) and/or Scopus reference databases. 75% of the minimum requirement should be achieved by referencing original scientific publications (article and short publication). At least half of the reference required to reach the minimum must not come from a single paper. Half of the minimum reference amount must be obtained from paper included in the applicant's dissertation and is not included in the doctoral (Ph.D. or another equivalent) dissertation. In publications with multicentric, multi-author, and/or group authorship, references to works listed as authors should not be included in all references, nor should such references be included in fulfilling the minimum conditions. An exception is if the applicant is a leading author (first, last, or national leader) of a multicentric, multi-author, and/or group-authored communication, in which case this can also be considered as an own performance. The list and references of works listed as contributors (not authors) can be provided on a separate sheet, separate from the above numbers. In the case of multi-author and/or group-authored works listed as authors, the applicant declares in writing for each work the activity with which they contributed to the creation of the work. The Habilitation Committee recognizes as an author an applicant who has been documented and decisively involved in the planning, evaluating, formulating conclusions, and/or communication. Provision of study material and/or patient participation in data collection is considered as participation. The Habilitation Committee may request documentation from the applicant, an independent expert opinion, or information from the person or organization organizing the study in order to assess the status of the author or contributor. Participation as a (co-)contributor in a multicentric, multi-authored communication does not constitute a conflict of interest in the process of scientific analysis, including the assessment of the applicant's status as a contributor or author. It is also expected that in a significant proportion of scientific publications, its leading role in the planning, execution, and/or evaluation of scientific work is supported by its appearance as a first or last author, i.e., half of the citations required for habilitation are by first or last authors (lead author) publications. The performance

evaluation of the applicants' work in the sociological sciences and the expected minimum conditions are included in Annex 9.

- j) To judge one's own merits, the candidate's top ten publications and the ten best publications published by them since obtaining their Ph.D. degree should be considered. The applicant must provide these ten publications on the application form. In the case of publications in which the author is not the first or last author, the applicant must declare as a communication what documentable activity they have contributed to the research and create the work. Other parameters of the MTMT table (e.g., Hirsch index, g-index) are also evaluated during the habitus test.

3. Application for habilitation and the Annexes to it

Section 5

- (1) An applicant for habilitation must apply to the University Habilitation Committee, in which they must indicate the discipline and specialization in which they wish to obtain habilitation. The application must also state that another university has initiated no habilitation procedure and that the application to that effect has not been rejected within 2 years. The applicant must propose the topic of a Hungarian and an English/German classroom lecture that fits into the timetable of the given year, based on the consultation with the university professor of the subject (any of them in the case of parallel organizational units) (hereinafter: the relevant head of department). The theme of the two lectures cannot be the same. In the case of a classroom lecture in German, the applicant must provide credible proof of ability to lecture in English (giving an internship and/or lecture in English or giving a lecture at an English-language congress abroad or as a lead author in English-language scientific publications). The application must be submitted to the Doctoral Secretariat in person, in hard copy, and one electronic copy (on a data carrier: CD or flash drive).
- (2) The application for habilitation and its annexes may also be submitted in English, and the proceedings may be conducted in part or whole in English. The conditions for this are set out in the habilitation regulations. A foreign national with a foreign mother tongue submits their application for habilitation in English, and in this case, the language of the proceedings is uniformly English.
- (3) According to the conditions prescribed in the habilitation regulations, habilitation may not be obtained only in the discipline according to the doctoral degree (Ph.D.) certified by the applicant.
- (4) The University Habilitation Committee shall request experts holding senior positions to evaluate the applications. Acceptance of the request must be notified in writing within 1 week. The pre-assessment must be prepared within 3 weeks of acceptance and sent electronically to the email address provided in the letter of invitation of the Habilitation Committee (including a scanned, signed letter and an anonymous opinion). Acceptance of the invitation and preparation of the pre-evaluation of the

applications, personal participation in the classroom lectures, and the scientific colloquium is the duty of all previously habilitated persons, leading lecturers. Failure to comply with the accepted request, or return it without explanation before the deadline, shall be considered a disciplinary offense, of which the Rector of the University shall be notified in writing. Rejection of two or more requests will result in ethical/disciplinary action.

Section 6

- (1) Habilitation may typically be obtained in a discipline corresponding to the applicant's scientific qualification. This condition may be waived on request if justified by the applicant's scientific activity since obtaining the degree. The application must be submitted to the Chairman of the Habilitation Committee at least 45 days before the deadline for submission of the application, who will decide on the acceptance of the application within 15 days. The applicant may appeal against the adverse decision to the Habilitation Committee within 15 days. If the Habilitation Committee upholds the appeal, the applicant may submit his application in the next regular application round. The Chairman of the Habilitation Committee may reject a late application without investigation. There is no appeal against this decision.
- (2) If the applicant does not meet the conditions specified in Sections 2 and 3 paragraph (1) of the Habilitation Regulations or has not fulfilled the conditions specified in Section 4 (2) e), f), i) or j), the application may not be submitted to the Habilitation Committee. In such cases, the Chairman of the Habilitation Committee may reject the applicant's application at their discretion; there is no appeal against the decision of the Chairman of the Habilitation Committee.

Section 7

- (1) The Habilitation Committee shall publish the formalities relating to the application to be submitted on its website in the form of a notice. The application must be submitted on paper and digital media (CD or flash drive) in 1-1 copies with the following annexes:
 - a) professional résumé;
 - b) the datasheet (form or other document specified in the form repository)
 - c) a one-page detail of the considerations and motivations of the applicant for habilitation;
 - d) the recommendation of two Hungarian and two foreign university professors, in which the applicant's Hungarian and foreign language university and scientific presentation and debate skills;
 - e) a statement by the head (s) or agent (s) responsible for the teaching activity on how the applicant has participated in university undergraduate and postgraduate education in the last 10 years, their teaching skills, and their current role (task) in university education. The head of the given department must also certify that the applicant for habilitation has given a classroom lecture in the last 3 academic years, per academic year and faculty, on what subject, and what percentage of the total number of hours

subject. Teacher Review Student Opinion (OMHV) data should be attached for the last 3 years (if available). If the applicant applies for recognition of teaching activities abroad, they must certify the exact description of their teaching duties, the topics, and the number of hours of their lectures or internships with the head of the foreign university (head of department or dean) item by item. The Habilitation Committee decides on the acceptance of the foreign teaching activity in the light of the data of the above certificate; the Committee does not give reasons for its decision to the applicant;

- f) a statement from the immediate supervisor that the applicant will play an active, recognized role in the public life of the profession and will cooperate with international workshops in the field;
- g) the title of the theses that form the basis of the scientific colloquium and the proposed title of the 2 classroom lectures;
- h) a thesis booklet containing the theses of the scientific work and the list of publications on which they are based. The results of the selected works must be presented in a unified, self-explanatory system. The new findings must be recorded item by item in the usual way for scientific theses, assigning the selected scientific publications and works to the thesis points;
- i) diploma certifying university degree, with a copy;
- j) a copy of the diploma attesting the acquisition of the scientific degree (Ph.D., candidate of science, Doctor of science) or the title of Doctor of the Hungarian Academy of Sciences;
- k) a copy of the receipt certifying the payment of the procedural fee;
- l) certificate of good conduct;
- m) The MTMT database is a scientific metric table corresponding to the discipline of the application, certified by the Central Library of Semmelweis University; an accurate bibliography of scientific publications based on the MTMT database (numbered, specifying the impact factor valid in the year of publication), certified by the Central Library of Semmelweis University. In the case of a foreign applicant, the complete bibliography of the scientific publications (impact factor, list of independent citations to each publication, with an asterisk indicating the publications in which the applicant is a corresponding author). The scientific publications of the foreign applicant must also be certified by the Central Library of the university.
- n) an accurate bibliography of scientific publications based on the MTMT database (numbered, in order of publication, with citation data);
- o) a photocopy of the title page of original scientific publications published in a foreign language journal, indicating the serial number provided for in point (e);
- p) a list of scientific lectures in Hungarian and foreign languages (numbered in chronological order), showing the names of the authors, the title of the lecture, the name, place (city), and date of the conference. Abstracts of congress lectures published in the journal can be listed separately (with bibliographic data, indicating the serial number according to the lecture list).

Section 8

The Chairman of the Habilitation Committee may request the applicant to submit additional data not included in the form specified in the form library or other documents in the notice published on the website of the Habilitation Committee.

4. The University Habilitation Committee

Section 9

- (1) A Habilitation Committee (hereinafter: the Committee) shall be established by Semmelweis University to carry out the procedure of habilitation.
- (2) The Committee members shall be full-time lecturers at the university or employees with a doctorate with a habilitated doctoral position in the position of a scientific researcher. Two-thirds of the Committee is made up of university professors, and the majority are university professors. The Committee may also include 1 representative of the habilitated associate professors of the institution. In addition to them, persons with a doctoral degree invited by external institutions are also at least one-third of the Committee members.
- (3) The Chairman of the Committee is a Professor of the University.
- (4) In terms of the Committee's composition, a member of an external institution shall be considered a person who has an employment relationship with the university or not in an employment relationship.
- (5) An external institutional member of the Committee may also be a foreign expert if he has a scientific degree and meets the conditions set out in paragraph 2.

Section 10

- (1) The habilitation procedure is carried out by the University Habilitation Committee, which has 22 members together with the Chairman.
- (2) 14 members of the Committee are senior lecturers of Semmelweis University; 1 of them may be a habilitated associate professor. At least 7 members of the Committee have a habilitated, so-called habilitated, non-employed, external specialist. The Committee members shall be selected so that 17 members are practitioners of medical and biological sciences, 3 members are practitioners of pharmaceutical sciences, and 2 members are cultivators of social sciences. It must also be ensured that at least 2-2 lecturers from the Faculty of General Medicine, Dentistry, and Pharmacy of the University are members of the Committee. The external committee members include representatives of the partner universities and the scientific institutes of the Hungarian Academy of Sciences.
- (3) The Chairman of the Committee is a recognized, respected university professor. The secretary of the Committee, who shall perform organizational tasks, shall be invited by the Chairman of the Committee.

- (4) A principal representative of the Student Self-Government may participate in the Committee's work as an observer, who may be appointed with the approval of the Rector, and one person from the Doctoral Student Self-Government who may be the current Chairman of the Doctoral Student Self-Government.
- (5) The term of office of the Committee shall be 4 years.
- (6) The term of office of all members (Chairman) of the habilitation committee may be extended several times.

Section 11

- (1) The Committee members are nominated by the Rector, after consulting the Vice-Rector for Science and Innovation, the Deans, and the Chairman of the Doctoral Council.
- (2) The Committee members shall be elected by the Senate in such a way that the candidates who have received more than 50% of the votes shall be the members of the Committee who obtain the most votes.
- (3) The Chairman of the Committee shall be elected by the Senate from among its members on the Rector's proposal.
- (4) The Chairman and members of the Committee shall be appointed by the Rector based on the Senate's decision.
- (5) In the letter of invitation sent to external institutions, the university's Rector shall indicate the field or discipline for which the lecturer is requested to be delegated to the Committee. The Rector shall appoint committee members delegated by associate universities and institutes within 15 days of receipt of the notification from the sending university.
- (6) In the event of a tie, the Chairman shall have the casting vote.

Section 12

The Chairman of the Committee shall draw up its rules of procedure within 60 days of the Committee's formation and present it to the Rector for approval. Previously adopted rules of procedure only need to be presented to the Rector for approval in a change proposal.

5. The Habilitation procedure

Section 13

The habilitation procedure is initiated at the request of the University Habilitation Committee, submitted to the Doctoral Secretariat. The content, scope, and annexes of the application are governed by Section 3.

Section 14

Deadline for submission of applications: February 15 each year.

Section 15

The Committee shall act only following Article III.2. assess applications prepared following the requirements of Part II. Incomplete applications are returned to the applicant for rectification by the Habilitation Committee;

Section 16

The applicant may withdraw his application to initiate the habilitation procedure before starting the procedure. A withdrawn application shall not be considered a rejected application; however, a new application for habilitation may be submitted no earlier than 1 year after the withdrawal.

Section 17

- (1) The Chairman may set up a specialized working committee to prepare the evaluation of applications.
- (2) Proposals shall be subject to a preliminary opinion to the Working Committee, which the applicant has indicated in their application based on their field of expertise. The tasks of the Working Committee are as follows:
 - a) ascertain whether the applicant has correctly indicated their field of activity (if not, the Chairman of the Habilitation Committee will be proposed to forward the application material to the relevant working committee);
 - b) establishes the minimum system of requirements for obtaining the title of Doctor of the Hungarian Academy of Sciences in the given field, or declares the absence of such a requirement;
 - c) proposes two pre-examiners and one reserve pre-examiner;
 - d) if it deems it necessary to assess the applicant's scientific activity, recommends the Chairman of the Habilitation Committee to seek the opinion of the professionally competent Committee of the Hungarian Academy of Sciences;
 - e) proposes two critics of the Hungarian and foreign language classroom lectures;
 - f) nominates four members of the professional colloquium jury, including two thesis rapporteurs.

The working committees have a quorum when at least half of the members have participated in their work. Their opinions, as well as their suggestions, must be sent to the Chairman of the Habilitation Committee by April 15. If the Chairman of the Habilitation Committee does not establish a specialized working committee, the above tasks shall be performed by the members of the Committee appointed by the Chairman. If the Chairman of the Habilitation Committee does not establish a specialized working committee, the above tasks shall be performed by the members of the Committee appointed by the Chairman.

- (3) The Chairman of the Habilitation Committee shall issue the application to two pre-examiners with scientific qualifications. One of the pre-examiners may be a

professional working in the applicant's field who is not a member of the Habilitation Committee; the other pre-judge will, in any case, be invited from among the members of the Habilitation Committee.

The Chair shall invite an additional pre-judge from another discipline or discipline at their discretion. If any of the pre-examiners proposed by the working Committee and the reserve pre-judge do not undertake or complete the pre-assessment within the given deadline, a new pre-judge may be requested by the Chair without the proposal of the Working Committee.

- (4) In the case of an applicant with an employment relationship with Semmelweis University, one of the pre-evaluators must be an external expert. If an applicant does not have an employment relationship with the university, one of the pre-evaluators must be a university expert.
- (5) The pre-examiners shall examine the conditions for habitability provided for in the legislation and these Regulations and comply with the regulatory requirements for the application and its annexes, and shall submit a written opinion thereon. They declare whether the discipline classification indicated by the applicant is acceptable. The task of the pre-examiners is to evaluate the applicant's educational research performance (habitus test). Based on the communication list, an opinion is given about whether the applicant has played a leading or collaborative role in achieving their scientific results.
- (6) The Chairman of the Habilitation Committee may, if they deem it necessary to assess the applicant's scientific activity, request an opinion from the professionally competent Committee of the Hungarian Academy of Sciences.

Section 18

A person, who is a close relative to the applicant or from whom an objective assessment of the case cannot be expected for other reasons may not participate in the habilitation procedure as a pre-examiner, a member of a jury, a working committee, a committee of experts, or a member of a habilitation committee. The conflict of interest shall be notified to the Chairman by the relevant pre-judging committee member. The Chairman of the Committee shall be responsible for avoiding the conflict of interest.

Section 19

The applicant testifies to their scientific, and professional activity, teaching, practical and creative performance in the manner specified in the habilitation regulations. The applicant demonstrates their presentation skills in a public lecture in Hungarian and English or German. In light of the material provided in advance (questionnaire and the list of original publications in foreign languages) and the opinions of the two pre-examiners, the Habilitation Committee judges the applicant's documented teaching and scientific work. It decides based on whether it allows a scientific colloquium. In making its decision, the Committee considers the nature and extent of the educational tasks in the field in question (the number of hours according to the

curriculum) and the domestic possibilities of its research. The Habilitation Committee will reject the application if the applicant's teaching or scientific activity is not in line with the discipline corresponding to the applicant's scientific qualification and did not receive a prior waiver from the Chairman of the Habilitation Committee or, on appeal, from the Habilitation Committee. The reasons for the rejection decision shall be communicated in writing by the Chairman of the Committee to the applicant.

Section 20

- (1) The applicant shall report on their lecture skills in the framework of two 45-minute public classroom lectures or seminars. Presentation of lecturer competence can also be effected in small group exercises in the case of subjects for which blocked education has been introduced, and traditional 45-minute lectures are not part of the curriculum. In such cases, the public announcement and free attendance of the demonstration education and the student evaluation of the demonstration must be ensured. In justified cases, demonstration education may be held in the framework of distance learning. The topic of the classroom lecture is selected by the Habilitation Committee, taking into account the two topic proposals indicated in the applicant's application. The Hungarian and foreign language classroom lecture must be held in the first semester of the academic year, between September 1 and December 15, after the appointment with the competent head of the department. An invitation stating the address, date, and place of the lecture will be sent by the applicant to the Chair of the Habilitation Committee for approval by June 15. If it is not possible to hold the lecture(s) on the indicated topic between September 1 and December 15, the Habilitation Committee may grant permission (upon prior request) in the second semester of the lecture(s) (by February 28 at the latest). If the lectures on the given topic do not consist of 45-minute lessons, the applicant must strive to give a total of at least 45 minutes of lessons during the habilitation procedure. The applicant must send the approved text invitation at least one week before the lecture to the leading lecturers of the subjects they teach and related subjects and the professionally competent heads of departments of external universities.

In addition to the lecture in Hungarian, the applicant must also give a classroom lecture in a foreign language as described above. The language of the lecture is one of the languages used in the foreign language teaching of the given faculty of the university.

The lecture topic can be any of the 2 topics proposed in the application, and it cannot be the same as the lecture in Hungarian.

- (2) A foreign citizen of a foreign mother tongue may fulfill their obligation to lecture in the classroom by holding a lecture in one of the languages used in the foreign language teaching of the university instead of a lecture in Hungarian and one in a foreign language. If the mother tongue of the foreign-speaking applicant is one of the languages used in the foreign language teaching of the given faculty of the university, they are expected to give their lecture in the other foreign language. The applicant must submit a different request, duly substantiated, in the Annex to the application.

- (3) After the presentation, the audience may ask questions to the candidate and initiate a discussion in Hungarian or the foreign language in question. The applicant's participation will be evaluated in writing by an ad hoc committee. Two Committee members are university professors or habilitated representatives of the applicant's field of specialization, appointed by the Chairman of the Habilitation Committee. One member is a representative of the university students, whom the Student Self-Government delegates. If the university students have expressed the content or form of the lecture, it must be reported in the evaluation.
- (4) The candidate must present and defend their scientific results in a public scientific colloquium in the presence of a 7-member expert committee requested by the Chairman of the Habilitation Committee. A university professor or professor emeritus may chair the Committee of experts. When selecting the members of the Committee, it must be ensured that the members
 - a) have a habilitated doctorate from a higher education institution, full-time, part-time, or civil servant,
 - b) at least two-thirds of whom are university professors, and
 - c) one-third, but not less than 2 members, must not have an employment relationship with the given higher education institution.
- (5) The scientific colloquium may be held from February 1 to April 30. In the case of a foreign-speaking foreigner and a citizen living abroad in the way of life, the Chairman of the Habilitation Committee may authorize the holding of a scientific colloquium in the first semester of the academic year. To do this, the applicant must submit a separate application to the Chairman of the Habilitation Committee. The place and time of the scientific colloquium will be set by the Chairman of the expert committee and will be published in the university papers and other ways (university website) and through the Doctoral Secretariat at least 15 days before the due date. For the colloquium, the applicant must invite in writing all members of the Habilitation Committee and all persons living in the field at Semmelweis University who have been habilitated in Hungary and prominent Hungarian representatives of the field. (The applicant will provide notifications, a sample invitation is provided in Annex 3). At least 15 days before the colloquium, the applicant will send the theses of their scientific work and the list of their scientific publications to the expert committee members.
- (6) The Committee of experts and the candidate shall be convened by the Chairman of the Committee of Experts. The colloquium is chaired by the Chairman of the Committee of Experts. The colloquium can only be held if at least 5 members of the expert committee are present. At the closed meeting before the colloquium, the two members of the expert committee, invited by the Chairman of the Habilitation Committee, briefly present the relevant new findings in the thesis and any substantive objections. After the closed session, the candidate for habilitation explains their thesis in a maximum of 20 minutes. The Committee shall then ask questions of the Committee

based on the reference opinions and shall ask questions of the members of the Committee and any members present and take part in the discussion. After concluding the discussion, the expert committee evaluates the scientific readiness of the candidate for habilitation, the effectiveness of their scientific work, and the answers given in the discussion in a closed meeting. It then formulates its position with a score of 0-1-2-3 and a secret ballot. The Committee of experts may recommend the acceptance of the theses if the number of points reaches two-thirds of the maximum score that the members of the committee present can give. The decision of the Committee of Experts will be presented at the colloquium by the Committee secretary, and the reasons will be written to the Habilitation Committee. The reservation statement shall contain any significant new scientific findings or major objections justifying the rejection of the thesis.

Section 21

The Habilitation Committee decides on the award of habilitation after the public classroom lecture and evaluating any public debate that may be required. The Habilitation Committee makes its decision by secret ballot. Before taking a decision, the Committee Chairman may invite the candidate to a committee meeting for a personal hearing. Reasons for the rejection must be given in writing.

Section 22

- (1) The Committee shall usually meet twice a year to decide whether to present the applicant (s) to the public and award the habilitation. In both cases, the decision is taken by secret ballot.
- (2) The Committee shall have a quorum for the authorization of habilitation lectures and the award of habilitation if:
 - a) at least two-thirds of its members are present. Authorization of lectures or award of habilitation requires a 'yes' vote of more than 50% of those present;
 - b) alternatively, less than two-thirds but more than half of its members are present. To allow the performances or the award of habilitation requires a 'yes' vote of at least two-thirds of those present.
- (3) In other cases, a quorum shall exist at a Committee meeting if at least half of its members are present and their decision is taken by a unanimous vote of more than 50%.
- (4) The date of each stage of the habilitation procedure is set out in Annex II.5. -1.

Section 23

- (1) The applicant may appeal against the Committee's decision to the Rector of the University only for violation of the law or breach of the university habilitation regulations.

- (2) In the event of a rejection decision, the applicant may apply for habilitation no more than once more than 2 years after the decision in the same discipline.
- (3) The decision of the Committee shall include a remedy as follows:
"An appeal against the decision of the committee must be submitted on paper within 15 days of its delivery, with an original signature addressed to the Rector to the Habilitation Committee; the annexes may also be attached on an electronic medium."
- (4) Minimum content of the appeal:
 - a) the registration number of the rejection decision, the date of its adoption,
 - b) a request to review the decision at first instance and to change the decision,
 - c) the grounds on which the application is based: which decision infringes a provision of the law or regulations governing habilitation and the reasons for which it is necessary to change the decision and to award the habilitated title, and
 - d) attach or indicate the documents supporting the grounds of appeal if they have already been annexed to the application.
- (5) The Habilitation Committee shall immediately forward the complete application material together with the appeal to the Rector.
- (6) The Rector is entitled to examine the thoroughness of the appeal and to substantiate their decision
 - a) to set up a preparatory committee composed of university professors (at least non-staff members) with at least a habilitated doctorate who are invited by it;
 - b) to seek the opinion of the Vice-Rector for Science and Innovation, the deans and the Chairman of the Doctoral Council, or the professionally competent commission of the Hungarian Academy of Sciences;
 - c) to hear the applicant themselves or to invite the preparatory Committee to hear the applicant; or
 - d) to ask questions to the Habilitation Committee and its members.
- (7) As a result of the appeal procedure, the Rector shall examine the appeal - within a maximum of 60 days from the submission thereof and by a reasoned written decision of the Habilitation Committee, and
 - a) upholds it,
 - b) repeals it and instructs the Habilitation Committee to a new procedure, in the decision of which it is entitled to provide guidelines for the conduct of the new procedure.
- (8) When considering the appeal, it should be taken into account that the deadline for completing the habilitation procedure, which includes the appealing part, is one year from applying. The decision must be notified to the applicant through the Habilitation Committee.

6. The Habilitation Diploma

Section 24

Upon successful completion of the habilitation procedure, the university issues a habilitation diploma ("decretum habilitationis") based on the decision of the Habilitation Committee. The diploma must include an indication of the discipline in which the applicant has obtained the habilitation. The Doctoral Secretariat keeps a register of habilitation diplomas issued at the university. The Doctoral Secretariat informs the Office of Education about the issuance of the habilitation diploma.

Section 25

The university issues a diploma on the award of habilitation, including an indication of the discipline and field in which the applicant has obtained the habilitation. The diploma is signed by the Rector of the university and the Chairman of the Habilitation Committee. (form or other document specified in the form repository).

Section 26

The personal data of the persons who have obtained habilitation is to be sent to the secretariat of the Hungarian Higher Education Accreditation Committee by habilitation presented by the Chairman of the Habilitation Committee within 60 days of the decision. The head of the Doctoral Secretariat is responsible for compiling the proposal.

7. Rights and obligations of habilitates

Section 27

The habilitated person is entitled to use the term “habilitated doctor” (Dr. habil.; habil.).

Section 28

The validity of the habilitation is not limited in time and can only be revoked based on the decision of the Habilitation Committee if it establishes that the conditions for the award of the title have not been met.

Section 29

- (1) The habilitated person is obliged to give university lectures at Semmelweis University until his retirement, upon request. An optional subject can also be advertised. The Faculty Council approves the lecture topic with the prior consent of the head of the department responsible for the subject and the dean of the faculty.
- (2) Until their retirement, upon request, the habilitated person is obliged to participate in the examination or state examination committee, doctoral (Ph.D.) procedures, and is obliged to assist the Habilitation Committee by participating in the habilitation

procedure (preliminary opinion, committee membership, committee chairman, member of the expert committee, summary, etc.).

8. Miscellaneous and final provisions

Section 30

- (1) Habilitation obtained abroad shall be recognized by Semmelweis University if it can be established from the naturalization application and its annexes that the applicant for naturalization meets the habilitation requirements of Semmelweis University.
- (2) Exceptionally, habilitation may also be granted by a naturalization procedure to a university professor who has continuously pursued their professional activity in the last 10 years in a state where no habilitation procedure is conducted, provided that they have fulfilled the preconditions for habilitation. During the naturalization procedure, given the different education systems operating in the country of habilitation, it is unnecessary to prove the numerical fulfillment of the numerical requirements, but the enforcement of the principles set out in the habilitation regulations of the habilitation regulations Semmelweis University.
- (3) The applicant for naturalization must submit an application addressed to the Chairman of the University Habilitation Committee, in which they must indicate the discipline and specialization in which they request the naturalization of their habilitation. The application must also state that another university has initiated no naturalization procedure and that your application to that effect has not been rejected within 2 years.
- (4) An application for the naturalization of the habilitation of a foreign citizen who is a foreign mother tongue may be submitted in Hungarian or English.
- (5) The application for naturalization shall be submitted on paper and a digital data carrier (CD or flash drive) in 1-1 copies with the following annexes:
 - a) a certified copy of the university diploma; if its language is not a language used in the teaching of the university, a certified copy of the diploma in Hungarian;
 - b) a copy of the diploma attesting the acquisition of the scientific degree (Ph.D. or other degree corresponding to its content);
 - c) a certified copy of the diploma of habilitation; if its language is not a language used in the teaching of the university, a certified copy of the diploma in Hungarian, if a university professor applies for habilitation through naturalization who has continuously practiced in the last 10 years in a state where no habilitation procedure is carried out, must enclose an authentic Hungarian translation of the teacher's appointment document and a certificate from the appellant in any language used in the teaching of Semmelweis University (or authentically translated into Hungarian) stating that the appointment of the university professor in question is the highest teaching rank available in the higher education system there;

- d) a statement from the Hungarian Equivalence and Information Center (MEIK) of the Ministry of Human Resources that the foreign institution awarding the habilitation title has the right to issue an academic degree (If the applicant carries out research activities in a country where a Ph.D. is not a prerequisite for a scientific career, however, if you have a habilitation title that recognizes both educational and scientific achievement, the Ph.D. degree may be replaced by another degree typically obtained in that country, such as Promotion in Germany, provided that the candidate otherwise meets the habilitation requirements.);
 - e) professional CV; detailing his teaching, scientific and specialist work, in particular for the last 10 years;
 - f) 1-1 copy of the transfer invoice certifying the payment of the procedural fee and the payment (bank transfer) receipt;
 - g) the detailed bibliography of its scientific publications, broken down as follows:
 - (ga) original scientific publications published in a journal with an impact factor (numbered, in the order of publication, with citation data) (. Abstracts of congressional lectures published in periodicals may not be to be listed.);
 - (gb) scientific books and book chapters;
 - (gc) university textbooks, textbook chapters, and notes.
 - h) a list of independent references to their scientific papers, compiled following the bibliography requirements, broken down by publication. (A citation is considered independent if the applicant is not the author or co-author of the citation work). If the list is not based on the Science Citation Index (ISI), photocopies of the references, numbered, must be attached;
 - i) a statement by the head(s) of the department responsible for their teaching activities on how the applicant has participated in university undergraduate and/or postgraduate education in the last 10 years and their current role in university education. If the applicant has been teaching abroad, a precise description of their teaching duties in the last 3 years, as well as their lectures or the topic of the internship and the number of hours per year, must be certified by the competent head of the foreign university (head of department or dean);
 - j) a photocopy of the title page of its original scientific publications in a journal with an impact factor, indicating the serial number provided for in point (ga);
The Habilitation Committee only deals with applications prepared following the provisions of the Habilitation Regulations.
A withdrawn application shall not be considered a rejected application for the restrictions outlined in Section 21 lit. (b), but a new application for habilitation may be submitted no earlier than 1 year after the withdrawal;
 - k) at least one page detailing the considerations and motivations of the applicant for naturalization.
- (6) The Chairman of the Habilitation Committee shall issue the application together with its annexes to two pre-examiners with scientific qualifications. A minimum of one and a maximum of two pre-examiners are members of the Habilitation Committee. In the case of an applicant with an employment relationship with Semmelweis University, one of the pre-examiners must be an external expert. If an applicant does not have an

employment relationship with the university, one of the pre-evaluators must be a university expert.

- (7) The pre-examiners shall examine the conditions for habitability provided for in the legislation and these Regulations and comply with the regulatory requirements for the application and its annexes, and shall submit a written opinion thereon. They declare whether the discipline classification indicated by the applicant is acceptable. It is the responsibility of the pre-examiners to determine whether the applicant's documented educational activity meets the educational activity expected of a highly experienced senior instructor and meets the minimum requirements of the habilitation regulations based on their scientific work. Based on the list of publications, they will give an opinion on whether the applicant has played a leading or collaborative role in achieving their scientific results.
- (8) The Chairman of the Habilitation Committee may, if they deem it necessary to assess the applicant's scientific activity, request an opinion from the professionally competent Committee of the Hungarian Academy of Sciences.
- (9) The Habilitation Committee, in the light of the material provided in advance (questionnaire and the list of original publications in foreign languages) and the opinions of the three pre-examiners, assesses the applicant's documented teaching and research work and decides on its regular meeting whether or not the applicant's habilitation obtained abroad will be naturalized. The Chairman of the Habilitation Committee may invite the applicant to a meeting for a hearing. The reasons for any rejection decision shall be communicated to the candidate in writing by the Committee Chair.
- (10) The university shall issue a diploma recognizing the habilitation or equivalent performance, including indicating the discipline and specialty in which the applicant has obtained the habilitation. The diploma is signed by the Rector of the university and the Chairman of the Habilitation Committee (a form or other document specified in the form repository).
- (11) In the event of an adverse decision in the same discipline, the applicant may apply for naturalization no more than once more than 2 years after the decision.

Section 31

- (1) Government Decree 279/2004 on the promulgation of the Convention between the Government of the Republic of Hungary and the Government of the Federal Republic of Germany on the Recognition of the Equivalence of Higher Education, signed in Budapest on December 1, 2001 (hereinafter: the Convention) of (X. 13.) on the equivalence in its Section 2 of the habilitation procedure successfully carried out in Germany under Article 5 paragraph (2) of the Convention with the title of doctor

habilitatus (dr. Habil.) Donated by Semmelweis University, the university issues a certificate upon request - based on the decision of the Habilitation Committee.

- (2) In an application addressed to the Chairman of the Habilitation Committee, submitted on paper and digital medium in 1-1 copy, they must include:
 - a) the identity of the applicant: name, maiden name, place, and date of birth, nationality, address, place of employment, contact details (postal address, email address, telephone number, fax number);
 - b) the name of the field of study and discipline pursued by the applicant;
 - c) the name and registered office of the institution which carried out the habilitation procedure in Germany and a copy of the document certifying the successful completion of the habilitation, certified by the habilitator not earlier than 60 days;
 - d) a document certifying that the institution which carries out the habilitation procedure is an educational establishment of the Federal Republic of Germany recognized as a higher education institution by the domestic law of the Länder or a non-public educational establishment recognized by the Länder as a higher education institution;
 - e) professional résumé;
 - f) a bibliography of the applicant's scientific publications;
 - g) a receipt that is certifying the payment of the procedural fee.
- (3) The Habilitation Committee may invite the applicant to submit other documents if necessary to establish equivalence. An applicant in a foreign mother tongue may submit the application and its annexes in Hungarian or a foreign language used in the foreign language teaching of the university.
- (4) The Habilitation Committee has a quorum if more than half of its members are present. The decision of the Habilitation Committee shall be taken by a vote of more than half of the members present. The Chairman of the Habilitation Committee may invite the applicant to a meeting for a hearing. The reasons for any rejection decision shall be communicated to the applicant in writing by the Chairman of the Habilitation Committee.
- (5) If the Habilitation Committee does not have a quorum, the meeting shall be reconvened with an unchanged schedule. The repeated forum has a quorum regardless of the number of participants.
- (6) The Habilitation Committee may refuse to establish equivalence if, based on the request, equivalence cannot be established following Article 5 (2) of the Convention because:
 - a) the Convention does not cover the institution conducting the habilitation procedure,
 - b) the habilitation has not been completed successfully,
 - c) the procedure on which the application is based does not constitute a habilitation procedure following the relevant German provisions, or
 - d) the habilitation has been withdrawn or otherwise terminated.

- (7) If the institution conducting the habilitation procedure in Germany withdraws the applicant's habilitation diploma upon receipt of a diploma of equivalence issued by Semmelweis University, the applicant shall immediately inform the Habilitation Committee Chairman of Semmelweis University. The habilitation that was withdrawn by the institution conducting the habilitation procedure in Germany also means withdrawing the Semmelweis University diploma certifying equivalence.
- (8) The certificate of equivalence of habilitation shall contain an indication of the discipline and field of specialization in which the applicant has obtained the habilitation. The certificate is signed in Hungarian and German by the Rector of the university and the Chairman of the Habilitation Committee. The Doctoral Secretariat keeps a register of certificates issued by the university.
- (9) The certificate of the equivalence of habilitation shall be included in the form or other document specified in the form repository.

Section 32

- (1) The fee for the habilitation procedure (HUF 150 thousand) is regularly reviewed by the Senate, and its amount is determined.
- (2) The Senate shall provide for the remuneration of participants in the habilitation procedure in a separate resolution.

Section 33

The Regulations will enter into force on May 7, 2021.