



THE SEMMELWEIS UNIVERSITY

ORGANISATIONAL AND OPERATIONAL RULES

BOOK II

EMPLOYMENT REQUIREMENTS

PART II.3.

HABILITATION REGULATIONS

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PART II.3. HABILITATION REGULATIONS¹

Based on the authorization granted by the Government Decree No. 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

Article 108 of Act CCIV of 2011 on National Higher Education. Habilitation is the institutional recognition of teaching and lecturing ability and academic achievement.

Article 1

Habilitation qualifications (*venia legendi*) can be obtained at Semmelweis University in the fields of medicine, natural sciences, and social sciences, within the disciplines in which the University is entitled to award doctoral degrees (theoretical medicine, clinical medicine, pharmaceutical sciences, health sciences, sociological sciences, biological sciences).

2. Conditions for habilitation

Article 2

Applicants must fully comply with the minimum requirements set out in the Habilitation Rules, and any failure to do so may result in the rejection of the application. The minimum requirements may not be complementary or convertible. Compliance with the minimum requirements does not automatically mean that the application is accepted.

Article 3

- (1) Anyone may apply for a habilitation procedure if they
 - a) has a university degree;
 - b) has a doctoral (Ph.D.) degree (Exempted from the Ph.D. degree requirement if you work in a country where there is no Ph.D. degree, but you have a degree based on academic work [e.g., a Ph.D. in Germany]);
 - c) meets the teaching, research, and artistic requirements of Semmelweis University at the level expected of leading academics;
 - d) you have no criminal record and are fit to stand trial.

- (2) Applicants must provide proof of a university degree and an academic degree, as Article 6 of the Regulations requires. Proof of naturalization of a foreign university degree or doctorate must be provided following the relevant legislation. If the applicant applies for the initiation of the habilitation procedure with a doctoral degree obtained abroad, they must prove the equivalence of this degree with the Hungarian doctoral degree and

¹ Its text was established by Senate Resolution 37/2021 (IV.30.). Effective: 07.05.2021

its content following the relevant special legislation and with the provisions of Article 28 of these Regulations.

- (3) Applicants of Hungarian nationality must provide proof of a clean criminal record employing an official certificate of good character. In contrast, foreign applicants must provide evidence of a clean criminal record through an official certificate of their place of residence.

Article 4

- (1) The Habilitation Committee shall decide on the adequacy of the habilitation requirements set out in these Rules after considering the information provided by the candidate and information coming to its knowledge from other sources based on an evaluation and a discretionary decision.
- (2) At the Committee's discretion, the candidate who meets the requirements is considered to be
 - a) an internationally recognized authority in your chosen field in your home country (or in the country of the foreign applicant);
 - b) after obtaining a scientific qualification (at least a Candidate of Science and a Ph.D. or other equivalent degree), the candidate regularly publishes in peer-reviewed international journals and regularly presents papers at Hungarian and foreign scientific events; in the case of foreign applicants where the system of scientific qualifications differs from the Hungarian qualification, the scientific performance equivalent to the Hungarian qualification must be documented; - the Habilitation Committee decides on the equivalence;
 - c) plays an active and respected role in the scientific community in the field, collaborating with international workshops in the area;
 - d) contributed to the development of his discipline, demonstrating his ability to pursue Science independently;
 - e) have worked in the field of study for at least 5 years since obtaining a doctoral degree (Ph.D. or equivalent) (the date of receiving the Ph.D. degree is calculated from the date of the decision of the relevant doctoral school); in the case of foreign applicants, the Habilitation Committee decides on the assessment of continuous academic work;
 - f) have at least 5 years of teaching experience (lecturer, tutor, seminar leader, thesis advisor, teaching of participants in continuing professional development) in the discipline indicated in the habilitation application at an MAB-accredited higher education institution; have a high level of presentation and discussion skills in Hungarian and in one of the languages used in the University's foreign language teaching; you have proven that you have been involved in a foreign language course and have given lectures in a foreign language in the classroom in the previous three years, and can provide evidence of this (knowledge of Hungarian is not required for applications from foreign native speakers of a foreign language); if the candidate does not have the opportunity to give regular classroom lectures in a foreign language (in the absence of training relevant to the candidate's field of specialisation provided by the University), he/she demonstrates the existence and use of his/her foreign language

lecturing skills by continuous and regular participation in international teaching, research and expert projects for the 3 years preceding the submission of the application. Applicants in this field are not subject to additional requirements concerning the delivery of classroom lectures in a foreign language.

- g) your teaching skills and teaching aptitude can be demonstrated, inter alia, by your involvement in writing a university textbook, textbook chapter, university note, handbook, textbook, scientific monograph used in university teaching, experience in teaching Ph.D. students, in supervising Ph.D. students, in supervising students in a scientific student group, and in supervising young researchers and teachers (you must have at least one of the following: at least 1 graduate Ph.D. student - or at least 1 ongoing Ph.D. thesis supervisor and at least 3 TDK students who have documented participation in an academic student conference under the applicant's supervision and/or an evaluated rector's track record);
- h) if the applicant is not a university lecturer at the time of application or has not been teaching in Hungary, they must provide evidence of 5 years of teaching experience at a higher education institution and must have continuously participated in undergraduate teaching as an external lecturer in an optional subject, specialized college or continuing education course; the maximum difference between the end of at least 5 years of higher education activity and the submission of the habilitation application is 5 years;
- i) meet the minimum criteria listed in Annex 8. In Annex 8, the citation requirements can be completed using scientific citations in the web of Science (wos) and/or Scopus reference databases. 75 % of the minimum requirement must be achieved by citing original scientific publications (journal articles and short communication). At least half of the citations required to reach the minimum must not be from a single publication, and half of the minimum citation amount must be from publications included in the applicant's thesis and not included in the dissertation for the academic degree of Doctor of Philosophy (Ph.D. or equivalent). In the case of multicentre, multi-authored, and/or group-authored publications, references to works cited as authors should not be counted as part of the total number of references, nor should they be counted towards the minimum requirements. An exception is made if the applicant is the lead (first, last or national lead) author of a multicentre, multi-authored, and/or group-authored publication. The latter may also be counted as own merit. The list of works cited as contributors (not authors) and references may be provided on a separate sheet from the above figures. In the case of multiple and/or collective authorship works listed as authors, the applicant must declare in writing for each work the contribution they have made to the creation of the work. The Habilitation Committee recognizes authors and applicants who have made a documentable and significant contribution to the study design, evaluation, conclusions, and/or communication. Provision of study material and/or patient services and participation in data collection is considered as a contribution. The Habilitation Committee may request documentation from the applicant, independent expert opinion, or information from the person or organization organizing the study to assess the author's or contributor's status. Participation as a (co-)contributor in the scientific analysis process, including assessing the applicant's status as a contributor or author in a multicentre, multi-author publication, does not constitute a conflict of interest. It is also expected that the leading role in the design, execution, and/or evaluation of the scientific work in a significant number of scientific publications is supported by the fact that the applicant is first or last author, i.e., half of the citations required for habilitation are first or last author (i.e., lead author) publications. The

benchmarking of applicants' work in sociological sciences and the minimum requirements are set out in Annex 9.

- j) To assess the applicant's merit, the ten most highly cited publications and the ten best publications they have published since obtaining their Ph.D. degree will be considered. The applicant must provide these ten to ten publications on the application form. For those publications where the applicant is not the first or last author, the applicant should provide a statement of the documentable contribution to the research and the work as a communication. Other parameters of the MTMT table (e.g., Hirsch index, g-index) will also be assessed during the habitus test.

3. Application for habilitation and annexes

Article 5

- (1) To apply for habilitation, the applicant must apply to the University Habilitation Committee, indicating the discipline and specialization in which they wish to habilitate. The application must also state that no other university has initiated a habilitation procedure on their behalf and that their application has not been rejected within 2 years. In the application, the applicant must propose, in consultation with the professor of the subject (in the case of parallel departments, any of them), one Hungarian and one English/German classroom lecture topic that fits into the curricular theme of the given year. The issues of the two lectures cannot be the same. In the case of a classroom lecture in German, the applicant must provide credible evidence of their ability to lecture in English (e.g., they have completed an internship and/or lectured in English or have presented a paper at a congress abroad in English or is the "lead author" of a scientific publication in English). The application must be submitted in person at the Doctoral Office in one hard copy and one electronic copy (on a CD or USB stick).
- (2) ²The application and its annexes may be submitted in English. The procedure may be conducted wholly or partially in English. The detailed conditions are laid down in the habilitation regulations. A foreign national whose mother tongue is a foreign language submits their application for habilitation in English, where the procedure language (assessment and classroom presentation) is English. In the case of a German-speaking applicant, the language of the classroom lectures may be either German or English, and the language of the assessment shall be English.
- (3) Under the conditions in the habilitation regulations, habilitation is not limited to the discipline of the doctoral degree (Ph.D.) to which the applicant is applying.
- (4) The University Habilitation Committee invites senior experts to evaluate the proposals. Acceptance of the invitation must be confirmed in writing within 1 week. The pre-review must be prepared within 3 weeks of acceptance and sent electronically to the email address indicated in the letter of invitation from the Habilitation Committee (scanned, signed letter, and anonymized opinion included). Acceptance of the invitation

² Amended by Senate Resolution 3/2023 (9.II.), Annex 1, Article 2. Effective: 16.02.2023

and preparation of the pre-review, personal participation in the classroom lectures, and the scientific colloquium is the responsibility of all former habilitation holders and senior lecturers. Failure to comply with an accepted invitation, or returning it without explanation before the deadline for compliance, shall be considered a disciplinary offense and shall be reported in writing to the Rector of the University. Refusal of two or more requests will result in ethical/disciplinary proceedings.

Article 6

- (1) Habilitations are typically awarded in a discipline appropriate to the candidate's academic qualifications. Exceptions may be made, on request, if the applicant's scientific activity since obtaining the degree justifies it. The application must be submitted to the Chair of the Habilitation Committee at least 45 days before the deadline for submission of applications, who will decide within 15 days whether to accept the application. The applicant may appeal against an adverse decision to the Habilitation Committee within 15 days. If the Habilitation Committee upholds the appeal, applicants may submit their application in the next regular application round. Late applications may be rejected without examination by the Chair of the Habilitation Committee. No appeal may be lodged against this decision.
- (2) If the applicant does not meet the conditions set out in Article 2 and Article 3 (1) of the Habilitation Rules, or if the applicant does not meet the conditions set out in Article 4 (2) e), f), i) or j), the application may not be submitted to the Habilitation Committee. In such cases, the Chairperson of the Habilitation Committee may reject the applicant's application at their discretion; the decision of the Chairperson of the Habilitation Committee may not be appealed.

Article 7

- (1) The Habilitation Committee will publish the formal requirements for the application to be submitted on its website as a notice. The application must be submitted on paper and a digital storage medium (CD or flash drive) in 1 copy with the following attachments:
 - a) professional curriculum vitae;
 - b) the information sheet (form or other documents as defined in the forms library)
 - c) one page detailing the applicant's reasons and motivation for requesting the habilitation;
 - d) a letter of recommendation from two Hungarian and two foreign professors, stating the applicant's academic and scientific lecturing and debating skills in Hungarian and foreign languages;
 - e) a statement by the head(s) or their representative(s) of the department(s) responsible for the teaching activity explaining how the applicant has been involved in undergraduate and postgraduate teaching at the University over the last 10 years, what their teaching qualifications are and what their current role is in university teaching. The head of the department must also certify the number of hours of classroom lectures the habilitation candidate has given in the last 3 academic years, per academic year and per faculty, on what subject, and what percentage of the total number of hours of the issue. The student evaluation of teaching work (OMHV) data for the last 3 years (if available) must be

attached. Suppose the applicant applies for recognition of teaching activities abroad. In that case, they must provide an accurate description of their teaching duties, the topics, and the number of hours per year of lectures and tutorials, and the relevant head of the foreign University (head of department or Dean), with an indication of the subject of the classes held. The Habilitation Committee will decide on the acceptance of the teaching activity abroad on a case-by-case basis, in the light of the above evidence; the Committee will not give reasons for its decision to the applicant;

- f) a statement from the direct supervisor that the applicant is active and respected in the public life of the profession and is involved in international workshops in the field;
- g) the title of the thesis on which the scientific colloquium is based 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 papers should be presented in a coherent, self-explanatory system. The new findings should be recorded in the usual format for scientific theses, with the selected scientific publications and works being assigned to thesis points;
- i) a copy of your university degree certificate;
- j) a copy of the degree (Ph.D., Candidate of Science, Doctor of Science) and the degree of Doctor of Science of the Hungarian Academy of Sciences;
- k) a copy of the receipt for payment of the procedural fee;
- l) moral certificate;
- m) The MTMT database is the scientific metrics table corresponding to the discipline of the application, certified by the Central Library of Semmelweis University; the detailed bibliography of scientific publications based on the MTMT database (numbered, in order of publication, with the impact factor of the year of publication), certified by the Central Library of Semmelweis University. In the case of foreign applicants, a complete bibliography of scientific publications (impact factor, list of independent citations given for each publication, with an asterisk indicating those publications in which the applicant is the "corresponding author"). The scientific publications of foreign applicants 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 front page of the original scientific publication in a foreign language journal, with the serial number as provided for in point (e);
- p) a list of the scientific presentations in Hungarian and foreign languages (in chronological order), indicating the names of the authors, the title of the presentation, the name of the conference, the place (city), and the date. In a separate grouping, abstracts of congress lectures published in a journal (with bibliographic data and serial numbers in the list of classes) are listed.

Article 8

The Chair of the Habilitation Committee may request the applicant to submit additional information not contained in the Habilitation Rules in the form set out in the forms library or any other document through a notice published on the Habilitation Committee's website.

4. The university habilitation committee

Article 9

- (1) Semmelweis University shall establish a Habilitation Committee (hereinafter: the Committee) to conduct the habilitation.
- (2) The members of the Committee shall be full-time academic staff employed by the University or hold a habilitated doctorate in academic research. Two-thirds of the Committee shall be university teachers, the majority university professors. The Committee may also include 1 representative of the habilitated associate professors of the institution. In addition, at least one-third of the members of the Committee shall be persons with doctoral degrees invited from external institutions.
- (3) A university professor chairs the Committee.
- (4) For the purposes of the composition of the Committee, a member of an external institution shall be considered a member the University does not employ.
- (5) An external institutional member of the Committee may be a foreign expert, provided that they hold an academic degree and fulfill the conditions in paragraph 2.

Article 10

- (1) The habilitation procedure is carried out by the University Habilitation Committee, which consists of 22 persons, including the Chairperson.
- (2) ³At least 14 members of the Committee shall be senior lecturers of Semmelweis University, 1 of whom may be a habilitated associate professor. At least 4, but no more than 7 members of the Committee shall be habilitated, so-called external experts with an academic degree who the University does not employ. The members of the Committee shall be selected as follows: 17 members are experts in the medical and biological sciences, 3 in pharmaceutical sciences, and 2 in social sciences. It is to ensure that at least 2 to 2 members of the faculties of General Medicine, Dentistry, and Pharmacy of the University are Committee members. External members of the Committee shall include representatives of partner universities.
- (3) A respected university professor chairs the Committee. The Secretary of the Committee, responsible for the organization of the Committee, shall be appointed by the Chairman.
- (4) One representative of the Students' Union may participate in the work of the Committee as an observer, who may be appointed with the approval of the Rector, and one representative of the Doctoral Students' Union, who shall be the current President of the Doctoral Students' Union.
- (5) The term of office of the Committee is 4 years.
- (6) The term of office of each member (Chair) of the Habilitation Committee may be renewed several times.

³ Amended by Senate Resolution 3/2023 (9.II.), Annex 1, Article 1. Effective from 16.02.2023

Article 11

- (1) The Rector proposes the members of the Committee after consulting the Vice-Rector for Science and Innovation, the Deans, and the President of the University Doctoral Council.
- (2) The members of the Committee are elected by the Senate, with the candidates who receive more than 50% of the votes and the highest number of votes being elected.
- (3) The Senate elects the Chairman of the Committee from among its members on the proposal of the Rector.
- (4) The Rector appoints the Chairman and members of the Committee based on a decision of the Senate.
- (5) The Rector of the University shall indicate in their letter of invitation to external institutions the field or discipline of the faculty member they wish to be delegated to the Committee. The Rector shall appoint the members of the Committee commissioned by the partner universities and institutes within 15 days of receiving notification from the sending University.
- (6) In a tie, the President shall have a casting vote.

Article 12

The Chairman of the Committee shall draw up its rules of procedure within 60 days of its formation and submit them to the Rector for approval. Previously adopted rules need only be presented to the Rector for approval if changes are proposed.

5. The habilitation procedure

Article 13

The habilitation procedure is initiated by an application to the University Habilitation Committee and submitted to the Doctoral Office. Article 3 shall govern the application's content, scope, and annexes.

Article 14

Application deadline: 15 February each year.

Article 15

The Committee will only consider applications drawn up following the detailed specifications in Annex, Part II.3 of these Rules. Incomplete proposals will be returned to the applicant for correction, with one opportunity to correct the deficiencies after the preliminary assessment of the form and content.

Article 16

The applicant may withdraw their application for the start of the habilitation procedure before it starts. A withdrawn application shall not be considered a rejected application, but a new application for habilitation may be submitted at the earliest 1 year after the withdrawal.

Article 17

- (1) The President may set up a specialized working party to prepare the evaluation of applications.
- (2) Proposals will be submitted for preliminary opinion to the working Committee indicated in the applicant's application in the field of expertise. The tasks of the active Committee are:
 - a) Check whether the applicant has correctly shown their field of activity (if not, the Chair of the Habilitation Committee will make an ex-officio recommendation to the Chair of the Habilitation Committee to refer the application to the relevant working committee);
 - b) state the minimum requirements for the award of the title of Doctor of Sciences of the Academy of Sciences in the applicant's field of specialization, and state whether there are any such requirements;
 - c) propose two pre-selectors and one reserve pre-selector;
 - d) if it deems it necessary for the assessment of the applicant's scientific activity, recommends to the Chair of the Habilitation Committee that it seek the opinion of the competent Committee of the HAS;
 - e) proposes two or two assessors for the Hungarian and foreign language classroom presentations;
 - f) present four peer review panel members, including two referees for the theses.

The quorum of a working committee is reached when at least half of its members are present. They must send their opinions and nominations to the Chair of the Habilitation Committee by 15 April. If the Chair of the Habilitation Committee does not set up a specialized working group, the above tasks shall be carried out by the members of the Committee appointed by the Chair.
- (3) The Chair of the Habilitation Committee will award the proposal to two pre-selectors with academic qualifications. One of the pre-evaluators may be a professional in the applicant's field who is not a member of the Habilitation Committee; the other pre-evaluator will, in any case, be invited from among the members of the Habilitation Committee.

The Chair will invite an additional pre-screener from another discipline or discipline at their discretion. If any of the pre-validators proposed by the Working Committee and the reserve pre-validator do not undertake or complete the pre-validation within the time limit set, the President may invite a new pre-validator without the proposal of the Working Committee.
- (4) In the case of applicants who have an employment relationship with Semmelweis University, one of the pre-selectors must be an external specialist, and in the case of

applicants who do not have an employment relationship with the University, one of the pre-selectors must be a university specialist.

- (5) The assessors shall examine the conditions of eligibility laid down in the legislation and these Rules and the compliance with the provisions of the Rules relating to the application and its annexes and shall issue a written opinion. They shall state whether the discipline/discipline classification proposed by the applicant is acceptable. The pre-evaluators evaluate the applicant's educational research performance (habitus test). Based on the list of publications, they will assess whether the applicant has played a leading or collaborative role in their scientific achievements.
- (6) The Chair of the Habilitation Committee may request the opinion of the competent Committee of the Hungarian Academy of Sciences if it deems it necessary to assess the applicant's scientific activity.

Article 18

No person who is a close relative of the applicant or who cannot be expected to assess the case objectively for any other reason may participate in the habilitation procedure as a pre-evaluator, member of an Evaluation Committee, Working Committee, expert Committee, or habilitation committee. Conflicts of interest shall be declared by the pre-examiner or committee member concerned to the Chairperson, who shall be responsible for avoiding any conflict of interest.

Article 19

The applicant shall provide evidence of their academic, professional, teaching, practice, and creative achievements as specified in the habilitation regulations. The candidate shall demonstrate their ability to give a public lecture in one Hungarian and one English/German language.

The Habilitation Committee, based on the material provided in advance (questionnaire and list of original publications in foreign languages) and the opinions of the two pre-selectors, will assess the documented teaching and scientific work of the candidate and decide whether to allow the candidate to give a public classroom lecture and to hold a scientific colloquium. In its decision, the Committee will consider the nature and extent of the subject area's teaching responsibilities (the number of hours of teaching) and the domestic potential for research in the field. The Habilitation Committee will reject the application if the teaching or research activity of the applicant is not in line with the discipline corresponding to the applicant's academic qualification and the deviation from it has not been granted a prior exemption by the Chair of the Habilitation Committee and, on appeal, by the Habilitation Committee. The reasons for the rejection decision will be communicated to the candidate in writing by the Chair of the Committee.

Article 20

- (1) The applicant will give two 45-minute public classroom lectures or seminars to demonstrate their presentation ability. Demonstrating lecturing skills may also take the form of small group exercises in subjects where block teaching has been introduced, and traditional 45-minute lectures are not part of the curriculum. In such cases, the public announcement and free admission of the tutorial and the evaluation of the tutorial by the students should be ensured. In duly justified cases, the tutorial may be delivered by distance learning. The topic of the classroom lecture will be chosen by the Habilitation Committee, taking into account the two proposed issues indicated in the applicant's application. The classroom lectures in Hungarian and foreign languages will be held between 1 September and 15 December of the first semester of the academic year, after consultation with the relevant Head of Department, at the timetable indicated. The invitation, indicating the title, date, and place of the lecture, shall be sent by the applicant to the Chair of the Habilitation Committee for approval by 15 June. Suppose it is impossible to hold the lecture(s) between 1 September and 15 December on the indicated topic. In that case, the Habilitation Committee may grant permission (based on a prior request) to hold the lecture(s) in the second semester (by 28 February at the latest). If the lectures on the indicated topic do not consist of 45-minute lessons, the applicant should aim to deliver at least 45 minutes during the habilitation procedure. The applicant must send the invitation, with the approved text, to the senior lecturers of their subject and related subjects and the relevant department heads of the external universities at least one week before the lecture.

In addition to the presentation in Hungarian, the applicant must also give a classroom presentation in a foreign language as described above. The language of the lecture shall be one of the languages used in the foreign language teaching of the faculty of the University.

The presentation's theme can be any of the 2 pieces proposed in the application and must not be the same as the Hungarian language presentation.
- (2) A foreign citizen who is a native speaker of a foreign language may fulfill their obligation to give a lecture in the classroom by providing a class in one of the languages used in the foreign language teaching of the University instead of in Hungarian and a foreign language. Suppose the mother tongue of the foreign native speaker is one of the languages used in the foreign language teaching of the faculty of the University. In that case, they are expected to lecture in the other foreign language. Applicants must submit any other request, with appropriate justification, in an annex to the application.
- (3) After the presentation, the audience can ask questions to the nominee and initiate a debate in Hungarian or the foreign language in question. The candidate's presentation will be evaluated in writing by an ad hoc committee. Two members of the Committee shall be professors or habilitated representatives of the candidate's field of specialization, appointed by the Chair of the Habilitation Committee, and one member shall be a representative of the students of the University, delegated by the Student Self-Government. If the content or the form of the presentation has been the subject of comments by the university students, these shall be reported in the evaluation.

- (4) The candidate has to present and defend their scientific results in a public scientific colloquium in the presence of a 7-member expert panel invited by the Chair of the Habilitation Committee. The Chairperson of the Expert Committee may be a professor or professor emeritus. When selecting the members of the Committee, it must be ensured that
- a) academics or researchers employed full-time, in an employment relationship, or as civil servants at the higher education institution concerned must hold a habilitated doctorate,
 - b) at least two-thirds of the members must be university teachers, and
 - c) one-third, at least 2 members shall not be employed with the higher education institution.
- (5) The scientific colloquium will be held between 1 February and 30 April. For foreign native speakers and permanent residents abroad, the Chair of the Habilitation Committee may authorize the academic colloquium to be held in the first semester of the academic year. To do so, the candidate must submit a separate application to the Chair of the Habilitation Committee. The place and date of the academic colloquium will be set by the Chair of the Expert Committee and published in the university press and by other means (university website) and through the Doctoral Office at least 15 days before the date of the colloquium. The applicant shall invite in writing all members of the Habilitation Committee, as well as all persons living in the country who have obtained a habilitation in their field of specialization at Semmelweis University, and prominent representatives of the scientific area in the country, to the colloquium (the applicant shall provide the notification, the model invitation is attached as Annex 3). The applicant shall submit the theses and a list of scientific publications of their scientific work to the members of the Expert Committee at least 15 days before the colloquium.
- (6) The members of the expert Committee and the candidate shall be convened by the Chairman of the expert Committee. The Chairperson of the Expert Committee shall chair the colloquium. The colloquium can only be held if at least 5 members of the expert Committee are present. The two members of the expert panel invited by the Chair of the Habilitation Committee to give a presentation will briefly present the significant new findings of the theses and any substantive objections in a closed session before the colloquium. After the closed session, the habilitation candidate will present their thesis in a maximum of 20 minutes. The Committee will then ask questions to the referees based on the referees' opinions, after which the members of the Committee and all those present will be entitled to ask questions and participate in the debate. At the end of the discussion, the expert Committee shall evaluate in a closed session the scientific competence of the habilitation candidate, the effectiveness of their scientific work, and their answers to the debate, and shall then adopt its position by secret ballot, with a score of 0-1-2-3. The peer review committee may recommend the adoption of a thesis if the total number of points is two-thirds of the maximum number of points available to the members of the committee present. At the colloquium, the secretary of the Committee shall present the opinion of the Committee of experts and give the reasons for it in

writing to the Habilitation Committee. The resolution shall contain the significant new scientific findings and the main objections justifying the rejection of the theses.

Article 21

The Habilitation Committee decides on the award of the habilitation after evaluating the public classroom presentation and any required public debate. The Habilitation Committee will make its decision by secret ballot. The Chairperson of the Committee may invite the candidate to a personal interview at the committee meeting before the decision is taken. The reasons for an adverse decision shall be given in writing.

Article 22

- (1) The Committee usually meets twice a year and decides on the candidate(s) to give a public lecture and on the award of the habilitation. In both cases, decisions are taken by secret ballot.
- (2) The Committee shall have a quorum for the approval of habilitation lectures and the award of habilitation if
 - a) at least two-thirds of its members are present. The acceptance of the classes and the granting of habilitation requires a "yes" vote of more than 50% of the members present;
 - b) or less than two-thirds, but more than half of its members are present. The approval of the lectures and the award of the habilitation shall require the affirmative vote of at least two-thirds of the members present.
- (3) In other matters, the quorum is reached if at least half of the members are present and their decisions are taken by a unanimous vote of more than 50%.
- (4) The dates of the different stages of the habilitation procedure are set out in Annex II.5 - 1.

Article 23

- (1) The applicant may only appeal against the decision of the Committee to the Rector of the University on the grounds of a violation of the law or the University Habilitation Regulations.
- (2) In the case of an unfavorable decision, the applicant may apply for habilitation in the same discipline at the earliest 2 years after the decision, but not more than once.
- (3) The Committee's decision includes the possibility of appeal, with the following wording:

"An appeal against the decision of the committee must be submitted on paper, with original signature and addressed to the Rector, within 15 days of the date of its notification to the Habilitation Committee, and may be accompanied by annexes on electronic media."

- (4) The minimum content of an appeal:
 - a) the number and date of the refusal decision,
 - b) an application for review of the decision at first instance and for the decision to be altered,
 - c) the reasons supporting the request: which provision of the law or regulation governing the habilitation has been violated and why should the decision be reversed and the habilitated title granted, and
 - d) the documents supporting the grounds of the appeal or a reference to them if they have already been attached to the application.

- (5) The Habilitation Committee forwards the complete application file and the appeal to the Rector without delay.

- (6) The Rector is entitled to examine the appeal's merits and give reasons for their decision.
 - a) to set up a preparatory committee composed of university professors (who may be persons not employed by the University) who have at least a habilitated doctorate and are invited by the University;
 - b) to seek the opinion of the Vice-Rector for Science and Innovation, the Deans, and the President of the University Doctoral Council or the competent Committee of the Academy of Sciences;
 - c) interview the applicant or invite the preparatory Committee to interview the applicant;
or
 - d) address questions to the Habilitation Committee and its members.

- (7) As a result of the appeal procedure, the Rector will consider the appeal - within a maximum of 60 days from its submission - and will issue a reasoned written decision to overturn the first instance decision of the Habilitation Committee.
 - a) leave it in place,
 - b) annuls the decision and instructs the Habilitation Committee to initiate a new procedure, which is entitled to give guidelines for the conduct of the new process.

- (8) When considering an appeal, it should be borne in mind that the deadline for completing the habilitation procedure, including the appealing part, is one year from the date of the application. The decision shall be notified to the applicant via the Habilitation Committee.

6. The habilitation diploma

Article 24

After successfully completing the habilitation procedure, the University issues a habilitation diploma (*decretum habilitationis*) based on the decision of the Habilitation Committee. This document should include the discipline in which the candidate has been awarded the habilitation. The Doctoral Office keeps a register of habilitation diplomas awarded by the

University. The Doctoral Office shall inform the Education Office of the issue of the habilitation diploma.

Article 25

The University will issue a habilitation certificate, including an indication of the discipline and specialization in which the candidate has been awarded habilitation. The diploma shall be signed by the Rector of the University and the Chairman of the Habilitation Committee (using the form or other document specified in the

Article 26

The personal data of the habilitation holders shall be submitted to the Secretariat of the Hungarian Higher Education Accreditation Committee by the Chairperson of the Habilitation Committee within 60 days of the decision on the habilitation. The Head of the Doctoral Office is responsible for preparing the submission.

7. Rights and obligations of habilitated persons

Article 27

A habilitated person may use the designation "habilitated doctor" (Dr. habil.; habil.).

Article 28

Habilitation is not time-barred and can only be withdrawn by the decision of the Habilitation Committee if it is established that the conditions for the award of the title have not been met.

Article 29

- (1) The habilitated person is obliged to give lectures at Semmelweis University until their retirement, upon request. They may also offer an elective course. The Faculty Council approves the subject of the class with the prior consent of the head of the department responsible for the subject and the Dean of the Faculty.
- (2) The habilitated person - until retirement, upon request - is obliged to participate in the examination or state examination committees and doctoral (Ph.D.) procedures and is obliged to assist the work of the Habilitation Committee by participating in the habilitation procedure (preparing a preliminary opinion, committee membership, committee chair, member of the expert Committee, summarising, etc.).

8. Miscellaneous and final provisions

Article 30

- (1) Habilitation obtained abroad is 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, a habilitation may also be granted, through a naturalization procedure, to a university teacher who has carried out their professional activity continuously for the last 10 years in a state where no habilitation procedure is carried out, provided that they have fulfilled the habilitation prerequisites. In the naturalization procedure, because of the different educational systems in the country of habilitation, it is not the numerical fulfillment of numerical requirements that must be demonstrated. Still, the application of the principles laid down in the Habilitation Regulations of Semmelweis University.
- (3) The applicant must submit an application for naturalization addressed to the Chair of the University Habilitation Committee, indicating the discipline and specialization in which they wish to have their habilitation naturalized. The application must also state that no other university has initiated a naturalization procedure on their behalf and that their application has not been rejected within 2 years.
- (4) A foreign citizen whose mother tongue is a foreign language may apply for naturalization in Hungarian or English.
- (5) The application for naturalization must be submitted on paper and digital media (CD or flash drive) in 1 copy with the following attachments:
 - a) a certified copy of your university degree certificate; if the language of the certificate is not the language used in the University, a certified copy of the certificate in Hungarian;
 - b) a copy of the diploma certifying the award of the degree (Ph.D. or equivalent);
 - c) a certified copy of the habilitation diploma; if the language of the certification is not the language used in university teaching, a certified copy of the certificate in Hungarian if the habilitation is requested by a university teacher who has been working continuously for the last 10 years in a state where no habilitation procedure is applied, must include a certified translation into Hungarian of their University teaching appointment document and a certificate from the appointing authority, written in any of the languages used in the teaching of Semmelweis University (or certified translation into Hungarian), stating that the University teaching appointment in question is the highest teaching title available in the higher education system of the country in question;
 - d) a declaration from the Hungarian Equivalence and Information Centre (MEIK) of the Education Office that the foreign institution awarding the habilitation degree has the right to award a scientific degree (If the applicant is conducting research in a country where a Ph.D. degree is not a prerequisite for a scientific career, but the applicant holds a habilitation degree that recognizes both teaching and scientific achievements, the Ph.D. degree may be replaced by another degree that is typically obtained in that country, e.g., a Ph.D. in Germany, provided that the candidate otherwise meets the habilitation requirements);
 - e) a professional curriculum vitae, giving details of your teaching, research, and specialized work, with particular reference to the last 10 years;

- f) 1-1 copy of the bank transfer invoice and the payment (bank transfer) slip certifying payment of the procedural fee;
- g) a detailed bibliography of his scientific publications, broken down as follows:
 - ga) original scientific publications in journals with impact factor (numbered, in order of publication, with citation data)(. Congress abstracts published in journals should not be listed);
 - gb) scientific books and book chapters;
 - gc) university textbooks, textbook chapters, and notes.
- h) a list of independent references to your scientific work, arranged according to the bibliography requirements, by publication (a reference is considered independent if the applicant is not the author or co-author of the work cited). If the list is not based on the Science Citation Index (ISI), a photocopy of the references, numbered, must be attached;
- i) a statement from the relevant head(s) of the department(s) responsible for the applicant's teaching activity, stating how the applicant has been involved in undergraduate and/or postgraduate teaching at the University over the last 10 years and what their current role (responsibilities) is in university teaching. If the applicant has been teaching abroad, a precise description of their teaching duties over the last 3 years, as well as the topics and number of hours per year of lectures and practicals, must be provided by the relevant head of the foreign University (head of department or Dean);
- j) a photocopy of the title page of the original scientific publication in a journal with impact factor, with the serial number as provided for in point (ga);
The Habilitation Committee will only consider applications prepared under the requirements of the Habilitation Regulations.
A withdrawn application is not considered a rejected application for the restrictions set out in Section 21(b) of the Act, but a new application for habilitation may be submitted at the earliest 1 year after the date of withdrawal;
- k) at least one page detailing the applicant's reasons and motivation for applying for naturalization.

(6) The Chair of the Habilitation Committee will assign the application and its annexes to two pre-selectors with academic qualifications. At least one and no more than two pre-selectors shall be members of the Habilitation Committee. In the case of applicants with an employment relationship with Semmelweis University, one of the pre-reviewers must be an external specialist, and in the case of applicants without an employment relationship with the University, one of the pre-reviewers must be a university specialist.

(7) The assessors shall examine the conditions of eligibility laid down in the legislation and these Rules and the compliance with the provisions of the Rules applicable to the application and its annexes and shall issue a written opinion thereon. They shall state whether the discipline/discipline classification proposed by the applicant is acceptable. The pre-selectors are responsible for determining whether the applicant's documented teaching activity is consistent with that of a senior lecturer with a high level of experience and whether the applicant's academic record meets the minimum requirements of the habilitation regulations. Based on the list of publications, assess

whether the applicant has played a leading or collaborative role in their academic achievements.

- (8) The Chair of the Habilitation Committee may request an opinion from the competent Committee of the Hungarian Academy of Sciences if it deems it necessary for the assessment of the applicant's scientific activity.
- (9) The Habilitation Committee, based on the material provided in advance (questionnaire and list of original publications in foreign languages) and the opinions of the three pre-selectors, assesses the documented teaching and scientific work of the candidate and decides at its regular meeting whether or not to naturalize the candidate's habilitation title obtained abroad. The Chairperson of the Habilitation Committee may invite the candidate to attend the forum for a hearing. The reasons for any adverse decision shall be communicated to the candidate in writing by the Chairman of the Committee.
- (10) The University shall issue a certificate of recognition of the habilitation or equivalent qualification, including the discipline and specialization in which the candidate was awarded the habilitation. The diploma shall be signed by the Rector of the University and the Chair of the Habilitation Committee (using the form or other document specified in the forms library).
- (11) In the case of an unfavorable decision, the applicant may apply for naturalization in the same discipline at the earliest 2 years after the decision, but not more than once.

Article 31

- (1) The Government Decree 279/2004 (X. 13.) 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 Equivalence of Higher Education Studies signed in Budapest on 1 December 2001 (hereinafter referred to as the Convention), as set out in Article 2 of the Convention, Article 5. The University shall issue a certificate of equivalence of the habilitation procedure completed in Germany within the scope of Article 5(2) of the Convention with the title of doctor habilitatus (dr. habil.) awarded by Semmelweis University upon request, based on a decision of the Habilitation Committee.
- (2) The application, addressed to the Chair of the Habilitation Committee, must include, on paper and digital media, 1-1 copy:
 - a) the applicant's identity data: name, maiden name, date and place of birth, nationality, address, place of work, contact details (mailing address, email address, telephone number, fax number);
 - b) a description of the applicant's field and discipline;
 - c) the name and location of the institution conducting the habilitation procedure in Germany and a copy of the document certifying the successful completion of the

habilitation, certified by the institution conducting the habilitation, not more than 60 days ago;

- d) a document certifying that the institution conducting the habilitation procedure is an educational institution of the Federal Republic of Germany which is recognized as a higher education institution by the internal legal provisions of the Länder or a non-state educational institution that is a state-recognized higher education institution under the internal legal requirements of the Länder;
- e) a professional curriculum vitae;
- f) a bibliography of the applicant's scientific publications;
- g) a receipt for payment of the procedural fee.

(3) The Habilitation Committee may also invite the applicant to submit other documents, if necessary, to establish equivalence. Applicants with 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 Habilitation Committee shall take its decisions by a majority of more than half of the members present and voting in favor. The Chairperson of the Habilitation Committee may invite the applicant to attend the meeting to be heard. The reasons for any unfavorable decision shall be communicated to the applicant in writing by the Chairperson of the Habilitation Committee.

(5) If the Habilitation Committee does not have a quorum, the meeting must be reconvened with an unchanged agenda. The resumed session shall constitute a quorum irrespective of the number of persons present.

(6) The Habilitation Committee may refuse to establish equivalence if, based on the application, equivalence under Article 5(2) of the Convention cannot be established because:

- a) the institution conducting the habilitation procedure is not subject to the Convention,
- b) the habilitation was not completed,
- c) the procedure on which the application is based does not qualify as a habilitation procedure under the applicable German provisions, or
- d) the habilitation has been withdrawn or has otherwise ceased.

(7) If the institution conducting the habilitation procedure in Germany withdraws the applicant's habilitation diploma after receiving the certificate of equivalence issued by Semmelweis University, the applicant shall immediately inform the Chair of the Habilitation Committee of Semmelweis University. The revocation of a habilitation by the institution conducting the habilitation procedure in Germany shall also mean the revocation of the degree of equivalence of Semmelweis University.

(8) The certificate of equivalence of the habilitation must indicate the discipline and specialization in which the applicant has been awarded the habilitation. The certificate

shall be signed in Hungarian and German by the Rector of the University and the Chair of the Habilitation Committee. The Doctoral Office keeps a register of certificates issued by the University.

- (9) The certificate of equivalence of the habilitation is contained in the form or other document specified in the forms library.

Article 32

- (1) The Senate regularly reviews and sets the fee for the habilitation procedure (HUF 150,000).
- (2) The Senate shall decide separately on the remuneration of those involved in the habilitation procedure.