



THE SEMMELWEIS UNIVERSITY

ORGANISATIONAL AND OPERATIONAL RULES

BOOK II

EMPLOYMENT REQUIREMENTS

PART II.3.

ANNEXES

BUDAPEST

2022.

Content

II.3 - Annex 1	3
II.3 - Annex 2	4
II.3 - Annex 3	5
II.3 - Annex 4	6
II.3 - Annex 5	8
II.3 - Annex 6	9
II.3 - Annex 7	10
II.3 - Annex 8	11
II.3 - Annex 9	12

II.3. - Annex 1

Certificate number:

Semmelweis University
Budapest

HABILITATION DIPLOMA (DECRETUM HABILITATIONIS)

We, the Rector and the Habilitation Committee of Semmelweis University welcome the reader and hereby inform you that

.....

Doctor/Madam

born in the city/community of..... on theday..... of the
year 19....., having proved beyond doubt their ability to teach and to lecture based on academic work,
as defined by law and the University's Habilitation Regulations, by the authority vested in us by law,
from this day forward

habilitated doctorate (Dr. habil.)

and thus confer the right to hold independent academic lectures (colleges) in the discipline
..... (venia legendi). In witness whereof, this habilitation diploma
has been certified by the University's seal, signed in our hand, and delivered to him.

Done at, on theday of themonth of the year 20.....

.....
Chair of the Habilitation Committee

.....
Rector

II.3 - Annex 2

NOTICE

You are cordially invited to attend my public lecture on the framework of the habilitation process at Semmelweis University.

The title of the presentation:

Date:

Location:

Budapest, 202.....

name, signature

II.3 - Annex 3

NOTICE

I cordially invite you to the public scientific colloquium to be held in the framework of the habilitation process at Semmelweis University, where my scientific work will be presented, discussed, and evaluated.

The theme of the scientific colloquium:

Date:

Location:

Budapest, 202.....

name, signature

II.3 - Annex 4

SEMMELOWEIS UNIVERSITY
Habilitation Committee

SUMMARY INFORMATION ON THE APPLICANT

PERSONAL DATA

Name:

Birth name:

Place and date of birth:

Citizenship:

Home address and telephone:

Job title:

Work mailing address and phone:

Fax number:

E-mail address:

The field of study (medicine, natural or social science):

.....
discipline (one discipline may be indicated!): theoretical medicine, clinical medicine, pharmaceutical
sciences, health sciences, sociological sciences, biological sciences.

.....
Specialization (e.g., surgery, medicinal chemistry, ethics):

.....
Which habilitation working group do you consider competent to give a preliminary opinion on your
application based on your area of expertise? (Please underline the name of the working group of your
choice)

medical - pharmaceutical - biological - social sciences working party

...

Since obtaining your Ph.D., have you taught a specialized course in what subject area?

.....
Name the students who have written a thesis under your supervision since obtaining their Ph.D., with
the year of the thesis.

.....
Name the 4 most essential universities and the year of writing, and the length of the work
notes, textbooks, or monographs you have contributed to writing or editing!

.....
What have been the significant achievements of your research student groups since you obtained your
Ph.D. (Name the TDK student, details of their major presentations and publications):

.....
... Top 10 most cited articles (from your entire oeuvre) and your 10 most important publications
published since obtaining your Ph.D. degree and total/independent citations (for non-senior authored
articles, please state your documentable contribution to the research and the work):

.....
The total number of citations received for its publications:

.....
The number of independent citations (independent citations are considered to be citations if the applicant
is not one of the authors of the citing communication):

.....
The total number of citations received for publications since the Ph.D. thesis:

List the scientific achievements you have made since obtaining your Ph.D.:

.....
Which scientific society are you a member of, a board member of?

.....
Which scientific journal(s) are you on the editorial board of:

.....
Since obtaining your Ph.D. degree, in which Hungarian or international congress, conference, or scientific meeting have you been involved in the organization, chairing, organization, chairing, chairing, vice-chairing, general secretary, section chairing, discussion chairing, or other key organizer positions?

.....
Do you have live scientific contacts abroad? Name them and briefly describe the nature of the relationship.

.....
Since obtaining your Ph.D., how many joint publications have you published with the named foreign working groups?

a) as a result of a study trip abroad:

.....
b) as a result of international cooperation:

.....
Public scientific activity (ETC or OTKA committee membership, MTA committee membership, etc.)

.....
What scientific support (grants) have you had as a supervisor in the last 5 years? (Indicate the funder (e.g., NRDI, ETF, Howard Hughes, EU call for proposals, etc.), the grant's title, and the amount and duration of the funding.)

.....
List your study trips abroad lasting more than 2 months. Indicate the host institution, sponsoring organization, the date, and possible schedule of the study trip. (E.g., visiting scientist, visiting professor.)

.....
Are you (have you been) a member of the plenum or a committee of the TMB or the MTA Doctoral Council? (When, which one?)

.....
In which MTA doctoral proposals have you been involved in the evaluation of since you obtained your Ph.D. degree (please specify the candidate evaluated, the year of the examination, and the capacity in which you participated in the procedure (opponent, chairperson/member of the evaluation committee)
Date:

.....
signature

II.3 - Annex 5

The dates of the different stages of the habilitation procedure:

Deadline for submission of applications: 15 February.

Deadline for the Habilitation Committee to approve the public procedure (classroom lecture and professional colloquium): 30 May.

Classroom lectures in Hungarian and foreign languages: 1 September - 15 December

Public announcement of the professional colloquium and sending of the invitation and the theses following Section 18 e): at least two weeks before the colloquium date.

Professional colloquium: 1 February - 30 April

Deadline for the Habilitation Committee to decide on the award of the habilitation: 15 June.

II.3 - Annex 6

Certificate number:

HABILITATION DIPLOMA NATIONALIZATION (DECRETUM HABILITATIONIS)

We, the Rector and the Habilitation Committee of Semmelweis University welcome the reader and hereby inform you that

.....

Doctor/Madam

who was born in a town/community,(country) on the
..... day of the month of the 19th..... year and who is
..... University has issued the habilitation certificate
with the number/, to which University we are satisfied that it has the right to award
academic degrees. We are also satisfied that the applicant has the academic teaching and lecturing ability
as defined in the University's Habilitation Regulations, by virtue of the power vested in us by law, is, as
of today, a habilitated doctor of Semmelweis University (Dr. habil.) and confer on him the right (venia
legendi) to hold independent university lectures (colleges) in the field of
.....

In witness whereof, this habilitation certificate has been certified by the University seal and our signature
and delivered to him.

Dated....., on theday of themonth of the year 20....

.....

Chair of the Habilitation Committee

.....

Rector

II.3 - Annex 7

Certificate number:

SEMMEIWEIS UNIVERSITY
BUDAPEST

CERTIFICATE OF EQUIVALENCE OF HABILITATION

We, the Rector and the Habilitation Committee of Semmelweis University, hereby certify that
..... Doctor/Madam, who was born
..... in the city of in the year 19 on the day of
of the month in the year (name of the institution and seat of the
habilitation), following Article 5(2) of the Convention between the Government of Hungary and the
Government of the Federal Republic of Germany on the Recognition of Equivalence of Higher
Education signed in Budapest on 1 December 2001, is considered by Semmelweis University to be
equivalent to the title of doctor habilitatus (d. Habil.) conferred by Semmelweis University under the
relevant legislation, and we hereby declare that

..... doctor/lady
has the right to hold independent university lectures (venia legendi) in the discipline
.....

As proof of this, this certificate has been certified by the University's stamp and our signature and
delivered to him.

Done....., in the year 202...., onmonthday

.....
Chair of the Habilitation Committee

.....
Rector

II.3 - Annex 8

Minimum citation requirements per discipline and subject area

Field of science, specialization	All references	
Medicine, clinical specialty		
All disciplines	100	
Medicine, theoretical or experimental clinical specialty		
All disciplines	300	
Biological sciences		
All disciplines	300	
Health sciences, pharmaceutical sciences		
All disciplines	100	
Sociological sciences,		
All disciplines: see. Annex 9		

II.3 - Annex 9

Annex on the minimum conditions to be met in the field of Sociological Sciences

Applicants must meet the following 5 minimum conditions in combination after obtaining the Ph.D. degree:

- a) at least 24 publication points (see below);
- b) at least 8 communications;
- c) at least 4 of these have been published in international journals or national journals rated by the Science Citation Index Expanded (SCIE) or the Social Science Citation Index;
- d) first author in at least two Hungarian publications;
- (e) at least two first-authored publications in journals classified by the Science Citation Index Expanded (SCIE) or the Social Science Citation Index, the Arts and Humanities Citation Index or the European Reference Index for the Humanities (ERIH PLUS), or in the relevant journals (listed in the Annex to the Doctoral Regulations).

At least half of the conditions a) - e) must be fulfilled by publications on the topic of the habilitation thesis.

The following types of publications can meet the minimum requirements above:

- Journal article with new scientific results in a peer-reviewed journal.
- A paper summarising the latest results in your research area in a peer-reviewed journal.
- A paper that sheds new light on the interdisciplinary aspects of one's research area in a peer-reviewed journal.
- A stand-alone book or chapter in a scientific book (ISBN registered book) in your field of research.

Points for publications:

- in -SCI, SSCI, Arts and HumanitiesCitationIndex, ERIH PLUS, or in a journal listed in the Annex to the Doctoral Regulations First author: 5 points, Co-author: 4 points.
- Other peer-reviewed international journals, book First author: 3 points, Co-author: 2 points.
- Edited in national or other national journals, book: first author: 2 points, co-author: 1 point.
- Each book's First author: 6 points, Co-author: 4 points.