



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATING RULES

BOOK 2

EMPLOYMENT REQUIREMENTS

PART II 3

HABILITATION REGULATIONS

BUDAPEST

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PART II 3 HABILITATION REGULATIONS¹

On the basis of the authorization granted by the Governmental Decree No. 387/2012 on doctoral schools, doctoral procedures and habilitation. (19 December) the Senate of Semmelweis University establishes the detailed institutional rules of the habilitation procedure as follows:

1 The habilitation

According to Article 108 of Act CCIV of 2011 on National Higher Education. point 7: Habilitation is the institutional recognition of teaching and lecturing ability and academic achievement.

Article 1

Habilitation qualification (*venia legendi*) at Semmelweis University in the disciplines 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 are not complementary and cannot be converted. Compliance with the minimum requirements does not automatically mean that the application will be processed.

Article 3

- (1) Anyone may apply for a habilitation procedure if they
 - a) has a university degree;
 - b) has a doctoral (PhD) degree (Exempted from the PhD degree requirement if you work in a country where there is no PhD degree, but you have a degree based on academic work [e.g. a PhD in Germany];
 - c) meets the teaching, research and artistic requirements of Semmelweis University at the level expected of leading academics;
 - d) has no criminal record and are fit to stand trial.
- (2) Applicants must provide proof of a university degree and an academic degree, as required by Article 6 of the Regulations. The naturalization of university degrees and doctorates obtained abroad must be certified in accordance with the relevant legislation. If the applicant applies for the initiation of the habilitation procedure with a doctoral degree obtained abroad, he/she must prove the equivalence of this degree with the

¹Its text was established by the Senate Decision 37/2021 (30 April) Effective from: 07 May 2021

Hungarian doctoral degree and its content in accordance with the relevant special legislation and the provisions of Article 28 of these Regulations.

- (3) Applicants of Hungarian nationality must provide proof of a clean criminal record by means of an official certificate of good character, while foreign applicants must provide proof of a clean criminal record by means of 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 on the basis of an evaluation and assessment of the information provided by the candidate and information obtained from other sources.
- (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 the scientific qualification (at least a Candidate of Science and a PhD or other equivalent degree), the candidate regularly publishes in peer-reviewed international journals and gives presentations 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 field;
 - 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 (PhD or equivalent) (the date of obtaining the PhD 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) has 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; has 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 a proven track record in a foreign language and have given lectures in a foreign language in the classroom in the previous three years, which you can provide factual and detailed evidence of (in the case of applications from foreign native speakers of a foreign language, knowledge of Hungarian is not compulsory); 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 specialization 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 the additional requirements for delivering lectures in a foreign language in the classroom.

- g) their teaching skills and teaching aptitude can be demonstrated, inter alia, by your involvement in the writing of a university textbook, textbook chapter, university note, handbook, textbook, scientific monograph used in university teaching, experience in teaching PhD students, in supervising PhD 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 PhD student - or at least 1 ongoing PhD 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, the 5-year period of teaching experience at a higher education institution and must have continuously participated in undergraduate teaching at the university as an external lecturer in an optional subject, a specialized college or a continuing education course; a maximum of 5 years must have elapsed between the end of at least 5 years of academic activity and the submission of the habilitation application;
- i) meet the minimum criteria listed in Annex 8. The citation requirements in Annex 8 can be met by using scientific references 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 article and short communication). At least half of the minimum citations should not be from a single publication and half of the minimum citation amount should be from publications included in the applicant's thesis and not included in the dissertation for a doctoral degree (PhD or equivalent). In the case of multicentre, multi-authored and/or group-authored publications, references to works listed 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 if the applicant is the lead author (first, last or national lead) of a multicentre, multi-authored and/or group-authored publication, in which case this may also count as an own contribution. The list of works listed as contributors (not authors) and their references may be given on a separate sheet, separate from the above numbers. For multiple and/or collective authorship works, the applicant must declare in writing for each work the contribution he/she has made to the creation of the work. The Habilitation Committee recognizes as an author the candidate who has made a documentable and significant contribution to the design, evaluation, conclusions and/or communication of the studies. Provision of test material and/or patient services, participation in data collection is considered as collaboration. 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 author or contributor status. In the process of scientific analysis, including the assessment of the status of the applicant as a contributor or author, participation as a (co-)contributor in a multicentre, multi-authored communication does not constitute a conflict of interest. It is also expected that in a significant proportion of scientific publications, the leading role in the design, execution and/or evaluation of the scientific work is supported by the fact that the first or last author is the first or last author, i.e. half of the citations required for habilitation are first or last author (i.e. lead author) citations. The performance assessment of

applicants in the sociological sciences and the minimum requirements are set out in Annex 9.

- j) For the assessment of their own merit, the ten most highly cited publications and the ten best publications they have published since obtaining their PhD degree will be considered. These ten of each kind of communications must be provided by the applicant on the application form. For publications in which the applicant is not the first or last author, the applicant should provide a statement of documentable activities that contributed to the research and the work. The habitus test also assesses other parameters of the MTMT table (e.g. Hirsch index, g-index).

3 Application for habilitation and annexes

Article 5

- (1) To apply for habilitation, the applicant must submit an application to the University Habilitation Committee, indicating the discipline and specialization in which he/she wishes to habilitate. They must also declare in their application 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 subject of the two presentations cannot be the same. In the case of a classroom lecture in German, the applicant must provide credible evidence of his/her ability to lecture in English (he/she has (or has had) an English language internship and/or lecture or has presented a paper at a foreign congress in English or has been a "lead author" in English language scientific publications). 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 for habilitation and its annexes may be submitted in English and the procedure may be conducted in whole or in part in English. The conditions are set out in the habilitation rules. A foreign citizen with a foreign first language submits his/her application for habilitation in English at, the language of the procedure (assessment and classroom presentation) is English. For German native speakers, the language of the classroom lectures can be either German or English, and the language of the evaluation is English.
- (3) According to the conditions set out in the habilitation regulations, habilitation is not limited to the discipline of the doctoral degree (PhD) in which the applicant is applying.
- (4) The University Habilitation Committee invites senior experts to evaluate the proposals. Acceptance of the request 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 provided in the letter of invitation of the Habilitation Committee (scanned,

² Modified by Senate Decision No. 3/2023 (9 February) Annex 1, Article 2 Effective from: 16. February 2023

signed letter and anonymized opinion included). Acceptance of the invitation and preparation of the pre-selection of proposals, personal participation in classroom lectures and in the scientific colloquium is the duty of all former habilitated persons and senior lecturers. Failure to comply with an accepted request, or returning it without explanation before the deadline for compliance, shall be considered a disciplinary offence, of which the Rector of the University shall be notified in writing. Refusal of two or more requests will result in ethical/disciplinary proceedings.

Article 6

- (1) Habilitations are normally 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 Chairperson 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 the negative decision to the Habilitation Committee within 15 days. If the Habilitation Committee upholds the appeal, the applicant may submit his/her application in the next regular application round. Late applications may be rejected by the Chairperson of the Habilitation Committee without examination. There is no right of appeal 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 these cases, the Chairperson of the Habilitation Committee may reject the applicant's application at his/her discretion; there is no right of appeal against the decision of the Chairperson of the Habilitation Committee.

Article 7

- (1) The formal requirements for the application to be submitted will be published by the Habilitation Committee on its website in the form of a notice. The application must be submitted on paper and on digital media (CD or flash drive) in 1 copy with the following attachments:
 - a) professional curriculum vitae;
 - b) the information sheet (form or other document 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 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 subject. The student evaluation of teaching work (OMHV) data for the last 3 years (if available) must be attached. If the applicant applies for recognition of teaching activities abroad, he/she must provide the relevant head of the foreign university (head of department or dean) with a detailed description of his/her teaching duties, the topics and number of hours per year of lectures and practical trainings, and the subject of the lectures and practical trainings. The Habilitation Committee will decide on the acceptance of the foreign teaching activity on a case-by-case basis, in the light of the above-mentioned evidence; the Committee will not give reasons for its decision to the applicant;

- f) a statement from the direct workplace 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 works should be presented in a coherent, self-explanatory system. The new findings should be recorded in the usual format for scientific theses, with selected scientific publications and works assigned to the thesis points;
- i) a copy of their university degree certificate;
- j) a copy of the degree (PhD, 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) certificate of conduct;
- 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 exact 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. For foreign applicants, a full bibliography of scientific publications (impact factor, list of independent citations given for each publication, with asterisks for publications in which the applicant is the "corresponding author"). The academic 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. The abstracts of congress papers published in the journal are listed separately (with bibliographic data and serial number of the paper in the list of papers).

Article 8

The Chairperson 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 in any other document, by means of 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 are university teachers, the majority university professors. The committee may include 1 representative of the habilitated associate professors of the institution. In addition, at least one third of the members of the Committee are doctoral graduates invited from outside institutions.
- (3) The committee is chaired by a university professor.
- (4) For the purposes of the composition of the Committee, a member of an external institution shall be considered to be a member who is not employed by the University.
- (5) An external institutional member of the Committee may be a foreign expert, provided that he or she holds an academic degree and fulfils the conditions set out 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. The committee shall consist of at least 4 and no more than 7 members who are not employed by the University and who hold an academic degree and are habilitated, so-called external experts. The members of the committee should be selected in such a way that 17 members are from the medical and biological sciences, 3 from the pharmaceutical sciences and 2 from the social sciences. It should also be ensured that at least 2 to 2 professors from the Faculties of General Medicine, Dentistry and Pharmacy of the University are members of the committee. The external committee members include representatives of the partner universities.
- (3) The committee is by a respected university professor. The secretary of the committee, who shall be responsible for organizational tasks, shall be appointed by the Chairperson of the committee.

³ Modified by Senate Decision No. 3/2023 (9 February) Annex 1, Article 1 Effective from: 16. February 2023

- (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 (Chairperson) of the Habilitation Committee may be renewed several times.

Article 11

- (1) The members of the Committee are proposed by the Rector, 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 Chairperson of the Committee is elected by the Senate from among its members, on the proposal of the Rector.
- (4) The Chairperson and members of the committee are appointed by the Rector on the basis of a decision of the Senate.
- (5) The rector of the university shall indicate in his/her letter of invitation to external institutions the field or discipline of the faculty member he/she wishes to be delegated to the committee. The members of the Committee delegated by the partner universities and institutes shall be appointed by the Rector within 15 days of receipt of the notification from the sending university.
- (6) In the event of a tie, the President shall have a casting vote.

Article 12

The Chairperson of the committee shall draw up its rules of procedure within 60 days of its formation and submit them to the rector for approval. A previously adopted order of business need only be presented to the Rector for approval if a change is proposed.

5 The habilitation procedure

Article 13

The habilitation procedure is initiated by an application to the University Habilitation Committee, submitted to the Doctoral Office. The content, scope and annexes of the application shall be governed by the provisions of § 3.

Article 14

Application deadline: 15 February each year.

Article 15

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

Article 16

The applicant may withdraw his/her application for the start of the habilitation procedure before the procedure starts. A withdrawn application is not considered as 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 working committee are:
 - a) check whether the applicant has correctly indicated his/her field of activity (if not, the Chairperson of the Habilitation Committee will make an ex-officio recommendation to the Chairperson 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 preselectors and one reserve preselector;
 - d) if they deem it necessary for the assessment of the applicant's scientific activity, recommends to the Chairperson 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) propose four members of the peer review panel, 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 personal proposals to the Chairperson of the Habilitation Committee by 15 April. If the Chairperson 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 Chairperson.
- (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 be invited from among the members of the Habilitation Committee. An additional pre-screener, from another discipline or discipline, will be invited by the Chairperson at his/her discretion. If any of the assessors proposed by the working party

and the reserve assessor do not undertake or fail to complete the assessment within the time limit set, the President may invite a new assessor without the proposal of the working party.

- (4) In the case of applicants with an employment relationship with Semmelweis University, one of the pre-selectors must be an external specialist, and in the case of applicants without 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. A statement as to whether the discipline/field of study indicated by the applicant is acceptable. The pre-evaluators are responsible for assessing the applicant's educational research performance (habit assessment). The list of publications will be used to assess whether the applicant has played a leading or collaborative role in the achievement of his/her scientific achievements.
- (6) The Chairperson of the Habilitation Committee may request the opinion of the competent committee of the Hungarian Academy of Sciences, if it deems it necessary for the assessment of the applicant's scientific activity.

Article 18⁴

Article 19

The applicant shall provide evidence of his/her academic, professional, teaching, practical and creative achievements in the manner specified in the habilitation regulations. Candidates will demonstrate their ability to give a public presentation in one Hungarian and one English/German language.

The Habilitation Committee, on the basis of 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 lecture and to hold a scientific colloquium. In making its decision, the committee will consider the nature and extent of the teaching responsibilities (the number of hours of the curriculum) of the subject area in question, as well as the domestic potential for research in the field. 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 the deviation from it has not been previously approved by the Chairperson of the Habilitation Committee or, on appeal, by the Habilitation Committee. The reasons for the rejection decision will be communicated to the applicant in writing by the Chairperson of the committee.

⁴ Repealed by Senate Decision 54/2023. (29 June) Annex 1 Article 1 paragraph (2). Effective from: 11 July 2023

Article 20

- (1) The applicant will give two 45-minute public classroom lectures or seminars to demonstrate their ability to give a presentation. The demonstration of lecturing skills can also be done in 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 demonstration and the student evaluation of the demonstration should be ensured. Where appropriate, 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 topics proposed in the applicant's application. The Hungarian and foreign language classroom lectures are to be held after consultation with the relevant head of department, at the time indicated in the timetable, between 1 September and 15 December of the first semester of the academic year. The invitation with the title, date and place of the lecture will be sent by the applicant to the Chairperson of the Habilitation Committee for approval by 15 June. If it is not possible to hold the lecture(s) on the indicated topic between 1 September and 15 December, 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 given topic do not consist of 45-minute lessons, the applicant should aim to teach at least 45 minutes in total during the habilitation procedure. The applicant must send the invitation with the approved text at least one week before the lecture to the senior lecturers of the related subjects he/she teaches and to the relevant department heads of the external universities.

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 is one of the languages used in teaching foreign languages at the university.

The theme of the presentation can be any of the 2 themes 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 fulfil his/her obligation to give a lecture in the classroom by giving a lecture in one of the languages used in the foreign language teaching of the university instead of in Hungarian and in a foreign language. If the first language of the candidate is one of the languages used in the foreign language teaching of the university faculty, he/she is expected to give his/her presentation in the other foreign language. Any other request by the applicant, duly justified, must be submitted 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 in the foreign language in question. The candidate's performance will be assessed in writing by an ad hoc committee. Two members of the committee are professors or habilitated representatives of the applicant's field of study, appointed by the Chairperson of the Habilitation Committee, and one member is a representative of the students of the university, delegated by the Student Council. If the content or form of the presentation has been the subject of a comment by the university audience, this should be reported in the evaluation.

- (4) The candidate has to present and defend his/her scientific results in a public scientific colloquium in the presence of a 7-member expert panel invited by the Chairperson 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 the members
- 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, but at least 2, of the members shall not be in employment with the higher education institution.
- (5) The scientific colloquium will be held between 1 February and 30 April. In the case of foreign native speakers and citizens living abroad, the Chairperson of the Habilitation Committee may authorise the academic colloquium to be held in the first semester of the academic year. To do this, the applicant must submit a separate application to the Chairperson of the Habilitation Committee. The place and date of the scientific colloquium will be set by the Chairperson of the peer review committee and will be published in the university press and other means (university website) and through the Doctoral Office at least 15 days before the colloquium is due. To the colloquium, the applicant must invite in writing all members of the Habilitation Committee, as well as all persons living in Hungary who have received a habilitation in their field of specialization at Semmelweis University, and outstanding representatives of the field in Hungary. (Notifications will be provided by the applicant, a model invitation is attached as Annex 3). At least 15 days before the colloquium, the applicant must send the thesis and a list of scientific publications to the members of the peer review panel.
- (6) The members of the expert committee and the candidate shall be convened by the Chairperson of the expert committee. The colloquium is chaired by the Chairperson of the expert committee. The colloquium can only be held if at least 5 members of the expert committee are present. The two members of the expert committee invited by the Chairperson of the Habilitation Committee to present their theses will briefly present the new findings and any substantive objections in a closed session before the colloquium. After the closed session, the habilitation candidate will present his/her thesis in a maximum of 20 minutes. The committee then puts questions to the committee on the basis of the rapporteurs' opinions, after which committee members and all those present are entitled to ask questions and take part in the debate. At the end of the debate, the expert committee will evaluate the candidate's scientific preparation, the effectiveness of his/her scientific work and his/her answers to the debate in a closed session, and then, by secret ballot, will formulate its position on the basis of a score of 0-1-2-3. The committee of experts can recommend the acceptance of a thesis if the number of points is two thirds of the maximum number of points that can be awarded by the committee members present. At the colloquium, the secretary of the committee will present the opinion of the expert committee and provide the Habilitation Committee

with a written justification. The position paper should include 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 makes its decision by secret ballot. The Chairperson of the committee may invite the applicant to a personal interview at a committee meeting before taking a decision. Reasons for a negative decision must be given in writing.

Article 22

- (1) The committee normally meets twice a year, decides on the candidate(s) to present a public lecture and on the award of the habilitation. Both issues are decided 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. A "yes" vote of more than 50% of those present is required to approve the lectures and to award the habilitation;
 - b) or less than two-thirds but more than half of its members are present. At least two-thirds of those present at the meeting must vote "yes" to approve the lectures and to award the habilitation.
- (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 of the University Habilitation Regulations.
- (2) In the case of a negative 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: "Appeals 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 attachments on electronic media."

- (4) 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 the decision should 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 together with the appeal to the Rector without delay.
- (6) The rector is entitled to examine the merits of the appeal and to give reasons for his/her 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 reverse 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 procedure.
- (8) When considering the appeal, it should be borne in mind that the deadline for completing the habilitation procedure, including the appeal part, is one year from the date of the application. The decision shall be notified to the applicant through the Habilitation Committee.

6 The habilitation diploma

Article 24

After the successful completion of the habilitation procedure, the University issues a habilitation diploma (*decretum habilitationis*) based on the decision of the Habilitation Committee. This should include the discipline in which the applicant has been awarded the habilitation. The Doctoral Office keeps a register of habilitation degrees awarded at the

University. The Doctoral Office will inform the Education Office of the award of the habilitation diploma.

Article 25

The university will issue a certificate of habilitation, including an indication of the discipline and specialization in which the candidate has been awarded habilitation. The degree is signed by the Rector of the University and the Chairperson of the Habilitation Committee (the form or other document specified in the forms library)

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 proposal.

7 Rights and duties 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 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 his/her retirement, upon request. You can also advertise an optional subject. The topic of the lecture is approved by the Faculty Council with the prior consent of the head of the department and the Dean of the Faculty.
- (2) The habilitated person - until retirement, upon request - is obliged to participate in examination or state examination committees, doctoral (PhD) 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 Chairperson, 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 clearly established from the naturalization application and its annexes that the applicant for naturalization meets the habilitation requirements of Semmelweis University.
- (2) Exceptionally, a university teacher who has been working continuously for the last 10 years in a country where there is no habilitation procedure may be granted habilitation through a naturalization procedure, provided that he or she has fulfilled the habilitation prerequisites. During the naturalization procedure - in view of the different educational systems in the country of habilitation - it is not the numerical fulfilment of numerical requirements that must be demonstrated, but the application of the principles set out in the habilitation regulations of Semmelweis University.
- (3) The applicant must submit an application for naturalization addressed to the Chairperson of the University Habilitation Committee, indicating the discipline and specialization in which they wish to have their habilitation naturalised. They must also declare in their application that no other university has initiated a habilitation procedure on their behalf and that their application has not been rejected within 2 years.
- (4) A foreign citizen whose first language is a foreign language may apply for naturalization in Hungarian or English.
- (5) The application for naturalization must be submitted on paper and on digital media (CD or flash drive), in 1 copy with the following attachments:
 - a) a certified copy of their 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 (PhD or equivalent);
 - c) a certified copy of the habilitation diploma; if the language of the diploma is not the language used in university teaching, a certified copy of the diploma 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 be accompanied by a certified translation into Hungarian of his/her 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 PhD degree is not a prerequisite for a scientific career, but the applicant holds a habilitation degree that recognizes both teaching and scientific achievements, the PhD degree may be replaced by another degree that is typically obtained in that country, e.g. a PhD 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 the journal 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, listed 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), photocopies of the references, numbered, must be attached;
- i) a statement from the relevant department head(s) of the applicant's teaching activities, explaining how the applicant has been involved in undergraduate and/or postgraduate teaching at the university over the last 10 years and what his/her current role(s) in university teaching are. If the applicant has worked abroad as a lecturer, he/she must provide a detailed description of his/her teaching duties over the last 3 years, as well as the topics and number of hours per year of lectures and practical trainings, to 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 that have been prepared in accordance with the requirements of the Habilitation Regulations.

The withdrawn application is filed with the Sz. 21 lit. (b) shall not be considered as a refused application, 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 Chairperson of the Habilitation Committee will assign the application, together with its annexes, to two pre-selectors with academic qualifications. At least one and no more than two pre-selectors are members of the Habilitation Committee. In the case of applicants with an employment relationship with Semmelweis University, one of the pre-selectors must be an external specialist, and in the case of applicants without an employment relationship with the University, one of the pre-selectors 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 relating to the application and its annexes and shall issue a written opinion. A statement as to whether the discipline/field of study indicated by the applicant is acceptable. The pre-selectors are responsible for determining whether the candidate's documented teaching activity is consistent with that of a senior lecturer with a high level of experience and whether the candidate's academic record meets the minimum requirements of the habilitation

regulations. Based on the list of publications, it assesses whether the applicant has played a leading or collaborative role in the achievement of his/her scientific results.

- (8) The Chairperson of the Habilitation Committee may request the opinion of 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 naturalise the candidate's habilitation title obtained abroad. The Chairperson of the Habilitation Committee may invite the candidate to the meeting for an interview. The reasons for any rejection will be communicated to the applicant in writing by the Chairperson of the committee.
- (10) The university shall issue a certificate of recognition of the habilitation or equivalent achievement, including the discipline and specialization in which the candidate was awarded the habilitation. The degree is signed by the Rector of the University and the Chairperson of the Habilitation Committee (using the form or other document specified in the forms library).
- (11) In the case of a negative decision (rejection), 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) Based on 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 § 2 of the Convention, Article 5. The University shall issue a certificate of equivalence of the habilitation procedure successfully 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, on the basis of a decision of the Habilitation Committee.
- (2) The application, addressed to the Chairperson of the Habilitation Committee, must include, on paper and on 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, e-mail 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 which is a state-recognized higher education institution under the internal legal provisions 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 first language may submit the application and its annexes in Hungarian or in 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 decision by a majority of more than half of the members present and voting in favour. The Chairperson of the Habilitation Committee may invite the applicant to attend the meeting for a hearing. The Chairperson of the Habilitation Committee will inform the applicant in writing of the reasons for any decision to reject the application.
- (5) If the Habilitation Committee does not have a quorum, the meeting must be reconvened with an unchanged agenda. The resumed meeting shall constitute a quorum regardless of the number of members present.
- (6) The Habilitation Committee may refuse to establish equivalence if, on the basis of 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 successfully 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 the receipt of the certificate of equivalence issued by Semmelweis University, the applicant shall immediately inform the Chairperson of the Habilitation Committee of Semmelweis University. The withdrawal of a habilitation by the institution conducting the habilitation procedure in Germany also means the withdrawal of the diploma 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

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

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

Article 32

- (1) The fee for the habilitation procedure (HUF 150,000) is regularly reviewed and set by the Senate.
- (2) The Senate shall make a separate decision on the remuneration of those involved in the habilitation procedure.