*Annex 13*

University of Public Service Institutional registration number: FI 99859

**APPLICATION FORM FOR HABILITATION PROCEDURE**

**1. Personal data:**

a) Name:

 (Name at birth):

b) Mother’s name:

c) Place of birth: date:

d) Identity card (ID) number:

e) Nationality:

f) Address and telephone number of permanent residence:

g) Postal address and telephone number:

h) E-mail:

i) Place of employment (place of service):

j) Position:

**2. Education, scientific activities:**

a) University degree (degree programme):

b) Institution issuing the diploma:

c) Number of diploma:

d) Academic degree (discipline):

e) Institution issuing the diploma:

f) Number of diploma:

g) Teaching degree::

h) Institution issuing the diploma:

i) Number of diploma:

**3. Discipline, research area, such as habilitation requests:**

a) Discipline:

b) Research area:

**4. Language of the foreign-language part of the lecture::**

**5. Statements:**

I declare that I did not initiate a habilitation procedure in the discipline indicated in another higher education institution and that I have no ongoing habilitation procedure in the same discipline and that my habilitation application was not rejected within 2 years. I hereby declare that currently I am not subjected to a process of having my habilitated doctor title revoked and that I have not had a previously awarded habilitated doctor title revoked within 5 years. I declare that the submitted habilitation theses or the works of art are the results of my own independent work and the references/citations to the literature are clear and complete.

I declare that I have read the University's notice on the processing of personal data and I have acknowledged it.

**6. Other information:**

**Annexes:**

a) certified copy of the diploma of the academic degree;

b) a copy of the diploma(s) obtained in a master’s degree programme or equivalent university

programme, or, in the case of a master's degree obtained abroad, a certified translation of

the diploma;

c) a valid official certificate evidencing a clean criminal record (an equivalent official document

in the case of foreign nationals);

d) a detailed academic curriculum vitae;

e) credible evidence of fulfilment of teaching duties at a higher education institution in Hungary

or abroad;

f) a thesis booklet containing new scientific results;

g) habilitation dissertation or published monograph or published collective work

h) publication and reference/citation list;

i) a self-assessment of compliance with the minimum habilitation requirements and data

evidencing compliance;

j) five higher education teaching materials, academic publications, documentation (one copy

from each);

k) an application for a foreign language procedure;

l) an application for habilitation in a discipline other than the academic degree;

m) three suggestions for the habilitation lecture topic and three suggestions for the public

discussion topic;

n) a bank transfer receipt evidencing the payment of the application fee or a statement (if any)

confirming that the University has undertaken to pay all or part of the application fee and

the procedural fee;

o) declaration of consent to the processing of personal data.

Budapest, ……………………………………

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 Applicant's signature