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|  | **University of Public Service** **University Doctoral and Habilitation Council** |

**Minimum requirements for habilitation**

**(in force since 1st February 2021)**

On the basis of the submitted applications for habilitation, the University Doctoral and Habilitation Council of the University of Public Service examines the fulfilment of uniform minimum requirements for habilitation – one of the conditions of launching the procedure. The Committee shall review, clarify, and publicise the requirements by 31st December each year. The objective of making the current requirements public is to allow the applicants to prepare for the habilitation procedure and compile their applications in line with the requirements.

The fulfilment of the requirements is examined on the basis of the University Doctoral and Habilitation Regulation by the relevant committee member upon the request of the president of the Habilitation Committee. The examination focuses on four areas:

1. teaching activities;
2. papers by the applicant, published;
3. professional creative activities;
4. activities in scientific and professional public life.

The review covers the applicant’s entire scientific career, if not specified differently. During the assessment the achievements shall be taken into consideration in accordance with the practice established in Hungarian and international higher education. One scientific achievement may be taken into consideration only once. In the case of publications, the principles and requirements of the Repository of Hungarian Scientific Works (MTMT) shall be the set standards. The achievements to be taken into consideration shall be clearly certified.

The evaluation shall be through filling in the tables covering separate areas. In the case of several participants (creators, authors) it is the partial performance of the applicant that shall be assessed. In the case of published papers (in accordance with the HAS evaluation) by two authors 0.6; three authors 0.4; and more than three authors 0.3 of the performance may be accounted for. In the other three fields of assessment the applicant’s performance shall be evaluated proportionately to his/her involvement.

The maximum score shall be 100 points in each evaluation areas. The summary review shall be based on the sum of the weighted scores of the four areas. The reviewed areas shall be weighed on the basis of the typical activities of the applicant during the evaluation period (e.g. teaching, or research). The condition of meeting the minimum requirements shall be the compliance with particular minimum requirements in individual areas of assessment, earning 50 points in teaching and publication areas, and accumulating 50 weighed average points in total.

Fulfilling the minimum requirements is a necessary but not sufficient conditionfor launching a habilitation procedure. The proposal to launch the habilitation procedure or reject the application shall be shaped on the basis of the minimum requirements and the content-wise assessment of the applicant’s activities.

**Minimum requirements for habilitation in a field other than the applicant’s PhD field**

A request for habilitation in a branch of science other than that of the applicant’s degree field, shall be expressed in Annex “k”) of the application for habilitation, on the basis of the scientific activities since the applicant’s earning doctoral degree. It must be clearly explained which of the teaching, publication, research, and public-life activities in annexes d), e), g) and h) belong in the habilitation branch of science.

In the self-evaluation, attached to the minimum-requirements, the achievements and performance in the field of science connected to the habilitation branch of science are to be indicated separately as well. The minimum requirement of habilitation in a field other than that of the academic degree is that the partial performance should be no less than half of the minimum scores of both the two evaluation fields and of the concrete minimum requirements.

**Special requirements of performance evaluation of foreign applicants**

The performance evaluation of foreign applicants is identical to that of domestic applicants but with taking into consideration the following special factors:

* bachelor training (BSc), master training (MSc), doctoral training (PhD), and professional further training are regarded as equal to the recognised foreign degrees and certificates earned through training and education in higher education institutions in accordance with the requirements under the provisions of Hungarian legal regulation [teaching activities 1, 2, 4, 5, 7, and professional creative activities 3. (the numbers indicate the relevant evaluation area in the table of minimum requirements)];
* institutional, or national scientific student conference shall be regarded a student association event of the same standards and purpose [teaching activities 6.];
* a journal published in Hungary or abroad shall be interpreted equal to a journal published in the native country of the applicant or in another country [publication activities 2., 3.];
* an article or lecture in Hungarian or in a foreign language shall be equal to those in the native language of the applicant or in another language different from the first [publication activities 2., 3., 4.];
* home country shall be interpreted as the country of residence of the applicant while abroad shall be any country different from that [teaching activities 3., and publication activities 4.];
* HAS shall be interpreted as a scientific institution of equal significance in the applicant’s country, while the requirement of categories A, B, C, and D shall be interpreted independently [particular requirements in publication activities, professional requirements 1., 3.].

**Budapest, 1th February 2021.**

**Tekla Papp, PhD**President of the University Doctoral and Habilitation Council