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**Steps of submitting a request for habilitation**

In force since 3st May 2022

**Completing the request and application forms**

1. The request consists of the motivation letter, application form, and the annexes listed therein. An application may be made in Hungarian or English.
2. The following branches of science, disciplines may be applied for (Point 3, Application form):

* Social sciences ~ military science

- security studies;

- social-science issues of defence;

- general theory of military science;

- theory of military art;

- defence logistics and defence economics;

- national security;

- theory of defence IT and communication;

- engineering ~ military engineering

- theory of military engineering infrastructure;

- military technology and robotics;

- defence electronics, IT, and communication;

- military environment security;

- disaster management;

- military logistics and defence economy;

- security technology

- social sciences ~ public administration studies

- history of state and public administration;

- law;

- public administration organisation and sociology;

- economics;

- political studies and governance;

- international and European studies;

- public administration and its personnel

- social sciences ~ law enforcement sciences

- general theory of law enforcement, history of law enforcement, national security and law enforcement;

- special law enforcement, European Union and international aspects of law enforcement;

- legal, criminological, and social-science aspects of law enforcement

1. The language of the foreign-language part of the habilitation lecture (point 4, Application form) may be primarily English, German, French, or Russian. If no evaluation committee can be established with the appropriate knowledge of the selected foreign language, another foreign language shall be chosen at the submission of the application. If the selected foreign language cannot be accepted, the application shall be rejected.
2. If the applicant is a foreign citizen with a native language different from the language of the procedure, the language of the foreign-language lecture shall be the language of the procedure that is the entire lecture shall be delivered in the language of the procedure. If the native language of the applicant is the language of the procedure, the lecture shall be delivered in the language of the procedure while its foreign-language part shall be delivered in a language different from the applicant’s native language (in Hungarian or another one accepted by the UDHC).

**Compilation of annexes**

1. **A photocopy of diploma of academic degree (PhD)**, if earned abroad, the copy of the naturalisation document

At the time of submitting the application, the original diploma shall be presented and on its basis the Office of Academic Affairs shall authenticate the attached copies.

An academic degree earned abroad shall be nationalised in advance at a Hungarian higher education institution (which is entitled to award academic degrees in the field of science of the particular degree earned abroad) under Act C of 2001.

The naturalisation document shall be presented at the submission of the application and on its basis the Office of Academic Affairs shall authenticate the attached photocopies.

1. **A photocopy of Master degree** (or university diploma, equal to it) or the certified translation thereof if earned abroad

At the time of submitting the application, the original diploma shall be presented and on its basis, the Office of Academic Affairs shall authenticate the attached copies.

1. **A photocopy of the certificate on clean criminal record**

If the applicant works in a position requiring such a document, an official document proving this, issued by the employer, shall also be appropriate.

In the case of a foreign applicant, an official document with similar content shall be attached.

At the time of submitting the application, the original certificate or document shall be presented and on its basis, the Office of Academic Affairs shall authenticate the attached copies.

1. **Detailed curriculum vitae**

The CV shall present personal data, information on studies, qualifications; professions; positions; command of foreign languages, and any other facts regarded important. Next to such achievements indicated in the minimum requirements, the relevant points shall also be indicated (e.g. 4.2.a = “head of conference organising committee”)

1. **Credible proof of teaching activities**

Information on the applicant’s teaching activities shall be presented in a credible fashion that may be verified for a minimum of six semesters before the application, and for further semesters proving the fulfilment of eight-semester requirements.

Teaching activities include only work in the fundamental activities of an institution of higher education, i.e. advanced professional training, bachelor training, master training, doctoral training, special further education.

The teaching activities in higher education shall be presented broken down into courses, with the indication of the institution (faculty), specialisation/PhD training program, course, number of classes taught, number of classes in total (if different from the previous amount), and the total of classes in a semester. Classes taught at UPS before academic year 2013/14 shall be proven on the basis of “Óratartás”, and since academic year 2014/15 the relevant tables of NEPTUN, authenticated by the head of department of the applicant (or a higher-tier leader), while other teaching information is to be proven with the certificate of the relevant higher education institution.

Testing activities in higher education shall be presented broken down into semesters and with the indication of the institution (faculty), specialisation/PhD training program, and the type of testing.

Teaching activities relating to theses, diploma works, SSA-competitions, or PhD supervision, shall be presented with the indication of the types of assignment, semester/academic year, and name of student.

With each achievement the points of the minimum requirements shall be marked in which it is registered. (e.g. 1.6.c, 3.3.c = “SSA supervision”, “development of a new course”).

1. **Theses/creation serving as a basis of professional discussion**

A thesis booklet is a summary of the most important new scientific findings and results of the applicant, arranged into research topics and thesis-points. The title of the thesis booklet is a comprehensive name expressing the key issues of the presented scientific activities. Its introduction is a brief summary of the research topics, and their interrelations. This is followed by the presentation of individual research topics and theses. The presentation of a research topic includes the research background, the reason for choosing the topic, research objectives, identification of the concrete topic, the outline of applied research methodology, findings, conclusions drawn, the potential practical use of findings, and their use. This is followed by the publication list of papers in the given field.

The technical specifications of the thesis booklet – a minimum of 40 pages, Times New Roman fonts, size 12, line spacing 1.5, which shall be 3 author’s sheet (120,000 characters).

An independent creation is a single-author monography presenting the results of the applicant’s scientific activities (including the entire research topic in details) published by a scientific publishing house recognised in the habilitation field of science no more than two years before the submission of the application for habilitation. In the case of an application with an independent creation it is also required to have most of the independent scientific findings published in journals of categories A, B, or C i.a.w. the HAS classification, before the publication of the book.

1. **List of publications and references**

Publication and reference information shall be uploaded in the Repository of Hungarian Scientific Works (MTMT) and have them validated by the administrator of the site.

Foreign applicants shall register their list of publications and references in a public database of publications.

The list of publications and references shall be compiled with MTMT content and format (identical bibliographical information, reverse chronological order, yearly grouping, numbers of references).

Next to each publication it shall be mentioned in which point of the minimum requirements has them (e.g. 2.2.b, 2.K.d = “peer-reviewed article in domestic journal in a foreign language”, “paper published in a foreign language”).

Articles and references published after the submission of the application shall not be taken into consideration.

1. **Self-evaluation**

As part of the self-evaluation the minimum-requirement table from the habilitation site shall be filled in and submitted in its original format. Information on performance not presented in any other annex of the application shall be provided in this annex.

The partial results shall be underpinned with identifiable and controllable information. Its contents and location, and the detailed instructions for filling in the forms (Annexes d., e., g., h.) are on the homepage of the UDHC.

1. **Five works considered as significant or typical**

The selected works (even the electronically published ones) shall be submitted in one printed copy.

1. **Request for habilitation procedure in a foreign language**

Hungarian applicants shall give a detailed explanation of the request as a procedure in a foreign language may be allowed only in justified cases, primarily in English. In the case of foreign applicants a procedure in English is encouraged and the use of another foreign language is allowed if an evaluation committee with the appropriate knowledge of foreign language may be established.

1. **Detailed request with detailed reasoning for habilitation in a field of science other than that of the academic degree of the applicant**

The request shall contain the reason for habilitation in a field of science other than that of the academic degree of the applicant and the official opinion of the doctoral school relevant in the field of science of habilitation.

1. **Proposal for the topic of the habilitation lecture and public discussion**

The three topics of the public discussion shall be selected from the theses in the thesis booklet with consideration of the issues presented in the independent creation.

For the three topics of the habilitation lecture the connection to the specialisation and course at UPS should also be indicated.

**The annex is to contain the certificate by the head of the institution liable for the specialisation(s) on the existence of conditions of habilitation lectures.**

1. **Proof of payment of the application fee**

Under rector decree 18/2014 the application fee is HUF 9,000 which is to be transferred on bank account NKE 10023002-00318259-00000000 (SWIFT = MANEHUHB, IBAN = HU46 1002 3002 0031 8259 0000 0000).

In the message the name of the applicant and the text “habilitációs jelentkezési díj” shall be inserted.

The transfer certificate may be substituted or attached to the declaration of the university on the partial or full assumption of the application and procedure fees. If the assumption is partial, the certificate on the payment of the remaining sum of the application fee shall be proven with the transfer document.

**The compilation of the electronic version**

1. In the electronic version the application, the application form, and the annexes thereof shall be submitted in Word or PDF format.

* 1. a copy of the diploma certifying the academic degree or, in the case of a doctoral degree obtained abroad, a copy of the naturalisation decision (the Office of Academic Affairs will certify it based on the original document, on the printed copy No. 1 of the application);
  2. a copy of the master's degree(s) or equivalent university degree(s), or in the case of a university (master’s) degree obtained abroad, a certified translation of the diploma (the Office of Academic Affairs will certify it based on the original document, on the printed copy No. 1 of the application);
  3. a valid official certificate evidencing a clean criminal record, an equivalent official document in the case of foreign nationals;
  4. a detailed academic curriculum vitae;
  5. credible and identifiable evidence of fulfilment of teaching duties performed in a higher education institution in Hungary or abroad, as defined in point b) of paragraph (2) of Article 21 of the Decree;
  6. [[1]](#footnote-1) the documents as per point (a) of paragraph (3) of Article 66;
  7. a list of publications and citations/references uploaded and validated in the Library of Hungarian Scientific Works (MTMT), in the case of foreign applicants, available in a public publication database;
  8. a self-assessment of compliance with the minimum habilitation requirements (in the form of a completed table of minimum requirements) and data evidencing compliance, not included in other annexes to the application;
  9. one copy (from each) of the five higher education teaching materials, academic publications, documentation, considered significant or typical in the period following the award of the academic degree;
  10. application (if any) to conduct the proceedings in a foreign language;
  11. a possible application for the award of a habilitated doctor title in a discipline other than that of the academic degree, with detailed reasons;
  12. 3-3 suggestions for the topic of the habilitation lecture and the public discussion (in the case of the lecture, indicating the affected subject and degree programme of the University and the head of the department responsible for teaching the degree programme certifying that the conditions for the lecture are met; in the case of the public discussion, in relation to the theses formulated in the thesis booklet);
  13. 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;
  14. [[2]](#footnote-2)declaration of consent for data processing, in case the applicant consents to the publication of the data related to the habilitation procedure on the university website.

1. The fee for the habilitation procedure specified in the special Rector's instruction shall be paid to the account of the University within 30 days after the UDHC decision on the commencement of the procedure.
2. [[3]](#footnote-3)Upon request, the University may assume payment of all or part of the application and procedural fees payable by its own teaching and research staff. The applicant may submit the request for assumption of the fees to the Vice-Rector for Academic Affairs, addressed to the Rector, before applying for the habilitation procedure. The University's declaration on assumption of payment of the fees (including the amount) shall be part of the documentation of the habilitation procedure.

**Submission of application for habilitation**

1. The application letter with the application form and its annexes are to be addressed to the president of the UDHC in one printed copy and with its electronic version and submitted to the Office of Academic Affairs.

Contact information on the Office of Academic Affairs:

Address: 1083 BUDAPEST, Ludovika tér 2. fsz. 32-35.

Postal address: 1441 BUDAPEST Pf. 60.

Telephone: +36-1-432-9000, extension 20-428

Responsible person: Simon SZILVASI

E-mail address: szilvasi.simon2@uni-nke.hu

2. If the Office of Academic Affairs requests putting the application in order, the part of the application in question (application form, annex) shall be resubmitted after its modification, completion, or exchange.

1. Amended by Senate Resolution No. 93/2021 (VII. 7.). [↑](#footnote-ref-1)
2. Enacted by Senate Resolution No. 93/2021 (VII. 7.). [↑](#footnote-ref-2)
3. Amended by Senate Resolution No. 50/2019 (IX. 18.). [↑](#footnote-ref-3)