


**REGULATION ON HABILITATION**

<b>Person responsible for professional aspects:</b>	<b>István Tamás Kónya</b>	Dean of CDS
<b>Person responsible for professional review:</b>	<b>Zoltán Oszkár Szántó</b>	Vice-Rector for Research
<b>Person responsible for legal review:</b>	<b>Zsuzsanna Borbás</b>	Head of Legal and Procurement Services
<b>Decision maker:</b>	<b>Senate</b>	
<b>Person responsible for editing and publishing the text:</b>	<b>Anikó Erős</b>	Higher Education Expert

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 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

## Table of Contents

The purpose of the Regulation .....	3
GENERAL PROVISIONS .....	3
The definition and content of habilitation .....	3
Organisational units, bodies and persons involved in the habilitation procedure .....	4
The Habilitation Board of Referees of the University Doctoral Council .....	5
THE HABILITATION PROCEDURE.....	6
Submission, review of form and content of the application .....	6
Evaluating applications.....	8
The stages of the habilitation procedure.....	10
Assessment of the applicant's higher education, professional and scientific performance .....	11
Classroom lecture and consultation.....	12
Scientific lecture and discussion .....	12
Overall assessment of the habilitation procedure.....	13
Decision of the University Doctoral Council.....	14
Diploma attesting to the successful completion of the habilitation procedure .....	14
RIGHTS AND OBLIGATIONS OF THE HABILITATED PERSON .....	15
LEGAL REMEDIES.....	15
Miscellaneous and final provisions .....	16
Annex(es): .....	16
Annex 1     Application form for the habilitation procedure.....	17
Annex 1/A     Declaration on the habilitation procedure .....	18
Annex 2     Assessment criteria for the habilitation procedure.....	19
Annex 2/A     Minimum publication requirements for habilitation .....	21
Annex 3     Outline of the habilitation procedure.....	23
Annex 4     Minutes of the habilitation procedure .....	28
Annex 5     The habilitation diploma.....	33
Annex 6     Fees associated with the habilitation procedure.....	34

**REGULATION ON HABILITATION****The purpose of the Regulation****1. §**

- (1) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Nftv.'), and Govt Decree No. 387/2012 (19 December) on doctoral schools, doctoral procedures and habilitation (hereinafter: Government Decree allow the habilitation procedure to be conducted in a given branch of science at accredited universities to assess teaching and lecturing skills (habilitas). The habilitation procedure, which is essentially aimed at establishing fitness for senior lecturing duties, should seek to assess, as far as possible, the candidate's
  - teaching and lecturing skills, teaching material development skills,
  - professional and scientific competence, and
  - national and international academic public engagement.
- (2) In order to achieve these goals, the Corvinus University of Budapest (hereinafter referred to as the University) has defined the Regulation on Habilitation (hereinafter referred to as: Regulation) as follows.

**GENERAL PROVISIONS****The definition and content of habilitation****2. §**

- (1) Habilitation is a qualification procedure at the University aimed at assessing teaching, professional and scientific, lecturing skills in the framework of which the applicant gives evidence of his/her teaching, professional and scientific activity and demonstrates his/her lecturing skills by giving public lectures in the manner specified in the Regulation.
- (2) The title of doctor with habilitation or, in abbreviated form, 'dr. habil.' (hereinafter referred to jointly as 'title of doctor with habilitation') shall be awarded as a result of a habilitation procedure carried out on application.
- (3) According to the present Regulation, the habilitation procedure may be carried out in those branches of science in which the University is entitled to offer a doctoral programme and to award doctoral degrees.
- (4) The habilitation procedure may be initiated at the request of an applicant who complies with the provisions of the Nftv., the Government Decree and the Regulation.
- (5) Both Hungarian and foreign nationals may request the initiation of the habilitation procedure.
- (6) The University specifies English as the foreign language required for the habilitation procedure. No other foreign language may be used in the habilitation procedure at the University.

**REGULATION ON HABILITATION****Organisational units, bodies and persons involved in the habilitation procedure****3. §**


- (1) Under the authorisation granted in the Rules of Organisation and Operation (in particular the Organisational and Operational Procedures), the regulatory, decision-making, organisational, administrative and record-keeping tasks related to the habilitation procedure are carried out by:
- the Senate,
  - the Rector,
  - the University Doctoral Council (hereafter UDC), which is also the University Habilitation Committee,
  - the Habilitation Board of Referees (hereafter HBR),
  - the host doctoral school with competence in the given branch of science (hereinafter referred to as DS), and
  - the University Doctoral Office (hereinafter UDO).
- a) the Senate
- adopts the University’s Regulation on Habilitation,
  - assesses the status of the habilitation procedure on the basis of the UDC's report in each rectorial term, and determines further regulatory, organisational and documentation tasks;
- b) the Rector
- exercises legal supervision over the conduct of the habilitation procedure, and takes measures to ensure its personnel, material, regulatory and organisational conditions,
  - decides on appeals concerning the UDC’s procedure;
- c) the University Doctoral Council
- as the university body responsible for the conduct of the habilitation procedure, it shall perform the body's activities in relation to the habilitation procedure in accordance with the other provisions of this Regulation,
  - contributes to the drafting of the Regulation and submits it to the Rector for decision,
  - decides whether to accept, reject or, if necessary, supplement the application in the field in question,
  - appoints the habilitation board of referees
  - evaluates the applicant's teaching, professional and scientific activities and their results, with the assistance of the HBR,
  - assesses the HBR’s report,

**REGULATION ON HABILITATION**

- takes a decision on awarding the title of doctor with habilitation,
  - when invited to do so, prepares and submits to the Senate a summary report for each rectorial term, including proposals for the next term;
- d) the HBR
- assesses the applicant's scientific profile,
  - gives an opinion on the applicant's lecturing skills;
- e) the DS
- recommends experts to examine the applicant's scientific profile;
- f) the UDO
- performs the coordination and administrative tasks of the habilitation procedure.

**The Habilitation Board of Referees of the University Doctoral Council****4. §**

- (1) The UDC shall set up a HBR to carry out the assessment of teaching, professional and scientific lecturing skills at each stage of the habilitation procedure.
- the HBR consists of a Chairperson and four other members with voting rights,
  - at least four voting members of the HBR shall be full professors or professors emeritus/emera,ta,
  - Chairperson: a full professor who is employed by the University or a Professor Emeritus/Emerita appointed by the University,
  - members: full professors or habilitated associate professors, two of whom are employed by the university (hereinafter referred to as "internal experts") and two of whom are not (hereinafter referred to as "external experts")
  - two of the members shall also act as internal and external professionals who carry out the examination of scientific profile,
  - reserve Chairperson: also acts as one of the internal members, a full professor or a Professor Emeritus/Emerita appointed by the University,
  - reserve members: one internal and one external full professor or Professor Emeritus/Emerita or habilitated associate professor,
  - secretary: a representative of the field with a PhD degree (employed by the University, non-voting member),
  - all voting members of the HBR must be habilitated and have an adequate level of knowledge of the foreign language (English) used in the procedure.
- (2) The chairperson or member of the HBR may not be the applicant's superior at work (head of institute, department, research centre), his/her direct supervisor, subordinate, a colleague with whom he/she published, or a close relative of the applicant within the meaning of Paragraph 1 of Subsection (1) of Section 8 of the Civil Code.

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	<b>EMPLOYMENT REQUIREMENTS PART 9</b>	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

- (3) The Chairperson and the members of the HBR shall be elected by the UDC by simple majority on a proposal from the competent DS.
- (4) A quorum for a meeting of the HBR is constituted when the chair and at least three members are present, at least one of whom must be an external expert.

## **THE HABILITATION PROCEDURE**


### **Submission, review of form and content of the application**

#### **5. §**

- (1) A request for the initiation of a habilitation procedure may be submitted by any person who
  - a) holds a university diploma and a doctoral (PhD) or an equivalent Candidate of Science or higher, Doctor of Science degree and has been engaged in high-level, independent scientific work for at least 5 years since obtaining the PhD or Candidate of Science degree, and has regularly published high-quality articles in prestigious international peer-reviewed journals of recognised excellence in the field, and has been cited in the same journals, as assessed by the MTMT Database. In addition, he/she regularly participates in international and national scientific events with presentations and dissemination of his/her results. If the applicant holds the title of Doctor of Science of the MTA, his/her professional-scientific performance will not be assessed as part of the procedure, but will be considered as proven with a maximum score;
  - b) has taught for at least eight semesters at a domestic or foreign higher education institution at bachelor and/or master and/or doctoral level;
  - c) has been involved in a doctoral programme as a supervisor for at least two years and under his/her supervision, at least one doctoral student passed the comprehensive examination or under his/her co-supervision has obtained a doctoral degree;
  - d) has taught at least one full course in English;
  - e) has a clean criminal record and legal capacity;
  - f) has a proven record of teaching, professional and scientific activity of an appropriate quality and quantity (the publication requirements are set out in Annex 2/A to this Regulation).
- (2) The application for habilitation shall be addressed to the Rector of the University and submitted to the Head of the UDO, together with the annexes, in triplicate. The complete application file must also be submitted electronically, to the official email address of the UDO.
- (3) The application shall be accompanied by the following annexes.
  - a) a plain copy of the diploma certifying a university degree (Master, MA/MSc) and a doctorate (PhD) or equivalent scientific degree;
  - b) the application file, which must include data in a format suitable for evaluation:

**REGULATION ON HABILITATION**

- the CV of the applicant,
  - a summary of the results of his/her scientific work since obtaining the doctorate, in the form of a thesis of approximately 10–15 pages (approximately 50 thousand characters). The new and novel findings should be presented item by item, in a coherent, self-explanatory manner, in the format customary in scientific theses, with selected scientific publications referenced at the relevant thesis points,
  - any additional information that may help to assess the activities that have been carried out,
  - the applicant may also attach a recommendation from a recognised professor in the discipline or branch of science concerned or a recommendation from the relevant institute.
- c) a list of the applicant's scholarly publications and citations (based on MTMT), details of presentations at scientific events, a list of the publications considered by the applicant to be the most valuable, up to 10 publications together with co-authors' declarations if relevant, shall be attached;
- d) the title of the classroom lecture to be given by the applicant to students and/or doctoral students in Hungarian, and the title of the scientific lecture to be given by the applicant to the University's lecturers and researchers in the English language.
- e) documentation of higher education teaching material development skills in accordance with Subsection (5);
- f) evidence of scientific (creative) activity as referred to in Subsection (6);
- g) a copy of the document proving payment of the administrative fee.
- (4) The title of doctor with habilitation may be awarded in the branch of science corresponding to the applicant's doctoral degree. Applicants may request the initiation of a habilitation procedure in a branch of science other than the one in which the doctoral degree was awarded only if it is justified by their activities performed since the award of the doctoral degree.
- (5) The applicant shall demonstrate his/her teaching material development skills and achievements by one of the following:
- a) a textbook, specialist book or course book written by the applicant and used in higher education (a publication co-authored by a maximum of three persons is acceptable, which clearly indicates the applicant's contribution, , editorship is not acceptable);
  - b) a detailed programme of the subject/course which he/she intends to announce, which may be considered as his/her own intellectual product, and its teaching material underpinned with his/her own publications.
- (6) The applicant may prove his/her scientific (creative) activity by attaching publications in Journals, books and a thesis-like summary of the results included therein of at least 10–15 (about 50 thousand characters) pages. Details of the publication requirement are set out in Annex 2/A.

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

- (7) Doctoral degrees obtained abroad must be nostrified in accordance with the legislation in force before the application for habilitation can be submitted.
- (8) Applications can also be submitted in English.

### 6. §

- (1) The UDO shall check the submitted application from the formal point of view. In doing so, it shall check whether the applicant has submitted the documents specified in Sections 5. §(3) and 5. §(5) in full and whether they meet the formal requirements for eligibility. In case of any shortfalls, the applicant will be asked to provide the missing documents. The findings of the formal review should be recorded in a memorandum.
- (2) The habilitation procedure must be completed within one year of the date of the application. Applications can be submitted on an ongoing basis, except in July and August. The UDO will carry out a formal review within 30 days of submission. The applicant has 30 days to correct any deficiencies, failing which the application will be rejected.
- (3) The application shall be forwarded by the UDO to the competent doctoral school, after the formal review and the successful completion of the formalities in accordance with Subsection (1), together with the memorandum to that effect.
- (4) The UDO will arrange for the application to be reviewed by experts, and will carry out the examination of the applicant's scientific profile with the assistance of the relevant Doctoral School. The examination of scientific profile is carried out by two experts with a full professorship or professor emeritus/emmerita title), one of whom is not employed by the University. The Head of the DS sends his/her proposal for the composition of the HBR, including the two experts, to the Chairperson of the UDC. The professional and scientific profile of applicants holding a DSc/MTA doctorate does not need to be examined under Section 5. §(1)a).
- (5) The Head of UDO will inform the applicant in writing of the composition of the HBR appointed by the UDC. The applicant may submit a comment to the Chairperson of the UDC within 5 days if he/she considers that there is a person in the proposal who cannot be expected to assess his/her performance objectively during the public phase of the procedure. The comment must objectively state the reasons for the conflict of interest. If the applicant's objection concerns the identity of the experts examining his/her scientific profile, this does not affect the validity of their expert opinion and its taking into account.

### Evaluating applications

### 7. §

- (1) The application for habilitation shall be submitted by the Chair of the UDC to the meeting. The application, the memorandum containing the findings of the UDO's formal review, the decision of the Head of the Doctoral School, his/her proposal for the HBR, any comments from the applicant, and the expert opinions must be sent in advance to all members of the UDC in electronic form.



**REGULATION ON HABILITATION**

- (2) The UDC discusses the application, the related memorandum, the resolution and opinions, and then decides on one of the following:
  - a) The application is suitable for the habilitation procedure, the procedure can be launched.
  - b) The application does not meet the requirements of this regulation and therefore the UDC rejects the application.
  - c) The adoption of one of the decision versions under paragraph a) or b) may be initiated by any member of the UDC present. The proposal(s) is (are) decided by secret ballot of the UDC members present, with a yes or no vote. A decision requires the equal votes of more than half of the members present.
- (3) If the application is rejected, a new application for habilitation can be submitted after three years at the earliest. If the applicant's application for habilitation has already been rejected twice by the UDC, the applicant may not submit another application for habilitation at the University. If an applicant withdraws his/her application at any stage of the procedure before the UDC's decision is taken (except for the formal review), he/she may not submit another application at the University within one year.
- (4) If an application is submitted by an applicant who has already had a previously rejected habilitation application at another university, the condition "a new application for habilitation can be submitted after three years at the earliest." referred to in Subsection (3) shall also apply.

**8. §**

- (1) If the UDC has decided pursuant to Section 7. §(2)a), then it:
  - a) approves the topics of the Hungarian and English-language lectures, which should be different from each other;
  - b) establishes the HBR and invites it to conduct the procedure.
- (2) In the framework of the procedure, the scientific and classroom lectures, taking into account the preparation time, must be held within 60 days of the UDC meeting, excluding the months of July and August. Habilitation lectures can only be given during the study period. The scientific lecture in English and the classroom lecture in Hungarian shall be held on the same day whenever possible.
- (3) After the lectures, the HBR will carry out a final evaluation, but will not announce a result.
- (4) In cases of extreme necessity (illness, death of a close relative, etc.), the UDO may change the dates of the lectures already set, after consulting the persons concerned, but the procedure must still be completed within the one-year time limit laid down in the Government Decree. If this is still not possible (e.g. due to the applicant's prolonged illness), the procedure must be repeated once the obstruction has ceased.-
- (5) The decisions referred to in Subsection (1) shall be notified in writing by the Chairperson of the UDC to the parties concerned and to the applicant. If the applicant has any comments as defined in Section 6. §(5), he/she must submit his/her request to the Chair

**REGULATION ON HABILITATION**

of the UDC within 5 working days, in writing, stating the reasons. If the comment is rejected, an appeal can be submitted to the Rector.

- (6) If a participant of the HBR is prevented from attending, the Head of the UDO shall arrange for inviting the reserve member designated pursuant to Section 4. §(1).
- (7) If the applicant fails to attend one of the habilitation lectures due to his/her own fault, the habilitation procedure will be considered inconclusive. In this case, the procedure may be repeated as provided for in Section 7. §(3). In this case, the applicant may request recognition of the procedural stages already completed; such decision being made by the UDC. If one of the habilitation lectures is missed without any fault on the applicant's part, the Head of the UDO must ensure that it is repeated, without any prejudice to the applicant's rights.

**The stages of the habilitation procedure****9. §**

- (1) The assessment of the habilitation requirements by the HBR consists of the following parts:
  - a) evaluation of the applicant's higher education, professional and scientific performance, national and international contacts, professional and scientific public activities, evaluation of the habilitation thesis, as well as the work demonstrating teaching material development and scientific and creative activity (examination of scientific profile);
  - b) evaluation of the classroom lecture and consultation in Hungarian (for applicants who do not speak Hungarian, in English),
  - c) evaluation of the scientific lecture and discussion in the English language.
- (2) The HBR carries out a summary evaluation of the habilitation procedure and makes a recommendation to the University Doctoral Council to award or reject the habilitation title.
- (3) The parts of the habilitation procedure referred to in Subsection (1)a) to (1)c) of this Section are organised by the UDO after the decision of the UDC, including performing administrative and registration tasks, announcing the lectures, sending out invitations, providing rooms and technical conditions for the lectures.
- (4) The habilitation lectures shall be widely advertised within and outside the University, in particular at accredited universities in the branches of science concerned, and shall be open to all lecturers, researchers and students of the University.
- (5) The lectures may be attended ex officio or by personal invitation by:
  - a) For classroom lectures and consultations in Hungarian, university students and doctoral students

**REGULATION ON HABILITATION**

- students of the year (specialisation) to which the presented teaching material is relevant, members of the HBR elected by the UDC, the Head of the host DS, professor members and doctoral students,
  - the Rector and his/her deputies, members of the UDC, heads of the institutes, as well as lecturers and researchers concerned by the topic.
- b) For scientific lectures and debates in the English language:
- members of the UDC and the HBR and the head, professors and doctoral students of the host DS are invited to attend ex officio,
  - the rector and his/her deputies, the heads, lecturers and researchers of the doctoral schools and institute(s) concerned, and the lecturers and researchers of other higher education institutions and research institutes concerned by the topic in question are specially invited.

**Assessment of the applicant's higher education, professional and scientific performance****10. §**

- (1) The applicant's higher education, professional and scientific achievements, his/her domestic and international professional and scientific contacts, and public affairs activities shall be evaluated in accordance with the criteria for evaluation set out in the present Regulation (Part A of Annex 2).
- (2) The evaluation of the HBR shall be based on the detailed teaching, professional and scientific curriculum vitae submitted by the applicant in accordance with Sections 5. §(3)b) and 5. §(3)c). Summaries of the applicant's national and international educational, professional and scientific contacts, his/her scientific public affairs and publication activities include the list of references to the applicant's publications, citation data, the publications submitted considered to be the most important ones, and the documents listed in Section 5. §(3).
- (3) The HBR may ask for the documents submitted by the applicant to be further supplemented.
- (4) The HBR shall classify the activities specified in Subsection (1) using a scoring procedure. The scoring is done in the manner listed in Annex 2/A. In case of doubt, the members of the HBR decide by majority vote on the score to be given to the disputed item. The score and the supporting textual assessment shall be recorded in section A) of the minutes of this Regulation (Annex 4).
- (5) A minimum of 42 out of a maximum of 60 points must be achieved to pass this part of the procedure.
- (6) Within that, the minimum number of points related to the scientific activity is 35 and the minimum number of points related to teaching material development is 7.

## REGULATION ON HABILITATION

### Classroom lecture and consultation


#### 11. §

- (1) The applicant shall give a 30-minute lecture in Hungarian from the pre-defined part of the curriculum at the pre-defined time to students and/or doctoral students of the University. The applicant may use teaching tools and methods in his/her lecture according to his/her needs. The lecture is chaired by the Chairperson of the HBR.
- (2) For applicants whose mother tongue is not Hungarian, English is also allowed.
- (3) The lecture will be followed by a consultation session, during which the audience will have the opportunity to ask questions to the lecturer, which will be answered individually and/or grouped together by the applicant. The maximum duration of the consultation is 10 minutes.
- (4) The experience of the lecture and consultation and the performance of the applicant will be evaluated by the HBR in a closed session, based on careful consideration of the criteria set out in Annex 2, Part B). The evaluation should assess the quality of the content, style, comprehensibility, language, attention-grabbing and engaging character of the lecture, the quality of the interaction with the audience, the characteristics and effectiveness of the illustrative tools and materials used.
- (5) Grading is done by scoring and text evaluation. By secret ballot, the Chairperson of the HBR and each voting member may vote 0-1-2-3-4-5. The available maximum score is 20 points in each case depending on the number of voting members of the HBR (4 or 5), 5 or 4 points per person, respectively. **To achieve a pass grade, at least 14 points are required.** In addition to scoring, the lecture must also be assessed in textual terms in accordance with the overall score and this must be recorded in Section B) of the minutes.

### Scientific lecture and discussion

#### 12. §

- (1) Within the theme announced in advance, the applicant is required to give a 30-minute public scientific lecture **in English**, during which he/she presents a topic selected and announced in advance from his/her research findings summarised also in the form of theses. The lecture is chaired by the Chairperson of the HBR. The lecture will be followed by a discussion, taking into account:
  - the professional-scientific discussion can only take place in the English language,
  - the main purpose of the discussion is to assess the applicant's debating skills,
  - the duration of the discussion must not exceed 20 minutes.
- (2) The evaluation of the performance during the lecture and the discussion will be essentially the same as for the applicant's lecture in Hungarian, based on the criteria set out in Annex 2, Part C).
- (3) Grading is done by scoring and text evaluation. By secret ballot, the Chairperson of the HBR and each voting member may vote 0-1-2-3-4-5. The available maximum score is 20

 <b>CORVINUS</b> <b>UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

points in each case depending on the number of voting members of the HBR (4 or 5), 5 or 4 points per person, respectively. **To achieve a pass grade, at least 14 points are required.** In the evaluation, in addition to the application of the provisions of Section 11. §(4) and 11. §(5), the speaker's debating skills, knowledge of the international literature and results of the topic, correct use of terms and terminology in the English language during the lecture and the discussion shall be assessed. This shall be recorded in Section C) of the minutes.

- (4) The evaluation of the lectures in English and Hungarian is done in a closed session, after the second lecture and discussion.


### Overall assessment of the habilitation procedure

#### 13. §

- (1) Following the assessment pursuant to Sections 10. §-11. §-12. §, the HBR shall carry out an overall assessment of the habilitation procedure as set out in Annex 2, Part D).
- (2) For completing each part, the following total scores according to *Table 1* can be achieved. A pass grade requires at least 70% of the total score available, with no assessment score for any part below the required threshold.

Table 1:  
Maximum and minimum scores depending on the number of voting members of the HBR

<b>DEFINITION:</b>		
<b>A) Professional and scientific performance</b>		
maximum score		50
minimum score		35
<b>B) Development of teaching materials</b>		
maximum score		10
minimum score		7
<b>C) (Classroom) lecture and consultation in Hungarian</b>		
maximum score		20
minimum score		14
<b>D) (Scientific) lecture and discussion in English</b>		
maximum score		20
minimum score		14
<b>E) Total</b>		
maximum score		100
minimum score		70

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

- (3) The HBR will record the aggregate score and the textual assessment in section D of the minutes.
- (4) A report containing the quantified result and the textual assessment in accordance with it, signed by the Chairperson of the HBR and all members, is sent by the Secretary to the Head of the UDO.

### **Decision of the University Doctoral Council**


#### **14. §**

- (1) At the meeting of the UDC, the head of the competent doctoral school or his/her representative shall present the activities of the HBR and the evaluation of the applicant's performance. If a pass grade is awarded, he/she proposes to the University Doctoral Council the award of the title of doctor with habilitation.
- (2) On the basis of the partial results and the aggregated results, the following decisions may be taken or grades may be given at the UDC meeting:
  - a) if the sub-scores reach the 'pass' grade, the habilitation procedure is considered to have been successfully completed for each part. In this case, the UDC decides by secret ballot whether to accept the habilitation: to award or reject the title of doctor with habilitation. The adoption requires a majority affirmative vote of the members of the UDC present;
  - b) if there is a "fail" rating for any of the three habilitation sub-tasks set out in Sections 10. §, 11. § and 12. §, the Chair of the UDC will recommend rejection of the application. In this case, the UDC also votes, and a majority of the vote in favour of the members present of the UDC is required.
- (3) The decision of the UDC is presented to the applicant by the Chairperson of the UDC in the form of a reasoned resolution. The resolution must state the overall score and the reasons for it.

### **Diploma attesting to the successful completion of the habilitation procedure**

#### **15. §**

- (1) The University shall acknowledge the successful completion of the habilitation procedure - on the basis of the resolution recorded in the doctoral register - by a habilitation diploma (decretum habilitationis) in Latin, Hungarian and English, issued by the Rector and the Chairperson of the UDC, indicating the discipline and the branch of science within it, and shall inform the Educational Authority thereof.
- (2) The diploma certifies that the applicant has successfully completed the University's habilitation procedure, has fulfilled the requirements and is entitled to use the title of "doctor with habilitation" ("dr. habil") next to his/her name. The habilitation diploma must also indicate the branch of science in which the applicant has been awarded the title of "doctor with habilitation".

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

- (3) The diploma certifying successful habilitation shall be awarded to the applicant at a public ceremony of the University. The habilitated person must take an oath before receiving the diploma.
- (4) The validity of habilitation is not subject to a time limit.
- (5) The doctor with habilitation title may be withdrawn by resolution of the University Doctoral Council if it is established that the applicant has misled the bodies involved in the procedure and, as a result, the conditions for the award of the title have not been met.

### **RIGHTS AND OBLIGATIONS OF THE HABILITATED PERSON**

#### **16. §**

- (1) A person habilitated at the University shall be entitled to
  - use the title attesting habilitation next to his/her name,
  - habilitated university researchers or persons who are not employed by the University may apply for the title of “Private Professor” on the initiative of the competent institute.
- (2) A person habilitated at the University shall
  - behave in a manner befitting a professionally qualified citizen of the University,
  - maintain regular contact with the University in the relevant branch of science or discipline, and get involved in bachelor, specialist postgraduate programmes, scientific further training, in Rigorosum and final examination committees, in the scientific research and development activities of the University, according to the needs of the institution until the age of retirement,
  - promote the objectives of the University in his/her area of work.

### **LEGAL REMEDIES**

#### **17. §**

- (1) At any stage of the habilitation procedure, an application for legal remedy may be lodged against the decision or resolution of the UDC only in the event of a violation of the law or of the provisions of the Regulation. The appeal must be submitted within 15 working days of the receipt of the decision to the Rector, addressed to the Head of the UDO.
- (2) The Head of the UDO shall forward the legal remedy request, together with the documents and a detailed memorandum on the case, to the Rector within 5 working days.
- (3) The Rector shall examine the request for legal remedy and shall decide within 15 working days of receipt.

**REGULATION ON HABILITATION****Miscellaneous and final provisions****18. §**

- (1) A register of diplomas must be kept for habilitated persons. The documents related to habilitation (applications, petitions, minutes, diploma templates, etc.) are kept and stored by the University Doctoral Office of Corvinus University of Budapest in accordance with the Document Management Regulation.
- (2) This Regulation was adopted by the Senate at its meeting of 12 November 2024 and shall enter into force on 13 November 2024 . At the same time, the Regulation on Habilitation adopted by the Senate under Resolution No SZ-61/2018/2018. (4 June 2019) shall be repealed.
- (3) This Regulation shall apply to procedures launched after its entry into force.

**Annex(es):**

- Annex 1: Application form for the habilitation procedure
- Annex 1/a: Declaration on the habilitation procedure
- Annex 2: Assessment criteria for the habilitation procedure
- Annex 2/A: Minimum publication requirements for habilitation
- Annex 3: Outline of the habilitation procedure
- Annex 4: Minutes of the habilitation procedure
- Annex 5: The habilitation diploma
- Annex 6: Fees associated with the habilitation procedure



**REGULATION ON HABILITATION**

Annex 1

**Application form for the habilitation procedure**

**Personal data:**

Name: .....

Name at birth: .....

Place of birth:

(town/country):.....

Date of birth:.....year.....month.....day

Mother's maiden name:

.....

Address:.....

....

Postal address:.....

Phone:.....E-mail:.....

Workplace:.....

...

Work

address:.....

Phone:.....E-mail:.....

**Vocational qualification:** .....study programme

..... specialisation

Diploma issued by:.....

Diploma number: ..... year of acquisition:

.....

**Academic degree** .....

Diploma issued by:.....


Diploma number: ..... year of acquisition:

.....

**Discipline:** ..... **Branch of science:** .....

**Doctoral school invited to host the habilitation procedure:** .....

.....

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 1/A

**Declaration on the habilitation procedure**

**Declaration**


I, the undersigned ....., declare that I do not have a habilitation procedure pending at any other higher education institution, nor do I have a habilitation application that has already been rejected

there was no such rejection\*\*                      there was such  
rejection\*\*, namely:

name of institution:..... date of refusal:.....

Date:.....

signature of the applicant

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 2

### **Assessment criteria for the habilitation procedure**

#### **A) Criteria for assessing higher education, professional and scientific performance**

- The assessment shall be carried out according to the table in Annex 2A


#### **B) Criteria for the assessment of the Hungarian language (classroom) lecture and consultation**

- the extent to which the lecture demonstrated the applicant's comprehensive and up-to-date knowledge of the subject matter of the discipline;
- the coherence of the central idea of the lecture, the logical structure of the lecture and the didactic structure;
- the use of practical experience gained in the field, own research results and scientific research results taken from the literature;
- whether the speaker was able to keep the audience's attention and interest in the topic;
- the style, clarity, form and grammar of the lecture;
- the use of illustrative and teaching aids and the evaluation of their use, depending on the nature of the subject.

**REGULATION ON HABILITATION****C) Criteria for the assessment of the (scientific) lecture in the English language and the applicant's performance during the discussion**

- the extent to which the lecture demonstrated the applicant's ability to perform in the English language and his/her knowledge of foreign language vocabulary in the discipline (branch of science) concerned;
- the clarity of the lecture, the ability to speak and debate in the English language, the understanding of the questions, the correctness of the language and the comprehensibility of the arguments;
- the applicant's scientific knowledge of the subject and the chosen foreign language field;
- the extent to which the lecture has demonstrated that the applicant has a thorough and up-to-date knowledge of the broad problems in the discipline (branch of science) concerned;
- the ability to follow the central idea of the scientific lecture, the logical structure of the material and its didactic structure;
- a description of own practical experience, research and scientific findings in the research topic presented;
- the style and quality of the lecture and subsequent discussion, the understanding of the questions raised and the ability to answer them clearly and concisely;
- whether the lecturer was able to hold the audience's attention for a sustained period of time and arouse their interest in the scientific topic;
- the use of illustrative and teaching aids and the evaluation of their use, depending on the nature of the subject.

**D) Aggregated assessment**

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 2/A

**Minimum publication requirements for habilitation**


**The publication, teaching and professional output expected of an applicant for the habilitation procedure**

Minimum requirements

<b>I. Research</b>	
I.1. Publications	1 Q1 + 1 Q2 (Scimago, in the year of publication)
I.2. H- index	7 (MTMT)
I.3. Independent citations	15 (Scopus)
<b>II. Teaching</b>	
II.2 PhD supervision	2 years, at least 1 applicant who passed the comprehensive examination or who obtained a doctorate under his/her co-supervision.
II.3 Teaching in English	At least 1 semester
<b>III. Other</b>	
III.1. Membership	Official peer reviewer of two manuscripts submitted to an MTA "A" or min. Scimago Q2 journal (it can be verified that the peer review was actually produced)
III.2. Conferences	Accepted presentation for at least 3 international conferences

Assessment of academic/professional performance: maximum 50 points, but at least 35 points

1. Meeting minimum requirements: 18 points
2. Additional Scimago Q1 publications (up to 4): 8 points each.
3. Book published by a reputable international publisher (maximum 1): 15 points
4. Book chapters at a reputable international publisher (maximum 3): 6 points each.
5. MTA Hungarian "A" category publication (maximum 4): 4 points each.


 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Teaching material development: maximum 10 points, at least 7points

1. HBR members may award up to 10 points each, the final score being the average score divided by the number of participants.

#### Further criteria

1. Weighting of publication points for co-authors above the minimum requirements.
  - Maximum 2 co-authors: 100%
  - 3-4 co-authors: 70%
  - More than 5 co-authors: 40%
2. Doctoral supervisor:
  1. In the case of co-supervision, the weight of the student is 50%
3. Journals not accepted
  1. The general recommendations of the Academic Career Model should be taken into account in the habilitation procedure.

	<b>EMPLOYMENT REQUIREMENTS PART 9</b>	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 3

### Outline of the habilitation procedure

#### 1. Closed session before the start of the habilitation procedure

The Chair of the Habilitation Board of Referees (HBR) will examine whether the procedure can be carried out. According to the Regulation on Habilitation of the Corvinus University of Budapest, the procedure can be conducted if the Chair of the HBR and at least four members, two of whom must be external, are present.

##### **A) Evaluation of the applicant's higher education, professional and scientific activities and performance**

The HBR evaluates the applicant's higher education, professional and scientific activities and performance on the basis of the relevant criteria of Annex 2A of the University's Regulation on Habilitation. The final score is approved by the HBR by majority vote. 4 votes in favour in case of 5 members, 3 votes in favour in case of 4 members are needed Any deviation from the experts' proposed scoring must be supported by detailed justification.

The Secretary (who does not have the right to vote) fills in Section A) of the Minutes of the Habilitation Procedure (pages 1 and 3 with the result of the vote).

#### 2. Session open to the public

##### **B) Conduct and evaluation of the (classroom) habilitation lecture in Hungarian**

**2.1.** The Chair of the Habilitation Board of Referees welcomes all those present and announces that the Habilitation Board of Referees of the Corvinus University of Budapest has scheduled for today

**name of the applicant:** .....’s

**(classroom) lecture**

**entitled:**.....


.....

**2.2.** The Chair of the HBR introduces the Habilitation Board of Referees.

**REGULATION ON HABILITATION**

- 2.3.** He/she briefly introduces the concept of habilitation to students. (Quote from the CUB Regulation on Habilitation: “**1. §** Habilitation is a qualification procedure at the University aimed at assessing the candidate's ability to teach and lecture, in the framework of which the candidate testifies to his/her teaching, professional and scientific activities, proves his/her integrity, the results of his/her scientific work and demonstrates his/her ability to lecture in public lectures, in the manner specified in the regulations.”)
- 2.4.** He/she briefly outlines the applicant's professional scientific curriculum vitae.
- 2.5.** Students are invited to express their views after the lecture by asking the speaker questions and making comments. The students are asked to sign the attendance sheet provided by the HBR Secretary.
- 2.6.** He/she invites the applicant to give a habilitation lecture in Hungarian
- 2.7.** The applicant gives his/her habilitation lecture in Hungarian (45 minutes).
- 2.8.** The Chair opens the consultation session (maximum duration 15 minutes).
- 2.9.** Students can ask questions and make comments on the lecture to the applicant.
- 2.10.** If there are no further questions or comments, the Chair invites the applicant to reply to the questions and comments.
- 2.11.** The applicant answers the questions and comments individually and/or in a group, thus completing his/her habilitation lecture in Hungarian.
- 2.12.** The Chairperson thanks the applicant for the lecture and the students for their participation.
- 3. Closed session after the (classroom) lecture in Hungarian**
- 3.1.** The Chair of the HBR invites the members of the HBR to rate the candidate's lecture and the subsequent consultation on the basis of the relevant criteria of Annex 3 of the Regulation on Habilitation and to cast their secret ballots (0-1-2-3-4-5).
- 3.2.** He/she instructs the Secretary of the HBR to conduct the voting and count the votes. The available maximum score is 20 points in each case depending on the number of voting members of the HBR (4 or 5), 5 or 4 points per person, respectively. **To achieve a pass grade, at least 14 points are required.**



	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

- 3.3. The HBR will also evaluate the applicant's (classroom) habilitation lecture in Hungarian.
- 3.4. The secretary fills in the minutes of the Habilitation procedure on page 2, Section B) for the Hungarian-language lecture and on page 3, part of Section D) (leaving space for the evaluation of the other lecture, as well as the result of the vote.

**4. Session open to the public**

**C) Conducting and evaluating the scientific habilitation lecture in the English language**

- 4.1. The Chair of the Habilitation Board of Referees welcomes the participants and announces that the Habilitation Board of the Corvinus University of Budapest has scheduled for today

**name of applicant: .....’s**

**(scientific) lecture in the English language, entitled:**

.....

- 4.2. The Chair of the HBR introduces the Habilitation Board of Referees.
- 4.3. He/she briefly introduces the concept of habilitation to the participants. (Quote from the CUB Regulation on Habilitation: **1. §** Habilitation is a qualification procedure at the University aimed at assessing the candidate's ability to teach and lecture, in the framework of which the candidate testifies to his/her teaching, professional and scientific activities, proves his/her integrity, the results of his/her scientific work and demonstrates his/her ability to lecture in public lectures, in the manner specified in the regulations.")
- 4.4. He/she briefly outlines the applicant's professional scientific curriculum vitae.
- 4.5. He/she announces that the applicant’s lecture will be followed by a discussion in which all those present may participate. He/she asks those present to sign the attendance sheet circulated by the Secretary of the HBR.
- 4.6. He/she invites the applicant to give a habilitation lecture in the English language.
- 4.7. The applicant gives his/her habilitation lecture in a foreign language (30 minutes).
- 4.8. The Chair opens the discussion (the maximum duration of the discussion is 20

**REGULATION ON HABILITATION**

minutes). The professional discussion can only take place in the language of the habilitation lecture.


- 4.9. Those present can ask questions and make comments on the lecture to the applicant.
- 4.10. If there are no further questions or comments, the Chair invites the applicant to reply to the questions and comments.
- 4.11. The applicant answers the questions and comments individually and/or in a group, thus completing his/her habilitation lecture in a foreign language.
- 4.12. The Chair thanks the applicant for the lecture and all present for their participation.
- 4.13. The Chairperson informs those present that the HBR only evaluates, it is for the UDC to decide on the acceptance of the application and the award of the title of doctor with habilitation.

**5. Closed session after the foreign language (scientific) lecture**

- 5.1. The Chair of the HBR invites the members of the HBR to rate the applicant's lecture and the subsequent consultation on the basis of the criteria in Annex 2, Part C of the Regulation on Habilitation and to cast their secret ballots (0-1-2-3-4-5).
- 5.2. He/she instructs the Secretary of the HBR to conduct the voting and count the votes. The available maximum score is 20 points in each case depending on the number of voting members of the HBR (4 or 5), 5 or 4 points per person, respectively. **To achieve a pass grade, at least 14 points are required.**
- 5.3. The HBR will also evaluate the applicant's (scientific) habilitation lecture in a foreign language.
- 5.4. The secretary fills in the minutes of the Habilitation procedure on page 2, Section C) for the English language lecture and on page 3, part of Section D) (leaving space for the evaluation of the other lecture), as well as the result of the vote.


**D) Aggregated assessment**

- 5.5. The Secretary shall fill in the Aggregated Evaluation Score and calculate the percentage of the score obtained, taking into account the maximum score available. **The maximum score is 100 points. To achieve a pass grade,**

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

**at least 70 points are required (this is to be achieved by reaching at least 70% for each of items A, B and C.**

- 5.6.** The Secretary shall have the minutes signed by the chair and the members and shall send them to the Head of the University Doctoral Office.

	<b>EMPLOYMENT REQUIREMENTS PART 9</b>	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 4

### Minutes of the habilitation procedure

**Register number:**

**File number:**

<b>Name:</b>	Name at birth:
Mother's maiden name:	Nationality:
Place of birth:	Date:


<b>Title of classroom lecture in Hungarian:</b>	
<b>Title of a scientific lecture in a foreign language:</b>	
<b>Branch of science:</b>	

#### Habilitation Board of Referees

	Name, academic degree	Workplace
<b>Chairp</b>		
<b>Membe</b>		
<b>Secreta</b>		

The evaluation criteria are set out in the Regulation on Habilitation, Annexes 2 and 2/A.

#### A) Textual evaluation of higher education, professional and scientific activity and performance

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

**B) Key questions following the (classroom) lecture in Hungarian , the substance of the candidate's answers. Evaluation of the lecture and the discussion.**

Name	Substance of the observation

**C) Key questions following the (scientific) lecture in the English, the substance of the candidate's answers. Evaluation of the lecture and the discussion.**

Name	Substance of the observation

**REGULATION ON HABILITATION**

--	--

**D) The Habilitation Board of Referees's overall opinion on the application and the applicant's oral performance.**

--


**The result of the secret ballot of the Habilitation Board of Referees****A) Evaluation of higher education, professional and scientific activities and performance:**The available score  The score achieved:  i.e.  %**B) Evaluation of the development of teaching materials:**The available score  The score achieved:  i.e.  %**C) Evaluation of the (classroom) lecture in Hungarian**

**REGULATION ON HABILITATION**

The available total score  The score achieved:  i.e.  %

**D) Evaluation of the (scientific) lecture in the English language:**

The available score in case of  4 voters is  The score achieved:  i.e.  %

	<p style="text-align: center;">EMPLOYMENT REQUIREMENTS PART 9</p>	<p>Version number: 00.  File number: JB-SZ/1/2024.</p>
<p><b>REGULATION ON HABILITATION</b></p>		

**E) Aggregated assessment:**

The available total score  The total score achieved:  i.e.  %

**PASS**

**FAIL**

Date:

Chairperson: .....

Member: .....

Member:

.....


Member: .....

Member:

.....

Secretary: .....



	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 5

**The habilitation diploma**

**DIPLOMA HABILITATIONIS**

Nos Rector et Commissio Habilitationis Universitatis Budapestinensis Corvinianae  
 lecturis salutem dicimus et praesentium tenore fide publica nuntiamus dominum

.....,

qui ..... in ..... die ..... mensis ..... anni ..... natus est,  
 cum se ad docendum dicendumque modo in Statutis Universitatis nostrae praescripto  
 sine ulla dubitatione habilem praebuisset atque egregiam in scientiis operam  
 navavisset, auctoritate Nobis lege collata a die ..... mensis .....  
 anni .....

**doctorem habilitatum**


declaratum eique ob eam rem veniam in Universitate nostra de .....  
 legendi datam esse. In quorum fidem hoc diploma habilitationis sigillo Universitatis  
 nostrae munitum et subscriptionibus nostris roboratum ei dari curavimus.

Datum Budapestini, die ..... mensis ....., anno .....

.....  
 Praeses Commissionis Habilitationis

.....  
 Rector magnificus

Numerus: .....

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	EMPLOYMENT REQUIREMENTS PART 9	Version number: 00.  File number: JB-SZ/1/2024.
<b>REGULATION ON HABILITATION</b>		

Annex 6

**Fees associated with the habilitation procedure**

<b>Administrative fee (HUF)</b>	
<b>CUB employee</b>	<b>100,000</b>
<b>Non CUB employee</b>	<b>200,000</b>
<b>CUB employee in possession of a DSc</b>	<b>50,000</b>
<b>Non CUB employee in possession of a DSc</b>	<b>100,000</b>