

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 3 members, one of whom must be external expert, 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 in Hungarian entitled:

.....

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

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

¹ Amended by: Resolution No. SZ-26/2024/2025. (2025. III. 18.). Effective date: 19. March 2025

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.**
- 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 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, 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.