

Chapter III.

On the Regulation of Habilitation Procedure of the Semmelweis University

Based on the authorization provided in Government Decree no. 387/2012. (XII. 19.) on Doctoral Schools, Doctoral Procedures and Habilitation, the Senate of the Semmelweis University has established the detailed institutional rules of the habilitation procedure as follows:

I. The Habilitation

Section 7 of article 108. of the act CCIV of 2011 on the national higher education: Habilitation is the institutional assessment of presenting, educational skills and academic achievement.

1 §

Habilitation qualification (recognition of the right to hold lectures [venia legendi]) may be acquired on the Semmelweis University on medical, pharmaceutical, biological and social scientific areas, in which the University is entitled to grant doctorate.

II. CONDITIONS OF HABILITATION

2. §

- (1) Initiation of the habilitation procedure may acquire anyone, who
 - (a) holds university certificate;
 - (b) holds doctorate (PhD) (a person who carries out his/her professional activities in a country where a PhD is not a condition to an academic career, but acquired a degree based on academic activity (for instance “Promotion” in Germany) shall be exempted from this requirement. The content of this degree must be equal to requirements of PhD issued by the Semmelweis University);
 - (c) meets the requirements of being lecturer, scientific researcher, artist at the Semmelweis University at the level of leading lecturers;
 - (d) has a clean record and legal capacity.
- (2) The candidate must prove that he/she is in possess of university degree and academic degree according to the provisions of art. 6. of the regulation. University certificate or doctorate acquired in foreign country the transposition must be verified according the relevant laws. If the candidate requests the initiation of the habilitation procedure based on doctorate acquired in foreign country, he/she must prove its equality with Hungarian doctorate and the operational part’s conformity according to the relevant laws and to the provisions laid down in art. 28 of this regulation.
- (3) Candidate with Hungarian citizenship must verify his/her clean record by a judicial record, while a foreign candidate must verify the latter by an administrative record issued at the place of residence.

The Habilitation Committee shall decide on the conformity with habilitation requirements provided in this regulation – after the assessment of information gathered from other sources and stated by the candidate.

According to the assessment of the committee requirements shall be fulfilled by a candidate, who:

- a.) is a recognized expert within his/her profession in Hungary, or is internationally recognized expert;
- b.) regularly publishes in peer-reviewed international professional journals after obtaining academic qualification (at least candidate for PhD, or other degree equivalent to that), or gives lectures on Hungarian or foreign scientific conferences; in cases of foreign candidates coming from countries where the academic qualification system differs from the Hungarian one, the academic performance equivalent to the Hungarian qualification shall be documented ; - the Habilitation Committee shall decide on the question of equivalence;
- c.) qualifies as active and recognized person in the public life of his/her profession, cooperates within international scientific workshops;
- d.) has contributed to the development of his/her discipline, thus has proved his/her ability of individual study;
- e.) has worked within his/her profession at least 5 years since obtaining academic doctoral degree (PhD, or other qualification equivalent to it); in the case of foreign candidate the Habilitation Committee shall decide on the question of academic activity;
- f.) has at least 10 years of university teaching practice (tutor, seminary lecturer, thesis-counsellor; lecturer at special postgraduate programs) within the discipline provided in the habilitation application; including giving regular lectures at least for 3 years prior to the submission of application, whether scheduled lectures or special courses (graduate and postgraduate), in Hungarian and in foreign language taught by the university, related to several topics within one subject; if there is no possibility for the candidate to give lectures in foreign language taught by the university in a regular way (due to the lack of course relevant to the candidate's discipline), the candidate may prove his/her ability of giving lectures in foreign language by continuous and regular participation in international tutorial, researcher or expert projects for at least 3 years prior to the submission of application. Further requirements of giving lectures in foreign language are not applicable for candidates in such a discipline.
- g.) has excellent performance and debate skills in both Hungarian language, and in foreign language already taught at the university. Candidate has to verify that he/she acted as foreign language tutor, or gave foreign language lectures during at least 3 years prior to the submission of application (in case of application submitted in foreign language by candidate having foreign citizenship Hungarian language knowledge is not mandatory);
- h.) has ability to play important role in the development of the given subject and has excellent lecturer skills. It should be proven by contribution in writing of course books, manuals or scientific monographs used in university teaching, furthermore by gaining experience in teaching

and supervising PhD students, and supervising students being members of scientific student workshops, young researchers and lecturers (the candidate must be in the possess of one of the following conditions: at least 1 PhD student who finished the program – at least 1 PhD supervising and 5 students being members of scientific student workshops, with verified participation in workshops by the supervision of the candidate and/or possess scientific work assessed by the rector);

- i.) If the candidate is not a university lecturer at the time of the application submission, the lecturing experience of at least 10 years must be proven anyway, furthermore he/she must contribute continuously in the university gradual education by delivering facultative courses, special courses or postgraduate trainings as an outside presenter;
- j.) If the candidate does not possess “doctor of sciences” or “doctor of MTA” qualification, it must be proven that the level of the candidate’s scientific work achieves the level established by the competent unit or group of experts of the MTA for the given profession related to acquiring the doctor of MTA qualification for the year of submission. If the unit had established exact scientometric requirements, than the candidate must collect at least 2/3 of the impact factors required by the competent unit of MTA with regards the cumulative impact factors.

Furthermore the candidate’s leading role in planning, performing and/or assessment of scientific publications should be demonstrated by candidate’s appearance in list of authors as first or last author, thus the 50% of impact factors are collected by publications of which the candidate is first- or corresponding author. The number of independent references should achieve the 50% of the number required by the competent unit. The required number of impact factors and independent references should be gained by scientific works published after acquiring PhD qualification.

The above requirements of acquiring doctor of MTA qualification may be provided as annex of this regulation by the chairman of the Habilitation Committee.

III. APPLICATION FOR HABILITATION AND THE ANNEXES THEREOF

4 §

(1) The candidate must submit an application addressed to the Habilitation Committee of the University, including the indication of the discipline and profession related to which he/she wills to acquire habilitation. The candidate must declare that there is no other habilitation procedure before other universities initiated by him/her, and there were no rejected habilitation application in the last two years. The candidate must recommend a subject of a lecture (one Hungarian and one English/German lecture) to be delivered which is in line with the schedule of the given class. The recommendation must be based on a prior consultation with a university teacher who is the head of the given institute. The subject of the two lectures may not be the same. If the candidate chooses to deliver a German lecture, he/she must prove that has performing skills is English, as well (by the fact that he/she already gave English seminars and/or lectures, or participated by a presentation in an English-language foreign congress, or was a corresponding author of an English scientific publication). The application should be submitted at the Doctorate Secretariat personally, by it’s annexes attached in three copies.

(2) The habilitation application and its annexes may be submitted in foreign language, as well, and either the procedure may be conducted in foreign language. The requirements thereof are provided by the habilitation regulation. A foreign citizen candidate with foreign mother tongue may submit the application in English.

(3) According to the provisions of the Habilitation Regulation, the candidate may acquire habilitation in discipline which differs from the one in which he/she acquired certified doctoral qualification (PhD).

5 §

Generally, habilitation may be acquired in discipline complying to the candidate's academic qualification. However, this requirement may be waived upon request if it is justified by the scientific performance of the candidate since acquiring the academic qualification. Such a request should be submitted 45 days before the deadline of the submission of application at the latest addressed to the chairman of the Habilitation Committee, who shall decide on the acceptance within 15 days. The candidate may appeal against rejection within 15 days before the Habilitation Committee. If the Habilitation Committee accepts the appeal, the candidate may submit his/her habilitation application in the next ordinary round. The chairman of the Habilitation Committee may reject a delayed request without substantive examination. There is no appeal against such a decision.

The Habilitation Committee shall not accept the application if the candidate does not meet the requirements set out in Art. 2 section (1) or does not fulfill the requirements set out in Art. 3 points e), f), i) or j). In such cases the chairman of the Habilitation Committee may reject the application within his/her sole discretion; there is no appeal against such a decision of the chairman of the Habilitation Committee.

6. §

The application should be submitted both in paper format and digital format (CD, or pen drive) with the following attachments:

- a) Copy of the university diploma;
- b) Copy of the certificate of scientific qualification (PhD, candidate of sciences, doctor of sciences) or doctor of MTA;
- c) Professional curriculum vitae;
- d) Document proving the payment of procedure fee (one original and three copies are required);
- e) Exact bibliography of scientific publications according to the MTMT database (database of scientific publications) submitted with the verification of the Central Library of the Semmelweis University (publications must be sequentially numbered according to the date of their publication). In the case of foreign candidate, the complete bibliography of all scientific publications is needed (impact factor, list of independent references related to each publications, publications where candidate was a correspondent author, must be marked with an asterisk). Scientific publications of a foreign candidate must be verified by the Central Library, as well.

f) The MTMT database is a scientometric database of the medical, or other professional unit corresponding to the candidate's application of the MTA (Hungarian Academy of Sciences) provided with the verification of the Central Library of the Semmelweis University. This provision is not applicable for foreign candidates.

g) list of presentations given in Hungarian and in foreign language (listed chronologically), indicating the name of authors, title of the presentation, name, place (city) and date of the conference. Presentation extracts published in journals may be listed separately (by indicating bibliographic data and its number according to the presentation list);

h) recommendation of two Hungarian and two foreign university lecturers, declaring candidate's good skills in academic and scientific performance and debate both in Hungarian and foreign language;

i) declaration from competent head of units in subject of the candidate's teaching activities, as how did the candidate participated in university graduate and post graduate teaching in last 10 years, the level of candidate's preparedness with regards teaching, and lastly what is the candidate's role (task) at the university currently. The competent head of unit must also verify all lectures given by the candidate in the last 3 years prior to the habilitation broken down into academic years and faculties, subjects, number of exact lectures and a proportion figure of lectures compared to the overall number of lectures in a particular subject.

If the candidate requests the recognition of foreign teaching activities, it must be verified by the competent leader of the foreign university in question, broken down into exact description of teaching tasks, theme and annual number of lectures and seminars given. The Habilitation Committee shall decide on a case-by-case basis on the recognition of foreign teaching activities based on the information gained from the above verification; the committee's decision will not contain any reasoning.

j) Declaration of direct head of the workplace on the fact that the candidate is active and recognized in the public life of his/her profession, and that the candidate cooperates with international workshops in the given profession;

k) Copy of front pages of foreign journals in which the candidate's scientific works has been published, by indicating numbering mentioned in point e);

l) Data sheet (annex 4)

m) Titles of theses on which the scientific colloquium is based;

n) Description of considerations and motivations based on which the candidate is applying for habilitation;

o) Brochure containing publication list and theses of scientific activity. Results of chosen scientific works must be presented uniformly and clearly. New findings must be recorded in itemized way, attributing selected scientific works or publications to theses points, as in usual format in the case of scientific theses.

6/A.§

The Habilitation Committee may request the candidate to submit additional data not indicated in the annex 4 of the Habilitation Regulation, by a notice published on its webpage.

IV. HABILITATION COMMITTEE OF THE UNIVERSITY

7.§

(1) Semmelweis University establishes Habilitation Committee (hereinafter: “committee”) to carry out the habilitation process.

(2) Members of the Committee must be full-time university lecturers, or being employed as public servant at the university, or must be scientific researchers holding habilitated doctoral qualification. At least 2/3 of the members of the committee must be university lecturers, while the other part must consist of the lecturers of the university. One representative of habilitated associate professors of the given institute may participate in the committee. Above the mentioned, at least 1/3 of the committee must consist of persons with doctoral qualification from other institutes.

(3) The chairman of the committee must be a lecturer at the university.

(4) From the view point of the committee’s structure, member of an outside institute shall be a person, who is not public servant of the university, neither is employed at the university.

(5) The committee’s member of an outside institute might be a foreign expert provided that he/she has acquired academic degree and fulfills the requirements prescribed in paragraph (2).

8.§

The habilitation process is carried out by the Habilitation Committee, which has 21 members including the chairman.

(1) 14 members of the Committee are lead lecturers of the Semmelweis University, out of them one member should be a habilitated associate professor. At least 7 members of the Committee should be so called habilitated outside experts having an academic degree, without being employed or a public servant at the university. Members of the Committee must be selected in a way, that 15 members should come from medical and biological discipline, 3 members from pharmaceutical discipline and 3 members must be experts of social sciences. Furthermore, it must be ensured, that there are 2-2 members of the Committee coming from the Medical, Dentist and Pharmaceutical faculty. The outside experts consist from co-universities and representatives of the MTA scientific institutions.

(2) The chairman of the Committee should be a recognized and prestigious lecturer of the university. The chairman of the Committee shall invite the secretary, who is responsible for organizational tasks.

(3) One representative of the student union may participate in the activities of the Committee as an observer.

(4) The Committee's term of office shall be 4 years, starting from 1 July of the year of their election.

(5) All members' (chairman's) term of office may be renewable several times.

9. §

(1) For the members of the committee the rector of the university shall make a proposal – after obtaining the opinion of the scientific vice-rector, the deans and the chairman of Doctoral Council.

(2) Members of the committee shall be elected by the senate in a way, that candidates obtaining the largest number of votes, exceeding 50% of all votes may become committee members.

(3) The chairman shall be elected – from the members of the committee – by the senate, upon the recommendation of the rector.

(4) The chairman and the members of the committee shall be entrusted by the rector based on the decision of the senate.

(5) The rector of the university shall indicate the area of science or discipline a lecturer thereof should be delegated to the committee, in a letter to be sent to outside institutes. The rector shall entrust delegated members from co-universities and institutes within 15 days of receiving the delegating university's notice.

10. §

The chairman of the committee shall draw up the rules of procedure within 60 days of committee's establishment, and shall present it to the rector for approval.

V. HABILITATION PROCEDURE

11. §

The habilitation procedure is initiated by the submission of application at the Doctoral Secretariat, addressed to the Habilitation Committee. For the content, extent and annexes of the application the provision of chapter III are applicable.

12. §

The deadline for the submission of the application is 15 February.

13. §

The committee shall accept only applications submitted according to chapter III of the regulation. The Doctoral Secretariat shall send back insufficient application to the candidate.

14. §

Candidate may withdraw his/her application before the initiation of the habilitation procedure. Application withdrawn shall not be qualified as rejected application, however candidate may apply for habilitation 1 year after the withdrawal at the earliest.

15.§

(1) The chairman may establish a group of experts for preparing the assessment of applications.

(2) Applications shall be attributed to group of experts for prior assessment upon the discipline indicated in the application by the candidate. The tasks of the group of experts are the following:

a) establishes the question whether the candidate has indicated appropriately his/her discipline (if not, then the group should make a proposal to the chairman of Habilitation Committee immediately for the transfer of the application to the competent group);

b) establishes the minimal requirements prescribed by the academic scientific unit or committee of experts competent from the candidate's discipline point of view for acquiring doctor of MTA qualification in the given discipline, furthermore declares on the lack of such requirements;

c) makes proposal for the person responsible for prior-assessment and for his/her deputy;

d) if the group of experts finds it necessary with regards to the assessment of scientific activity of the candidate, makes proposal for requesting professional opinion from the competent committee of experts of the MTA from the chairman of the Habilitation Committee;

e) makes recommendation for persons (2-2) responsible for the assessment of Hungarian and foreign language lectures;

f) makes recommendation for 4 members of professional colloquium assessment committee, including two rapporteurs of theses.

Group of experts shall have a quorum if half of its members did participate in the group's work at least. They must send their professional opinion and personal recommendations to the chairman of the Habilitation Committee until 15 April. If the chairman does not establishes groups of experts broken down by disciplines, then the above tasks should be carried out by committee members appointed by the chairman.

(3) The chairman of the Habilitation Committee shall issue the application to two pre-assessors having academic qualification. One of the pre-assessors may be a person not being a member of the Habilitation Committee, who is expert in the discipline indicated by the candidate, while the other pre-assessor must be appointed from the members of the Habilitation Committee.

The chairman may ask for another pre-assessor coming from other discipline in his/her sole discretion. If any of the pre-assessors recommended by the group of experts, neither the deputy of the pre-assessor does not undertake or perform the assessment within the given deadline, the chairman may ask for new pre-assessor without the group's recommendation.

(4) If the candidate is a public servant of the university, then one of the pre-assessors must be an outside expert, while if the candidate is not a public servant of the university, then one of the pre-assessors must be expert of the university.

- (5) The pre-assessors shall assess and prepare a written opinion on the fulfillment of requirements prescribed in this regulation with relation to the ability of being habilitated (hability assessment) and the fulfillment of prescriptions related to the application and its annexes. The pre-assessors shall make a declaration on the fact, whether the field of science, or discipline indicated by the candidate is acceptable, or not. It is the pre-assessors' responsibility to decide on the question, whether the documented teaching activities of the candidate achieve the level of teaching activities expected from lead lecturer, having experience, or not? Furthermore their task is the assessment of candidate's scientific activities – based on the data indicated in MTMT database – with relation to the doctor of MTA requirements prescribed in the given discipline. If the competent unit, or group of experts of the MTA had established the minimum number of cumulative impact factors and reference numbers related to a relevant discipline, such a requirement must be compared with the candidate's performance. Pre-assessors shall deliver an opinion on the question whether the candidate has been acting as lead-, or corresponding author (co-worker) during his/her scientific activities based on candidate's list of publications.
- (6) The chairman of the Habilitation Committee may ask for a professional opinion of the competent group of experts of the MTA – if he /she finds it necessary with regards to the assessment of scientific activities of the candidate.

16 §

Close relatives, or persons from whom an objective examination of the application may not be expected may not take part in the habilitation procedure as pre-assessors, or members of assessment committee, group of experts, or the preceding committee. The member concerned shall report the conflict of interests to the chairman, who is responsible for the avoidance of conflict of interests.

17 §

The candidate must demonstrate his/her scientific, professional activities and lecturer, practical and writing skills in the way prescribed in the habilitation regulation. The candidate shall demonstrate his/her performing skills by a public presentation given in Hungarian or English/German.

The Habilitation Committee shall assess the candidate's documented lecturer and scientific activities based on the submitted documents (datasheet and list of foreign language original publications) and on the opinion of two pre-assessors. In the light of such an assessment the Habilitation Committee shall decide whether the candidate may give public lectures or a scientific colloquium (in the case of lack of doctor of MTA qualification) or not. During the decision making the Habilitation Committee shall take into account the level (number of lectures according to the schedule of courses) and nature of teaching tasks, and researching possibilities of the given discipline. The Habilitation Committee shall reject the application if the candidate's scientific or lecturer performance is not in line with the discipline corresponding to his/her academic qualification and if the chairman of the Habilitation Committee (or from the Habilitation Committee in the case of appeal) did not permit preliminary derogation from such an assessment. The chairman of the committee shall give a written reasoning for such a rejection.

18 §

(1) The candidate must demonstrate his/her performing skills by giving two public lectures of 45 minutes. The Habilitation Committee shall specify the subject of such a lecture, by taking into account the two subject recommendations of the candidate indicated in his/her application. The Hungarian and the foreign language lecture shall take place in the frames of a scheduled lecture between 1 September and 15 December in the first semester of the year, according to an appointment made with the competent head of unit. The candidate shall send an invitation for approval to the chairman of the Habilitation Committee until 15 June, including the title, exact date and place of the lecture. The candidate shall send the invitation approved to lead lecturers of subjects similar to his/her and to competent heads of units of outside universities a week before the lecture at the latest.

According to the above mentioned, the candidate must give a lecture in a foreign language, above the one given in Hungarian. The language must be one of the languages used in the university's education.

The subject of the lecture may be whichever of the two subjects indicated in the application, but must differ from the one given in Hungarian.

(2) Foreign citizen candidate having foreign mother tongue may fulfill the obligation to give lecture in Hungarian and foreign language by giving lecture in foreign language used in the university education. The candidate must request the above in an annex of his/her application with adequate reasoning.

(3) At the end of the lecture, the audience may ask questions or initiate a debate either in Hungarian or in foreign language in question. The candidate's performance shall be assessed in writing by an ad hoc committee. Two members of the committee shall be university teachers or habilitated representatives of the discipline corresponding to the candidate's one, appointed by the chairman of the Habilitation Committee, while one member shall be a representative of students, delegated by the Students' Union. If students had delivered an opinion on the content or form of the lecture, it must be included within the assessment.

(4) If the candidate does not possess doctor of sciences or doctor of MTA qualification, his/her scientific performance must be demonstrated and defended before a committee of experts consisting from seven members requested by the chairman of the Habilitation Committee, in frames of public scientific debate. The chairman of the committee of experts must be university teacher or professor emeritus. When selecting members of the committee, the following must be ensured:

a) members who are employed at the university in full-time, or are public servants of the university must be qualified as habilitated doctors;

b) at least 2/3 of the members must be university teachers and

c) 1/3 of the members, but at least 2 members can not be employed at the given university (or be public servant, etc. at the university)

(5) Scientific colloquium may be held between 1 February and 30 April. Exact place and date of the scientific colloquium shall be appointed by the chairman of the committee or experts, and published in university journals and other forums (webpage of the university) and through the Doctorate Secretariat at least 15 days before the colloquium. The candidate must invite to the colloquium all members of the

Habilitation Committee and all persons acquiring habilitation at the Semmelweis University within the given discipline, living in Hungary, just as all excellent domestic representatives of the discipline. (Invitations are part of the candidate's responsibility, samples can be found in Annex 3). The candidate must submit his/her list of scientific publications and theses of his/her scientific work to the members of the committee of experts and to all invited at least 15 days before the colloquium.

(6) The members of the committee of experts and the candidate shall be convened by the chairman of the committee. The colloquium shall be conducted by the chairman of the committee of experts. Colloquium shall be valid, if at least five members of the committee are present. Two members from the committee of experts asked by the chairman of the Habilitation Committee to report shall shortly present important new findings included in the theses, or possible objections in the frames of closed session before the colloquium. After the closed meeting the candidate has 20 minutes to present his/her theses. After the latter the committee may ask questions based on the rapporteurs' opinion, later the members of the committee and anyone being present may ask individual questions and participate in the debate. After the closing of the debate the committee of experts shall within a closed session assess the candidate's scientific skills, eredményesség of scientific work and the candidate's answers given in the debate then the committee shall deliver its opinion by secret voting, on a scale 0-1-2-3. The committee of experts may recommend the acceptance of theses in the case that the number of scores achieve the 2/3 of the highest score possible given by the members being present. The secretary of the committee shall present the opinion of the committee of experts on the colloquium, and gives a written reasoning to the Habilitation Committee. The opinion must include all new scientific findings just as most important objections in the case of rejection of the theses.

19 §

The Habilitation Committee shall decide on award of habilitation after the public lecture and the possibly prescribed public debate. The Habilitation Committee shall decide on the question by secret voting. The chairman of the committee may ask the candidate for a personal interview during the committee session. Decisions rejecting the application must be reasoned in writing.

20 §

(1) The committee holds sessions usually twice a year decides on sending candidates to public lectures and on awarding habilitation. In both questions the committee shall decide by secret voting.

(2) In the case of allowance of habilitation presentations or awarding habilitation, the committee shall have quorum, if:

1) at least 2/3 of its members is present. For the of allowance of habilitation presentations or awarding habilitation 50% of votes in favor of members being present is required;

2) less than 2/3, but more than 50% of members are present. For the of allowance of habilitation presentations or awarding habilitation 2/3 of votes in favor of members being present is required.

(3) In other cases the committee shall have quorum, if at least 50% of members is present, and their decision is adopted unanimously exceeding 50% of votes in favor.

(4) Exact dates of individual stages of the habilitation procedure are described in Annex 5.

(5) The candidate may appeal against the decision of the committee only in the case of infringement of law or the habilitation regulation of the university, before the rector of the university.

(6) In the case that the habilitation committee does not award habilitation to the candidate, he/she may apply once more for habilitation 2 years after the decision has been issued at the latest.

VI. HABILITATION DIPLOMA

22 §

In the case of positive habilitation procedure the university shall issue a habilitation diploma (decretum habilitationis) based on the Habilitation Committee's decision. It must include the discipline within which the candidate acquired habilitation. Doctorate Secretariat keeps records on habilitation diplomas issued by the university. Doctorate Secretariat must notify the Educational Authority about the issuance of the habilitation diploma.

23 §

The university shall issue a diploma on awarding habilitation including the discipline and profession within which the candidate acquired habilitation. The diploma shall be signed by the rector of the university and the chairman of the Habilitation Committee. (Annex 1)

24§

The chairman of the Habilitation Committee shall submit personal data of persons acquiring habilitation to the Hungarian Accreditation Committee within 60 days of the adoption of habilitation decision. The leader of the Doctorate Secretariat shall be responsible for compiling the submission.

VII. RIGHTS AND OBLIGATIONS OF PERSONS HABILITATED

25 §

Person habilitated may use the title "habilitated doctor" (Dr.habil.; habil).

26 §

The validation time of the habilitation is not limited, it may be withdrawn only in the case that the Habilitation Committee finds out in its decision that the requirements of awarding had not been fulfilled.

27 §

(1) Any person habilitated shall be obliged to give lectures on the Semmelweis University - on request, until his/her retirement. He/she may announce facultative lectures as well. The subject of the lecture must be approved by the Faculty Committee - upon prior approval of the competent head of unit and the dean of the faculty.

(2) Any person habilitated must participate in comprehensive exam and state exam committees, furthermore in doctoral (PhD) and habilitation procedures - on request, until his/her retirement.

VIII. Miscellaneous provisions

28§

Semmelweis University recognizes habilitation acquired in foreign country if it may be clearly demonstrated from the homologation application and its annexes that the candidate for homologation fulfils habilitation requirements of Semmelweis University.

Exceptionally, habilitation may be awarded by homologation procedure to a university teacher carrying out his/her academic activity in last 10 years in a country where no habilitation procedure exists, if he/she fulfils habilitation requirements. It is not the fulfillment of numeric requirements that need to be certified, but the principles laid down in Semmelweis University's habilitation regulation must prevail, taken into account the different education system of the country of habilitation.

The candidate for homologation must submit a request addressed to the chairman of Habilitation Committee indicating the discipline and profession of homologation which is he/she applying for. The candidate must make a declaration that there is no homologation procedure before other universities initiated by him/her and that such a request has not been rejected during the last 2 years.

Foreign citizen candidate for homologation with foreign mother tongue may submit his/her application in either of foreign languages used in the university education.

Homologation application must be submit in both paper and electronic format (1-1 copy) with the following annexes:

- a) certified copy of university (BA or MA) degree; if its language is a language not used in the university education than an official Hungarian translation must be attached;
- b) copy of a certificate on candidate's academic qualification (PhD, or other qualification equivalent to that);
- c) certified copy of habilitation diploma; if its language is a language not used in the university education than an official Hungarian translation must be attached;

If the candidate for habilitation by homologation procedure is a university teacher carrying out his/her academic activity in last 10 years in a country where no habilitation procedure exists, he/she must attach to the application the translation of the certified copy (or official translation) of the decision on his/her appointment as university teacher, moreover a certificate written by the person appointing the candidate on the fact that the given appointment is the highest level to be achieved in the higher education system in that country. Such a certification must be written in a language used in the Semmelweis University's education.

- d) declaration of the Hungarian Equivalence and Information Center (HEIC) on the fact that the foreign institute awarding habilitation diploma has the right of awarding academic qualifications (if the candidate carries out researcher activities in a country where PhD is not a prior condition

to an academic career, than PhD may be replaced by any qualification typically acquired in the given country - for instance Promotion in Germany – if the candidate fulfils otherwise all habilitation requirements.)

- e) professional curriculum vitae; detailing lecturer, scientific and special professional activities, in particular for the last 10 years;
- f) certificate on the payment of procedure fee (1 original and 3 copies);
- g) exact bibliography of scientific publications broken down in the following way:
 - 1) Scientific works published in journals having impact factor (numbering in chronological order) by indicating the impact factor applicable for the given year. (If it has not been published yet, than impact factor applicable at the time of last version of Journal Citation Report [ISI] must be indicated. Conference presentation extracts published in journals can not be indicated);
 - 2) Scientific books and chapters;
 - 3) University course books, chapters or syllabuses.
- h) list of independent references referring to the candidate's scientific publications indicated in a way required by the bibliography, broken down by publications. (A reference is independent, if the candidate was not a contributor or author if the referring work.) If the list has not been prepared according to the Science Citation Index (ISI), than a copy of references must be attached;
- i) the competent head(s) of unit from the teaching view point must make a declaration on the question how did the candidate participate in graduate/post graduate education in the last 10 years and what is the candidate's role (task) at the university currently. If the candidate had been teaching at a foreign university than the competent head of the university (dean or head of unit) must certify the exact description of the candidate's teaching tasks, subjects of lectures or seminars given by the candidate and the annual number of them in the last 3 years;
- j) copy of the title pages of scientific publications published in journals having impact factors, indicating the numbering mentioned in section g)1);

The Habilitation Committee shall accept only applications fulfilling the conditions set out in the habilitation regulation.

Application withdrawn shall not qualify as rejected application from the view point of restrictions provided in Art. 21§ b) of the regulation, however a new application by the candidate may be submitted 1 year after the withdrawal at the earliest;

- k) a description of considerations and motivation based on which the candidate is applying for homologation (1 page minimum).

The chairman of the Habilitation Committee shall transfer the application to three pre-assessors holding academic qualification. At least one and maximum two pre-assessors must be members of the Habilitation Committee. One pre-assessor should be an outside experts if the candidate is public servant of the university, while if the candidate is not a public servant of the university then one of the pre-assessors must be a professional of the university.

The pre-assessors shall assess the fulfillment of requirements prescribed in laws and this regulation with relation to the ability of being habilitated (hability assessment) and the fulfillment of prescriptions related to the application and it's annexes. The pre-assessors shall deliver a written opinion on the above mentioned. The pre-assessors shall make a declaration on the fact, whether the field of science, or disciple indicated by the candidate is acceptable, or not. It is the pre-assessors' responsibility to the decide on the question, whether the documented teaching activities of the candidate achieve the level of teaching activities expected from lead lecturer, having experience, or not? Furthermore their task is the assessment of candidate's scientific activities with relation to the doctor of MTA requirements prescribed in the given discipline. If the competent unit, or group of experts of the MTA had established the minimum number of cumulative impact factors and reference numbers related to a relevant discipline, such a requirement must be compared with the candidate's performance. Pre-assessors shall deliver an opinion on the question whether the candidate has been acting as lead-, or corresponding author (co-worker) during his/her scientific activities based on candidate's list of publications.

The chairman of the Habilitation Committee may ask for a professional opinion of the competent group of experts of the MTA – if he /she finds it necessary with regards to the assessment of scientific activities of the candidate.

The Habilitation Committee shall assess the candidate's documented lecturer and scientific work based on the documents submitted (datasheet, list of foreign language original publications) and on the opinion delivered by three pre-assessors. Based on this, the Habilitation Committee shall decide in frames of an ordinary session on the homologation of candidate's habilitation title acquired abroad. The Habilitation Committee may invite the candidate to the session for hearing. In the case of rejection, the Habilitation Committee shall deliver a written reasoning to the candidate.

The university shall issue a certificate on the recognition of habilitation or performance equivalent to that including the discipline or professional field within which the candidate acquired habilitation. The certificate must be signed by the rector of the university and the chairman of the Habilitation Committee (Annex 6).

In the case that the habilitation committee does not award recognition to the candidate, he/she may apply for homologation 2 years after the decision has been issued at the latest once more.

28/A §

(1) The university shall issue upon request a certification based on the decision of the Habilitation Committee according to the art. 5 of the below treaty equal to art. 2 of the Government Decree no. 279/2004 (X. 13.) on the declaration of Treaty on the mutual recognition of equivalence of higher education concluded by the Government of Republic of Hungary and the Government of Federal

Republic of Germany signed on 1 December 2001, Budapest (hereinafter: the "Treaty") according to which in the case of successful habilitation procedure carried out in Germany the university shall issue upon request an above mentioned certificate on equivalence with the title doctor habilitatus (d. Habil.) awarded by the Semmelweis University.

(2) The request shall be address to the chairman of the Habilitation Committee and submitted in both paper and digital format (1-1 copy) including the following:

a) applicant's personal data: name, maiden name, date and place of birth, citizenship, address, workplace, contact details (correspondence address, e-mail address, phone number, fax number);

b) discipline and field of science expert of which is the applicant;

c) name and seat of the institution carrying out the German habilitation procedure, copy of the document proving the successful habilitation procedure certified by the person who conducted the procedure - the certification may not be older than 60 days;

d) a document proving that the institution conducting the habilitation procedure is an educational institution of the Federal Republic of Germany which is recognized by regional internal regulations as institution of higher education, or it must be proven by the certificate that the given institution is not a state-owned educational institution which is recognized regional internal regulations as institution of higher education;

e) professional curriculum vitae;

f) bibliography of the applicant's scientific publications;

g) certification on the payment of procedure fee.

(3) The Habilitation Committee may ask the applicant for the submission of additional documents, if it is necessary for the establishment of equivalence. Applicant with foreign language mother tongue may submit the application and its annexes in Hungarian or in foreign language used by the university education.

(4) The Habilitation Committee shall have quorum if at least half of its members are present. The Habilitation Committee adopts its decision by more than 50% of votes in favour of its members being present. The chairman of the Habilitation Committee may invite the applicant for hearing. In the case that the Habilitation Committee does not grant recognition, the chairman shall deliver the reasoning to the applicant in writing.

(5) If the Habilitation Committee does not have a quorum, a session must be convened again with the same agenda. The repeated session shall have quorum without taking into account the number of members being present.

(6) The Habilitation Committee may refuse to establish equivalence if according to the art. 5 (2) of the Treaty may not be established according to the request, due to:

- a) the fact that the institution conducting the habilitation procedure does not fall under the scope of the Treaty,
- b) the habilitation procedure was not successful,
- c) the procedure based in which the recognition is requested does not qualify as habilitation procedure according to the German laws and regulations, or
- d) the habilitation has been withdrawn, or it has been otherwise terminated.

(7) If the institution conducting the German habilitation procedure withdraws the habilitation certificate of the applicant after the delivery of certificate on recognition of equivalence issued by the Semmelweis University, the applicant shall immediately inform the chairman of the Habilitation Committee of the Semmelweis University on this fact. The withdrawal of habilitation by the institution conducting the German habilitation procedure results in the withdrawal of certificate on recognition of equivalence issued by the Semmelweis University, as well.

(8) The certificate on recognition of equivalence shall indicate the discipline and field of science within which the applicant acquired habilitation. The certificate shall be written both in Hungarian and German and signed by the rector of the university and the chairman of the Habilitation Committee. Doctorate Secretariat keeps records on certificates issued by the university.

(9) The certificate on recognition of equivalence can be found in Annex 7.

29.§

(1) The senate shall decide on the amount of habilitation procedure fee in a separate decision. When establishing the amount the senate shall take into account the fact whether the applicant is a public servant of the university, or if the applicant requested Hungarian or foreign language procedure.

(2) The senate shall decide on the amount of remuneration of contributors to the habilitation procedure in a separate decision.

30 §

This regulation shall enter into force on 1 June 2013.

Registration number:

Semmelweis University

Budapest

**HABILITATION DIPLOMA
(DECRETUM HABILITATIONIS)**

We, the Rector of Semmelweis University and the its Habilitation Committee salute the Reader and hereby faithfully certify that

.....

PhD,

born in the city of.....on the ... day of in the year of 19.., has in compliance with the provisions of the Law and the Habilitation Regulations of the University, duly testified to his/her abilities to teach and deliver lectures, is forthwith pronounced by us DOCTOR HABILIS (Dr. habil.)

and we confer upon him/her the power to deliver independent lectures at the university (venia legendi) in the field of in the discipline.

In witness whereof we put our signature and the seal of the University on this certificate and issue it onto him/her.

Dated in, on the day of in the year of 20....

.....

Chairman of the Habilitation Committee

.....

Rector

INVITATION

I, hereby kindly invite you to my public lecture delivered in frames of the habilitation procedure of the Semmelweis University.

Title of the lecture:

Date of the lecture:

Place of the lecture:

Budapest, 201.....

Name, signature

INVITATION

I, hereby kindly invite you to the public scientific colloquium conducted in frames of the habilitation procedure of the Semmelweis University. The colloquium shall be conducted for the demonstration, debate and assessment of my scientific work.

Subject of the scientific colloquium:

Date of the colloquium:

Place of the colloquium:

Budapest, 201.....

Name, signature

SEMMELWEIS UNIVERSITY

Habilitation Committee

CANDIDATE'S DATA

PERSONAL DATA:

Name:

Maiden name:

Place and date of birth:

Citizenship:

Address and phone number:

Name of the workplace:

Address and phone number of the workplace:

Fax number:

E-mail address:

Field of science (life-, natural-, social sciences):

.....

Discipline (for instance: medical sciences, pharmaceutical sciences):

.....

Profession (for instance: surgery, pharmaceutical chemistry, ethics):

Which habilitation group of experts do you consider to be competent for the prior assessment of your application according to your profession? (Please underline the group of experts chosen!)

medical - pharmaceutical - biological - group of experts of social sciences

University degree (for instance: dentist, physical education teacher, etc.):

.....

Number of the university certificate, date of issuance, relevant faculty:

.....
Name and seat of the institution issuing the certificate:

.....
Year and subject of professional qualification:

.....
Number of the professional qualification:

.....
Year of acquiring professional qualification:

.....
Discipline:

.....
Candidate or PhD:

.....
Doctor of sciences:

.....
Doctor of MTA:

.....
Name and seat of the institution issuing doctoral (PhD) certificate:

.....
Work places (duration, position):

.....
Foreign languages (please, indicate: reading, writing, communication, presenting skills):

.....
Language exams (date, level):

EDUCATION:

Years of lecturer activities in frames of employment relationship at a university (please, indicate the university (universities) and department(s)):

.....
How long, how regularly and where do you give seminars?

.....
How long, how regularly and in which departments do you give lectures? How many semesters and how many times in a week does the lecture take place? (In case of more than one semester, please break down your answer to half years.):

.....
Please, indicate how you participate in examinations:

Colloquium – comprehensive exam – final exam

Did you give special courses in last 5 years? (if yes, please indicate the subject):

.....
Please name those students who wrote thesis under your leading (as consultant) in last 5 years:

.....
Please, indicate those four most important syllabuses, course books or monographs of which writing or edition you contributed (indicate the year of writing and the extent of the work in question):

.....
Please, indicate the most important achievements of your students participating in scientific student workshops during the last five years (please name the given student, his/her most important presentations and publications):

.....
How do you participate in lecturing foreign students? (Please indicate the given foreign language, whether you give lectures, seminars, or participate in examination):

.....
How did you participate in vocational trainings? (only medicals and pharmacists):

.....
Please describe your activities in professional development:

.....
What kind of PhD program did you participate in as program leader or lecturer?

Please name your students participating in PhD program with your tutorial leadership (please indicate the year, separately students who completed the program by indicating the year of completion)!

.....

SCIENTIFIC WORK

What is your profession? What is your narrowed field of specialization?

.....

Academic qualifications:

.....

What was the subject of your PhD- or candidate dissertation?

.....

What was the subject of your defended or submitted academic doctoral dissertation?

.....

Please indicate the number of original scientific publications published in Hungarian scientific journals (without conference presentation extracts):

.....

Please indicate the number and the cumulative impact factor of original scientific publications published in foreign scientific journals (without conference presentation extracts):

.....

Please indicate the cumulative impact factors and the number of independent references to publications of which you are a first- or last author, since acquiring academic qualification (PhD):

.....

Please name all scientific achievements since acquiring PhD qualification:

.....

Please name the scientific society you are a member/leader of:

.....

Please name the scientific journal(s) in which you are a member of editors:

.....

Please name those international congresses, conferences or scientific seminars in the last five years, in which you participated as chairman, vice-chairman, secretary, chairman of a session, moderator, organizer, conductor, or other important contributor:

.....

Do you have any active international scientific relationships? Please name them, and describe briefly their profile:

.....

Please indicate the number of scientific publications written in co-operation with the above mentioned foreign group of experts in last five years:

a) as a result of foreign scientific journeys:

.....

b) as a result of international cooperation:

.....

Please indicate the number of independent references (a reference shall be independent if the candidate is not listed amongst the authors of referencing publication):

.....

Please describe your scientific public activities (if you are a member of MTA, scientific healthcare committee, etc.)

.....

What kind of scientific grant you gained during last five years as a supervisor? (Please indicate the name of the institution awarding the grant [for instance OTKA, ETT, OMFB, Howard Hughes, etc.], the title of the application, the amount and duration of the grant.)

.....

Please indicate all foreign journeys that took more than 2 months. Indicate the institutions awarding grant as well (State Scholarship Committee; Fogarty Grant; Humboldt Grant; hosting university), furthermore the date of the journey, and your role (for instance visiting scientist, visiting professor.)

.....

Where you a member of the professional committee of TMB or MTA Doctoral Council? (Please indicate the date and the name of the committee?)

.....

Did you participate in the assessment of any MTA doctoral application in the last 5 years? (Indicate the name of the candidate in question, the year of the final defense and the role you played in the assessment (opponent, chairman/member of the assessment committee))

.....

Do you lead any scientific group of experts, if yes please indicate the number of members holding diploma and technical contributors!

.....

How many of your colleagues have acquired PhD, doctor of sciences or doctor of MTA qualification under your direct professional tutorial leadership?

.....

PROFESSIONAL ACTIVITIES

Please describe the most important practical achievements of your professional work (organizing special ambulance, introducing new controlling equipment or pharmaceutical procedure, development of new training method, etc.)

.....

Are you a member of any professional society? If yes, please name it and the starting year of your membership. (Only in case of medicals and pharmacists.)

.....

OTHER

.....

Date, place:

.....

.....

Signature

Dates of individual sections of the habilitation procedure:

Deadline for the submission of application: 15 February

Deadline for the decision of the Habilitation Committee on the allowance of giving public lecture (public lecture and professional colloquium): 30 May

Date of Hungarian and foreign language public lecture: 1 September – 15 December

Official announcement of professional colloquium, deadline for sending of the invitation and theses is two weeks before the date of the colloquium at the latest according to the art. 18 section e) of the regulation.

Professional colloquium: 1 February – 30 April

Deadline for the decision of the Habilitation Committee on awarding habilitation: 15 June.

Registration number:

**HOMOLOGATION OF THE HABILITATION DIPLOMA
(DECRETUM HABILITATIONIS)**

We, the Rector of Semmelweis University and its Habilitation Committee salute the Reader and hereby faithfully certify that

.....

PhD,

born in in the city of.....on the ... day of in the year of 19.., who acquired habilitation qualification with registration number at the University in the year as we have verified the right of the University to award academic qualification; furthermore as we duly testified to candidate's abilities to teach and deliver lectures based on his/her scientific work in compliance with the provisions of the Law and the Habilitation Regulations of the University, is forthwith pronounced by us DOCTOR HABILIS (Dr. habil.) and we confer upon him/her the power to deliver independent lectures at the university (venia legendi) in the field of in the discipline.

In witness whereof we put our signature and the seal of the University on this certificate and issue it onto him/her.

Dated in, on the day of in the year of 20....

.....

Chairman of the Habilitation Committee

.....

Rector

Registration number:

SEMMELWEIS UNIVERSITY

BUDAPEST

CERTIFICATE ON THE EQUIVALENCE OF HABILITATION

We, the Rector of Semmelweis University and its Habilitation Committee hereby faithfully certify that

..... PhD, born in in the city of.....on the ... day of in the year of 19...,
acquired habilitation qualification in the year at the(name and seat of the
institution conducting the habilitation) according to the Art. 5 section (2) of the Treaty on the mutual
recognition of equivalence of higher education concluded by the Government of Republic of Hungary and
the Government of Federal Republic of Germany signed on 1 December 2001, Budapest, based on which
the Semmelweis University hereby declares equivalent the habilitation with the doctor habilitatus (d.
Habil) title awarded by the Semmelweis University in compliance with the relevant laws, thus we hereby
announce, that:

.....

PhD

Shall be conferred with the power to deliver independent lectures at the university (venia legendi) in the
field of in the discipline.

In witness whereof we put our signature and the seal of the University on this certificate and issue it onto
him/her.

Dated in, on the day of in the year of 20....

.....

Chairman of the Habilitation Committee

.....

Rector

Chapter IV

Requirements of lecturer and researcher grants and other remunerations, rules of applications thereof

1 §

The Researcher Regulation of the University ensures the possibility to apply for scientific grant for the scientific researchers of the University moreover it is ensured that above the researcher tasks arisen from their employment tasks, they may research in scientific subject chosen by them.

2 §

Assessment of scientific researcher applications may take place, if:

- a) the grant had been announced by the scientific management of the University,
- b) the institution awarding the grant (OM, NKTH, OTKA, MTA, etc.) prescribes the obligation of prior delivery of opinion and / or ranking of applications by the institutions.

3 §

The scientific management of the university may ask for the assistance an ad hoc committee in line with the profile of the grants for the assessment of applications. The Scientific Council of the University and/or the Senate of the University shall decide on the recommendation delivered by the ad hoc committee if necessary, however the recommendation shall not be binding.

4 §

In the case of grants announced by the faculties, the latter's rules of procedure shall apply.

5 §

The Researcher Regulation of the University provides that scientific researchers may make comments or complaints to the Senate, Faculty Council, or to the management of the University related to the application. After the assessment of such submissions, necessary steps should be taken and the person submitting shall be informed about them.