



# **HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES**

## **UNIVERSITY HABILITATION REGULATIONS**

Gödöllő

2021

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## **Introduction**

The Act CCIV of 2011 on national higher education (hereinafter: ANHE) and Government Decree 387/2012 (XII. 19.) on doctoral schools, the rules of the doctoral procedures and habilitation, allow for the conduct of habilitation procedures in universities accredited in the given discipline to assess teaching and lecturing ability. The Senate of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the "University") hereby establishes the University Habilitation Regulations (hereinafter referred to as the "Regulations") as follows.

### **I. GENERAL PROVISIONS**

#### **The concept and content of habilitation**

##### **1. §**

- (1) Habilitation is an assessment procedure of the teaching and lecturing ability and academic performance of holders of an academic degree.
- (2) The university may conduct the habilitation procedure in those disciplines in which the university is authorised to provide doctoral training and award doctoral degrees. The discipline classification of the University's accredited doctoral schools is set out in the University's Doctoral Regulations (hereinafter referred to as the DR).
- (3) A habilitation procedure may be initiated at the request of an applicant who complies with the provisions of the relevant law, government decree, rules and regulations.
- (4) Both Hungarian and foreign citizens may request the initiation of the habilitation procedure.

#### **The university organisation of the habilitation procedure**

##### **2. §**

- (1) The regulatory, decision-making, organisational, administrative and record-keeping tasks related to the habilitation procedure shall be carried out by:
  - a) the Senate,
  - b) the Rector,
  - c) the Doctoral and Habilitation Council of the University (hereinafter referred to as DHC),
  - d) The Expert Committee of the DHC (hereinafter referred to as the "EC"),
  - e) the relevant host doctoral school (hereinafter referred to as "DS") and its council (hereinafter referred to as "DSC"), and
  - f) the Centre for Doctoral and Habilitation Procedures (hereinafter referred to as "DHC").
- (2) The Senate
  - a) approves the Rules of the Habilitation Procedure of the University,
  - b) elects the members of the DHC,

- c) evaluates the status of the habilitation procedure in each term of office of the Rector, on the basis of the DHC's report, and determines the subsequent regulatory, organisational and documentation tasks.
- (3) The Rector
- a) supervises the lawfulness of the habilitation procedure, and arranges for its personnel, material, regulatory and organisational conditions,
  - b) submits the Rules of Procedure to the Senate,
  - c) makes a proposal to the Senate concerning the members and the President of the DHC,
  - d) decides on appeals concerning the DHC habilitation procedure.
- (4) The DHC, as the university body established for the conduct of the habilitation procedure, shall perform the organisational and decision-making activities related to the habilitation procedure within the scope of its duties and responsibilities as defined in Article 4 and in accordance with the other provisions of these Rules and Regulations.

### **The Doctoral and Habilitation Council (DHC)**

#### **3. §**

The provisions on the composition of the DHC are set out in Article 8 of the Rules of Procedures of the Organisation and Operation of the University.

#### **4. §**

- (1) The DHC is responsible for the habilitation procedure as follows. The DHC:
- a) draws up the Rules of Procedure and submits them to the Rector for approval,
  - b) decides about the acceptance, rejection or withdrawal of the application if it is established that the conditions for the award of the title have not been met,
  - c) with the assistance of the ECs:
    - ca) assesses the applicant's educational, professional and scientific activities and achievements,
    - cb) assesses the topics and outlines of the lectures submitted by the applicant in Hungarian and in a foreign language and decides on their acceptance, and organises, conducts and evaluates the lectures,
  - d) at the end of the habilitation procedure, assesses the partial results of the habilitation procedure and decides on the award or rejection of the title of "doctor habil",
  - e) prepares and submits to the Senate a summary report each term of office of the Rector, including proposals for the next term,
  - f) performs all tasks assigned to it by law, by the Rules of Procedure of the University or by the Senate, and in which the Rector or the Chair of the DHC requests its assistance.
- (2) The work of the DHC shall be directed by the Chair, who:
- a) directs and controls the performance of the tasks of the DHC, represents the DHC within the university and in external official bodies,

- b) invites and appoints the chair and members of the EC, in accordance with the decision of the DHT,
  - c) convenes and chairs the meetings of the DHC,
  - d) issues the decisions of the DHC, the habilitation diplomas and other documents of the DHC, together with the Rector,
  - e) submits a summary report to the Senate on behalf of the DHC each term of office of the Rector,
  - f) performs all management tasks which are assigned to him/her by law, the regulations and Rules of Procedure of the University, the Senate or the DHC, or for which he/she is requested by the Rector.
- (3) In the event that the Chair of the DHC is prevented from attending, or is incapacitated, or the position is temporarily vacant, the employee designated by him/her in writing shall be entitled to replace him/her.
- (4) The activities of the Vice-Chairs of the DHC are directed by the Chair of the DHC.

### **The DHT Expert Committees (ECs) of the Doctoral and Habilitation Council**

#### **5. §**

- (1) The DS may set up an EC to carry out the educational, professional and scientific evaluation at each stage of the relevant habilitation application procedure.
- (2) The DS makes proposal to the DHC concerning the members of the ECs as follows:
- a) The Chair of the EC shall be an active or retired professor or Professor Emeritus of the University,
  - b) the secretary shall be the secretary of the relevant DS,
  - c) designated members:
    - ca) two full-time university professors employed by the University;
    - cb) two (external) experts not employed by the University,
  - d) the Vice-Chairperson shall be one of the persons designated according to (ca),
  - e) alternate members:
    - ea) full-time university professor employed by the University,
    - eb) (external) expert who is not employed by the University.
- (2) An additional condition for the membership of the EC is that the member must hold a habilitated doctorate or be considered habilitated according to the legislation in force, and has an adequate knowledge of the foreign language used in the procedure.
- (3)<sup>1</sup>The chairperson or member of the EC may not be the applicant's workplace boss or immediate superior, or the head of the institution to which the applicant belongs. The same applies to the applicant's close relatives who are considered as such under the Civil Code.
- (4) A person
- a) who is a close relative of the applicant concerned, or
  - b) who cannot be expected to give an objective assessment of the applicant may not participate as a member in the procedure.
- (5) If an applicant makes a comment to a member of the EC pursuant to section b) of paragraph (4), the EC shall decide relative to the comment by a simple majority of votes.

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<sup>1</sup> Amended by Senate Resolution No 39/2023 (IV.19.), effective from 20 April 2023.

- (6) The Chair and the members of the EC are elected by the DHC by a simple majority of votes, on the proposal of the Chair of the DHC.
- (7) The DHC also elects a Vice-Chairman and two alternate members in the event of the Chairperson and/or members of the EC being unable to attend, in accordance with the procedure described above. The Vice-Chairperson may only act as Chairperson if the Chairperson is prevented from doing so. If the alternates are absent, the head of the doctoral school hosting the habilitation proposal (except in the case of a conflict of interest) may replace the absent chair or member of the EC.
- (8) A quorum is reached when the Chairperson and at least four members of the EC are present. Only the Chairperson and the four members have the right to vote.

## **II. HABILITATION PROCEDURE**

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

#### **6. §**

- (1) The title of habilitated doctorate is awarded in the discipline corresponding to the applicant's doctoral degree. A habilitation procedure may be requested in a discipline other than the discipline of the applicant's doctoral degree if the applicant's activities since obtaining the degree justify it.
- (2) A person may request the initiation of a habilitation procedure (subject to the rules of the relevant DS) if he/she
  - a) holds a doctorate and has been engaged in independent scientific or artistic creative activity at a high level for at least five years since obtaining the degree,
  - b) has taught for at least eight semesters at a higher education institution in his/her home country or abroad
  - c) has no criminal record and has full legal capacity to act; and
  - d) whose proven teaching, professional activity and results meet the publication and other requirements set out in the Rules of Procedure of the Doctoral School,
  - e) whose scientific achievement reaches 50% of the minimum scientific metrics required by the relevant academic department of the discipline of the candidate's choice for the award of the title of Doctor of Sciences of the Hungarian Academy of Sciences. Only data registered in the Hungarian Scientific Works Repository (MTMT) are accepted as proof of the applicant's scientific metrics.
- (3) Applications for habilitation shall be submitted in five copies to the DHC, addressed to the Rector of MATE (Hungarian University of Agriculture and Life Sciences).
- (4) The habilitation thesis must include:
  - a) <sup>2</sup>an application form attached in Appendix 2
  - b) copies of diplomas and certificates attesting the holder's university degree and doctorate or equivalent scientific degree or title;
  - c) a certificate of good character from the penal register not older than three months;
  - d) certificate(s) of foreign language proficiency as defined in the Rules of Procedure of DS;
  - e) an American-style CV,

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<sup>2</sup> Amended by Senate Resolution No 39/2023 (IV.19), effective from 20 April 2023

- f) <sup>3</sup>a complete list of scientific publications and citations (SCOPUS), structured according to the standards of the HAS.
  - g) a list of patents, non-published works (with a five-line description and a reference to contact details),
  - h) research programmes carried out under your leadership in the last 10 years (max. 3; title, sponsor, amount, one-page summary),
  - i) proof of your educational activity (based on the NEPTUN study system or documentation from a higher education institution abroad),
  - j) a list and a short (five-line) description of the subjects taught by the applicant,
  - k) the topics and theses of the lectures in Hungarian planned to be presented by the applicant for full-time students, as well as the topics and theses of the scientific lectures in a foreign language planned to be presented for the university's teachers, researchers and doctoral students. In the proposal, the applicant must also indicate the foreign language in which he/she intends to give the lecture. The scientific lecture to be held in a foreign language should preferably be in English. In exceptional cases, with the specific authorisation of the head of the doctoral school concerned, the habilitation lecture may be given in French, German, Russian or Spanish;
  - l) the documentation of higher education curriculum development skills, grouped in accordance with paragraph (4);
  - m) the applicant may also attach a recommendation from an academician or doctor of HAS of the relevant discipline,
  - n) any other information that may contribute to the evaluation of its activities to date;
  - o) a receipt for payment of the procedural fee.
- (4) Applicants may demonstrate their curriculum development skills and achievements, as well as their academic (creative) activities by/with:
- a) a textbook, a coursebook or stencilled sheets used in higher education and written by the applicant or a detailed presentation thereof;
  - b) the programme or syllabus of the subject the applicant intends to teach later, together with the opinion of the relevant department;
  - c) presenting or submitting a description of a major professional or scientific work;
  - d) demonstrating an outstanding professional or scientific achievement in her/his scientific career.
- (5) In addition to the works listed in sections (a) to (d) of paragraph (4), the applicant may also submit a recommendation from a recognised professor in the relevant scientific field or discipline.
- (6) A doctoral degree obtained abroad must be naturalized (degree nostrification) in accordance with the legislation in force before the application for habilitation. Foreigners may submit an official certificate issued in the country of residence instead of a certificate of good character.
- (7) Foreign applicants whose mother tongue is not Hungarian may submit their applications in one of the languages accepted by the DS and listed in section k) article (4) paragraph 6. In this case, the habilitation procedure shall be conducted in that language.

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<sup>3</sup> Modified by Senate Resolution 39/2023 (IV.19.), effective from 20 April 2023

## **7. §**

- (1) The application submitted shall be sent by the Head of the Doctoral and Habilitation Centre (DHC) to the competent Doctoral School (DS), which shall review it for formal compliance. In doing so, it shall check whether the applicant has submitted the documents specified in Article 6(4) and (5) in full and whether they meet the formal requirements for eligibility.
- (2) In case of incompleteness, the DS shall request the applicant to complete the missing documents. If the missing information is submitted after the deadline specified in paragraph 4, the university shall treat the application as having been submitted by the next deadline.
- (3) The habilitation procedure shall be completed within one year from the date of acceptance of the application.
- (4) The deadline for submission of the application shall be 10 January in the spring semester and 10 July in the autumn semester, and the start of the procedure shall be 1 February in the spring semester and 1 September in the autumn semester.
- (5) The head of the DS may consult the habilitation proposal in advance with a recognised professor in the discipline.
- (6) The head of the DS shall submit the application to the Council of the Doctoral School (CDS) for an opinion after a formal review in accordance with paragraph (1), including the applicant's compliance with the minimum requirements for habilitation as set out by the DS, including a report on the findings.
- (7) The head of the DS shall send the opinion of the CDS, including the proposed composition of the Expert Committee (EC) and the title of the proposed Hungarian and foreign language lecture, to the Chair of the DHC.

## **Evaluation of application**

## **8. §**

- (1) The application for habilitation shall be submitted by the head of the DS to the meeting of the DHC. The application, the report containing the findings of the formal review and the opinions pursuant to Article 6(6) shall be made available to all members of the DHC. If it is not possible to send the annexes to the application, it must be ensured that the complete application can be examined by the members of the DHC at the Doctoral and Habilitation Centre.
- (2) The DHC shall discuss the application, the relevant memos and opinions and decide on the following:
  - a) The application is suitable for the habilitation procedure, the procedure may be initiated,
  - b) The application does not meet the requirements of these Rules and therefore the DHC rejects the application.
- (3) The adoption of one of the decision options under paragraph (2) may be initiated by any member of the DHC present. The proposal(s) shall be decided by an open vote of the members of the DHC present. A simple majority is required for a decision.
- (4) In the event of rejection, the applicant may submit a new application for habilitation after a period of at least three years.
- (5) If an applicant's application for habilitation has already been rejected twice by the DHC, the applicant may not submit another application for habilitation at the university.



(6) If an application is submitted by an applicant whose application for habilitation has been previously rejected by another university, the application for habilitation shall be assessed in accordance with paragraph (4).

## 9. §

- (3) If the DHC has made a decision under Article 8(2)(a),
  - a) it approves the topics and the outline of the lectures in Hungarian and in foreign languages, as well as the foreign language in which the applicant may give his/her scientific lecture;
  - b) establishes the EC.
- (4) In the framework of the procedure, the presentation in Hungarian, taking into account the preparation time, shall be held within 90 days after the meeting of the DHC. The lecture in a foreign language shall be held on the same day after the lecture in Hungarian.
- (5) The hearing of the applicant in front of the EC, if necessary, shall be held before the presentations in Hungarian and in the foreign language. After the presentations, the EC shall conduct a final evaluation.
- (6) In justified cases (illness, urgent official trip abroad, other commitments, etc.), the DHC may modify the dates already set, but in this case the procedure must be completed within the one-year period prescribed by the Government Decree. If this is still not possible (e.g., due to prolonged illness of the candidate), the procedure must be repeated after the obstruction has ceased.
- (7) (The decisions referred to in paragraph (1) shall be notified in writing to the candidate by the Chair of the DHC. If the applicant has any comments as defined in § 5(5), he/she shall submit his/her request to the Chair of the DHC within three days, in writing, stating the reasons. In the event of a rejection of a comment, further action may only be taken in the form of an appeal.
- (8) (The applicant may withdraw his/her application for the launch of the habilitation procedure before the public part of the procedure is announced. In this case, the procedure shall be as stated therein, taking into account the opinions expressed and decisions taken by that time. If the reason for withdrawal is not one of the grounds specified in paragraph (4), the application may be repeated as provided for in Article 8(4).
- (9) In the event that a participant of the EC is prevented from attending, the chair of the DHC shall arrange for the call-in of the deputy chair and/or alternate member(s) elected in accordance with § 5 (7).
- (10) If the applicant fails to deliver any of the habilitation lectures through his/her own fault, the habilitation procedure shall be considered invalid. In this case, the procedure may be repeated as provided for in Article 8(4). In this case, the applicant may request recognition of the procedural stages already completed, which shall be decided by the DHC-
- (11) The habilitation lectures may be conducted in online format only in cases where national/central and/or university regulations do not allow for the participation of participants in the public procedure in the traditional, face-to-face format.
- (12) Online public lectures may be organised only if explicitly requested by the applicant or the chair and/or members of the expert committee.
- (11) At the public presentation, the online presence of the applicant and the expert committee must be ensured by video and audio. It is also necessary to provide the conditions for a secret ballot and the possibility for comments.

- (12) The public classroom lecture may be held online only if 20 persons who are students of the Hungarian University of Agriculture and Life Sciences are present online (the secretary shall verify the presence of the students).
- (13) Any person wishing to participate in the public lecture(s) as an audience shall be provided with a link to the lecture(s), which shall be indicated in the invitation.
- (14) During the online debate, if the Internet connection is interrupted for any reason, the habilitation procedure shall be paused for a period not exceeding 10 minutes. After this time, the presentation may be resumed. If the interruption exceeds this period, the lecture must be restarted from the beginning.
- (15) If it is not possible to re-establish contact with the applicant or the committee, the public procedure shall be postponed and rescheduled.

### **Stages of the habilitation procedure**

#### **10. §**

- (1) The assessment of habilitation requirements by the EC shall consist of the following parts:
  - a) Evaluation of the applicant's educational, professional and scientific performance, national and international contacts, and professional and scientific public activities.
  - b) Evaluation of the lectures and consultations given in Hungarian.
  - c) Evaluation of the academic lecture and discussion given in a foreign language.
- (2) The summary evaluation of the habilitation procedure shall be carried out by the EC and the DHC shall decide on the conferral or rejection of the title.
- (3) The parts of the habilitation procedure according to paragraph (1) (a) to (c) shall be organised by the Doctoral and Habilitation Centre after the DHC has made its decision on the acceptance of the application. The administrative and record-keeping tasks in this connection, including publicity and the sending out of invitations, the provision of rooms and teaching facilities, shall be carried out by the Candidate, the competent doctoral schools and their secretaries.
- (4) The habilitation lectures shall be widely publicised within and outside the university, in particular in universities accredited in the disciplines concerned, and may be attended by any faculty member, researcher or student of the university. The invitation shall be published on the University website and on the website of the National Doctoral Council ([www.doktori.hu](http://www.doktori.hu)).
- (5) The following persons may attend and participate in the lectures ex officio:
  - a) at lectures and consultations in Hungarian held for university students and PhD students:
    - aa) members of the EC elected by the DHC,
    - ab) members of the DHC, the head of the host DS and doctoral students of the host DS,
    - ac) the Rector and his/her deputies, the heads of the faculty(ies) concerned, as well as the lecturers and researchers of the faculty(ies) concerned (sectoral institutes and departments working in related fields).
  - b) For scientific presentations and discussions in foreign languages:
    - ba) members of the EC are invited,
    - bb) members of the DHC, the head of the host DS and PhD students of the applicant's host institution.

## **The evaluation of the applicant's educational, professional and scientific activities and performance**

### **11. §**

- (1) The EC shall evaluate the applicant's educational, professional and scientific achievements, domestic and international contacts and public activities.
- (2) The evaluation of the Expert Committee shall be based on the CV submitted by the applicant, as well as on the reference and citation data of his/her publications and the documents listed in Article 6(4).
- (3) The Expert Committee may request additional supplements to the documents submitted by the applicant and may involve additional experts in the evaluation procedure.
- (4) The EC shall rate the activity specified in Article 10(1)(a) by secret ballot, using a scoring procedure. The chairman and members of the EC may award 0-1-2-3 points per person. A rating of "passed" requires at least half of the points available + 1 point.
- (5) The evaluation shall be recorded in minutes, which shall include a summary of the findings of the EC. A sample of the report is given in Appendix 3.

## **The lecture and consultation in the Hungarian language**

### **12. §**

- (1) The applicant shall give a 45-minute lecture in Hungarian of the pre-defined part of the curriculum at the pre-announced time for the students and/or PhD students of the University. According to § 6 (7), the lecture of a foreign applicant must be attended by students with a good command of the language.
- (2) During the lecture, the applicant may use teaching aids and methods according to his/her needs.
- (3) The chair of the lecture shall be the chair of the EC.
- (4) The lecture will be followed by a 15-minute consultation session during which the audience may ask questions to the lecturer, to which the applicant will respond individually and/or collectively.
- (5) The experience of the lecture and consultation and the performance of the candidate will be evaluated by the EC in closed session, as determined by the DHC, on the basis of the criteria set out below:
  - (a) the extent to which the presentation demonstrated the candidate's comprehensive and up-to-date knowledge of the subject matter of the discipline;
  - (b) the coherence of the central idea of the presentation, the logical structure of the material presented and its didactic structure;
  - (c) the use of practical experience in the subject area, of the lecturer's own research findings and of those from the scientific literature;
  - (d) the ability of the lecturer to engage the attention of the audience and to arouse their interest in the subject matter;
  - e) the style, clarity, form and grammatical correctness of the presentation;
  - f) the use of visual aids and teaching aids, and the evaluation of their use depending on the nature of the subject.

- (6) Scoring shall be by secret ballot, with the chair and each member of the EC having a 0-1-2-3 vote. To obtain a 'pass' mark, at least half of the points available + 1 point is required.
- (7) In addition to the scoring, the presentation shall also be evaluated verbally in accordance with the total score, and this shall be recorded in the minutes.

### **Scientific presentation and discussion in a foreign language**

#### **13. §**

- (1) The candidate must give a 30-minute public scientific presentation in a foreign language on the topic announced in advance, in the specified world language, in which he/she presents his/her own research results, including a thesis. The presentation will be followed by a discussion, taking into account
  - a) the scientific and professional debate may only take place in the language of the presentation,
  - b) the debate shall be primarily focused on the terms of the questions and on listening to the answers,
  - c) the debate shall not exceed 45 minutes.
- (2) The evaluation of the presentation and the performance in the debate will be essentially similar to the evaluation of the applicant's presentation in Hungarian, based on the criteria set out below:
  - a) the extent to which the presentation demonstrated the applicant's ability to present in a foreign language and his/her adequate knowledge of the foreign language vocabulary of the discipline (discipline);
  - b) the clarity of the presentation, the ability to speak and debate in a foreign language, the understanding of the issues, the linguistic quality of the arguments, the comprehensibility of the arguments;
  - c) the candidate's scientific knowledge of the subject and of the selected foreign language field;
  - d) the extent to which the presentation demonstrated that the applicant has thorough and up-to-date knowledge of the complex issues in the field (discipline) concerned;
  - e) the coherence of the central idea of the scientific presentation, the logical structure of the knowledge and the didactic structure;
  - f) presentation of practical experience, research and scientific results in the research topic presented;
  - g) the style and quality of the presentation and the subsequent discussion, the comprehension of the questions raised, and the assessment of the clarity and conciseness of the answers given;
  - h) the ability of the speaker to engage the audience in a sustained manner and to arouse the interest of the audience in the scientific topic;
  - i) the use of illustrative and teaching aids and, depending on the nature of the topic, an evaluation of their use.
- (3) By secret ballot, the Chair of the EC and each member may award 0-1-2-3 points. To obtain a 'pass' mark, at least half of the points available + 1 point shall be required.
- (4) In the evaluation, in addition to the application of the provisions of § 12 (5), the speaker's ability to debate, knowledge of the international literature and results of the topic, correct

use of terms and technical terms in foreign languages during the presentation and the debate shall be assessed.

- (5) The quantified result and the corresponding written evaluation shall be recorded in the minutes of the EC meeting in Hungarian.
- (6) The overall result should be announced after the presentation and discussion in Hungarian and in the foreign language.

### **Overall evaluation of the habilitation procedure**

#### **14. §**

- (1) The EC shall carry out an overall assessment of the habilitation procedure and record it in the minutes in Appendix 3. The minutes shall be authenticated by the signatures of the Chair of the EC, all members and the Secretary and sent to the Chair of the DHC.
- (2) The minutes shall be available for inspection by the members of the DHC.
- (3) At the meeting of the DHC, the head of the DS shall report on the activities of the EC and the evaluation of the applicant's performance.
- (4) A "pass" rating requires a minimum of 2/3 of the total score, with no assessment score under any sub-task being less than 50% + 1 of the maximum score available.
- (5) The following decisions may be made, and grades awarded on the basis of the sub-scores and aggregate scores:
  - a) If the partial results reach a rating of "pass", the completion of each part of the habilitation procedure is considered successful. In this case, the DHC (minimum 50% + one person in attendance) decides by secret ballot to accept or reject the habilitation.
  - b) If any of the ratings of the habilitation sub-tasks set out in §§ 11 - 13 is "failed", the habilitation procedure shall be considered unsuccessful, and the application shall be rejected.
- (6) The decision of the DHC shall be communicated to the applicant by decision of the Chair of the DHC.

### **Certificate of a successful habilitation procedure**

#### **15. §**

- (1) The university shall acknowledge the successful habilitation procedure by a certificate in Latin and Hungarian issued by the rector and the chair of the DHC.
- (2) The document shall certify that the candidate has successfully completed the university habilitation procedure, has fulfilled the requirements and is entitled to use the title "habilitated doctor" ("dr. habil") next to his/her name.
- (3) The habilitation certificate shall indicate the field of study, including the discipline, in which the candidate has been awarded the title of "habilitated doctor".
- (4) The certificate of successful habilitation shall be awarded to the person with the title of "habilitated doctor" at a public ceremonial meeting of the Senate, the date of the certificate being the date of the conferral of the title of habilitated doctor. The habilitated person may request a certified copy of the diploma, which shall be issued by the Doctoral and Habilitation Centre.

- (5) The title of habilitated doctor may be withdrawn by decision of the DHC if it is established that the conditions for the award of the title have not been fulfilled.

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

#### **16. §**

- (1) A person who has habilitated at the University shall be entitled to
- a) to bear the title of habilitation (dr. habil.) next to his/her name,
  - b) university researchers who have habilitated or persons who do not have a permanent employment relationship with the university may, on the initiative of the competent faculty (institute, department), apply for the award of the title of "university tutor".
- (2) A person who has habilitated at the university shall be obliged
- a) to conduct himself/herself in a manner befitting a citizen of the university,
  - b) to maintain regular contact with the university in the discipline or field of his/her studies, to contribute to the university's undergraduate, graduate and postgraduate education, to the university's scientific research and development activities, to the needs of the institution and to his/her own ability, until the end of his/her employment relationship with the university,
  - c) to promote the objectives of the University.

### **IV. APPEALS**

#### **17. §**

- (1) At any stage of the habilitation procedure, an appeal may be lodged against a decision or a resolution of the DHC only in the event of a breach of the law or of the provisions of the Rules or the University Doctoral Provisions. The application must be submitted within 8 working days of receipt of the decision or resolution.
- (2) In the case referred to in paragraph (1), an application (appeal) with detailed reasons, shall be submitted to the rector of the university within 15 days of receipt of the decision.
- (3) The appeal shall be considered within 15 days of its submission.
- (4) The rector may establish a committee to investigate the matter.

### **V. MISCELLANEOUS AND CLOSING PROVISIONS**

#### **18. §**

- (1) The fees payable for the habilitation procedure and the remuneration of the participants in the procedure shall be published on the DHC website.
- (2) A register book shall be kept of the persons habilitated.

- (3) The records relating to habilitation (applications, submissions, minutes, specimen diploma certificates, etc.) shall be kept and stored by the DHC in accordance with the University's Records Management Regulations.
- (4) These Regulations shall enter into force upon the decision of the Senate.
- (5) The amendment of these Regulations was adopted by the Senate by Resolution 39/2023 (19.4.2023), effective from 20 April 2023.

Gödöllő, 30 April 2023

**Prof. Dr. Csaba Gyuricza**  
rector