



HUNGARIAN UNIVERSITY OF AGRICULTURAL AND LIFE SCIENCES

UNIVERSITY HABILITATION REGULATIONS

Gödöllő
2021

Amended, effective from 20 April 2023.
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Introduction

¹Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) and Government Decree 387/2012. (XII. 19.) on doctoral schools, doctoral procedures and habilitation (hereinafter: Government Decree) allow for the assessment of teaching and lecturing abilities and the conduct of habilitation procedures at universities accredited in the given field of science. The Senate of the Hungarian University of Agricultural and Life Sciences (hereinafter: University) hereby establishes the University Habilitation Regulations (hereinafter: Regulations) as follows.

I. GENERAL PROVISIONS

The concept and content of habilitation

1. §

- (1) Habilitation is the assessment of the teaching and lecturing abilities and scientific achievements of those who hold a scientific degree.
- (2) At the University, the habilitation procedure may be pursued in the disciplines in which the University is authorised to offer doctoral training and award doctoral degrees. The disciplinary classification of the University's accredited doctoral schools is set out in the University's Doctoral Regulations (hereinafter: DSZ).
- (3) ²The habilitation procedure may be initiated at the request of an applicant who meets the provisions of the Government Decree and the Regulations.
- (4) Both Hungarian and foreign citizens may request the initiation of a habilitation procedure.

The university organisation of the habilitation procedure

2. §

- (1) The regulatory, decision-making, organisational, administrative and registration tasks related to the habilitation procedure shall be performed by
 - a) the Senate,
 - b) the Rector,
 - c) the University Doctoral and Habilitation Council (hereinafter: DHT),
 - d) the DHT Expert Committee (hereinafter: SZB),
 - e) ³the host doctoral school competent for the scientific discipline (hereinafter: DI) and its council,
 - f) the Doctoral and Habilitation Centre (hereinafter: DHC) and
 - g) ⁴ the Doctoral School Council (hereinafter referred to as TDIT).
- (2) The Senate
 - a) shall adopt the University's Habilitation Regulations,
 - b) elects the members of the DHT,

¹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

² Specified by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁴ Supplemented by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

- c) evaluates the status of the habilitation procedure for each rector's term based on the DHT's report, and determines further regulatory, organisational and documentation tasks.

(3) The Rector

- a) exercises legal supervision over the conduct of the habilitation procedure, takes measures regarding its personnel, material, regulatory and organisational conditions,
 - b) submits the Regulations to the Senate,
 - c) makes proposals to the Senate regarding the members and chair of the DHT,
 - d) decides on appeals concerning the DHT habilitation procedure.
- (4) As the university body established to conduct the habilitation procedure, the DHT shall perform the organisational and decision-making activities related to the habilitation procedure within the scope of its responsibilities specified in Section 4 and in accordance with the other provisions of these Regulations.

The Doctoral and Habilitation Council (DHT)

3. §

The provisions governing the composition of the DHT are set out in Section 8 of the University's Organisational and Operational Regulations.

4. §

- (1) The DHT shall, within the scope of its responsibilities in the habilitation procedure:
- a) drafts the Regulations and submits them to the Rector for decision-making,
 - b) ⁵
 - c) ⁶
 - ca) ⁷
 - cb) ⁸
 - d) evaluates the partial results of the habilitation procedure at the end of the habilitation process and decides on the award or rejection of the title of "doctor habil",
 - e) prepares a summary report for each rector's term of office, including proposals for the following period, and submits it to the Senate,
 - f) performs all tasks assigned to it by law, university regulations or the Senate, as well as those requested by the Rector or the Chair of the DHT.
- (2) The work of the DHT is directed by its Chair, who:
- a) directs and supervises the performance of the DHT's tasks, represents the DHT within the University and before external bodies,
 - b) ⁹
 - c) convenes and chairs DHT meetings,
 - d) issues the decisions of the DHT, together with the Rector, the habilitation certificates and other documents of the DHT,
 - e) submits a summary report to the Senate on behalf of the DHT for each rector's term of office,

⁵ Repealed by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁶ Repealed by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁷ Repealed by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁸ Repealed by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁹ Repealed by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

- f) performs all management tasks assigned to him/her by law, university regulations, the Senate or the DHT, or requested by the Rector.
- (3) In the event of the DHT Chair being prevented from performing his or her duties, having a conflict of interest, or the position being temporarily vacant, the employee designated by him or her in writing shall be entitled to act as a substitute.
- (4) The activities of the DHT Deputy-chairs are directed by the DHT Chair.

DHT Expert Committees (SZB)

5. §

- (1) ¹⁰The TDIT establishes an SZB to carry out educational, professional and scientific evaluations at certain stages of the habilitation application process.
- (2) ¹¹The head of the doctoral programme shall propose the members of the SZB to the TDIT as follows:
 - a) the Chair of the SZB shall be an active or retired university professor or Professor Emeritus,
 - b) ¹²the secretary shall be the secretary of the relevant programme/sub-programme,
 - c) appointed members:
 - ca) two full-time university professors employed by the University;
 - cb) two persons who are not employed by the University (external experts),
 - d) the vice-chair is one of the persons specified in point ca),
 - e) substitute members:
 - ea) one person employed full-time as a university professor at the University,
 - eb) an expert not employed by the University (external expert).
- (2) A further condition for membership of the SZB is that the member must hold a habilitated doctoral degree or be considered habilitated under the applicable legislation, and must possess adequate knowledge of the foreign language used in the procedure.
- (3) ¹³The applicant's workplace manager or immediate superior, as well as the head of the institute to which the applicant belongs, may not be the chair or a member of the SZB. The same applies to the applicant's close relatives as defined by the Civil Code.
- (4) The following persons may not participate in the procedure as members:
 - a) who are close relatives of the person concerned, or
 - b) who cannot be expected to judge the case objectively.
- (5) ¹⁴If the applicant makes a reservation against a member of the SZB pursuant to paragraph (4) b), the TDIT shall decide on the reservation by a simple majority.
- (6) ¹⁵The chair and members of the SZB shall be elected by the TDIT by a simple majority vote, based on the recommendation of the Chair of the TDIT.
- (7) ¹⁶In the event that the chair and/or members of the SZB are unable to perform their duties, the TDIT shall also elect a deputy chair and two substitute members in accordance with the procedure described above. The deputy chair may only perform the duties of the chair if the chair is unable to do so. If the SZB chair or a member is absent and the substitute

¹⁰ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

¹¹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

¹² Specified by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

¹³ Amended by Senate Resolution No. 39/2023 (IV.19.), effective from 20 April 2023.

¹⁴ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

¹⁵ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

¹⁶ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

- members are not present, the head of the doctoral school accepting the habilitation application may act as a substitute (except in cases of conflict of interest).
- (8) The SZB has a quorum if the chair and at least four members are present. Only the chair and the four members have voting rights.

II. THE HABILITATION PROCEDURE

Submission of the application, review of form and content

6. §¹⁷

- (1) The habilitated doctoral title may be obtained in the scientific discipline corresponding to the applicant's doctoral degree. The habilitation procedure may be requested in a scientific discipline other than that of the applicant's doctoral degree if the applicant's activities since obtaining the scientific degree justify this.
- (2) The habilitation procedure consists of the following parts:
 - a) habitus examination,
 - b) evaluation of habilitation theses,
 - c) habilitation lecture in Hungarian and a presentation in foreign language and its institutional evaluation,
 - d) public debate and its evaluation.
- (3) The habilitation procedure may be initiated (in accordance with the regulations of the given DI) by anyone who:
 - a) holds a doctoral degree and has been engaged in high-level, independent scientific or artistic creative activity for at least five years since obtaining the degree,
 - b) has performed teaching duties at a domestic or foreign higher education institution for at least eight semesters,
 - c) has a clean criminal record and is legally competent, and
 - d) whose verified educational and professional activities and their results meet the publication and other requirements specified in the DI's rules of procedure,
 - e) their scientific performance meets 50% of the minimum scientometric requirements for the award of a doctoral degree by the Hungarian Academy of Sciences, as specified by the relevant academic department for the discipline selected by the applicant. Only data registered in the Hungarian Scientific Works Repository (MTMT) can be accepted as proof of the applicant's scientometric data.
- (4) Habilitation applications must be submitted to the DHK in five copies, addressed to the Rector of the University.
- (5) The thesis to be attached to the habilitation application must contain:
 - a) ¹⁸the application form in Appendix 2;
 - b) copies of diplomas certifying university degrees and doctoral degrees or equivalent academic degrees or titles;
 - c) a certificate of good conduct issued within the last three months;
 - d) language exam certificate(s) certifying foreign language proficiency as specified in the DI rules of procedure;
 - e) an American-style CV;
 - f) ¹⁹a complete list of scientific publications and citations, structured in accordance with the regulations of the Hungarian Academy of Sciences (SCOPUS);

¹⁷ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

¹⁸ Amended by Senate Resolution No. 39/2023 (IV.19.), effective from 20 April 2023.

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

- g) a list of patents and unpublished works (with a five-line description and reference to availability);
 - h) research programmes implemented under the applicant's leadership in the past 10 years (max. 3; title, sponsor, amount, one-page summary),
 - i) proof of the applicant's teaching activities (based on the NEPTUN study system or documentation from a foreign higher education institution);
 - j) a list of the applicant's subjects and a brief (five-line) description,
 - k) the topics and theses of the Hungarian-language lectures planned by the applicant for full-time students, as well as the scientific presentations in foreign languages planned for the University's lecturers, researchers and doctoral students. In the proposal, the applicant must also state in which foreign language they wish to give their lecture. The scientific presentation in a foreign language should be held in English if possible. In exceptional cases, with the special permission of the head of the relevant doctoral school, the habilitation lecture in a foreign language may also be held in French, German, Russian or Spanish;
 - l) documentation of higher education curriculum development skills in the classification specified in paragraph (6);
 - m) the applicant may also attach a recommendation from an academician or doctor of the Hungarian Academy of Sciences in the given field of science;
 - n) any additional information about the applicant that may contribute to the evaluation of their activities to date;
 - o) proof of payment of the procedural fee.
- (6) Applicants may demonstrate their teaching material development skills and achievements, as well as their academic (creative) activities, by means of the following:
- a) a higher education textbook, lecture notes or specialist book written by them, or a detailed presentation thereof;
 - b) the programme and teaching materials developed by them for a subject to be announced at a later date, to which the opinion of the relevant department must be attached;
 - c) by presenting or submitting a description of a significant professional or scientific work;
 - d) by presenting outstanding professional or scientific achievements.
- (7) In addition to the works listed in points (a) to (d) of paragraph (6), the applicant may also submit recommendations from recognised professors in the given field of science or discipline.
- (8) Doctoral degrees obtained abroad must be certified or recognised in accordance with the applicable legislation prior to the habilitation application. Instead of a certificate of good conduct, foreigners may submit an official certificate issued in this regard in the country concerned.
- (9) Foreign applicants whose native language is not Hungarian may submit their application in one of the languages listed in paragraph (5) k) accepted by the DI. In this case, the habilitation procedure shall be conducted in that language.

7. §

- (1) The head of the DHK centre shall forward the submitted application to the competent DI, which shall review it from a formal point of view. In doing so, it shall examine whether the applicant has submitted all the documents specified in § 6 (5) and (6) and whether they meet the formal requirements for assessment.
- (2) In the event of any deficiencies, the DI shall request the applicant to supplement the missing documents. If the deficiencies are supplemented after the deadline specified in

paragraph (4), the University shall treat the application as an application submitted by the next deadline.

- (3) ²⁰The habilitation procedure must be completed within one year of the submission of the application.
- (4) ²¹The deadline for submitting applications is 10 January in the spring semester and 10 July in the autumn semester.
- (5) ²²The programme director may have the habilitation application reviewed in advance by a recognised professor in the field.
- (6) ²³After reviewing the formal requirements of the application in accordance with paragraph (1), which includes ensuring that the applicant meets the minimum habilitation requirements set by the DI/programme, the programme director shall submit the application to the TDIT for approval, attaching a memorandum containing the findings.
- (7) ²⁴The programme director shall also send the proposal for the composition of the SZB and the titles of the proposed Hungarian and foreign language presentations to the chair of the TDIT.

Evaluation of the application

8. §

- (1) ²⁵The programme director shall submit the habilitation application to the TDIT meeting. The application, the memorandum containing the findings of the formal review, and the opinions referred to in Section 6(6) shall be made available to all members of the TDIT. If the annexes to the application cannot be sent, it shall be ensured that the complete application material is available for review by the members of the TDIT at the DHK.
- (2) ²⁶The TDIT shall discuss the application, the related memorandum and opinions, and then decide on the following:
 - a) the application is suitable for the habilitation procedure,
 - b) the application does not meet the requirements set out in these regulations and therefore the TDIT rejects the application.
- (3) ²⁷Any member of the TDIT present may initiate the adoption of one of the decision options referred to in paragraph (2). The members of the TDIT present shall decide on the proposal(s) by open vote.
- (4) In the event of rejection, the applicant may submit a new habilitation application after a minimum of three years.
- (5) ²⁸If the applicant's habilitation application has already been rejected twice by the TDIT, the applicant may not submit another habilitation application to the University.
- (6) If an applicant whose habilitation application has been previously rejected by another university submits an application, the habilitation application shall be assessed in accordance with the provisions of paragraph (4).

²⁰ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²¹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²² Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²³ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²⁴ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²⁵ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²⁶ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²⁷ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

²⁸ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

9. §

- (1) ²⁹If the TDIT has decided in accordance with Section 8 (2) (a), then:
 - a) it shall approve the topics and outlines of the Hungarian lecture and the presentation in a foreign language, as well as the foreign language in which the applicant may give their academic presentation;
 - b) establish the SZB.
- (2) ³⁰Within the framework of the procedure, the Hungarian-language lecture shall be held within 90 days of the TDIT meeting, taking into account the preparation time. The foreign-language presentation shall be held on the same day as the Hungarian-language lecture.
- (3) The applicant's hearing before the SZB, if necessary, must be held before the Hungarian lecture and presentation in a foreign-language. After the presentations, the SZB will conduct a final evaluation.
- (4) ³¹In justified cases (illness, unavoidable official travel abroad, other obligations, etc.), the TDIT may modify the dates already set, but the procedure must still be completed within one year as stipulated in the government decree. If this is not possible (e.g. due to the candidate's prolonged illness), the procedure must be repeated after the obstacle has been removed.
- (5) ³²The secretary of the TDIT shall notify the applicant in writing of the decisions referred to in paragraph (1). If the applicant has any comments as specified in Section 5(5), they must submit their request in writing, with appropriate justification, to the head of the TDIT within three days. If the comment is rejected, further proceedings may only take place within the framework of legal remedies.
- (6) The applicant may withdraw their application for the initiation of the habilitation procedure before the public part of the procedure is announced. In this case, the procedure shall be carried out in accordance with the information provided, taking into account the opinions formed and decisions made up to that point. If the reason for the withdrawal is not one of those specified in paragraph (4), the application may be repeated in accordance with the provisions of Section 8(4).
- (7) ³³In the event of the impediment of a member of the SZB, the head of the TDIT shall ensure that the deputy chair and/or substitute member(s) elected in accordance with Section 5(7) are called in.
- (8) ³⁴If the applicant fails to hold any of the habilitation lectures through his or her own fault, the habilitation procedure shall be considered invalid. In this case, the procedure may be repeated in accordance with Section 8(4). In this case, the applicant may request recognition of the procedural stages already completed, which shall be decided by the TDIT.
- (9) Habilitation lectures may only be held online if national/central and/or university regulations do not allow participants in the public procedure to attend in person.
- (10) An online public lecture may only be organised if expressly requested by the applicant or the chair and/or members of the expert committee.
- (11) The online presence of the applicant and the expert committee must be ensured at the public presentation with video and audio. It is also necessary to ensure the conditions for secret voting and the possibility of commenting.

²⁹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³⁰ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³¹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³² Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³³ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³⁴ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

- (12)³⁵A public classroom presentation may only be held online if 20 persons enrolled at the University are present online at the presentation (the secretary must verify their presence).
- (13) Anyone wishing to attend the public lecture(s) as an audience member must be provided with a link created for this purpose, which must also be included in the invitation.
- (14) If the internet connection is interrupted for any reason during the online defence, the habilitation procedure must be suspended for a period not exceeding 10 minutes. After this, the presentation may be continued. If the interruption exceeds this period, the presentation must be restarted from the beginning.
- (15) If the connection with the applicant or the committee cannot be restored, the public procedure must be postponed and rescheduled.

Stages of the habilitation procedure

10. §

- (1) The evaluation of the habilitation requirements by the SZB consists of the following parts:
 - a) Evaluation of the applicant's educational, professional and scientific achievements, domestic and international connections, and professional and scientific public activities.
 - b) Evaluation of lectures and consultations held in Hungarian.
 - c) Evaluation of scientific presentations and discussions held freely in a foreign language.
- (2) ³⁶The SZB shall conduct a summary evaluation of the habilitation procedure, and the DHT shall decide whether to award or reject the title.
- (3) ³⁷The administrative and registration tasks specified in paragraph (1) a)-c), including the announcement and sending out of invitations, shall be performed by the DHK, and the provision of rooms and teaching technology shall be performed by the Candidate.
- (4) Habilitation lectures must be widely advertised at the University and outside the University, particularly at universities accredited in the relevant disciplines, and any lecturer, researcher or student at the University may attend them. The invitation must be published on the University's website and on the website of the National Doctoral Council (www.doktori.hu).
- (5) The following persons shall participate in the lectures ex officio and may also participate:
 - a) university students and doctoral students for lectures and consultations held in Hungarian
 - aa) ³⁸members of the SZB elected by the TDIT,
 - ab) ³⁹TDIT members, the head of the programme hosting the applicant and doctoral students,
 - ac) the Rector and the deputies, the heads of the faculty or faculties concerned, and the lecturers and researchers of the faculty or faculties concerned (institutes and departments working in related fields).
 - b) For scientific presentations and discussions in foreign languages:
 - ba) members of the SZB shall be invited,
 - bb) ⁴⁰members of the TDIT, the head of the DI hosting the applicant and doctoral students shall be invited.

³⁵ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³⁶ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³⁷ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³⁸ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

³⁹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁴⁰ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

Evaluation of the applicant's educational, professional and scientific activities and performance

11. §

- (1) The SZB shall evaluate the applicant's university teaching, professional and scientific achievements, domestic and international connections, and public activities.
- (2) The SZB's evaluation shall be based on the applicant's CV, the reference and citation data of the publications on the applicant's list of publications, as well as the materials listed in Section 6 (5).
- (3) The SZB may request additional information to supplement the documents submitted by the applicant and may involve additional experts in the evaluation process.
- (4) The SZB shall evaluate the activities specified in Section 10(1)(a) by secret ballot and scoring. In doing so, the chair and members of the SZB may award 0-1-2-3 points per person. A score of at least half of the total points available + 1 point is required for a "pass" rating.
- (5) Minutes shall be taken during the evaluation, which shall include a written explanation of the findings of the SZB. A sample of the minutes is included in Appendix 3.

Lecture and consultation in Hungarian

12. §

- (1) The applicant shall give a 45-minute lecture in Hungarian on a predetermined part of the curriculum at a predetermined time to students and/or doctoral students of the University. Pursuant to Section 6(9), foreign applicants shall be provided with an audience that is proficient in the language of the lecture.
- (2) During the lecture, the applicant may use teaching aids and methods as required.
- (3) The chair of the lecture shall be the Chair of the SZB.
- (4) The lecture is followed by a 15-minute consultation during which those present may ask questions to the lecturer, to which the applicant responds individually and/or collectively.
- (5) The SZB shall evaluate the lecture and consultation, as well as the applicant's performance, in a closed meeting, in the manner determined by the DHT, based on the following criteria:
 - a) the extent to which the presentation demonstrated that the applicant has comprehensive and up-to-date knowledge of the subject matter of the discipline in question;
 - b) the clarity of the central idea of the presentation, the logical structure of the presented curriculum, and its didactic structure;
 - c) the use of practical experience gained in the subject area and scientific research results obtained from the applicant's own work or from the literature;
 - d) whether the presenter was able to hold the audience's attention for the entire duration and arouse their interest in the topic;
 - e) the style, comprehensibility, formal and grammatical correctness of the presentation;
 - f) use of visual and teaching aids, evaluation of their use depending on the nature of the topic.
- (6) Scoring is done by secret ballot, with the chair and each member of the SZB awarding 0-1-2-3 points. A minimum of half the available points + 1 point is required to achieve a "pass" rating.

- (7) In addition to scoring, the lecture must also be evaluated in writing in accordance with the total score, and all of this must be recorded in the minutes.

Scientific presentation and discussion held in a foreign language

13. §

- (1) The candidate must give a 30-minute public scientific presentation in a foreign language on a pre-announced topic, in which they summarise their own research results in thesis form. The presentation is followed by a discussion, taking into account the following:
 - a) the professional-scientific discussion may only be conducted in the language of the presentation,
 - b) the discussion shall focus primarily on asking questions and listening to the answers,
 - c) the discussion may not exceed 45 minutes.
- (2) The performance in the presentation and discussion will be evaluated in essentially the same way as the applicant's lecture in Hungarian, based on the following criteria:
 - a) the extent to which the presentation demonstrated that the applicant is capable of presenting in a foreign language and has an adequate knowledge of the foreign language vocabulary of the given field of science (discipline);
 - b) the comprehensibility of the presentation, the applicant's foreign language speaking and debating skills, their understanding of the questions, the linguistic quality of their arguments, and their clarity;
 - c) the applicant's scientific knowledge of the given subject area and the chosen foreign language area;
 - d) the extent to which the presentation demonstrated that the applicant has thorough and up-to-date knowledge of the comprehensive issues of the given field of science (discipline);
 - e) the clarity of the central idea of the academic presentation, the logical structure of the material, and its didactic structure;
 - f) presentation of the applicant's own practical experience, research and scientific results in the research topic presented;
 - g) the style and quality of the presentation and the subsequent discussion, the understanding of the questions raised, and the clarity and conciseness of the answers;
 - h) whether the presenter was able to hold the audience's attention for the entire duration and arouse their interest in the scientific topic;
 - i) the use of visual and teaching aids, and their evaluation depending on the nature of the topic.
- (3) The chair and each member of the SZB may award 0-1-2-3 points by secret ballot. A minimum of half the available points + 1 point is required to achieve a "pass" rating.
- (4) In addition to the provisions of Section 12(5), the assessment shall also evaluate the presenter's debating skills, knowledge of international literature and research findings on the topic, and correct use of concepts and technical terms in foreign languages during the presentation and debate.
- (5) The quantified result and the corresponding textual evaluation shall be recorded in the minutes prepared in Hungarian after the meeting of the SZB.
- (6) The overall result shall be announced after the lecture and consultation in Hungarian and the presentation and discussion in a foreign language.

Overall evaluation of the habilitation procedure

14. §

- (1) ⁴¹The SZB shall carry out the overall evaluation of the habilitation procedure and record it in the minutes contained in Appendix 3. The minutes shall be authenticated by the signatures of the chair, all members and the secretary of the SZB, and then sent to the head of the TDIT.
- (2) ⁴²The minutes shall be available for inspection by the members of the TDIT.
- (3) ⁴³At the TDIT meeting, the head of the programme reports on the activities of the SZB and the evaluation of the applicant's performance. The DI then submits the TDIT's proposal to the DHT.
- (4) A minimum of 2/3 of the total points is required for a "pass" rating, with no sub-task evaluation score lower than 50% of the maximum available points + 1.
- (5) Based on the partial results and the overall result, the following decisions may be made and ratings may be given:
 - a) If the partial results achieve a "pass" rating, the completion of the individual parts of the habilitation procedure can be considered successful. In this case, the DHT (minimum 50% + one participant) decides by secret ballot on the acceptance or rejection of the habilitation.
 - b) If any of the habilitation sub-tasks specified in Sections 11-13 are rated "failed", the habilitation procedure shall be considered unsuccessful and the application shall be rejected.
- (6) The Chair of the DHT shall inform the applicant of the DHT's decision in a resolution.

Certificate attesting the successful completion of the habilitation procedure

15. §

- (1) The University shall recognise the successful completion of the habilitation procedure with a certificate issued in Latin and Hungarian by the Rector and the Chair of the DHT.
- (2) The certificate attests that the applicant has successfully participated in the University's habilitation procedure, has fulfilled the requirements, and is entitled to use the title "habilitated doctor" ("dr. habil") after their name.
- (3) The habilitation certificate shall indicate the field of science and the branch of science in which the applicant has obtained the title of "habilitated doctor".
- (4) The certificate attesting to successful habilitation shall be presented to the person awarded the title of "habilitated doctor" at a public ceremonial meeting of the Senate, and the date of the certificate shall be the date of award of the habilitation title. The habilitated person may request a certified copy of the certificate, which shall be issued by the DHK.
- (5) The title of habilitated doctor may be revoked by decision of the DHT if it is established that the conditions for awarding the title have not been met.

⁴¹ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁴² Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁴³ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

III. RIGHTS AND OBLIGATIONS OF THE HABILITATED PERSON

16. §

- (1) A person who has been habilitated at the University is entitled to:
 - a) to use the title certifying habilitation (Dr. habil.) after their name,
 - b) ⁴⁴habilitated university researchers or persons not employed by the University may apply for the title of "private university lecturer" on the initiative of the relevant campus (institute, department).
- (2) Persons habilitated at the University are obliged to
 - a) behave in a manner befitting a citizen of the University,
 - b) maintain regular contact with the University in their field of science or scholarship until the termination of their employment relationship with the University, contribute to undergraduate, specialised and scientific further education in accordance with the needs of the University and their own abilities, to participate in examination and final examination committees and in the University's scientific research and development activities,
 - c) promote the achievement of the University's objectives through their activities.

IV. LEGAL REMEDY

17. §

- (1) ⁴⁵At any stage of the habilitation procedure, an appeal may be lodged against a decision or resolution of the DHT only in the event of a violation of the law or a violation of the provisions of the Regulations or the Habilitation Regulations.
- (2) In the case referred to in Paragraph (1), the request for legal remedy (appeal) with detailed justification must be submitted to the Rector of the University within 15 days of receipt of the decision.
- (3) The appeal shall be decided within 15 days of its submission.
- (4) The Rector may also set up a committee to investigate the matter.

V. MISCELLANEOUS AND FINAL PROVISIONS

18. §

- (1) The fees payable for the habilitation procedure and the remuneration of those involved in the procedure shall be published on the DHT website.
- (2) A register of habilitated persons shall be kept.
- (3) Documents related to habilitation (applications, submissions, minutes, certificate templates, etc.) shall be recorded and stored by the DHK in accordance with the University's Document Management Regulations.
- (4) These regulations shall enter into force upon the decision of the Senate.
- (5) Amendments to these Regulations were adopted by the Senate in its Resolution No. 39/2023 (IV.19.) and entered into force on 20 April 2023.

⁴⁴ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

⁴⁵ Amended by Senate Resolution No. 162/2025. (IX. 01.), effective from 1 September 2025.

- (6) The amendment to these Regulations was adopted by the Senate by Resolution No. 162/2025 (IX. 01.) on 1 September 2025, and the amendments shall enter into force on the date of adoption, after the vote has been concluded.

Gödöllő, 1 September 2025

Dr. Csaba Gyuricza
rector



Appendices:

1. MATE doctoral schools and their directors
2. Application form for the habilitation procedure
3. Minutes of the habilitation procedure
4. Habilitation certificate
5. Habilitation procedure fees



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