

UVMB Habilitation Policy

effective as of 30 June, 2022



Budapest

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Abbreviations

AA-DSP	Aujeszky Aladár DS Programme of Theoretical Veterinary Sciences
UNIVET	University of Veterinary Medicine Budapest
UNIVET DS	Doctoral School of Veterinary Science
CSc	Candidate of Veterinary Science
DP	DOCTORAL PROGRAMME POLICY
HP	HABILITATION POLICY
DHC	Doctoral and Habilitation Council
DS	DS
DSR	Doctoral School's Rules of Operation and Procedure
DSC	Doctoral School Council
DSTC	doctoral students' council
DOI	digital object identifier (identification code of electronic documents)
dr. habil	habilitated doctor
DSc	DSc
University	University of Veterinary Medicine Budapest
SER	System of Employment Requirements
SC	Student Council
HAC	Hungarian Higher Education Accreditation Committee
MJ-DSP	Marek József DS Programme of Clinical and Food Chain Safety Veterinary Sciences
MSc	Master of Sciences
HAS	Hungarian Academy of Sciences
HAS CVMR	HAS Committee for Veterinary Medical Research
IVMR	Institute for Veterinary Medical Research
HSWR Q1-Q4	Hungarian Scientific Works Repository Quarters 1-4
NFCSO	National Food Chain Safety Office of Hungary
Higher Education Act	Act CCIV of 2011 on the national higher education of Hungary
HDC	Hungarian Doctoral Council
EA	Educational Authority
PhD	Philosophiae Doctor / Doctor of Philosophy
EC	Expert Committee
Senate	University Senate
SZIU	Szent István University
CCM	College of Core Members
STS	Students' Secretariat

HABILITATION POLICY

General provisions

1. Section

- (1) Pursuant to the authorization laid out in Schedule 2 of Act CCIV of 2011 on the national higher education of Hungary, and with regard to Govt. Decree 387/2012. (XII.19.) on doctoral schools, the order of doctoral procedures and habilitation, the UVMB Senate regulates the University's *habilitation procedure* by issuing the *policy* below.
- (2) The legal grounds for the UVMB HP are provided by the following acts and decrees:
 - **Act CCIV of 2011** on the national higher education of Hungary (hereinafter: Higher Education Act);
 - **Act C of 2001** on the recognition of foreign certificates and degrees
 - **Govt. Decree No. 137/2008** on the certified examination of foreign language attainment and on the nostrification in the Republic of Hungary of language certificates of foreign language attainment issued abroad;
 - **Govt. Decree No. 387/2012** on doctoral schools, the order of doctoral procedures and habilitation.
- (3) UVMB HP regulation - Habilitation is the University's evaluation of the applicant's abilities as an instructor and lecturer, as well as their scientific accomplishments. The purpose of the habilitation procedure is to verify the applicant's compliance with the requirements laid out in Section 1(6).
- (4) The University's scope of habilitation covers the discipline of "veterinary sciences" within the branch of science called "agrarian sciences", where it is entitled to conduct doctoral programmes and confer doctoral degrees (HP Annex No. 1).
- (5) The title of habilitated doctor, abbreviated as "dr. habil.", (hereinafter: title of habilitated doctor) may be attained as a result of a habilitation procedure conducted upon request.
- (6) Applicants may request to start a habilitation procedure if they meet the following conditions:
 - a) They have a doctoral degree and have been conducting high-level self-contained scientific activity since the attainment of their scientific degree, but at least for five years, and the results of their activity meet the requirements set by the SER in terms of associate professors;
 - b) They have worked as an instructor for at least eight semesters in a Hungarian or foreign higher education institution;
 - c) in case of habilitation by scientific achievement, the applicant has been conducting regular and high-level publication activity which is evidenced by articles released in acclaimed international, peer-reviewed journals that are recognized as professional standard and by (Database-verified) references appearing in similar outlets; the applicant is also a regular participant of international and Hungarian science events with lectures and presentations of the results;
 - d) in case of habilitation by technical achievement, the applicant has been conducting high-level creative activity which is evidenced by implemented patents, blueprints as well as peer-reviewed journal articles and the references thereto. Applicants are

regular participants of international and Hungarian professional events by giving lectures and presenting their results; the positive Hungarian and international professional feedback on their internationally outstanding practical achievements has already been published in print as well.

- (7) Applications for habilitation must be accompanied by a thesis-by-thesis summary of the results of the scientific and/or technical activity conducted since the attainment of the doctoral degree (HP Annex No. 2) The habilitation committee may also require applicants to submit a habilitation dissertation. The results of the selected works must be presented in a consolidated, self-contained format. New findings must be listed in the usual itemized format of scientific theses, allocating the selected scientific publications and/or products to the relevant thesis sections.
- (8) Applicants may attain the title of habilitated doctor in the discipline where they attained their doctoral degree. Habilitation procedures may be initiated in a discipline different from the discipline of the applicant's doctoral degree if it is justified by the applicant's activity conducted since the attainment of the above degree.
- (9) The habilitation procedure consists of the following parts:
 - a) academic examination to determine if the conditions indicated in Section 1 (4) are met,
 - b) evaluation of the habilitation theses,
 - c) habilitation presentation and its evaluation, in compliance with Paragraph 7 of Section 108 of the Higher Education Act - in Hungarian and foreign language
 - d) public debate and its evaluation.
- (10) The costs of the habilitation procedure (the fees payable by the applicant) and the remuneration for the participants of the process are listed in HP Annex No. 12.

The Doctoral and Habilitation Council

2. Section

- (1) The implementation of the habilitation procedure and the conferral of the habilitated doctor title belong to the DHC's jurisdiction.
- (2) Pursuant to the power given to the DHC by law, the University conducts habilitation procedures in line with the HP's instructions and thus makes decisions on the conferral of habilitated doctor titles.
- (3) Based on the examination committee's report and the DHT resolution to grant the title of Dr. Habil., the higher education institution issues a habilitation diploma (decretum habilitationis) which indicates the branch of science and the specific discipline.
- (4) The title of habilitated doctor may be revoked based on the DHC's resolution if it is established that the requirements of conferral were not met.
- (5) Habilitation procedures must be concluded within one year after the submission of the application.

The Habilitation Committee

3. Section

- (1) The DHC conducts its habilitation committee related tasks in compliance with the legal regulations pertaining to committee composition and personal conditions.
- (2) The DHC
 - a) assigns the official reviewers and the habilitation review committee and
 - b) evaluates the review committee's report.
- (3) The habilitation theses and, if submitted, the habilitation dissertation, the public debate and the presentation must be evaluated by the review committee established for such purpose. The president of the review committee must be a full professor or Professor Emeritus.
- (4) The University establishes a habilitation committee to conduct the habilitation procedure and confer the title of habilitated doctor. With regard to the selection of committee members, the University must ensure the following: the instructors or scientific researchers employed full time or as a public servant by the University must have a habilitated doctor title; at least two thirds of the members must be full professors and one third of them, but at least two members, must not be employed by the University.
- (5) The DHC has quorum if more than 50% of the members are present. With regard to personal matters, the DHC makes decisions by way of secret vote. In other matters, the committee's present members decide by open vote with a simple majority. The minutes of the meetings must be taken, and then authenticated by the chair.
- (6) The explanation of the DHC's decisions is public.

II. The habilitation procedure

The application for habilitation

4. Section

- (1) Applications for habilitation must be submitted to the DHC in 1 copy on a form in compliance with HP Annex No. 2, with the applicants scientific resume attached (HP Annex No. 3).
- (2) Applicants must indicate five Hungarian classroom presentations and two English language presentations, from which the DHC chooses the one to be held as a presentation for habilitation. Expediently, the topics of the Hungarian presentation may be the chapters of the applicant's university lectures already held or planned to be held. The topics of the scientific presentations comprise the chapters of the applicant's research.

- (3) The requirements for documenting the applicant's scientific activity and evaluating their scientific disposition are defined by the DHC.
- (4) Applicants' options to document their scientific activity conducted since the attainment of their doctoral degree and to have their scientific disposition evaluated are (HP Annex No. 4):
 - a) submit their list of publications as defined by the DHC (HP Annex No. 5);
 - b) submit the list of their 10 most important publications that provide an overview of their scientific work;
 - c) submit the co-authorship statements, if necessary,
 - d) submit a thesis-like summary of their scientific activity;
 - e) submit a documentation of their competence in the development of higher education course materials (Applicants may demonstrate their competence and accomplishments in the development of course materials as well as their (creative) scientific activity in the following manners: submit higher education textbooks, course materials and/or scientific books written by them or the detailed presentation thereof; submit the detailed programme and/or course materials of a subject to be taught by them; present a professional or scientific creation of great importance or submit the description thereof; present an outstanding professional or scientific lifetime achievement).
- (5) Applicants must pay the full sum of the administrative fee upon submitting their application for habilitation.
- (6) The DHC accepts (see HP Annex No. 6) or rejects the application for habilitation (DHP Annex No. 18) if
 - a) it was submitted in an unaccredited discipline,
 - b) it fails to meet the requirements laid out in Section 1 (4) of this Policy,
 - c) applicants fail to submit missing materials to complete the application package, despite a notification to such effect.

Preparation for the habilitation procedure

5. Section

- (1) To support the decision, the DHC invites an *expert committee* consisting of a president, at least two internal members, two third-party members and a secretary (HP Annex 7). All of them must be acclaimed representatives of the profession with habilitation or scientific degree/title (DSC). Persons with a relationship of dependency with the applicant (e.g., who exercise employer's rights over the applicant or the applicant exercises employer's rights over them) and/or co-authors of the applicant's scientific releases may not be members of the ExC. The president of the ExC must be a full professor or professor emeritus of the University. DHC members may participate in the ExC.
- (2) Applicants may withdraw their application before the announcement of the procedure's public part without any legal ramifications.
- (3) In habilitation procedures, the DHC selects the topic of scientific and classroom presentations from the list provided in the applicant's application.

- (4) The DHC Secretariat invites the members of the EC, sends them the application documentation and organizes the procedure in coordination with the applicant, as well as sends out the invitation for the habilitation procedure.
- (5) Considering the preparation time, the Hungarian presentation must be held within 60 days after the meeting of the DHC. The foreign language presentation must be held after the Hungarian presentation, on the same day.

The public section of the habilitation procedure

6. Section

- (1) Applicants demonstrate their comprehensive and up-to-date knowledge of their selected branch of science in a public scientific presentation and debate conducted in the presence of the *EC*. All participants of the debate may ask their questions or offer their comments. The meeting is presided by the *EC president*. (HP Annex No. 9).
- (2) The applicant's presentation skills are demonstrated by a public and free (45-minute) classroom lecture held in the presence of the EC and university students. The lecture is not followed by a debate.
- (3) Applicants demonstrate their foreign language skills by giving a maximum 20-minute presentation in the scientific topic selected by the DHC.
- (4) The presentations must be announced at the University in due time. All DHC and DSC members must be invited to the public presentation and professional debate of the procedure.

Evaluation of public actions

7. Section

- (1) After the classroom and the scientific presentations, the EC hears the applicant in a closed meeting. In this audition, applicants report about their professional plans, with special regard to their ideas on how they would contribute to the future development of science and education.
- (2) After the hearing, the EC takes a secret vote and gives scores to evaluate the applicant's:
 - a) performance and activity in education, professional and scientific matters as well as
 - b) classroom presentation and
 - c) foreign language scientific presentation (HP Annex No. 10).
- (3) In the minutes of the closed meeting (HP Annex No. 11), the EC makes a recommendation to the DHC whether to grant habilitation for the applicant or to reject the application. The decision must be explained in detail. The proposal is signed by each EC member, indicating potential minority opinions as well.
- (4) The DHC evaluates the EC's report based on the written documentation of the applicant's accomplishments, the public actions of the procedure and the minutes taken by the EC. If the DHC does not support conferring the title, the body must provide an explanation in writing.
- (5) The decision on conferring the dr. habil. title is made by the DHC.

Conclusion of the habilitation procedure

8. Section

- (1) Habilitation procedures must be concluded within one year after the submission of the application and/or within 60 days after the members of the Expert Committee are assigned. If the application is rejected on the grounds of an ineffectual scientific presentation and debate, no new procedure may be initiated in the same professional area within two years. If the application is rejected on the grounds of an unsuccessful classroom presentation and/or inadequate foreign language performance, the DHC may allow the procedure to continue after half a year.
- (2) The DHC's decision may only be appealed to the Rector on the grounds of a potential violation of the law or the habilitation policy. The Rector makes a decision on the appeal within 15 days.

The University issues a habilitation certificate (*decretum habilitationis*) to the habilitated person. The certificate contains the name and stamp of the University, the serial number of the diploma, the diploma recipient's name, date and place of birth, the indication of the branch of science and discipline in which the applicant was granted habilitation, as well as the place, year, month and day of issuance. The certificate is signed by the Rector and the president of the University's Doctoral and Habilitation Committee. (HP Annex No. 12).

- (3) The certificate is ceremonially presented by the Rector to the applicant in a public meeting.
- (4) The University keeps records of the issued certificates in a certificate record book.
- (5) Habilitated doctors may use the "habilitated" („dr. habil.") title. The title of habilitated doctor may be revoked based on the habilitation council's resolution if it is established that the requirements of conferral were not met.
- (6) Habilitated doctors may be expected to announce lectures in connection with the branch of science of their habilitation at the University and/or hold such lectures upon the University's request.

Legal remedy

9. Section

- (1) Pursuant to the provisions laid out in Section 5 of the University's SER, applicants for habilitation may file for legal remedy against the University's decisions or measures, or the omission thereof, within fifteen days after the notification to such effect or, in lack thereof, after it came to their attention.

TEMPORARY AND CLOSING PROVISIONS

- (1) This HP enters into effect as of the day subsequent to the date of approval by the Senate.

Clause

- (1) This Policy was adopted by Senate Resolution No. 31/ 2/2021/2022 SZT on 29 June, 2022.

Dr. Péter Sótonyi

Rector

Doctoral councils of disciplines, doctoral schools and doctoral programmes

Doctoral School of Veterinary Science (head: Dr. Tibor Bartha)

Doctoral programmes:

Aujeszky Aladár Doctoral School Programme of Theoretical Veterinary Sciences

Marek József Doctoral School Programme of Clinical and Food Chain Safety Veterinary Sciences

Branch of science: agrarian sciences

Discipline: veterinary sciences

Registration number:

Annex 2

Application Form

For habilitation procedure

(Fill out accurately, electronic and two-sided print copy, signature!)

Personal data:			
Name:		/Né(e)/	
Place of birth:		Date of birth:	
Mother's name:			
Address:			
Mailing address:			
Phone:	Fax:	E-mail:	
Workplace		Position:	
Work address:			
Phone:	Fax:	E-mail:	
Qualification:			
	specialization:		
Certificate issued by		number:	year:
Scientific degree:		Registration number of diploma:	
Certificate issued by		number:	year:
Language skills	Level	Type	Registration number of certificate:
Branch of science:	4. Agrarian sciences	Discipline:	4.2. Veterinary sciences
Doctoral school applied to:	Doctoral School of Veterinary Science		

Date:

signature

Declaration

I, the undersigned, declare that I have had applications for habilitation rejected by other higher education institutions

NO *

YES year of rejection

If YES, the name of the institution

Date:

signature

**Marked with X as appropriate!*



ADDITIONAL DATA

1. Previous professions and workplaces:

Workplace	from – until	Position

2. Activity as reviewer:

Whose dissertation did you review?	When?

3. Activity as review committee member:

Whose committee were you a member of?	When?

	6.2. Key scientific cooperation projects abroad (on separate sheet!)		
	6.3. Key scientific inter-institutional cooperation projects in Hungary		
Partner researcher	Institution	Theme/activity	
	6.4. All publication activities thus far: presented in overview in HP Annex No. 17 and in DSP Form F12 in detail		
	Accumulated impact factor:		
	All known citations:		
	6.5. Key research programmes, tenders won, assignments		
Date	Name and identification code of programme	Thesis supervisor	Grant obtained
7. Committee and organizational activity			
Name of committee		Activity of applicant	
8. Involvement in habilitation procedures and PhD programmes			
Name of applicant	As Review / Expert Committee member	As opponent	As thesis supervisor
9. Membership in Hungarian and international scientific organizations			
Name of organization		position	
10. Membership in editorial committees, peer review activity for scientific journals			
journal		Function / activity	
11. Merits, awards Recognition of professional activity			
Name of recognition		Date of attainment	

**Requirements for habilitation application check-lists and their acceptance
Pursuant to the relevant section of UVMB HP**

Name:

Reg. No.:

1 copy (unbound):	
1.	Application addressed to the Rector
2.	Receipt / invoice certifying the payment of the application fee
3.	Certificate of Good Conduct dated less than 3 months ago
4.	A brief CV to be read out before the presentation
5 copies (as part of the bound package) and electronically in PDF format:	
5.	The Application must contain the following documents for each copy:
5.1.	Application form (As in Annex No. 2)
5.2.	Copies of certificates
2.1.	University diploma,
2.2.	Scientific degree,
2.3.	Documents certifying foreign language skills
5.3.	Presentation of publication activity as described in Annex No. 5 (HSWR link; the 10 most valuable publications highlighted, including offprints of 3 of them)
5.4.	List of the applicant's <i>patents and/or non-publication type works</i> (description in cca. 5 lines + availability)
5.5.	<i>Research programmes</i> implemented with the applicant's major participation (max. 3 projects; 1 page: title, sponsor, amount, summary)
5.6.	List of <i>educational materials</i> prepared by the applicant
5.7.	List of <i>subjects and/or partial subjects</i> taught by the applicant, with a max. 5-line description of each
5.8.	Proposal for the Hungarian classroom presentations (5 titles, presentation outlines, 45 + 15 minutes)
5.9.	Proposal for the foreign-language scientific presentation (2 titles, presentation outlines, 20 + 15 minutes)
5.10.	Other documentation of competence in course material development in higher education (HP Habilitation Policy Section 4)
5.11.	Other materials (presentation of highly significant professional or scientific work or the submission of the description thereof; presentation of outstanding professional or scientific lifetime achievement; applicants may also submit recommendations by acclaimed professors of the given branch of science and/or discipline)

20...

UNIVET DHC Secretariat

Documentation of publication activity for habilitation procedure

Name:

1.) My entire publication activity is accessible here (HSWR link):

2.) The 10 releases best characterizing my academic achievements:

	<i>Author(s), title, publication</i>	<i>Type of document:</i>	<i>Year of release</i>	<i>IF:</i>	<i>Number of independent citations:</i>
	SAMPLE B Nagy, PZS Fekete Enterotoxigenic Escherichia coli in veterinary medicine Int.J.Med.Microbiology, 295 (6-7) : 443-454	Article in journal	2005	0.26	35
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

The Doctoral and Habilitation Councils statement to receive application for habilitation

Applicant:

Registration number:

Resolution of the Doctoral and Habilitation Council:

The applicant

Based on the above, the Doctoral and Habilitation Council receives the applicant's request for habilitation.

Proposal for presentation:

1. Hungarian
2. Foreign
language

**Dr. Péter Gálfi, DSc
Professor, DHC president**

**DHC PROPOSAL FOR EXPERT COMMITTEE
IN HABILITATION PROCEDURE**

Dr. Registration number:

Expert Committee: (*president: an active or retired full professor of the University; members: two internal full professors and two third-party experts +DSC Secretary*)

	Name	Pos.	Sc. degr.	Workplace	Address/contact
<i>President</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					
<i>secretary</i>					
<i>Substitute</i>					
<i>president</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					

Date: 20

**Dr. Péter Gálfi, DSc
Professor, president**

The DHC recommends the submission

a.) to be accepted without any modifications B.) to be accepted with the modifications below

Date: Oct 16, 20

Dr. Péter Gálfi, president

UNIVET DHC Resolution No. /20__ : insert modification only

	Name	Pos.	Sc. degr.	Workplace	Address/contact
<i>president</i>					
<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					
<i>Substitute</i>					
<i>president</i>					

<i>Internal member</i>					
<i>Internal member</i>					
<i>Third-party member</i>					
<i>Third-party member</i>					

ANNOUNCEMENT OF HABILITATION PRESENTATIONS

Presentations must be announced electronically **14 days** before their planned date.

Venue of presentations:	UNIVET	Department auditorium
Date and time of the Hungarian presentation:		
Date and time of the English presentation:		

The pre- and post-presentation EC meetings will be held in the UNIVET DS meeting room. Please contact the STS to make sure that the meeting room is available at the requested time.

Considering the preparation time, the Hungarian presentation must be held within 60 days after the meeting of the UDHC. The foreign language presentation must be held after the Hungarian presentation, on the same day.!

Statement: I coordinated with the EC members and they accepted the time of the presentations.

Comments:

Date: Oct 16, 20

GUIDELINE

For the evaluation process of Expert Committees in the habilitation procedure

I. Section 7 of the effective Habilitation Policy chapter contains the following provisions with regard to the activity of the Expert Committee:

- (6) After the classroom and the scientific presentations, the Expert Committee hears the applicant in a closed meeting. In this audition, applicants report about their professional plans, with special regard to their ideas on how they would contribute to the future development of science and education.
- (7) After the audition, the Expert Committee takes a secret vote and gives scores to evaluate the applicant's:
 - performance and activity in education, professional and scientific matters as well as
 - classroom presentation and
 - foreign language scientific presentation (HP Annex No. 11).
- (8) In the minutes of the closed meeting (HP Annex No. 12), the Expert Committee makes a recommendation whether to grant habilitation for the applicant or to reject the application. The decision must be explained in detail. The proposal is signed by each member of the expert committee, indicating potential minority opinions as well.

Pursuant to the above, the detailed regulation is as follows:

- (1) The EC's evaluation of the habilitation requirements consists of the following parts:
 - (a) Evaluation of the applicant's professional and scientific achievements, Hungarian and international relations as well as professional-scientific public activity.
 - (b) Evaluation of the Hungarian classroom presentation and the consultation.
 - (c) Evaluation of the scientific presentation delivered freely in a foreign language and the subsequent debate.

A) Evaluations of the applicant's educational, professional and scientific activity and achievements

- (1) The EC evaluates the applicant's professional and scientific achievements, Hungarian and international relations as well as professional-scientific public activity.
- (2) The EC's evaluation is based on the resume submitted by the applicants as well as their list of publications, the reference and citation data of their publications as well as the certification materials listed in Section 4 of the DHP Habilitation Policy.
- (3) The EC may request applicants to supplement their submitted documents and may also involve additional experts in the evaluation process.
- (4) The EC evaluates the activity defined in Sections 6 and 7 of the Habilitation Policy by giving scores in a secret vote. The president and members of the EC may give **0-1-2-3-4-5-6 points each**, thus the highest achievable (total) score is: 30. The "pass" grade requires at least 16 points.

b) Hungarian presentation and consultation

Section 12

- (1) The applicant gives a 45-minute Hungarian presentation to the University's students and/or doctoral students on the pre-determined parts of the educational material, at the previously announced time. The presentation is followed by a consultation. The duration of the consultation is 15 minutes.
- (2) The EC evaluates the experience of the presentation and the consultation as well as the applicant's performance in a closed meeting and in the manner defined by the DHC (*on the sheet attached, see HP Annex No. 11*), after carefully considering the following aspects:
 - (4) Grading is conducted by way of scoring and textual evaluation. By a secret vote, the president and each member of the EC give 0-1-2-3 points, so the EC can altogether give a maximum of 15 points. The "pass" grade requires at least 8 points.

c) Scientific presentation and debate in foreign language

Section 13

- (1) Applicants must hold a public, scientific presentation on the previously announced topic in the pre-determined world language, in which they demonstrate their own research findings that have also been

summarized in a thesis-like fashion. The presentation is followed by a debate, in consideration of the following regulations:

- the professional scientific debate must be conducted in the language of the presentation,
 - the debate must primarily aimed at asking the questions and listening to the answers,
 - the duration of the debate must not exceed 45 minutes.
- (2) The evaluation of the performance shown in the presentation and the debate is conducted in an essentially similar fashion to that of the Hungarian presentation, i.e., based on the following aspects:
- (3) Grading is conducted by way of scoring and textual evaluation. By a secret vote, the president and each member of the EC give 0-1-2-3 points, so the EC can altogether give a maximum of 15 points. The “pass” grade requires at least 8 points. In addition to the appropriate application of the provisions laid out in Sections 6 and 7 of the HP Habilitation Policy chapter, the evaluation must specifically address the presenters’ debating skills, their knowledge of the international literature and findings within the topic as well as the correct use of terms and technical phrases even in the foreign language.

The Hungarian-language minutes of the EC meeting must contain the following information (HP Annex No. 12):

The numerical result and the appropriate textual evaluation.

Scenario

1.	EC Meeting 1	UNIVET DS meeting room, UNIVET, Building H, 3rd floor) at the time indicated on the relevant invitation a.) Brief introduction of the application (president) b.) Discussion of the 1-3 questions to be posed to the applicant after the foreign language presentation. The registrar enters the questions into the minutes. c.) Verification of the presence of the minimum number of students required for holding the presentation.
2.	Classroom presentation	45 minutes
	Consultation	15 minutes
	Break	15 minutes
3.	English presentation + debate	30 + 15 minutes
4.	EC Meeting 2	
	Discussion:	1. Each member discusses the key strength and weaknesses of the two presentations. 2. President’s summary for the minutes. 3. Optional: a.) Questions expressed to the applicant for the subsequent personal audition. (Registrar records them in the minutes.) b.) “Guided conversation” governed by the questions for the applicant and the evaluation criteria. c.) President’s summary for the minutes.
	Grading: 5-10 minutes	4. Vote a.) members take a secret vote with the grading sheet they received. b.) registrar enters the result of the vote into the computerized records c.) the result of the vote is announced
	Break:	5. President recites the summarized assessment for the computerized records. Print.
	Resume meeting	6. Verify and sign minutes
	Adjourn meeting	

Habilitation Expert Committee's evaluation sheet for secret vote**Applicant:****Registration number:****20**

The EC grades the activity by secret vote, using a scoring procedure. The president and members of the EC may give **0-1-2-3 points each**, thus the highest achievable (total) score is: 15.

The **“pass” grade requires at least 50% + 1 of the total achievable points.**

Evaluation criteria	Scoring
<p>A) Section 11 Evaluation of the applicant's professional and scientific achievements, Hungarian and international relations as well as professional-scientific public activity.</p> <p>The EC's evaluation is based on the resume submitted by the applicants as well as their list of publications, the reference and citation data of their publications as well as the other certification materials of the application.</p>	<p>Potential score: 0 – 3 points SCORE GIVEN:</p>
<p>B) Hungarian presentation</p> <p>a) the extent to which the presentation demonstrated the applicant's comprehensive and up-to-date knowledge of the course materials of the given discipline; b) comprehensibility of the presentation's central line of thought, logical and didactic structure of the presented course material; c) usage of the practical experience gained in the topic, usage of the applicant's own research findings as well as those taken from the literature; d) the presenter's ability to keep the audience's attention for an extended period and to arouse their interest in the topic; e) style, clarity, formal and grammatical accuracy of the presentation; f) application of visual aids and education technological tools; evaluation of their use depending on the type of the topic.</p>	<p>Potential score: 0 - 3 points SCORE GIVEN:</p>
<p>C) Foreign language presentation</p> <p>a) the extent to which the presentation demonstrated the applicant's competence in terms of giving a lecture in a foreign language and their adequate knowledge of the foreign language vocabulary in the given branch of science (discipline); b) the comprehensibility of the presentation, the presenter's communication and debating skills in a foreign language, comprehension of the questions, linguistic accuracy and clarity of the argumentation; c) the applicant's academic awareness of the given topic and the selected foreign language area; d) the extent to which the presentation demonstrated the applicant's thorough and up-to-date knowledge of the complex problems in the given branch of science (discipline); e) comprehensibility of the presentation's central line of thought, logical and didactic structure of the presented knowledge; f) demonstration of the applicant's own practical experience, research and scientific findings collected in terms of the presented research topic; g) style, quality of the presentation and the subsequent debate, comprehension of the questions raised, evaluation of the clear and concise answers to such questions; h) the presenter's ability to keep the audience's attention for an extended period and to arouse their interest in the topic;</p>	<p>Potential score: 0 – 3 points SCORE GIVEN:</p>

i) application of visual aids and education technological tools; evaluation of their use depending on the type of the topic.

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The minimum number of points required in each group for a “pass”: 8.

**MINUTES OF THE HABILITATION PRESENTATIONS
AND PROCEDURE**

Registration number: _____

Name:		/Né(e)/:	
Mother's name:		Nationality	Hungarian
Place of birth		Date:	

Title of habilitation classroom presentation:			
Title of the English presentation:			
Discipline:	4.2. Veterinary science	Date:	

Expert Committee:

	Name	Pos.	Sc. degr.	Workplace
<i>president</i>		professor		UNIVET
<i>Internal member</i>				UNIVET
<i>Internal member</i>				UNIVET
<i>Third-party member</i>				
<i>Third-party member</i>				
<i>secretary</i>	Sándor Hornok	associate professor	PhD	UNIVET

Key questions following the foreign language presentation:

	Name	Comment summary:
1.	Committee	
2.	Committee	
3.		
4.		

Cont. as nec.

	Summary of applicant's responses:
Ad 1	
Ad 2.	
Ad 3	
Ad 4	

Cont. as nec.

The Committee's opinion (in a closed meeting) on the presentations
(Based on the criteria listed in Annex No. 22 of the habilitation policy)

Result of the Expert Committee's secret vote:

A. Evaluation of the educational, professional and scientific activity and achievements:

Total available score Total score achieved: i.e.: Average

B. Classroom presentation:

Total available score Total score achieved: i.e.: Average

C) Foreign language presentation:

Total available score Total score achieved: i.e.: Average

Based on the accumulated % scores, the **PASS** **FAIL***
applicant's result is:

** Delete as appropriate!*

.....
(name) (name) (name)
Internal member president Internal member

.....
(name) (name) (name)
Third-party member secretary Third-party member

...../20.....

HABILITATION DIPLOMA

*We, the Rector of the University of Veterinary Medicine and the
President of the
University's Habilitation Committee* hereby certify that

Name

who was born 19..... year month

And, in the area of agricultural sciences, specifically in

Veterinary sciences

discipline

*Has met the requirements of the University's habilitation requirements
and thus is entitled to the*

Habilitated doctor (dr. habil)

title

Budapest,, 20day

President

Rector

...../20.....

DECRETUM HABILITATIONIS

*Nos, Rector Universitatis Scientiarum Veterinariarum
Budapestiensis et Praeses eius Consilii Habilitationis
confirmamus, quod*

Doctor

*qui in die mensis anno
millesimo nongentesimo quinquagesimo*

.....natus est,

in scientia medicina veterinaria

*postulatis rationis habilitationis Universitatis satisfecit,
itaque ad usum tituli*

Doctoris Habilitati

potestatem habet.

Budapestini,

Praeses Consilii

Rector

Core members of UNIVET Doctoral School of Veterinary Science

Aujeszky Aladár Doctoral School Programme of Theoretical Veterinary Sciences

<u>Dr. Tamás Bakonyi</u>	PhD, full professor, Department of Microbiology and Infectious Diseases	bakonyi.tamas@univet.hu
<u>Dr. Tibor Bartha</u>	DSc, full professor, Department of Physiology and Biochemistry	bartha.tibor@univet.hu
<u>Dr. György Csikó</u>	CSc, associate professor, Department of Pharmacology and Toxicology	csiko.gyorgy@univet.hu
<u>Dr. Róbert Farkas</u>	DSc, Professor Emeritus, Department of Parasitology and Zoology	farkas.robert@univet.hu
<u>Dr. László Fodor</u>	CSc, full professor, Department of Microbiology and Infectious Diseases	fodor.laszlo@univet.hu
<u>Dr. László V. Frenyó</u>	CSc, full professor, Department of Physiology and Biochemistry	frenyo.laszlo@univet.hu
<u>Dr. Gálfı Péter</u>	DSc, full professor, Department of Pharmacology and Toxicology	galfi.peter@univet.hu
<u>Dr. Miklós Gyuranecz</u>	PhD, scientific advisor, HAS Centre for Agricultural Research, Institute for Veterinary Medical Research	m.gyuranecz@gmail.com
<u>Dr. Harrach Balázs</u>	Core member emeritus:	harrach.balazs@agrar.mta.hu
<u>Dr. Sándor Hornok</u>	PhD, full professor, Department of Parasitology and Zoology	hornok-sandor@univet.hu
<u>Dr. Tamás Horváth</u>	PhD, research fellow, Department of Anatomy and Histology	horvath.tamas@univet.hu
<u>Dr. Tibor Magyar</u>	DSc, scientific advisor, CAR Institute for Veterinary Medical Research	magyar.tibor@agrar.mta.hu
<u>Dr. Jenő Reiczigel</u>	PhD, full professor, Department of Biomathematics and Informatics	reiczigel.jeno@univet.hu

Core members of UNIVET Doctoral School of Veterinary Science

Marek József Doctoral School Programme of Clinical and Food Chain Safety Veterinary Sciences

<u>Dr. Zoltán Bakos</u>	PhD, associate professor, Department and Clinic of Equine Medicine	bakos.zoltan@univet.hu
<u>Dr. Gábor Bodó</u>	PhD, full professor, Department and Clinic of Equine Medicine	bodo.gabor@univet.hu
<u>Dr. Sándor Cseh</u>	DSc, full professor, Department of Obstetrics and Food Animal Medicine Clinic	cseh.sandor@univet.hu
<u>Dr. Péter Laczay</u>	CSc, full professor, Department of Food Hygiene	laczay.peter@univet.hu
<u>Dr. Tibor Németh</u>	PhD, full professor, Department and Clinic of Surgery and Ophthalmology	nemeth.tibor@univet.hu
<u>Dr. László Ózsvári</u>	PhD, associate professor, Department of Veterinary Forensics, Law and Economics	ozsvari.laszlo@univet.hu
<u>Dr. Csaba Pribenszky</u>	PhD, research fellow, Department of Animal Hygiene, Herd Health and Mobile Clinic	pribenszky.csaba@univet.hu
<u>Dr. Ágnes Sterczer</u>	PhD, associate professor, Department and Clinic of Internal Medicine	sterczer.agnes@univet.hu
<u>Dr. Péter Sótónyi</u>	DSc, full professor, Department of Anatomy and Histology	sotonyi.peter@univet.hu
<u>Dr. István Tóth</u>	DSc, scientific advisor, HAS Institute for Veterinary Science	toth.istvan@agrar.mta.hu