



HABILITATION POLICY

John von Neumann University

Doctoral School of Management and Business Administration

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INTRODUCTION

The John von Neumann University (hereinafter referred to as the University), pursuant to Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.) and Government Decree 387/2012 (XII.19.) on doctoral schools, the order of doctoral procedures and habilitation (hereinafter referred to as the DHkorm), hereby establishes the following Habilitation Regulations (hereinafter referred to as the Regulations).

General provisions

1. §

(1) The scope of the Rules covers

- a) employees involved in the implementation of the University's habilitation tasks
- b) teachers, academics and researchers employed by the University; and
- c) applicants for habilitation at the University who are not employed by the University.

(2) Habilitation is the institutional recognition of teaching and lecturing ability and academic achievement. [Nftv.108.§ 7. point 7]

(3) The habilitated doctor - abbreviated as "dr. habil." - (hereinafter jointly: habilitated doctor) may be awarded as a result of a habilitation procedure carried out on the basis of an application [DHkorm § 21 (1)].

The university organisation of the habilitation procedure

2. §

(1) The University shall be entitled to conduct the habilitation procedure and award the title of habilitated doctor in the field of science, including the discipline in which it is entitled to award the doctoral degree. [DHkorm § 22 (1) para.]

(2) The University Doctoral and Habilitation Council (hereinafter referred to as the UDHC) shall perform the duties of the Habilitation Committee as defined in Article 22 (2) of the DHkorm, in accordance with the provisions of the University's Organisational and Operational Regulations (hereinafter referred to as the OOR).

(3) The UDHC is responsible for:

- a) appointing the official referees,
- b) to evaluate the report of the panel of judges,
- c) organising and announcing the habilitation scientific and teaching lectures,
- d) awarding the habilitated doctorate.

(4) The UDHC is quorate if a majority of its members are present.

The habilitation application

3. §

(1) Anyone who fulfills the following conditions [DHkorm § 21 (2)] may apply for the initiation of a habilitation procedure:

- a) has a doctoral degree and has been engaged in independent scientific or artistic creative activity of 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 Hungary or abroad;
- c) has no criminal record and is able to practise his/her profession; and
- d) your proven educational and professional activities and achievements are in line with the DI publication requirements laid down in the DI's rules of procedure, and
- e) his/her academic performance meets the requirements of the Hungarian Accreditation Commission University Teacher. The scientific publications to be considered are defined by the list of journals of the relevant academic department (Hungarian Academy of Sciences IX. Division Doctoral Committee in Economics (GMB) or Hungarian Academy of Sciences IV Division Agricultural Economics Scientific Committee (AESC)) of the discipline of the applicant's choice. Only data recorded in the Hungarian Archives of Scientific Works (MTMT) are accepted as proof of the applicant's scientific metrics.
- f) you request the habilitation procedure to be conducted in Hungarian or English

(2) The title of habilitated doctor may be obtained in the discipline corresponding to the applicant's doctoral degree. The habilitation procedure may be requested in a discipline other than the applicant's doctoral degree if the applicant's activities since obtaining the degree justify it. [DHkorm § 21 (4)]

(3) A doctoral degree obtained abroad can be recognised and naturalised in accordance with the relevant legislation when the habilitation procedure is initiated

(4) The application for the habilitation procedure (and its annexes) must be submitted in one copy and in electronic format to the President of the UDHC, addressed to the Rector of the John von Neumann University. Applications that are not in due form or are incomplete must be returned to the applicant within 30 days of receipt of the application for rectification, who may resubmit the application at any time after the rectification.

(5) The habilitation application (Annex 1) must indicate the discipline (Social Sciences), including the discipline (Management and Business Administration), in which the applicant is applying for habilitation.

(6) The application for habilitation must be accompanied by a summary of your scientific achievements since obtaining the doctorate in the form of a thesis. The results of the selected theses must be presented in a coherent and self-explanatory manner. The new findings should be set out in the usual format for scientific theses, with the selected scientific publications or works being assigned to the thesis points.

(7) In addition to the thesis, the applicant must demonstrate his/her scientific (creative) activity by one of the following:

- a) a thesis (minimum 120 pages, maximum 150 pages) written for the purpose of habilitation;
- b) a thesis (minimum 120 pages, maximum 150 pages), which is suitable for assessing the

scientific activity of the candidate, written in the 5 years preceding the habilitation an independent book (minimum 120 pages) or a monograph edited by the applicant (minimum 240 pages, with a maximum of one co-editor) published in the five years preceding the habilitation;

c) an annex of publications in internationally recognised journals and a summary of the results.

(8) Requirements for the structure of the thesis or habilitation dissertation:

a) the background to the research, the rationale for the topic, the objectives of the research,

b) a description of the methods used in the research,

c) an overview of the research results and a presentation of the conclusions drawn from them new scientific findings,

d) a list of publications related to the research.

(9) Annexes to the application, which must be submitted in 1 hard copy and electronically:

a) photocopies of your university degree, doctoral degree (PhD) and diplomas certifying your knowledge of languages, together with the originals

b) a certificate of good character not older than 3 months (or a replacement official certificate for foreign nationals);

c) a detailed scientific biography;

d) 50 pages of theses presenting the scientific work;

e) a habilitation thesis or book, or the applicant's internationally recognised photocopies of publications in internationally recognised journals;

f) publication and reference list based on the detailed list of MTMT2 (Catalogue of Hungarian Scientific Works), PhD/CSc with highlighting of publications published after obtaining the degree, as well as a presentation of the entire scientific work according to the summary table of the MTMT2 (Hungarian Academy of Sciences IX. Department of Economics and Law or Hungarian Academy of Sciences IV. Department);

g) a certificate from the Neptun database confirming that you have several years of university teaching experience, or a declaration that the number of years of university teaching experience not listed in Neptun but indicated in the application is correct;

h) documents demonstrating the applicant's achievements in developing and shaping curricula: the textbook, notes, textbook or digital course material written by the applicant at higher education level or the programme of the subject he/she will teach;

i) a statement of the applicant's teaching and research organisation activities over the last 5 years;

j) any request for authorisation to conduct proceedings in a foreign language;

k) three proposals for a public hearing in Hungarian during the habilitation procedure a topic for a lecture (in the narrow scientific field indicated in the habilitation application);

l) three suggestions for the topic of the scientific presentation in English;

m) a declaration that the applicant is not in the process of applying for the same habilitation procedure in the same discipline, and has not had his/her application for habilitation (in the same discipline) rejected within 2 years;

n) the applicant's self-evaluation (according to the GMB of the Department of Economics and Law of Hungarian Academy of Sciences IX or the Agricultural Economics Scientific Committee of MTA IV);

o) a receipt for payment of the procedural fee

(10) The habilitation procedure is subject to the payment of a fee corresponding to the guaranteed minimum wage. Proof of payment of the fee must be provided when the application for the habilitation procedure is submitted.

(11) Reasons must be given for the refusal of the application, the criteria for the reasons being as follows:

a) the University does not have any of the following in the discipline indicated by the applicant accreditation;

- b) the applicant's scientific work is not in line with the application field of science;
- c) the foreign language is not authorised by the habilitation committee;
- d) the application is premature and the required period has not elapsed after the award of the degree;
- e) you have not achieved the minimum score required;
- f) the applicant does not meet the disciplinary requirements for habilitation
- g) the applicant submits a new incomplete application following a request for a correction has either not submitted a complete application or has not complied with the request.

(12) In the event of a refusal before the procedure is opened, 90% of the fee will be refunded. In other cases, the procedure fee is non-refundable.

(13) If the University Doctorates and Habilitation Council authorises the initiation of the habilitation procedure by decision, it approves and invites the experts.

University Doctoral and Habilitation Council Habilitation Expert Committee (HEC)

4. §

(1) On the recommendation of the Doctoral School, the UDHC sets up a Habilitation Expert Committee (HEC) to evaluate each stage of the habilitation application process.

(2) The Board of the Doctoral School proposes the members of the HEC to the UDHC as follows:

- a) the President of the HEC is the full-time academic staff of the University full-time professor or professor emeritus,
- b) the Secretary of the HEC Committee is the Secretary of the relevant Doctoral School,
- c) members of the HEC:
 - *two full-time professors employed full-time at the University (one of whom is the elected vice-chair of the Committee),*
 - *two external experts not employed by the University.*
- d) alternate members of the HEC:
 - *one full-time university professor at the University*
 - *one external expert not employed by the University.*

(3) All members of the HEC must hold a habilitated doctorate or be considered habilitated under the legislation in force and must have an adequate level of knowledge of the foreign language used in the habilitation procedure. At least two thirds of the members of the HEC (including the President) must be university teachers.

(4) The applicant's workplace manager or immediate superior, as well as the dean of the faculty to which the applicant belongs, may not be the chair or a member of the HEC.

(5) The procedure may not be chaired or chaired by a person who is

- a) a close relative of the applicant concerned, or
- b) who cannot be expected to give an objective assessment of the application.

(6) If the chairman or a member of the HEC approved by the UDHC makes a comment on the grounds of involvement, the UDHC shall decide on the comment by a majority vote at its next meeting.

(7) The UDHC shall decide on the existence or absence of a conflict of interest by a simple majority of votes within 15 days of the ex officio detection or receipt of the conflict of interest

request. In the event of a tie, the President of the UDHC shall have a casting vote.

(8) The President and the members of the HEC are elected by the UDHC by simple majority on the proposal of the Board of the relevant Doctoral School.

(9) The Vice-Chairman shall act as President of the HEC only if the President is prevented from doing so. If the Vice-Chair or the alternate members are absent, the head of the doctoral school hosting the habilitation application (unless there is a conflict of interest) may replace the Chair or the member of the HEC.

(10) The quorum of the HEC is constituted when the chair and at least four members are present. Only the President and the four members have the right to vote.

The habilitation procedure

5. §

(1) The habilitation procedure consists of the following parts:

- a) habituation test, which checks that the habilitation conditions are met,
- b) the evaluation of habilitation theses,
- c) the habilitation thesis or the submitted independent book, or the internationally publications in internationally recognised journals,
- d) the classroom lecture and the academic habilitation presentation in English and its evaluation in the in accordance with § 108, point 7 of the Nftv,
- e) a discussion about the English-language classroom lecture and the English-language scientific lecture public debate and its evaluation.

(2) The UDHC, on the recommendation of the Doctoral School, shall appoint two official referees from among the members of the Habilitation Expert Committee (HEC), at least one of whom shall be an external person not employed by the University. One of the referees shall be a professor in the research area of the candidate's choice and the other shall be a recognised habilitated representative of the discipline.

(3) The tasks of official assessors:

- a) written opponent's opinion on the application, proposal development acceptance of the proposal and its release for public presentation;
- b) evaluation of the classroom presentation;
- c) evaluation of the scientific presentation.

(4) The official assessors will send their opinion electronically to the President of the HEC within 30 days of the date on which the application is sent to them electronically.

(5) Within 30 days of receipt of the opposing opinions, the President of the HEC shall convene a meeting of the Committee. The members of the HEC Committee will receive and discuss the opposing opinions of the official assessors 8 days before the committee meeting. The HEC Committee may, if it so wishes, invite the applicant to a hearing before taking its decision.

(6) The HEC decides by secret ballot (1, 2, 3, 4, 5 points) at its meeting whether to admit the applicant to a public presentation. The public part of the procedure may be launched if the score obtained from the voting is at least 66.6%. If the public procedure is launched, the HEC will select the Hungarian language classroom and scientific lecture from the topics indicated by the applicant, and the secretary of the committee will inform the applicant of the decision.

(7) The UDHC will ensure that the habilitation application in its entirety, together with the experts' opinions, is available for public inspection at the UDHC office for at least 2 weeks prior to the public lecture, and is also available on the website of the Doctoral School and the UDHC.

(8) Applicants may withdraw their application before the public part of the procedure is allowed. In this case, he/she may request a refund of 50% of the procedure fee. A new application for habilitation may be submitted after 2 years at the earliest.

(9) The applicant will be notified of the HEC's decision within 15 days. Habilitation lectures must be organised within 3 months of the decision.

(10) The habilitation lecture is a part of the teaching of a subject which the applicant has already taught or intends to teach in the future. The duration of the lecture is 45 minutes. The topic of the lecture will be chosen by the HSC from 3 proposals submitted by the applicant. The in-class lecture is a demonstration of the applicant's ability to transfer knowledge. The lecture must be presented in the form of a free lecture, no reading is allowed.

(11) The habilitation lecture is open to the public and University teachers, researchers and students must be invited. The place and time of the lecture shall be made public at least 2 weeks in advance on the website of the Doctoral School and the UDHC.

(12) Assessors must attend the habilitation lecture. The chairperson of the tutorial lecture is the President of the HEC. After the lecture, anyone may ask the lecturer questions related to the topic of the lecture. The applicant's answers will demonstrate his/her professional knowledge the applicant's knowledge of the subject. The lecture in Hungarian will be evaluated by the HEC in a closed session by secret ballot (1, 2, 3, 4, 5 points). The HEC gives a summary opinion on the presentation in the minutes.

(13) The applicant will present a scientific presentation in English on one of the three topics selected by the HEC. The presentation will be 30 minutes long, followed by a 20-minute discussion, also in English, in which the audience, in addition to the members of the HEC, may participate. The presentation must be in the form of a free lecture, no reading is allowed. The Habilitation Lecture will be conducted in English by the Chair of the HEC.

(14) After the scientific presentation, the HEC will evaluate the candidate in a closed session by secret ballot (1, 2, 3, 4, 5 points). It will give a summary opinion on the candidate's scientific competence and ability to present in English.

(15) The public part of the procedure is considered successful if the candidate has achieved a minimum performance of 66,6 % in both the classroom and the scientific presentation.

(16) The habilitation procedure can only be continued after successful presentations.

Decision on the award of the habilitated doctorate

6. §

(1) Following the evaluation of the HEC, the Doctoral School Board, and subsequently the members of the UDHC, will vote secretly on the application exceeding the minimum score, with a "yes" or "no" vote at their next meeting. The award of a habilitated doctorate requires a 'yes' vote of at least 66.6% of the members present for both bodies.

(2) A procedure that has been declared unsuccessful by the UDHC may be repeated at the earliest 2 years after the decision.

(3) The habilitation procedure must be completed within one year of the application. [DHkorm § 21 (4)]

(4) The University shall issue a habilitation certificate (decretum habilitationis) on the habilitated doctorate awarded by the UDHC, based on the decision recorded in the doctoral register, indicating the field of study, including the discipline and the artistic discipline, and shall inform the Education Office thereof. [DHkorm § 24 (1) para.]

(5) [DHkorm § 24 (2)] The title of habilitated doctor may be withdrawn by decision of the UDHC if it finds that the conditions for the award of the title have not been met.

Appeal

7. §

(1) Candidates may appeal to the Rector of the University against any decision taken during the procedure, on the grounds of procedural irregularity or infringement. The Rector of the University shall decide on the appeal within 15 days of its receipt.

(2) The Rector annuls the offending decision and orders the Habilitation Committee to conduct a new procedure and issue a new decision. There is no right of appeal against the repeated refusal.

Final provision

8. §

(1) A habilitated doctoral title awarded in accordance with the provisions of Act LXXX of 1993 on Higher Education and Act CXXXIX of 2005 on Higher Education is equivalent to a habilitated doctoral title awarded in accordance with the provisions of these Habilitation Regulations.

(2) These Regulations were adopted by the University Senate by its resolution 30-3 /2022 (IX.22.). The Regulations shall enter into force on 22 September 2022.

Kecskemét, 22 September 2022.

**APPLICATION FORM FOR
HABILITATION PROCEDURE**
John von Neumann University
Doctoral School of Management and Business Administration

Name: Place and date of birth.....
.....Mother's name:.....
Permanent address:
Mailing address:
Phone: E-mail:
Name and address of workplace:.....
Job title, position:
Degree course..... Issuer institution.....
..... Year of issuance, serial number:.....
Highest academic degree:
- field of study:
- discipline:
- date of acquisition:
- issuer institution:
- dissertation title:
.....
Additional academic title, degree:
Degree certificate serial number, year
Issuer institution:
Language skills:
- language.....
- degree, type, number of certificate:
- language.....
- degree, type, number of certificate:

Discipline:
Field of science:

Date:

.....
(applicant's signature)