



Please fill in the fields marked in yellow.

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EVALUATION SHEET FOR UNIVERSITY PROFESSOR APPLICATIONS		
Business and management sciences, Economics, Regional sciences Social Sciences – Economics		
MAB code: E.....	Name and institution of Applicant	
Evaluation criteria		
I. Higher education activities (maximum score)	100	
1a.1. Teaching experience	Maxi- mum score	Score obta- ined
<p><u>Minimum requirement* (10 points):</u> The Applicant is required to have taught at least 800 contact hours (including at least 100 hours of lectures) at any higher education institution during the ten years preceding the submission of the application. The teaching activity must be certified by the Applicant's direct superior, and the relevant student feedback results for at least the last 5 years must be provided. In the absence of student feedback, the assessment of the Applicant's direct superior is also acceptable.</p> <p><u>¹In the case of foreign Applicants:</u> instead of the Applicant's superior certifying the contact hours taught, other means of proof used in the particular country are also admissible. For example, a certificate from the dean's office, or an itemised list of the courses which yielded the contact hours stating the course titles, the name of the institution/faculty/subject, the level of education (bachelor, master, doctoral), and the date. With respect to student feedback on teaching activity, the information resulting from the processes of the given country must be taken into account.</p>	10	
<p><u>Points for teaching activities:</u> 20 points are given for 1000 contact hours, 30 points for 1200 contact hours, 40 points for 1400 contact hours, and 50 points for 1600 contact hours. With respect to teaching activities (1a.1), the minimum requirement is 800 contact hours (including 100 hours of lectures), for which the Applicant is given 10 points. For 1600 contact hours (including 200 hours of lectures), a maximum of 50 points may be given. Between the maximum and the minimum, the score is determined proportionally and must be rounded to the nearest whole number.</p> <p>A maximum of 25 (10+15) points may be given for contact hours where the Applicant did not attach student feedback or where student feedback result was below 3.50. In the absence of student feedback, the assessment of the Applicant's direct superior is also acceptable.</p>	40	
1a.2. Leading the academic and scientific work of students	5	

¹**Foreign Applicants are:** a) Applicants who are not Hungarian citizens, and b) Applicants who are Hungarian citizens working abroad on a long-term basis (more than five years).



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<p><u>Minimum requirement* (5 points):</u> The Applicant is required to have supervised at least ten theses, or TDK theses (co-supervision is worth a multiplier of 0.5 points).</p> <p><u>In the case of foreign Applicants:</u> student talent development activity (instead of TDK supervision).</p>		
<p><u>Additional points may be given for:</u> Ten more examples of supervising activities of theses, consultation.</p>	5	
<p>Total (1a.1.+1a.2.)</p>	60	
<p><i>Written evaluation of performance, supported by specifics:</i></p>		
<p>1a.3. <u>Lectures, practice sessions and seminars delivered in a foreign language at graduate and/or postgraduate level or at any level of learning in the Bologna system.</u></p>	Maximum score	Score obtained
<p><u>Minimum requirement* (5 points):</u> The Applicant is required to have delivered at least 80 contact hours (including guest teaching assignments at foreign higher education institutions) up to the date of submission of the application, as certified by the Applicant's direct superior.</p> <p><u>In the case of foreign Applicants:</u> in the case of non-native English speakers, the "foreign language" criterion may be replaced by a language relevant to international scientific communication (which is foreign to the Applicant). In the case of native English-speaking Applicants, since the language of international scientific communication is English today, giving lectures, practice sessions, or seminars in another language is not a requirement. Teaching activities as an invited or visiting lecturer conducted at a university outside the Applicant's country may be accepted, but 80 hours is not a minimum requirement.</p>	5	
<p><u>Additional points may be given for:</u> The delivery of an additional 80 contact hours.</p>	5	
<p>Total (1a.3.)</p>	10	
<p><i>Written evaluation of performance, supported by specifics:</i></p>		
<p>1b. <u>Activities and achievements in education development</u></p>	Maximum score	Score obtained



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1b.1. Minimum requirement* (10 points): The Applicant is course director of at least one compulsory (type "A") course or at least two optional (type B or C) courses at the time of submission of the application, confirmed by electronic data (faculty website, departmental website).		10	
For foreign Applicants: overall responsibility for courses may be substituted for activities leading and/or managing programmes, courses or projects. (However, participation in research/development/innovation projects should be accounted for and evaluated under item 2b.)			
<i>Additional points can be given:</i> another 5 points for acting as course director for one subject, and 5 points for meaningful participation in the development of two more subjects (two additional subjects 5 points).		10	
1b.2. Minimum requirement* (5 points): The Applicant must be the editor, first author, sole author or co-author of at least one coursebook or textbook, teaching aid or digital teaching material of 100 or more pages. If co-author, the Applicant must have contributed at least 50% of the total work.		5	
1b.3. Minimum requirement* (5 points): participation in the management (head or deputy head) of a department or institute, faculty or university. Indicate the most important achievements during the period of being a head or deputy. 5 points may be awarded for substantive educational development activity during a given management mandate.		5	
Total (1b.1.+1b.2.+1b.3.)		30	
<i>Written evaluation of performance, supported by specifics:</i>			
I.	Higher education activities	100	



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II. Scientific activities (maximum score)	100	
2a.1. Outstanding scientific or research work (up to the submission of the application)	Maximum score	Score obtained
<p><u>Minimum requirement* (10 points):</u></p> <p>(A) internationally recognised outstanding scientific achievement: at least two articles in a foreign language, Q1 or Q2 (of which at least one article, Q1), of which one is the Applicant is the sole author or the first author. Publications with more than three authors can only be counted at 50%.</p> <p>One of the two Q1/Q2 articles may be replaced by a book or book chapter in a foreign language published by a reputable international publisher.</p> <p>The list of prestigious international publishers is annexed to this Evaluation Sheet.</p> <p>Journal articles published in the journals of MDPI, Frontiers and Plos cannot be considered for the minimum requirement.</p> <p>The following Scimago Subject area journals automatically considered as subject area papers: Business, Management and Accounting, Decision Sciences, Economics, Econometrics and Finance, Social Sciences. Applicants may also request the inclusion of other publications in their Subject area if they are relevant to the discipline specified in the application, the content of the professor application and the Applicant's research profile.</p> <p>A book is defined as a work of at least 112 pages of which the Applicant is the sole author; the stand-alone book section must be at least 112 pages.</p> <p>B) The Applicant must have a Hirsch index (calculated based on independent references) of at least 10 based on the MTMT database.</p> <p>C) Applicants must have at least 20 independent Scopus citations.</p> <p>If all these three conditions [(A), B) and C)] are met, 10 points may be awarded. If any of the three conditions [(A), (B) and (C)] are not met, 2a.1 cannot be given any points for.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>For foreign Applicants:</u> Publication in another language is not a requirement for native English speakers. In the case of non-native English speaking Applicants, publication in a (foreign) language relevant to international scientific communication is required.</p> </div>	10	



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<p><u>Additional points can</u> be given: additional Q1/Q2 articles with up to three authors.*Each additional Q1-Q2 article (up to three authors) is worth 8-8 points, with a maximum cumulative total score of 40 points.</p> <p>Applicants who obtained the title Doctor of the Hungarian Academy of Sciences no more than 10 years before submission of the application are considered to have met the criteria for outstanding scientific or research work (2a.1) are to be given the maximum number of points (10+40).</p> <p><i>*For additional points, publications in the journals of MDPI, Frontiers and Plos can be considered</i></p>	40	
Total (2a.1.)	50	
<p><i>Written evaluation of performance, supported by scientometric data or specific references to recognition, awards or other data:</i></p>		
<p>2a.2. <u>Supervising the scientific work of young academics, participation in doctoral training as a thesis supervisor</u></p>	Maximum score	Score obtained
<p><u>Minimum requirement* (5 points):</u> The Applicant has been a thesis supervisor to at least one doctoral student who has obtained his/her doctoral degree (as confirmed by the doktori.hu website). Where there is no PhD training, the assessment must take into account the Applicant's achievements in the education of the next generation of scholars, but the requirement regarding the number of PhD students who obtained a doctoral degree under the supervision of the Applicant is not applicable.</p>	5	
<p><u>Additional points may be given for:</u> Additional PhD students obtained his/her doctoral degree and/or postdoctoral fellows supervised by the Applicant (5 points each).</p> <p>Supervision can include and be awarded with points when supervising current doctoral student(s) and doctoral candidate(s) – registered by the doctoral school – who are recorded by name in the database of the National Doctoral Council, including the expected year of obtaining their pre-degree certificate and degree (in the case of students studying abroad, on the certificate of the foreign university).</p>	15	
<p>2a.3. <u>Minimum requirement* (5 points):</u> Substantial influence on the work of young academics, creation of an intellectual hub, which is publicly recognised by the professional community (e.g. head or founder of a research team).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>For foreign Applicants:</u> creation of an intellectual hub can be substituted by other student talent development activities, as well as prizes and awards (which, however, cannot be the same as those related to teaching activities listed under item 1a.2, e.g. activities substituted for activities related to TDK).</p> </div>	5	



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2a.3. <u>Minimum requirement* (5 points):</u> Activity in the professional public sphere (e.g. as head or member of a professional committee at a university, as external member of a committee at another university, as member of a non-university professional body, as member of a university senate or faculty council, or as head or member of a professional committee at a university).	5	
Total (2a.2.+2a.3.+ 2a.4.)	30	
<i>Written evaluation of performance, supported by specifics:</i>		
2b.1. <u>Experience and achievements in research management</u>	Maxi- mum score	Score obta- ined
<u>Minimum requirement* (5 points):</u> Up to the date of submission of the university professor application, role as project manager of at least one research/development/innovation project, or similar national/international (5 points) that won support in a national or international competitive procedure, or substantial participation in the implementation of at least three such projects (5 points), or roles as project manager of three institutional projects (5 points).	5	
<u>Additional points to be awarded:</u> Participation in the management of a department, institute, faculty or university (head or deputy head). Presentation of the most important achievements during the period of being a head or deputy. During the relevant management activity, 5 points may be awarded for a substantial research achievement or publication or for the creation of a workshop.	5	
Total (2b.1.)	10	
<i>Written evaluation of performance, supported by specifics:</i>		
2b.2. <u>Recognition in Hungary and abroad</u>	Maxi- mum score	Score obta- ined
<u>Minimum requirement* (6 points):</u> Head of domestic or international scientific organisation (5 points), member of board (3 points), conference chair or conference organiser (3 points), co-chair, section organiser, section chair, invited plenary speaker at conferences (1 point each).	6	
<u>Additional points may be awarded for the positions listed:</u>	4	
Total (2b.2.)	10	
<i>Written evaluation of performance, supported by specifics:</i>		



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II.	Science	100	



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Maximum score points:	Final score:	I. Teaching activities	II. Scientific activities	I.+II. In total
200				
<p>The minimum score necessary for supporting the Applicant's appointment: 160 * If the Applicant did not meet the minimum requirement for an item (any requirement, if there are more than one), then a score of 0 must be given for that item (e.g. 1b.1.). This means that no additional points may be given for the item in question.</p> <p><i>(the appropriate one to be underlined:)</i></p>				
The Applicant achieved the minimum score			The application merits endorsement	
The Applicant did not achieve the minimum score			Not supported	



Annex: List of prestigious international publishers

- 1) Addison-Wesley
- 2) Akadémiai Kiadó
- 3) Allen and Unwin
- 4) Ashgate/Avebury
- 5) Aspen
- 6) Basic Books, Inc.
- 7) Berg, Oxford
- 8) Blackwell
- 9) Bloomsbury
- 10) Brill
- 11) Bruylant
- 12) California University Press
- 13) Cambridge University Press
- 14) Cameron May
- 15) Clarendon Press
- 16) Columbia University Press
- 17) Cornell University Press
- 18) Curzon Press
- 19) Duke University Press
- 20) Earthscan
- 21) Edward Elgar
- 22) Elsevier Science
- 23) Frank Cass
- 24) Garrisberg MacMillan
- 25) Harcourt Brace Jovanovich, Inc.
- 26) Harper & Row Publishers, Inc./Ballinger Publishing Co.
- 27) Hart
- 28) Harvard University Press
- 29) Harwood Academic Publishers
- 30) Heinemann
- 31) IWA publishers
- 32) James Currey
- 33) John Wiley
- 34) John's Hopkins Univ. Press
- 35) Jossey-Bass
- 36) Karthala
- 37) Kegan Paul International
- 38) Kluwer Academic Publishers
- 39) Lawrence Erlbaum
- 40) LIT Verlag
- 41) Longman
- 42) Lynn Rienner
- 43) M. E. Sharpe Inc.
- 44) Macmillan/Palgrave Press
- 45) Marcial Pons
- 46) McGraw-Hill
- 47) Methuen
- 48) MIT Press Cambridge Mass
- 49) Oxford University Press
- 50) Palgrave MacMillan
- 51) Pearson
- 52) University of Pennsylvania Press
- 53) Pergamon Press
- 54) Permanent Black/Orient Longman
- 55) Pluto Press, London
- 56) Polity Press
- 57) Praeger
- 58) Princeton University Press
- 59) Random House Inc, NY
- 60) Routledge Cavendish
- 61) Routledge Curzon
- 62) Rowman and Littlefield Publishers
- 63) Rutgers
- 64) Sage Publications
- 65) Scholar's Press
- 66) Simon & Schuster
- 67) Springer
- 68) St. Martin Press
- 69) Stanford University Press
- 70) State University of New York Press
- 71) Suhrkamp Verlag
- 72) Swets Blackwell
- 73) Taylor & Francis
- 74) Texas University Press
- 75) Thompson Learning
- 76) Thomson – Sweet & Maxwell
- 77) University of Chicago Press
- 78) University of Pennsylvania Press
- 79) Verso
- 80) Westview Press
- 81) Wiley
- 82) Yale University Press
- 83) Zed Books