

**Candidates should submit the following documents in the manner specified below to the postal/electronic addresses associated with the habilitation process**

Document	No. of copies	Document format	Print/Electronic	Delivery method
Application	3	A/4	both in print and electronic format	In person and in email OR By post and in email
Attachments to the application	3	on white paper, A/4	both in print and electronic format	In person and in email OR By post and in email
Habilitation thesis	1	A/4, bound or spiral bound	both in print and electronic format	In person and in email OR By post and in email
Habilitation booklet	5	A/5, cover page as specified, no specifications for internal pages	both in print and electronic format	In person and in email OR By post and in email
PhD booklet	1		both in print and electronic format	In person and in email OR By post and in email

Beyond the documents listed above, further information about the habilitation processing fees can be requested from Mrs. Károly Kotricz, the secretary of BTHB (the Habilitation Committee of the Faculty of Humanities, UD) in email at [kotricz.karolyne@arts.unideb.hu](mailto:kotricz.karolyne@arts.unideb.hu).

Candidates are, in their best interest, strongly advised to contact the secretary of BTHB, Mrs. Károly Kotricz before they submit their documentation so that they can take part in a pre-evaluation process. The aim of the pre-evaluation process is to filter out such candidates who do not qualify for the criteria of the habilitation process as specified by BTHB, before any processing fees are paid and the habilitation process begins. Pending the approval of the Chair of BTHB, the secretary of BTHB will refer the candidate to the committee member responsible for the candidate's specific discipline.