



**Rector's Order No. 8/2025 (X.03)
on supporting sabbaticals**

1. § On the basis of the authorization provided for in Article 64 (1) of the Organizational and Operational Rules, Part One of the Organizational and Operational Regulation of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), the Rector of Károli Gáspár University of the Reformed Church in Hungary announces a call for applications indicated in Annex 1 to support sabbaticals, in order to deepen scientific work, to promote the preparation of significant scientific and educational products, and to maintain and strengthen the motivation of the teaching staff.
2. § Duration of the sabbatical supported on the basis of the applications under Annex 1: 2nd (spring) semester of 2025/2026.
3. § Deadline for submitting the applications under Annex 1: 20 October 2025.
4. § Deadline for evaluating the applications under Annex 1: 31 October 2025.
5. § This order shall enter into force upon publication on the University's website on 3 October 2025.

Budapest, 3 October 2025.

Prof. Dr. László Henrik Trócsányi sgd.
Rector



Annex 1

The Rector of KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY announces a CALL FOR APPLICATIONS to support sabbaticals

The Rector of Károli Gáspár University of the Reformed Church in Hungary announces a call for applications for full-time lecturers of the University to take advantage of a sabbatical in order to deepen their scientific and creative work, prepare significant scientific or educational products (habilitation work, doctoral monographs to obtain the title of Doctor of Science of the Hungarian Academy of Sciences (MTA), teaching materials etc.), as well as to maintain and strengthen the motivation of the teaching staff.

I. The aim of the call for applications

The aim of the call for applications for sabbaticals is

- to initiate the process of obtaining a scientific title or degree (habilitation, doctor of science of the Hungarian Academy of Sciences),
- to produce a significant scientific work (e.g. a monograph, teaching material)

by the end of the support period.

The sabbatical for scientific work is primarily intended to support the preparation of work aimed at obtaining a scientific habilitation title or a title of doctor of science of the Hungarian Academy of Sciences. Applications may also be submitted for the support of other types of significant scientific work (monographs not aiming at obtaining a degree, study volumes), but these are mainly supported by faculty or university research grants or the Károli Excellence Fund.

II. Conditions for submitting an application

An application can be submitted by any employee working in a teaching position who

- has at least 10 years of uninterrupted full-time employment at the University,
- has submitted his/her declaration according to Act 26 (3) of the national higher education act at the University,
- holds a scientific degree,
- has a profile page on the Hungarian Science Bibliography (MTMT) with up-to-day records of his/her scientific achievements,
- undertakes not to terminate his/her employment by giving notice within 5 years of the end of the support period.

During the support period, the applicant

- shall be exempt from all teaching, faculty and university management and committee obligations;
- shall not undertake any new professional obligations, assignments, thesis supervision or review;
- may only undertake scientific lectures only related to the subject of the application.



III. Duration of support

Duration of support: one academic semester, not including the summer holiday. In particularly justified cases, the Rector may decide on a maximum of 12 months of support, including the annual holiday.

IV. Amount of support

Amount of support:

- the employee shall be entitled to his/her base salary during the period of support. The employee shall also be eligible for the Albert Szenczi Molnár Prize during the support period.

It is not a disqualifying factor if the applicant receives other national or international grants (e.g. Fulbright), even if these include personal allowances.

V. Submission of applications

Applications may only be submitted electronically at sabbatical@kre.hu email address.

The application shall be accompanied by

- the completed application form (Annex 2),
- the supporting statement from the Dean and the head of institute,
- a statement from the head of institute stating who will perform the applicant's tasks in the event of a successful application,
- a written statement from the deputy (deputies) designated by the head of institute confirming that they will take over the applicant's contact hours.

The replacement may take place

- by replacement by another employee,
- by employing a lecturer on a contract basis.

Incomplete applications will be rejected without substantive evaluation.

VI. Evaluation of applications

Faculty applications are ranked by the Dean.

Applications are evaluated by the Rector and the Vice-Rector for Science and Innovation based on the recommendation of the University Academic Council, taking into account:

- the significance of the research topic,
- the elaboration of the application,
- the applicant's scientific and university public achievements.

The University shall conclude an agreement with the supported applicant which shall include the undertaking not to terminate his/her employment relationship by giving notice within 5 years following the support period,



- the obligations undertaken,
- the reporting deadline, and
- the sanctions in the event of non-compliance.

VII. Fulfilment of the application objectives

Within 30 days of the end of the support period, the supported person is obliged to submit a professional report and documentation proving the acquisition of the degree/title to the sabbatical@kre.hu email address, detailing the fulfilment of the objectives of the application. The University Academic Council reviews the report, and the Rector or Vice-Rector of Science and Innovation decide on its acceptance.

If the supported lecturer has not fulfilled his/her obligations under the application by the deadline, including, in particular, the completion of the specified scientific objective, the initiation of the relevant title acquisition procedure by the deadline, and the submission of the final professional report, the employer is entitled to apply the following sanctions:

- increasing the compulsory teaching load by 40 % for the next two semesters following the support period,
- exclusion from further faculty or university application support for 2 years,
- compensation for damages and costs of the University, in particular the remuneration paid to the deputy (commission fee and salary),
- declaration of the grant award null and void, and cancellation of registration as a grant beneficiary.



**APPLICATION FORM
FOR SABBATICAL REQUEST**

1. Applicant's details

- Full name:
- Faculty:
- Institute/Department:
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- Position:
- Academic degree:
- MTMT (Hungarian Science Bibliography) identifier:

2. Application details:

Purpose of the application (please check the appropriate one):

- acquisition of a scientific degree

- habilitation

- title of Doctor of Science of the Hungarian Academy of Sciences

- creation of a significant scientific work

- monograph

- teaching material:

- other (please indicate):

- brief description of the application (max. 1000 characters):

(Please, summarize the planned activity, objectives and expected results.)

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Budapest,

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Applicant's signature