

**Provisions of the Rector No. 3/2020. (X. 6.)  
on the Records of scientific publication activities at Corvinus University of Budapest**

Sections 3 (1) (o) and 19/A (1) and (3) of Act XL of 1994 on the Hungarian Academy of Sciences and Sections 26 (1) and 53/A of Act CCIV of 2011 on National Higher Education provide for recording the data of scientific works in the national scientific bibliographic database. Pursuant to Section 19/A (1) of Act XL of 1994, the National Scientific Bibliographic Database (MTMT) operated by the Library and Information Centre of the Hungarian Academy of Sciences (hereinafter referred to as the "Database") is responsible for:

- a) *performing tasks related to making entries in the database of doctoral dissertations and their theses as defined in the Act on National Higher Education and the Government Decree on doctoral schools, the order of doctoral procedures and habilitation, as well as the data of doctoral dissertations and their theses of the doctor of the Academy;*
- b) *records of scientific works created by the employees of the University within the framework of their legal relationship, transferred to the employer and published, and of scientific works created and published by voluntary data providers;*
- c) *including the recording of data on budgetary scientific works created and published on the basis of a contract for the creation of a scientific work from any domestic or Union tender source;*
- d) *providing individual or statistical data by law in respect of the data specified in Section 19/A (3) of Act XL of 1994 for the recording of scientific results;*
- e) *bibliographical records of data on Hungarian scientific works in English language;*
- f) *ensuring the availability of Hungarian, electronically open access scientific works by providing access to the address of the electronic availability.*

Accordingly, in order to keep a reliable and up-to-date record of the publication activity conducted at the University, I hereby issue the following provision.

**Scope of the Provisions**

**1. §**

- (1) The people covered by these Provisions are educators and researchers currently in employment relationship with the University, who have declared in writing that they can be taken into account at the University when considering the existence of the operating conditions of the institution. It also covers professor emeriti/ emeritae, doctoral students and doctoral candidates, as well as those who make a contract with the University for publication activities.
- (2) The objects covered by these Provisions are educational, research, technical and artistic creative works of the persons defined in Subsection (1), including publications made in the framework of tenders awarded under the name of the University.
- (3) In addition to the data specified in Section 19/A (3) of Act XL of 1994, the Database may contain references to works (references, quotations) and other data relevant to the publication.

**The purpose and scope of the Database, the order of data processing at the University**

**2. §**

- (1) The Database is a public, credible register, which, based on the organisational structure of the University, provides publication and citation data that can be referenced during the submission of the "Doctor of the Academy" applications, the scientific progress of the person subject to the personal scope of these Provisions, the accreditation of the University in Hungary, the fulfilment of the requirements related to doctoral schools, tender data services and academic member recommendations.
- (2) In the course of the evaluation procedures, the habilitation procedure, the doctoral degree acquisition procedure and the assessment of scientific publication activities at the University, that keeps track of the performance of educators and researchers at the University, the data appearing in the Database with the status of verified, i.e. "agreed" or „verified" must be taken into account, and the publication activity shall be taken into account associated with the data in the Database. Works not included in the Database may not be taken into account when assessing the scientific publication activities of the educator or researcher.
- (3) In the University's accreditation procedures or other evaluation procedures the data contained in the Database must be used.

**Responsibilities and obligations for uploading data**

**3. §**

- (1) The Director General of the University Library (hereinafter: Library) is responsible for uploading and managing the data of publications created in the interest of the University into the Database under the professional supervision of the Vice-Rector for Research.
- (2) The author is responsible for the announcement of the publications and the authenticity of the reported data. The author is obliged to report to the Library the data of their publications published, preferably within two weeks of the publication of the work, but no later than 20 January of each year.
- (3) The author shall make available to the Library a copyrighted electronic version of their scientific works that complies with the Collection Policy of the Corvinus University Repository of Research.
- (4) The author has the possibility to record in the Database the data of works that do not meet the criteria set out in 3 § (6). The appointed research support staff of the Library shall upload and keep up-to-date the data of publications that can be regarded in the terms of scientific performance. Both the librarian and the author are responsible for the data under agreed and verified status recorded in the Database.

- (5) The librarian shall deal only with data relating to documents which can be identified, found in a reliable source or physically presented, and that classify as:
- Nature: scientific, educational
  - Type: book, book excerpt, journal article (including the conference communication that fall into the categories above),
- (6) It is the librarian's task to place a copyrighted electronic version of the scientific works provided by the author in the institutional repository of Corvinus Research.
- (7) The librarian is not responsible for uploading data on works of general interest, educational and non-classified nature, as well as other types of publications, except publicly available Research Reports.
- (8) The librarian records quarterly in the Database the data of citations to university publications contained in the subscribed international bibliometric databases.
- (9) The Library provides group and individual consultation options and personal advice to the authors on issues related to the registration of their publication data.

**Final provisions and entry into force**

**4. §**

This provision shall enter into force on the date of release, at the same time the Provisions of the Rector No. 1/2016 (I. 8.) on the registration of scientific publication activities conducted at Corvinus University of Budapest is revoked.

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