

ON THE REGISTRATION OF SCIENTIFIC PUBLICATION ACTIVITIES

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ON THE REGISTRATION OF SCIENTIFIC PUBLICATION ACTIVITIES**Preamble**

Paragraph o) of Subsection (1) of Section 3 and Subsections (1) and (3) of Section 19/A 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 the recording of data on scientific works in the national scientific bibliographic database. The role of the national scientific bibliographic database (Hungarian Science Bibliography (MTMT) (hereinafter: Database) operated by the Library and Information Centre of the Hungarian Academy of Sciences is, inter alia, pursuant to Section 19/A (1) of Act XL of 1994:

- a) to perform tasks related to the recording 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, doctoral procedures and habilitation, as well as of the Doctor of MTA (DSc) dissertations and their theses;
- b) to record scientific works created by employees of the University within the scope of their employment, transferred to the employer and made public, as well as those created and made public by voluntary data providers;
- c) to record the data of scientific works created and published under a contract for the creation of a scientific work from budgetary resources, including any national or EU grant funding;
- d) to perform individual or statistical data reporting with regard to the data specified in Section 19/A (3) of Act XL of 1994 for the purpose of recording scientific results;
- e) to keep a record of the English-language bibliographic data of Hungarian scientific works;
- f) to ensure the availability of Hungarian scientific works in open electronic access by providing the address of the electronic access.

Accordingly, in order to ensure the authentic and up-to-date recording of publication activities performed at the Corvinus University of Budapest (hereinafter University), the following provisions are issued.

Scope of the Provisions**1. §**

- (1) The personal scope of the provisions shall apply to those lecturers and researchers currently employed by the University who have declared in writing that they can be taken into account by the University for the purpose of assessing the operating conditions of the institution. It also extends to professor emeriti, doctoral students and doctoral candidates, as well as to persons who enter into a contract with the University for publication activities.
- (2) The material scope of these provisions shall include the educational, research, technical and artistic works of the persons specified in Subsection (1), including publications resulting from grants awarded owing to the use of the University's name.

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- (3) In addition to the data specified in Section 19/A (3) of Act XL of 1994, the Database may contain references to works (citations, authors making the citations) and other data relevant to the publication.

**Purpose and use of the Database,
the rules for the processing of data at the University,**

2. §

- (1) The Database is a public register seeking authenticity, which, following the organisational structure of the University, provides data on the publication and citation records that can be referred to for the purposes of the academic promotion of persons covered by these provisions, the University's accreditation in Hungary and internationally, the fulfilment of the requirements related to the doctoral schools, data reporting associated with grant applications, recommendations for membership in the Hungarian Academy of Sciences, applications for an MTA doctorate.
- (2) In the University's assessment procedures for monitoring the fulfilment of teaching and research requirements, in habilitation procedures, in doctoral degree acquisition procedures and in the assessments of scientific publication activity, the data included in the Database, as checked by the librarian, shall be taken into account for scientific works. Works that are not included in the Database cannot be taken into account in the assessment of the academic publication activity of the lecturer or researcher.
- (3) The data included in the Database shall be used in the University's accreditation procedures or other evaluation procedures.

Responsibilities and obligations related to uploading data

3. §

- (1) The University Library (hereinafter "Library") is responsible for the uploading by the librarian into the Database and the management of the data of publications relevant to the University under the professional supervision of the Vice-Rector for Research.
- (2) The author is responsible for reporting scientific and educational publications and for the veracity of the data reported. The author is required to report the details of his/her publications to the Library preferably within two weeks of the publication of the work, but no later than 20 January each year.
- (3) The author will provide the Library with a copyright-cleared electronic version of his/her scientific work that complies with the Corvinus Research Repository's collection policy of the University.
- (4) The uploading and keeping up-to-date of data on publications that are eligible for recognition as academic performance is carried out by the Library's designated staff members. The author is responsible for the data recorded in the Database and the librarian is responsible for checking the data.

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- (5) The librarian is also responsible for depositing the electronic version of the copyright-cleared scientific works provided by the author in the Corvinus Research institutional repository.
- (6) In the Database, publications citing works with a WoS identifier are added via WoS automatic citation import (usually twice a year).
For academic promotion, and for applications as requested by the lecturer, the librarian shall enter in the Database the data of the publications citing the university publication included in the international bibliometric databases (Scopus, WoS) to which the University has subscribed.
- (7) The Library provides group and individual consultations and personal counselling to authors on issues related to the recording of their publication data.

Final provisions

4. §

- (1) The present provisions shall enter into force on the day of their publication. At the same time, the Rector's Provisions No. 3/2020 (6 October) on the registration of scientific publication activities performed at the Corvinus University of Budapest are repealed.