

Rector's Instruction No 14/2023 (VIII.28.)

the rules governing the affiliation of authors' works to the University

1.§ Scope and validity of the Rector's instruction

- 1) This Policy applies to all full-time, part-time, or other full-time employees, researchers, teachers, and students of the University, who have created original works of authorship (including scientific publications, professional papers, and other scientific or artistic works of authorship) in the fields of science and art related to the University, arising from their intellectual activity.
- 2) In the case of works of authorship created on the basis of a commission or other civil legal relationship, the provisions of this Rector's Instruction shall be set out in a contract between the author and the University, so that the provisions of this Instruction are enforced as fully as possible.
- 3) Any creative or research activity carried out by a person employed full-time or part-time by the University, a student employed by the University, a person under contract with the University for research or teaching, or which is carried out wholly or partly using material or tangible resources provided by the University from internal or grant funding, or in the course of an activity carried out on the University's premises, shall be considered to be related to the University.

2.§ Administrative classification - affiliation

- 1) The institutional and intra-institutional affiliation of the author of the Author's Work at the time of publication (hereinafter "affiliation") determines the affiliation of the Author's Work.
- 2) The University attaches particular importance to the institutional affiliation of all its employees, contractors, researchers, teachers and students, based on the fact that the Author's work is a work related to the University. This is what gives rise to the mandatory **institutional affiliation**.
- 3) The classification at the level of the relevant organisational unit is of paramount importance for all lecturers, researchers and teachers employed by the University, whether in an employment contract, a contract or any other civil law relationship, and is based on the creative activity related to the autonomous organisational unit of the University (e.g. Library, faculties or the EHRC; hereinafter referred to collectively as "faculty"). In the case of doctoral students, the creative activity related to the respective doctoral school forms the basis for affiliation. This gives rise to a compulsory **affiliation at the level of the** department.
- 4) The Career Table, which is the basis for the affiliation of employees at departmental level, is maintained by DG ECFIN in a published and monthly updated form on the intranet.
- 5) All teaching, research and teaching staff and students must have an affiliation at the level of the organisational unit, and doctoral students must have an affiliation at the level of the doctoral school, to ensure that the necessary data are included in the National Statistical Data Collection Programme (hereinafter referred to as OSAP).

3.§ On the principles of publication of copyright works created in the course of research

- 1) For the purposes of these Instructions, an Author's work is defined as the publication of research results orally (presentation) or in writing, as author, co-author, editor or translator, the publication of research plans, proposals, professional documentation, other scientific and artistic works, or the making available to third parties.
- 2) All full-time or part-time lecturers, researchers, teachers and doctoral students, MSc or BSc students employed on a full-time or part-time basis, or employed on a contract or other civil law basis, must indicate the University as their institutional affiliation in their published works and publications submitted for publication and provide the University's e-mail address in their contact details. Full-time lecturers, researchers, teachers and doctoral students on scholarship must indicate the University as their first institutional affiliation.
- 3) The University shall designate the University as the institutional affiliation of all full-time or part-time faculty, researchers, teachers, undergraduate and graduate students employed by the University, or otherwise employed by the University, in all other appropriate cases not specified in this section.
- 4) The University accepts the Hungarian Scientific Works Repository (hereinafter referred to as MTMT) as an authoritative source of publications. In addition to the MTMT, it also takes into account and evaluates data from the international databases Scopus and Web of Science (hereinafter referred to as WoS).
- 5) All full-time, part-time or other employment-based lecturers, researchers, teachers and students are required to register in MTMT if they have a copyright, to indicate Óbuda University as their institutional affiliation and to update their profile at least once a quarter.
- 6) All full-time, part-time and other full-time lecturers, researchers, teachers and doctoral students are required to register in the following scientific databases, indicating the University and their profile as institutional affiliation at least once a year (during the month of December), updating the WoS and Scopus databases on an annual basis:
 - a) Google Scholar <https://scholar.google.com> (joining the Óbuda University group is mandatory:
https://scholar.google.hu/citations?view_op=view_org&org=15570079871557324352&hl=en&oi=io)
 - b) ORCID: <https://orcid.org>
 - c) Researchgate: <https://researchgate.net/>
- 7) Lecturers and researchers with a PhD degree must join the relevant Public Body of the Hungarian Academy of Sciences and proceed with the affiliation data as described in this section.
- 8) Authors must notify the University Library within 14 days of the publication of any Author's work in which Óbuda University is named as an affiliate, in order to keep the MTMT profile up to date, and - in accordance with the relevant copyright legislation - send an electronic copy of the work to the University Library for archiving (mtmt@uni-obuda.hu).

§ 4 Rules for the designation of affiliation to the University

- 1) The institutional affiliation of the University must include the name of the University as follows:

In Hungarian publications	In English publications
University of Óbuda	Obuda University, Budapest, Hungary

- 2) If the publication rules permit, in addition to the indication of the institutional affiliation of the University in accordance with paragraph 1) of this Section, the faculty, centre or doctoral school shall be indicated by the official designation in the organisational chart as follows:

In Hungarian publications	In English publications
Alba Regia Faculty of Engineering	Alba Regia Technical Faculty
Donát Bánki Mechanical Engineer and Faculty of Safety Engineering	Banki Donat Faculty of Mechanical and Safety Engineering
Kandó Kálmán Faculty of Electrical Engineering	Kando Kalman Faculty of Electrical Engineering
Károly Keleti Faculty of Economics	Karoly Keleti Faculty of Business and Management
Neumann János Faculty of Informatics	John von Neumann Faculty of Informatics
Sándor Rejtő Faculty of Light Industry and Environmental Engineering	Rejto Sandor Faculty of Light Industry and Environmental Engineering
Miklós Ybl Faculty of Civil Engineering	Ybl Miklos Faculty of Architecture and Civil Engineering
University Research and Innovation Centre	University Research and Innovation Center
Applied Informatics and Doctoral School of Applied Mathematics	Doctoral School of Applied Informatics and Applied Mathematics
Doctoral School of Materials Science and Technology	Doctoral School of Materials Sciences and Technologies
Doctoral School of Security Sciences	Doctoral School on Safety and Security Sciences
Innovation Management Doctoral School	Doctoral School of Innovation Management

- 3) Any full-time or part-time lecturer, researcher, teacher or student employed in an employment or other employment relationship may deviate from the provisions of the Instructions (including contractual obligations contrary to the provisions) prior to the publication of the Author's work, after consultation with the Dean / Director General of the EHRC / Head of the Doctoral School, and with the written approval of the Rector.
- 4) If the designation of an Author's work as an affiliation of the University in the course of its publication or publication is contrary to the University's Intellectual Property Management Regulations or results in a potential conflict of interest (e.g., novelty infringement), the Dean / Director General of the ERA / Head of the doctoral school concerned shall initiate a consultation with the Vice Rector for Academic Affairs and the Innovation and Industrial Property Rights Committee. 5) In the event of non-compliance with the provisions of these Instructions, the Dean / Director General of the EIT / Head of the Doctoral School may initiate proceedings (e.g.

exclusion from publication awards, disciplinary proceedings, etc.) in accordance with the seriousness of the misconduct.

5.§ Final provisions

- (1) This Rector's Instruction shall enter into force on the day following the date of signature.
- (2) The provisions of this Instruction shall apply to copyright works published after its entry into force. The application of the Rector's Instruction is recommended for previously published Author's Works.
- (3) Upon the entry into force of this instruction, all previously issued regulations and instructions of the University concerning affiliation shall be repealed.

Budapest, 28 August 2023.

Prof. Dr. Levente Kovács rector
emeritus