



DEAN

File number: 580071/2022

Dean's Order no. 2/2022 (I.24.) on the implementation of the affiliation protocol of the Budapest University of Technology and Economics

The Scientific Advisory Council of the Budapest University of Technology and Economics (hereinafter: BME) has adopted a uniform affiliation protocol for the whole university. BME's top priority is to ensure that the scientific achievements of its lecturers and researchers are clearly linked to the university in the databases. If an affiliation is incorrectly indicated, this may result in the achievement not being linked to the university. On the basis of the affiliation protocol, I hereby issue the following Dean's Order:

1. Rules for granting affiliation

- (1) The exact rules and system for granting affiliation are set out in Annex 1 to this Dean's Order.
- (2) In all cases, it is the responsibility of the author to specify the affiliation.
- (3) The author is obliged to check their registration in the scientific databases (doktori.hu, MTMT, ORCID, etc.) and, if necessary, to modify it in accordance with Annex 1 of this Dean's Order.

2. Supporting and monitoring the implementation of the affiliation protocol

- (1) The heads of the academic and research units of the Faculty of Economics and Social Sciences (GTK) and the Vice Dean for Science and Innovation shall assist the faculty's lecturers and researchers in the correct assignment of affiliations, and answer any questions that may arise in this regard.
- (2) The heads of GTK's academic and research units shall check the correct designation of affiliations in the scientific databases at regular intervals.

3. Enforcing provisions

- (1) This Dean's Order shall enter into force on the day following its signature.
- (2) The provisions of this Dean's Order shall apply to all academic achievements and publications produced after its entry into force.

Annex no. 1 Affiliation formats

Budapest, 24 January 2022





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Appendix no. 1

Affiliation format based on the affiliation protocol issued by the Budapest University of Technology and Economics

At BME GTK, the following formats apply to publications under the BME Affiliation Protocol:

1. *BME affiliation shall be indicated on all works published by:*

- a. any person *employed by or contracted to* BME GTK,
- b. members of *hosted research groups* at BME GTK,
- c. as well as *students of* BME GTK's Doctoral School and students of BME GTK in general

for works associated with their legal relationship with BME GTK.

In general, the *first, last and corresponding author* should preferably be affiliated to BME.

2. *The format of the BME affiliation:*

The publication shall include the following to indicate the author's affiliation with the university:

the official full name of *their department, institute or centre*, followed by if possible, the official full name of the *faculty*,

in English: *Faculty of Economic and Social Sciences*

in Hungarian: *Gazdaság- és Társadalomtudományi Kar*

finally, the *official full name of the university*,

in English: *Budapest University of Technology and Economics*

in Hungarian: *Budapesti Műszaki és Gazdaságtudományi Egyetem*

and, if possible, the *official address* of the university:

Műegyetem rkp. 3., H-1111 Budapest, Hungary

It is important that the name of the university is always given uniformly, as above! Using the same uniform postcode in the address is important.

Examples:

Department of ..., Faculty of Economic and Social Sciences, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary.

If the place of publication does not allow the full affiliation to be displayed, the name of the faculty may be omitted, provided that the name of the organisational unit and the university are indicated.

3. *Research groups*

If a research group is indicated (e.g. hosted research groups that are also funded by an external organisation, research group of a department), two separate affiliations must be displayed: first to BME (departmental), then to the research group. For example

Author's_name^{a,b}





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^aDepartment of ..., Faculty of Economic and Social Sciences, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary

^bMTA-BME Research Group for ..., Műegyetem rkp. 3., H-1111 Budapest, Hungary

4. External doctoral students

In the case of "external" doctoral students or the Cooperative Doctoral Programme, the BME host department and the external research institution must be indicated as separate affiliations. Position in university rankings is influenced by the order in which affiliations are listed. Therefore, if a doctoral student receives a scholarship through BME (state scholarship, SH, KDP), the BME affiliation should be listed first.

For example:

First_author's_name^{1,2} and Second_author's_name²

¹Department of ..., Faculty of Economic and Social Sciences, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary

²Institute for Solid State Physics and Optics, Wigner Research Centre for Physics, H-1525 Budapest, P.O. Box 49, Hungary

5. Multiple affiliations

Authors whose works or publications are produced under several concurrent legal relationships, including one with BME, should indicate their BME affiliation, preferably with the BME affiliation being listed first.

