

GTK publication portal user guide

You can enter the portal through the Central Login Page with your eduID username and password:
<https://pubinfo.omikk.bme.hu/tudriport/>

The portal can be used as follows:

Top grey bar:

By clicking on **“Nézet választása”** (“Select view”, top left corner), you can choose from three different views:

“Listás nézet” (“List view”): you can check in a list whether the members of an organisational unit have met the publication requirements.

“Részletező nézet” (“Detailed view”): you can check in detail whether the chosen person has met the publication requirements.

“Egyedi keresés alapú nézet” (“Custom search-based view”): you can create custom searches based on the parameters and filters you have selected.

1. After you have selected a view type, you can choose one of the following evaluation methods (**“Értékelési mód kiválasztása”**):

gtk_ter: publication data for individual annual performance evaluation

gtk_ter_eng: publication data for individual annual performance evaluation – in English

gtk_phd: checking compliance with the PhD requirements

gtk_phd_eng: checking compliance with the PhD requirements – in English

gtk_temavezeto: checking compliance with requirements for PhD supervisors

gtk_docens: checking compliance with the requirements for associate professors

gtk_habil: checking compliance with the habilitation requirements

2. Specify the person or organisation to be evaluated (**“Értékelendő személy vagy szervezet megadása”**)

In “Detailed view”, it is enough to select the author’s name (**“szerző”**); the list of names can be narrowed down by setting the hierarchy levels offered here.

In “List view”, you can set the chosen organisational unit by selecting the hierarchy levels.

3. Specify the evaluation parameters (**“Értékelési paraméterek megadása”**)

- **“Év”** (“Year”): for annual performance evaluation the year of evaluation, for supervisor evaluation the ending year of the 5-year evaluation period can be given here, otherwise it is not required.

- Supervisor MTMT ID: this field is visible when *gtk_phd* is selected in point 1. (“Értékelési mód kiválasztása”); it will automatically be filled in with the supervisor’s ID that is given in the list of doctoral students.

4. Click on “**Értékelés futtatása**” (“Run evaluation”) to see the result of your search.