

BME affiliation protocol

14-July-2022

Background

Regarding works and intellectual products produced by research and development activities at BME, it is in the fundamental interest of Budapest University of Technology and Economics to ensure that the organisational framework behind such products, i.e. BME as an institution, is indicated in a uniform and regulated manner: the precise and proper order of the *affiliations*, the *order of authorship*, the *affiliation of the corresponding authors* play an essential role in BME's and our researchers' *ability to attract application funding*, in the degree of its international *reputation* and in the university's position in international and national university *rankings*.

The rankings are compiled from the major publication databases (Scopus and Web of Science) according to statistics on the number and quality of publications and citations of authors associated with a given institution. The key step in this process is the assignment of publications to institutions, which is based partly on the affiliations provided by the authors and partly using automated methods.

To avoid mistakes in this process, it is necessary to specify affiliations according to uniform principles.

The aim of the protocol

The indication of the University's name and the author's affiliation during the use, publication and repository placement of works produced by authors who have a legal relationship with the University, as well as the publication of bibliographical data in the international bibliographical database are stipulated by Section 15(2) of BME's Code on the Protection of Intellectual Property. The purpose of this protocol is to provide detailed rules and recommendations in this regard.

Indication of affiliations

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

- a. any person *employed by or contracted to* BME,
- b. members of *hosted research groups* at BME,
- c. *students of the BME doctoral schools* and BME students in general on published works
if such works are related to their legal relationship with BME.

The order of the authorship of scientific publications should reflect the extent of the professional contribution to the results reported in them, according to the accepted rules of the field. If the contribution of the BME author is significant, efforts should be made to ensure that this is reflected in the order of authorship (first, last or corresponding author). It is worth taking advantage of the possibility of shared principal authorship.

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*, followed by
if possible, the official full name of the *institution OR faculty*,
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 Polymer Engineering, Faculty of Mechanical Engineering, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary.

Department of Theoretical Physics, Institute of Physics, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary.

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 indicated: first to BME (departmental), then to the research group. For example

Author's_name^{a,b}

^aDepartment of Polymer Engineering, Faculty of Mechanical Engineering, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary

^bMTA-BME Research Group for Composite Science and Technology, Budapest University of Technology and Economics, Műegyetem rkp. 3., H-1111 Budapest, Hungary

4. External doctoral students

In the case of “external” doctoral students or the Cooperative Doctoral Programme, please indicate the *BME host department* and the *external research site* 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), please list the BME affiliation first.

An example of a case where a BME doctoral student is the first author:

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

¹Department of Theoretical Physics, Institute of Physics, 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.