

 BME <small>BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS</small>	RECTOR'S ORDER ON THE BME PUBLICATION INCENTIVE PROGRAMME	ID: 5/2025. Version number: 00. File number: REKI KT 40/5/2025
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Responsible for Publication:	Dr. Kitti Írisz Nagy-Tóth	Legal Executive

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The Rectoral Management Team of the Budapest University of Technology and Economics (hereinafter: the University) – acting under the authorisation granted in Section 10 (5) d) of Book One (Organisational and Operational Provisions, hereinafter: SZMR) of the University's of Rules of Organisation and Operation (hereinafter: SZMSZ), and in accordance with Section 84 (2) c) of the same – hereby establishes, through this Order (hereinafter: Order), a publication incentive programme:

1. Purpose and Subject of the Order

Section 1 [Purpose of the Order]

- (1) The purpose of this Order is to establish a university-level incentive scheme that, in addition to professional and moral recognition, directly rewards high-quality individual publication output, patents, industrial designs, utility models, and architectural works.
- (2) The incentive scheme shall be known as the BME Publication Incentive Programme (hereinafter: the Programme).
- (3) Within the framework of the Programme, authors and inventors who have successfully published in high-prestige journals shall receive retrospective financial recognition on an annual basis.

2. Scope of the Order

Section 2 [Programme Announcement]

- (1) The personal scope of the Order extends to all academic staff, researchers, and lecturers of the University, as well as to students enrolled in doctoral programmes at the University.
- (2) The Order must also be applied by all University employees involved in the implementation of the Programme, particularly those engaged in its announcement, the issuing of calls, data entry, identification, verification, finalisation, assessment, decision-making, and reward disbursement processes (personal scope).
- (3) The Programme applies to the following types of intellectual outputs, provided they meet the criteria detailed in Section 7 (subject-matter scope):
 - a) Scholarly or scientific works classified as publications;
 - b) Patented inventions, industrial designs, utility models;
 - c) Awarded or purchased architectural works. (The items listed under points a) to c) are hereinafter collectively referred to as "publications and works".)

3. Responsibility for the Order and the Programme

Section 3 [Entities Responsible for the Order]

- (1) The organisational unit professionally responsible for this Order and the Programme is the Directorate of Scientific Affairs. The Vice-Rector for Scientific Affairs serves as professional responsible for the programme, and the Rector as professional reviewer. Legal revision of the Order is carried out by the Directorate of the Rector's Office.
- (2) The Vice-Rector for Scientific Affairs is responsible for executing the tasks related to the Programme.
- (3) Organisational units contributing to the implementation of the Programme, within the scope of their responsibilities under the SZMR, include:
 - a) the Directorate of Scientific Affairs, as content owner and responsible for preparing evaluations;
 - b) the National Technical Information Centre and Library, as partner in data processing and

- evaluation;
- c) the Directorate of Finance, as responsible for financial operations related to the Programme.

4. Applicable Legislation and Internal Regulations

Section 4 [Legislation Related to the Order]

- (1) The following internal regulatory documents are linked to this Order:
- a) Organisational and operational Provisions;
 - b) The Human Resources Policy of the Employment Requirements System;
 - c) The Code of Fees and Benefits of the Student Requirements System applicable to doctoral students.
- (2) The following national legislation also applies to the present Order:
- a) Act I of 2012 on the Labour Code;
 - b) Act CCIV of 2011 on National Higher Education;
 - c) Tax legislation applicable to employment-related income.

5. Announcement of the Programme and Supplementary Schemes

Section 5 [Programme Announcement]

- (1) The Programme shall be announced annually by the Vice-Rector for Scientific Affairs, within the limits of the University's budget. The programme period is defined as the calendar year, from 1 January to 31 December (hereinafter: publication period).
- (2) The Rector shall announce the Programme for the first time as a pilot initiative for the second term of 2025. Publication period of the pilot programme: 1 July to 31 December 2025 (hereinafter: pilot programme publication period).

Section 6 [Supplementary Schemes]

- (1) The University seeks to complement the Programme with a supplementary "indirect" support scheme of similar scale, whereby departments may receive funding based on the individual publication performance of their staff. This funding may be used to cover expenses such as travel, conference registration, and participation fees for departmental authors.

6. Eligible Publications and Works

Section 7 [Specifications of Eligible Publications and Works]

- (1) The Programme shall reward publications that meet all of the following criteria:

- a) Articles or reviews published in SJR-ranked D1, Q1, or Q2 journals¹, where the University's affiliation is correctly indicated next to the author's name in the publication, and the work is recorded in the Hungarian Science Bibliography (MTMT);
 - b) The publication date falls within the defined publication period;
 - c) The publication has not previously been rewarded under the same Programme².
- (2) The Programme shall also reward the following types of works that meet the specified criteria:
- a) Realised architectural works awarded during the publication period, as well as designs that were awarded or purchased in design competitions, and published monographs on creative architecture.
 - b) International and Hungarian patents recorded in the MTMT and filed during the publication period.³

Section 8 [Eligible Individuals for Reward]

- (1) Individuals who have produced an intellectual output as defined in this Order are eligible for reward if they are employed by the University both at the time of publication or creation of the work and at the time the reward is due to be paid. Doctoral students are also eligible if they held active student status at the time of publication.
- (2) No individual is eligible for reward if the same publication or work has already been awarded under the same Programme.

7. Amount of the Reward

Section 9 [Reward Amount for Publications, Patents, Industrial Designs, Utility Models]

- (1) The amount of individual reward is calculated proportionally based on the number of authors. For publications, the reward amount is determined by the following formula:
- $$Reward = \frac{1}{2} \left(\frac{\text{base amount} \times [\text{quality multiplier}]}{[\text{Total number of authors}]} + \frac{\text{base amount} \times [\text{quality multiplier}]}{[\text{Number of BME authors}]} \right)$$
- The base amount is a fixed sum in Hungarian forints, and the quality multipliers are determined based on the journal ranking. The "total number of authors" refers to the total number of contributors listed on the publication, while the "number of BME authors" refers to those authors who have a BME affiliation.
- (2) An individual beneficiary is entitled to receive a reward for all their publications appearing within the relevant period, subject to the limitation that the total amount of reward an individual may receive is capped. For the pilot programme's publication period, the upper limit is gross HUF 1,000,000.

¹ The SCImago Journal Rankings (SJR) list includes journals in the top decile (D1) and the top two quartiles (Q1 and Q2). Exceptions include journals listed on the so-called "Norwegian list" that are associated with objectionable publishing practices; publications appearing in such journals are not eligible for reward. Publications appearing in journals ranked at Level 0 on the "Finnish list" are likewise not eligible for reward (<https://jfp.csc.fi/jufoportal>). As an exception, publications appearing in journals published by the University may still be rewarded, even if the journal is listed on the Norwegian or Finnish list at the time of evaluation, provided that the journal otherwise holds an appropriate SJR ranking.

² In the case of publications, the determining factor is the issue date of the journal. Publications that, during the publication period, are only available as online "early access" will be accounted for in the subsequent call for applications, once the journal's issue date falls within the relevant publication period.

³ Patents, industrial designs, and utility models that apply to multiple countries (including Hungary), as well as EU unitary patents and EU community designs.

- (3) The base amount shall be determined by the Rectoral Management Team by 31 January of the year following the publication period.
- (4) The quality multipliers are as follows:
 - a) For a D1-ranked publication: 2x;
 - b) For Q1: 1x, for Q2: 0.5x.
- (5) For Hungarian patents, industrial designs, and utility models registered in favour of BME, a 0.5x quality multiplier applies; for international patents, industrial designs, and utility models, an additional 1.5x quality multiplier applies.

Section 10 [Reward Amount for Architectural Works]

- (1) The list of accepted awards, exhibitions, and journals that publish reviews is issued by the Habilitation and Doctoral Committee of the Doctoral School of Architecture. The reward is cumulative: for each realised architectural work, the total reward received under the programme must not exceed the amount calculated based on the highest applicable quality multiplier.
- (2) Only the author or co-author of the submission is eligible to receive the reward. Among domestic competitions, only national, open competitions are eligible; student design competitions are excluded.
- (3) The reward scale for architectural works is as follows:

Award in international design competition	3 x Q1
Purchase in international design competition	2 x Q1
Award in national open design competition	Q1
Purchase in national open design competition	0.5 x Q1
Realised architectural work receiving an international award	4 x Q1
Realised architectural work exhibited internationally or receiving a domestic award or reviewed in an international journal	3 x Q1
Realised architectural work reviewed in a Hungarian article or exhibited domestically	1.5 x Q1
Monograph or multi-author professional book published by a	3 x Q1

8. Tasks, Responsible Entities, Deadlines and Processes Related to the Programme

Section 11 [Programme Tasks and Responsible Entities]

- (1) The following overarching tasks are associated with the Programme:
 - a) Announcing the Programme under the framework of this Order, informing the affected parties, and verifying MTMT data and other relevant information – the responsibility of the Directorate of Scientific Affairs.
 - b) Registering author identifiers and finalising publication data in the MTMT (including creative works) – the responsibility of the National Technical Information Centre and Library.
 - c) Filtering and verifying data – the responsibility of the Directorate of Scientific Affairs.
 - d) Verifying fulfilment of eligibility criteria – a joint responsibility of the National Technical Information Centre and Library and the Directorate of Scientific Affairs.
 - e) Finalising the list of eligible doctoral students and performing the necessary associations – the responsibility of the Academic Services Centre of the University. Finalising the list

- of eligible employees and performing the necessary associations – the responsibility of the Directorate of Finance.
- f) Calculating and verifying individual rewards – the responsibility of the Directorate of Scientific Affairs.
 - g) Deciding on the individual reward amounts, in line with the provisions of this Order – the responsibility and competence of the Vice-Rector for Scientific Affairs.
 - h) Notifying the rewarded individuals and the Directorate of Finance of the reward amounts – the responsibility of the Directorate of Scientific Affairs.
 - i) Performing the related financial verification and transactions – the responsibility of the Directorate of Finance.
 - j) Handling the administrative duties associated with the Programme (such as filing, registry, records management) – the responsibility of the Directorate of Scientific Affairs.
- (2) Except as provided under paragraph (3), authors do not need to apply. The organisational units referred to in paragraph (1) will verify eligibility based on the publication data available in the MTMT, and if the eligibility criteria are met, the reward is granted automatically.
- (3) Final-year doctoral students must apply proactively to the Directorate of Scientific Affairs at the time of obtaining their degree in order to ensure that any publications appearing during the publication period and before graduation may be considered for reward under the Programme.
- (4) Authors themselves are responsible for correctly indicating their BME affiliation on the publication.

Section 12 [Programme Deadlines]

- (1) The following deadlines apply to the Programme:
 - a) Programme announcement: by 31 January of the relevant year;
 - b) Evaluation for the given year: by 31 March of the following year;
 - c) Payment of rewards for the given year: by 30 April of the following year.

Section 13 [Programme Processes and Forms]

- (1) The development and publication of the processes related to the Programme is the responsibility of the Directorate of Scientific Affairs.
- (2) The Vice-Rector for Scientific Affairs is responsible for determining the processes, deadlines, and forms used in connection with the Programme.

9. Closing provisions

Section 14 [Closing provisions]

- (1) This Order shall enter into force on 16 September 2025 and shall also govern the implementation of the Programme announced by the Rector as a pilot for the second term of 2025 (covering the period from 1 July to 31 December 2025).

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