



**Rector's Order No. 3/2024 (III.06)  
on the establishment and operation of the Károli Repository**

Upon the authorization of Article 62 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary, I hereby issue the following order:

1. § (1) I establish the Károli Repository to collect, process, archive and make available on the internet the scientific and educational works produced at the University.

**I. General Provisions**

2. § The objectives of the Károli Repository are

- a) to explore, document, collect, preserve and present the academic works and the scientific activities of the University, including works and results of projects,
- b) to make the scientific publications and research results produced at the University available in the long term, while ensuring copyright protection,
- c) to increase the publicity of research results and documents, and to disseminate them to the national and international scientific community,
- d) to store and record the theses or dissertations of students who have successfully passed their final examination.

3. § (1) The Károli Repository is a document server at the University, the database of which is managed through a public electronic interface and a multi-level authorisation system.

(2) The Károli Repository is dedicated to archiving and making available scientific works related to the University. The document server explores the uploaded content and links it to other existing databases and repository indexing systems, which help to bring scientific works into the scientific mainstream.

4. § (1) The scope of the order extends to the

- a) employees of the University,
- b) students with student status and former students of the University,
- c) users of the Károli Repository.

5. § The material scope of the order covers the publications of the persons defined in 4. § (1) a) and b), including teaching, research and presentation works, student theses and dissertations, portfolios, scientific and professional presentations resulting from certain projects and other materials constituting authors' works (hereinafter referred to as 'items').

6. § Employees of the University shall upload to the Károli Repository the items referred to in 5. § created in their ownership by 31 May and 30 November of each year. The fulfilment of the uploading obligation will be assessed in the common teaching and research performance requirements and performance evaluation system.



7. § The Vice-Rector for Science and Research is responsible for the management and supervision of the operation of the Károli Repository.

## **II. Copyright**

8. § (1) The placement of works in the Károli Repository is regulated by Act LXXVI of 1999 on copyright, related legislation and the University's Regulation on Intellectual Property Management.

(2) The author is exclusively responsible for the copyright compliance of the uploaded items and works, even if the uploading is carried out by the repository administrator or the works are imported from the Neptun.

(3) The author is fully liable for any copyright infringement related to any data uploaded to the Károli Repository.

## **II. Theses, dissertations, portfolios, doctoral dissertations, habilitation papers**

9. § (1) The theses, dissertations, portfolios and doctoral dissertations of students who have successfully passed the final examination are stored and recorded by the University in their entirety in the Károli Repository. The theses and dissertations stored in the Károli Repository are accessible and searchable without limitation, with the exception of the confidential parts as defined by law.

(2) The general procedure for the placement and disclosure of doctoral dissertations and habilitation papers in the Károli Repository shall apply to the author's works in accordance with chapters IV and V of this order.

(3) Students shall submit their theses, dissertations and portfolios in the Neptun education administration system in accordance with the provisions of the Academic and Exam Regulation. Students and former students do not need to perform any further action to import their files into the Károli Repository.

(4) Theses, dissertations and portfolios submitted and defended by students at the final examination shall be transferred to the Károli Repository – retrospectively until the 2<sup>nd</sup> (spring) semester of the academic year 2019/2020, by 31 December 2024 – and thereafter by the last day of February for the autumn semester and 31 August for the spring semester.

(5) In the Károli Repository, the thesis, dissertation or portfolio of a student who has passed the final examination is kept for eighty years.

(6) The provisions of 13. – 15. § shall not apply to theses, dissertation and portfolios of students who have successfully passed the final examination.

## **II. Data content and access to the Károli Repository**

10. § In addition to the works referred to in 9. §, the author's works and publications, including teaching, research and presentation works, scientific and professional presentations and other material resulting from certain projects and other materials (hereinafter referred to as 'items') of the persons specified in 4. § (1) a) and b) can be uploaded, stored and made public in the Károli Repository.



11. § (1) The Károli Repository contains the full text and all the metadata of the works, which are available to the public according to the access level defined by the author.

(2) In order to ensure the uniformity, searchability and compatibility of the metadata of the works with other databases, the Károli Repository's electronic interface will define the set of metadata related to the works.

12. § (1) The data content of the Károli Repository is publicly available and accessible to anyone on an electronic platform without registration. The extent of public access to works and their metadata is at the discretion of the author, as set out in Chapter III. 2.

(2) Registered users who have accepted the declaration included in Annex 1 of this order are entitled to upload data to the Repository.

(3) Besides theses, dissertations and portfolios to be uploaded in Neptun, students can use the Károli Repository as registered users for all their works of authorship completed during their student status. Their registration is valid for the duration of their student status.

#### **IV. 1 Publication of the work and data management concerning the data subjects of the work**

13. § (1) Items uploaded to the Károli Repository are classified according to the levels of disclosure and availability as follows:

a) a freely accessible document with full access to its metadata and uploaded full content, including downloading the work,

b) a limited-access document with full access to its metadata, but the full content of the uploaded work is closed to the public, and may not be copied or printed,

c) a closed document with full access to its metadata, but only certain parts of which (title page, abstract, table of content, bibliography, introduction etc.) can be uploaded, and the uploaded content is not accessible, the work may not be copied or printed.

(2) The classification according to the publicity level is determined by the author on the electronic surface of the Károli Repository, for each uploaded work individually. The author has the right to change the publicity level for the uploaded work and may also request the removal of the work from the Károli Repository. The repository administrator is authorized to change the publicity level and to remove the work.

(3) The metadata of the works uploaded to the Károli Repository are public.

14. § (1) Only items containing personal data for which the data subject has given his/her consent to the uploading of his/her personal data to the Károli Repository and has been informed prior to the consent that the data will be uploaded and who has access to these data may be uploaded to the Károli Repository.

(2) A data subject is a natural person who can be identified on the basis of any specified data or otherwise, directly or indirectly. In particular, a person can be considered identifiable if he/she can be identified, directly or indirectly, by name, an identifier or one or more other factors specific to his/her physical, physiological, mental, economic, cultural or social identity.



(3) If the data subject's consent does not extend to the publication in the Károli Repository, the file may only be uploaded by anonymisation. Instead of anonymisation, it is not enough to use pseudonymisation, as anonymisation means that the connection between the personal data and the data subject can no longer be restored in any way, not even by the researcher.

(4) At the time of uploading, the author declares on the electronic surface whether the item to be uploaded contains personal data:

- a) it contains personal data and the data subject has given his/her consent to the uploading of his/her personal data,
- b) it contains anonymised data,
- c) it does not contain personal data.

#### **IV.1 Uploading a work to the Károli Repository**

15. § (1) Only authors and repository administrators falling within the scope of this order are authorized to upload works and data.

(2) Authors referred to in section (1) shall register on the Károli Repository's electronic platform. Registration is subject to the acceptance of the declaration in Annex 1 through the electronic surface.

16. § (1) The author can only upload and make available his/her own publication in the Károli Repository.

(2) If a publisher or sponsor relationship restricts or prohibits the placement of items, they may be uploaded after the restriction or prohibition has been expired.

(3) If an author has transferred the exclusive right of use to a third party, the metadata of the work will appear in the Károli Repository.

17. § (1) If the work is the result of a collective authors' work and its content cannot be separated into independent units, its publication is subject to the consent of all the authors. The author is obliged and responsible for obtaining the co-author's consent.

(2) If any author or co-author has granted an exclusive right of use to a third party, only the metadata of the work will be available in the Károli Repository, according to the copyright law and the contracts related to the work, and only certain parts of the work may be uploaded (e.g. title page, table of content, bibliography, introduction).

(3) If the co-authors do not make the same declaration on disclosure, the full content of the work cannot be made public.

#### **V. Operation of the Károli Repository**

18. § (1) The Károli Repository is operated by the faculty repository administrators under the direction and supervision of the Vice-Dean for Science and Research.

(2) Tasks of the repository administrator are



- a) to assist the authors in uploading their works and to upload the works to the Károli Repository on behalf of the authors,
- b) to check
  - ba) the correctness and fullness of the metadata of the uploaded works, to modify or remove them, if necessary,
  - bb) the legality of the works,
  - bc) the quality of the full text document,
  - bd) the file format,
- c) to approve the publication of the work in the Károli Repository in case it has been uploaded by the author,
- d) to modify the public classification of the work upon the author's request,
- e) to remove and archive the uploaded items in the cases referred to in 22. § (2).

19. § During the approval process, the repository administrator may not change the author's declaration related to the disclosure classification of the work, unless the content of the declaration is not clear. In this case, the administrator may declare the public document closed until a clear statement is made.

20. § The author can request assistance from the repository administrators with metadata recording and other technical issues by sending an email for uploading his/her work.

21. § The author is responsible for the accuracy and authenticity of the uploaded metadata and for the determination of the disclosure classification of the uploaded work. The author takes the responsibility even if he/she has entrusted the repository administrator with the recording and uploading of the data.

22. § (1) No one except the repository administrator may remove the items from the Károli Repository. With the removal, the item is no longer public, it is no longer searchable and the work will be archived.

(2) A disclosed item can be removed

- a) upon the author's request,
- b) in the case of a proven copyright infringement or plagiarism, at the request of the copyright holder of the work or at the decision of the Vice-Rector for Science and Research,
- c) for national security reasons, at the call of the competent government body,
- d) in case of falsified research, by the decision of the Vice-Rector for Science and Research or the University Research Ethics Committee,
- e) for data protection purposes, in the event of withdrawal of the data subject's consent to the processing of his/her personal data or upon approval of the data subject's request for the deletion of personal data.



23.§ (1) No subsequent modification of the items placed in the Károli Repository is allowed.

(2) If justified, the Vice-Rector for Science and Research may authorize the placement of upgraded versions of certain items.

## **VI. Rules on preservation**

24. § (1) Uploaded items will be kept in the database of the Károli Repository for fifty weeks, except for items not containing personal data or anonymised items, which will be kept indefinitely.

(2) Repository administrators strive to maintain the continuous readability and accessibility of the works.

(3) The management of the Károli Repository ensures regular backups, following current best practices.

25. § In case of the termination of the Károli Repository, the University or its legal successor is obliged to place the database in another scientific archive that will ensure its preservation.

26. § (1) This order shall enter into force upon publication on the website on 7 March 2024.

(2) Detailed rules of operation not covered by this order will be determined in an operational regulation to be prepared under the direction of the Vice-Rector for Science and Research by 31 December 2024.

Budapest, 6 March 2024.

Prof. Dr. László Henrik Trócsányi  
Rector



## PLACEMENT AND DISTRIBUTION DECLARATION

I hereby declare that I am the author of all my works to be uploaded to the Károli Repository (hereinafter referred to as KREPOSITORY). I acknowledge that the scope of this declaration extends to all my works uploaded to the KREPOSITORY under my authorship.

As co-author of the work to be uploaded, I declare that I have the permission of the author or copyright holder to make this declaration.

By uploading the work, I grant to the Károli Gáspár University of the Reformed Church in Hungary a non-exclusive right to store, convert (including the abstract) and make available to third persons the work in any electronic form and format, such as audio and video format, without any time limitation, without changing the content of the work, in order to preserve the work and to ensure its accessibility.

I explicitly consent that the Károli Gáspár University of the Reformed Church in Hungary may make the work available to anyone on the internet as part of the KREPOSITORY without restriction. I also consent to the Károli Gáspár University of the Reformed Church in Hungary storing more than one copy of the work in the KREPOSITORY for security, restoration and preservation purposes. I grant the non-exclusive right of use of the work to the Károli Gáspár University of the Reformed Church in Hungary without compensation.

I guarantee that no third person has any right or legitimate interest in relation to the work which could restrict or exclude the exercise of the rights or the fulfilment of the obligations of Károli Gáspár University of the Reformed Church in Hungary as described above.

I also guarantee that any support provided by a third person (organisation) for the preparation of the work does not restrict or exclude the exercise of the right and the fulfilment of the obligations of Károli Gáspár University of the Reformed Church in Hungary as described above.

I also warrant that I have the right to authorize the use of any other intellectual property rights in the work, in particular in respect of illustrations, photos etc. protected by copyright protection as described above.

I also warrant that the name(s) of the author(s) of any other intellectual copyrighted property that may appear in the work are properly indicated in the work.

I undertake to reimburse Károli Gáspár University of the Reformed Church in Hungary for the full compensation and all costs paid by it in the event of a successful claim against Károli Gáspár University of the Reformed Church in Hungary by any person in relation to his/her rights or legitimate interests concerning the work.

I acknowledge that I may initiate the removal of the work from the Károli Repository at any time, but I also agree that only the repository administrator is authorized to do so.



I expressly acknowledge that Károli Gáspár University of the Reformed Church in Hungary shall not be liable in any way if any user uses, reworks or otherwise misuses the work placed in KREPOSITORY without permission, infringes my copyright or other rights or my legitimate interests or copyright or other rights or legitimate interests of owners of other intellectual work included in the work.

I declare that I have read and accept the provisions of Rector's Order No. 3/2024 (III.06) on the establishment and operation of the Károli Repository and have received appropriate information on the operation and management of the KREPOSITORY from Károli Gáspár University of the Reformed Church in Hungary.