



Rector's Order No. 3/2026 (III.1)
on the MTMT Regulation of Károli Gáspár University of the Reformed Church in Hungary

Under the authorization of Article 13 (1) of Act CCIV of 2011 on national higher education, as well as Article 64 (1) of the Organizational and Operational Rules, Part One of the Organizational and Operational Regulation of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the 'OOR' and the 'University'), based on the authority granted in Article 63 (7) a) of the OOR, acting within the scope of my managerial responsibilities, I issue the following order:

1. § In order to provide institutional support for the consistent and regular use of the Hungarian Science Bibliography (hereinafter referred to as 'MTMT', using the Hungarian abbreviation), the University's MTMT Regulation is hereby issued as Annex 1 to this order.
2. § This order shall enter into force upon publication of the website on 1 March 2026.

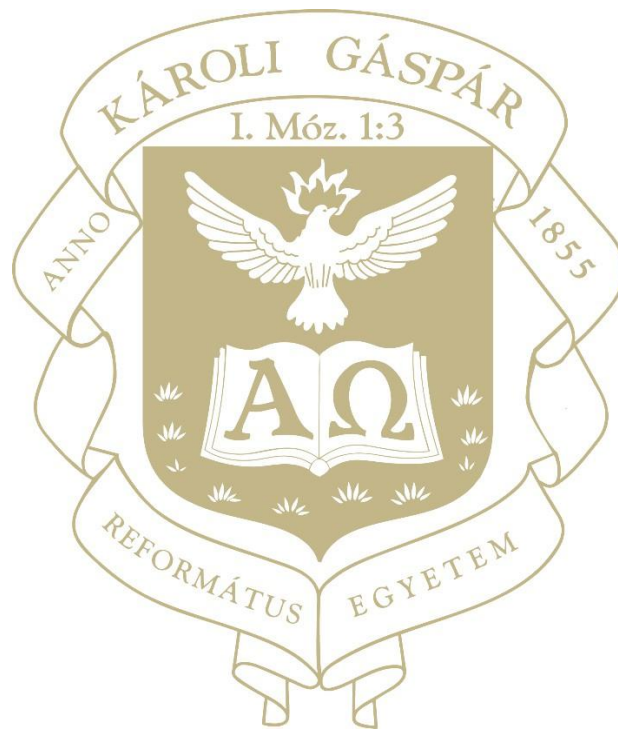
Budapest, 26 February 2026.

Prof. Dr. László Henrik Trócsányi (signed)

Rector

KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY

MTMT Regulation



1 March 2026

Preamble

Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the 'University' or 'KRE'), the following authors' and institutional obligations and procedures are defined in order to promote the consistent and regular use of the Hungarian Science Bibliography (hereinafter referred to as 'MTMT', using the Hungarian abbreviation).

General Provisions

Article 1

(1) The personal scope of this regulation extends to persons employed by the University, those holding the title of Professor Emeritus/Emerita, and students having student status at the University, including doctoral students and doctoral candidates (hereinafter jointly referred to as 'authors').

(2) This regulation applies to publications that are full-length scientific papers, educational works or scientific popular works (hereinafter referred to as 'publications').

Institutional affiliation

Article 2

(1) In MTMT, publications can be assigned to specific institutions based on the affiliations indicated in them. It is of fundamental interest for the University and its organizational units that scientific databases contain authentic, accurate and reliable publication and citation data. Consistent and accurate affiliations in the publications ensure that the publications can be linked to the University and its organizational units, thereby ensuring the reliability of the statements generated from the MTMT.

(2) When recording publication details for all books (textbooks, notes etc) and periodic publications (e.g. yearbooks, newspapers, journals) published by the University or one of its organizational units, the authors' affiliation to the University must be indicated in the MTMT.

Authors' obligations

Article 3

(1) Authors are required to register with an author's profile in MTMT. During the registration process, they must specify the University's organizational unit(s) they have previously used and currently use as their affiliation.

(2) Authors shall record in the MTMT their publications and citation data resulting from their scientific and teaching activities at the University.

(3) The authors are responsible for recording the data of their publications in the MTMT and for their authenticity.

Article 4

(1) The institutional administrator shall assign the University and its organizational unit to the publication.

(2) The author shall record his/her publication in the MTMT within 15 days of becoming aware of its publication, and at the time of registration, the author shall notify the faculty's Level 5 MTMT administrator via email mtmt@kre.hu of the fact of the registration, and provide him/her with the MTMT identification number of the recorded publication, as well as specify which institutional affiliation the administrator should assign to the publication.

(3) If the publication was recorded in the MTMT by a person other than the author, he/she must notify the faculty's Level 5 MTMT administrator via mtmt@kre.hu of the fact of the registration and provide the MTMT identification number of the recorded publication.

(4) The author shall continuously monitor new references and citation data received for his/her publication and shall record them in the MTMT as soon as he/she becomes aware of them.

(5) The author may turn to the faculty's Level 5 MTMT administrator with any questions concerning MTMT. Requests for assistance with registration can be submitted using the template available on the websites of the University Library Association and the faculty libraries. After correctly and completely filling out the template, it shall be sent to mtmt@kre.hu email address.

(6) MTMT-related services of the University's libraries are available under the Frequently Asked Questions on the University Library Association's website.

University MTMT administrators

Article 5

(1) Each faculty should employ a librarian who can perform faculty's Level 5 MTMT administrative tasks. The University shall employ at least one librarian who performs institutional Level 4 MTMT administrative duties.

(2) The head of the University Library Association shall make a proposal for the appointment of the faculty's Level 5 MTMT administrator and the institution's Level 4 administrator, the decision on the appointment shall be made by the person exercising the employer's rights.

(3) MTMT administrators become authorized to perform their duties after completing the training(s) organized by the University Library Association.

Duties of the institution's level 4 MTMT administrator

Article 6

(1) The institution's Level 4 MTMT administrator is responsible for the university-level operation of the MTMT.

(2) The institution's Level 4 MTMT administrator

- a) represents the University in various MTMT-related committees of the Hungarian Academy of Sciences,
- b) provides regular information to the University's management on relevant developments relating to the operation of the MTMT, and prepares annual scientometric statistics,
- c) performs the continuous review and maintenance of data relating to the faculties and other organisational units in the MTMT system,
- d) organises, manages and maintains the administrative network necessary for the operation of the database, and ensures the professional training and operation of that system,
- e) registers and updates the data and permissions of the faculty's Level 5 MTMT administrators in the database,
- f) maintains ongoing communication with the central MTMT administrators of the Hungarian Academy of Sciences (Hungarian abbreviation: MTA) and with the faculty's Level 5 MTMT administrators, and regularly informs the latter about developments and modifications in the MTMT system,
- g) approves the MTMT registration of the University's authors, and supports them in acquiring the knowledge necessary for the proper use of the system,

- h) coordinates activities relating to the operation of the MTMT carried out in the framework of various projects.

(3) The heads of the University's organisational units shall cooperate with the institution's Level 4 MTMT administrator. Within this framework, they are required to consult with him/her prior to any actions related to the MTMT system, and to keep him/her informed about any decisions, deadlines and relevant developments concerning the system.

Duties of the faculty's Level 5 MTMT administrator

Article 7

(1) The faculty's Level 5 MTMT administrator

- a) performs the duties assigned by the head of the relevant faculty, and the institution's level 4 MTMT administrator, in particular the checking, correction, and assignment to the institution of records for publications affiliated with their organisational units,
- b) takes part in training sessions and discussions necessary for their professional activities,
- c) maintains regular contact with the institution's level 4 MTMT administrator and keeps him/her informed of any changes regarding MTMT that may occur at the faculty,
- d) helps the author in recording.

Certificate of Authenticity

Article 8

(1) In all university, academic, and other procedures or application processes that require verification of a publication list, table or certificate of scientometric data, only the MTMT can be considered an authentic and accepted source.

(2) The document certifying the authenticity of the data recorded in the MTMT – if the submission of data sets and tables extracted from the MTMT database is insufficient in the procedures referred to in section (1) – shall be issued by the institution's level 4 MTMT administrator. The author may submit an application for verification and issuance of the document by email (exclusively from his/her @kre.hu email address) addressed to the institution's level 4 MTMT administrator to mtmt@kre.hu email address, providing his/her full name and MTMT identification number. The application must be accompanied by a statement from the faculty's level 5 MTMT administrator confirming the fulfilment of his/her checking duties. The faculty's level 5 MTMT administrator shall issue the document "Certificate of data authenticity in MTMT" to the author within 15 working days of the written request sent to mtmt@kre.hu, following the necessary verification and any corrections.

(3) A request for the issuance of a certificate of authenticity may be submitted in the following cases:

- a) it is mandatory to submit a certificate concerning the MTMT data according to the procedural requirements referred to in section (1), or
- b) in other exceptionally justified cases.

(4) In the case referred to in section (3) b), the head of the University Library Association shall decide on the justification of the request.

(5) The certificate of authenticity shall be issued by the institution's Level 4 MTMT administrator within 30 days of receipt of the request. Requests for verification and certification under section (3) a) shall in all cases take priority over requests submitted on other grounds.

(6) Before submitting a request for verification, the author must fulfil the MTMT recording obligations according to this regulation.