# BME Faculty of Civil Engineering Education programs in English

## **FAQ**

## Who should I contact if I have questions/problems?

Undergraduate and graduate studies (Pre-engineering to MSc): Regarding educational issues (problems with course enrolment, questions regarding educational progress etc.) you can contact the course director, vice dean for education (Dr. Tamas LOVAS) and the educational administrator of the Dean's Office (Ms. Agnes KISMARTON).

PhD studies: Please contact the vice dean for science (Dr. Tamas KRAMER) on educational issues (academic plan, admissions, change of study, special requests) and the educational administrator of the Dean's Office (Ms. Agnes KISMARTON) for routine matters (e.g. transcripts, registrations).

Regarding administrative issues (tuition fee, scholarship, accommodation, papers required to immigration administration, Neptun login etc.) you need to contact the Central Academic Office in Building R.

#### Where can I find the curricula and schedules of courses?

The continuously updated curricula and schedules can be downloaded from our website (epito.bme.hu). Note that there is a slight difference between the courses offered to exchange and to regular students. If you're interested in a forthcoming semester the schedule of which is not published yet, the previous schedules should be checked.

## My courses are clashing in the timetable, what should I do?

It's the students' responsibility to select courses that are not clashing in the schedule. Courses can be dropped and taken until the second week of the semester by special request submitted through Neptun. It is highly recommended to take the courses right after the course enrolment is opened (except 1<sup>st</sup> year students; the Faculty will register all courses to them).

## How can my previously accomplished subjects be approved at BME?

You need to submit a request to the Faculty course director (Dr. Lovas) that contains all the previously accomplished subjects and the equivalent BME subjects. Note that only those subjects can be accredited that have at least the same amount of credits as the BME counterparts and there's at least 75% thematic overlap between them. Therefore, besides the transcript of records, you need to attach the subject descriptions of the accomplished subjects.

## How can I be transferred to BSc from Pre-engineering?

If you successfully pass the pre-engineering subjects you'll be automatically admitted to our BSc program. The Faculty of Civil Engineering has special focus on Mathematics and on Science/Mechanics. If you fail either the Maths or Science/Mechanics subjects you'll have the opportunity to attend the entrance exam again.

#### How can I be transferred to MSc from Pre-MSc?

There are three options, determined automatically by your achievement.

- 1. If you earn all the credits in the first Pre-MSc semester, reach at least GPA 3.5 and haven't had a worse grade than 3, you can join to our MSc program after the first semester.
- 2. Otherwise, if you earn 2/3 of the credits in the two Pre-MSc semesters, you'll be automatically admitted to our MSc program after the second semester.
- 3. Otherwise, if you haven't earned 2/3 of the credits, you'll have the opportunity to attend the entrance exam after the second semester.

## How can I choose a BSc specialization?

The first specialization courses run in the 4<sup>th</sup> semester. Specialization in Infrastructure Engineering and Specialization in Geoinformatics Engineering will only start if at least 10 students indicate their willingness in selecting them. There is no entrance test to the specialization and you don't have to declare your choice. Instead, you select your specialization implicitly by taking the assigned subjects. This also means you are free to change your specialization and select subjects from other specializations but you are allowed to do only one specialization's final exam and take the diploma project of only that particular specialization.

### How can I choose a MSc specialization?

There are three MSc specializations. Specialization in Numerical Modeling and Specialization in Geotechnics and Geology already have courses assigned to the first semester (whereas the first dedicated courses for Specialization in Structures start in the 2<sup>nd</sup> semester). Since there are no prerequisite subjects in our MSc program, these specialization subjects can also be taken in the 3<sup>rd</sup> semester, simulatenously with the diploma project. There is no entrance test to the specialization, you select your specialization implicitly by taking the assigned subjects; the final decision has to be made right before the second semester if you start your studies in the fall semester and prior to the first semester if you start your studies in the spring semester.

## How should I organize my diploma semester?

First of all you need to contact your potential supervisors in the previous semester. Find out what topics you are interested in and contact lecturers, professors and ask them for the options. Based on special request (submitted to the course director), some subjects (except civil engineering core subjects) besides the Diploma can be taken up to 12 credits.

#### Where can I find the lecture notes or any supporting materials of subjects?

BME Faculty of Civil Engineering runs the MOODLE based educational portal oktatas.epito.bme.hu to support educational administration. Kindly be informed from the lecturers/professors on what materials are shared, what tests are to be taken and what assignments are to be submitted through this portal.

#### Where can I find more information?

Consult the <u>Code of Studies and Exams</u> that defines the rules and the organization of all study programmes at BME.