

# Orientation meeting 2024 autumn for senior students

- Dr. Nauzika Kovács
  - Vice dean for education
- Dr. Olivér Fenyvesi
  - Course director
- Ms. Nóra Gáspár
  - CAO admin for civil engineering students
  - program coordinator



# Vice-dean since 2022

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Dr. Nauzika Kovács

[kovacs.nauzika@emk.bme.hu](mailto:kovacs.nauzika@emk.bme.hu)

Room K.mf.85/21.

- Contact the Vice-dean:
  - if the Course Director cannot help you in specific educational issues; wrt educational progress, curricula, requests!



# Course director since 2018 fall

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Dr. Olivér Fenyvesi

[fenyvesi.oliver@emk.bme.hu](mailto:fenyvesi.oliver@emk.bme.hu)

Room K.I.85/9.

- Contact course director wrt all educational matters except:
  - The ones related to a particular subject (grading, retake options etc.)
  - The ones regulated in the Code of Studies
  - The ones regulated by the Faculty Study Committee (see homepage)
  - The ones related to your scholarship administration



# BSc in Civil Engineering

2 specializations  
choice by **end of  
3rd semester!**

Structural engineering

<https://epito.bme.hu/sites/default/files/page/angol%20regul%C3%A1ris%202024%20%C5%91sz.pdf>

Infrastructure engineering

[https://epito.bme.hu/sites/default/files/page/BSc%20infrastructure%20engineering%20curriculum%20final\\_2.pdf](https://epito.bme.hu/sites/default/files/page/BSc%20infrastructure%20engineering%20curriculum%20final_2.pdf)

Technical  
internship

<https://epito.bme.hu/node/17395>

Diploma  
project

Preparatory Course for BSc Thesis Project (9 credits)  
Bachelor Thesis Project (15 credits)

# BSc program - requirements

- Pre-requisites cannot be bypassed
  - Even not by request based on equity (Faculty chance)
- ~~Accreditation only in registration period~~
- Special rules for projectwork (6th and 7th semester) enrolment (valid also for infrastructural engineering students!)
  - <https://epito.bme.hu/node/18152>

# Practical training – technical internship – 6 weeks

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- Technical internship accomplished at the **home country** can be approved based on certification that states the student worked at least 6 weeks, and the company works in the field related to **civil engineering construction**.
- Positions at **Hungarian companies** can be applied, in this case BME issues document certifying the student status and the aim of the technical internship course.
  - [epito.bme.hu](https://epito.bme.hu) – education – BSc – Technical internship BMEEODHAS42
- (Laboratories and departments of the Faculty can also be asked whether there are a project to join for at least 6 weeks in the summer.)
- Besides the certificate, a ~10 page **report** is to be submitted.
- Details: <https://epito.bme.hu/node/17395>

# Accreditation, summer course etc.

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- In the credit system credits from civil engineering programs **from same or higher level** e.g. from BSc to BSc can be accredited/approved.
- General rule: reasonable **thematic overlap** and **at least the same number of credits** are required.

# Diploma project

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- Supervisor should be found and contacted in the previous semester.
- One external supervisor is required (ask the BME supervisor for support)!
- Co-supervisors can be involved from other departments or even from abroad.
- BSc from 2018 spring
  - Preparatory course for BSc thesis project
  - Bachelor thesis project
- For SH and SCYP students:
  - submit **the extension Neptun request (E009) in time (CAO info letter)! If you miss the deadline, and you do not graduate in the present semester, your status will be changed to tuition fee paying student even if you have a late passive semester!**
  - **Try to not slip in your final semester as the extension is not guaranteed!**



# Diploma project – registration requirements

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- BSc thesis
  - Min. 204 credits
  - All core subjects (English and Hungarian languages are not counted here!)
  - Min. 39 credits of branch subjects
  - Min. 15 credits of specialisation subjects
  - Should be taken together with Preparatory Course for Bachelor thesis project
  - More info: <https://epito.bme.hu/node/18089>
- MSc thesis
  - Min. 54 credits
  - Min. 29 credits of core subjects (English and Hungarian languages are not counted here!)
  - Min. 8 credits of obligatory specialisation subjects
  - More info: <https://epito.bme.hu/node/18091>

# MSc programmes on the Faculty of Civil Engineering

- MSc in **Structural Engineering** program:
  - [https://epito.bme.hu/sites/default/files/page/MSc%20structural%20program%202020\\_0.pdf](https://epito.bme.hu/sites/default/files/page/MSc%20structural%20program%202020_0.pdf)
- MSc in **Infrastructure Engineering** program:
  - [https://epito.bme.hu/sites/default/files/page/MSc%20infrastructure%20program%202020\\_0.pdf](https://epito.bme.hu/sites/default/files/page/MSc%20infrastructure%20program%202020_0.pdf)
- MSc in **Land Surveying and Geoinformatics** program:
  - [https://epito.bme.hu/sites/default/files/page/MSc%20geoinformatics%20program%202020\\_1.pdf](https://epito.bme.hu/sites/default/files/page/MSc%20geoinformatics%20program%202020_1.pdf)
- MSc in **Construction Information Technology Engineering** program:
  - [https://epito.bme.hu/sites/default/files/page/%C3%89p%C3%ADtm%C3%A9ny-informatikai%20MSc%20tanterv%2C%20%C3%B3rend%20v2.4-web\\_EN%20v3.pdf](https://epito.bme.hu/sites/default/files/page/%C3%89p%C3%ADtm%C3%A9ny-informatikai%20MSc%20tanterv%2C%20%C3%B3rend%20v2.4-web_EN%20v3.pdf)

# Communication – who should I contact?

Lecturer-professor

- Wrt course schedule, tests, retake/repeat, exam etc.

Vice-dean/course director

- Any specific educational issues; wrt educational progress, curricula, requests

Dean's office

- Only PhD students

Central Academic Office

- Any administrative matters; Neptun issues, scholarship issues, scholarship extension etc.

International mentors

- students' personal issues, accommodation/dormitory issues

Tempus

- Scholarship issues, changing education programs etc.

# General info

- Code of Studies and Exams (kth.bme.hu)
- Faculty of Civil Engineering - curriculum (epito.bme.hu)
- Education portal edu.epito.bme.hu
  - Support from lecturer/professor
  - Infosite
- Request regarding tuition fees should be only submitted through Neptun!
  - <https://kth.bme.hu/en/general-information/about-neptun/>
- About Neptun requests see this webpage of CAO:
  - <https://kth.bme.hu/en/for-students/about-neptun/>

# Academic honesty, sanctions against academic and exam offences

- Code of studies - Title 32
- Checking identity at exams, tests
- Academic and exam offence
  - Using aids that are not allowed
  - Requesting/accepting any assistance from other students
  - Changing (or attempting to change) corrected/assessed tests/assignments
  - Acting in place of another person
- Failing the course (no credit)
- Professor – Dean's office – Disciplinary procedure
- Report to Tempus

# Academic honesty, sanctions against academic and exam offences

- Cases
  - Cheating during test (from material not allowed, help from other students)
  - Submitted test/home assignment is created by an other student
  - Cheating during oral exam
- Solutions
  - Short deadline, going back in the test sheet is prohibited, minus points for wrong answers
  - Checking IP-s during online tests
  - Plagiarism detection softwares
  - Changing course requirements – focusing on evaluations that can be controlled better
  - Motivating continuous learning during semester
  - New, creative test methods

# Exam period: 16<sup>th</sup> December – 24<sup>th</sup> January

- All exams can be repeated once for free, ~~but an exam can be repeated no more than 5 times (overall 6 exams/course).~~ the law has been changed from the autumn semester of 2022!
  - A course cannot be taken/registered more than 6 times!!!
- An exam can be cancelled without consequences a day before, until noon.
- For SH and SCYP students: if min. 36 credit points (in which the accredited credits do not count) in the last two active semesters (18 credits in each) is not achieved the student will lose the scholarship (and can continue as tuition fee paying student)!
- For all students: min. 20 credit points in the last three active semesters is not achieved the student will be dismissed (and lose the scholarship)!
- For all students: after 2×education period No. of semesters (e.g. in BSc after 16 semesters) the student will be dismissed regardless the semesters were active or passive!

# Subject enrolment I.

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- Starts in January/August and closes at the end of the registration week (February/September). It's highly recommended to be registered in the very beginning! Courses with less than 6 students will be cancelled on the registration week Monday!
- Clash detection in the schedule is the students' responsibility. For 1st year students the Faculty register the subjects, in case of problem the Course Director can help.
- Late subject registration/drop: via 018 Neptun request.
- „#” in the schedule means every even; + means every odd weeks
- Having the signature of a subject, its exam course can be taken, no need to attend the classes and do the tests again.
- In case of branch and specialization courses, the **signature** might be sufficient to fulfil the pre-requirement.
- Courses cannot be changed from the 2<sup>nd</sup> week of the semester (in the case of examination and field courses from the 13<sup>rd</sup> week).



# Subject enrolment II.

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- In case only 3-4 semesters are remaining, it's recommended to create a subject enrolment plan and check whether all subjects can be passed based on the pre-requisites and minimum requirements.
- Special rules for taking projectworks, and rules for taking thesis projects!
  - <https://epito.bme.hu/node/18089>
- Always check the updated timetable/schedule on the homepage!
- Optional subject: e.g. Reinforced concrete bridges (in the 6<sup>th</sup> semester) – always check whether it runs, in advance!
- For optional course any BME course can be selected, but BSc students can select only BSc courses, MSc students only MSc courses
- Cross-semester courses
  - Faculty monitoring
  - Students' request
    - Request signed by min. 15 students (*who would slip a semester*) before the final registration period
    - Department is willing to and able to open the course
    - Faculty is able to provide room for the course

# Tuition fee

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- Tuition fee reduction is possible under 24 registered credits in a semester or above 3.5 GPA (submitting a Neptun request). **Should be approved by BME, not guaranteed!**
- If justified, late payment or split payment can be requested (in Neptun), please keep all the deadlines given in the Neptun!
- **In case of passive semester, the transferred tuition fee cannot be validated in the next semester, you will get back the tuition fee.**
- **Late passivation upon the Code of Studies Section 57. (6)!**

# Recommendations

- Course registration
  - Do it in time!
  - Check clashing courses on Neptun!
  - Support only for civil engineering courses and courses from CE curricula!
- Failing tests/exams
  - Contact the lecturers, professors in time, ask for consultation!
- Rules/regulations
  - Attending classes
  - Late arrival
- Use the Faculty Educational portal [edu.epito.bme.hu](http://edu.epito.bme.hu)
  - Supporting materials
  - online tests
  - Submitting home assignments
- Cheating/plagiarism is not tolerated at all!
- Sports & language



# Education method in 2024 fall semester

- Face-to-face education
- Based on Neptun request there is an option to change to online education in serious case (health or accident, etc.) with **022** Neptun request
  - on Pre-Eng and BSc programs for max. 2 weeks
  - on Pre-MSc and MSc programs for max. 3 weeks
  - on PhD program for max. 4 weeks



Thank you for your kind attention!

Further information:

<http://epito.bme.hu/?language=en>