

Orientation  
meeting  
2025  
autumn  
for full-time  
students

- Dr. Nauzika Kovács
  - Vice dean for education
- Dr. Olivér Fenyvesi
  - Course director
- Ms. Nóra Gáspár
  - Academic Services Centre (ASC)  
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



# International Mentor Team

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<https://www.imt.bme.hu/>

Contact :

- Immigration office issues
- TAJ card
- Health insurance
- Dormitory issues
- Doctor
- Sport
- Etc.

BME  
Faculty of  
Civil  
Engineering

- Pre-engineering – 1 year
- BSc – 4 year
- Pre-MSc – 0.5-1 year
- MSc – 1.5 year
  
- Stipendium Hungaricum students
- SCYP students
- Regular students
- Erasmus students
- Other exchange students

# BSc in Civil Engineering

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

BSc programmes:

[Old and new BSc programs](#)

Technical  
internship

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

Diploma  
project

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

# Semester schedule

- Holidays
- University events
- Retake days
- Repeat/make-up week
- Exam period

## 2025/26/1 semester schedule

Year 2025/26 1st semester calendar								
week	even/odd(+)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0		1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	7-Sep
		<b>State (Final) examination period start</b>				<b>Registration week</b>		
1	+	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep
		<b>Study period start</b>		<b>Opening ceremony</b>				
2	#	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep
			Sport day					
3	+	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep
4	#	29-Sep	30-Sep	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct
5	+	6-Oct	7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct
6	#	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct
		<b>State Exam per. end</b>			<b>workday Friday+</b>			
7	+	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct
					National Holiday			
8	#	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct	1-Nov	2-Nov
							All sints day	
9	+	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov	9-Nov
10	#	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov
11	+	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov
				Student Scientific Conference				
12	#	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov
						Open day		
13	+	1-Dec	2-Dec	3-Dec	4-Dec	5-Dec	6-Dec	7-Dec
14	#	8-Dec	9-Dec	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec
		<b>Study period end</b>						
	+	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec
		<b>Repeat week</b>						
	#	22-Dec	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec
		winter holiday			Christmas	Christmas		
	+	29-Dec	30-Dec	31-Dec	1-Jan	2-Jan	3-Jan	4-Jan
		winter holiday			New Year	winter holiday		
	#	5-Jan	6-Jan	7-Jan	8-Jan	9-Jan	10-Jan	11-Jan
		<b>State (Final) examination period starts</b>				<b>Exam per. start</b>		
	+	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan
		<b>State Exam per. end</b>						
	#	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan
	+	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	1-Feb
		<b>State (Final) examination period starts</b>				<b>Exam per. end</b>		
	#	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb	7-Feb	8-Feb
		<b>State Exam per. end</b>						

Study period

Repeat week

Exam period

Holiday

# Repeat period – 15-19<sup>th</sup> of December

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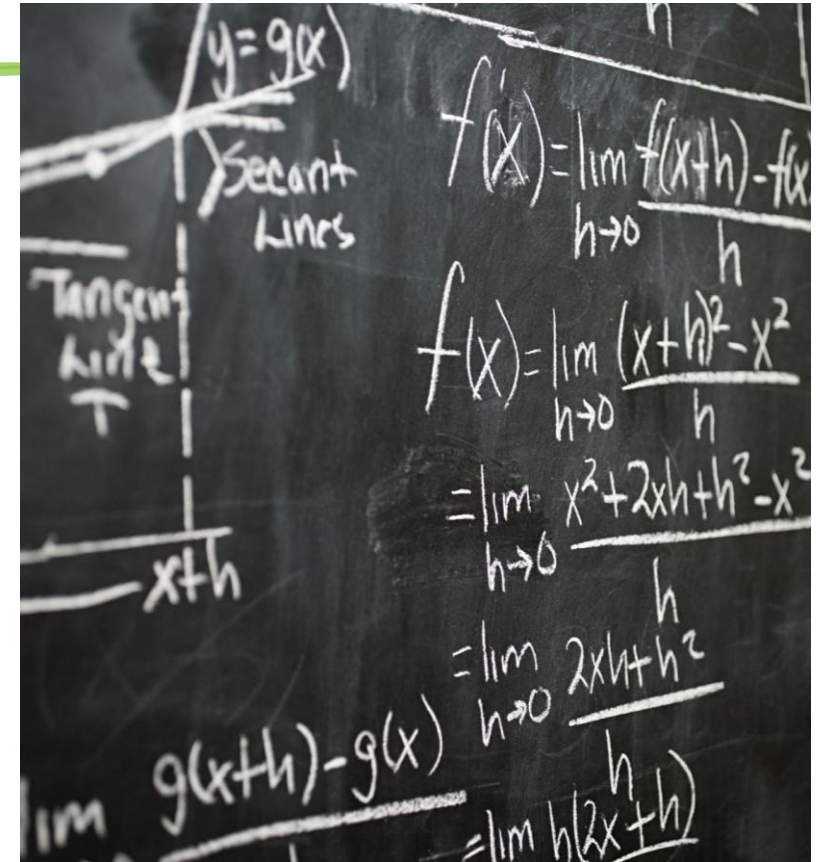
- Missed classes and some of the failed tests (should be discussed with lecturer) can be repeated.
- Part of tests can be repeated by paying extra fee. In this case the type of test (written/oral) might change!
- Homeworks and assignments can be submitted by paying the extra fee.
- Ask the lecturer about the repeat options!
- Pre-exams of some subjects can also be taken in the repeat period.

# Exam period: 5<sup>th</sup> January – 30<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!

# BSc program - requirements

- Course types:
  - lecture
  - seminar
  - laboratory seminar
  - consultation
  - learning room
- Final requirement of subjects:
  - examination
  - midterm grade
  - signature
- Cross-semester course = running both semesters
- Pre-requisites cannot be bypassed
  - Even not by request based on equity (Faculty chance)
- ~~Accreditation only in registration period~~



# Important to do in the 1st semester

- [Welcome](#)
- [Onramp for first-year students](#)
- [News](#)
- Phonebook and e-mail addresses of BME staff:
  - [Phonebook](#)
  - [Departments and staff](#)

# 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>

# Accreditation, summer course etc.

- 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.

# 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

Academic Services Centre

- 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.

Faculty mentors

- students' personal issues, how to be a student, help by studying

# Communication – etiquette

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- **First of all, check the ASC/Faculty/Tempus/Hungary Helps homepage and newsletters!**
- Email
  - Addressing
  - All required data (e.g. Neptun code is necessary every time)
  - Previous actions
  - Respectful communication
  - Short form!
- In person
  - Ask for appointment in advance
  - Contact lecturers in consultation hours
  - Respectful communication

# Contacting professors

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- About points/grades: there's no "please, give me one more point"!
- Professors have nothing to do with students' personal issues, health condition, scholarship status, do not refer such matters/cases!
- Professors are not obliged to reply multiple emails/requests/Teams questions.
- Professors should be contacted in an appropriate manner – politely, respectfully
- Professors will report inappropriate student communications to the Faculty
  - Faculty reports to BME and to Tempus
- Always check subject requirements first!
  - <https://edu.epito.bme.hu/mod/emktad/list.php>
- Check Code of Studies what is allowed and what isn't!
  - <https://kth.bme.hu/en/for-students/rules-and-regulations/>

# General info

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- Code of Studies and Exams (kth.bme.hu)
- Faculty of Civil Engineering - curriculum (epito.bme.hu)
- Education portal: <https://edu.epito.bme.hu/>
  - Support from lecturer/professor
  - Infosite: <https://epito.bme.hu/node/16120?language=en>
- Request regarding tuition fees should be only submitted through Neptun!
  - <https://kth.bme.hu/en/for-students/about-neptun/>
- About Neptun requests see this webpage of ASC:
  - <https://kth.bme.hu/en/for-students/about-neptun/neptun-requests/>

# Academic honesty, sanctions against academic and exam offences

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- 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

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- 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

# 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.
- For all freshmen student, all subject will be registered, on BSc do not register for elective subjects!
- For Scholarship holders the Hungarian language and culture is obligatory (do not drop it), for other students optional!
- „#” 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).

# Tuition fee

- 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 – 022 Neptun request**
- 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





Thank you for your kind attention!

Further information:

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