



**Budapest University of Technology and Economics
Faculty of Architecture**

Faculty Council Decision No 1/2024 (VI.24)

Regulation on the procedure and requirements for the Diploma Design preparation, and diploma defence based on the specialization curriculum units introduced in the 2022/23 academic year in the Integrated MSc Program in Architectural Engineering and in the 2023/24 academic year in the Master of Science Program in Architecture at the Faculty of Architecture from September 2024.

In force as from **1 September 2024**

The organizational regulatory instrument repealed at the same time as it enters into force, for monitoring the amendments:

Reviewed by:

professional suitability: Heads of Departments, Faculty Study Committee

legal compliance: BME Legal Directorate

Responsible: Dr. György Alföldi DLA, Dean

Issuer: Dr. György Alföldi DLA, Dean, President of the Council of the Faculty of Architecture

Based on the provisions of Sections 16/A-16/B of Act CCIV of 2011 on National Higher Education, Sections 138-144 of the Code of Studies and Exams (hereinafter: CoS) of the Budapest University of Technology and Economics (hereinafter: University), as well as on the basis of the authorisation under the Section 55 (5) f) of the Rules of Organization and Operation of the University, taking into account the provisions of the Rules of Organization and Operation of the Faculty of Architecture (hereinafter: Faculty), in the Hungarian and English language Integrated MSc Program in Architectural Engineering (3N-M0, 3NAM0) (hereinafter: Integrated MSc Program) and the Master of Science Program in Architecture (3N-ME, 3NAME) (hereinafter: MSc Program) offered in the Faculty of Architecture the preparation of the Diploma Design, its formal and content requirements, the requirements and order of the diploma defence, the rights and obligations of the participants are defined as follows:

Chapter I GENERAL PROVISIONS

1. § Purpose of the Regulations

The purpose of the Regulations is to frame the provisions regarding the requirements and order of the Diploma Design to be completed in the Faculty's Integrated MSc or MSc Programs, as well as the subsequent diploma defence.

2. § Scope of the Regulations

- (1) The scope of the Regulations covers
 - a) for all persons holding legally binding student status within the University who are students of the Integrated MSc or the MSc Program of the Faculty (hereinafter: student),
 - b) to all organizational units of the Faculty, the Faculty Study Committee (hereinafter: FSC) and the Faculty Education Committee (hereinafter: FEC),
 - c) for persons participating in the teaching within the Faculty,
 - d) for persons who are employed by the University in a public servant status, are employed by the Faculty and coordinate the procedures,
 - e) for the external members of the diploma committees who are not employed by the University as public servants.
- (2) The scope of the Regulations shall cover the duties and responsibilities related to the preparation of the Diploma Design and the Diploma Defence in the Integrated MSc and the MSc Programs.

3. § Definitions

- (1) Diploma Committee: in the case of Integrated MSc or MSc Programs at the Faculty of Architecture, the Final Examination Committee.
- (2) Diploma Preparatory Specialization Course: obligatory elective subject of the semester preceding the Diploma Design.
- (3) Diploma work: An independent student work prepared within the framework of the Diploma Design subject and the Diploma Preparatory Specialization Course, then defended and evaluated in its entirety before the Diploma Committee.
- (4) Diploma Plan Documentation: The Diploma Preparatory Specialization Course, the Semester Plan Documentation and all the final materials required for the defence.

- (5) Diploma Design subject: a subject assigned to the preparation of the part of the Diploma Design specified in these regulations, announced in the given semester, with the number of credits prescribed according to the Training and Outcome Requirements (Hereinafter TOR), and which can be taken by the student from the corresponding obligatory elective subject group defined according to the student's specialization.
- (6) Diploma Defence: the final examination of the Faculty's Integrated MSc and MSc Programs, which is organized in a combined form.
- (7) Architectural Supervisor: the person in charge of the preparation of the architectural part of the Diploma Design when, in addition to the department responsible for the Specialization, the departments specified in Section 6 (2) of these Regulations participate in the supervision of the architectural content.
- (8) Semester Plan Documentation: To conclude the semester's work, the student submits a semester plan documentation to the department responsible for the Specialization, compared to which the Diploma Work contains additional elements.
- (9) Cover Sheet: required to start the Diploma Design subject, as according to Annex 1 of these Regulations.
- (10) Consultant (thesis advisor): in addition to the guidance of the Diploma Design supervisor, specialist consultants cooperate in the preparation of the Diploma Design at the Faculty, according to the provisions of the BME CoS.
- (11) Reviewer: an external reviewer of the of the Diploma Design who is not employed as public servant by the University, in accordance with the relevant provisions of the RBME CoS.
- (12) Thesis Review Report: an opinion prepared by the Reviewer regarding the Diploma Design, the aspects, content, and formal elements of which are defined in Annex 2 of these Regulations.
- (13) Department in charge of the Specialization: Departments in charge of the Specialization specified in Section 6 (1) of these Regulations, who are responsible for the topic announcement of the Diploma Design, within the framework defined in these regulations.
- (14) Specialization content in the Diploma Design: the explanation of the specialization-related knowledge of the Diploma Design, which is presented to the members of the Diploma Committee in the framework of the Diploma Defence.
- (15) Specialization Supervisor: the supervisor who fulfils the provisions of the BME CoS and who is appointed by the Department in charge of the Specialization if the department is not listed in Section 6 (2) of these Regulations. If the department is listed in Section 6 (2) of these Regulations, then the designation of a Specialization Supervisor is not mandatory.
- (16) Sub-consultancy Discipline: the areas of the mandatory Sub-consultancy Discipline work parts of the Diploma Design:
 - a) loadbearing structure,
 - b) building construction,
 - c) building energetics and building service engineering,
 - d) construction technology and construction management.
- (17) Topic announcement: the diploma topic announcement containing the subject and program of the Diploma Design, which is summarized in the Cover Sheet. The mandatory content elements of the topic announcement are contained in the Dean's Circular (31.01.2024).
- (18) Sketch Design Documentation: the part of work submitted during the draft period within the framework of the Diploma Design subject, the completion and acceptance of which is a criterion requirement for the completion of the subject.

Chapter II SPECIAL RULES

4. § Diploma Work

- (1) The Diploma Work is an independent, creative task for presenting the architectural engineering knowledge acquired during the training, the preparation of which in the framework of the Diploma Design subject and its public presentation at the diploma defence proves that the student has the knowledge and competences required for practicing the profession as set out in the Training and Outcome Requirements is in their possession.
- (2) The student prepares a Diploma Design within the framework of their studies in one of the specializations specified in Section 6 (1) of these Regulations.
- (3) The form of the Diploma Thesis in the Faculty of Architecture is the Diploma Design.
- (4) Excellent students of the faculty who, in addition to mastering general architectural engineering knowledge, have provided outstanding results in a discipline studied at the faculty, can prepare a Diploma of Excellence according to the chapter of the Resolution 1/2021 (VIII.25) concerning the diploma of excellence.

5. § Events and documents of the diploma semester

- (1) The Diploma Design is prepared within the framework of the "Diploma Design" subject. The Diploma Design subject ends with a semester grade, the condition of which is the submission and completion of the Semester Plan Documentation, which is a condition for obtaining the leaving certificate (absolutorium).
- (2) After obtaining the leaving certificate (absolutorium), students take part in the Diploma Defence with the Diploma Design Documentation containing all the assignments in their final form.

6. § Rules regarding the organization of the Diploma Design

- (1) The Diploma Design topic announcement is announced by the Departments in charge of the Specialization:
 - e) for Architectural Heritage Specialization by the Department of History of Architecture and Monument Preservation;
 - f) for Architectural Specialization by the Department of Explorative Architecture, Department of Residential Building Design, Department of Public Building Design;
 - g) for Form and Structure Specialization by the Department of Graphics, Form and Design and the Department of Mechanics, Materials and Structures;
 - h) for Real Estate Development Specialization by the Department of Construction Technology and Management;
 - i) for Environmentally Conscious and Innovative Building Structure Design Specialization by the Department of Building Constructions;
 - j) for Urban Design Specialization by the Department of Urban Planning and Design;
 - k) for Sustainable Architecture Specialization by the Department of Construction Technology and Management, the Department of History of Architecture and Monument Preservation, the Department of Building Constructions, the Department of Explorative Architecture, the Department of Public Building Design, the Department of Residential Building Design, the Department of Morphology and Geometric Modelling, the Department of Graphics, Form and Design, the Department of Mechanics, Materials and Structures, the Department of Urban Planning and Design.

- (2) In the supervising of the architectural work part of the Diploma Design, the following departments cooperate:
- l) Department of History of Architecture and Monument Preservation;
 - m) Department of Explorative Architecture;
 - n) Department of Public Building Design;
 - o) Department of Residential Building Design;
 - p) Department of Graphics, Form and Design;
 - q) Department of Urban Planning and Design.

7. §

Rules for supervision and consultation

- (1) The preparation of the Diploma Design is managed by the Supervisor appointed by the Department in charge of the Specialization indicated in Section 6 (1) of these Regulations. If a department according to Section 6 (2) of these Regulations is also involved, then jointly with the Architectural Supervisor.
- (2) The Supervisor may be a full-time, or part-time lecturer or researcher with a doctoral degree, Professor Emeritus, or an external specialist according to the regulations of the CoS.
- (3) An external supervisor may be someone who has at least the same or equivalent degree as the student can obtain in the relevant discipline, is active in their field of expertise, has high-level references, and has the authority of the Chamber of Architects or for their field of expertise. An additional eligibility requirement for the external supervisor at the Faculty is outstanding architectural/professional work.
- (4) An external specialist may be appointed as a supervisor on the recommendation of the head of the Department in charge of the Specialization with the permission of the Dean.
- (5) If an external supervisor is appointed, an internal supervisor must also be appointed in addition to the external supervisor according to the provisions of Section 7 (2).
- (6) It is the responsibility of the Supervisor and the Head of the Department in charge of the Specialization to announce a topic that can be completed in the maximum amount of student work time that can be expected based on the credits assigned to the Diploma Design subject.

8. §

General faculty rules concerning the consultant

- (1) The consultant is the person responsible for the consultation of the work parts of the Sub-consultancy Disciplines.
- (2) A consultant may be a full-time, or part-time lecturer, researcher, teacher, or Professor Emeritus.
- (3) The consultant may be an external specialist if he or she has at least the same or equivalent degree as the student can obtain in the relevant discipline, is active in their field of expertise, has high-level references, and has the authority of the Chamber of Architects or for their field of expertise.
- (4) The appointment of an external specialist shall be authorised by the Dean, on the recommendation of the head of the department of the relevant Sub-consultancy Disciplines, for a maximum period of two years. The appointment can be repeated without restriction.

9. §

Registration for the Diploma Design course

- (1) The Diploma Design course may be registered by a student who has fulfilled the preliminary requirements prescribed in the recommended curriculum.

- (2) Student may register to the department announcing the subject prior to the registration for the Diploma Design course, no later than one working day before the start of the registration period, in prior consultation with the supervisor(s), with the agreement of the supervisor(s), and with the designation of the supervisor(s), at the place and in the form specified by the department.
- (3) The diploma coordinator of the Department in charge of the Specialization, appointed by the Head of Department, in consultation with the supervisors, shall decide on the acceptance or rejection of the application by the first day of the registration period.
- (4) The student may register the Diploma Design course only after acceptance in the Study Administration System (hereinafter: SAS). In the case of registering the subject without the above, on the basis of the Head of the Department's designation, upon notifying the candidate, the administrator will deregister the student from the subject.

10. §

Completion of the Diploma Design course

- (1) Within the framework of the Diploma Design subject, the student is obliged to complete the tasks prescribed by the supervisor and the consultants on time, as well as to maintain regular contact with the supervisor and the consultants as prescribed in CoS. Prior to the submission of the Sketch Design, the student preparing the Diploma Design is obliged to consult with all discipline consultants at least once, in comparison with which the relevant Dean's Circular (31.01.2024.) may contain stricter conditions.
- (2) The Departments Announcing the Topics are obliged to publish the information related to the requirements of the Diploma Design subject and the schedule of the semester on the online interface before the start of the semester, in accordance with the regulations of the CoS and the faculty regulations. The departments will also hold an oral briefing on the information published and the start of the semester until the end of the first academic week.
- (3) The supervisor(s) and the consultants shall record the completion of the mid-semester consultations in a digital system (TEAMS) and by signing them on a paper-based Cover Sheet (Annex 1 of these Regulations). The signature merely testifies to the student's participation in the consultation and does not imply that the supervisor or consultant agrees with the solutions set forth in the plan. The Diploma Design is an independent work in accordance with the Section 231. (5) of the CoS, and it is the student's right and responsibility to coordinate and decide between all the possible conflicting opinions and aspects that may occur during the consultations and evaluations. This does not affect the students' rights in Section 143. (4) e) of the CoS.
- (4) During the completion of the Diploma Design subject, the student must present a Sketch Design proving their progress. It is the responsibility of the Department Announcing the Topic to organize the presentation and evaluation of the Sketch Design.
- (5) Acceptance of the Sketch Design is a criterion requirement, in case of unsuccessful completion, the student can no longer complete the Diploma Design subject in the given semester.
- (6) Completion of the Diploma Design course is concluded by the evaluation of the Diploma Project submitted as part of the course in the form of the Semester Plan Documentation.
- (7) The task of the Department Announcing the Topic is to organize and carry out the evaluation of the Semester Plan Documentation on time. The department consulting the Sub-consultancy Discipline is obliged to provide the results of the discipline evaluations by the date specified in Section 14 (5), the provision of which is the responsibility of the head of the department consulting the discipline.
- (8) The grade of the Semester Plan Documentation submitted within the framework of the Diploma Design course must be given, which must be introduced into the SAS by the deadline set by the BME CoS.

11. §
Diploma work content

- (1) Diploma work compulsory content:
 - r) architectural work part,
 - s) specialization work part,
 - t) sub-consultancy discipline work parts:
 - (ca) construction technology and construction management work part;
 - (cb) building energetics, building service engineering, and electrical engineering work part;
 - (cc) building construction work part;
 - (cd) loadbearing structural work part.
- (2) The Dean's Circular (31.01.2024.) contains the basic principles relating to the work parts of the Diploma Design detailed in subsection (1) of this Section. The department responsible for the content of the work parts can change the description of the content of the work parts once per semester, no later than the eighth week of the previous semester, which changes are approved by the Faculty Education Committee (FEC).

12. §
Sketch Design

- (1) The Sketch Design Documentation is submitted and presented during the Draft Week specified in the Faculty Academic Year Schedule (the Dean's Instructions on the Faculty's website).
- (2) The deadline for the submission of the Sketch Design Documentation is the date of presentation of the Sketch Design.
- (3) The student shall present their Sketch Design Documentation based on the program included in the topic announcement before an ad hoc committee of at least three members.
- (4) The committee's president and further two members are appointed by the head of the Department in charge of the Specialization and the head of the department contributing to the supervision of the architectural work part.
- (5) The committee is summoned by its president at least two days prior the presentation via e-mail.
- (6) The presentation is held if at least half of the committee is present. If necessary, the repeated presentation is arranged within a day.
- (7) The Sketch Design also contains mandatory discipline work parts and specialization work part. Without fulfilling these, the Sketch Design cannot be accepted.
- (8) Only complete work submitted by the deadline and in accordance with the required content may be presented at the Sketch Design presentation. In case of late or incomplete submission, the evaluation must be rejected, late completion of the presentation is possible according to the Sections 121 and 122 of the CoS.
- (9) The Sketch Design Documentation may be graded of "Passed" or "Failed", which must be indicated by the president of the committee on the Cover Sheet of the diploma (Annex 1 of these Regulations). The student will also receive a detailed oral evaluation of the Sketch Design Documentation immediately after its presentation. In the case of a "Failed" grade, the president of the committee must inform the student in writing of the reasons for rejection and the conditions for acceptance.
- (10) In the case of "Failed" grade of the Sketch Design submitted for correction according to the Sections 120 and 122 of the CoS, the possibility of further correction or late completion is no longer possible in the given semester, and the student may no longer complete the Diploma Design subject in the given semester.
- (11) The member of the Committee appointed by the president shall prepare a minutes of the evaluation of the Sketch Design and its replacement.

13. §

Submission and late submission of the Diploma Design subject

- (1) The Semester Plan Documentation prepared in the framework of the Diploma Design subject must be submitted to the Department in charge of the Specialization for end-of-semester evaluation in accordance with the performance evaluation schedule approved by the FSC according to the CoS by the end of the first week of the academic term and published on the faculty website.
- (2) The Cover Sheet (Annex 1 of these Regulations) and the following work parts must be submitted by the deadline according to subsection (1) of this Section:
 - u) the mandatory architectural work parts with full technical content, without final graphic design content;
 - v) the mandatory sub-consultancy discipline work parts with full elaboration.
- (3) In case of a lack of form, quantity or elaboration (as regulated in the Dean's Circular of 31.01.2024) of the work parts according to subsection (2) of this Section, the evaluation shall be rejected, and the student shall be given the opportunity to resubmit the Semester Plan Documentation by the late submission deadline according to the Sections 121 and 122 of the CoS.
- (4) In the case detailed in subsection (3) of this Section, or in the case of failure to meet the deadline specified in subsection (1) of this section, the student may submit the Semester Plan Documentation by the last day of the late submissions period, by the late submission date according to the performance evaluation schedule approved by the FSC, in the form and at the place specified in Section 13 (1). In case of failure to meet the late submission deadline, the subject can only be completed by re-registering the subject.
- (5) The Semester Plan Documentation may only be submitted in digital form, in the closed education management system uniformly prescribed by the faculty, in accordance with the formal requirements of the faculty regulations valid for the current semester, as described by the Department in charge of the Specialization at the beginning of the semester.

14. §

Evaluation of the Diploma Design subject

- (1) The evaluation of the Semester Plan Documentation shall be completed no later than by the deadline specified in the Section 124 (1) of the CoS for the evaluation of subjects ending with a semester mark, and the result shall be published in the SAS.
- (2) The head of the Department in charge of the Specialization, the head of the department contributing to the supervision of the architectural work part, and one other person appointed by the heads of the two departments, as well as the discipline consultants, shall participate in the evaluation of the Semester Plan Documentation.
- (3) The evaluation is recorded digitally by the Department Announcing the Topic in the TEAMS platform on a dedicated interface.
- (4) For the evaluation, the Department Announcing the Topic is responsible for ensuring that all participants in the evaluation have access to the entire submitted material in the specified closed education management system, according to uniform faculty guidelines published on the TEAMS platform.
- (5) The scoring of the discipline work parts shall be completed no later than three working days before the date specified in the CoS for entering the mid-term marks in the SAS, and the semester grading of plans shall be completed no later than one working day before the same date.
- (6) During the evaluation, the architectural work part can receive a maximum of 60 points, and the sub-consultancy discipline work parts can receive a maximum of 40 points. Based on the points, the mid-term mark shall be calculated as follows:

- w) 0-49 points - fail (1),
 - x) 50-59 points - pass (2),
 - y) 60-74 points - satisfactory (3)
 - z) 75-89 points - good (4)
 - aa) 90-100 points - excellent (5)
- (7) A failed grade even applies if the score given by any of the evaluators does not reach half of the points they can award.
- (8) In case of the failed grade, the subject can only be completed by retaking the subject. The student must also receive a brief explanation of the decision in writing in the SAS.

15. §

Submission of Diploma Design Documentation

- (1) The date for submitting the final Diploma Design Documentation submitted in preparation for the defence is the submission deadline specified in the Faculty Academic Year Schedule, in case of non-fulfilment of this deadline, the student may not be admitted to Diploma Defence.
- (2) By the deadline specified in subsection (1) of this Section, the following must be submitted
- bb) the preparatory work part prepared in the Diploma Preparatory Specialization Course;
 - cc) the architectural work part with four sub-consultancy discipline work parts prepared for the Semester Plan Documentation;
 - dd) the Specialization work part.
- (3) The submission is primarily via the SAS in the information system established for this purpose, and secondly, for the diploma defence, for the paper-based presentation on boards and stapled documentation. The format of the submission is determined by the Department Announcing the Topic in an information sheet published on the website of the Department in charge of the Specialization at the beginning of the semester, which may be specified in case of special, unforeseen circumstances by the end of the tenth week of the semester at the latest.
- (4) The physical models and graphic images that are not part of the submission for the Thesis Review Report must be prepared by the time of the Diploma Defence at the latest.

16. §

Thesis Review Report

- (1) The Diploma Design shall be reviewed by a Reviewer after the deadline for submitting the Diploma Design Documentation announced in the Faculty Academic Year Schedule and before the Diploma Defence period. The Thesis Review Report must be prepared in writing, in the language of the program.
- (2) After accepting the request of the head of the Department Announcing the Topic, the Reviewer(s) shall receive electronic access to the material prepared during the Diploma Design course and Diploma Preparatory Specialization Course or access to the printed material from the departmental coordinator, who, if necessary, shall also provide joint consultation between the student and the Reviewer, for the preparation of the opinion.
- (3) The Reviewer shall give a written opinion on the Diploma Design, recommending its acceptance or non-acceptance.
- (4) The Thesis Review Report shall be sent to the candidate by the departmental coordinator no later than five days before the Diploma Defence.
- (5) The Thesis Review Report shall address the evaluation of the architectural and specialization work parts of the Diploma Design, and the evaluation of the preparatory work part prepared in the Diploma Preparatory Specialization Course. The recommended review aspects and the requirements for the content and form of the Thesis Review Report are specified in Annex 2 of these Regulations.

17. §
Rules applied to the Reviewer

- (1) Reviewer at the Faculty may only be an external specialist with a university degree in architecture or other relevant specialized education and high-quality professional references.
- (2) The Reviewer shall be requested together by the head of the Department in charge of the Specialization and the head of the department contributing to the supervision of the architectural work part.

18. §
Organization of Diploma Defence periods and Diploma Defence

- (1) The Diploma Defence may be held during the final examination period. Based on the Rector's Instruction on the schedule of the academic year, the Dean shall designate at least two Diploma Defence periods per academic year in the Faculty Academic Year Schedule.
- (2) The organization of the Diploma Defences is the responsibility of the Departments Announcing the Topics. The Departments Announcing the Topics propose to the Dean's Office the dates of the defences, where the examination dates will be finalized.
- (3) The Dean's Office is responsible for the composition the Diploma Committees. The president of the Committee shall be chosen by lot from a list approved by the Faculty Council, two external members from the list approved by the Dean, the other members are appointed by the Dean based on the proposals of the heads of the relevant departments.
- (4) The candidates shall be assigned for each examination day by the Department Announcing the Topic , and the schedule shall be published on the department's website by the third week of the examination period.
- (5) Based on the schedule, the students are registered for the examination in the SAS by the person appointed by the head of the Department in charge of the Specialization (administrator). Based on the SAS, the candidates' examination forms are prepared for the Diploma defence at the Central Academic Office (hereinafter: CAO).

19. §
Conditions for applying for and being admitted to Diploma Defence

- (1) All candidates intending to defend their diplomas must apply through the SAS.
- (2) The candidate may withdraw their application for the Diploma Defence no later than 24 hours before the Diploma Defence.
- (3) In accordance with the internal work instructions of the CAO, the departments organizing the Diploma Defence shall be notified in writing if any of the candidates cannot be admitted to the Diploma Defence due to the lack of the relevant conditions.
- (4) A student may be admitted to the diploma examination if
 - ee) Has completed the final complex examinations no later than the end of the second week of the exam period of the given semester,
 - ff) if the conditions necessary for the issuance of the leaving certificate are fulfilled no later than three days before the date of the Diploma Defence,
 - gg) has fully submitted the final Diploma Design Documentation according to Section 16 of these Regulations, and
 - hh) the University has no claims against the student.
- (5) The student may be admitted to the diploma defence in the final examination period after obtaining the leaving certificate within the framework of the student's legal status, and within two years after the termination of the student's legal status, in any final examination period, in accordance with valid academic requirements.

20. §

General faculty rules regarding the Diploma Committee and its members

- (1) The Diploma Committee shall consist of the President and a maximum of 8 members with voting rights:
 - ii) the President who is not employed by the University as public servant and two other external specialists (from the list of persons compiled by the Dean's Office and approved by the Faculty Council),
 - jj) the Head of the Department in charge of the Specialization and Announcing the Topic or the person appointed by him/her,
 - kk) a full-time lecturer delegated by the department(s) contributing to the supervision of the architectural work part (two persons from two different departments if the Department in charge of the Specialization is not one of the departments consulting the architectural work part in accordance with Section 6 (1) of these Regulations),
 - ll) two lecturers delegated by the department providing discipline consultation (only one lecturer if the Department in charge of the Specialization is also a department providing the discipline consultation),
 - mm) the Diploma Committee may be supplemented with 1 external specialization expert at the request of the department announcing the Diploma Design subject.
- (2) The president of the Diploma Committee may be an architect or architectural designer who is full or corresponding member of the Hungarian Academy of Sciences, the Hungarian Academy of Arts, the SZIMA, who has been a recipient of the Kossuth, Széchenyi, Gábor Dénes, Prima Primissima, Prima, Ybl or Pro Architectura awards, and who is not a full-time lecturer at the Faculty.
- (3) External specialist members of the Diploma Committee may be architects who are recognized in the profession and who are not full-time lecturers at the University.
- (4) The head of the Department in charge of the Specialization, and the head of the department contributing to the supervision of the architectural work part may be replaced by a full-time senior lecturer (professor or associate professor) in special cases.
- (5) The president and external members of the Diploma Committee shall be elected by the Faculty Council on the proposal of the Dean for the term specified in the CoS and shall be appointed by the Dean.
- (6) The secretary assisting the work of the Diploma Committee shall be a full-time lecturer, researcher, teacher, or doctoral student of the Department in charge of the Specialization.
- (7) The supervisor shall also be invited to the Diploma Committee with the right to consult.
- (8) In addition to the president and the members, the secretary shall participate in the work of the Committee.

21.

Diploma Defence Process

- (1) The Diploma Defence shall be open to the public.
- (2) In addition to the supervisors, the consultants and Reviewers may also participate in the Diploma Defence, with the right to consult, if invited. Regarding the invitations, the decision is made jointly by the head of the Department in charge of the Specialization and the head of the department contributing to the supervision of the architectural work part.
- (3) The Secretary of the Diploma Committee shall prepare minutes of the procedure and evaluation of the Diploma Defence, which shall be filed in accordance with the rules of document management.
- (4) At the Diploma Defence, the topic announcement, which serves as the basis for the preparation of the Diploma Design, and the Cover Sheet shall be available.

- (5) The Diploma Defence shall begin with a welcome from the president, the introduction of the committee and an explanation of the procedure of the Diploma Defence.
- (6) In addition to visual support, the candidate presents their Diploma work – the plan and the specialization work part – and the results of the Diploma Preparatory Specialization Course. During the presentation, they shall also highlight the circumstances and solutions that cannot be read from the elements of the presented documentation.
- (7) In the case of electronic presentation, the candidate must consult the secretary of the Diploma Committee in advance about the technical equipment.
- (8) After the presentation of the candidate, the secretary of the Diploma Committee shall read the Reviewer's written opinion. If the Reviewer is present in person, they may take the opportunity to present their opinion in person.
- (9) The candidate shall reply orally to the comments made in the opinion.
- (10) The members of the Diploma Committee shall ask the candidate questions. The questions may be related to the Diploma Design, but members of the committee with voting rights may ask any question necessary to assess the candidate's suitability.
- (11) The Diploma Committee shall evaluate the work of the candidate and their preparedness demonstrated in the examination in a closed meeting after the defences, considering the Thesis Review Report, and shall determine the grade of the Diploma Defence by simple majority vote.
- (12) The secretary of the Diploma Committee shall calculate the grade of the Diploma according to the provisions of the current CoS.
- (13) Following the evaluation, at the end of the Diploma Defence, the President of the Diploma Committee shall announce the result of the Diploma Defence and the qualification of the Diploma in a public meeting.
- (14) The Faculty shall ensure the preservation of the digital version of the Diploma Design in the informatic system organized for this purpose.

22. §

Diploma Defence Evaluation

- (1) The mark for the defence of the Diploma Design shall be calculated by rounding the average of the marks given by the voting members of the Diploma Committee. The rounding shall be based on that used in the grading of the Diploma.
- (2) The diploma defence is considered successful if the candidate has obtained at least the pass marks from each of the voting members of the Diploma Committee.
- (3) A Diploma Design graded as "failed" by the Diploma Committee may be improved only once, by preparing a new Diploma Design. The topic of the new Diploma Design may be the same as the topic of the failed diploma.
- (4) The candidate may defend a newly prepared Diploma Design at the earliest in the next final examination period.

23. §

The result and classification of the Diploma

- (1) The University issues a Diploma after a successful Diploma Defence and if the other necessary conditions are met.
- (2) The result of the degree certificate shall be calculated according to the following formula in the case of the Integrated MSc Program in Architectural Engineering:

$$0,2 \times ZT + 0,3 \times D + 0,3 \times T\acute{A} + 0,2 \times SZ$$

where the Faculty calculates as follows:

ZT: the mark of the final complex exam;

- D: the grade given for the Diploma Design by the Diploma Committee;
 TÁ: cumulative grade point average for the whole of the study period;
 SZ: the average of the complex exam grades, rounded to two decimal places.
- (3) In case of Master of Science Program in Architecture, the result of the Diploma shall be calculated according to the following formula:

$$0,2 \times ZT + 0,3 \times D + 0,5 \times TÁ$$
- ZT: the mark of the final complex exam;
 D: the grade given for the Diploma Design by the Diploma Committee;
 TÁ: cumulative grade point average for the whole of the study period.
- (4) Based on the average result calculated as above, the diploma shall be classified as follows:
 nn) 4,5 – 5,0 – Excellent;
 oo) 3,5 – 4,49 – Good;
 pp) 2,5 – 3,49 – Satisfactory;
 qq) 2,0 – 2,49 – Pass.
- (5) A honours degree is awarded to a candidate who has achieved excellent results in the final complex exam, the grade of their Diploma Design determined in the diploma defence and the marks of all complex exams are excellent, and their grade point average for the whole of the study period is at least 4.25.
- (6) A grade of "Fail" (1) corrected with a retake exam, or a repeated retake exam, or re-registering for a subject shall not preclude the issuance of a honours degree.

III. Chapter TRANSITIONAL AND FINAL PROVISIONS

25. §

- (1) The present Faculty Council Decision shall enter into force on 1 September 2024 and shall apply to the preparation of a Diploma Design based on the specialization curriculum units introduced at the Faculty in the Integrated MSc Program in Architectural Engineering in the 2022/23 academic year and in the Master of Science Program in Architecture in the 2023/24 academic year.
- (2) This Faculty Council Decision can be found on the website of the Faculty of Architecture: <https://epitesz.bme.hu/en/regulations/>
- (3) This Faculty Council Decision is maintained by the Dean's Office of the Faculty of Architecture.

Budapest, 2024.

Dr. György Alföldi DLA
 Dean
 Head of the Faculty Council

Annexes:

- Annex 1.: Content requirements of the Cover Sheet
- Annex 2.: The recommended evaluation aspects of the Thesis Review Report, as well as its content and formal requirements

Annex 1 – Content requirements of the Cover Sheet		
1)	General Information:	
a)	student name and SAS code	
b)	name of the Department Announcing the Topic	
c)	title of the topic announcement	
d)	name, position and department of the Supervisor(s)	
f)	name, position and department of the Consultants	
	construction technology and construction management work part	
	building energetics, building service engineering, and electrical engineering work part	
	building construction work part	
	loadbearing structural work part	
	academic year	
h)	registration of the student's mid-term consultations in the case of the supervisor, supervisor of the architectural work part, and all consultants (date, signature)	
2)	Data related to the submission and evaluation of the Sketch Design:	
a)	the date of submission and presentation of the Sketch Design	
b)	the result of the evaluation of the Sketch Design ("Passed" or "Failed")	
c)	in case of a "Passed" grade, a short summary of any proposals that may arise	
d)	in case of a "Failed" grade, a short summary of the reasons for rejection and the conditions for acceptance	
f)	data related to the possible correction or late completion of the Sketch Design	
3)	Data related to the submission of the Diploma Design:	
a)	the reason for the possible request for a correction of the Diploma Design (stating the reason and signature)	
b)	data related to the correction of the Diploma Design	
4)	Data related to the evaluation of the Diploma Design:	
	Evaluation result, the mid-term mark	
	in case of a "Failed" grade, a short summary of the reasons for rejection and the conditions for acceptance	
5)	Additional comments	

Annex 2 – The recommended evaluation aspects of the Thesis Review Report, as well as its content and formal requirements

- (1) It is recommended to base the criticism on the following points:
 - a) specialization work part;
 - b) architectural work part;
 - c) correspondence to the design program and function;
 - d) site development, environmental context;
 - e) architectural concept;
 - f) adaptation of the structures, materials, and technical-technological solutions to the architectural concept;
 - g) question(s) raised relating to the design;
 - h) proposal for acceptance or non-acceptance.
- (2) The title of the Diploma Design, the author's name and the SAS code must be stated at the beginning of the Thesis Review Report, and the Reviewer's name, signature, and degree, as well as the place and date of creation.
- (3) The maximum length of the Thesis Review Report shall be no more than 1 A4 page, written in font size 12 and single-spaced.