



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

1/2021. (VIII.25.) Resolution of the Faculty Council, regarding the following:

**RULES ON THE PROCEDURE AND REQUIREMENTS FOR THE PREPARATION OF
DIPLOMA DESIGN AND FOR THE FINAL EXAMINATION AND DEFENSE OF THE
INTEGRATED MSc PROGRAM IN ARCHITECTURAL ENGINEERING AND MASTER
OF SCIENCE PROGRAM IN ARCHITECTURE**

Taking force as of: 14th September 2021.

Organizational regulatory instrument repealed at the same time as it enters into force, to modify changes:

Requirements for the preparation of the Diploma Design and the Final Exam (Diploma Defense) (hereinafter: Diploma Regulations) in the Integrated MSc Program in Architectural Engineering and the 4-semester Master of Science Program in Architecture. Faculty Council Resolution (1st September 2018)

Review:

- professional suitability: Head of Department Meeting, Faculty Education Committee
- legal compliance: BME Legal directorate

Responsible: Dr. habil. György Alföldi DLA, Dean

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According to the 2011 CCIV. Act on National Higher Education, 18/2016. (VIII. 5.) EMMI (Ministry of Human Capacities) Decree, Code of Studies and Exams of the Budapest University of Technology and Economics (hereinafter: University) (hereinafter: BME CoS) 39–43., the Organizational and Operational Rules of the University (hereinafter: BME OOR) and Organizational and Operational Rules of the Faculty of Architecture (hereinafter: Faculty) (hereinafter: Faculty OOR) the requirements and procedure of the Faculty, diploma thesis preparation, final examination and diploma defense of the MSc Program in Architectural Engineering (3NAM0) (hereinafter: Integrated MSc Program) and Master of Science Program in Architecture (3NAME) (hereinafter: MSc Program) are defined in the following regulations (hereinafter: Regulations):

I. Chapter GENERAL PROVISIONS

1. § Purpose of the Regulations

The purpose of the Regulations is to frame the diploma thesis to be prepared at the Faculty's Intergrated MSc Program and MSc Program, as well as the provisions concerning the requirements and procedure of the subsequent final examination and diploma defense. framing the provisions on the requirements and procedures of diploma defense.

2. § Scope of the Regulations

- (1) The Regulations contain the tasks and responsibilities related to the preparation of the Diploma Design, the final examination and the defense of the thesis in the Intergrated MSc Program and MSc Program as supervised by the Faculty.
- (2) Extent of the Scope of Regulations extends to:
 - a) any person in a student relationship with the University who is a student of the Master's and Diploma of Excellence supervised by the Faculty (hereinafter: student),
 - b) all organizational units of the Faculty, the Study Committee of the Faculty (hereinafter: FSC) and the Faculty Educational Committee
 - c) persons participating in the Faculty training process,
 - d) persons employed by the Faculty, as civil servants, in agreement with University coordinating procedures
 - e) persons employed by the Faculty to serve as external members of the Examination Committee, as civil servants, in agreement with University coordinating procedures

3. § Terms used in the Regulations

- (1) Examination Committee: the Final Examination Committee of the Faculty of Architecture for Intergrated MSc Program and MSc Program.
- (2) Diploma Design work: Independent student work partially prepared within the framework of the Diploma Design subject, then defended and evaluated before the Examination Committee in its entirety. The part of the Thesis prepared within the framework for the Semester process, the final material submitted for defense is the Diploma Design Documentation.
- (3) Diploma Design subject, subject assigned to the preparation of the part of the Diploma Design specified in these regulations, announced in a given semester, with the number of credits prescribed according to the Training and Output Requirements, and admitted by the student from the corresponding compulsory group.
- (4) Diploma Design Defense: Intergrated MSc Program and MSc Program final examination.
- (5) Doctoral School (herein: Doctoral School): The Csonka Pál Doctoral School and the Architectural Doctoral School.

- (6) Priority Disciplines: It is a compulsory field of study for the student, the task of which is worked out in more detail by the student.
- (7) Cover Sheet: a document required for the recognition of the Diploma Design subject, recording the data of the Thesis, the lecturer and the student, the progress of the student work, as well as the evaluations and their results. The minimum content requirements of the Cover Sheet are set out in Article 2 of the Regulations. contained in Annex.
- (8) Diploma of Excellence: a Diploma Design coordinated in some respects with the doctoral (PhD and DLA) training program.
- (9) Consultant: the Faculty is assisted in the preparation of the Diploma Design by consultant supervisors and Priority Discipline supervisors.
- (10) Opponent: a consultant who is independent of the Faculty employed to judge the thesis
- (11) Opponent's opinion: The evaluation of the Diploma Design prepared by the Opponent, the aspects, content and form elements of which are set out in Article 4 of the Regulations. contained in Annexes.
- (12) Specialization Thesis: the knowledge that can be acquired within the framework of one of the specializations belonging to the Diploma Design organized in cooperation with the interfaculty departments, which provides an opportunity to present the discipline of the specialization. The cooperation of at least two interfaculty departments is required for the preparation of a Specialization Diploma Design Thesis.
- (13) Discipline: the areas of the compulsory professional parts of the Diploma Design in Architecture: structural engineering, building construction, building energy and mechanical engineering, as well as construction technology and construction management.
- (14) Thesis cooperative departments: In the case of a Specialization Thesis, the department taking care of the given specialization topic, in the case of preparing a two-focus Diploma of Excellence, the department responsible for the second focus area.
- (15) Co-consultant: the supervisor of the specialization part, and in the case of the preparation of a two-focus thesis of excellence, the supervisor appointed on the basis of the second focus area.
- (16) Thesis: the subject and program of the diploma works. The mandatory content elements of the general topic description which are set out in Article 3 of the Regulations. contained in Annexes.
- (17) Departments responsible for the Diploma Design: the departments currently indicated in Section 7 (1) and (2) of these Regulations.
- (18) Supervisor: Person in charge of the preparation of the Diploma Design.
- (19) Sketch Design Documentation: the content of the work submitted within the framework of the Diploma Design a criterion requirement. The mandatory content and formal requirements of the Sketch Design Documentation are set out in Regulation No. 1. contained in Annexes.

II. Chapter DETAILED REGULATIONS

4. §

Diploma Design work purpose

- (1) The Diploma Design is an independent, creative task regarding the representation of the architectural knowledge acquired during the training process.

5. §

Diploma Design work types

- (1) The student prepares a general thesis (hereinafter: Diploma Design) within the framework of his / her studies in the given field. However, in addition to fulfilling certain conditions set out in these Regulations, the student has the opportunity to prepare a Master's Degree or a Diploma of Excellence.
- (2) In the case of the preparation of a Master's Degree, its centre of gravity shifts in the direction towards a field of science represented by a specialization.
- (3) Outstanding students of the faculty, who, in addition to acquiring general knowledge of architectural engineering, have demonstrated outstanding performance in a discipline cultivated by the faculty, have the opportunity to prepare a Diploma of Excellence in accordance with special rules Sketchd in chapter III.
- (4) The Master's Degree subject within the Faculty of Architecture are described as the Diploma Design.

6. §

The semester events and documentation

- (1) The preparation of the thesis takes place primarily within the framework of the subject entitled "Diploma Design". The Diploma Design subject ends with a semester grade, the completion of which is a condition for obtaining the degree. At the end of the semester work, the student submits a semester plan documentation (hereinafter: Semester Plan Documentation), describing the final thesis contents and additional elements.
- (2) After submitting the Diploma Design work, the students take part in the final examination and the Diploma Design defense, which is organized in a combined form in the Master's and Diploma of Excellence supervised by the Faculty of Architecture (hereinafter: Thesis Defense). In the case of Diploma Design and Master's Degree, the student submits a design documentation (hereinafter: Diploma Design) containing the final part of the assignment for thesis defense.

7. §

Thesis work organizational rules

- (1) In general, the following departments teaching design participate in the dissertation of the Diploma Design and in the supervision of the architectural part.
 - a) Department of History of Architecture and Monument Preservation,
 - b) Department of Explorative Architecture,
 - c) Department of Public Building Design,
 - d) Department of Residential Building Design,
 - e) Department of Graphics, Form, and Design,
 - f) Department of Urban Planning and Design
- (2) Students of the Specialization in Structural Engineering within Master's Degree course operated by the following departments may choose from the diploma courses offered by the departments referred to in paragraph (1) and the diploma courses offered at the following departments:
 - a) Department of Construction Technology and Management,
 - b) Department of Building Constructions,
 - c) Department of Mechanics, Materials and Structures.
- (3) In the case of diploma topics announced by the departments listed in Section 7 (2), the dissertation / course is published by the three listed departments, but architectural design is not consulted independently, this task is performed by a lecturer of a design department. with the prior agreement of the lecturer), who participates as a supervisor in the formulation of the architectural content of the dissertation. In this case, the topic is written by the head of the

dissertation department with the countersignature of the head of the design department delegating the supervisor.

- (4) Consultants delegated by the following departments shall participate in the consultation of the priority disciplines of the Thesis:
 - a) Department of Construction Technology and Management,
 - b) Department of Building Constructions,
 - c) Department of Mechanics, Materials and Structures,
 - d) Department of Building Energetics and Building Service.

8. §

Rules for guidance and consultation

- (1) The preparation of the Diploma Design is supervised by the consultant, the preparation of the Master's Degree is supervised by the consultant and the co-consultant responsible for the chosen field of specialization.
- (2) The consultant or co-consultant may be a full-time, or part-time lecturer, researcher, Professor Emeritus, or external specialist. The consultant or co-consultant who has at least the same level or equivalent qualification as the student in the given major, is active in his / her field, has high-level references, and has the right to have a membership of a professional chamber in the given field. An additional condition of suitability for the person of the external consultant / co-consultant is for outstanding architectural / professional work within the Faculty.
- (3) An external specialist may be appointed as a consultant or co-consultant on the recommendation of the head of the department with the permission of the supervisory consultant.
- (4) In the event of the assignment of an external consultant, an internal consultant shall also be appointed in accordance with the provisions of subsection (2).
- (5) It is the responsibility of the supervisory consultant and the head of the dissertation department to announce a topic, the preparation of which can be completed within the maximum expected student working time on the basis of the credit assigned to the Diploma Design subject.

9. §

General faculty rules concerning the consultant

- (1) Within the Faculty the consultant is the person responsible for the consultation of the working parts according to Section 7 (4).
- (2) A consultant may be a full-time, or part-time employed lecturer, researcher, teacher or Professor Emeritus.
- (3) A consultant external specialist may be employed if he / she has at least the same level or equivalent qualification as the student can obtain in the given field, is active in his / her field, has high-level references and has the right to participate in the field.
- (4) An external specialist may be appointed for a maximum period of two years on the proposal of the head of the given department, with the permission of the dean. The placement can be repeated without restriction.

10. §

Admission to the Diploma Design course

- (1) The Diploma Design course may be undertaken by a student who has fulfilled the preliminary requirements prescribed in the sample curriculum.
- (2) Before admission to the Diploma Design subject, no later than one working day before the start of the registration period, students may apply in advance, in agreement with the supervisor (and if there is a co-supervisor), with the consent of the supervisory department.
- (3) By the first day of the registration period, the dissertation departments offering the different courses will decide whether to accept or reject the application. In the case of a Master's Degree, the acceptance or rejection of the application is decided jointly by the dissertation department and the department(s) caring for the specialization.
- (4) The student may enroll in the Diploma Design subject only after acceptance in the Study Administration System (hereinafter: SAS). In the case of admission without the above, the department, upon notifying the applicant, will unsubscribe the student from the subject.

11. §

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 the Code of Studies and Exams (hereinafter: BME CoS). Prior to the submission of the Sketch plan, the student preparing the diploma thesis is obliged to consult with all discipline consultants at least once, in comparison with which the relevant dean's circular may contain stricter conditions.
- (2) The dissertation departments 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 BME 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 and the consultants shall record the completion of the mid-semester consultations in a digital system or by signing them on a paper-based cover sheet. 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. It is the student's right and responsibility to coordinate the possible contradictory opinions and aspects that occur during the consultations and evaluations during the preparation of the Diploma Design, as well as the decision between them.
- (4) During the completion of the Diploma Design subject, the student must present an Sketch Plan proving his / her progress. It is the responsibility of the dissertation department to organize the presentation and evaluation of the Sketch Plan.
- (5) Acceptance of the Sketch Plan is a criterion requirement, which means that in case of unsuccessful completion, the student can no longer complete the Diploma Design subject in the given semester.
- (6) The task of the dissertation department is to organize and carry out the evaluation of the Semester Planning Documentation on time. The departments consulting the department are obliged to provide the results of the branch evaluations by the date specified in Section 15 (6), the provision of which is the responsibility of the head of the department consulting the department.
- (7) The grade of the Semester Planning Documentation submitted within the framework of the Diploma Design subject must be given, which must be introduced into the SAS by the deadline set by the BME CoS.

12. §

Diploma Design course parts and priority disciplines

- (1) The Diploma Design course has compulsory and optional parts.
- (2) Compulsory Parts:
 - a) architectural works,
 - b) priority disciplinary works:
 - ba) construction technology and building management works,
 - bb) building energy, electrical and mechanical services works,
 - bc) building technology works,
 - bd) structural engineering works..
- (3) The compulsory parts of the work are the priority parts of the specialization, of which the student must choose one. The decision must be made by the student with the consent of the relevant field consultant no later than the (first) Sketch plan submission given in the faculty performance evaluation schedule, which fact must be recorded on the cover sheet and in the applied training management system.
- (4) The exact contents of the priority disciplinary section work shall be recorded in the manner agreed with the priority section consultant no later than the week following the presentation of the Sketch plan.
- (5) In the case of a Master's Degree Specialization Diploma Design, the student prepares a specialization part instead of the priority part.
- (6) The content and form requirements of the specialization part shall be determined at the same time as the topic being notified.
- (7) The basic principles related to the parts of the diploma detailed above are contained in Annex 1, the exact content specifications must be included in the dean's circular. The description of the content of the work parts may be amended by the departments responsible for the content once every six months, at the latest by the eighth week of the previous semester, which changes shall be approved by the Education Committee.

13. § Sketch Plan

- (1) The Sketch Design Documentation is submitted and presented during the Outline Design Week specified in the Faculty Work Schedule.
- (2) The deadline for the submission of the Sketch Design Documentation is the date of submission of the sketch design.
- (3) The student presents his/her Sketch Design Documentation prepared on the basis of the program included in the dissertation before the committee compiled by the dissertation department.
- (4) The sketch plan also has obligatory parts of the field, and in the case of a Specialization Diploma, the Sketch Design Documentation also contains a specialization part. Without fulfilling these, the sketch plan cannot be accepted.
- (5) On the occasion of the sketch design, only the complete work submitted on time and in accordance with the prescribed content may be presented. In the event of a delay or deficiency, the assessment shall be rejected and the student may submit his or her sketch plan at the time scheduled for late submissions and obmissions.
- (6) The evaluation of the Sketch Design Documentation of the Diploma Design is carried out by a three-person ad hoc committee set up by the head of the dissertation department. In the case of a Specialization Diploma, the committee is supplemented by a co-supervisor and an additional member delegated by the co-department responsible for the specialization content.
- (7) In the case of diploma sketch design presentations organized by the departments pursuant to Section 7 (2), the defense of the sketch design is handled by the department announcing the topic and must be attended by the student's consultant and even a member delegated by the design department.

- (8) The sketch design may be given a rating of “Passed” or “Failed”, which must be indicated on the diploma accompanying sheet. The student will also receive a detailed oral assessment of the sketch design documentation immediately upon presentation. In the case of a “Failed” grade, the reasons for rejection and the conditions for acceptance must also be communicated to the student.
- (9) In justified cases (illness, other unforeseeable reasons not attributable to the student and preventing the submission of the sketch plan), additional submission and, in case of “Failed” qualification, correction may be made once during the semester. Corrected or subsequently submitted sketch design works may be submitted until the end of the second academic week from the sketch design week.
- (10) In the case of the “Failed” qualification of the Sketch Designs submitted with the intention of correction or replacement, the possibility of further correction or replacement is no longer possible in the given semester, the student may no longer complete the Diploma Design subject in the given semester.
- (11) A notified report should be drawn up on the evaluation of the sketch plan and its possible substitutions.

14. §

Diploma Design submissions and late submissions

- (1) The task prepared within the framework of the Diploma Design subject (Semester Plan Documentation) must be submitted for end-of-year evaluation in accordance with the performance evaluation schedule approved by the Faculty.
- (2) The Accompanying Document and the following parts of the work shall be submitted by the deadline specified in paragraph 1:
 - a) the mandatory architectural parts with full technical content, without final graphic design content,
 - b) the required professional disciplinary works with full elaboration.
- (3) In the event of a lack of form, quantity or elaboration of the parts of the work referred to in section 2, the assessment shall be rejected and the student shall be given the opportunity to resubmit the Semester's Planning Documentation by the late submissions deadline.
- (4) In the case detailed in section (3) or in case of failure to meet the deadline specified in section (1), the student may submit the Semester Plan Documentation by the last day of the late submissions period, according to the performance evaluation schedule approved by the faculty. In case of failure to meet the late submissions deadline, the item can only be fulfilled by re-submitting the course work.
- (5) The Semester Plan Documentation may be submitted only in digital form, in the closed system uniformly prescribed by the faculty, in accordance with the formal requirements described by the dissertation department at the beginning of the semester.
- (6) The format and detailed content of the digital submission shall be recorded in the relevant dean's circular referred to in Paragraph 12 (7).

15. §

Evaluation of Diploma Design

- (1) The evaluation of the Semester Planning Documentation shall be completed no later than by the deadline specified in the BME CoS for the evaluation of subjects ending with a semester ticket, and the result shall be published in the SAS.
- (2) The head of the dissertation department, the supervisor (in the case of a Specialization Diploma, the co-supervisor), or another person appointed by the head of the dissertation department, and the departmental consultants participate in the evaluation of the Semester

Planning Documentation.

- (3) In addition to the persons specified in subsection (2) of this section, an additional member delegated by the design department shall also participate in the evaluation of diplomas organized by the departments pursuant to Paragraph 7 (2).
- (4) The evaluation is recorded digitally by the department supervising the dissertation.
- (5) For the evaluation, the dissertation department must ensure that all participants in the evaluation have access to the entire content of the submitted materials in the closed system specified in Paragraph 14 (5), according to faculty guidelines.
- (6) The scoring shall be completed no later than three working days before the date specified in the BME CoS for the entry of semi-annual tickets into the SAS, and the semi-annual classification of plans shall be completed no later than one working day before the same date.
- (7) During the evaluation, the evaluators evaluate the architectural part with 1-20 points in case of three main evaluators, in case of four main evaluators, they evaluate the architectural and possible specialization parts with 1-15 points, the professional disciplinary parts with 1-10 points.
- (8) On the basis of the points, the mid-term grade shall be formed as follows:
 - 0-49 points – fail (1)
 - 50-59 points – pass (2)
 - 60-74 points – satisfactory (3)
 - 75-89 points – good (4)
 - 90-100 points – excellent (5)
- (9) A failed grade even applies if the score given by any of the evaluators does not reach half of the points they can award
- (10) In the event of a failed grade, it is possible only by re-taking the object. The student must also receive a short justification for the decision in writing.

16. §

Submission (documentation) of Diploma Design

- (1) The date of submission of the Diploma Design submitted in preparation for the defense, ie the final Diploma Design Documentation, is the submission deadline specified in the Faculty Rules of Procedure. Failure to meet this deadline will result in the student not being admitted to Diploma Defense.
- (2) By this deadline, the Architectural Works must be submitted with full elaboration, in the case of Specialization Diploma Thesis the specialization dissertation and the priority specialization part, in conjunction with the specialization part prepared for the Semester Planning Documentation, with final elaboration according to the relevant Dean's Circular.
- (3) Submission shall take place primarily through the SAS in the information system organized for this purpose, and secondly, for the diploma defense occasion, for paper-based presentation on boards and as bound documentation. The format of the submission is specified by the dissertation department in the prospectus issued at the beginning of the semester, which may be specified in special, unforeseen circumstances by the end of the tenth school week at the latest.
- (4) Physical models and boards that are not part of the submission to the opponent shall be prepared for the Diploma Defense at the latest opportunity.

17. §

Opponents Opinion

- (1) The Diploma Design must be judged by the Opponent after the Diploma Design submission deadline announced in the Faculty Rules of Procedure and before the Diploma Design Defense

- Period. The Opponent Opinion must be written in the language used for academic course work.
- (2) After accepting the request of the head of the dissertation department, the Opponent(s) will receive electronic access to the digital material of the Diploma Design or an insight into the printed material from the head of the department, who will also provide joint consultation between the student and Opponent.
 - (3) In the case of a Specialization Diploma, on the basis of the preliminary proposal of the co-supervisor, an Opponent proficient in the field of specialization shall be invited.
 - (4) Az Opponens írásban véleményt alkot a tervről, amelyben a diplomaterv hiányos
 - (5) The Opponent shall form a written opinion on the diploma design, in which he/she may propose an insufficient qualification in case of incomplete or low quality of the diploma project, however, the proposal shall not be included in the assessment given during the Diploma Defense.
 - (6) The Opponent's Opinion must be made available to the candidate no later than five days before the Diploma Design Defense.

18. §

Rules applicable to the Opponent

- (1) The Opponent of the Faculty may only be an external specialist with a university degree in architecture or other relevant specialist degree, in the case of a Specialization Diploma, a relevant specialist degree belonging to the discipline of the specialization and high-quality professional references.
- (2) The person of the opponent is invited by the head of the department supervising the dissertation. In the case of a specialization diploma, the opponent with expertise in the field of specialization is selected on the basis of a preliminary proposal of the co-supervisor.

19. §

Defense of the Diploma Design, organization and timescale

- (1) Diploma defense may be held during the final examination period. Based on the Rector's Instruction on the schedule of the academic year, the Dean designates at least two Diploma Design Defense Periods per academic year in the Faculty Work Schedule.
- (2) The organization of Diploma Design Defenses is the responsibility of the dissertation departments. The dissertation departments make a proposal to the Dean's Office for the dates of the defenses, where the exam days will be finalized.
- (3) The Dean's Office is responsible for the composition of the Diploma Design Examination Committees. The Chairperson and two external members of the Committee shall be appointed by the Dean, on the basis of a proposal from the heads of the departments concerned.
- (4) The candidates for each examination day are assigned by the dissertation department and the position is published on the department's website until the third week of the examination period. In the case of a specialization diploma thesis, the co-dissertation department must also be involved in its organization.
- (5) Based on the position, students are registered for the exam in the SAS by the departments of the topic. Based on the SAS, the examination forms of the candidates are prepared for the examination at the Central Student Office (hereinafter: CSO).

20. §

Defense of Diploma Design, conditions for application and graduation

- (1) All candidates wishing to defend their diplomas must apply through the SAS system.
- (2) The candidate may withdraw his/her application for the Diploma Design Defense no later than 24 hours before the Diploma Design Defense.
- (3) The CSO shall notify the departments organizing the Diploma Design Defense in writing if any of the applicants cannot be admitted to the Diploma Design Defense due to the lack of the relevant conditions.
- (4)
- (5) A student may apply for Defense of their Diploma Design if:
 - a) has completed all examinations no later than the end of the second week of the examination period of the given semester,
 - b) if the conditions for the issue of the final certificate are fulfilled no later than three days before the date of the diploma defense,
 - c) has fully submitted the final Diploma Design Documentation pursuant to Chapter 16 of these Regulations, and
 - d) the University has no claim against the student.
- (6) A student may be admitted to a diploma design defense in the final examination period after obtaining the final certificate within the framework of the student legal relationship and within two years after the termination of the student legal relationship, in any final examination period, according to the valid training requirements.
- (7) The provisions of the BME CoS apply to the Diploma Design Defense for students who apply for the Diploma Defense two years after obtaining the final certificate.

21. §

General faculty rules regarding the Examination Committee and its members

- (1) The Examination Committee shall consist of a total of 7 members with voting rights: the chairman, two external experts, the head of the dissertation department, one principal from a design department, one principal from a departmental consultancy department and a representative from the department advising the priority department.
- (2) The chairman of the Examination Committee holds a Kossuth, Széchenyi, Gábor Dénes, Prima Primissima, Prima, Ybl or Pro Architectura award recognized by the profession, a regular or correspondent member of the Hungarian Academy of Sciences, MMA or SZIMA, may be a non-teaching architect in the full-time faculty of the Faculty.
- (3) The members of the Examination Committee may be architects who are recognized in the profession and do not teach full-time at the University. In the case of a Specialization Diploma Thesis, one of the external members is, on the responsible proposal of the specialization, with the consent of the head of the dissertation department, an architect or a recognized specialist with a high level of scientific, creative or professional references in the given discipline.
- (4) The representative of the department advising the priority section may also be a full-time, full-time or part-time lecturer, researcher, professor emeritus, retired lecturer with a doctoral degree, or an external person meeting the requirements for a consultant.
- (5) In the case of a Specialization Diploma Thesis, a full-time full-time doctoral lecturer, researcher, professor emeritus or an external person meeting the requirements for the co-supervisor will be invited to sit of the Examination Committee.
- (6) The head of the dissertation department may use the ad hoc authorization of a full-time senior lecturer (university professor or associate professor) to replace the person other committee

members

- (7) Examination Committee members are elected by the Faculty Council for the term specified in the BME CoS on the proposal of the dean. The other members of the Examination Committee with voting rights are appointed by the dean on the proposal of the head of the department.
- (8) The secretary assisting the work of the Examination Committee may be a full-time lecturer, researcher, teacher or doctoral student of the dissertation department.
- (9) The supervisor/co-supervisor shall also be invited to the Examination Committee with the right of deliberation.

22. §

Diploma Design Defense procedure

- (1) The Diploma Design Defense is public.
- (2) In addition to the supervisors, consultants and opponents may participate in the Diploma Design Defense, upon invitation, with the right of deliberation. With regard to invitations, the decision is made jointly by the head of the dissertation department, and in the case of a Specialization Diploma, by the head of the dissertation department and the head of the co-theme announcement department.
- (3) Minutes shall be recorded during the course of the Diploma Design Defense and the evaluation. The Secretary of the Examination Committee shall keep the minutes.
- (4) The Diploma Design Program, which is the basis for the preparation of the works, and the Cover Sheet must be available at the Diploma Design Defense.
- (5) The Diploma Design Defense begins with a greeting from the President, a presentation of the committee and a description of the course of events.
- (6) The candidate's Diploma Design is presented with visual support. During the presentation, he/she highlights 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 Examination Committee in advance about the technical equipment.
- (8) After the presentation by the candidate, the Secretary shall read out the written opinion of the Opponent. If the Opponent is present, they may take the opportunity to present the opinion in person.
- (9) The candidate shall respond orally to the comments made during the evaluation.
- (10) The members of the Examination Committee ask questions to the candidate. Questions may be related to the Thesis, but members of the committee with voting rights may ask any questions necessary to assess eligibility.
- (11) The Examination Committee evaluates the work of the candidate and his/her readiness for the examination in a closed session after the defenses, taking into account the opinion of the Opponent, and establishes the grade of the Diploma Design Defense.
- (12) The secretary of the final examination committee shall calculate the qualification of the Diploma in accordance with the provisions of the BME CoS.
- (13) After the evaluation, at the end of the Diploma Design Defense, the Chairman of the Examination Committee also announces the result of the Diploma Design Defense and the qualification of the Diploma.
- (14) The Faculty takes care of the preservation of the digital version of the Diploma Thesis in the IT system organized for this purpose.

23. §
Defense Evaluation

- (1) The grade of the defense of the Diploma Design shall be formed by calculating the average of the grades given by the voting members of the Examination Committee. For calculating, the employees employed in the qualification of the Diploma must be taken into account.
- (2) The final examination is successful if the candidate has obtained at least a sufficient grade in all parts of the final examination.
- (3) A diploma design classified as insufficient by the Examination Committee may be improved only once. The topic of the new dissertation may be the same as the topic of the failed diploma.
- (4) The candidate may take a final examination in the next final examination period at the earliest.

24. §
Degree, qualification and result

- (1) After a successful Diploma Design Defense and if the other necessary conditions are met, the University issues a Degree.
- (2) The resulting Master's Degree in architecture shall be calculated according to the following formula:

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

Faculty calculates as follows:

ZT: the average of the marks in the final examinations, rounded to two decimal places

D: the grade given to the Diploma Design by the Examination Committee,

TÁ: cumulative weighted study average for the whole study period,

SZ: the average of the marks in the basic examinations, rounded to two decimal places.

- (3) The result of the Diploma in the case of a master's degree in architecture shall be calculated according to the following formula:
- (4)

$$0,2 \times ZT + 0,3 \times D + 0,5 \times T\acute{A}$$

Faculty calculates as follows:

ZT: the average of the marks in the final examinations, rounded to two decimal places

D: the grade given to the Diploma Design by the Examination Committee,

TÁ: cumulative weighted study average for the whole study period,

- (5) On the basis of the average result calculated as above, the diploma shall be classified as follows:

Excellent:	4,50 – 5,00
Good:	3,50 – 4,49
Satisfactory:	2,50 – 3,49
Pass:	2,00 – 2,49

- (6) A person who has achieved an excellent result in all the subjects of the final examination, a

- diploma thesis or a dissertation with a high grade and a grade of all his/her dissertations and a weighted average of at least 4.25 for the entire study period will receive an honorary diploma.
- (7) A grade of “Insufficient” (1) corrected by a remedial examination or a repeated remedial examination or by repeated admission shall not be awarded a degree.
 - (8) The result and qualification of the diploma are independent of the form of the Diploma Design (general, specialization or excellence).

III. chapter DIPLOMA OF EXCELLENCE

25. §

Diploma of Excellence Purpose

- (1) In the case of the Diploma of Excellence, certain rules are amended, which are set out in the paragraphs of chapter III of the Regulations. In matters not regulated here, the general diploma thesis is applicable.
- (2) In the framework of the Diploma of Excellence, if the conditions set out in these Regulations are met, the focus of studies shifts to a field harmonized by the field of science represented by the Doctoral School Council (Herein referred to as: DSC) and the doctoral training.
- (3) Diploma of Excellence must be accepted by one of the Doctoral Schools.
- (4) The number of the Diploma of Excellence students at the faculty level may not exceed 24 per semester. This number can be divided equally between the two Doctoral Schools (12-12 people). The Doctoral Schools may transfer staff to each other in a given semester. Unused staff cannot be carried over to a later half-year.

26. §

Diploma of Excellence Thesis Types

- (1) In the case of the Diploma of Excellence, the dissertation will be accepted by the DSC after the application procedure has started.
- (2) The minimum formal and content requirements shall be set out in the thematic notice. In the case of a Diploma of Excellence, the requirements of the Diploma Design subject are also set out in the accepted dissertation.
- (3) Within the framework of the Diploma of Excellence, the topic of the diploma thesis may focus on the following focus areas: architectural design, architectural theory, urban planning, architectural history, heritage protection, fine arts, geometry, construction informatics, building structure, statics, supporting structures, building energy, building engineering or real estate development.
- (4) The Diploma of Excellence may be single-focus or two-focus.
- (5) The professional supervision of the Diploma of Excellence is performed by the host Doctoral School. If both focuses fall within the competence of the same Doctoral School, this clearly defines the host Doctoral School. If the two focuses belong to different Doctoral Schools, it must be decided and it must be clear in the call which Doctoral School will act as the host.
- (6) The single focus chosen from those listed in subsection (3) clearly defines the host Doctoral School, however, the award of this type of (single-focus) Diploma of Excellence requires the written consent of the head of the other Doctoral School.

- (7) The parts of the single-focus Diploma of Excellence are determined by the field of specialization belonging to the given focus, on the basis of which the part of the work may be a plan, dissertation, artistic or technical work.
- (8) By default implementation of the Diploma of Excellence in Two Focuses is a combination of a plan and a study, which consists of two parts:
 - a) design: depending on the chosen focus, it can be a standard architectural plan or other detailed technical plan,
 - b) research: work with genre specificities belonging to a given focus.
- (9) The Doctoral School decides on the content, quantity and elaboration of the parts to be submitted within the framework of the Diploma Design subject on the basis of the Diploma of Excellence application together with the supervisor

27. §

Diploma of Excellence, special rules for departments, supervisors and announcement of subject

- (1) In the case of the Diploma of Excellence, the dissertation department may be the supervisor's department if the conditions for a supervisor are met.
- (2) A successful Diploma of Excellence application also means the determination of the suitability of the designated supervisor, in the case of a two-focus course of studies, also that of the designated co-supervisor.
- (3) In the case of the Diploma of Excellence, the supervisor or co-supervisor may be a full-time, full-time or part-time faculty member, actively and effectively involved in the operation of the Doctoral School and doctoral education, with a doctoral degree and recognized in their field.
- (4) The supervisor and co-supervisor may also be external experts, the suitability of which shall be determined by the Doctoral Schools. An external specialist may be appointed for a maximum period of two years with the permission of the dean, based on the decision of the given Doctoral School. The placement can be repeated without restriction.
- (5) After the completion of a successful application, the subject of the Diploma Design subject is announced by the department related to the topic or the supervisor of the Diploma of Excellence and provides the dissertation dissertation topics.

28. §

Diploma of Excellence, conditions for application and graduation

- (1) The Diploma of Excellence is launched in the form of a competition, which is announced by the Doctoral Schools hosting the courses.
- (2) All full-time students may apply for the Diploma of Excellence application together with any department and supervisor belonging to any focus, if the prescribed conditions are met. The applicant student must have an outstanding academic result in at least one area (discipline) of training.
- (3) The focus of the proposed topic must fall into one of the 9 study areas detailed in Section 26
- (4) The application must be agreed in advance with the head of the department belonging to the chosen focus and the supervisor. Applications can only be submitted with the written approval of the heads of departments and supervisors.
- (5) Minimum mandatory content of the competition:
 - a) Details of the applicant student must include, a detailed professional curriculum vitae,

a list of marks obtained from the subjects belonging to the focus area(s), a list of professional activities exceeding the compulsory Student's Scientific Association (herein referred to as: SSA) and a copy of the listed works, or (SSA, design competition, publication) link to work. In the case of a student who does not have at least one successful SSA / design application, the Diploma of Excellence can only be granted in exceptional cases, in the case of a special professional performance not mentioned above, in which case the written approval of the head of the other Doctoral School is required. In the case of a single-focus Diploma of Excellence, the minimum expected number of successful SSA / application papers is two, deviations from this can only be made in exceptional cases, as above

- b) Details of the supervisor(s) and statement(s) of support. The supervisor's data may include all data that may be relevant to the Diploma of Excellence application, in particular the supervisor's artistic / scientific activities and his / her work in youth education.
 - c) The Diploma of Excellence Thesis, which specifies whether the student is applying for a single or dual focus course, specifies the genre of studies, the nature, scope and requirements of the work to be submitted. The application must include the focus area(s) to which the applicant belongs and the Doctoral School for which he / she is applying. It is an advantage if the intended studies covers the currently accredited or planned doctoral topic.
 - d) A statement of acceptance and support from the department.
- (6) The application must be submitted to the host Doctoral School for evaluation no later than 30 November in the case of the spring semester and no later than 15 June in the case of the autumn semester.
 - (7) Preliminary evaluation of applications must be carried out no later than 5 working days after the deadline for submission. The pre-assessment applies only to the genre of the application and the competence of the Doctoral School. The pre-assessment is carried out by the head of the Doctoral School indicated in the application. As a result of the pre-assessment, the head of the Doctoral School - if necessary in consultation with the head of the other Doctoral School - either accepts or modifies the focus area(s) indicated in the application. Furthermore, you can decide that the Doctoral School he / she leads is not competent in the topic of the application and at the same time hand over the application to the head of the other Doctoral School for preliminary assessment. If none of the Doctoral Schools is competent in the applied topic, the application will be unsuccessful and its content will not be evaluated.
 - (8) The Council of the host Doctoral School Council (hereinafter: DSC) has 30 (calendar) days from the deadline for submitting the application to assess the content of the Diploma of Excellence application and to make a decision.
 - (9) If Diploma of Excellence application belongs to two doctoral schools and the two focus areas are different, the host Doctoral School will request a written opinion from the other Doctoral School and invite a representative of the other Doctoral School to the decision-making meeting (possibly the part of the meeting concerning the application). . The other Doctoral School has a right of veto over the focus area within its competence, but this veto does not necessarily mean the rejection of the application.
 - (10) In the case of an application for a two-focus course, the DSC may decide to accept or reject the application or to propose a modification of one of the focus areas of the application. In this case, the DSC may propose a second focus and co-supervisor. If the student does not accept the proposal, he / she will miss the opportunity to prepare a Diploma of Excellence.
 - (11) In the case of an application for a single-focus course, the DSC may decide to accept or reject the application or to reclassify the application to the two-focus Diploma of Excellence category. In this case, the DSC proposes a second focus and co-supervisor. If the student accepts the proposal, he / she can prepare a two-focus Diploma of Excellence, if he / she does not accept it, he / she will miss the opportunity to prepare Diploma of Excellence.

29. §

Diploma of Excellence, timescale and evaluation

- (1) In the case of the Diploma of Excellence, instead of a sketch plan, the student must prepare a progress report, the content of which is recorded in the dissertation.
- (2) At the presentation of the progress report, the student shall present the results of his/her work carried so far, and the committee referred to in paragraph (5) shall decide on the acceptance of the results.
- (3) In case of an accepted Progress Report, the student agrees with the supervisor, who within two weeks must record the acceptance on the Cover Sheet.
- (4) Diploma Thesis must be submitted by the deadline specified in the performance evaluation schedule for the given semester, the parts of the work determined in accordance with paragraph (3) and the Completed Form signed and dated in all necessary places.
- (5) The evaluation of the Progress Report of the Diploma of Excellence and the mid-term evaluation of the Diploma Design subject shall be carried out by a committee appointed by the Doctoral School. In the case of a single-focus diploma, the supervisor, in the case of a two-focus diploma, the supervisor and co-supervisor.
- (6) If necessary, the heads of the Doctoral School may delegate a head lecturer or researcher to the committee referred to in paragraph (2) to replace their own person, who meets the expectations of the supervisor of the Diploma of Excellence.
- (7) During the mid-term evaluation of the Diploma Thesis subject, the members of the committee evaluate the submitted Diploma Thesis by 1-25 points each in the case of a four-member committee and by 1-20 points in the case of a five-member committee. receives a grade.
- (8) The Diploma of Excellence shall be submitted with full elaboration and submitted for defense in accordance with the deadline set for the submission of the final Diploma Thesis Documentation.

30. §

Diploma of Excellence, opponent's opinion

- (1) The opponent of Diploma of Excellence may be an external professional with a relevant professional qualification, doctoral degree and high-quality references and recognition in the given field of study belonging to the discipline covered by the topic of the Diploma of Excellence. The selection and invitation of the opponent in the case of a Diploma of Excellence is the responsibility of the host Doctoral School.

31. §

Diploma of Excellence, special faculty rules regarding the Examination Committee and its members

- (1) The organization of the Diploma Defenses is the joint task of the Doctoral School and the relevant supervising departments. The Doctoral School and the relevant dissertation department make a proposal to the Dean's Office for the dates of the defenses, where the exam days will be finalized.
- (2) In the case of the Diploma of Excellence, the Diploma Committee consists of 5 voting members: the chairman, 3 external (independent) lecturers, researchers or members independent of BME and 1 internal member. The President of the Diploma of Excellence is the head of the professionally competent, inclusive Doctoral School.
- (3) Any person who has an effective (protected) DLA or PhD student may be an independent member of the Diploma of Excellence. In the case of one of the independent members, the

- Doctoral School may grant an ad hoc exemption from the condition for a successful student.
- (4) One main delegated internal member of the Examination Committee is the head of the other Doctoral School.
 - (5) In justified cases, the heads of the two Doctoral Schools may authorize another person to replace them, with the consent of the dean. The head of the Dean's Office must be notified in writing of this authorization.
 - (6) The independent members of the Examination Committee are approved by the dean on the proposal of the head of the host Doctoral School. In the case of the defense of several Applications in the same semester by the same host Doctoral School, the external members may be different persons, according to the focus areas of the submitted works.
 - (7) In the defense of the Diploma of Excellence, the candidate presents his/her Diploma Thesis with tools corresponding to their respective genre.
 - (8) The host Doctoral School decides and arranges the persons to be invited to the defense.

IV. Chapter TEMPORARY AND FINAL PROVISIONS

32. §

- (1) The Dean's Instruction shall enter into force on the 14th of September 2021, at the same time as the previous faculty-level regulator of the Faculty's Continuing Education and Master's Degree.
- (2) The Dean's Instructions can be found on the website of the Faculty of Architecture: <https://epitesz.bme.hu/szabalyzatok>
- (3) The Dean's Instruction is maintained by the Dean's Office of the Faculty of Architecture.

Budapest, 14th of September 2021

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Dr. habil. György Alföldi DLA
Dean
Faculty of Architecture

ANNEXES

1. annex - General content of the cross semester, Sketch plan, Diploma Design and Final Presentation documentation

I., II. and III. The detailed description of the work parts according to the points and the formal requirements are set out in the relevant and current Dean's Circular in the given semester.

I. Sketch Design Submission (Documentation)

- (1) Architectural work:
 - a) short outline technical description,
 - b) architectural sketch designs.
- (2) Priority disciplines affected by sketch plan.
- (3) Indication of the priority disciplines (the deadline is also the official submission deadline in case of submission of an additional sketch plan).

II. Mid-semester submission (Documentation)

- (4) Architectural work:
 - a) Architectural analysis
 - b) architectural work
 - ba) site location, program and description of design concept,
 - bb) development plan,
 - bc) architectural designs.
- (5) Priority disciplines
 - a) Construction technology and construction management,
 - b) energy and mechanical engineering,
 - c) building technology,
 - d) structural engineering.

III. Submission of Diploma Design (Documentation)

- (1) The material presented in a form suitable for the diploma defense, with the changes reflected, as stated by the department in the dissertation and at the beginning of the semester, indicating the names of the supervisor and consultants.
- (2) A scale model of the proposed building.
- (3) The complete material content of the priority disciplines.

2. annex – Cover Sheet, content and minimum requirements

1) General Data:

- a) Students name and SAS code
- b) Responsible department
- c) Title of Project
- d) Supervisor's name, position and department

- e) Co-supervisor's name, position and department
- f) Consultant's name, position and department
- g) Indication of Academic Year
- h) Registration of the student's mid-term consultations in the case of the supervisor, in the case the co-supervisor, and in the case of all consultants (date, signature)

2) Data related to the submission and evaluation of the sketch plan

- a) the date of submission and presentation of the draft plan
- b) the result of the evaluation of the draft plan ("Passed" or "Failed")
- c) In the case of an "Passed" evaluation, a brief summary of any suggestions that may arise should be provided
- d) In the case of a 'Failed' evaluation, a brief summary of the reasons for the rejection and the conditions for acceptance should be provided.
- e) In the case of a Specialization Diploma Thesis, a short evaluation of the specialization part must take place.
- f) the title of the priority disciplines part of the dissertation identified and chosen by the student
- g) the name of the parts of the work approved by the (priority) disciplinary consultant, to be elaborated in detail within the framework of the priority disciplinary (list, date, signature)
- h) data related to the possible improvement or replacement of the Sketch Plan

3) Data related to the late submission of diploma works

- a) the reason for late submission should be identified and recorded, dated.
- b) list the content of works to be submitted late

4.) Evaluation of works:

- a) Evaluation result, mid-semester result
- b) In the case of a 'failed' (1) rating, a brief summary of the grounds for refusal and the conditions for enforceability should be provided

5.) Additional comments

3. annex - Diploma Design, theme and minimum mandatory content

(1) Diploma works must contain the following

- a) A site plan with a level of detail that provides sufficient data for the design of the building without further need to take measurements,
- b) an outline of the architectural program, and design inputs, namely:
 - ba) organization of the proposed building
 - bb) planned capacity of the proposed building
 - bc) features required for the technical design, in sufficient detail
- (c) additional information required in relation to the parts of the tasks to be processed, as set out in the Dean's Circular

- (2) Criteria regarding the specialization part of the submission
- (3) Any other requirements of the department supervising the subject of diploma design
- (4) In the case of the Diploma of Excellence appropriate academic content.

4. annex – Judging criteria regarding the Opponents content and formal requirements

- (1) The opinion formed must cover the following points:
 - a) evaluation of the location,
 - b) evaluation of the architectural content,
 - c) evaluation of the design program and functional suitability,
 - d) assessment of the suitability of applied structures, materials and technical-technological solutions to the architectural concept,
 - e) questions and evaluations regarding the project,
 - f) recommendation of the final result (recommendation to fail project is also acceptable).
- (2) The Opponent's Opinion must be preceded by the title of the Diploma Design, the name and SAS code of the author, and at the end the name, signature and education of the Opponent, and the place and date of preparation.
- (3) The size of the Opponent's Opinion is a maximum of 1 A4 page, written in font size 12, with single line spacing.