



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
FACULTY OF ARCHITECTURE

**2/2023. (IV. 30.) DEAN'S INSTRUCTIONS
FOR
FACULTY OF ARCHITECTURE
2023/2024. ACADEMIC YEAR SCHEDULE**

September 2023 with modifications

Date of entry into force: 22 September 2023.

To follow up on the organisational regulation(s) and modifications repealed at the same time as the entry into force: Dean's Instruction No 2/2022 (22.VII.22) on the Timetable of the Faculty of Architecture for the Academic Year 2022/2023

Revision 2.2022/2022:

- Professional compliance: Faculty Study Committee
- Legal compliance: BME Legal and International Directorate

Responsible: Dr. György Alföldi DLA, Dean

Editor: Dr. György Alföldi DLA, Dean



On the basis of the authorisation granted in BME Code of Studies (hereinafter: TVSZ) 88. § (8) paragraph, the BME has adopted the Decree 2/2023. (IX. 11.) and the Rector's Instruction No. 3/2023 (IX. 11.) on its modification, I hereby determine the timetable of the Faculty of Architecture of the BME (hereinafter referred to as the Faculty) for the academic year 2023/2024 with the consent of the Student Committee¹ as follows:

1. §

Scope of the Instruction

- 1) The material scope of this instruction covers all basic, undergraduate and master course works within the faculty.
- 2) The personal scope of this instruction applies to:
 - a) to any person who is a student of the University and is enrolled in a bachelor's, master's or master's degree programme offered by the Faculty,
 - b) to all persons who are not students of the University and who have obtained a diploma in architecture in their bachelor's, master's and diploma courses, for the duration of their final examination, and who are registered for the final examination after the termination of their student status, in this case only for the purposes of the provisions relating to the final examination,
 - (c) all departments involved in the teaching or organisation of education, all teachers, researchers and lecturers, and all persons with teaching or organisational duties.

2. §

Registration period

- 1) General schedule, enrolment

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| Autumn semester registration period ² | 2023. August 28 – August 31. (Monday to Thursday) |
| Opening ceremony for the first year foreign students | 2023. October 2 (Monday) |
| Enrolment for First Year students | Date to be determined by Central Academic Office (CAO) |
| Re-enrolment | 2023. September 4–8. (during first week of study) |
| Spring semester registration period | 2024. February 5–8. (Monday to Thursday) |

- 2) Registration (enrolment for active or passive semester in the Neptun)

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| Deadline for registration ³ Autumn semester | 2023. September 1. (Friday) |
| Cancellation deadline ⁴ Autumn semester | 2023. October 14. (Saturday) |
| Subsequent activation deadline for Autumn semester | 2023. September 17. (Sunday) |
| Deadline for registration ⁵ Spring semester | 2024. February 9. (Friday) |

¹ Collective Rights Regulations § 2 (2) f)

² The registration period is the period available for enrollment, registration, and finalization of subject and course registration, in which there are no classes.

³ Code of Studies of BME 57. § (3): If a student does not fulfill their obligations to register, that semester will be regarded as a passive semester, meaning their rights to study shall be suspended.

⁴ TVSZ 57. § (2),(6),(7): Withdrawal from an active semester will be considered a passive semester.

⁵ TVSZ 57. § (3): If a student does not fulfill their obligations to register, that semester will be regarded as a passive semester, meaning their rights to study shall be suspended.

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| Cancellation deadline ⁶ Spring semester | 2024. March 14. (Thursday) |
| Subsequent activation deadline for Spring semester | 2024. February 25. (Sunday) |

3) Subject and Course registration

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| For: Undergraduate and Graduate students who have achieved an average grade of 3.7 for the Autumn semester | 2023. August 22. (Tuesday) 12:00–15:50 |
| For: Undergraduate and Graduate students who have filled the Teachers' Evaluation for the Autumn semester | 2023. August 22. (Tuesday) 16:00–17:50 |
| Pre-registration for Autumn semester | 2023. August 22. (Tuesday) 18:00 |
| Last chance to submit retrospective subject registration request Fall semester | 2023. September 15. (Friday) |
| Last chance to register for the global exam for Autumn semester | 2023. November 24. (Friday) |
| For: Undergraduate and Graduate students who have achieved an average grade of 3.7 for the Spring semester | 2024. January 31. (Wednesday) 12:00–15:00 |
| For: Undergraduate and Graduate students who have filled the Teachers' Evaluation for the Spring semester | 2024. January 31. (Wednesday) 16:00–17:50 |
| Pre-registration for Spring semester | 2024. January 31. (Wednesday) 18:00 |
| Last chance to submit retrospective subject registration request Spring semester | 2024. February 23. (Friday) |
| Last chance to register for the global exam for Spring semester | 2024. May 10. (Friday) |

3. § Study period

1) General schedule

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| Study period ⁷ Autumn semester | 2023. September 4. (Monday) – December 8. (Friday) |
| Publication of mid-term exam schedule for Autumn semester | 2023. September 8. (Friday) |
| Study period ⁸ Spring semester | 2024. February 12. (Monday) – May 24. (Friday) |
| Publication of mid-term exam schedule for Spring semester | 2024. February 16. (Friday) |

⁶ TVSZ 57. § (2),(6),(7): Withdrawal from an active semester will be considered a passive semester.

⁷ TVSZ 112. § (1): During the lecture period assessments, corrections and re-submissions may only take place in accordance with the faculty as agreed by the Board of Studies.

⁸ TVSZ 112. § (1): During the lecture period assessments, corrections and re-submissions may only take place in accordance with the faculty as agreed by the Board of Studies.

- a) Global exams can be during the semester, note that each department should give at least one examination during the semester and at least three in the exam period.⁹
- b) Global exams which are prerequisites for subjects must be arranged during the first week of study period.
- c) The educational unit responsible for the subject may announce an early examination for students who are eligible to take the examination, during the study period and late completion period, which must be announced in the TR at least three weeks before the examination date.¹⁰

2) Schedule of the Preliminary Design Week and Draughting Week

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| Preliminary Design week Autumn semester | 2023. October 16–20. (7 th academic week) |
| Preliminary Design Presentation (Diploma) Autumn semester | 2023. October 16–20. (Monday to Friday) |
| Preliminary Design Presentation – Re-submission period (Diploma) Autumn semester | 2023. October 30. – November 3. (Monday to Friday) |
| Draughting Week Autumn semester | 2023. December 4–8. (14 th academic week) |
| Last chance to submit practical works for evaluation of Autumn semester projects. Upper year students. | 2023. December 4. (Monday) 23:59 |
| Last chance to submit practical works for evaluation of Autumn semester projects. First year students. | 2023. December 8. (Friday) 23:59 |
| Last chance to submit design works for evaluation of Autumn semester projects. All students (including diploma candidates). | 2023. December 8. (Friday) 23:59 |
| Preliminary Design week Spring semester | 2024. March 25–27. (7 th academic week) |
| Preliminary Design Presentation (Diploma) Spring semester | 2024. March 25–27. (Monday to Wednesday) |
| Preliminary Design Presentation – Re-submission period (Diploma) Spring semester | 2024. April 15–19. (Monday to Friday) |
| Draughting Week Spring semester | 2024. May 21–24. (14 th academic week) |
| Last chance to submit practical works for evaluation of Spring semester projects. All students. | 2024. May 21. (Tuesday) 23:59 |
| Last chance to submit design works for evaluation of Spring semester projects. All students (including diploma candidates). | 2024. May 24. (Friday) 23:59 |

- a) Preliminary Design and Draughting Weeks are meant for elaboration of mid-term and final submission of projects.
- b) There are no compulsory lessons during Preliminary Design and Draughting Weeks. Although these same classes might be made available for consultancy purposes on a non-mandatory basis.
- c) Preliminary Design and Draughting Weeks are for the purpose of assessment not for re-submission or corrections.
- d) Partial assessment of works undertaken during the Preliminary Design and Draughting Weeks (p submission of drawings) must conform with the requirements of the Faculty Board of Studies.

⁹ Code of Studies of BME 117. § (2)

¹⁰ Code of Studies of BME 117. § (9)

3) Educational breaks, holidays, substitute work days

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| BME Student day – University Sport's Day (usual timetable suspended) | 2023. September 12. (Tuesday) |
| Architectural Professional Day (usual timetable suspended) | 2023. October 3. (Tuesday) |
| Academic Student Conference (usual timetable suspended) | 2023. November 16. (Thursday) |
| Open Day (usual timetable suspended) | 2023. November 24. (Friday) |
| Spring Break | 2024. March 28. (Thursday) and April 2–5. (Tuesday – Friday) |

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| National Day | 2023. October 23. (Monday) |
| All Saints' Day | 2023. November 1. (Wednesday) |
| National Day | 2024. March 15. (Friday) |
| Good Friday | 2024. March 29. (Friday) |
| Easter | 2024. April 1. (Monday) |
| Labour Day | 2024. May 1. (Wednesday) |
| Pentecost | 2024. May 20. (Monday) |

4. §

Late Completion Period

1) General Schedule

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| Late completion period ¹¹ autumn semester | 2023. December 11–15. (Monday to Friday) |
| Final deadline for assessment of re-submissions ¹² autumn semester | 2023. December 15. (Friday) 23:59 |
| Late completion period ¹³ spring semester | 2024. May 27–31. (Monday to Friday) |
| Final deadline for assessment of re-submissions ¹⁴ spring semester | 2024. May 31. (Friday) 23:59 |

5. §

Exam Periods

¹¹ The re-submission period is set aside for improvement and repetition of studies that are subject to re-appraisal, normal classes are suspended.

¹² During the re-submission period time aside for improvement and repetition of studies are subject approval by the Faculties Board of Studies.

¹³ During the re-submission period time aside for improvement and repetition are undertaken whilst normal classes are suspended.

¹⁴ During the re-submission period time aside for improvement and repetition of studies are subject approval by the Faculties Board of Studies.

2) General Schedule

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| Exam Period ¹⁵ Autumn semester | 2023. December 18. (Monday) – December 22. (Friday) and 2024 January 8. (Monday) – 26. (Friday) |
| Exam registration's period starts Autumn semester | 2023. December 5. (Tuesday) 18:00 |
| Diploma submissions for defense Autumn semester (BSc candidates) | 2023. December 15. (Friday) |
| Final Exam period starts Autumn semester (BSc candidates) | 2024. January 9–11. (Tuesday–Thursday) – final exams: January 9. – diploma defenses: January 11. |
| Diploma submissions for defense Autumn semester (BSc candidates) | 2024. January 15. (Monday) |
| Final Exam period (BSc candidates) | 2024. January 24–31. (Wednesday to Wednesday) – final exams: January 24–26. – diploma defenses: January 29–31. |
| Diploma submissions for defense Autumn semester (Integrated, MSc candidates) | 2024. January 15. (Monday) |
| Diploma defense autumn semester (Integrated, MSc candidates) | 2024 January 22 – February 2. (Monday to Friday) |
| Exam Period ¹⁶ Spring semester | 2024. June 3 – June 28. (Monday to Friday) |
| Exam registration's period starts Spring semester | 2024. May 21. (Tuesday) 18:00 |
| Diploma submissions for defense Spring semester (BSc candidates) | 2024. June 21. (Friday) |
| Final Exam period Spring semester (BSc candidates) | 2024. June 28. – July 4. (Friday to Thursday) – final exams: June 28 – July 2. – diploma defenses: July 2–4. |
| Diploma submissions for defense Spring semester (Integrated, MSc candidates) | 2024. June 17. (Monday) |
| Diploma defense Spring semester (Integrated, MSc candidates) | 2024. June 24 – July 4. (Monday to Thursday) |

6.§ Closing Remarks

- 1) The current Dean's Instruction is valid for the 2023/2024 academic year taking effect as of the date under signed.
- 2) This instruction has been issued under agreement with the Faculties Student Representatives.
- 3) The 2/2023. (I.31.) Rector's guidance for the 2023/2024 academic year may result in modification to the Dean's Instructions.

Signed: Budapest, 2023. September 22.

György Alföldi DLA Dean

¹⁵ Code of Studies of BME 117.§ (7): During the Exam Period, exams take place in accordance with the Faculties Board of Studies recommended schedule.

¹⁶ Code of Studies of BME 117.§ (7): During the Exam Period, exams take place in accordance with the Faculties Board of Studies recommended schedule.