

**Translation of the 1/2012. Dean's directive  
about the order of announcement of the Comprehensive design courses**  
issued Budapest, 10th December 2012. Dr. Becker Gábor dean

**1. § The effect of the directive**

- (1) The circular covers to all Comprehensive design courses announced by any departments of the Faculty of Architecture (later: Faculty), where there is any prerequisite due to Section 64. (6) of the Code of Studies of BME as ranking guideline. The instructions of the circular must be applied in case of course applications announced from the spring semester 2012/2013.
- (2) In questions not regulated by the circular the Code of Studies of BME and its directions of execution are determining.

**2. § The order of announcement of the courses**

- (1) All departments announcing courses according to 1. § (1) have to send their ranking guidelines and number of students accepted by consultants to the Study Committee of the Faculty (FSC) by 12.00 o'clock Friday before the start of the exam period. The minimum number of students to be announced on Faculty level must be more than the number of students entitled to apply for the course in the semester.
- (2) The ranking guidelines are defined by the departments.
- (3) The FSC approves the ranking guidelines, number of students of the courses to be announced, and informs the departments about the decision until 4.00 pm of the first day of the exam period. Latest until the third day of the exam period the departments announce the themes of the courses on their website and may organize informative lectures for students upon request.
- (4) The departments have to give the approved ranking guidelines together with the relevant dates in the NEPTUN system according to Section 64. (6) of the Code of Studies in all languages of the course. When announcing the ranking guidelines and dates the special conditions of the exam period must be considered.
- (5) There are two phases of the entrance process.

**3. § Application and ranking of students**

- (1) The course data approved according to 2.§ (3) can be found on the website of the departments and in the Dean's Office after the first workday of the exam period. In the first phase students can apply in the system given by the departments until 12.00 o'clock Friday of the second week of the exam period. In the NEPTUN system one can only register for the course based on the final announced list.
- (2) After the ranking period until the last workday of the third week of the exam period the departments announce and send the temporary ranking lists to the Faculty Study Board. The student has to respond to the department about the acceptance of the obtained place until 4.00 pm of the last day of the exam period. The student can be accepted in case of fulfilling the ranking guidelines of the department.
- (3) Considering the feedbacks of students the departments announce the result of the first phase of the entrance process until 4.00 pm of the following workday after the last day of the exam period. In the second phase students not accepted can apply for the unfilled places until 10.00 am of the first day of the registration week. Decision is taken by the department according to ranking guidelines.
- (4) Considering the whole entrance procedure the departments finalize the list of students of their own courses until 4.00 pm of the first day of the registration week. Students can register for the course in the Neptun system based on the finalized list. The departments check the course registration and delete the name of students not accepted from the course in the Neptun system.

(5) The Dean's office checks the lists of students of the courses until 1.00 pm of the first day of the registration week. When finding students over the limits the departments will be asked to delete those students from the course.

#### **4. § Further instructions**

(1) The instructions of the directive are valid until withdrawal.

(2) The directive is inspected by the Dean's Office.

Budapest, 12<sup>th</sup> December 2018.

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