

MUNICIPAL ARCHITECTURE AND ADMINISTRATION

2022/23. 1. SEMESTER

ALAPADATOK			
COURSE NAME	Municipal Architecture and Administration		mun. ach. admin.
COURSE CODE(S)	YAWMAAAMNF		
DEPARTMENT	Óbuda University Ybl Miklós Faculty of Architecture and Civil Engineering, Institute of Architecture		
PROGRAMME, TRAINING	Architecture MSc, SH course		full time
INSTRUCTORS, LECTURERS	Dr. Putnoki Zsuzsanna	putnoki.zsuzsanna@ybl.uni-obuda.hu	office hours by arrangement
PRE-REQUIREMENT	none		
HOURS OF LECTURES (WEEKLY)	2 hours (90 min.)		
HOURS OF CLASSROOM PRACTICE/ LAB EXERCISE (WEEKLY)	none		
FIELD AND TRAINING (WEEKLY)	0 hours		
ASSIGNMENT	m (mid-term mark)		
CREDITS	3 credits (ECTS)		
AIM OF THE COURSE, BRIEF DESCRIPTION	The Municipal Architecture and Administration tasks related to urban development and settlement planning, documents for urban development: urban development concept, integrated urban development strategy, documents of settlement planning. Specific legal institutions. Municipal image procedures and townscape protection regulation. Spatial planning plans, their hierarchy – national, regional, county. Tasks related to heritage and nature conservation. Partnership and communication.		
RECOMMENDED LITERATURE	<ul style="list-style-type: none"> National Legislation Database – Translated legislation, njt.hu Óbuda University's e-learning system: power points, presentations, videos. 		
REQUIRED TECHNICAL APPLIANCES/ SOFTWARE	The use of mobile phones is prohibited during the test. Contact: Neptun and E-mail. Education materials: According to E-learning Lessons: E-learning		

SCHEDULE OF THE SEMESTER				
WEEK	LECTURE	LECTURER	FORM OF PRACTICE	PROGRAM OF PRACTICE
1	Basics of law I.: State, nation and sovereignty. Human rights. Social norms and rules, law. Natural law.	Dr. Putnoki Zsuzsanna	lecture	
2	Basics of law II.: Legal entity, natural personality, legal capacity etc., Categories and foundations of law	Dr. Putnoki Zsuzsanna	lecture	
3	Properties and roles of public administration I. Administrative law	Dr. Putnoki Zsuzsanna	lecture	
4	Properties and roles of public administration II. Definitions,	Dr. Putnoki Zsuzsanna	lecture	

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	Administrative cases, authority, parties.			
5	Properties and roles of public administration III. material and territorial competences, general rules of process.	Dr. Putnoki Zsuzsanna	lecture	
6	Properties and roles of public administration IV. Process I: application, types of procedures. rejection and termination,	Dr. Putnoki Zsuzsanna	lecture	
7	Properties and roles of public administration V. Process II.: time limits, excuses, documents.	Dr. Putnoki Zsuzsanna	lecture	
8	Properties and roles of public administration VI. Process III.: decision of the authority, legal remedy.	Dr. Putnoki Zsuzsanna	lecture	
9	Specialized roles of public administration I.: Introduction of environmental and built environmental law.	Dr. Putnoki Zsuzsanna	lecture	
10	Specialized roles of public administration II.: Basics of local governments and authorities.	Dr. Putnoki Zsuzsanna	lecture	
11	Specialized roles of public administration III.: Local governments bodies and process.	Dr. Putnoki Zsuzsanna	lecture	
12	Specialized roles of public administration IV.: Building authorities and process in Hungary I., Parties, process, notificaton.	Dr. Putnoki Zsuzsanna	lecture	
13	Specialized roles of public administration V.: Building authorities and process in Hungary II. Permits and decisions.	Dr. Putnoki Zsuzsanna	lecture	
14	Final test.	Dr. Putnoki Zsuzsanna	lecture	

REQUIREMENTS FOR THE COMPLETION OF THE SEMESTER

MID-SEMESTER TASKS AND TESTS

Requirement	Description	Value (point, %, grade)
PARTICIPATION AT LESSONS	see § 46 ETVSZ	-
IN CASE OF ABSENCE FROM LESSONS AND EXAMINATIONS	Absence is considered to be justified with a medical certificate presented.	-
Short description of the TASKS	The students have some basic knowledge of law and administration, specialized in built environmental administration. They able to use their knowledge in everyday legal procedures and specialized in administrative process which is important in building law.	
Pre-exam / exam	At the end of the semester, final written test. If you failed the test you can take a signature retake exam.	10 point / 100%
TOTAL		10 points / 100%

SEMESTER CLOSING REQUIREMENTS					
CONDITIONS FOR OBTAINING A SIGNATURE	Part of the final test.				
SEMESTER GRADE	0-5 Point	6 Point	7 Point	8 Point	9-10 Point
	1 - FAIL	2 - PASS	3 - SATISFACTORY	4 - GOOD	5 - EXCELLENT
SIGNATURE RETAKE EXAM	First week of the exam period				
CONDITIONS FOR ADMISSION TO THE EXAM	<p>The use of mobile phones is prohibited during the test.</p> <p>The students who have already done the test, will have the signature and mark.</p> <p>During the exam period, the student has to register for the retake exam in the Neptun.</p> <p>The test is a 15-minute written test with 5 question and a total value of 10 points.</p>				