

Building Law and Administration
2023/24. 1. SEMESTER

ALAPADATOK			
COURSE NAME	Building law and administraton		build. admin.
COURSE CODE(S)	YAWBLAAMNF		
DEPARTMENT	Óbuda University Ybl Miklós Faculty of Architecture and Civil Engineering, Institute of Architecture		
PROGRAMME, TRAINING	Architecture MSc, SH and Erasmus 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	exam		
CREDITS	2 credits (ECTS)		
AIM OF THE COURSE, BRIEF DESCRIPTION	The general aim is to provide the students with some basic knowledge of building law and administration. The curriculum includes the foundations of civil law and public administration, the legal concept of real estate, the players of the development process, and the role and place of public administration. There is a special attention to information on statutory administration procedures and services through practical examples and exercises.		
RECOMMENDED LITERATURE	<ul style="list-style-type: none"> • National Legislation Database – Translated legislation, njt.hu • europa.eu – as the EU’s official website (available in 24 languages) • Óbuda University’s e-learning system: power points, presentations, videos. 		
REQUIRED TECHNICAL APPLIANCES/ SOFTWARE	The use of mobile phones or any electronical device is prohibited during the examinations. Contact: Neptun and E-mail. Education materials: According to E-learning		

WEEK	LECTURE	LECTURER	FORM OF PRACTICE
1	Basics of law I. State, nation and sovereignty.	Dr. Putnoki Zsuzsanna	lecture
2	Basics of law II. Sovereign and subject. Human rights.	Dr. Putnoki Zsuzsanna	lecture
3	Basics of law III. Social norms and rules, law. Natural law.	Dr. Putnoki Zsuzsanna	lecture
4	Basics of law IV. legal entity, natural personality, legal capacity etc	Dr. Putnoki Zsuzsanna	lecture
5	Basics of law V. Categories and foundations of law	Dr. Putnoki Zsuzsanna	lecture
6	Basics of law VI. Sources of law, legislative power..	Dr. Putnoki Zsuzsanna	lecture
7	Basics of law VII. Priority of law. Legal system.	Dr. Putnoki Zsuzsanna	lecture
8	Basic properties and roles of public administration I. Administrative law.	Dr. Putnoki Zsuzsanna	lecture
9	Basic properties and roles of public administration II. Definotons, Administrative cases, authority, parties.	Dr. Putnoki Zsuzsanna	lecture
10	Basic properties and roles of public administration III. material and territorial competences, general rules of process.	Dr. Putnoki Zsuzsanna	lecture

ÓU YBL MIKLÓS FACULTY OF ARCHITECTURE AND CIVIL ENGINEERING - COURSE SCHEDULE

11	Basic properties and roles of public administration IV. Process I: application, types of procedures. rejection and termination,	Dr. Putnoki Zsuzsanna	lecture
12	Basic properties and roles of public administration V. Process II.: time limits, excuses, documents. Basic properties and roles of public administration VI. Process III.: decision of the authority, legal remedy. Pre-exam.	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. 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 which is pre-exam. If you failed the test you can take an exam in the exam period. If your test was succesfull you can get an offered mark.	10 point / 100%
TOTAL		10 points / 100%

SEMESTER CLOSING REQUIREMENTS

CONDITIONS FOR OBTAINING A SIGNATURE	Part of the final test or signature retake exam.				
SEMESTER TEST 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	The use of mobile phones or any electrical device is prohibited during the examinations. The students who have already done the test, will have the signature, who reach 6 or more points will get offered mark. If you not have offered mark you will have exam in the exam time period, the student has to register for the exam in the Neptun. The test is a 15-minute written test with 5 question and a total value of 10 points.				
EXAM GRADE	0-5 Point	6 Point	7 Point	8 Point	9-10 Point
	1 - FAIL	2 - PASS	3 - SATISFACTORY	4 - GOOD	5 - EXCELLENT