

# MUNICIPAL ARCHITECTURE AND ADMINISTRATION

## 2024/25. 1. SEMESTER

ALAPADATOK			
<b>COURSE NAME</b>	Municipal Architecture and Administration		mun. ach. admin.
<b>COURSE CODE(S)</b>	YAWMAAAMNF		
<b>DEPARTMENT</b>	Óbuda University Ybl Miklós Faculty of Architecture and Civil Engineering, Institute of Architecture		
<b>PROGRAMME, TRAINING</b>	Architecture MSc, SH course		full time
<b>INSTRUCTORS, LECTURERS</b>	Dr. Putnoki Zsuzsanna	putnoki.zsuzsanna@ybl.uni-obuda.hu	office hours by arrangement
<b>PRE-REQUIREMENT</b>	none		
<b>HOURS OF LECTURES (WEEKLY)</b>	2 hours (90 min.)		
<b>HOURS OF CLASSROOM PRACTICE/ LAB EXERCISE (WEEKLY)</b>	none		
<b>FIELD AND TRAINING (WEEKLY)</b>	0 hours		
<b>ASSIGNMENT</b>	m (mid-term mark)		
<b>CREDITS</b>	3 credits (ECTS)		
<b>AIM OF THE COURSE, BRIEF DESCRIPTION</b>	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.		
<b>RECOMMENDED LITERATURE</b>	<ul style="list-style-type: none"> <li>National Legislation Database – Translated legislation, njt.hu</li> <li>Óbuda University's e-learning system: power points, presentations, videos.</li> </ul>		
<b>REQUIRED TECHNICAL APPLIANCES/ SOFTWARE</b>	The use of mobile phone or any kind of electrical device is prohibited during the test. Contact: Neptun and E-mail. Education materials: According to E-learning		

SCHEDULE OF THE SEMESTER			
WEEK	LECTURE	LECTURER	FORM 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. Definitons, Administrative cases, authority, parties.	Dr. Putnoki Zsuzsanna	lecture
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

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

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. Building authorities and process in Hungary I., Parties, process, notification. <b>Final test first opportunity.</b>	Dr. Putnoki Zsuzsanna	lecture
12	Specialized roles of public administration V.: Building authorities and process in Hungary II. Permits and decisions. <b>Final test second opportunity.</b>	Dr. Putnoki Zsuzsanna	lecture

**REQUIREMENTS FOR THE COMPLETION OF THE SEMESTER**

**MID-SEMESTER TASKS AND TESTS**

Requirement	Description	Value (point, %, grade)
<b>PARTICIPATION AT LESSONS</b>	see section (§) 46 ETVSZ.	-
<b>IN CASE OF ABSENCE FROM LESSONS AND EXAMINATIONS</b>	Absence is considered to be justified with a medical certificate presented.	-
<b>Short description of the TASKS</b>	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.	
<b>Pre-exam / exam</b>	At the end of the semester, final written test with 2 opportunity. If you failed the test first time you will have a second opportunity. If you failed both of them you can take a signature retake exam.	10 point / 100%
<b>TOTAL</b>		10 points / 100%

**SEMESTER CLOSING REQUIREMENTS**

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