

MUNICIPAL ARCHITECTURE AND ADMINISTRATION

2026/27. 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	- National Legislation Database – Translated legislation, njt.hu - Óbuda University's e-learning system (Moodle): power points, presentations, videos.		
REQUIRED TECHNICAL APPLIANCES/ SOFTWARE	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		

WEEK	LECTURE	LECTURER	FORM OF PRACTICE
1	Introduction of public administration. Basic properties and roles of public administration. System of national's legislation worldwide, regional (EU) and the hungarian example	Dr. Putnoki Zsuzsanna	lecture
2	International and regional legislation. Differences, opportunities. Types of international organizations and forms. Authorities in international/regional/national level. Environmental legislation basics in international level	Dr. Putnoki Zsuzsanna	lecture
3	Basics of EU. History and enlargements. Treaties. Custom union and four freedoms..	Dr. Putnoki Zsuzsanna	lecture
4	Basics of EU II. Legislation system in EU. Primary and secondary legislation. How EU works	Dr. Putnoki Zsuzsanna	lecture
5	Basics of EU III. EU's bodies. Institutions I.	Dr. Putnoki Zsuzsanna	lecture
6	Basics of EU IV. Institutions II.	Dr. Putnoki Zsuzsanna	lecture
7	Introduction of environmental legislation and public administration. UN, EU. Sustainability. Limits to Growth.	Dr. Putnoki Zsuzsanna	lecture
8	Climate Change. International level and regional (EU) level.	Dr. Putnoki Zsuzsanna	lecture

9	Waste. Definition, problems. Waste and hazardous waste policy in EU.	Dr. Putnoki Zsuzsanna	lecture
10	SEVESO rules. Water. Definition, problems, EU's water policy.	Dr. Putnoki Zsuzsanna	lecture
11	Local governments, local self-government, local authorities. The European Charter of Local Self-Government.	Dr. Putnoki Zsuzsanna	lecture
12	NZEB, energy and climate change in urban public and municipal administration.	Dr. Putnoki Zsuzsanna	lecture
13	pre-exam opportunity.	Dr. Putnoki Zsuzsanna	test

REQUIREMENTS FOR THE COMPLETION OF THE SEMESTER		
MID-SEMESTER TASKS AND TESTS		
Requirement	Description	Value (point, %, grade)
PARTICIPATION AT LESSONS	see section (§) 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 are 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 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%
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	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.				
SANCTIONS FOR PRESENTING ANOTHER PERSON'S WORK AS ONE'S OWN	Anyone who plagiarizes—means, violates the provisions of Section 4 (2) of the Óbuda University Code of Ethics—will be denied completion of the course by the instructor who is responsible for the course, and the University may initiate disciplinary proceedings pursuant to Section 90 of the HKR TVSZ.				