

URBAN PUBLIC ADMINISTRATION

2026/27. 1. SEMESTER

BASIC INFORMATION			
SUBJECT'S NAME	urban public administration		
CODE OF SUBJECT	YAWURPAMNF		
DEPARTMENT	Óbuda University Ybl Miklós Faculty of Architecture and Civil Engineering, Department of Architecture		
SZAK, TAGOZAT	architect MSc	english course, erasmus course	
LECTURER	Dr. Putnoki Zsuzsanna	email: putnoki.zsuzsanna@ybl.uni-obuda.hu	office hours by arrangement
PRECONDITION	-		
LECTURERS/WEEK	2 x 45' /week		
ASSESSMENT	Final grade (exam)		
ECTS CREDITS	3		
DESCRIPTION	The subject is to introduce the tasks of municipalities and the state in the administration of the municipalities. Structure, functioning of the municipalities, role of officials and representative body. Urban management and infrastructure. Budget management, property management and real estate management. Local taxes. Municipal developments. Procurement process. Tasks of county and municipal authorities in the development of land and settlements. Public interest and private interests.		
RECOMMENDED LITERATURE	• Zoltán Horváth: Handbook on the European Union (14th edition), HVGORAC, Budapest, 2011.; ISBN 978-963-258-146-0 • Limits to Growth/ The Limits to Growth: The 30-Year Update; Donella H. Meadows, Dennis L. Meadows, Jorgen Randers., 1972/2012. ISBN 0-87663-165-0. • European Union official website: europa.eu		
RECOMMENDED TOOLS	All tools or itemes, outside helps are not allowed in exam. If the semester will be organize by non contact form you need informatics tools and internet, becuse we will use the University's e-learning system.		

SCHEDULE OF THE SEMESTER			
WEEK	LECTURE	LECTURER	FORM OF PRACTICE
1	Introduction to public law. Differentiation between public and private law.	Dr. Putnoki Zsuzsanna	lecture
2	Local governments, local self-government, local authorities. The European Charter of Local Self-Government.	Dr. Putnoki Zsuzsanna	lecture
3	General rules of local governments in Hungary and Europe.	Dr. Putnoki Zsuzsanna	lecture
4	Local Government Responsibilities and Jurisdictions in brief.	Dr. Putnoki Zsuzsanna	lecture
5	Local Governments and their bodies and operations generally.	Dr. Putnoki Zsuzsanna	lecture
6	Regulation making competence of local governments.	Dr. Putnoki Zsuzsanna	lecture
7	Politics, volunteer or profession, the local council member, the mayor and the notary.	Dr. Putnoki Zsuzsanna	lecture
8	The economical foundations of local governments in Hungary and Europe.	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.	Dr. Putnoki Zsuzsanna	lecture
12	Specialized roles of public administration V.: Building authorities and process in Hungary II. Permits and decisions. Final test first opportunity.	Dr. Putnoki Zsuzsanna	lecture
13	Final test second 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 in international level, special field in urban and natural environment. They are able to use their knowledge in administrative process which is important in urban and building law.	
Pre-exam / exam	Offered Mark: At the end of the semester, you could (optional) make a final written test which is a pre-exam. If you failed or skipped the final week's test you can take an exam in the exam period. If your test was successful you can get an offered mark.	10 point / 100%
TOTAL		10 points / 100%

SEMESTER CLOSING REQUIREMENTS

CONDITIONS FOR OBTAINING A SIGNATURE	Part of the pre-exam or the signature retake exam.				
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 phones is prohibited during the examinations. The students who have already done the test, will have the signature. During the exam period, the student has to register for the exam in the Neptun. The test is a 15-minute written test with 5 questions 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

**SANCTIONS FOR
PRESENTING
ANOTHER PERSON'S
WORK AS ONE'S
OWN**

Anyone who plagiarizes—means, violates the provisions of Section 4 (2) of the Obuda 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.