



DEAN

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**Policy of
the Faculty of Economic and Social Sciences**

**of the Budapest University of Technology and Economics
on selecting autonomous curriculum units as adopted by decision no. 10 of the Faculty Council**

Effective date: **11 December 2024**

The organisational regulation tool(s) repealed on the effective date above to keep track of changes: Chapter Five of the Administrative Policy of the BME GTK on the preparation of bachelor thesis, master thesis or master thesis project, as well as the final examination, traineeship and specialisation selection

Revision:

⇒ technical compliance: **Faculty of Economic and Social Sciences
Dean's Office**

⇒ legal compliance: **Legal and International Directorate**

Person in charge: **Dr Emma Lógó, vice dean for education**

Published by: **Dr Tamás Koltai, Dean**





For the purpose of applying and implementing the provisions on selecting autonomous curricular units of Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act), Government Decree no. 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Implementation Decree), the BME Code of Studies and Exams (hereinafter: BME TVSZ) and the Hungarian Accreditation Committee, and pursuant to Article 234 of BME TVSZ, the BME GTK Faculty Council, in agreement with the Faculty Student Union, shall establish the following policy (hereinafter: Policy) to determine the rules of procedure for the selection of autonomous curricular units at the Faculty of Economic and Social Sciences of the Budapest University of Technology and Economics (hereinafter: BME GTK):

Section 1. Purpose and Scope of the Policy

- (1) The purpose of this Policy is to regulate the management of autonomous curricular units along uniform principles across all training programmes of the BME GTK.
- (2) The personal scope of the Policy covers students with a legal relationship at any training course of the BME GTK and the contributors involved in the implementation of the provisions of this Policy.
- (3) The material scope of the Policy covers the rules of procedure for choosing autonomous curricular units pursuant to the BME TVSZ.

Section 2. Definitions

With respect to this Policy, the terms hereunder shall have the following meaning:

- (4) Module: a curricular unit that provides an independent set of professional requirements for the transfer of interrelated knowledge and competencies as part of the specific academic programme;
- (5) Specialisation: a training that does not result in independent vocational training as part of the specific academic programme and provides special expertise (Paragraph 31, Article 108 of the Higher Education Act), an autonomous curricular unit; until 31 December 2023, specialisations established on the basis of training and outcome requirements (hereinafter referred to as “KKK”) were registered by the Educational Authority, after which date their establishment and launch within the framework of the KKK, as part of the curriculum, is within the institution’s scope of authority;
- (6) Specialisation Coordinator: in the case of a specialisation of up to 30 credits, an institutional supervisor must be named who is a lecturer type AT (accreditation declaration, full-time employee) or AR (accreditation declaration, part-time employee), an expert in the specific specialisation and is responsible for at least one subject of these fields of knowledge (or at least 5 credits) and also its lecturer (MAB training programme launch and evaluation criteria); in the absence of a specially named specialisation coordinator for specialisations under 30 credits, the tasks of the specialisation coordinator are carried out by the programme leader;
- (7) Autonomous curricular unit: a specialisation or module organised in accordance with Section 20 of the BME TVSZ, as indicated in the recommended curriculum, enrolment





in which is optional based on the student's professional interest. The diploma supplement contains information on the autonomous curricular units completed.

Section 3. Rules of Procedure

- (8) The autonomous curricular units of the BME GTK are included in the curricula. In the given academic year, information on the autonomous curricular units to be launched (schedule, selection criteria and other faculty requirements) shall be published by the Faculty on its website no later than 30 days before the first day of the term.
- (9) The autonomous curricular unit shall be selected in the Study Administration System according to the schedule published on the Faculty website. Prior to publication for students (opening of the selection period), the department maintaining the autonomous curricular unit shall record in the SAS system the autonomous curricular units open for selection in the given period, the minimum and maximum headcount and the enrolment criteria. After the announcement, the minimum headcount can only be reduced and the maximum headcount can only be increased.
- (10) At least two weeks before the registration period starts, the department shall also inform students in the SAS about the selection period and the relevant information about the selection, and may also hold an online information session for students.
- (11) Students sign up for the autonomous curricular units during the selection period. During the selection process, students can select multiple autonomous curricular units. The order of selection is also a priority order.
- (12) After the selection period is over, the department maintaining the autonomous curricular unit shall review fulfilment of the selection criteria and shall assign students. The assignment is based on the priority order, in the case of headcount limits, the priority order and the weighted cumulative grade point average combined. If the student is not assigned due to a headcount limit or failure to meet the application criteria, the student's application shall also be examined for the autonomous curricular unit indicated next on the student's application. If selection of an autonomous curricular unit is compulsory in the training, the responsible department shall ensure that the student can start their studies at the time specified in the recommended curriculum, provided that they meet the application criteria for the specific studies.
- (13) The student shall be notified of the result of the review in the SAS at the same time when the recommended curriculum is assigned. The student may appeal against the assignment as per the general rules of the TVSZ.
- (14) The student may drop the autonomous curricular unit, and may instead select another autonomous curricular unit in their application to the vice dean for education, provided that they bear the consequences of starting the autonomous curricular unit not in the recommended term (e.g. compliance with the prerequisite rule, prolongation of the training period).
- (15) The autonomous curricular units offered in the GTK training programmes and the application criteria are set out in Annex 1 to this Policy.





Section 4. Closing provisions

- (16) This Policy shall enter into force on the date of its adoption by the Faculty Council and shall be applied to the procedures initiated after its entry into force.
- (17) On the date specified in section (1) above, Chapter Five of the Administrative Policy of the BME GTK on the preparation of bachelor thesis, master thesis or master thesis project, as well as the final examination, traineeship and choosing a specialisation shall be repealed.
- (18) This policy can be found and downloaded at <https://www.gtk.bme.hu/szabalyzatok-utasitasok/> and <https://szabalyozastar.bme.hu/>.
- (19) This order is maintained by the Dean's Office of the Faculty of Economic and Social Sciences.

Budapest, 11 December 2024

Dr. Tamás Koltai sgd.
Dean

