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**Budapest University of Technology and Economics
Faculty of Economic and Social Sciences**

MANAGEMENT AND LEADERSHIP

**Full-Time MA programme
in English**

Academic Pre-requisites, Course Guide and Programme Plan

(in force as of the fall term of 2019/20)

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Basic information

Level of studies: MA

Mode of Study: Full-time

Qualification: Economist, Specialisation in Management and Leadership

Form of finance: State scholarship / Fee-paying

Duration of the programme: 4 semesters

Short Description of the Programme

Our graduate students acquire general and extensive management and economic knowledge and become experts in the field by acquiring the necessary knowledge, skills and practice appropriate to the area of specialization.

The Production and Operations Management Specialization provides the students of the training with an adequate basis for the planning and operation of production and service processes, projects and logistical activities.

A special feature of the Management and Leadership MA programme at the Budapest University of Technology and Economics is that besides the broad general foundation it gives its students a focused field specialization as well as a knowledge that can be used in corporate practice.

Abbreviations in the Programme Plan

Course Unit Type

C: Compulsory (Core) Unit

CE: Compulsory Elective Unit (*students may choose course units from a pre-selected list*)

E: Elective Unit (*students may choose course units from the entire university portfolio*)

CR: Criterion Requirement

Final Examination Course Units

FC: final examination course unit

Weekly Hours

Weekly Hours = Lectures + Practicals/Seminars + Laboratory work

Assessment Type

e: examination

t: term grade

Credits (ECTS)

Section 108 (24) of the Higher Education Act: Credit: a unit of student's work which represents, in relation to the subject or curricular unit, the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours on average, and the value of a credit – supposing that the student's performance was accepted – does not depend on the evaluation of the student's knowledge.

Example of Notation

E.g.: Quantitative Methodology C – 4/t/5

Meaning: Compulsory (Core) Unit, 4 contact hours a week, performance assessed by means of term grade, totalling 5 ECTS credits.

Miscellaneous Remarks to the Programme Plan

The Programme Plan is the proposed form of curriculum of Section 49 (4) of the Higher Education Act. The Programme Plan is a course schedule including a breakdown of subjects, criteria requirements by term. Scheduling their studies according to the Programme Plan, students can complete their studies based on an even workload within the length of training specified in the training and outcome requirements and meeting the preliminary study requirements for all subjects. The Code of Studies (TVSZ) regulates the rights and obligations of students arising from the student's legal status. In addition, the frameworks and possibilities for continuing the studies are described in the descriptions of the programmes and subjects.

During the training, some of the subjects are prerequisites of one another, the previous completion of one or more subjects required for taking certain courses. This is the so-called prerequisite, which is a completed subject prescribed for the enrolment of a particular subject or curriculum unit. The completion of these prerequisites are defined by the list of prerequisites of the programme.

Keeping up with the recommended schedule and the list of prerequisites outlined in the Programme Plan is highly recommended, as the timetable for each semester is prepared based on the Programme Plan. Deviating from the Programme Plan may result in unexpected timetable clashes. Furthermore, it must be noted that certain course units are offered exclusively in either the Autumn or the Spring semester, but not in both.

Programme Plan
Production and Operations Management Specialization

Name of Course Unit	Type	FC	1.	2.	3.	4.
Semester 1						
Economics	C		2/t/3			
Quantitative Methods	C		4/t/5			
Management and Marketing	C	FC	4/t/5			
Corporate Law	C		2/t/3			
Production and Operations Management	C	FC	4/e/5			
Principles of Accounting	C		4/e/5			
Organisational Behaviour	C		4/e/5			
Semester 2						
Data Analytics	C			2/e/3		
Corporate Finance I.	C			4/e/5		
Production Organisation	C			4/e/5		
Quality Management	C	FC		4/e/5		
Management Elective Block 1.	CE			2/t/3		
Management Elective Block 2.	CE			2/t/3		
Finance Elective Block 1.	CE			2/t/3		
Elective Course Unit 1.	E			2/t/3		
Semester 3						
Investments	C				2/t/3	
Environmental Management Systems	C				4/e/5	
Management Information Systems (MIS)	C				2/e/3	
Project Management	C	FC			4/e/5	
Intensive Seminar	C				0/s/4	
Finance Elective Block 2.	CE				2/t/3	
Business Law Elective Block	CE				2/t/3	
Elective Course Unit 2.	E				2/t/3	
Semester 4						
Logistics and Supply Chain Management	C					4/t/5
Analysis of Production and Operation Decisions	C					4/e/5
Technology Management	C					4/e/5
Thesis	C					12/t/15
Total			24/3e/31	22/4e/30	22/3e/29	24/2e/30

Curriculum Details of Specialization

Production and Operations Management Specialization

Specialization Units: Production Organisation (4/e/5); Project Management (4/e/5); Analysis of Production and Operation Decisions (4/e/5); Logistics and Supply Chain Management (4/t/5)

Compulsory Elective Course Units and Elective Course Units

Compulsory Elective Units (CE) are subjects included in the Programme Plan of the specialization (all subjects must be completed) as well as Business Law CE Block, Finance CE Block, and Management CE Block;

Business Law CE Block (2/t/3): Banking, Securities and Stock Exchange Law; European Union Economic Law; Information Society Law; Competition, Consumer Protection and Advertising Law

Finance CE Block (2/t/3): Banking, Macroeconomic Finance, International Finance, Innovation Finance and Green Finance

Management CE Block (2/t/3): Service Marketing, Strategic Marketing, Quality Management Methods, Strategic Management, Risk & Reliability, FMEA

These can also be fulfilled as Elective Units (if the student does not wish to include the subject as a Specialization Unit).

Elective Units (E) include all subjects of the Faculty and the University as well. Of these, 6 ECTS credits are required.

Thesis Project, submission of the Thesis Work

Students prepare their Thesis Work under supervision of their supervisors, within the framework of course units Thesis Project and Thesis Work. These course units are allocated an ECTS value and performance is evaluated by grading.

Once students have fully completed all of the programme course requirements (and thus, have obtained an *Absolutorium*), submitted final Thesis Works will be distributed to referees for evaluation. The final assessment of the Thesis Works is performed during the Final Examination. The grade conferred to the Thesis Work will be taken into account in determining the Final Examination grade obtained by the student.

Academic Prerequisites

Course Unit	Pre-requisite 1.	Pre-requisite 1.
Corporate Finance I.	Principles of Accounting	
Production Organisation	Production and Operations Management	
Investments		
Analysis of Production and Operation Decisions	Production Organisation	
Logistics and Supply Chain Management	Production and Operations Management	
Thesis	Obtaining minimum 70 ECTS during the programme	

Absolutorium

Upon having absolved the requirements specified in the Programme Plan - i.e. having obtained a total of at least 120 ECTS credits - the student is issued with a Certificate of Completion of Studies (*Absolutorium*). Obtaining the Absolutorium is a prerequisite of being admitted to the final examination.

According to Section 67 (1) of the Code of Studies once the student obtains an Absolutorium, regardless of having taken the final examination or not, they shall lose their legal status as a student, on the last day of the next final examination period following the completion of studies.

Final Examination

The final examinations shall serve to verify and evaluate the knowledge, skills and abilities required for obtaining the degree certificate, during the course of which the students shall also attest that they are capable of applying the knowledge acquired. Students must take separate finals for each programme. The Final Examination is a complex assessment of the knowledge obtained by the student, which marks the end of studies of the student. The Final Examination consists of: (1) a public presentation and defence of the Thesis Work; (2) oral examination on the questions compiled from the body of knowledge of Final Examination Course Units, demonstrating a complex understanding and knowledge.

Rules and regulations governing final examinations are contained in the Code of Studies. The topics covered in the Final Examination are determined by the Department or institute in charge of managing the Final exam. If the students or former students fail to turn up at the finals, their learning outcomes cannot be evaluated. In case of an unexcused and unverified absence the student will have one less available repeat options for the final examinations. The final examinations are deemed as successful if the examinee has completed each part with a minimum pass grade. A thesis graded as failed by the finals committee may be repeated once by submitting a new master thesis. If a new master thesis is submitted, the earliest time for taking another final

examination is the next final examinations period. If only one of the exams in the final examination subjects was unsuccessful, the examinee only has to sit a retake exam in that subject. Failed first or repeated retake exams in a subject cannot be repeated within two months of the failed exam. Thesis Work may be repeated once; an (unsatisfactory) failed final examination subject may be repeated twice.

Language Requirements

To obtain a master's degree, a state-recognized, at least intermediate level (B2), complex type language exam in English, or an intermediate level (B2) complex type professional language exam in another modern language, equivalent to the field of training, or a state-recognized advanced level (C1) complex type of general language exam, or an equivalent graduation certificate or diploma.

Learning Languages

The Centre of Modern Languages offers credit courses in different languages. The list of subjects for foreign students are available from the webpage of the Centre (<http://inyk.bme.hu/courses?lang=en>).

The Centre also provides Hungarian language courses to students with no or little command of Hungarian language.

BME Language School offers fee-paying language courses in English, German, French, Italian, Russian and Spanish. For more information, please consult the following link: http://www.nyelviskola.bme.hu/in_english/.

Physical Education and Sport

In master training programmes Physical Education (P.E.) is not compulsory unit but an elective one (for further details regarding the possible payment obligations, please visit the website of the Physical Education Centre). Completion of course units offered by the Centre for Physical Education is attested by a signature.

The range of subjects and sports facilities is provided by the Physical Education Centre. The BME Sports Centre is available for completing the course as well as for further sporting opportunities. More than 30 different sports are offered for students.

Further information about registration for P.E., the way it can be completed and sports facilities may be obtained directly from the Centre for Physical Education or its website.

Corner rules, based on the National Higher Education Act and BME Code of Studies, in order to maintain the state scholarship form of training and student status

The relevant fundamental rules for studies are defined in the BME Code of Studies based on the sections of the National Higher Education Act. The most important fundamental rules, corner rules, which lay down the duration of the programmes and the minimum performance of the students are the following:

- Reclassification from state scholarship form of training to fee-paying:
 - Those Hungarian students with (partial) state scholarship has to be reclassified to fee-paying form of training who did not obtain at least 36 credit points in their last two active terms in which the student did not take part in studies abroad in an EEA member state where the studies pursued count towards the studies pursued in the University's programme or in their field of studies did not reach the grade point average required by 139/2015 Government Decree to be taken into account for reclassification. (This average is different for different periods.)
 - Students with Hungarian state scholarship training may pursue their studies in higher education for twelve semesters (individual support period). If the student exhausted the individual support, only fee-paying form of training can be pursued in higher education.
 - The time available for a given training is 2 semesters longer than the duration of the training and outcome requirements for the respective studies. If the student is unable to obtain the degree (diploma) during the individual support period available for the training, he / she can continue his / her studies in this course in a fee-paying form, even if the individual support period has not yet been exhausted.
- Dismissal:
 - Dismissal for academic reasons
 - if the student fails to obtain the leaving certificate (*Absolutorium*) upon the expiry of twice the programme duration specified in the training and outcome requirements calculated from the start of the studies in the particular programme,
 - if the total number of the student's unsuccessful exams (comprehensive exams), in the same programme and same subject reaches six,
 - if the student fails to obtain the credit points for the same subject in the same programme having taken the same subject six times,
 - if the student's cumulative grade point average on a bachelor training programme does not reach the value of 2.25 at the end of the fourth active term after enrolment, or on a master training programme does not reach the value of 2.50 at the end of the second active term after enrolment
 - if the student did not obtain at least 20 credit points in the last three active terms in which the student did not take part in studies abroad in an EEA member state where the studies pursued count towards the studies pursued in the University's programme,
 - if the student's legal status had been previously terminated but the student was readmitted into the particular programme through the admission process and did not obtain at least 10 credit points in the first three active terms following

- enrolment in which the student did not take part in studies abroad in an EEA member state where the studies pursued count towards the studies pursued in the University's programme;
- Dismissal by reason of non-registration
 - if the student fails on three consecutive occasions to report either the continuation or the suspension of the studies;
 - If a student fails to register even after their legal status has been suspended for two terms;
- Dismissal by reason of transfer
 - if the student has been admitted to another programme, institution or training location, or has changed the language of instruction or the study mode;
- Dismissal by reason of exceeding number of passive terms
 - If the total period of time of the suspension of a student's legal status in a given programme (training) exceeds four terms in programme forms divided into cycles, six terms in single-cycle programme forms;
- Dismissal by reason of payment arrears
 - if the student is still in arrears with payment after the expiry of the period of grace given in the notice;
- Disciplinary dismissal
 - a student's legal status is terminated in all programmes the student has enrolled in based on a decision on disciplinary dismissal from the institution;

The details of the above mentioned and further rules can be found in the Code of Studies (TVSZ), here we have highlighted only the most important fundamental rules (which may change in the meantime).

From a practical point of view, it can be considered as a fundamental and recurring rule that the announcement, description, requirements for completion etc. of the subjects are specified by the regulations of the institute or department of the particular subject. Therefore, when taking a subject it is essential to study these rules. These descriptions are included in the subject datasheets.

Attention! This progress guide has been prepared in accordance with the Programme Plan, preliminary course schedule and related rules. This guide provides you help to continue your studies in a successful and planned way. Please note that any future laws or regulations may alter the information contained in this guide. Any changes will be indicated during your studies in order not to cause problems in your Programme Plan.

Expanding knowledge and managing young talents

The Faculty of Economics and Social Sciences is home of two vocational colleges: Liska Tibor College of Economic and Social Sciences, founded in 2007 and KommOn Communication Vocational College, founded in 2012, which is active in the fields of society, communications and media studies. Furthermore, many GTK students are not only members of the Vocational College

on Management, run by the University Student Council, but also have been taking the lead for years.

Our faculty has over 70 Erasmus+ and academic/administrative staff mobility agreements. Hundreds of students have taken part in Erasmus+ mobility over the past years, and almost the same number of students have spent one or two semesters at our faculty. This adds a very international flavour to the faculty's everyday life. Most students going on Erasmus+ mobility went to Germany, Italy, Austria, Portugal and Spain, whilst most students are from France, Germany, Spain and Portugal.

In line with university regulations, GTK has been applying a rigorous application system for years, in which study and professional work (TDK - Conference of Student's Scholarly Circles, Vocational College) is dominant.

One of the most important events of the Faculty of Economic and Social Sciences is the annual TDK (Conference of Student's Scholarly Circles) conference. With our events, we continue to provide a forum for students to report on their first steps towards scientific work. We expect the students, and thus the submitted papers, to deal with the chosen topic beyond the official curriculum. On the one hand, this is reflected in the methodology used, and on the other hand, in the chosen topics, when issues that were only tangentially discussed in the course of education are examined more thoroughly, or in the possession of the learned knowledge, problem areas which were not included in classroom education are analysed. The authors of TDK papers are assisted by instructors in their work; in many of the cases, this cooperation will also result in a thesis.

Furthermore, after the training, talented students, who are interested in becoming researchers or academics, may begin their careers at the Doctoral School of the Faculty of Economics and Social Sciences or in the social science doctoral school of another higher education institution.

Education Management

The special feature of the education management is the independent Student Office that supports the training.