

## Academic Policy and Procedures

The academic policy and procedures of the University affecting the Engineering Programs in English are the same as for the Hungarian students. Students may turn to the Dean's Office for further help about the policy and procedures of the university.

### Admission

#### Admission Requirements for the Pre-Engineering Course in English

- Secondary High School Certificate with good results (min. 50%), especially in Mathematics, Physics and English. Applications must be accompanied by notarized official English translations of all transcripts. Unofficial copies are not accepted.
- Proof of English language proficiency, see at "Application Procedure" next page.

#### Admission Requirements for B.Sc. Programs in English

- Secondary High School Certificate with good results (min. 70%), especially in Mathematics, Physics and English. Applications must be accompanied by notarized official English translations of all transcripts. Unofficial copies are not accepted.
- Proof of English language proficiency, see at "Application Procedure" next page.

A Placement Test is given to all B.Sc. freshmen to determine the level of their Mathematics, Physics and English language skills, for Architecture students Freehand Drawing as well. Students who pass the tests will receive confirmation of their acceptance in the first year of the B.Sc programs. Students found to have inadequate skills in Mathematics, English, (and in Physics) will be directed to the one year Pre-Engineering Course or General Course in Architecture before the B.Sc.programs.

#### Admission Requirements for M.Sc. Programs in English

- B.Sc. degree or its equivalent, (with notarized official English translations of all transcripts. Unofficial copies are not accepted.)
- Average grades of "B" or better (depends on faculty requirements)
- Proof of English language proficiency, see at "Application Procedure" next page.

Acceptance will be decided by the dean of the faculty. A one- or two-semester program of transition or refresher courses (Pre-M.Sc. Course) may be recommended prior to the M.Sc. Program. Courses run for small groups, the minimum number depends on faculty decision.

#### Admission Requirements for Ph.D. Programs in English

- M.Sc., Dipl. Ing. degree or its equivalent, (with notarized official English translations of all transcripts. Unofficial copies are not accepted.)
- Excellent grades in the transcripts and the final exams including the diploma project (thesis).
- Proof of English language proficiency, see at "Application Procedure" next page.

Acceptance will be decided by the Doctoral Board of the Faculty.

## Application Procedure

### Application deadlines:

- 1<sup>st</sup> June 2011 for the first semester (Fall) of 2011/2012 academic year (for Pre-Engineering Course, General Course in Architecture, B.Sc., M.Sc. and Ph.D.)
- 1<sup>st</sup> October 2011 for M.Sc. spring semester of the 2011/2012 academic year
- 1<sup>st</sup> December 2011 for the spring semester of the 2011/2012 academic year for the Pre-Engineering Course and General Course in Architecture
- 30<sup>th</sup> June 2011 for exchange students

**IMPORTANT:** *Notarized English translations are required for all written documents except passports. All documents should be enclosed in attested notarized copies. Unofficial copies are not accepted.*

Applications are considered complete and will be processed only if they include all the documents listed below. The following items should be submitted for admission to:

### B.Sc. Programs and the Pre-Engineering Course/

#### General Course in Architecture

- Application form completely filled in (be sure that your personal data appear correctly as are in your passport)
- Copy of applicant's passport
- Four recent photographs
- Proof of bank transfer of Application Fee of EUR 100 (non-refundable) (see Tuition Payments and Banking)
- Secondary high school reports relevant to your application, with special reference to Mathematics, Physics and English language.
- Curriculum Vitae (CV / autobiography / résumé)
- General certificate of education (G.C.E.) or equivalent secondary high school diploma
- One of the following documents of English language proficiency (recommended):
  - a) TOEFL Internet Based Test (iBT) score 85 or paper based score 550,
  - b) Cambridge First Certificate "B",
  - c) IELTS score of 5.0

### M.Sc. Programs:

- Application form completely filled in (be sure that your personal data appear correctly as are in your passport)
- Copy of applicant's passport
- Four recent photographs
- Proof of bank transfer of Application Fee of EUR 100 (non-refundable) (see Tuition Payments and Banking)
- B.Sc. degree or its equivalent
- Official transcripts of any higher education already completed
- Curriculum Vitae (CV / autobiography / résumé)
- 2 letters of recommendations (depending on the faculty requirements)
- One of the following documents of English language proficiency (required):
  - a) TOEFL Internet Based Test (iBT) score 85 or paper based score 550,
  - b) Cambridge First Certificate "B",
  - c) IELTS score of 5.0

### Ph.D. Programs:

- Application form completely filled in (be sure that your personal data appear correctly as are in your passport)
- Copy of applicant's passport
- Four recent photographs
- Proof of bank transfer of Application Fee of EUR 100 (non-refundable) (see Tuition Payments and Banking)
- M.Sc. degree or its equivalent
- Official transcripts of any higher education already completed
- Curriculum Vitae (CV / autobiography / résumé)
- 2 Letters of recommendations (depending on the faculty requirements)
- One of the following documents of English language proficiency:
  - a) TOEFL Internet Based Test (iBT) score 85 or paper based score 550,
  - b) Cambridge First Certificate "B",
  - c) IELTS score of 5.0
- Study Plan

**NOTE:** *Exchange students do not pay application fees.*

Application forms for all the programs listed in this Bulletin are available on the Internet at:

<http://portal.bme.hu/langs/en/Education.aspx>

[http://icepe.bme.hu/admission/application\\_form\\_2011.pdf](http://icepe.bme.hu/admission/application_form_2011.pdf)

or from the Information Center for Engineering Programs in English (ICEPE).

## Application Address

### Budapest University of Technology and Economics

#### Information Center for Engineering Programs in English (ICEPE)

H-1111 Budapest, Műegyetem rkp. 3-9. Building D room 116 - Hungary

Phone: (+36-1) 463-2620 • Fax: (+36-1) 463-3746

E-mail: [admission@mail.bme.hu](mailto:admission@mail.bme.hu)

web: <http://portal.bme.hu/langs/en/Education.aspx>

[http://icepe.bme.hu/admission/application\\_form\\_2011.pdf](http://icepe.bme.hu/admission/application_form_2011.pdf)

### Visa

Non-EU and non-EEA (European Economic Area) citizens, please, contact the nearest Hungarian Consulate to learn if you need visa to Hungary. List of embassies and consulates are at

[www.mfa.gov.hu/kum/en/bal/missions/missions\\_abroad](http://www.mfa.gov.hu/kum/en/bal/missions/missions_abroad)

The entry visa - "RESIDENT VISA FOR STUDY PURPOSES" - is to be obtained before departure from your country. Among others, you must present the Letter of Acceptance from BME together with the proof of payment of the first semester tuition fee, proof of your accommodation in Budapest and a passport valid at least until October 2012. The process takes two weeks or more. Please, note that the visa will be valid for 30 days only, and after your arrival in Budapest you will have another 30 days to pick up your residence permit (after registration at the university).

## Tuition Payments and Banking

To apply for the Residence Visa for study purposes to Hungary, in the home country of the student, proof of payment of the tuition fees (together with the proof of acceptance by the university) is required.

Tuition fees should be paid before 1<sup>st</sup> July 2011 for the first, Fall semester beginning in September and 1<sup>st</sup> January 2012 for the Spring semester of the Preparatory Course beginning in February 2012.

*NOTE: The university will not allow students to enroll, continue in their studies or graduate unless all fees are paid and all financial obligations to the university are discharged.*

## How to Pay the Application Fee and Tuition Fees

*Note: The student's sponsor must declare that funds are available to guarantee the student's living expenses as well as tuition fees while studying at the Budapest University of Technology and Economics.*

**Only bank transfer is accepted.** For bank transfer, the bank details are as follows:

Bank name: National Bank of Hungary

Bank address: H-1850 Budapest,  
Szabadság tér 8/9.

Hungary

Swift Code: MANEHUHB

IBAN Number: HU78 1003 2000 0142 5279 0000 0000

Beneficiary's name: Budapest University of Technology and Economics

Beneficiary's address: H-1111 Budapest  
Bertalan Lajos utca 2.  
Hungary

Information for beneficiary: student's name and **registration number**

## Tuition Fees

	<i>for non-EU citizens</i>	<i>for EU citizens</i>
<b>Undergraduate Tuition Fees</b> – for the Pre-Engineering Course and General Course in Architecture	<b>EUR 3,200</b> per semester	<b>EUR 3,200</b> per semester
<b>Undergraduate Tuition Fees</b> – leading to B.Sc. degree	<b>EUR 3,200</b> per semester	<b>EUR 2,250</b> per semester
<b>Undergraduate Tuition Fees</b> – leading to B.Sc. degree in Civil Engineering	<b>EUR 3,500</b> per semester in the first semester, <b>EUR 3,200</b> per semester from the second semester	<b>EUR 3,500</b> per semester in the first semester, <b>EUR 3,200</b> per semester from the second semester
<b>Graduate Tuition Fees</b> – leading to M.Sc. degree for graduates from external higher education institutions	<b>EUR 3,500</b> per semester	<b>EUR 3,200</b> per semester
<b>Graduate Tuition Fees</b> – leading to M.Sc. degree for graduates of BME continuing the studies according to the Curricula	<b>EUR 3,200</b> per semester	<b>EUR 2,750</b> per semester
<b>Postgraduate Tuition Fees</b> – leading to Ph.D. or DLA degree	From <b>EUR 4,500</b> per semester, depending on the character of the research and course programs.	From <b>EUR 4,500</b> per semester, depending on the character of the research and course programs.
<b>Tuition Fees for special students</b> – courses leading to no degree (min 15 credits/semester)	EUR 110 per credit points (min. 12 hours per week)	EUR 110 per credit points (min. 12 hours per week)

## Medical Requirements

New students must have a medical check-up at the beginning of the academic year in Hungary. The staff of the Dean's Office provide information on check-up arrangements for the students concerned upon registration. (See Academic Calendar in this bulletin for medical check-up.) This medical check-up serves as the basis of health insurance. BME accepts the Generali-Providencia or the European Health Insurance card only.

## Registration

Registration for the fall semester will take place from 22<sup>nd</sup> August to 2<sup>nd</sup> September 2011. All students should register within 48 hours after arrival. It is necessary for the residence registration and application for the residence permit. Late registration is not possible, only for new students of preparatory courses.

Address: H-1111 Budapest, district XI, Műegyetem rkp. 9. building R.

New students must apply for a residence permit after registration.

Important: All newly enrolled 1<sup>st</sup> year students must write the Placement Test - see the Academic Calendar - (except those who are exempted) on 29<sup>th</sup>-31<sup>st</sup> August 2011. Students who arrive after 31<sup>st</sup> August, may join the preparatory courses only.

To sit for the Placement Test one has to be fully registered at BME.

## Orientation Program

We hold an Orientation Program between 31<sup>st</sup> August and 2<sup>nd</sup> September 2011, for newly enrolled 1<sup>st</sup> year and pre-courses students as well as for exchange, transfer, M.Sc. or Ph.D. students. The program includes introductory lectures, informal meetings with students and teachers, access to Internet and the library, a sport event and a sightseeing tour.

## Examinations, Grades and Transcripts

**Examinations:** The 14-week Fall and Spring semesters are followed by 4-6 week examination periods. Students should complete all term assignments, lab reports, designs and other assigned work before the examination periods start. They should also have a recorded grade for their term work or have obtained their instructor's signature (in the Transcript Book) to indicate satisfactory completion of the term. Academic and Examination Regulations permit a limited number of repetitions of failed exams.

**Transcripts:** Term grades, examination results, credit points and WGPA are entered in each student's Transcript Book. The Transcript Books, which are in the student's possession (unless there are other faculty regulations), during the examination period, must be given to the Office of Academic Affairs at the conclusion of the exam period. Extracts from the Transcript Book may be requested from the respective offices.

## Final Project and Graduation Requirements

**B.Sc. and M.Sc.:** Final projects are prepared during the last semester. Final projects consist of a practical project or a design with a thesis describing it. The projects are prepared under the guidance of one of the appointed departments. Final projects or theses must be defended before the Final Examination Board. The board usually consists of professors and eminent specialists in the profession related to the student's work.

In order to graduate from the Budapest University of Technology and Economics, students must have qualified for their absolutorium or university leaving certificate. This certifies that they have successfully passed all exams and completed all the required practical and research assignments and have also successfully defended their final project or thesis before the Final Examination Board.

English language is a criterion subject of the curriculum of the faculties.

## 2011/2012 ACADEMIC CALENDAR

### Fall Semester: All new Students

<b>Registration</b> in Students' Office .....	<b>22 Aug - 2 Sep, 2011</b>
Appointments for Obligatory Medical Check-up (Required for Health Insurance) ..	22 Aug - 2 Sep, 2011
<b>First day of classes</b> .....	<b>5 Sep, 2011</b>
<b>Orientation (New Degree Seekers, Study Abroad, Pre-Engineering, General Course)</b> ..	<b>31 Aug - 2 Sep, 2011</b>

#### Pre-Engineering Course

<b>Registration in Students' Office</b> .....	<b>22 Aug - 2 Sep, 2011</b>
Preparatory Classes (Math, Physics) for Placement Test .....	23 - 26 Aug, 2011
Placement Tests: Math, Physics and English Language .....	29 - 31 Aug, 2011
Placement Test Results, Schedules for Freshmen (Student's Office, Bldg. R) .....	2 Sep, 2011/ 12:00-13:00
Registration for Pre-Engineering at the Course Director's .....	5 Sep, 2011 / 13:00
Pre-Engineering Classes Begin .....	5 Sep, 2011
Classes and Examinations for Pre-Engineering .....	2-27 Jan, 2012
Winter Holidays for Pre-Engineering Students .....	22 Dec, 2011 - 2 Jan, 2012

#### General Course of Architecture

<b>Registration in Students' Office</b> .....	<b>22 Aug - 2 Sep, 2011</b>
Preparatory Classes (Math, Physics) for Placement Test .....	23 - 26 Aug, 2011
Placement Tests: Math, Physics, English, Freehand Drawing .....	29 Aug - 1 Sep, 2011
General Course Classes Begin .....	5 Sep, 2011

<b>Last Day of Classes (New Degree Seekers, Study Abroad, Pre-Engineering, General Course)</b> ..	<b>.9 Dec, 2011</b>
Days off for All Students .....	23 Oct, 1 Nov, 2011
<b>Delayed Submission</b> .....	<b>12 Dec, 2011 - 16 Dec, 2011</b>
<b>Examination Period</b> .....	<b>19 Dec, 2011 - 20 Jan, 2012</b>
Winter Holidays .....	24 - 26 Dec, 2011

### Fall Semester: 2<sup>nd</sup> and Higher Year Students

<b>Registration in Students' Office</b> .....	<b>22 Aug - 2 Sep, 2011</b>
<b>First and Last Days of Classes</b> .....	<b>5 Sep - 9 Dec, 2011</b>
<b>Delayed Submission</b> .....	<b>12 Dec, 2011 - 16 Dec, 2011</b>
<b>Examination Period</b> .....	<b>19 Dec, 2011 - 20 Jan, 2012</b>
Winter Holidays .....	24 - 26 Dec, 2011

### Spring Semester: All Students

<b>Registration in Students' Office</b> .....	<b>30 Jan - 3 Feb, 2012</b>
<b>Orientation (New Degree Seekers, Study Abroad, Pre-Engineering, General Course)</b> ..	<b>1 - 3 Feb, 2012</b>
First Day of Classes .....	6 Feb, 2012
Last Day of Classes .....	11 May, 2012
<b>Delayed Submission</b> .....	<b>14 - 18 May, 2012</b>
<b>Examination Period</b> .....	<b>21 May - 18 June, 2012</b>
Days off .....	15 March, 9 April, 1 May, 28 May, 2012

#### Grades, Grading System:

Grades and gained credit points are entered into the Transcript Book after the examinations have been taken. The Budapest University of Technology and Economics uses the following grading system:

#### Marks average:

Excellent (A) = 5	4.51 to 5.00	Excellent
Good (B) = 4	3.51 to 4.50	Good
Satisfactory (C) = 3	2.51 to 3.50	Satisfactory
Pass (D) = 2	2.00 to 2.50	Pass
Fail (F) = 1		