



Budapest University of Technology and Economics
Faculty of Architecture

Doctoral School of Architecture
Operation Regulations_2022

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Contents

1. The basis of operation
2. Organisational structure
 - 2.1. The bodies of the DSA
 - 2.2. The DSA work groups
 - 2.3. Advisors and instructors
 - 2.4. The operating procedures of the bodies
 - 2.5. The financial management of the DSA
3. The course
 - 3.1. Admission to the Doctoral School
 - 3.2. The training and research phase
 - 3.3. The duration of study
 - 3.4. Completion of studies
4. Rules relating to students preparing independently
 - 4.1. Conditions of application for the complex examination
 - 4.2. The content of the complex examination / students preparing individually
 - 4.3. Recognisable credits / students preparing individually
5. Graduation
 - 5.1. The requirements for launching the doctoral graduation procedure
 - 5.2. Workplace defence
 - 5.3. Submitting the thesis, its defence and awarding of the degree

Annexes

The appendices to the Operation Regulations may be found in the document store marked ÉDI-M

- DSA_M01 Application form for the doctoral course
- DSA_M02 Portfolio and scoring guidelines for the doctoral course
- DSA_M03 Poster template for the doctoral course
- DSA_M04 Online procedures
- DSA_M05 DLA thesis guide
- DSA_M06 The minimum requirements of habilitation in the field of architecture
- DSA_M07 The bodies of the DSA and its workgroups
- DSA_M08 Instructors and advisors
- DSA_M09 The admissions procedure
- DSA_M010 Affiliation protocol

1. The basis of operation

The Doctoral School of Architecture (hereinafter: DSA) operates within the framework of the BME, in the discipline of architectural arts; the diploma it issues certifies the DLA (Doctor of Liberal Arts) degree.

The basic documents of its operation are Act CCIV of 2011 on National Higher Education as well as the legislation based on this, particularly Government Decree 387/2012. (XII.19.) on Doctoral Schools, the Doctoral Procedure and Habilitation. Important guidelines are also set down by the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015), and by the resolutions of the Hungarian Accreditation Committee.

The DSA regulations based on the regulations of the BME represent the framework of School's operation:

- BME Doctoral and Habilitation Regulations (BME DHR)
- BME Academic and Examination Regulations (BME AER)
- DSA Course program
- DSA Operation Regulations
- DSA Quality Assurance Plan

The following presents the regulations containing the requirements specific for the discipline covered by the DSA, without generally repeating the prescriptions of the BME DHR and the BME AER. Along with these regulations the Operation Regulations are uniformly valid for those students on both the Hungarian and the English language courses.

2. Organisational structure

2.1. The bodies of the DSA

Core members

The body of at least seven core members consists of highly qualified architects, with the majority of them being full university professors. They are the founders of the School ¹ and represent the primary guarantee of the School's

¹ Article 2(1) of Government decree 387/2012. (XII. 19.)

operation and the quality of instruction. The Doctoral School may co-opt new core members on the basis of the recommendation of the core members with the approval of the UHCDC. The body of the core members is confirmed by the accreditation of the Hungarian Accreditation Committee (HAC) when the School was founded, and by its periodical review.

Every core member of the Doctoral School of Architecture must have an Ybl Award or MMA or SZIMA membership.²

Doctoral School Council _ DSC

The DSC supervises all of the procedures of the doctoral course, from the admissions procedure to the completion of the students' studies.³ It is a body aiding the work of the head of the Doctoral School, the members of which are selected by the core members of the Doctoral School. The number of members of the Council with voting rights is at least seven. The Doctoral Student Union representative participates in the work of the DSC in an advisory capacity.

The operation of the DSC is supervised by the UHCDC, which appoints and recalls its members. The chair of the DSC is the head of the Doctoral School, with his/her work being assisted by the secretary.

The DSC meets at least once per semester and makes decisions in all important issues affecting the course.

Architectural Habilitation Committee and Doctoral Council _ HCDC

The HCDC supervises the entire doctoral graduation procedure, from receiving the application for the launching of the graduation process to the awarding of the degree. It performs its tasks on the basis of the entitlements assigned by the University Habilitation Committee and Doctoral Council.⁴ The HCDC also plays an important role in habilitation procedures.

Within its jurisdiction in connection with the course, the HCDC delegates the recognition of credits, the appointment of the admissions committee, of the complex examination committee and the determining of the subjects of the complex examination to the jurisdiction of the DSC.⁵

The role of the HCDC in the doctoral graduation procedure includes the assessment of applications, the organising and implementation of degree acquisition proceedings. In addition, this body is also responsible for the assessment of architectural habilitation applications, as well as for organising and implementing the habilitation proceedings. This body assesses the success of thesis defence and habilitation proceedings in the first instance and makes a proposal to the University Habilitation Committee and Doctoral Council (hereinafter: UHCBC), which makes the final decision.

At least two thirds of the members of the HCDC are full professors, at least one third are not employed by the University. The number of members of the committee is at least nine persons. The members of the HCDC are highly qualified creators or architectural theory researchers with a DLA or PhD degree who fully meet the requirements of core membership of their own doctoral school. When the members of the HCDC are selected, it must be ensured that those members who are fulltime or public servant instructors or researchers of the BME are full university professors or have been awarded the habilitation degree.⁶ The members and chair of the HCDC are appointed by the UHCDC on the basis of the proposal of the core members of the Doctoral School.

The chair of the HCDC is a fulltime employee of the University with the rank of full professor, with a high level of academic recognition who has been granted a Kossuth or Széchenyi Award or who is a member of the Hungarian Academy of Arts (hereinafter: MMA) or of the Széchenyi Academy of Letters and Arts (hereinafter: SZIMA).

The chair of the HCDC may appoint a deputy within his/her own jurisdiction⁷, who performs the tasks of the chair in full in the case the chair is absent

2.2. The DSA workgroups

Academic Workgroup

Its task is to organise the instruction tasks included in the Course Plan, particularly the arranging of the semester schedules, and supervision of the doctoral Wednesdays, conferences and reports. Its task also includes the organisation and implementation of the annual design competition. One or two doctoral students assist with the operative tasks, who are selected for and invited to the positions at the beginning of every academic year.

The Workgroup consists of three members, who are all thesis advisors. The members are appointed by the head of the DSA on the basis of the authorisation of the DSC. The appointment lasts for three years and may be extended.

The Workgroup meets at least twice a year, during the examination period.

International Relations Workgroup

Its task is the reinforcing of the foreign professional relationships of the DSA, the organising of collaborations and events supporting international integration. Its tasks also include management of the English language course, its adaptation to and harmonisation with the DSA course plan. One or two doctoral students assist with the operative tasks,

² Article 8(6) of the DHR

³ Article 12 of the DHR

⁴ Article 6 of the DHR

⁵ Article 6(6j) of the DHR

⁶ Article 6(3) of the DHR

⁷ Article 6(2) of the DHR

who are selected for and invited to the positions at the beginning of every academic year.

The Workgroup consists of three members, who are all thesis advisors. The members are appointed by the head of the DSA on the basis of the authorisation of the DSC. The appointment lasts for three years and may be extended.

Communication Workgroup

This is a controlling, monitoring and concept-forming team, its task is to ensure the transparency of the DSA, to organise and oversee exhibitions, digital and printed publications and books, to design the profile of the DSA, to create the website and keep it up to date, to monitor calls for tender and compile concepts. One or two doctoral students assist with the operative tasks, who are selected for and invited to the positions at the beginning of every academic year.

The Workgroup consists of three members, who are all thesis advisors and/or instructors. The members are appointed by the head of the DSA on the basis of the authorisation of the DSC. The appointment lasts for three years and may be extended.

Art Council

The Art Council is an advisory body of the HCDC, the purpose of its operation is the protection of quality. Its competence is the determination of the criteria for architectural creations particularly of the masterwork, the elaboration of a system of standards that enables the control of compliance with the requirements. It is not the task of the Art Council to directly classify the individual creations.

It has three members. Its chair is the prevailing chair of the HCDC, and its members are two other members appointed by the chair. The members are selected from a group of five to eight persons who have been preliminarily approved by the HCDC, which persons fulfil the following conditions:

- _ a person not directly employed by the university
- _ architect or artist with a DLA degree and recognised by an intermediate artistic award (Ybl Award, Ferenczy Award, Munkácsy Award)
- _ architect or artist recognised by a Kossuth Award

The appointment of the persons approved by the DSC last for three years and may be extended.

The secretary of the DSA

The administrative tasks of the DSC and the HCDC are performed by a member of the staff of the Dean's Office.⁸

His/her task is to continuously assist with the course and graduation procedures, particularly

- _ organising and keeping the minutes of the meetings of the bodies of the DSA (CORE, DSC, HCDC)
- _ comprehensive NEPTUN administration of academic affairs
- _ organising the admissions procedure, performance of all administration tasks
- _ organising the complex examination, keeping the minutes
- _ organising the graduation procedures, keeping minutes
- _ keeping the ODT database up to date⁹, in cooperation with the persons responsible in the department for the MTMT database

The secretary of the DSA is appointed by the Dean, the secretary performs his/her tasks on the basis of direct consultation with the head of the DSA.

2.3. Advisors, instructors

Advisors must have at least two years of professional experience starting from the date of being awarded their doctoral degree (DLA). If an advisor reaches the legal maximum of fulltime employment within four years of starting his/her doctoral studies, then it is necessary to appoint a backup advisor.

Advisors may be a fulltime employee or Professor Emeritus of the BME, or a fulltime instructor of an institution that has concluded a cooperation agreement with the BME with respect to the doctoral course. A particular expectation of advisors is to be active in the profession and a requirement is the fulfilment of at least 50% of the minimum requirements for habilitation in the field of architecture.¹⁰

The DSC reviews the list of advisors and topics every year. The doctoral topic or the identity of the advisor may be changed at their request, at the request of the student involved, or by the DSC within its own jurisdiction. Before making the decision, the DSC asks the opinion of the head of the given advisor's workplace. Each doctoral student has one and only one advisor, who takes full responsibility for guiding and assisting the student's studies and research work and prepares the doctoral candidate for the graduation process. Two advisors are only permitted in a course completed in the scope of international collaboration or in the case of an interdisciplinary research subject on the basis of the list of topics approved by the DSC and published with the preliminary approval of the UHCDC.

Only those university instructors and researchers with an academic degree (DLA or PhD) may be instructors of the Doctoral School who are found to be suitable by the DSC and are asked to hold doctoral courses for a given period. Instructors of the Doctoral School may be fulltime employees of a Hungarian or foreign research unit, university or

⁸ Article 12(9), Article 6(11) of the DHR

⁹ According to points 1 to 3 of Article 11 of the DHR

¹⁰ DSA_M06 The minimum requirements for habilitation in the field of architecture

other institution that has concluded a cooperation agreement in writing with the BME for the implementation of the objectives of the doctoral course who have an academic degree (DLA or PhD).

2.4. The operating procedures of the bodies

The scope of tasks and decision-making method of the Doctoral School are regulated by Articles 6 and 12 of the BME DHR. Under normal circumstances the decisions are made at meetings held in person. If a decision needs to be made so urgently that it is not possible to call a meeting in time or the subject does not justify the calling of a meeting, then it is permitted to acquire the opinions of the members of the bodies with voting rights electronically in cases that must be decided on by public vote listed in detail in appendix DSA-M04. The same rule applies to the case when serious epidemic measures make this necessary.

2.5. The financial management of the DSA

The Doctoral Courses are significant and important courses for both the BME and the Faculty of Architecture, the key to the future of the Faculty. The financial management of the DSA serves this important goal.

Its sources of income:

- a) the standard state financing paid to the faculty for the doctoral course (according to the faculty budget regulations)
- b) the course income of the Doctoral School (course fees, examination and procedural fees)
- c) own income (programs, projects, ...)

Expenses:

- a) the costs of the department's doctoral course
- b) the fees paid to the instructors (assistants, external, internal) linked to the doctoral course
- c) the costs of the graduation process (opponents)
- d) products (the costs of the yearbook and the website)
- e) extra student costs linked to instruction (fieldtrip)
- f) advisor's success fee

Physical infrastructure:

- a) own studio (K276)
- b) faculty study rooms (primarily K210, BME rooms)

As a part of the Faculty's budget the DSA compiles its own budget plan and public procurement plan. As a part of the Faculty budget the Dean submits it to the Faculty Council and then the Faculty Council approves it. The DSA budget plan appears as a separate item in the annual budget of the Faculty of Architecture.

3. The course

3.1. Admission to the Doctoral School

It is possible to gain admission to the course at two points: at the beginning of the course and, in the case of students preparing individually, after passing the complex examination.

Admission to the course is possible with a state scholarship or by payment of the course tuition fees.

The DSA advertises the course once every academic year, the admissions procedure takes place in June. Applications are to be made for a specific individual research topic with a specific advisor, to the advisor's department.

The DHR states the general conditions for applications

"Article 13(2) General conditions for admission to the doctoral course:

- a) masters-level university diploma with at least a "good" grade attesting university studies completed with a successful final examination (the grade of the diploma must be taken into account up to two years from acquiring the diploma);
- b) candidates must have passed an at least B2 level comprehensive, state-recognised foreign language examination or have knowledge of a foreign language certified with an equivalent certificate for research into the given topic;
- c) comprehensive knowledge of the professional field;
- d) initial certified scientific/professional work (e.g. Student Academic Conference study, publication, architectural design competition work, participation in conferences, fieldtrips)."

The special application conditions in the Doctoral School of Architecture

- _ at least two years of certified work experience in a design studio
- _ candidates must have passed a B2-level, comprehensive, state-recognised English language examination
- _ completed application form, appendix DSA_M01
- _ submission of a portfolio with the specified content, appendix DSA_M02
- _ submission of exhibition poster, appendix DSA_M03

3.2. The training and research phase

The course lasts for eight semesters, which is divided into two phases by the complex examination. After the complex examination, which should be passed at the end of the fourth semester, students complete the research and thesis phase, the objective of which is graduation with a doctoral degree.¹¹

A completed thesis must be submitted within three years¹² of passing the complex examination (this time limit may be extended by one year on the basis of special dispensation).

Students may not suspend their student status in the first semester, and may only suspend their student status for a total of two semesters in the remaining six semesters. Doctoral studies must be completed in the 10th semester from the date started at the latest.

Students who are receiving a state scholarship and who are not progressing satisfactorily with their studies or research work and who complete less than 20 credits in one semester may be re-classified as a tuition fee-paying student by the Dean at the recommendation of the DSC.¹³

Students will lose their status as a doctoral student who do not acquire at least 15 credits in the given semester.¹⁴

3.3. The complex examination

Preconditions for applying to take the complex examination

1_ Acquisition of the “course credits” prescribed in the course plan in the “training and research phase” of the doctoral course, i.e. the credits of the compulsory subjects (80).

2_ Fulfilment of a minimum of 12 credits from the publication requirements of the “training and research phase”.

3_ Uploading of the results and publications created in the research topic to the MTMT database (repository of Hungarian academic works), in general the MTMT database should be up to date.

4_ Title of the masterwork, presentation of its status and its expected date of completion.

Method of application and the examination process

1_ Applications for the complex examination must be made in writing, by the first day of the examination period in the spring semester.

2_ The DSC decides if a student may take the complex examination. Formal fulfilment of the conditions does not in itself guarantee that the student may take the complex examination, the DSC examines the standard of publication of new academic/artistic results, and the weight of the candidate’s contribution to the published results.

3_ On the 14th day following the application deadline the examinee submits a short summary of his/her results achieved to date, as well as his/her articles either submitted for publishing or already published to the committee in digital format.

4_ The complex examination consists of two main parts: in the one part the theoretical knowledge of the examinee is assessed (“theoretical part – oral examination”), in the other part the examinee reports on the progress of his/her architectural research (“thesis part – presentation of research plan”).

5_ The complex examination is held in public, before a committee. The examination committee consists of at least three members; the advisor of the doctoral student taking the examination may not be a member of the examination committee, but the advisor must be invited to the examination.

6_ In the first, theory part of the complex examination the examinee takes an examination in two subjects determined by the DSC and designated as examination subjects in the course plan (except for students preparing independently). The examination subject is determined by the DSC and is published in the first week of the semester preceding the examination on the Doctoral School’s website. The examination is oral, it does not assess knowledge of the subject, instead it assesses familiarity with the field and dialogue skills.

7_ In the second part of the complex examination the examinee gives a presentation outlining those research fields and open questions where he/she has achieved or wishes to achieve results of thesis value. The examinee presents his/her architectural research plan relating to the second phase of the doctoral course, and the schedule for publishing the results, for drawing up the thesis, and for creation of the masterwork or indication of its completion. The examinee describes his/her motivation for selecting the topic, indicates the objectives to be achieved, the associated instruments and the expected result of the research.

8_ The examination committee assesses the theoretical and thesis parts of the examination separately. A report on the

¹¹ DHR Article 16(1)

¹² According to Government Decree 217/2021. (IV. 30.) published in issue 2021/76 of the Hungarian Gazette: “(1) Contrary to the stipulations in Article 53(4) of Act CCIV of 2011 on National Higher Education those students must submit a doctoral thesis according to the stipulations of the doctoral regulations within four academic years of passing the complex examination who passed the complex examination between 1 February 2018 and 10 May 2021. This time limit may be extended by one year at the most in cases worthy of special dispensation according to the stipulations in the doctoral regulations.

(2) In the doctoral student graduation process specified in paragraph (1) students may suspend their student status for up to four semesters.”

¹³ BME DHR Article 13(8)

¹⁴ BME Academic and Examination Regulations (AER) Article 186(2)

complex examination also including a written assessment is drawn up. The result of the examination must be announced on the day of the oral examination. The complex examination is successful if the majority of the members of the committee judge both parts of the examination to be successful. Doctoral students may repeat an unsuccessful complex examination on one occasion, in the same examination period.

9_ The grade of the complex examination may be "pass/fail", which has no impact on the grade of the doctoral degree. A pass grade in the complex examination is a condition of progressing onto the thesis phase.

3.4. Completion of studies

Studies in the Doctoral School of Architecture must be completed in the eighth active semester from starting the course at the latest. Completion of studies represents acquisition of the pre-degree certificate, a condition of which is the acquisition of 240 credits, in accordance with the ratios determined in the course plan. The university issues a pre-degree certificate to those doctoral students who have acquired the prescribed credits in the doctoral course. The general conditions of being issued the pre-degree certificate are contained in the BME Academic and Examination Regulations.

4. Rules relating to students preparing independently

Those students who have prepared independently to obtain the doctoral degree may join the doctoral course in the research and thesis phase. The doctoral graduation procedure starts on the basis of request by applying for the complex examination (Government Decree 387/2012. (XII.19.) Article 12). If the examinee passes the examination, he/she may join the course in the fifth semester. Students preparing independently do not have an advisor, instead the DSC appoints a consultant for such candidates.

4.1. Conditions of application for the complex examination

- 1_ Relevant masters-level university diploma
- 2_ At least five years of experience working for an architectural firm
- 3_ A successful B2 level complex state-recognised English language examination
- 4_ The application must include the data of appendices DSA_M01 and DSA_M02.

4.2. The content of the complex examination / students preparing individually

The complex examination consists of a theoretical part and a thesis part.

In the theory part the candidate is asked about his/her architecture creative-research and publication activities, familiarity with architectural literature, and current theoretical and methodology knowledge. The examination is oral, it does not assess knowledge of the subject, instead it assesses familiarity with the field and dialogue skills.

The thesis part is a presentation on the chosen research topic. The examinee gives an oral presentation outlining those research fields and open questions where he/she has achieved or wishes to achieve results of thesis value. The examinee presents his/her research workplan relating to the second phase of the doctoral course, and the schedule for publishing the results, and for drawing up the thesis. The examinee describes the motivation for selecting the topic, indicates the objectives to be achieved, the associated instruments and the expected result of the research. The examinee also presents the academic/artistic significance expected of the research and its innovative content, and, if relevant, the social profit to be gained from the results of the research.

4.3. Recognisable credits / students preparing individually

On the basis of a comprehensive assessment of the submitted documents, the DSC makes a decision on the value of recognisable credits. A minimum of 120 credits is required for admission and a maximum of 210 credits may be taken into account. A condition of submittal of the thesis is the acquisition of 240 credits, the credits still missing on admission (30-120) must be obtained in a maximum of four semesters (but in the case of outstanding performance these may even be acquired in one semester).

The min/max credit limits that may be taken into account in the individual performance categories:

- Creative performance (20-90)
- Instructing activity (0-40)
- Publication activity (20-40)
- Professional public life (20-40)
- Research plan (20-40)

Outstanding performance (80%) is necessary in at least one category.

5. Graduation

5.1. The requirements for launching the doctoral graduation procedure

The graduation procedure starts with successfully passing the complex examination ¹⁵

5.2. Workplace defence

An important station of the graduation process is the workplace defence, which may be viewed as a rehearsal for the thesis defence in the accustomed workplace atmosphere. In the case of the Doctoral School of Architecture the workplace defence usually and almost without exception involves the department team, where the staff of the department give their opinions on the thesis and comment on what is said. One member of the HCDC should be present who is not a member of the given department. Two opponents should also give their opinions of the presentation, one of whom should be an external member (an instructor working in another department or faculty, possibly an external specialist).

The fulltime instructors of the department decide on whether to accept the defence by secret ballot. If the presentation is rejected the workplace defence must be repeated within one month. The content of the debate must be drawn up in minutes, especially opinions related to amending the thesis.

The workplace defence should be held by the 6th month before completion and submittal of the thesis at the latest. Compulsory elements of the workplace defence include a presentation of the thesis and the masterwork.

5.3. Submitting the thesis, its defence and awarding of the degree

The procedure takes place in accordance with the relevant prescriptions of the DHR. ¹⁶

General requirements

The general requirements of graduation are set down in Article 15 of the DHR. A requirement is the certification of knowledge of two foreign languages, required for cultivation of the discipline. ¹⁷

The first foreign language must be English, knowledge of which may be verified:

_ with a pass grade in a state-recognised B2 level language examination, which must be certified upon admission, or
_ with an MSc-level diploma acquired in the English language

The second foreign language according to the decision of the HCDC ¹⁸ may be the official language of any European country in which MSc-level architectural training is performed. The second foreign language may not be the native language of the candidate.

It is necessary to certify knowledge of the second foreign language on submittal of the thesis. ¹⁹

The method of certification is the same as in the case of the basic requirement of English language knowledge, however, it is also acceptable if the candidate has verifiably held at least three lectures in the given language at international conferences.

Requirements of the doctoral degree include obtaining the pre-degree certificate, submitting the doctoral thesis within three years of the complex examination, and successfully defending the doctoral thesis in the course of the public debate organised by the HCDC. In cases worthy of special dispensation, the three-year deadline may be extended by a maximum of one year, which is within the competence of the HCDC.

Special requirements

Thesis

The presentation of an independent architectural creation in the form of a written work.

The thesis may be one of two types.

a) it may be linked to the portfolio; therefore, its theme is the presentation of the creation(s) included in the portfolio, and of personal creative methods (on the basis of DHR Article 17(8)a))

b) the topic of the thesis may be the presentation of the results of personal architectural research independent of the masterwork or the portfolio.

The length of the thesis in both cases is a maximum of 125 thousand characters, including illustrations (which may form a maximum of 1/3 of the thesis). Appendices may be attached to the thesis.

¹⁵ DHR Article 16(1)

¹⁶ DHR Articles 18 to 23

¹⁷ DHR Article 17(3)

¹⁸ DHR Article 17(3)b)

¹⁹ DHR Article 18(3)c)

Portfolio

The candidate's creative work must be presented in a portfolio that summarises the results of independent artistic creative activity. As a minimum it must include at least one completed building, building part, or interior design creation (as independent author or as equal ranking co-author in the case of works with up to three authors), at least one prize-winning competition design (international, open national, or high-ranking invitational competition), in addition architectural designs, competition designs and the architectural work the candidate feels to be important. The number of architectural creations included in the portfolio may be a maximum of 12.

Masterwork

Any work included in the portfolio (design or building) may be used as the masterwork that complies with the requirements elaborated by the Art Council and is approved by the HCDC. The masterwork indicated when the graduation process was launched and that has been approved by the HCDC may not be changed during the procedure, or only with the preliminary consent of the HCDC. The masterwork must be a published creation.²⁰

Exhibition

A unique specific feature of the doctoral graduation procedure in the Doctoral School of Architecture is the exhibition linked to the thesis defence. The exhibition is to include all the elements in the candidate's portfolio and other works may also be included. The exhibition is public, it opens on the day before the defence and closes on the day following the defence at the earliest, the venue is the university. In exceptional cases an exhibition held at an external location is also acceptable as long as this is supported by the HCDC.

Closing provision

The present document was discussed and approved by the BME UHCDC on 28.04.2022.

Prof Mihály Balázs DLA

Architect

Head of the BME Doctoral School of Architecture

²⁰ DSA_K02 Scoring of publications according to the appendix