ORIENTATION MEETING

September 25th, 2024



For first-year students at Faculty of Transportation Engineering and Vehicle Engineering

Dr. Ferenc MESZAROS, associate professor, meszaros.ferenc@kjk.bme.hu
Anas ALATAWNEH, PhD student, anas_alatawneh@edu.bme.hu



OUTLINE

- ✓ Introduction
- ✓ Study requirements
- ✓ Semester schedule
- ✓ Contact Communication
- ✓ General info
- ✓ Academic honesty, sanctions against, academic and exam offences
- ✓ Moodle educational framework
- ✓ Office 365
- ✓ Access to softwares
- ✓ Eduroam wifi access
- ✓ Forum: Questions & Answers

- ✓ Dr. Ferenc MÉSZÁROS
 - associate professor
 - vice dean for education
- ✓ Mr. Anas ALATAWNEH
 - PhD candidate
 - study mentor
- ✓ Dr. Domokos ESZTERGÁR-KISS
 - senior research fellow
 - international coordinator
- ✓ Mrs. Annamária RÁKOSSY
 - managing expert
 - Stipendium Hungaricum scholarship administrator

✓ Dr. Ferenc MÉSZÁROS

- associate professor
- vice dean for education
- meszaros.ferenc@kjk.bme.hu
- St. bldg. 4th floor, room 420

✓ Contact the vice dean:

- specific educational issues
- educational /study progress
- curriculum / study programme
- Code of Studies
- Faculty's Study Committee issues
- Faculty's Credit Transfer Committee issues



- ✓ Mr. Anas ALATAWNEH
 - PhD candidate
 - Faculty study mentor
 - <u>anas alatawneh@edu.bme.hu</u>
 - St. bldg. 4th floor, room 408
- ✓ Contact the study mentor:
 - general educational issues
 - ,,how to...at the university" type issues
 - everyday issues



- ✓ Dr. Domokos ESZTERGÁR-KISS
 - senior research fellow
 - Faculty international coordinator
 - <u>transportation@kjk.bme.hu</u>
 - St. bldg. 4th floor, room 421
- ✓ Contact the international coordinator:
 - registering for which subjects
 - general educational issues



✓ Mrs. Annamária RÁKOSSY

- managing expert
- Faculty Stipendium Hungaricum scholarship administrator
- msc.transportation@kjk.bme.hu
- phd.transportation@kjk.bme.hu
- K. bldg. 1th floor, room K.I.27
- Tuesdays 10-12, Thursdays 10-12



- only serves PhD students
- PhD study requirements (semester work plan, semester progress report, complex exam, open defense)
- but ,,where can I find... at the university" type questions for all



- ✓ Central Academic Office (Building ,,R")
 - CAO study administrator
 - CAO Stipendium Hungaricum program coordinator
 - R bldg. ground floor, Central Academic Office (CAO)
- ✓ Contact the international coordinator:
 - only serves the MSc students
 - requests in the Neptun study system
 - general student status issues
 - NOT for SH scholarship issues >> <u>sh-cao@bme.hu</u>

- ✓ Master of Science (MSc) program
 - 120 credits from the prescribed subjects (see the study plan)
 - for Autonomous Vehicle Control Engineering studends: completion of the prescribed compensation subjects
 - Min. 4-week-long industrial practice / internship
 - Pre-requisites cannot be bypassed (even not by request), except by subject accreditation
 - Master thesis (diploma) work and report
 - starts in 3rd semester (1.) and continues in 4th semester (2.);
 - except in the Logistics program: 4th semeter
 - Final examination after completing all study requirements (i.e. getting the leaving certificate / absolutorium)
 - Defense of master thesis work
 - Final examination subjects (in min. 15-credit-value)

- ✓ Registering for the Master thesis subject prerequisites:
- Transportation program:
 - For Master thesis 1. (10 credits):
 - completion of compulsory courses covering all the basic natural scientific knowledge in the study plan (Mathematics, Numerical methods, I+C technologies, Electronics – electronis measurement systems, Control theory, Decision making methods)
 - collection of a minimum of 56 credits
 - For Master thesis 2. (20 credits):
 - completion of compulsory courses covering all the basic natural scientific knowledge in the study plan (see above)
 - collection of a minimum of 84 credits
 - completion of the 4-week internship
 - The Master thesis 1. course can be enrolled simultaneously with Master thesis
 2. as corequisite, in which case the above cumulative acquired 84 credits must
 be achieved by completing another subjects according to the study plan

- ✓ Registering for the Master thesis subject prerequisites:
- Logistics program:
 - For Master thesis (30 credits):
 - completion of mandatory and elective economic courses in the study plan
 - collection of a minimum of 90 credits credits (including optional courses)
 - completion of a 4-week internship

- ✓ Registering for the Master thesis subject prerequisites:
- Autonomous Vehicle Control Engineering program:
 - For Master thesis 1. (10 credits):
 - completion of compulsory courses covering all the basic natural scientific knowledge in the study plan (Artificial intelligence, Numerical methods, Control theory and system dynamics, Computer vision systems, High performance microcontrollers and interfaces)
 - collection of a minimum of 56 credits
 - For Master thesis 2. (20 credits):
 - completion of compulsory courses covering all the basic natural scientific knowledge in the study plan (see above)
 - collection of a minimum of 84 credits
 - completion of the 4-week internship
 - The Master thesis 1. course can be enrolled simultaneously with Master thesis
 2. as corequisite, in which case the above cumulative acquired 84 credits must
 be achieved by completing another subjects according to the study plan

- ✓ <u>Industrial practice / internship rules</u>
 - For details not found at the Faculty's website, please contact the program's internship managers directly (via email or in-person):
 - Mr. Miklós KÓZEL, in case of Transportation Engineering program,
 - Mr. Gábor VIDA, in case of Vehicle Engineering and Autonomous Vehicle Control Engineering program,
 - Dr. Balázs SZTRAPKOVICS, in case of Logistics Engineering program.
- ✓ Detailed descriptions / study plans at the Faculty's website:
 - see MSc programmes / Current students
 - Transportation Engineering Master Programme
 - Logistics Engineering Master Programme
 - Automous Vehicle Control Engineering Master Programme
- ✓ <u>Frequently Asked Questions</u> at the Faculty's website
 - e.g. Where will be my classes? What are my elective economics or optional subjects, if I am an autonomous vehicle control engineer student? Can I take language courses? Are they free?

Study requirements (PhD)

- ✓ Doctor of Philosophy (PhD) program
 - 240 credits from the prescribed subjects
 - 1st and 2nd year: study and research period
 - 3rd and 4th year: research and dissertation period
 - After the 2nd year: Complex Exam
 - Report about the so far research results, applied methodologies and future plans
 - Exam from two selected subjects
 - In the beginning of every semester: submission of semester work plan
 - At the end of every semester: submission of semester research progress report
- ✓ Detailed descriptions / study programs at the Faculty's website:
 - see <u>PhD programmes / Current students</u>

Semester schedule

- ✓ Academic calendar at CAO's website
 - Terms and dates, holidays/breaks
- ✓ Registration period
 - 3-4-day-long, right before the beginning of the study period
 - subject registration / course enrolment
- ✓ Study period
 - 14-week-long, the official start of the semester
 - classes, midterm tests, homeworks/individual assessments, retakes, delayed completions
- ✓ Repeat period
 - 1-week-long, right after the end of the study period
 - retakes, delayed completions
- ✓ Exam period
 - 4-week-long
 - Exams

Contact with academic staff

- ✓ Lecturer/professor/teacher
 - Course schedule, tests, retake/repeat, exam etc.
- ✓ Vice dean
 - Any specific educational issues, study progress, requests
- ✓ Dean's Office
 - Only PhD students
- ✓ CAO Central Academic Office
 - Any administrative issues, Neptun issues, scholarship issues, scholaship extension etc.
- ✓ SH mentors
 - Students' personal issues, accomodation/dormitory issues, daily life
- ✓ Tempus Public Foundation
 - Scholarship issues, changing education programs etc.

Communication etiquette

- ✓ At first: check the relevant homepage and newsletters for the specific information!
- ✓ At second: write an email to the person in charge
 - Addressing "Dear Mrs./Mr…" "Dear Professor"
 - Include your IDs: name, Neptun code, academic program, related subject
 - Be respectful! (already half win!)
 - Short problem decription, enquiry
- ✓ At third: in-person contact
 - Ask for appointment in advance
 - Knock on the door, wait for response with words ("Szabad!" "Tessék!) or for opening the door for around 10 seconds, if no response than repeat again, if no response try to carefully open the door
 - Be respectful!
 - Short problem explanation, enquiry

Communication with professors

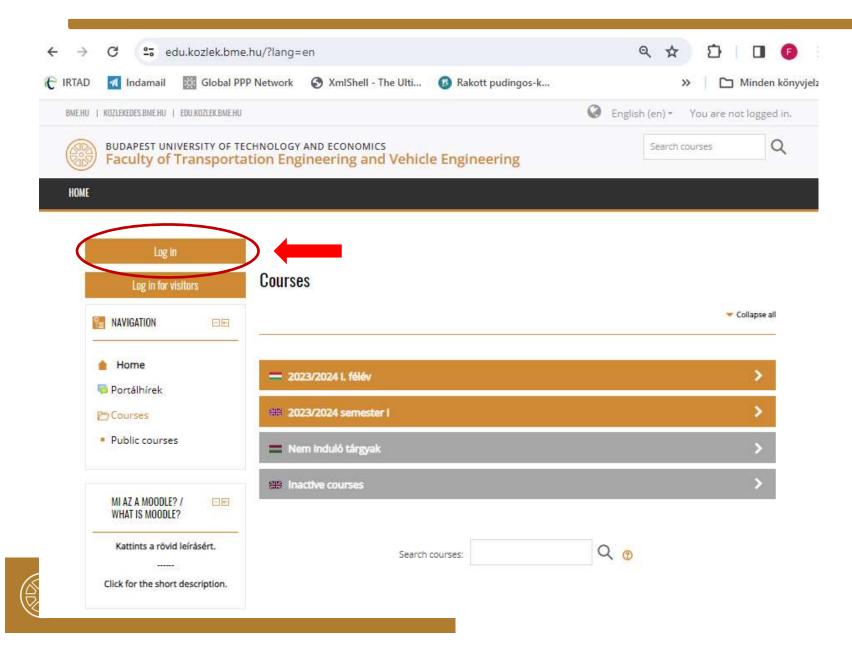
- About points/grades: there's no "please, give me one more point"!
- Professors have nothing to do with students' personal issues, health condition, scholarship status, do not refer such matters/cases!
- Professors are not obliged to reply multiple emails / requests / Teams questions
- Professors should by contacted in an appropriate manner politely, respectfully
- Professors will report inappropriate student communications to the Faculty
- >> Faculty reports to BME and to Tempus
- Always check subject requirements first!
- Check Code of Studies what is allowed and what isn't!
 https://kth.bme.hu/en/for-students/rules-and-regulations/

General info

- Code of Studies and Exams (https://kth.bme.hu/en/)
- Moodle education portal /framework subject/course information, materials, online tests and homework submission (if applicable) (https://edu.kozlek.bme.hu/?lang=en)
- About available requests see this webpage of CAO: https://kth.bme.hu/en/for-students/about-neptun/

Academic honesty, sanctions against academic and exam offences

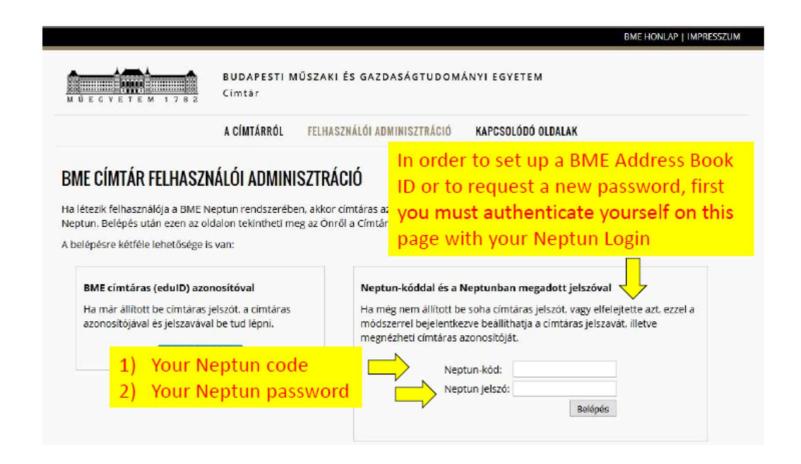
- Described in Code of studies under Title 33
- Assistants may check identity at exams, tests
- Academic and exam offence i.e. not allowed:
 - Cheating, using aids (text, audio, video)
 - Requesting/accepting any assistance from other students
 - Changing (or attempting to change) corrected/assessed tests/assignments
 - Acting in place of another person
- High risk of failing the course (no credit completion)
- Professor >> Dean's Office >> Disciplinary procedure
- Report to Tempus >> risk of scholarship termination

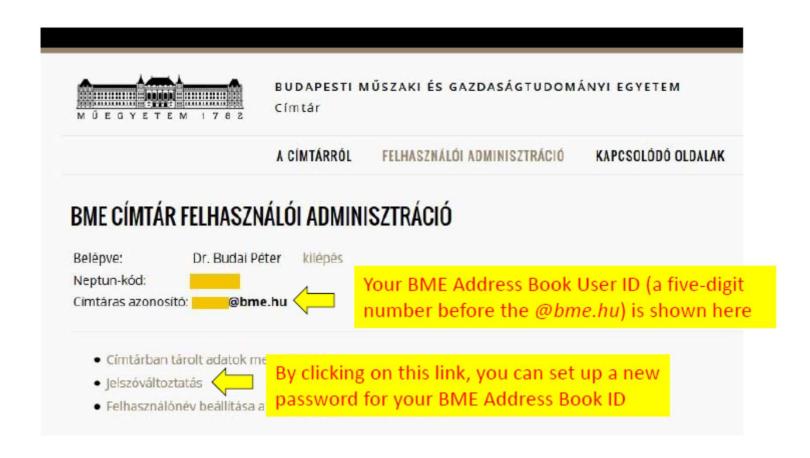




If you do not have BME Address Book ID yet, you can set up one by clicking on the link that says: "ezen az oldalon"

M Ú E G Y E T E M 178	Budapesti Műszaki és Gazdaságtudományi Egyetem Címtár
	Belépés
jelszót, kérjűk, tegye meg <u>ezen</u>	osító és jelszó megadása szükséges. Ha Ön szerepel a Neptunban, és még nem állított be címtáras <u>az oldalon</u> osítást kérő oldalra irányítjuk vissza. Az azonosítást a következő oldal kérte: https://oktatas.epito.bme.hu
Felhasználónév: Jelszó:	@bme.hu
Belépés	
	© BME





CÍMTÁRAS JELSZÓ BEÁLLÍTÁSA

Setting up a new password for your BME Address Book User ID

Itt tudja beállítani a címtárban hasz használó weboldalakra.

A jelszó beállításánál az alábbi köve

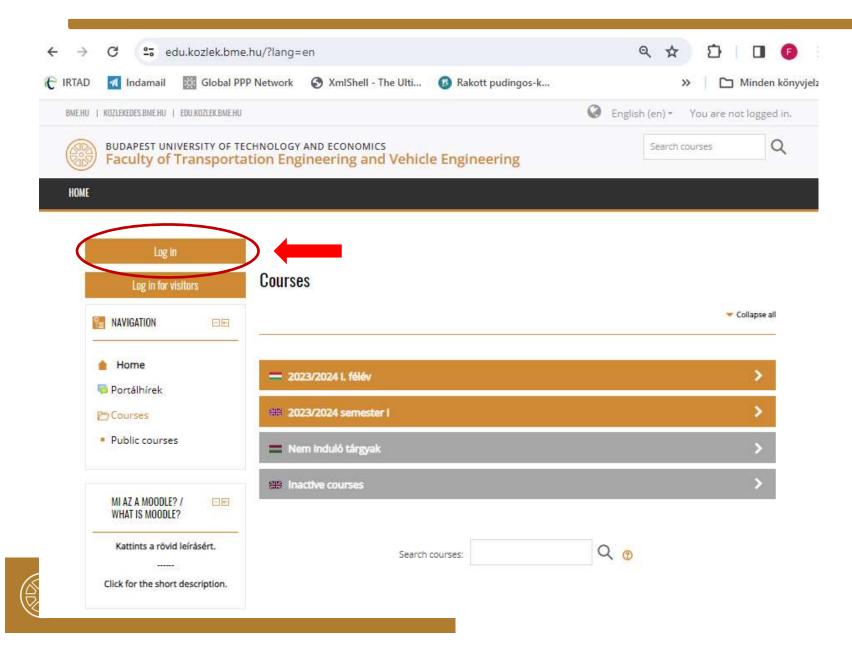
- a címtáras jelszó nem egyezit
- a címtáras jelszó nem egyezt
- a jelszó erősségére vonatkoz angol ábécéből / szám / spec
- használható normál karakter
- használható speciális karakté
- nem használható speciális ka

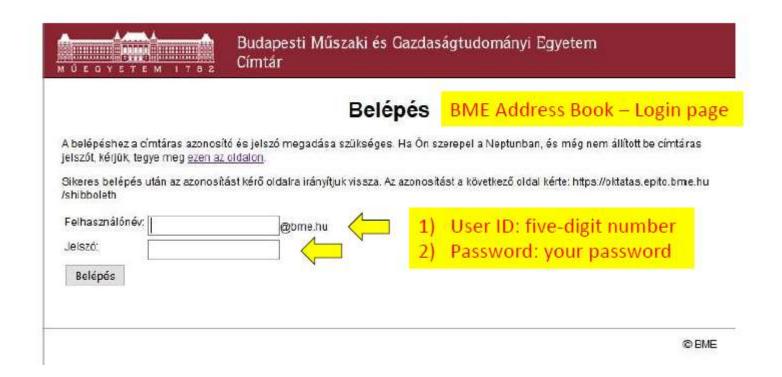
Please make sure that your new password:

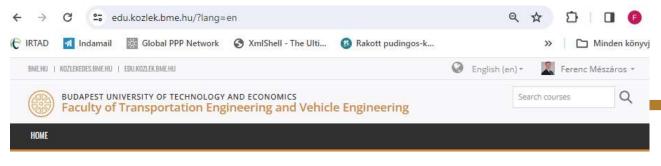
- does not match your Neptun password or Neptun code
- consist of at least 6 characters
- contains at least one character from at least three of the following classes:
 - capital letter (English alphabet)
 - lowercase letter (English alphabet)
 - numbers
 - special characters: !"#\$%&'()*+,-./:;<=>?@[]^_`{|}~
- does NOT contain space or the \ chaarcter

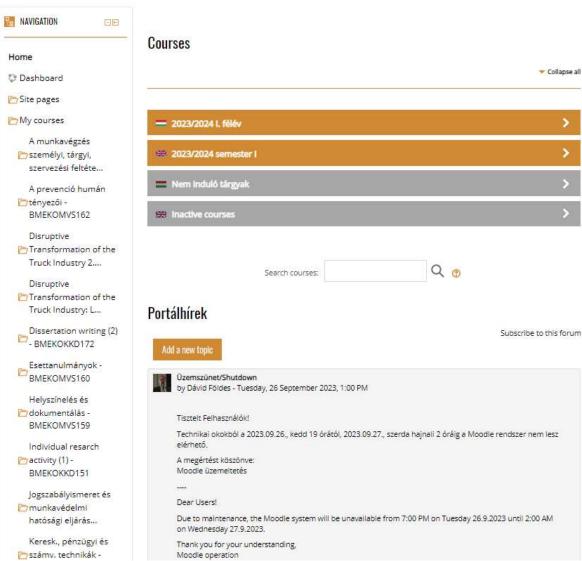


- 1) Enter new password here
- 2) Repeat the new password









After a successful login, you will see this page

You will find here all information (lecture notes, lecture slides etc.) about the course, as well as associated activities (message board of the lecturer, student forum, polls etc.)

Office 365

How to activate and get access to Microsoft Office365?

- Open a browser and visit the BME Address Book: https://login.bme.hu/en/
- 2) Login to the BME Address Book with your user ID

Access to softwares

Due to you are student of the BME, you can have access to differents softwares and IT services

For details, visit the following website of Directorate for Informatics of BME:

https://net.bme.hu/?lang=en

Especially for softwares with BME licences:

https://net.bme.hu/sw/?lang=en



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

Címtár

USER ADMINISTRATION

ABOUT

USER ADMINISTRATION

Logged in user: Dr. Mészáros Ferenc Logout

EduID: 59362@bme.hu

- · View user data
- · Change password
- Set alternative e-mail address
- · Set username for edu.bme.hu Office 365
- Enable M365 multi-factor authenticat
- M365 A3 licenc igénylése
- · edu.bme.hu címek listázása
- Logout

Newly admitted students, attention!

If the "Set username for edu.bme.hu Office 365" option is not visible, do not panic, and do not send error report! If your Neptun status is active, the option will be available here in 1-2 days.

3) Choose "Set username for edu.bme.hu Office 365"



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

Címtár

USER ADMINISTRATION

USER ADMINISTRATION

: Szabóné Kismarton Ágnes



FELHASZNÁLÓNÉV BEÁLLÍTÁSA A MICROSOFT OFFICE 365 CSOMAGHOZ

A Microsoft ingyenesen az egyetem rendelkezésére bocsátotta az Office 365 oktatási E1-es csomagját. Ez tartalmaz többek között egy 50 GB tárhellyel rendelkező e-mail címet is, @edu.bme.hu végződéssel, illetve egy 1 TB-os OneDrive tárhelyet.

Amennyiben szeretné igénybe venni a fenti csomagot, szükség lesz egy felhasználónévre, amely az Ön e-mail címében az @edu.bme.hu előtt fog szerepelni.

A rendszer vezetékneve és keresztneve alapján felajáni Önnek néhány lehetséges felhasználónevet. Amennyiben talált Önnek megfelelőt a felajánlott felhasználónevek között, kérjük, válassza ki és kattintson a Beállítások mentése gombra. Kérjük, alaposan gondolja át a választást, mert nincs lehetőség utólagos módosításra.

Lehetőség van a fentiektől eltérő felhasználónév igénylésére is, de alapszabályként a vezetéknévnek valamilyen formában szerepelnie kell a felhasználónévben, és ennek engedélyezése egy kis időbe telik. A felhasználónév az angol ábécé kisbetűit, számokat, pontot, mínusz és alulvonás karaktert tartalmazhat. Az első és utolsó karakter betű vagy szám kell legyen. A felhasználónév minimális hossza 3, maximális hossza 30 karakter.

A követelményeknek nem megfelelő, vagy egyetemünkhöz nem méltó felhasználónév-igényléseket az adminisztrátorok indoklás nélkül elutasítják.

Here you have to choose a login name from "Felhasználónév kiválasztása" (user name) list and "Igen" (yes) from the "Office365 hozzáférés igénylése" (request access to Office 365) list: Office 365 hozzáférés igénylésére később is lehetőség van a kiválasztott felhasználónévvel. Az adott felhasználónevet más már nem foglalhatja le,

elhaszná		

- agnes.szabonekismarton
- szabonekismarton.agnes
- agnesszabonekismarton
- szabonekismartonagnes
- aszabonekismarton
- szabonekismartona

a fentiektől eltérő felhasználónév választása: Példák érvényes felhasználónévre: aszabonekismarton1998, szabonekismarton-1994

Office 365 hozzáférés igénylése:

miután Ön lefoglalta.)

Beállítások mentése



Office 365

You can pick one from the list (highly preferred), or you can choose a custom name (if this is available) by selecting the last item and entering a custom name (not recommended, activation may take up to 24 hours).

- 5) Click the **Beállítások mentése**" (save) button when you're done.
- 6) Then you will get a notification screen with the email address, which contains your chosen user name and @edu.bme.hu. In this example, the email address is szabonekismarton.agnes@edu.bme.hu. Your account will be ready within 24 hours.

Office 365

7) Open a browser and visit following webpage:

https://www.office.com/

Click on "Sign in"

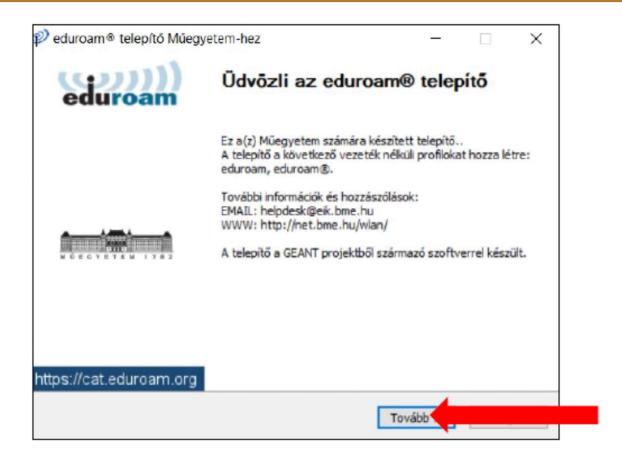
- 8) Use your created user email (username@edu.bme.hu) and press "Next"
- 9) Then you'll reach again the Adress Book/eduID login screen. Use your eduID and password and press "Belépés"
- 10) You have to answer some configuration questions (related to the theme of the webpage, for instance), and after these, you will get the webpage where you can start using the Office365 applications.

Gives internet access at the whole BME's territory, furthermore on most other universities in Hungary.

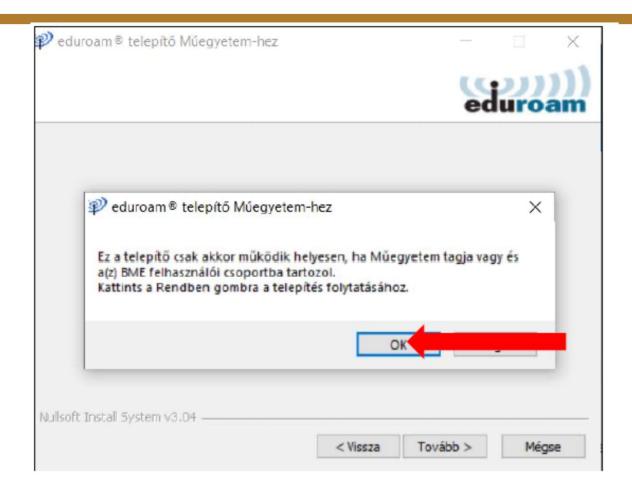
1) Please download the "eduroam telepítő letöltése" CAT install profile from the following link:

https://cat.eduroam.org/?idp=168

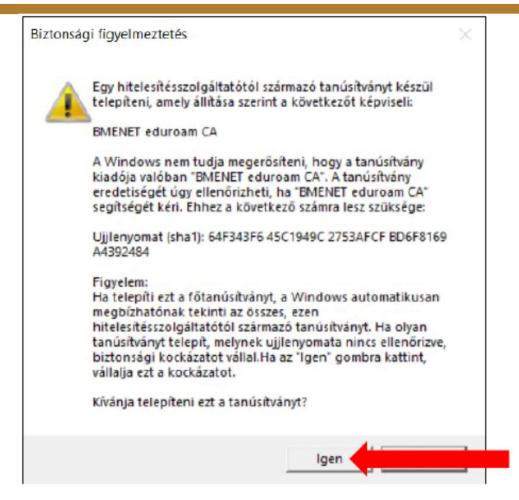
2) Open the download file, and the install process begins.



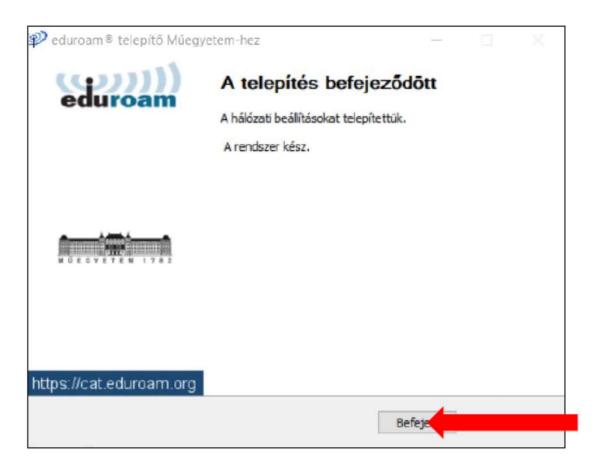
3) Click on "Tovább" (next)



4) Click on "Ok"



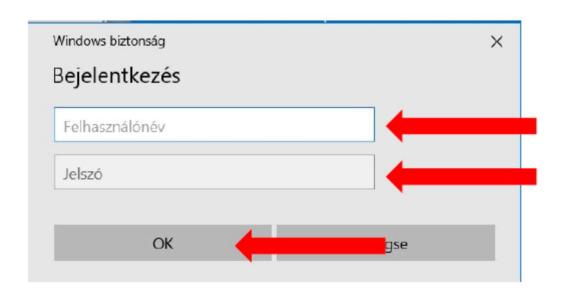
5) Accept installing the certificate, click on "Igen" (yes)



6) The installation is finished. Click on "Befejezés" (finish)

7) Choose the "eduroam" wifi network and connect





- 8) Login with your Address Book/eduID user name (type also the "@bme.hu" formula at the end) and password
- 9) The internet network is accessed and ready to use

Forum

Questions & Answers

THANK YOU FOR YOUR ATTENTION AND GOOD LUCK!



Dr. Ferenc MESZAROS

meszaros.ferenc@kjk.bme.hu

