



SUBJECT DATASHEET

**Public administration and educational administration leadership
knowledge**

BMEGT51XX76009-80

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

Public administration and educational administration leadership knowledge

ID (subject code)

BMEGT51XX76009-80

Type of subject

contact hour

Course types and lessons

<i>Type</i>	<i>Lessons</i>
Lecture	8
Practice	0
Laboratory	0

Type of assessment

exam grade

Number of credits

5

Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
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Educational organisational unit for the subject

Department of Technical Education

Subject website

<https://edu.gtk.bme.hu>

Language of the subject

magyar - HU

Curricular role of the subject, recommended number of terms

Programme: **Mentor teacher programme**

Subject Role: **Compulsory**

Recommended semester: **1**

Direct prerequisites

Strong nincs

Weak nincs

Parallel nincs

Exclusion nincs

Validity of the Subject Description

Approved by the Faculty Board of Faculty of Economic and Social Sciences, Decree No: 580466/11/2025registration number. Valid from: 2025.06.25.

2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is to provide students with knowledge of the structure of the Hungarian state, the system of local governments in Hungary, and the fundamental legal concepts related to these areas. Students will become familiar with the responsibilities and competencies relevant at various levels of the public administration system-especially within educational administration. They will also gain an understanding of the legal regulation of the public education system and the legal-administrative tasks arising within this field. The course covers the foundational documents that ensure the professional and operational autonomy of institutions, the legal background governing these institutions, as well as the individuals and organizations engaged in educational administration, their competences, and the related forms and document management tasks. A key objective of the course is to provide knowledge about compulsory kindergarten and school attendance in Hungary, leadership tasks related to educational administration concerning kindergarten and student legal status, students' rights and obligations, and the management of personal data.

Academic results

Knowledge

1. Has a thorough understanding of the basic functioning of the Hungarian state structure and the local government system, and comprehends the organizational and legal frameworks of public and educational administration
2. Is familiar with the legal regulation of public education and the legal-administrative tasks related to institutional leadership
3. Knows the foundational documents of educational administration, the applicable legal regulations, and the related administrative procedures
4. Is aware of the relevant regulations concerning student legal status, students' rights and obligations, and the management of personal data

Skills

1. Is able to navigate the systems of public administration and educational administration
2. Is able to interpret and apply the relevant legal regulations.
3. Is capable of preparing and implementing lawful decisions in public education institutions.
4. Is able to manage educational administrative documents, maintain records, and carry out document management tasks.
5. Is capable of directing professional and administrative processes while respecting the autonomy of the institution.

Attitude

1. Committed to lawful, transparent, and ethical institutional leadership
2. Open to innovations in educational administration and changes in the regulatory environment
3. Respects students' rights and the responsibilities of institutional stakeholders.
4. Strives for cooperation in the preparation of institutional regulations and the practical application of legal provisions.

Independence and responsibility

1. Independently and/or within the institutional community, performs tasks related to analyzing and developing the professional work of their own institution
2. In their work, is able to independently apply their legal knowledge in the given context
3. Helps ensure the lawful operation of the institution by formulating independent, constructive suggestions.

Teaching methodology

Lectures, Use of IT Tools and Techniques

Materials supporting learning

- dr. Pusztér Bernadett: Közigazgatási vezetési ismeretek, BME GTK Műszaki Pedagógia Tanszék hallgatói segédanyag, Budapest 2022
- Vereczkei Judit: Tanügyigazgatás, BME GTK Műszaki Pedagógia Tanszék hallgatói segédanyag, Budapest 2022
- Magyarország Alaptörvénye
- 2011. évi CXCV. törvény a nemzeti köznevelésről
- 2011. évi CLXXXIX. törvény Magyarország helyi önkormányzatairól
- 20/2012. (VIII. 31.) EMMI rendelet a nevelési-oktatási intézmények működéséről és a köznevelési intézmények névhasználatáról
- 134/2016. (VI.10.) Korm.rendelet az állami köznevelési közfeladat ellátásában fenntartóként részt vevő szervekről, valamint a Klebelsberg Központról
- Oktatási Hivatal honlapja

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

Evaluation of the Learning Outcomes Defined in Point 2.2 Throughout the Year. Evaluation of Subject Knowledge, Skills, Attitudes, as well as Competencies Related to Independence and Responsibility.

Performance assessment methods

Performance Evaluation During the Exam Period: Oral Exam

Percentage of performance assessments, conducted during the study period, within the rating

Percentage of exam elements within the rating

- Szóbeli vizsga: 100

Conditions for obtaining a signature, validity of the signature

Issuing grades

Excellent	91
Very good	87-90
Good	75-86
Satisfactory	62-74
Pass	50-61
Fail	0-49

Retake and late completion

The examination is conducted in accordance with the provisions of the current Study and Examination Regulations, and may be retaken upon payment of the fees specified in the Fees and Grants Regulations

Coursework required for the completion of the subject

Részvétel a kontakt tanórákon	8
Felkészülés a vizsgára, kijelölt tananyag önálló elsajátítása	142

Approval and validity of subject requirements

Consulted with the Faculty Student Representative Committee, approved by the Vice Dean for Education, valid from: 02.06.2025.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics covered during the term

- 1 To achieve the learning outcomes defined in point 2.2, the subject consists of the following thematic blocks:
- 2 1. The Fundamental Law of Hungary
- 3 2. The Concept, role, and system of public administration: administrative bodies and their operational principles, the hierarchy of public administration, and public administration at the governmental and local government levels
- 4 3. The fundamentals and legal environment of educational administration; the legal status, operation, and functioning of educational institutions; national, regional, and local levels of educational administration; sector-specific characteristics of educational administration
- 5 4. Educational administration activities and tasks in public educational institutions: compulsory education and kindergarten attendance, as well as educational administration tasks related to students and children
- 6 5. Decision-making and legal remedies in educational administration: ethical, legal, and professional issues in leadership decision-making; legislation and guidelines concerning leadership responsibility; equity in serving the paramount interests of the child
- 7 6. Legal issues in the operational leadership of educational institutions; leadership tasks and challenges for school principals; managing administrative processes in educational administration
- 8 7. The impact of digital transformation on educational administration: central digital systems (KIR, KRÉTA, KIR-STAT, DIFER, OKTIG, INYR)

Additional lecturers

Approval and validity of subject requirements