

The Study and Examination Policy

Faculty of Medicine, Dentistry and Pharmacy

Section 1

The Scope of the Study and Examination Policy

1. The Study and Examination Policy applies to academic and examination matters of Hungarian and foreign students who participate in vocational higher education courses, Bachelor's programmes, Master's programmes, undivided programmes, graduate or postgraduate specialist training courses in Hungarian or in a foreign language, in state-funded or self-financed educational programmes, in credit-based full-time, evening or distance learning programmes.
2. The academic and examination matters of doctoral students are regulated by another policy.
3. Familiarity and compliance with the policy is mandatory for all lecturers, researchers, administrative staff and students who, directly or indirectly, participate in the education process.

Section 2

Basic concepts of the credit system

1. One credit corresponds to the performance of 30 hours of academic work by the student. Study hours include classes (contact hours) and individual study hours.
2. Credits may only be assigned to subjects graded with a mark on a scale of one to five or one to three. Only credits with a value that is an integer may be assigned to a subject.
3. Credits can be completed by obtaining a satisfactory (2) mark in an evaluation scale of one to five, and a pass mark in an evaluation scale of one to three. The value of a credit *is independent of the mark the student received, provided that the student's performance has been accepted*, but it can only be validated if the conditions of this Policy are met.
4. An additional 10% of credits can be recognised as completed in the term, in addition to the mandatory credits for the term. If the credit value of the mandatory, alternative and optional subjects that can be added by the student and the subjects dropped in the previous year exceeds the maximum value that the student can add, the student may have the credit recognised during the following term or terms, in a manner favourable to them. Adding and completing additional subjects corresponding to 10% of the total credit value included in the qualification requirements for the programme is free of charge for state-funded students; self-funded students must pay a fee proportionate to the relevant credits.
5. In the credit system, a set number of credits must be completed from various groups of subjects and certain criteria must also be fulfilled within the time limits available for completing a Bachelor's or a Master's programme or for obtaining a professional qualification. The student may progress according to an individual plan, subject to the preliminary courses completed and other rules, using the available options.
6. Criteria means the mandatory tasks specified in the training and outcome criteria, with no associated credits (e.g. performance of a work placement, fulfilment of language requirements, etc.).

7. The credits required for the degree can be obtained at Semmelweis University in a period two terms shorter than the training period if the student has completed preliminary courses.

Section 3

The curriculum

1. The detailed instruction and academic criteria, as well as the detailed rules of training are defined by the curriculum.

Completion of the mandatory subjects is obligatory for every student in the given programme, and these subjects may not be substituted by other ones.

2. Model curriculum means the choice of subjects recommended for completing a given programme based on the preliminary

requirements, from which the student can deviate within the limits of the Policy. On average, the model curriculum contains subjects amounting to 30 credits per term.

3. The model curriculum contains, in a breakdown by teaching period,

- a. all mandatory and alternative subjects,
- b. the number of contact hours per week (or term) and the assigned credit value of a subject,
- c. the type of assessment (signature, interim mark or end-of-term examination),
- d. the terms in which the subject is available, the criteria and the deadline for their completion,
- e. the terms and rules of selecting a programme,
- f. the preliminary courses completed,
- g. the requirements for adding and completing the thesis (diploma),
- h. the detailed conditions for proceeding to take the final examination,
- i. the subjects included in the final examination and the rules for selecting them.

4. Preliminary courses means the total of the requirements for the subjects specified in the syllabus for a programme.

5. The preliminary courses are defined by the council of the competent Faculty, and must be submitted to the Student Union for comment. Subjects added contrary to the preliminary requirements or the Study and Examination Policy will not count.

6. Preliminary criterion (precondition) means the knowledge from another subject, group of subjects or subject module and/or the proven fulfilment of a criterion required to understand the material of a course. A subject may only be added if the subject(s) and criteria identified as preliminary criteria for the subject were already completed prior to addition. It may be also specified as a requirement that certain subjects included in the curriculum must be added at the same time.

7. According to the model curricula, there are no more than 40 contact hours/week (in addition to basic language and physical education courses).

8. The curricula of the individual programmes are determined by the Faculty Council responsible for the training programmes concerned and, with regard to inter-faculty training programmes, by the Senate, in agreement with the councils of the faculties participating in the training programme concerned. The Faculty Council of the faculty responsible for the educational programme will recognise the mandatory and optional subjects from among the subjects accredited according to paragraphs (3) and (4) of Section 3.

9. Module means the multi-subject, back-to-back units (e.g. foundation module, core module) or the equivalent, interchangeable units (specialisation module) within the syllabus of a programme.

10. The student may choose between the specialisation modules simultaneously available in the programme. The number of students choosing a specialisation module may be limited and a minimum headcount for offering the subjects of a specialisation module can be set by the Dean.

Section 4

Subject programme, subject accreditation

1. The knowledge and skills to be acquired as part of the subjects are specified in the subject programmes.

2. The subject programme contains the following:

a. the code and the full and abbreviated name of the subject,

b. the number of classes per week (term) (in a breakdown by lecture, classroom practice, laboratory practice, clinical practice and sports practice),

c. the type of end-of-term assessments (signature, interim mark, practical mark or examination mark),

d. the credit value assigned to the subject,

e. the name of the educational organisational unit and the lecturer responsible for teaching the given subject and the preliminary criteria for adding the subject,

f. the role of the subject in realising the goal of the training, and the description of the syllabus.

g. a description of how marks (signatures) are given,

h. any examination criteria,

i. the written materials for the subject and the most important technical and other aids that can be used,

j. the number and type of tasks to be completed through individual work/self-study by the student.

3. The accreditation of a subject means the approval of the programme of the subject.

4. The programme for each subject is accredited by the Council of the Faculty concerned.

Section 5

Training periods

1. During term-time, the student participates in classes and performs tasks associated with the completion of the subject. The duration of the term-time is at least 13 weeks. Classes (lectures, practicals) last 45 minutes.

In term 9 of the pharmacology programme, the term-time lasts 12 weeks, supplemented by an 8-week work placement.

2. Examinations must be taken during the examination period, which consists of an uninterrupted period of at least 7 weeks.

3. Duration of the work placement:

Faculty of Medicine: the number of weekly hours of summer work placements and the work placement of students in year 6 is 35. In addition to this, students must be on duty for 24 hours once every two weeks.

Faculty of Pharmacy: the number of weekly hours of summer work placements is 35; the number of weekly hours of work placements preceding the final examination is 40.

4. The Faculty Council will make a decision regarding the schedule for every academic year after consulting the Student Union and it will notify the Rector of the University of that decision.

5. The Rector and the Dean may each authorise three (3) extra days per academic year for an academic break, in agreement with the Student Union and the relevant faculty committee of the Student Union. Preferably, the date of the academic break must be set before the start of term-time. The Dean and the Rector must consult before approving the academic break.

Section 7

Student status, obligation of registration

1. Students who gained admission or transferred to the Semmelweis University may establish a student status with the University.

2. Before commencing their studies, students with a Hungarian citizenship take an oath, while students with foreign citizenship make a ceremonial pledge.

3. Students who have become entitled to begin their studies must register for the first term of their studies. By registering, students confirm that they are familiar with and agree to comply with the rules of the University and the Faculty applicable to them.

4. Registration takes place and notifications of continued or suspended studies are made in the period specified for this purpose by the Faculties.

5. Students can register by completing the registration form and registering in the student information system; they can report that they intend to continue their studies by reporting this in the student information system and they can register or report their intention to continue their studies by submitting their mark-book to the Dean's Office concerned, completed in the following manner:

a) the subjects required by the curriculum (in the order specified by the Dean's Office),

b) alternative subjects,

c) optional subjects

d) the name of the professor,

e) the code, credit value, number of classes and the examination criteria of the subjects.

6. In the event of an accident, illness or any other unforeseeable but reasonable circumstance, the student may withdraw their declaration of their intention to continue their studies.

7. Adding subjects means registering for the lectures and seminars announced for a subject. Adding subjects is conditioned on the fulfilment of the preliminary criteria for the subject.

8. Students completing a study period abroad in the given term are also required to report their intention to continue their studies.

9. For students required by a separate legal provision to finance their studies, compliance with this obligation is a precondition for registration or continuing their studies in the relevant term.

10. Students must promptly report any changes in their data registered in the student information system. No redress is available for any adverse effect caused by failure to do so. Students who fail to fulfil their obligation to report any change in their data will be charged a fee.

11. If the student continues their studies in the training period concerned, they will be entitled to:
- a. add the subjects specified in the curriculum in accordance with the progression and take examinations in the subjects added,
 - b. use the University facilities available to students (library, cultural and sports facilities),
 - c. use services aimed at the protection of students' interests,
 - d. become a member of academic student workshops,
 - e. use the student card that proves their student status,
 - f. apply for grants provided by the University, if they study in a state-funded programme.

Section 8

Suspension of student status

1. The student must register in the student information system during the period specified by the Faculty if they do not intend to fulfil their student obligations during the next training period. If the student fails to request the suspension of their studies within a month after the term has started, the term will be regarded as an active term, even if the student fails to attend classes and does not fulfil any academic criteria included in the curriculum.
2. During the period when their student status is suspended, a student
 - a) may not receive any payments from the student grant fund,
 - b) cannot have their student card validated,
 - c) may not exercise their right to vote and to be elected, which means that they cannot be a member of the Student Union until they register again.
3. A person who has been admitted may defer the commencement of their studies for a maximum of two terms upon request. Requests for deferment must be made in writing, to the Dean's Office of the Faculty. After the period of the deferment has passed, the admitted person must register without any special notice. Failing to do so will result in their losing the right to begin their studies.
4. Student status can be suspended on more than one occasion.

Section 9

Termination of student status

Student status is terminated by dismissal if:

1. the number of credit points obtained from mandatory and alternative subjects in the fourth active term following registration is less than 50% of the credit points that can be obtained in the given period,
2. the student has used the number of active terms specified in the Policy but has not finished their studies, or if the minimum number of the terms required for the completion of his studies and the number of the terms used by the student would exceed this number,
3. the student was unable to acquire the credits missing because of dropping a mandatory subject, in the term when the subject was offered for the second time at the latest.

3a. the student began their studies in the programme concerned in the autumn term of the 2012/13 academic year or later and they failed to pass the retake examinations or repeated retake examinations from a given study unit for the fifth time in a row.

4. If their student status has been terminated based on the provisions of Section 9 (1) and the student is admitted again during a new admission procedure, they may not request the recognition of their previous studies.

Section 10 **Readmission**

repealed by Senate Decision No. 125/b/2012. (XII. 13.)

Section 11 **Transfer**

1. A student of another higher education institution may request a transfer to Semmelweis University, to a programme with the same training specialisation, provided that the conditions of the termination of the student status are not met.

2. Transfers to the Faculty of Medicine may only be authorised from the same faculty of another university after the completion of the theoretical module or the preclinical module, to term 5 or 7 of the model curriculum. Requests must be submitted to the Dean's Office of the Faculty by 15 July every year. The request must be accompanied by the original, completed mark-book, the curriculum (model curriculum) of the university, and the certified translation of these documents, with regard to studies pursued abroad, if the documents have been issued in a language other than the language of teaching at the Faculty.

Transfers to the Faculty of Dentistry may be authorised from the same faculty of another university after the completion of the theoretical module or the preclinical module. Requests must be submitted to the Dean's Office of the Faculty by 15 July every year. The request must be accompanied by the original, completed mark-book, the curriculum (model curriculum) of the university, and the certified translation of these documents, with regard to studies pursued abroad, if the documents have been issued in a language other than the language of teaching at the Faculty.

Transfers to the Faculty of Pharmacy can be requested by pharmacology students from other universities. Transfers to the Faculty of Pharmacy may only be requested and authorised from the same faculty of another university, after the completion of at least two terms according to the model curriculum, provided that the conditions of mandatory expulsion or exclusion are not met. Transfer cases are decided in the first instance by the Academic Committee of the receiving faculty. Decisions upon comments and complaints in the second instance fall within the powers of the dean of the faculty. No appeal can be made against the decisions of the dean. The transfer request must be accompanied by the original, validly completed mark-book, the curriculum of the discharging university, and the certified translation of these documents, with regard to studies pursued abroad, if the documents have been issued in a language other than the language of teaching. The deadline for submitting transfer requests is 15 July. Before making a decision, the Academic Committee will interview students requesting their transfer from foreign universities and, taking the opinion of the

head of the educational organisational unit concerned (the lecturer of the subject) into account, the Committee may order students to take a supplementary examination.

3. The condition of the transfer is that the adjusted credit index of the student submitting the transfer request must be at least 3.51-4.00 in the two terms preceding the transfer.

4. Transfers may also be requested at Semmelweis University between programmes, as well as between faculties and training levels. The minimum requirement for this is that at least 75% of the credits that can be obtained in the first four terms of the model curriculum must be obtained and the relevant weighted grade point average must be 3.51-4.00.

5. With regard to transfers, the discharging institutions must declare whether the students concerned were state-funded or self-funded. For state-funded studies, the discharging institution must provide information on the number of state-funded and active terms used by the student in the course of their studies and it must declare that the student's student status has been terminated and their name has been struck off from the register as a result of the transfer.

6. A self-funded student may request a transfer to the same state-funded programme if their adjusted credit index was at least 3.51 in the two consecutive terms preceding the transfer request. However, the transfer will only be performed if a state-funded place becomes available. The places that have become available will be assigned based on the order established according to the adjusted credit index.

7. Transfers between programmes, faculties and training levels will only be possible if the content of the subjects completed are at least 75% identical to the content of the subjects taught at the Faculty concerned. In all other cases, students may only begin their studies after a successful admission procedure has been conducted at the Faculty concerned, in accordance with the law on admission to higher education institutions.

8. The Educational, Credit and Credit Transfer Committee of the receiving faculty will decide on the recognition of subjects completed and credits obtained in another programme, at another faculty or in another institution according to Section 21.

Section 12

Parallel studies

1. In the event of successful admission, students from another programme, faculty or institution may pursue parallel studies at Semmelweis University.

2. Students of Semmelweis University may also participate in parallel training in another institution, which they must report to the dean of the Faculty.

Section 13

Visiting student status

1. Visiting student status is authorised for students of Semmelweis University by the Academic Committee of the Faculty, taking the opinion of the Educational, Credit and Credit Transfer Committee into consideration.
2. Requests for this must be submitted to the Dean's Office of the Faculty concerned, always attaching the opinion of the head of the educational organisational unit concerned and the receiving institution's syllabus of the relevant subject.
3. Subjects completed as a visiting student may be recognised in accordance with Section 21.
4. The criteria for transfers and the establishment of visiting student status, as well as for joining programmes required for obtaining additional qualifications or specialisations, are specified by the receiving higher education institution.
5. Studying the following subjects taught at Semmelweis University may only be authorised for students of another university or faculty with the prior consent of the head of the relevant department and if the student concerned studies similar subjects at his own university:
 - anatomy,
 - pathology,
 - forensic medicine and
 - clinical subjects
6. Students who have been authorised as visiting students at any faculty of Semmelweis University may only join the relevant programme at the beginning of the study period.

Section 16

Announcement and addition of subjects

1. The mandatory subjects to be added are defined by the model curriculum for each term by programme in the order specified therein.
2. Based on the proposal of the educational organisational units, the Dean's Office of the Faculty concerned publishes the list of mandatory, alternative and optional subjects for the next term in the student information system, by the last week of the previous study period.
3. The announcement must include the criteria, lecturer(s), schedule, the minimum and maximum headcount, and the ranking criteria in the event too many students register for the course unless ranking is determined by the order of registration. In addition to being centrally published, the announcement containing the data above is also published by the organisational units responsible for teaching the subjects.
4. Students must register for the offered mandatory, alternative and optional subjects by the end of the examination period preceding the relevant term.

5. The maximum headcount for a given course may be limited by the reasonable capacity of the professor teaching the class, the limited number of available teaching materials, the capacity of laboratories and seminar classrooms, and, if agreed by the Student Union, other reasons.
6. Students may choose between subjects, lecturers and classes offered simultaneously (taking the requirements of the curriculum into account). The restrictions listed in paragraph (3) must be taken into account in this respect as well.
7. If the student was unable to complete the credits assigned to a subject added in a given term, they may add the subject again in two future terms, subject to the preliminary courses completed and the provisions of Section 17 (16) of the Study and Examination Policy. If the satisfactory fulfilment of the interim criteria is confirmed by the professor of the subject by their signature, the student only needs to take the exam in the next term. The student may request another opportunity to obtain the signature.
8. Mandatory subjects that are subject to an exam must be announced in each term with an adequate number of courses in the current term according to the model curriculum, and at least with examination opportunities in cross terms. In the cross term, the student may attempt to take the examination a number of times, corresponding to the number of possible attempts left from the previous term.
9. A sufficient choice of mandatory and optional subjects, of at least 120% of the credits, must be provided every academic year.
10. The announcement of subjects falls within the scope of responsibility of the Dean of the Faculty responsible for the programme.

Section 17

Assessment of knowledge and practical skills, class attendance

1. The student's performance may be assessed using
 - a) a five-point classification [excellent (5), good (4), average (3), satisfactory (2), unsatisfactory (1)]
 - b) a three-point classification: distinction (5), merit (3), fail (1).
2. No difference may be made in the assessment of students' work based on whether they are state-funded or self-funded.
3. Knowledge may be assessed using
 - a. oral or written accounts given during class, written (classroom) tests, or assessments of assignments completed outside classes during term-time,
 - b. practical marks,
 - c. end-of-term examinations,
 - d. comprehensive examinations,
 - e. final examinations.
4. End-of-term marks can be given as
 - a. mid-term marks – both for theoretical and practical subjects – based on assessments during term-time,
 - b. marks obtained during an examination; in this case, the mark is based on
 - only the performance at the examination or
 - the combination of mid-term assessments and the performance at the examination.

5. If the mid-term mark is established based on classroom tests or if the condition of taking the examination is any other interim assessment then the student must be provided at least two additional opportunities for meeting such requirements. If the student is still unable to obtain the mid-term mark using these additional opportunities, the student cannot be given the end-of-term signature in the subject concerned.
6. Fulfilment of the mid-term criteria of a subject that is subject to an examination is confirmed by the relevant signature in the mark-book. Proceeding to take the examination is conditional upon obtaining this signature. The signature may be conditional upon achieving 50% of the score (or a 2.50 grade average) that can be achieved in mid-term assessments.
7. In order to obtain an end-of-term signature for the given subject, attendance at at least 75% of practical sessions and lectures is required. If a tolerable absence rate of less than 25% is specified by the head of the educational organisational unit (the lecturer of the subject), an opportunity for making up for missed practical sessions before the start of the examination period at the latest must be provided.
8. The head of the educational organisational unit (the lecturer of the subject) will send a report to the Dean of the Faculty in the first week of the examination period, listing the students they taught who failed to attend at least 75% of the lectures and practical sessions, and those who are denied the end-of-term signature as they were unable to obtain a mid-term mark. The Dean's Office will record the fact of the refusal to sign the mark-book in the electronic student registration system, after which it will also record this fact in the appropriate section of the student's mark-book with the entry "Refused to sign". In the event of refusal to sign the mark-book, the student may not take the relevant exam.
9. The obtaining of a practical mark may be prescribed if the use of the subject in practice and an assessment of practical skills are possible and necessary for the purpose of the training goal. The requirements of subjects that can be assessed by practical marks must be fulfilled by students primarily during term-time. If the practical skills are assessed on a scale of five grades, the "unsatisfactory" mark, and if they are assessed on a scale of three grades, the "fail" mark will mean that the student must add the subject concerned again.
10. Examinations test students' knowledge of a subject acquired during a teaching period. They are evaluated on a scale of five grades. The final end-term examination is identical to the comprehensive examination in terms of content.
11. A comprehensive examination is the assessment of the knowledge of the synthesised materials of a subject taught over several terms, and the earliest time for taking it is when the last examination relating to the subjects of the comprehensive examination has been passed or the last relevant mid-term mark has been obtained.
12. For subjects that are to be tested by means of examinations and the lectures of which are supplemented by seminars (practical sessions) and also for subjects where the classes consist of seminars (practical sessions) only, the head of the educational organisational unit (the lecturer of the subject) may offer a student an excellent or good mark based on their performance in the relevant teaching period. The student is not obliged to accept this offered evaluation and may request to take an examination.
13. Students will obtain the credit if they are given a mark that is better than an unsatisfactory grade or a "fail" evaluation.
14. No redress is available regarding the marks or evaluations given through assessment
15. A subject will be considered dropped if, for a subject added, the student

- a. fails to obtain the end-of-term signature,
- b. obtains the signature but fails to appear at the examination and does not attempt to take the examination in the examination period,
- c. is unable to meet the examination requirements in the permitted number of retake examinations and repeated retake examinations (unsatisfactory mark) during the relevant examination period.

16. The latest date for obtaining the credits missing because of dropping a subject is the term in which the subject is announced again, for the second time, unless the student's status is inactive.

17. In the case of cumulative, multi-level subjects spanning multiple terms, until the end of the registration period of the given term, based on the consent of the head of the educational organisational unit, the head of the Faculty may authorise adding the next term's unit for a given subject if the student has obtained the signature for the subject at the end of the previous term but has been unable to meet the examination requirements. However, the examination mark for the next term can only be obtained if the student has obtained the credits for the subject concerned for the previous term.

Section 18

Subject criteria

1. The subject criteria specify the responsibilities of students and the relevant deadlines, for the purpose of fulfilling the subject criteria.
2. The subject criteria contain the following:
 - a. the subject syllabus,
 - b. the criteria for participation in the classes and opportunities for making up for missed classes,
 - c. how to offer an excuse for absence from classes or the examination,
 - d. the number, topic and date of mid-term assessments (essays, classroom tests), and the manner of retaking missed or failed mid-term assessments,
 - e. the criteria for end-of-term signatures,
 - f. how marks are established,
 - g. the type of the examination,
 - h. how students can register for the examination,
 - i. how examination registrations can be amended,
 - j. how to offer an excuse for failing to attend the examination,
 - k. the list of notes, textbooks, aids and literature to be used for learning the subject.
3. The head of the educational organisational unit ensures that the subject criteria are prepared and sends them for approval to the dean of the faculty concerned by the end of the study period of the second term of the academic year.
4. The dean of the Faculty informs the head of the educational organisational unit concerned of the approval of the subject criteria within 15 days.
5. The subject criteria must be published in the Academic Information Booklet in the traditional form, as well as in an electronic format, at the beginning of the academic year. The educational organisational unit concerned must also post the information published about its subject in the

Academic Information Booklet on its website and on the department's notice-board. The information in the information booklet may not be changed during the given teaching period.

Section 19

Rules of examinations and comprehensive examinations; the examination period

1. Examinations must be taken during the examination period, which consists of an uninterrupted period of at least 7 weeks.

2. A student who is unable to fulfil their examination obligation arising from their student status in the spring term of the academic year may also take an exam organised outside the academic year (hereinafter: EOAY). An EOAY shall be regarded as an exam taken in the examination period for the spring term of the academic year, but the student's current term will be closed in such a manner that the results and credit value of such examinations cannot be taken into account for the purposes of reassignment. In connection with the decision on reassignment, no application for changing the reassignment can be submitted based on the result of an EOAY. EOAYs can be taken for the spring term of the given academic year during the period referred to in item 2e).

2a. With regard to undivided master of science degree programmes in medicine and health science, a student may take an EOAY as specified in item 2 for any subject added but not completed during the given spring term, taking into account the number of exam opportunities, by notifying the Dean's Office/Registry Office, and listing the subjects for which they intend to take an EOAY, until the end of the work day following the last day of the examination period and provided that the student had not been dismissed as per item 1–4 of Section 9 upon the closing of the examination period of the spring term, including the case that the student had been exempted from dismissal based on the equitable decision of the AEC.

2b. Taking the exam as specified in item 2) is not considered a subject addition.

2c. With EOAYs, the student may make as many attempts in the period as specified in item 2e) to take the exam for any subject as the number of exam opportunities remaining for the given subject in the given term.

2d. If the student passes an EOAY, the non-completion of the EOAY study unit(s) in the term in which the study subject was added is not considered a subject drop as defined in item 16 Section 17.

2e. The date of the EOAY must be set in such a manner that the student can use the examination opportunities as specified in item 12 of Section 19 in the 7-business-day period – from Tuesday on the week preceding the registration week until Wednesday on the registration week – in the two weeks immediately preceding the term following the spring term of the given academic year, also taking the general rules for the organisation of examinations pursuant to item 3 of Section 19 into account. At least two days must pass between each examination for the given subject. Examinations must be organised in such a manner that all students concerned can register for and take them.

2f. For EOAYs, the conditions of announcing a subject according to item 3 of Section 16 need not be fulfilled. If the student fails to complete the subject as part of the EOAY, they may use the CV course opportunity announced during the term as specified item 7 of Section 16, provided that they still have any remaining examination opportunities based on the difference between the number of failed EOAYs and the number of total examination opportunities as specified in item 12 of Section 19.

2g. Students may retake any failed EOAYs in the next term in which the subject is announced, based on the difference between the number of unsuccessful examinations for the given subject, the number of failed EOAYs and the number of examinations specified in item 12 of Section 19. The number of retake opportunities for a study unit may not exceed the number of fail opportunities specified in Section 59 (4) of the NHEA.

2h. If the student uses an active term in the cases specified in item 7 of Section 16 (FM course and CV course), in the given term and in the following term they may add 15 credits of optional and alternative subjects per term.

3. The number of examination places must be at least double the number of students who added the subject. Educational organisational units must provide at least two examination days a week per course for each year (class) within the examination period for oral examinations, and at least one examination day per week for written examinations. The earliest date when a retake (comprehensive) examination or a repeated (comprehensive) examination can be taken is the third calendar day after the failed examination. The number of examination places offered in the repeat examination period must correspond to at least the number of students entitled to take a retake examination.

4. Students must register for the examination and they may amend their registration no later than 48 hours before the announced date and time of the examination.

5. If the student fails to appear at the examination, their knowledge cannot be assessed. An excuse for any absence from the examination must be offered to the head of the educational organisational unit (the professor of the subject) within three business days. If no excuse is offered or if it is not accepted, the department will enter the note "absent" into the mark-book; this, however, will not reduce the number of opportunities to take the examination in the given subject but the student will be obliged to pay an amount specified in the charges and benefits policy.

6. Comprehensive examinations will be conducted by leading lecturers (associate professors and university professors) but based on the proposal of the head of department the dean may also authorise the participation of senior lecturers. Comprehensive examinations must be taken before an examination board of at least two members if the comprehensive examination contains the bodies of knowledge of several subjects and if the comprehensive examination is a repeated one. The head of the examination board must be a leading lecturer.

7. A student may not take an examination without their markbook.

8. The examination can only be taken if the fulfilment of the subject's requirements for the term are confirmed by a signature in the mark-book. The end-of-term signature can be given by the head of the educational organisational unit responsible for teaching the subject and the professor of the subject.

9. Oral examinations are open to all university citizens. The dean may limit such public access.

10. The announcement of the examinations and holding the announced examinations will fall within the scope of responsibility of the head of the educational organisational unit and the lecturer of the subject.

11. If an examination is unsuccessful, the examiner must record a mark "unsatisfactory" in the student's mark-book. An examination is considered commenced when the student has drawn a question from the examination topics, and, in the case of practical examinations, when the examination is actually started.

12. If a student does not appear at or fails an examination, they may attempt to pass the failed examination twice during the examination period concerned, in the form of retake and repeated retake examinations. A student may take a third repeated examination (a second repeated retake examination)

in one subject per academic year. The student may not take a fourth repeated examination in the same subject in the same term, on the basis of equitable treatment.

13. Repeated retake examinations can be taken at the examination dates offered in the examination period, after the payment of the appropriate repeated examination fee specified in separate regulations. At the student's written request submitted to the head of the department, the student may take the repeated examination before another professor or board.

14. The student may retake successful examinations until the end of the examination period. Students must be informed that their results can also become worse at retake examinations. No additional credits can be obtained by improving the result of an already successful examination through retaking it. If the number of examination places is limited, students registering for a retake examination or a repeated examination will have priority over students registering for a retake of a successful examination.

15. After the written examination, within five business days after the examination day, students may inspect and make notes of the examination papers at the time specified by the educational and organisational unit responsible for teaching the study unit concerned and they may discuss matters relating to the examination questions with the lecturer (for example, regarding mock examinations), and during this discussion any legitimate comments affecting the assessment of the examination must be dealt with. The educational and organisational units must retain all written examination papers for a year.

Section 20

The registration and index numbers of academic achievement

(1) The academic achievement of students must be recorded in the markbook and the student information system. The data in the student information system will be considered as authentic copies of the mark-book.

(2) The student must receive a mark-book at the time of registration.

(3) The dean of the competent faculty may confirm the admission and registration of students by signing the relevant document.

(4) The student may enter their personal data, data on subjects and curriculum units, the fact of adding subjects and curriculum units and the name of the professor into the markbook; the head of the dean's office (registry office) may confirm the authenticity of the entries by signing the markbook.

(5) The fulfilment of the requirements can be entered by the head of the educational organisational unit or the professor of the subject, or, if they are not available, the general deputy of the head of the educational organisational unit. All other entries can only be made by the dean's office (registry office).

(6) After the closing of the academic period, the number of credits added and obtained by the student, the credit index and the grade point average must be entered into the markbook. These data can be confirmed by the signature of the dean of the competent faculty.

(7) The data in the markbook may only be amended by a person who is entitled to make the entry to be amended.

(8) Entries and amendments must be dated and signed.

(9) The markbook must be handed over to the student at the time of the termination of their student status, except in the case of a transfer.

Section 21

Recognition of substituting and optional subjects

1. The recognition of a subject offered by another faculty or institution involves the assessment of whether a subject can be substituted for another subject (or other subjects), and establishing in what respect a subject differs from other subjects.
2. A subject can be substituted for another if at least 75% of the programme of the substituting subject(s) matches the programme of the substituted subject.
3. A subject differs from another one if their programmes are at least 25% different.
4. A subject can only be taken into account for the fulfilment of a requirement related to the curriculum if it is different from all other subjects already taken into account for the fulfilment of the requirements.
5. Students may request the faculty to recognise a subject (subjects) added or completed previously at another faculty or higher education institution before registration or before they declare their intention to continue their studies. Decisions on such recognition are made by the Faculty's Educational, Credit and Credit Transfer Committee, taking paragraphs (1) and (4) into account. The Committee makes a decision on the applications submitted to it within a deadline that makes it possible for the student who requested the recognition to compile their individual course list for the following term while taking the decision into account.
6. Requests for the recognition of a subject must be submitted to the Dean's Office, addressed to the Educational and Credit Transfer Committee of the Faculty, always attaching the opinion of the head of the educational organisational unit concerned and the syllabus of the relevant subject of the receiving institution.
7. Each Faculty of the Semmelweis University recognise the credit value of the subjects offered by the other Faculties. Any subject offered at Semmelweis University can be added as an optional subject, provided that the preconditions of the subject make this possible.
8. If subjects completed previously are recognised, the time available for the student to finish their studies will be reduced by one term for every 30 credits recognised.
9. If the substituting subject can be assigned the credits as required by the faculty's curriculum, the mark obtained in connection with the substituting subject must be accepted. If there are multiple grades related to the subject, their rounded average must be taken into account.

Section 22

Work placements

1. Students must perform the work placement prescribed by the Faculty's curriculum at the educational organisational units of the University or at a training place accredited by the Faculty concerned, based on the syllabuses of the Faculty's programmes.

2. The dean of the Faculty concerned may authorise the performance of the work placement at another Hungarian university, in their teaching hospitals, or in a foreign health institution, provided that a letter of admission is issued. The student must submit the certificate issued by the receiving institution on the completion of the placement to the Dean's Office of the Faculty before registration.

3. The supervision of work placements is organised and managed by the head of the educational organisational unit responsible for teaching the subject. The head of the educational organisational unit will send a written report on their experiences relating to the work placements to the dean of the Faculty concerned by 15 September every year.

4. In the case of work placements, the signature must be given if the student was absent in more than 25% of the duration of the given work placement.

5. The mandatory work placement must be evaluated as "completed/not completed". The qualification "not completed" has a suspensive effect and means that the student may not continue their studies until they have completed the work placement.

At the Faculty of Pharmacy, the work placement completed before the final examination must be evaluated on a three-point scale: distinction (5), merit (3), fail (1).

Section 23

Pre-degree certificate

1. For state-funded Bachelor's programmes and Master's programmes, students can have a maximum of two additional active terms above the training period until they obtain their pre-degree certificates, and for state-funded undivided programmes they can have a maximum of four additional active terms. The number of passive terms before obtaining the pre-degree certificate may not be more than two with regard to Bachelor's and Master's programmes and four for undivided programmes.

2. The pre-degree certificate is signed by the dean of the Faculty concerned.

The pre-degree certificate does not serve as a proof of any professional qualification.

Section 24

The dissertation and degree thesis

1. In Bachelor's programmes, Master's programmes and undivided programmes, students must prepare a dissertation or a degree thesis in order to obtain a degree. The purpose of the dissertation is to contribute to students' improving their ability of discernment and mastering the methods of using libraries and researching specialist literature, and their ability to formulate their opinions succinctly and accurately, by means of independently performing a scientific study of any problem in the given area of science.

2. The preparation of a dissertation (degree thesis) is guided by a thesis supervisor and occasionally also by a consultant. The thesis supervisor can be a professor or researcher of the faculty, or, if authorised by the dean, an external expert. The consultant is a university lecturer, a researcher or an external expert who supports the student's work. An external thesis supervisor may only be used if an internal consultant is used. Both the fundamental and newest Hungarian studies relating to the subject must be used in processing the subject.

3. The rules for announcing and approving topics for dissertations (degree theses):

The educational organisational unit prepares a list of topics, which must also contain the names of consultants. The list of topics must be published both on the department's notice board and electronically by the last day of the examination period of the first term of every year, in the case of Bachelor programmes, Master programmes and undivided programmes at least four terms before the year of graduation.

4. Rules for applying for the topics:

Students may choose any of the announced topics. Students may also choose topics other than those announced subject to the approval of the head of the competent educational organisational unit. The student must choose and submit the topic of their dissertation to the head of the given educational organisational unit at least one year before graduation at the latest. If the topic is approved, the head of the unit will arrange its registration and provide a consultant. The chosen topic must discuss a current issue of the discipline concerned.

5. Formal requirements of the dissertation:

The minimum length of the degree thesis is 50,000 characters and it cannot be longer than 100,000 characters (without spaces). Font: Times New Roman, 12. Tables and the cited literature will be included in the length of the thesis but diagrams, other relevant literature and footnotes will not. The degree thesis must be submitted in 2 copies, stapled in a folder or bound as a book. The cover must show the title of the thesis, the student's name, year and study group, the date of submission and the consultant's name and workplace. If authorised by the head of department, the student may submit their degree thesis in a foreign language.

6. The submission deadline:

The student must meet the consultant at least three times:

- for the first time no later than 1 October of the year of graduation: the consultant outlines the requirements relating to the preparation of the degree thesis and the possibilities inherent in the topic;
- for the second time no later than 15 November of the year of graduation: the student gives an account of the work until that time;
- for the third time no later than 1 January of the year of graduation: the consultant evaluates the results achieved by the student and advises the student on finalising the findings.

The finished dissertation must be submitted to the department *in duplicate*, by January 15 of the year of graduation at the latest.

At the Faculty of Pharmacy this deadline is 1 March in the year of graduation.

7. The dissertation (degree thesis) must be assessed by a reviewer. The reviewer must be an external expert holding a university degree (college degree) or a university lecturer or researcher invited by the head of the educational organisational unit. The reviewer will also prepare a separate evaluation. The assessments must be sent to the candidate at least 5 days before the dissertation (degree thesis) defence. The reviewer and the thesis supervisor make a proposal on grading the dissertation (degree thesis).

8. The subject of dissertations (degree theses) must fall within mandatory subjects and they are evaluated on a scale of five grades (1-5). The extent of independent research demonstrated in the paper must be taken into account when assessing the dissertation (degree thesis). Dissertations are defended before a panel made up of three members from the educational organisational unit, the chairperson of which is the head of the educational organisational unit or a deputy, and its other members are the

consultant and a lecturer of the department. The department may also invite an external lecturer as the third member of the panel, for example from among the private lecturers of the university.

In the event that the thesis is graded as “fail”, the head of the educational organisational unit informs the student of this and the conditions of a repeat thesis.

A dissertation (degree thesis) marked as “unsatisfactory” can only be corrected once.

9. After the defence, the head of the educational organisational unit will hand over a copy of the dissertation to the student and the other copy, as well as a copy of the minutes certifying the defence, will remain with the educational organisational unit. Dissertations must be stored in the library of the educational organisational unit for five years.

A copy of the thesis defence minutes must be sent to the competent dean’s office by 1 April at the latest.

10. Based on the proposal of the head of the educational organisational unit responsible for the subject of the dissertation, the dean of the competent Faculty may exempt the following students from the obligation of writing a dissertation:

- students who prepared an individual competition essay or a joint competition essay (with two authors) for a competition announced by the rector, and achieved first place.
- students publishing a paper as the primary author in a peer-reviewed scientific journal.

Students must submit their applications for exemption by the end of the academic year preceding the year of graduation. The exemption from writing the dissertation does not involve an exemption from the obligation to defend it.

11. The educational organisational unit will return a copy of the successfully defended dissertation (degree thesis) to the student after the defence, and the other copy must be stored in the organisational unit in accordance with the effective archiving rules.

A copy of the form specified in Annex 1, completed in duplicate, must be sent to the competent Dean’s Office 60 days before the final examination period, while the other copy of the form will remain at the organisational unit.

Section 25

The final examination consists of the following:

1. The final examination prescribed in the qualification requirements consists of the following examinations (the parts of the final examination):

- a) written examination
- b) oral examination and
- c) practical examination.

The dissertation (degree thesis) defence is part of the final examination but it is assessed and defended separately from the final examination.

At the Faculty of Pharmacy, defending the degree thesis is the condition for taking the (written, practical and oral) final examination.

2. The dean will determine at least two final examination periods per academic year. Final examinations may only be taken in such final examination periods.

3. The final examination board must have at least two members in addition to the chairperson. The chairperson and the members must be recognised external experts or university (college) professors or associate professors in the special field. At least one member of the board must be an external expert. The chairperson of the final examination board is appointed by the dean – in agreement with the Faculty Council – just like its members, for a period of one to three years.

4. Students must register for the final examination in the dean's office, on the 60th day before the first day of the final examination period at the latest.

5. The dean of the Faculty is responsible for organising the final examinations. The number of examination boards must be determined on the basis of the number of students who registered for the final examination, assigning no more than 6 students to every examination board for every examination day.

At the Faculty of Pharmacy and the Faculty of Dentistry a maximum of 12 students can be assigned to a final examination board on an examination day.

6. Students will be assigned to their examination boards by way of an electronic lottery. The composition of the boards and students' distribution among them can only be disclosed on the day of the examination, through the usual method applied by the Faculty.

7. The final examination board establishes the marks of the examination subjects *in camera*. When the examination is finished, the chairperson of the board announces the results.

8. The result of the final examination is the simple arithmetic mean of the results of its different parts.

9. The result of the final examination is established by the final examination board and the chairperson of the board enters it into the student's markbook.

10. The final examination will be successful if the parts of the final examination are at least "pass" marks.

11. If a subject or a section of the final examination is marked as "unsatisfactory", the candidate will only be required to repeat the final examination in the subject or section the candidate has failed.

Faculty of Pharmacy and Faculty of Dentistry: if the student fails any of the successive parts of the final examination (written, practical and oral parts), the final examination will be regarded as unsuccessful and it cannot be continued. However, it will only have to be repeated from the unsuccessful part.

12. The final examination can be repeated twice. Retake or repeated retake final examinations can only be taken in the following final examination period(s).

13. No credits can be assigned to the final examination.

14. If the final examination is taken after seven years from the issue of the pre-degree certificate, the condition of taking the final examination will be the successful completion of the last academic year.

Section 26

The degree (diploma)

The degree, the certificate

1. A condition of obtaining the degree or certificate issued by the university is that the credit value of subjects completed at another higher education institution and recognised by the university in a credit

transfer procedure may not be more than 50% of the credits required by the qualification criteria for obtaining the degree.

2. The conditions of issuing the degree: a type “C” intermediate language certificate in English, German, French, Spanish, Italian or Russian, issued or recognised by the state, and passing at least one basic-level university final examination. (One of these must be English.)

The passing of that examination must be proved by presenting the original language certificate or a certified copy of it.

3. The rector of the University may delegate the right to sign degrees to the dean of the Faculty concerned.

4. If, because of the provisions of paragraph 1, the degree is issued after the final examination period, the degree will be signed by the head of the educational organisational unit instead of the chairman of the final examination board if the chairman of the final examination board is no longer employed by the University when the degree is issued.

5. The degree issued by the University must also contain the classification of the degree.

6. The certificates mentioned in Annex 2 and Annex 2/a are issued by the Dean’s Office concerned and this Office keeps records of all certificates issued.

7. The relevant Dean’s Office is responsible for issuing the diploma supplement.

8. The classification of the degree (diploma) is based on the cumulative, weighted grade point average, rounded to two decimal places.

Classification on a scale of five grades:

4.51 – 5.00 distinction

3.51 – 4.50 good

2.51 – 3.50 satisfactory

2.00 – 2.50 pass

Qualification on a scale of three grades:

4.51 – 5.00 summa cum laude

3.51 – 4.50 cum laude

2.00 – 3.50 rite

The subjects that do not end with comprehensive examinations but must be counted in the grade of the degree are specified by the curriculum of the Faculty concerned.

9. Method of calculation of the classification of degrees:

$$XD = \frac{Xn + D + I + Sz + Gy}{n+4}$$

where:

XD = the figure serving as the basis for grading the degree

Xn = the sum of the grades of the required comprehensive examinations

n = the number of required comprehensive examinations

D = the grade of the degree thesis (on a scale of 5) (part of the complex FE)

I = the grade of the written examination (part of the complex FE)

Sz = the grade of the oral examination (part of the complex FE)

Gy = the grade of the practical examination (part of the complex FE)

10. At the student's request – against the payment of a fee – the university will issue an honorary degree, signed by the rector of the university, the dean of the faculty concerned and the chairman of the final examination board.

The relevant Dean's Office is responsible for calculating the grade of the degree.

Section 27

Equitable treatment

The Academic Committee of the Faculty concerned may, on the basis of equitable treatment, relieve the student once during the given training programme from obligations specified in a Section of this Policy that do not contain an academic or a payment obligation. Equitable treatment may only be provided in relation to the fulfilment of academic obligation without affecting the content of the academic criteria.

The resolution providing equitable treatment must contain the terms of the approval and an indication that no further equitable advantages can be provided.

Section 29

Right of remedy in academic matters

1. The student may submit an appeal with a suspensive effect against decisions made by the Academic Committee of the Faculty in the first instance, within 15 days of receiving or being informed of the decision. The request for remedy must be addressed to the Review Board specified in Chapter VI of Section III (Student Criteria) of the Bylaws, and it must be submitted to the organisational unit appointed in Chapter II of the Student Criteria for receiving appeals.

2. Requests for remedy are adjudged by the Review Committee. The Committee will interview the student in person at least once during the procedure; however, if the student or their authorised representative fails to appear at the meeting of the Committee despite being delivered an appropriate notice, the personal hearing may be omitted.

The decision of the Committee acting in the second instance must be recorded as a resolution and the reasons for its decision must also be stated. The resolution must always contain a reminder for the student that they may request the judicial review of the resolution made on the appeal, within 30 days of receiving such resolution, citing a violation of the law or the provisions of the policy on student status.

3. The resolution of the Committee will become final and enforceable at the time of its delivery unless the student requests a judicial review.

Section 30

The institution's obligation to provide information and advice

Section 22 of Government Decree 79/2006 (IV.5) relating to Section 57(5) of the Higher Education Act The dean must ensure that, before registration, all students starting their university studies receive the Academic Information Booklet in traditional form as well as in an electronic format.

In order to support students in compiling their unique timetables and to provide them with information on university policies, an advisory body including lecturers and students of the relevant faculty may be established.