



Dean's Resolution No. 3/2017
Regarding the final examination procedure organised for graduate students of the
Faculty of Dentistry

The purpose of this Decision is to amend Section 25 of the Study and Examination Policy for Credit-based Programmes of the Faculty of Medicine, the Faculty of Dentistry and the Faculty of Pharmacy – constituting part of Semmelweis University's Regulations – in relation to the general provisions governing final examinations, having regard to the characteristics of the faculty and the agreement between the four locations educating dentists.

In the Faculty of Dentistry, the final examination consists of 3 parts:

1. Written final examination
2. Oral examination
3. Practical test

If the written examination is failed (mark 1 – fail), the final examination may not be continued.

In accordance with the agreement between the four locations educating dentists (Budapest, Debrecen, Pécs, Szeged), final examinations may be organised at the Faculty of Dentistry on 3 occasions each year: in the third week of June, which is the first date and is organised nationwide; a resit written final examination in the last week of August, and a correctional/resit final examination in the first week of December.

In exceptional circumstances, the Dean of the Faculty may, upon request, permit a correctional written final examination of the resat final examination held in August.

I. Written final examination

1. The date of the first written test is set nationwide (after obtaining the pre-degree certificate stating that all course modules have been completed), starting at 9 am.
2. Location of the written test: the location(s) designated by the Head of the Dean's Office.
3. The students attending the final exam have to gather at the designated location at 8:30 am on the day of the written test.
4. The person commissioned with coordinating the final examination briefs the invigilators in the Semmelweis University Faculty of Dentistry Dean's Office on the day of the written test from 8:30 am.

5. Order of the written test

- a) The Faculty provides a number of test packs equal to the number of students registered for the final examination. The test material must be prepared in a confidential manner. Content: Test booklet and answer sheet.
- b) The test packs must be kept locked away until the start of the written examination.
- c) The Head of the Dean's Office and the person appointed by the Secretariat for Foreign Students are responsible for delivering the test packs to the final examination location.
- d) The Dean's Office staff and the person appointed by the Secretariat for Foreign Students are responsible for verifying the identity of the students (by means of photographic ID) prior to their entering the room. They are then responsible for having the attendance sheet signed and ensuring that the students taking the exam are sitting as far as possible from one another.
- e) Rules of written examinations:
 - The duration of the written test is 180 minutes.
 - The exercise packs may only be opened and distributed immediately before the start of the exam.
 - The test packs prepared for the written examination consist of a test booklet and an answer sheet stitched together – the students should separate these before starting the exam.
 - Every student receives the exercises.
 - The written examination questions are taken from the questions contained in the "Practice test book" issued by the Faculty of Dentistry, but the order of the answers may differ from that contained in the book.
 - Each task has only **ONE** correct answer.
 - The students must indicate the letter they deem to be the correct answer on the answer sheet with an X, in a clearly visible manner, using ink or a ballpoint pen. If no answer is marked, or multiple answers are marked for a question, the answer will be invalid.
 - Only the answers marked on the answer sheet are taken into consideration during the marking. The test booklet is used only for writing drafts; the answers marked in it cannot be taken into account, even if they are correct.
 - Answers marked on the answer sheet for the written test may be corrected in a fully clear manner, as follows:

Crossing out the incorrect answer on the answer sheet, writing the abbreviation "corr." above it, and writing the number of the question and the letter code of the correct answer at the bottom of the sheet.
 - If a student is late due to circumstances for which he/she is not responsible, the student may start the test, but must still finish it by 12:00 noon.
 - Examinees may only leave the exam room in justified cases with the permission of the teacher acting as head invigilator. Only one student may be absent from the room at any one time. The teacher acting as head invigilator must indicate the time of leaving and returning in the test booklet.
 - The supervising teachers will suspend the written final examination without warning and with immediate effect of any student who uses a prohibited tool during

the written final examination (including electronic devices). The suspension must be indicated on the answer sheet, signed by the supervising teachers.

- Consequence of the suspension: a written final examination terminated owing to suspension qualifies as a fail.

6. The rules of the written examination are also presented before the start of the exam.

7. Grade thresholds of the written final examination:

–	67	fail
68–	77	pass
78–	85	satisfactory
86–	93	good
94–		excellent

8. After the end of the written examination, the Dean's Office staff and those appointed by the Secretariat for Foreign Students deliver the test packs and the protocol to the place of marking (Dean's Office).

9. The unofficial test results – associated with NEPTUN codes – are displayed on the Dean's Office billboard from 3:00 pm after the date of the test at the earliest .

10. Right of access to the corrected tests: from 3:00 pm to 4:00 pm on the date of the test, and from 7:30 am to 8:30 am on the day after, in the presence of 2 Dean's Office staff members.

11. Students may submit objections regarding the questions to the Final Examination Committee until 9:00 am on the day after the test. Objections may only be made in writing, in the Dean's Office. The right to object will be lost if the deadline, as set out above, is missed. Responses to objections are made available in the Dean's Office, from 1:00 pm to 4:00 pm on the day of their submission.

12. If the objection(s) is (are) accepted, the result of the test may change. The result of the examination becomes final only thereafter. The test booklets used for making drafts during the written final examination are destroyed after the successful completion of the final examination process. The answer sheets constitute an annex to the final examination protocol, and their retention is governed by the university's file management policy.

II. Oral/practical test

1. Drawing lots for assignment to the Final Examination Committees

- a) The lot takes place on the day after the day of the written examination, in the Dean's Office, using a computer program dedicated to this purpose.
- b) Before the lot, each graduate (including international students) is assigned to an exam day in an Excel file. The program uses this table for the lot.
- c) Order of the lot:

- The Student Union Presidents of all three training languages must be notified of the date of the lot two weeks beforehand and are responsible for monitoring its fairness.
- The result of the lot is not public, even for the Student Union Presidents. A lot protocol is drawn up after the lot.

2. Oral/practical test

- a) The students are informed about the composition of the groups by 7:15 am on the day of the oral examination (Wednesday, Thursday, Friday) at the location designated by the Head of the Dean's Office.
- b) From 7:30 am, the representatives of the Examination Committees escort the students to the exam locations.
- c) The students start the oral/practical examination at 8:00 am.

III. Legal remedy for the final examination

In relation to the final examination, legal remedy is available as set out in Act CCIV of 2011 on National Higher Education and the Study and Examination Policy for Credit-based Programmes of the Faculty of Medicine, the Faculty of Dentistry and the Faculty of Pharmacy constituting part of Semmelweis University's Regulations.

This Dean's Resolution is effective from 28 August 2017 and will be in force from the resit final examination in 2017 onwards.

Budapest, 25 August 2017

[Stamp: SEMMELWEIS
UNIVERSITY FACULTY
OF DENTISTRY • Dean]

[signature]
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Dean