

Semmelweis University, Faculty of Dentistry, Education and Further Training
Office – Rules of the entrance procedure for foreign-language university
specialist education students

The Faculty of Dentistry at Semmelweis University selects – in parallel with the Hungarian-language procedure – the participants of foreign-language university specialist education every year in an entrance procedure. The entrance procedure covers all post-gradual specializations offered by the University:

1. Paedodontics
2. Orthodontics
3. Periodontology
4. Dentoalveolar Surgery
5. Endodontics
6. Prosthetic Dentistry

The post-gradual education takes 36 months in every specialization; the fee is 30.000 Euro/year. The training is conducted in English. One applicant may apply for only one specialization.

The entrance procedure takes place in June, in the week following the graduation celebration of the Faculty, on Tuesday Wednesday and Thursday.

The deadline for applying to the entrance procedure is **15 February** in every year. An exception to this rule is formed by the 5th-year foreign-language students of the Faculties of Dentistry at Semmelweis University, Debrecen University, Szeged Scientific University and Pécs Scientific University. Graduating students may apply continuously for 5 working days as from the day of the General Board Exam. Applicants to have graduated in the same year shall present their diplomas or authenticated copies before at the oral part of the procedure.

Apply by filling in the “Application form to the entrance procedure for foreign-language university-level health care specialist education” document. Submit the filled documents to the e-mail address farkas.izabella@dent.semmelweis-univ.hu (Annex 1).

The application form shall include the following

- a) the applicant’s
 - aa) family name and surname *
 - ab) date and place of birth *
 - ac) nationality*
 - ad) contact address,
 - ae) telephone number,
 - af) e-mail address*,
 - ag) date and place of diploma issuance,
 - ah) diploma number

* mandatory field

- b) detailed information of data processing necessary for the registration procedure, particularly the purpose and legal grounds of data handling, the identity

of the person authorized for data handling and processing, the duration of data handling and the identity of those authorized to know the data.

c) The application form shall be accompanied by a copy of the diploma and the applicant's CV.

Handling of the applicant's data is governed by

- 1) European Parliament and Council (EU) Order No. 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
- 2) Act 112/2011 on the freedom of information self-determination and freedom of information
- 3) Act 204/2011 on the national higher education
- 4) Act 154/1997 on healthcare
- 5) 1997 XLVII. Hungarian Act on the Treatment and Protection of Health and Related Personal Data
- 6) NM Order No. 62/1997. (XII. 21.) on certain issues of the handling of healthcare and related personal data
- 7) Semmelweis University's regulations on data protection, compliance with demands to disclose data of public interest and disclosure of mandatorily disclosable data (Presidential and Chancellor's Decision No. 1. E/3/2017. (IV. 28.).

Applicants shall sign a declaration of acknowledgement included in the application form.

Those authorized to manage data and responsible for managing data are the employees of Education and Further Training Office, the employee that provides IT support, and the keeper of minutes at the oral procedure. Those authorized to learn the data are the chairmen and members of the Board that takes part in the procedure, the heads of the organizational units, the chairman of the Board for Education and Further Training Office, the chairman of the Postgraduate Committee, and the Dean.

Applicants who either do not submit the application form until the indicated deadline or submit incomplete forms and will not complete them until the completion deadline cannot be entered to the internship system.

On the basis of the documents submitted, the Faculty of Dentistry of Semmelweis University will set up a rank order, which will form the basis of the personal interviews.

Every applicant shall receive an e-mail **until 30 March** about whether they should appear at the entrance procedure. An exception to this rule is formed by 5th grade foreign-language students of the Faculty of Dentistry of Semmelweis University. Graduating students shall not take part in the preliminary selection process, but every applicant shall participate in the entrance procedure.

Process of the entrance procedure

The institution of higher education shall set up a Board to perform personal interviews. The President of this Board shall be the head of the professional education workplace the applicant had indicated in the first place. The Members of the Board shall be either the heads of the organizational units that perform professional education or their representatives, the two instructors responsible for professional education and a

representative of medical specialist candidates. The Members of the Board are appointed by the head of the Faculty for one year. The remuneration of the President and Members of the Board shall be determined by the Dean.

The President and the Members of the Board shall declare that they have no common interests with the applicants and no such causes exist that would make them unable to assess the applicants' performance in an unbiased way.

At the personal interviews, the personal skills required for pursuing the selected specialty, the interest shown in the profession and the applicants' general professional skills shall be assessed in accordance with the points indicated in Annex 2. The personal interviews shall be conducted in English/Hungarian. The Board shall make sure of the Hungarian language skills of the applicants.

The Education and Further Training Office shall, after the personal interview procedure, on the Friday of the week of the entrance procedure, inform applicants electronically of either their entrance to the specialist education and work employment or of the rejection of work employment. The Education and Further Training Office shall publish the applicant's rankings per specialty on its message board in a password-protected way as well, not later than the workday that follows the last oral interview.

Applicants must declare acceptance of the opportunity of work employment within 48 hours as from the reception of the above notice (Annex 3). The Dean of the Faculty shall erase applicants that fail to make this declaration – in all specialist education branches – from the register. The opportunity of job employment may be accepted either in writing or – in an authorized way – electronically. A rejection of the opportunity may take place only in writing.

Applicant may lodge an appeal against the entrance procedure to the Dean of the Faculty within 48 hours.

The decision about the appeal must be communicated to the applicant within 48 hours. No further legal remedy shall apply to this decision.

The Faculty shall not hold any make-up entrance procedure.

Colleagues admitted by the entrance procedure shall enter their job and the specialist education – depending on the availability of the necessary documents – during the autumn period following the entrance procedure, on 1 September at the earliest.

The Dental Faculty shall post every information concerning the registration procedure both on the message board of the Education and Further Training office and on its own homepage.

This Instruction shall come into force on 10-01-2019.

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Dr. Gábor Gerber
Dean

Annex 2

1. Points to be assessed at the entrance interview
 - 1.1. Strategic thinking (analytical and conceptual)
 - 1.2. Communication with patients
 - 1.3. Performance-orientedness/motivation
 - 1.4. Understanding others (empathy)
 - 1.5. Teamwork, co-operation
 - 1.6. Initiative readiness (creativity, innovation)
 - 1.7. Application of professional knowledge
 - 1.8. Integrity
 - 1.9. Problem solving
 - 1.10. Patient-orientedness
 - 1.11. Awareness of responsibility
 - 1.12. Performance motivation
 - 1.13. Sense of vocation
 - 1.14. Multicultural knowledge