



SEMMELWEIS
UNIVERSITY 1769



Rules and Principles for Application and Admission

Academic Year 2023/2024

For the English Programs of:

- General medicine – Faculty of Medicine
- Dentistry – Faculty of Dentistry
- Pharmaceutical Sciences – Faculty of Pharmaceutical Sciences

Semmelweis University
Budapest, Hungary

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APPLICATION AND ADMISSION

Application Criteria

Applicants must be at least 18 years of age by the end of the calendar year of application, and preferably under the age of 30. Applicants are requested to either have completed high school/senior secondary school before the time of application, or to currently attend the last year of high school/secondary school. In the latter case, the Matriculation / School Leaving Certificate has to be uploaded in SEMAPHOR by the 21st of August the year of application.

Semmelweis University seeks students who possess a strong background and interest in natural sciences (particularly in biology and chemistry), a good command of English, and a strong motivation to study and practice medicine, dentistry, pharmaceutical sciences or other health care professions.

Our English language programs are fundamentally open to applicants of foreign nationality who are not eligible to apply for Hungarian language programs through FELVI.

Applicants who violate the rules of the application / admission procedure as set out in this document and/or make a false declarations during the application / admission procedure, may be disqualified at any stage of the procedure.

Application Procedure and Documents Required for Applications to the Faculties of Medicine, Dentistry and Pharmaceutical Sciences

Applications should be submitted online in SEMAPHOR (Semmelweis Application Handling and Online Review) system at <https://semaphor.semmelweis.hu> until the 31st of May, 2023. The system keeps track of the applicants and their applications from the registration till the end of the admission process, throughout years if necessary, so it is important that each applicant has no more than one user account in SEMAPHOR. Therefore, creating parallel user accounts is not acceptable, and the admission management may delete the duplicates. Applicants having been recruited by one of the officially appointed local representatives cooperating with Semmelweis University have to assign the representative who assists their application. However, direct applications without the assistance of a representative are also welcome. The applicants who indicate that they were not recruited by any of the officially appointed local representatives, *will be assisted by Semmelweis University's Directorate of International Studies, Division of English Language Programs. Since the assignment of a local representative is based on a declaration by the applicant that the assigned local representative is the one who recruited the applicant and assisted the application process, the assignment is permanent and it can only be changed in well justified cases with the consent of all the parties involved and with the permission of the Directorate of International Studies. This also applies to those who declare that their application is submitted without the assistance of a representative, i.e., their application will not be assigned to a local representative retrospectively.*

The following documents need to be uploaded (original, or as certified copies, in English or in the original language with a certified English translation).

1. **Matriculation / School Leaving Certificate** from an accredited high school / senior secondary school. Registration number of documents should be indicated. Those who have not yet received this certificate can also submit their application and take the entrance

examination. The final deadline for uploading the Matriculation Certificate is the 21st of August.

2. **Curriculum Vitae** (Resume) in English.
3. **Motivation letter**
4. **Copy of passport (or ID card for citizens of Schengen Area member countries)** with your personal data.
5. **Portrait photo (preferably passport size)**
6. **Medical Certificate** – Certification that the applicant is physically and mentally able to complete higher educational studies, and does not suffer from chronic or infectious diseases is requested from the successful applicants **for the acceptance of an offered admission.** The **certificate** **downloaded** **from** https://semmelweis.hu/admission/files/2022/10/SU_Medical_certificate_sample_SEMAPHOR.pdf should be issued within 90 days before the date of uploading.

Applications can only be submitted after the payment of an **Admission Procedure Fee of 350 USD**, which covers the application fee and the costs of entrance examinations. Entrance examinations to our training programs (General Medicine, Dentistry and/or Pharmaceutical Sciences in English) consist of online written tests followed by an oral interview. Applicants having submitted their application(s) to the above training programs are eligible to sign up to the exam(s) of their choice – up to two occasions – through SEMAPHOR without paying any extra fee, as the two exam opportunities are covered by the Admission Procedure Fee. Each applicant is allowed to participate in no more than two entrance examinations in a given calendar year, and this cannot be circumvented by parallel registrations.

The applicant is required to pay the Admission Procedure Fee through the online application portal by credit card, or by wire transfer directly to Semmelweis University's USD account. In the latter case, the name of the applicant and the application ID from the SEMAPHOR system has to be included in the comment field of the wire transfer and the proof of payment has to be uploaded at the application through SEMAPHOR. Please note that in case of wire transfer, the date on which the payment is credited to the University's account is considered as the date of payment!

Withdrawal of Applications

Submitted applications can only be withdrawn before the application deadline (the 31st of May, 2023). Applications cannot be withdrawn if any of the following conditions apply:

- the applicant has attended an entrance examination,
- the applicant was registered for but did not attend an entrance examination,
- a decision has been issued regarding the application.

Entrance Examinations

Once an application has been submitted to General Medicine, Dentistry and/or Pharmaceutical Sciences in English, the entrance examinations become available for signing up. The list of examinations appears in the application page in SEMAPHOR and applicants can sign up to or resign from them online. Each applicant is entitled to participate in no more than two entrance examinations in a given calendar year, and there is no extra examination fee as the two exam opportunities are covered by the Admission Procedure Fee.

Date of Examinations

Entrance examinations are organized by Semmelweis University. Useful information can be found regarding entrance examinations at <https://semmelweis.hu/admission/process/entrance-exam-medicine-dentistry-and-pharmaceutical-sciences/>. Dates of the entrance examinations are announced through SEMAPHOR and can be seen after submission of the application(s).

Content of the Entrance Examinations

The online written exam consists of multiple choice tests in Biology, Chemistry and English (both general and biomedical). The subsequent interview aims to reveal the applicant's professional attitude and skills, and it includes an oral examination focused on the applicant's knowledge in Biology, Chemistry and English (both general and biomedical). The interview is conducted with personal attendance as a default but it might be held through an online platform as preannounced.

Guideline of Topics for the Entrance Exams at the Faculties of General Medicine, Dentistry and Pharmaceutical Sciences

The main topics of the exams are as follows:

1. **Evolution:** chemical and biological aspects.
2. **Chemical background in Biology:** structure of atoms; chemical bonds; ionic compounds and molecules; solutions; types and energetics of chemical reactions; acid-base reactions; redox reactions; inorganic constituents of living organisms; hydrocarbons; organic compounds containing oxygen or sulphur; organic compounds containing nitrogen; carbohydrates; amino acids and proteins; lipids; vitamins; nucleic acids.
3. **The cell and its organization** (morphology and function): Prokaryotes (bacteria) and Eukaryotes (focus on cilia and flagella, cell wall, cell membrane, endoplasmic reticulum, Golgi, lysosome, mitochondrion, ribosome, centriole, nucleus, nucleolus).
4. **From cells to tissues** of different structure and function.
5. **Cell division:** mitosis and meiosis.
6. **Anabolic and catabolic pathways** regarding nucleic acids, proteins, carbohydrates, lipids (bioenergetics included).
7. **The physiology of living organisms:** respiration, ingestion and digestion, excretion, circulation, endocrine and neural regulation, immune-biology, locomotion.
8. **Reproduction and development of animals.**
9. **Viruses.**
10. **Genetics:** Mendelian inheritance, human genetics.

Note: Knowledge of English terminology is required in all of these areas!

The lists of topics in medical chemistry and in medical biology are available online: <https://semmelweis.hu/admission/files/2022/10/SU-admission-topics-medical-biology-medical-chemistry.pdf>. Please note that the topics are not actual question at the exams but are intended as a guide and orientation for preparation.

Registration to the examination

Applicants have to register (sign up) for the entrance examinations in SEMAPHOR after having submitted a valid application (and paid the Admission Procedure Fee). Exam registrations can only be withdrawn before the deadline for registration to the given examination. The absence of

a registered applicant at the entrance examination is not considered as the withdrawal of registration but as an examination attended without valuable result. Those who did not get admitted after their first attempt, even if they missed the exam, are entitled to sign up to one more entrance examination through SEMAPHOR during the entrance exam period. The second attempt cannot be sooner than one week after the first attempt, and thus those applicants whose first entrance examination takes place in the last week of the examination period are not eligible for signing up to a second attempt.

Evaluation

The professor who conducts the oral interview records a detailed evaluation and a recommendation on the basis of the scores and marks collected by the applicant during the Entrance Examination.

Exemption from Taking the Entrance Examination

Applicants, who have submitted their application(s) through SEMAPHOR, may apply for exemption from the entrance examination if they have a B.Sc. (or higher) degree in a relevant field of specialty (i.e., closely related to medicine, biology or chemistry) in a higher education training program in English language. Exemption is discretionary and not automatic. All requests for exemption are considered by the Admissions Committee and will be decided upon on the basis of the type(s) and issuing Institution(s) of the diploma(s), the attached transcript(s) showing the applicants performance, the recommendation letter(s), the proof of good command of English and of other details contained in the curriculum vitae and in the motivation letter. All documents should be submitted online as attachments to the application(s) in SEMAPHOR, and after having the application(s) submitted, a simple request for exemption from the entrance examination needs to be sent to the Directorate by e-mail: admission@semmelweis.hu. Requests without online submission of application(s) are not considered. Applicants may sign up to and participate in entrance examinations if their request for exemption has been rejected.

Decision and appeal

Decision regarding the admission is made by the Admission Committee, composed of professors of Semmelweis University, including the one who conducted the oral interview. All the parameters, the uploaded documents, personal educational record including the transcripts of high school/college, optional PreMed training and/or graduate training and work experience are considered along with the performance at the written test and the oral interview. Beside the applicant's knowledge in biology, chemistry and English language, his/her motivation, attitude, intellect, general information, communication skills, spoken English and personality are taken into account. The decision is also based on the strategic aims of the University including geographical and cultural diversity and gender balance.

The decision appears in the header and status of the application in SEMAPHOR, and decision letter is sent by e-mail and is uploaded to the applicant's documents in SEMAPHOR within a week, but usually in a couple of days, after the oral interview.

If an applicant has an objection to the admission process and considers that the procedure by the Admission Committee was inappropriate or unfair, he/she can send an appeal within 15 days by e-mail to the Admission Team. The appeal must set out the specific procedural infringement and it must contain the arguments and evidence in support of the complaint. The

appeal is investigated by the Director of the Directorate of International Studies, and the applicant is informed about the outcome within two weeks.

In order to comply with the legislation governing Semmelweis University, the Directorate of International Studies corresponds only with the applicant concerned and with a single local representative if such has been appointed by the applicant at the time of submitting his/her application. During the admission procedure, the Directorate acts in accordance with the rules in force, which are public and known to the applicants. No information is provided to, and no mandate is accepted from any person other than the above unless that person is legally authorized to represent the applicant. Those who wish to act on behalf of an applicant, must prove their authorization by a private document of full probative value in accordance with Code of Civil Procedure (Act CXXX/2016).

Postponement of admission/enrollment

The decisions apply to admission in the current year, and accepted admission entitles the applicant to enroll for the academic year starting in September of the current calendar year. An applicant who has paid the deposit and formally accepted the offered admission, but is unable to start his/her studies in the current year due to some unforeseen obstacle, may request a one-year deferral of admission/enrollment. The request for deferral needs to be submitted to admission@semmelweis.hu, and must include an appropriate justification. If the one-year deferral is granted by the Admission Committee, the deposit remains on the University's account, and the admission process continues the following year when the applicant needs to confirm his/her intention to enroll and pay the balance of the tuition and enrollment fees. As the deferral of admission/enrollment is not an entitlement but a special treatment, there is no right to appeal against the refusal of a request for deferral.

Student visa

Foreign nationals (under visa obligation) wishing to pursue studies in Hungary are required to apply for entry visa (exceeding 90 days) in their home countries and enter the country on the entry visa issued by the Hungarian Embassy or Consulate. For more detail, please visit: <http://konzuliszolgalat.kormany.hu/how-to-apply-for-visa>.

Students coming from EU & EEA countries do not need a student visa, but have to apply for a registration certificate within 90 days after their arrival to Hungary.

FEES AND COSTS

Fees related to the application and enrollment procedure for the Faculties of Medicine, Dentistry and Pharmaceutical Sciences

Admission Procedure Fee: USD 350

The Admission Procedure Fee is payable upon application.

Deposit: USD 2 000

Applicants admitted to the university have to pay a non-refundable deposit of 2 000 USD within 14 days after the notification of admittance. This amount will be deducted from the first semester's tuition fee.

Enrollment fee: USD 220

The enrollment fee is payable together with the tuition fee after acceptance.

The first semester's tuition fee (less the amount of the deposit) and the enrollment fee has to be paid before the 21st of August.

Admitted applicants who need to apply for a student visa may be required to pay the tuition fee for the first one or two semester(s) before the visa application may be processed. Further details will be provided in the letter of admission.

Tuition Fees and Additional Costs for Students of the Faculties of Medicine, Dentistry and Pharmaceutical Sciences

Tuition Fees

Medicine (6 years)	USD 9 100/semester
Dentistry (5 years)	USD 9 100/semester
Pharmaceutical Sciences (5 years)	USD 6 000/semester

Tuition fees should be paid:

before the 1st of September each year for all but the first fall semester (see above)
before the 1st of February each year for the spring semesters

Please note that special conditions apply for the first tuition fee payment before formal enrollment (see above).

If the amount of tuition fee changes, it will be applied in ascending order, and the students repeating due to failed exams or inactive semester(s) will pay the same amount as the other students in the same year group.

Additional Material Fee for Dentistry Students (years 3-5): USD 1 800/semester
This fee is subject to change.

Payment Details

There are multiple ways to pay the various fees. However, certain payment methods are only available for paying certain fees, as summarized in the table below. In particular, admission procedure fee cannot be paid by cash payment and the online payment method (credit/debit card payment through the SEMAPHOR system) is only available for payment of the admission procedure fee. Checks and money orders are not accepted. Payment instructions for enrolled students are provided after the enrollment separately.

The following table summarized the different payment method options.

Fee	Payment method options		
	Online by card	Wire transfer	Cash payment
Admission procedure fee	Yes	Yes	No
Deposit	No	Yes	No

Enrollment fee	No	Yes	No
First tuition fee	No	Yes	No

Online payment by credit/debit card through the SEMAPHOR system

This payment method is only available for paying the admission procedure fee. Card payments are made through a secure online system of OTP Bank, the largest commercial bank in Hungary. The payment can be initiated automatically from the online application system (SEMAPHOR). This is the preferred route of paying the admission procedure fee.

Payment by wire transfer

All payments can be made by wire transfer to Semmelweis University's below bank account. Payments have to be made in USD.

Account details of Semmelweis University are as follows:

Bank name:	OTP Bank Nyrt.
Bank address:	Nádor utca 6., H-1051 Budapest, Hungary
Account holder:	Semmelweis University
Account Number (IBAN):	HU57 11763842-00881016-00000000
SWIFT code (BIC):	OTPVHUHB

The money transfer sheet should include the name of the applicant as written in the passport, as well as the SEMAPHOR Application ID as a note. The money transfer note should also include the correspondent Swift/BIC code. In case of paying the Application procedure fee, a scanned copy of the transfer sheet has to be uploaded into the SEMAPHOR system as proof of payment prior to submission of the application.

The above-mentioned net amounts have to be credited to the account, i.e. all bank commission fees and other charges have to be paid by the applicant/student. The date of payment is the date on which the payment is credited to the University's bank account, i.e. payments have to arrive to the University's bank account by the given deadline. Since international wire transfers may take several days, applicants/students are advised to initiate the wire transfer several days before the given deadline. If the above fees are not credited to our bank account by the above deadlines, applications will not be valid, and admissions will be automatically canceled.

Please contact the Admission Team's finance administrator at the email address: application.finance@semmelweis.hu to inquire about further information on payment details.

Refund Policy

1. Prior to enrollment (registration) at the university

Refundable: tuition fee payment, except the admitted applicants' **deposit of USD 2 000**, which is **non-refundable**.

2. After enrollment (registration) at the university

Withdrawal of studies: Students, compelled to withdraw for academic/disciplinary reasons or have been accepted/transferred by another institute of higher education are not entitled to a refund of the tuition fee.

Students are entitled to a refund on a *pro rata* basis if studies are interrupted due to a sound

reason (e.g. a medically certified severe illness, the death of one of the parents/guardians, an obligatory military service or visa problems). The refund is applicable from the first day of the month following the reporting of the above-mentioned conditions with accompanying official certificates.

3. Suspension of studies (after registration):

- a. Student's legal relationship is suspended within a month following the beginning of the semester. Tuition is non-refundable. It can be transferred to the next active semester.
- b. Student's legal relationship is suspended more than a month after the beginning of the semester. Such deregistration is subject to special permission in duly justified cases. A reduction of the tuition fee up to its 75% may be granted and the surplus can be transferred to the next active semester. If the request for such a special permission is rejected, the semester must be considered as active, and the tuition fee cannot be refunded.

4. The Admission Procedure Fee can be refunded only if

- a. the application covered by the fee has never been submitted or it has been withdrawn before the application deadline;
- b. the applicant paid a higher fee (please note that only the overpayment can be refunded).

No other claims are acceptable. Requests for reimbursement of the Admission Procedure Fee must be sent by e-mail to application.finances@semmelweis.hu before the 30th of June of the current year.

Refund process may take between 30-60 calendar days.

PROVISION OF HEALTH CARE

Students are provided a health care service, which includes an English-language call center, GP-service and treatment at the Polyclinics and Clinics of Semmelweis University. This service is granted during the active semesters until the end of the studies provided that tuition fee has been paid. Further details are included in the letter of acceptance. The health care service is automatically suspended when the student's semester is passive.

DIVISION OF ENGLISH LANGUAGE PROGRAMS

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