



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

PART III.

STUDENT STANDARDS

CHAPTER III.2.

STUDY AND EXAMINATION REGULATIONS¹

BUDAPEST

2023.

TABLE OF CONTENTS

CHAPTER III.2	5
STUDY AND EXAMINATION REGULATIONS	5
1. Scope of the Regulations	5
Article 1 [Scope of the Regulations]	5
2. Interpretative provisions	5
Article 2 [Interpretative provisions]	5
3. Bodies responsible for educational affairs	11
Article 3 [Persons and bodies competent in study and educational matters]	11
4. Basic concepts of the credit system	13
Article 4 [Basic concepts of the credit system]	13
Article 4/A [Defining the program learning outcomes for master’s programs]	14
Article 5 [The curriculum and the model curriculum]	14
6. § [Course syllabus]	17
Article 7 [Optional application of a requirement introduced in a phasing-in system]	18
Article 8 [Periods of training]	18
Article 9 [Academic calendar]	19
Article 10 [General rules concerning the practice placement period]	20
Article 11 [Special Regulations Concerning Practice Placement Periods at the Faculties of Medicine, Dentistry, and Pharmaceutical Sciences]	21
Article 12 [Special Regulations Concerning the Practice Placement Period at the Faculty of Health and Public Administration]	22
Article 13 [Special Regulations Concerning the Practice Placement Period at the Faculty of Health Sciences]	22
Article 14 [Special Regulations Concerning the Practice Placement Period at the András Pető Faculty]	23
5. Provisions concerning student status	25
Article 15 [Student status, enrollment obligation, course registration]	25
Article 16 [Suspension and termination of student status]	26
Article 17 [Transfer]	28
Article 18 [Parallel training]	30
Article 19 [Partial Training]	31
Article 20 [Visiting Student Status]	32
6. Course registration	34
Article 21 [Announcement of Subjects and Courses]	34
Article 22 [Rules regarding Course Registration]	37

Article 23 [Course re-registration].....	39
Article 24 [Retaking a course, Examination course].....	40
7. Assessment of Meeting the Study Requirements	40
Article 25 [Assessment of Study Requirements and of Student Performance]	40
Article 26 [Offering a Grade]	41
Article 27 [Methods of Assessment and Measurement Methods of Student Performance]	42
Section 28 [Performance Assessment System]	43
Article 29 [Signature].....	45
Article 30 [Rules of Examinations].....	47
Article 31 [Organization of Examinations].....	49
Article 32 [Special provisions for the examinations and comprehensive examinations of compulsory courses taught in a block schedule at Years 4, 5 and 6 of the Faculty of Medicine].....	51
33. § [Rules Applicable at Examinations]	51
34. § [Participation in Examinations]	52
Article 35 [Examinations taken outside the academic year].....	54
Article 36 [General Rules for Assessment Result Upgrade and Retake]	55
Article 37 [Retake and Upgrade of End-of-term Assessment Results].....	56
Article 38 [Examination Retake].....	56
8. Records of Academic Performance	57
Article 39 [Records of Academic Performance]	57
Article 40 [Recording Academic Results].....	58
Article 41 [Publicness of Academic Assessment]	59
Article 42 [Publicness of Academic Assessment Results].....	59
Article 43 [Recording Academic Assessment Results and their Indicators]	61
9. Credit transfer	62
Article 44 [Credit transfer]	62
10. Pre-degree Certificate, Diploma work, Final Examination	64
45. § [Pre-degree certificate (Absolutorium)]	64
Article 46 [Thesis / Diploma Work]	65
Article 47 [Final Examination]	68
11. The Diploma	71
Article 48 [General Regulations Regarding the Diploma]	71
Article 49 [Special Regulations Regarding the Diploma and the Grading of the Degree at the Faculties of Medicine, Dentistry and Pharmaceutical Sciences].....	73

Article 50 [Special Regulations Regarding the Diploma and the Degree grading at the Faculty of Health Sciences].....	74
Article 51 [Special Regulations Regarding the Diploma and the Grading of the Degree at the Faculty of Health and Public Administration].....	74
Article 52 [Special Regulations Regarding the Diploma and the Degree grading at the András Pető Faculty].....	77
12. Deviation from the Provisions of the Regulations.....	78
Article 53 [Special Permission]	78
Article 54 [Force Majeure]	79
13. Provisions for Students with Disabilities	79
Article 55 [Provisions Applicable to Students with Disabilities].....	79
14. Remedies in Educational Matters and the Obligations of the Institution to Provide Information.....	79
Article 56 [Right for Remedy in Educational Matters]	79
Article 57 [The Obligations of the Institution to Provide Information and Consultation]	80
15. Final Provisions.....	80
Article 58 [Final and Transitional Provisions]	80

CHAPTER III.2. STUDY AND EXAMINATION REGULATIONS

1. Scope of the Regulations

Article 1 [Scope of the Regulations]

- (1) The scope of this part of the Organizational and Operational Regulations (hereinafter in this part: Regulations) shall apply to the study and examinations matters of students and visiting students of Semmelweis University in bachelor's, master's, postgraduate programs and tertiary vocational programs, in particular, to the academic schedule and the policies governing the acquisition and assessment of knowledge, skills and abilities, regardless of the place, language, mode of study, form of training fee reimbursement and the students' nationality. The purpose of the Regulations is the establishment of a value-oriented framework for high-quality teacher and student collaboration which contributes to the realization of Semmelweis University's long-term strategic goals.
- (2) The study and examination matters of students participating in the doctoral programs are set out in a separate part of the Organizational and Operational Regulations (hereinafter: OOR).
- (3) All teachers, researchers, administrative employees and students directly and indirectly participating in training are required to be aware of and comply with the Regulations.

2. Interpretative provisions

Article 2 [Interpretative provisions]

- (1) ²For the purposes of the Regulations
 1. ³Pre-degree certificate: a document certifying, without proof of qualification and evaluation, that with the exception of the final examination and the thesis, the student has completed all of their study and examination obligations as well as the required practice placement; the pre-degree certificate does not qualify as a certificate of qualification or tertiary vocational qualification;
 2. Accredited clinical placement site for the Faculty of Medicine: a health care provider accredited by the Faculty of Medicine – in accordance with the Faculty's regulations – or by another faculty of a Hungarian university providing the same program, or a placement/training site accredited or accepted as a clinical placement site abroad for the purpose of clinical placement within the frame of the Hungarian training;
 3. Active semester: a semester in which the student status of the student is not suspended;
 4. Transfer: the process in which the student with a student status at a higher education institution continues their studies at another institution; unless otherwise stipulated in

² The numbering was adjusted by Article 1 (2) of Annex 1 of Senate decision 20/2023. (III.30.), in force from 04/04/2023

³ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 04/04/2023

these Regulations, the student may request their transfer from another higher education institution – with the exception of those institutions included in the Government Decree 87/2015. (IV. 9.) – to a program at Semmelweis University that provides a degree of the same level, provided that the conditions of the termination of student status are not met. Transfer within Semmelweis University, i.e. between programs, faculties, and, in accordance with the legal requirements, between training levels may be requested.

5. Registration: the student's official declaration in the NEPTUN system about their intent to continue their studies in the upcoming semester; registering the student for the semester is based on their registration in NEPTUN as well as on the student's course registrations for the semester in accordance with the prior information provided by the faculties. Students participating in partial training abroad in the upcoming semester are also subject to the obligation of registration.
6. Enrollment: the establishment of student status of an eligible student at Semmelweis University through the authentication of the enrollment form; those who have been admitted or successfully transferred to Semmelweis University may establish a student status at the university. Student status is established upon enrollment. Enrollment is done by signing the enrollment form printed from the student information system (hereinafter: NEPTUN) and by registering in NEPTUN, in accordance with the information bulletin sent to the student in advance. Upon enrollment, the student is obligated to register for courses in accordance with the information bulletin provided by the relevant faculty.
7. CV course (i.e. "Exam Only" course): an opportunity of course completion that does not qualify as a course registration. The CV course is to be completed with an examination that the student can take provided that they have already registered for the course in a previous semester and have obtained a signature but the course has not been completed yet. The course can be therefore completed in the semester of the CV course without the obligation to attend the contact lessons and to fulfill other study period requirements by using any unused examination opportunities remaining from the semester of the last registration of the regular course;
8. Diploma work: an original work required in lieu of a thesis to be written in order to conclude the student's studies, the completion of which is a means to verifying that the student has fulfilled the specific program learning outcomes (hereinafter: PLO) of the program;
9. Concurrent prerequisite (Corequisite): a course unit or a module of up to 15 credits which is required by the curriculum to be completed concurrently or previously as a condition for registration for a given course;
10. Prerequisite schedule: the set of the prerequisites for the program's curriculum;
11. Prerequisite: a course unit or a module of up to 15 credits which is required by the curriculum to be completed before the registration for a given course;
12. ⁴Term grade: a grade of assessment acquired during the study period based on the results of partial performance assessments;
13. FM course (i.e. "Exempt From" course): an opportunity of course completion that qualifies as a course registration. The FM course is to be completed with an examination that the student can take provided that they have already registered for the course in a

⁴ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

previous semester and have obtained a signature but the course has not been completed yet. The FM course can be therefore completed in the semester of the FM course without the obligation to attend the contact lessons and to fulfill other study period requirements by using the examination opportunities of the given semester in accordance with the general rules of assessment of the study requirements;

14. Individual study schedule: completion of the subjects in the student's individual study schedule in a way different from the general rules of order (including, in particular, exemption from attending classes or providing opportunity to make up for non-attendance, meeting study requirements in a different way or schedule.);
15. End-term examination (or examination): an assessment of performance concluding one single course in the form of an examination. The material of the end-term examination of a multi-semester subject may include the material of any of the courses involved which is not completed by an assessment of performance;
16. Thesis consultant: an additional expert supporting the student in the preparation of their thesis, when needed;
17. Thesis supervisor: an expert guiding the student in the preparation of their thesis;
18. Optional course: a course in the curriculum for which students have an option to register for, at the credit value defined in the model curriculum (for example, courses of specialization within a specific program or courses of differentiated professional skills);
19. Compulsory course: a course which all students of a given program are required to complete.
20. Credit transfer: the acceptance of a course completed at another faculty or institution, the determination of the credit value as well as the determination of the substitutability of the course with other course(s), or of its difference from other course(s);
21. Credit Transfer Committee: the committee defined in another part of the OOR, which acts on students' credit transfer matters at first instance;
- 22.^{5,6} Criterion requirement: a mandatory requirement specified in the PLO, without attached credit value (e.g., completion of a practice placement period);
23. Course: the completion of a subject in a given semester, a set of study sessions and assessment procedures with specific place(s), date(s), and instructor(s) assigned;
24. Justified exceptional case: a circumstance beyond the student's control – in particular, childbirth, accident, illness, or other unexpected condition – which prevents the student from fulfilling their academic obligations arising from their student status.
25. Course record book: a public instrument printed out from NEPTUN in a format certified by the Educational Authority, indivisibly stapled and authenticated by the Dean of the relevant faculty. The course record book shall be printed upon the termination of student status. The numbered pages of the printed course record book are stitched together with a Hungarian national-colored twine which shall be fixed with a circular label; the label shall be sealed and signed as described above in order to render it indivisible and authenticated. The printed course record book contains all the data and records that are by law required to be included, in particular, but not exclusively, the data concerning all of the student's studies at a given level of education. The faculty keeps a course

⁵ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 04/04/2023

⁶ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- record book if it does not fulfill the legal conditions for not needing to keep course record books.
- 26.⁷ Micro-certificate: a public instrument certifying the completion of a course or a module in a higher education institution, including the student's result, the course description, and the credit value.
 27. Model curriculum: a course registration order recommended on the basis of the prerequisite schedule, which includes the compulsory courses, part of the credit value to be obtained from optional and/or elective courses, and the description of the courses assigned to the relevant semester;
 28. Module: a unit of several subjects from the curriculum of a program, in which the units may be based on one another (e.g., foundation module, professional core material module), or may be equivalents or substitutes of each other (modules of specialization);
 29. Vice-Dean for educational affairs: the Vice-Dean who assists the Dean's work in educational and academic matters of the graduate programs, or, in the absence of the Vice-Dean for educational affairs, a Vice-Dean appointed by the Dean;
 30. Parallel training: the participation or the eligibility to participate in two or more programs simultaneously;
 31. Inactive semester: the semester
 - a) for which the student has not registered,
 - b) regarding which the student has declared that they do not wish to fulfill their academic obligations,
 - c) concerning which the student has withdrawn their registration within the deadline,
 - d) concerning which, as a disciplinary sanction, the student is prohibited from the continuation of their studies,
 - e) which has been subject to post-deadline inactivation,
 - f) and thus, student status is suspended;
 - 32.⁸ Project assignment: a form of learning and assessment – with evaluation – of the acquisition of knowledge, skills and competences in a course or module, which focuses on a specific topic and aims at research activity through autonomous work, the result of which is the creation of an independent work, the determining and resolution of the problem, and the exploration of its context;
 33. Partial training: self-funded training with active student status, started without a separate admission procedure, for the acquisition of partial expertise, designed primarily to meet the requirements of sub-specializations, to prepare for a master's program and to acquire the knowledge (credits) required by law to practise the profession;
 34. Independent sub-specialization: the sub-specializations of Medical Laboratory and Diagnostic Imaging tertiary vocational program, the Conductor bachelor's program, the Health Care Manager bachelor's program, and the Medical Laboratory and Diagnostic Imaging bachelor's program;
 - 35.⁹ Elective course: a course announced in accordance with the curriculum by any faculty of the university, as well as – based on the Senate's decision – a voluntary activity, conference, or a scientific or professional event, which can be completed instead of a

⁷ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

⁸ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

⁹ Established by Article 1 (1) of Annex 1 of Senate decision 20/2023. (III.30.), in force from 4 April 2023

course, and which the student decides which one to complete for the minimum number of credits set out in the PLO, taking into account the prerequisite schedule;

36. Thesis: a paper written as a completion of tertiary studies, as defined by the PLO. It serves to verify that the student has met the outcome requirements. The aim of the thesis furthermore is to contribute to the development of the student's skill to grasp the essentials of a given subject, to master the methods of library use and literature research, and to be able to formulate their opinion in a concise and clear manner by means of an independent scientific work in the relevant field of study; unless otherwise stated, the term applies to diploma works as well;
37. Specialization Director: an instructor appointed by the Senate on the recommendation of the Dean, after the Faculty Council has given its opinion, or, in the absence of such appointment, the Dean; an authorized person who is responsible for the content and training processes of the specialization training leading to an independent professional qualification within the program.
38. Program director: an instructor appointed by the Senate on the recommendation of the Dean, after the Faculty Council has given its opinion, or, in the absence of such appointment, the Dean; an authorized person who is responsible for the content and the entire training process of the given program; unless otherwise stated, the term applies to specialization directors as well;
39. Seminar: a practice-oriented form of training organized for a small group of students (up to half of the student registered for a subject), based primarily on oral communication between students and instructors, and on interactive, detailed study of the course material with the active participation of the students.
40. Comprehensive examination: an examination concluding a multi-semester subject or a combination of several courses. In the latter case, the comprehensive examination may be taken after obtaining the credits of the courses comprising the subject material of the comprehensive examination at the earliest;
41. Academic calendar: a document containing the schedule for a given academic year and the deadlines concerning the students and educational-research units;
42. Study group: the total number of students having the same timetable for compulsory courses in a given year of studies.
43. Course registration: registration for a specific course of an announced subject, the condition of which is the fulfilment of the course's prerequisites;
44. Course requirements: a document containing the duties of the students and the deadlines regarding course completion;
45. Establishment of a subject: the first approval of the course syllabus of a given subject.
46. Course announcement: announcing the courses required for the completion of a given subject. The course(s) required for the completion of compulsory or optional subjects shall be announced in the semester defined by the model curriculum, by the educational-research unit responsible for the subject.

47. Course syllabus: it defines the knowledge and skills to be acquired in each subject.
48. Curriculum: it defines the detailed educational and study requirements of a given program, as well as the detailed regulations of the training;
49. Registrars' Office: as set out in the OOR, an organizational unit regardless of its actual name appointed to manage the administration of students' general academic affairs and study records;
50. Examination and Studies Committee: a committee, regardless of its actual name, established by the Senate in each faculty, which acts at first instance in the examination and study affairs of the faculty's students.
51. Multi-semester subject: a set of courses, which are combined to form a thematic unit, and have names differing only in their serial number or in an additional description beside the general name of the subject; furthermore, they may differ regarding the requirement for summative assessment;
52. Block education: a course scheduling method, applied for the compulsory subjects of year 4, year 5 and year 6 studies in the model curriculum of the General Medicine program and in the model curriculum for students in correspondence study programs. The student attends the theoretical and practical lessons of only one compulsory subject in each section of the semester (i.e., block), which are held within the timeframe specified in the timetable determined by the course coordinator. The student can take the examination of each subject at the end of its block;
53. post-deadline inactivation of a semester: a semester regarding which, in justified exceptional cases, on the basis of the student's request submitted no later than the last day of the semester in which they have registered for courses, the competent body grants permission for the suspension of student status.
54. Visiting student status: the student may register as a visiting student for the subjects of their studies at another training program of the higher education institution at which they have an active student status or at another higher education institution. Recognition of the course completed and the knowledge obtained shall be subject to the credit transfer procedure of the faculty responsible for the program and it shall be counted accordingly into the fulfillment of the student's study requirements;
55. ¹⁰Video content manager: a video platform integrated into the educational administration system or the closed-system distance learning training management system (hereinafter together referred to as training systems), which is suitable for mobile access as well via streaming technology. The access is granted by means of individual authentication through the training systems, and the user accesses the content organized in the video repository for their courses or modules, with the instructor, lecturer and their presentations visible and it allows the user to annotate and save individually, to navigate individually through the set table of contents, to search for any word spoken or displayed within the video, to freely switch between the views of the lecturer and the presentation, both together or separately, and to set subtitles in the languages provided;
56. ¹¹Examination: a form of assessment to test the acquisition of specific knowledge, skills and experience assigned to a given subject or to certain courses, which is combined with a cumulative assessment. It can be completed with a project assignment;

¹⁰ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

¹¹ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

57. Examination course: CV-course or FM-course. An examination course is a non-scheduled course with no contact lessons.
58. Final examination: the examination and assessment of the knowledge and practical skills required to obtain a qualification in higher education; the candidate shall demonstrate to the Final Examination Board of the given faculty that they have acquired the knowledge required for the qualification and that they understand and are capable of applying the obtained information in context as well. Obtaining the pre-degree certificate is a prerequisite for taking the final examination.
- (2) When applying these regulations and if not stated otherwise,
- a) the term “student” refers to visiting students as well as regular students,
 - b) the term “program” refers to specializations – leading to independent qualifications – and to independent sub-specializations,
 - c) the term “self-funded student” also refers to students funding their own studies; “(partially) state-funded students” also refers to students whose studies are funded by the state.

3. Bodies responsible for educational affairs

Article 3 [Persons and bodies competent in study and educational matters]

- (1) The Senate
 - a) approves the training program of the university
 - b) approves the curriculum in the case of inter-faculty training.
- (2) The Rector
 - a) approves the academic calendar by 31 May each year, after consulting the faculties and the Students’ Union,
 - b) may allow three days of study break per academic year, after consulting the Deans.
- (3) The Faculty Council
 - a) determines the curriculum of the programs,
 - b) determines the procedure for the choice of specialization and sub-specialization, if it is not part of the admission procedure,
 - c) decides on the establishment, suspension and cancellation of subjects, approves the course syllabus of subjects, and decides on course syllabus modifications,
 - d) proposes the content of the curriculum to the Senate in the case of inter-faculty trainings,
 - e) approves – at least every three years and for each program – the list of persons who may be appointed as chairpersons and members of the Final Examination Boards.
 - f) ¹²determines the program learning outcomes for master’s programs, excluding the master’s programs of teacher training, in the field of training in which the institution has already been qualified to provide bachelor’s and master’s or single long-cycle programs.
- (4) The Dean
 - a) for the purposes of the announcement of the specialization module courses, the Dean may require a minimum number of applying students,

¹² Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 4 April 2023

- b) may allow three days of study break per academic year, after consulting the Rector,
- c) may oblige the educational-research unit to announce a course if the conditions laid down in these Regulations are fulfilled,
- d) makes recommendations to the Faculty Council regarding the person of the program director and the specialization director,
- e) permits taking examinations and comprehensive examinations outside the campus,
- f) permits the participation of other teachers, researchers, lecturers, clinical chief physicians as examiners at comprehensive examinations,
- g) is responsible for the organization of the final examination, appointing the chairperson and the members of the Final Examination Board from among the persons selected by the Faculty Council,
- h) determines the exact date of each part of the final examination within the final examination period.

(5) If an institute organizing the training does not belong to any faculty, the director of the independent institute, after consultation with the head of the Department of Education Management, shall decide on study and examination matters regarding postgraduate specialization trainings, as defined in these Regulations.

(6) The program director

- a) may, in the case of a declaration of admission – in the dentistry program, with the prior approval of the Examination and Studies Committee –, authorize the student to complete the practice placement period at another Hungarian university, at their clinics or at a foreign health care institution,
- b) authorizes the participation of an external thesis consultant in the preparation of the thesis,
- c) regarding the trainings at András Pető Faculty, authorizes the completion of the practice placement period at Hungarian professional services, travelling conductor and health care institutions; or such Hungarian institutions that offer conductive education and employ conductors; or such foreign educational institutions that offer conductive education, employ conductors or apply conductive education adapted for their own systems.

(7) The Occupational Health Service

- a) organizes the compulsory occupational medical examinations required by law preceding the practice placement period. The examinations, which are determined by the faculty, are the occupational, professional, personal hygiene examinations and examinations required for persons working in health care (hereinafter referred to collectively in these Regulations or any of them as: occupational health assessment),
- b) keeps an up-to-date record of the need for, and the participation at an occupational health assessment and of the presentation of the documents proving the eligibility (including Hepatitis vaccines), including the registration of the validity of the compulsory occupational health assessment and Hepatitis vaccines in the NEPTUN,
- c) ensures that the details of the occupational health assessment are published on the website of the relevant faculty in accordance with the law, for each training program by the beginning of the last examination period before each academic year.

(8) The Examination and Studies Committee

- a) authorizes individual study schedules,

- b) authorizes post-deadline inactivation of a semester,
- c) authorizes visiting student status,
- d) authorizing examinations and permits examinations outside the examination period in justified exceptional cases,
- e) considers requests for special permissions,
- f) authorizes transfer between programs/specializations, faculties or institutions,
- g) manages miscellaneous educational matters,
- h) performs other tasks specified in legal acts, university and faculty regulations,
- i) proposes regulations for choosing specialization or sub-specialization,
- j) conducts the process of choosing specialization or sub-specialization, and assigns the students to them if they are not assigned during the admission procedure.

(9) The Credit Transfer Committee is responsible for:

- a) decision-making on individual credit transfer issues,
- b) performing preparatory tasks in matters of consultation, organization and regulation.

(10) The student:

- a) is responsible for enrollment/registration for training as well as for monitoring and adhering to the applicable deadlines,
- b) is obligated to make their payments on time if they are required to pay tuition fee,
- c) is responsible for registering for the courses announced for the program, within the time limit set out in the academic calendar, taking into account the prerequisite schedule,
- d) the student is obligated to notify the Registrars' Office at the Directorate of International Studies of any changes in their data recorded in NEPTUN within eight days, by recording the changes in NEPTUN.
- e) shall justify their request regarding study and examination issues (depending on the nature of the request) and has to duly substantiate and certify the content of such request.

(11) When a student pursues their studies in a given training period, they are entitled to the following:

- a) depending on their academic progress, to register for courses specified in the curriculum and to take the examination of these courses,
- b) to visit university facilities (library, cultural and sports facilities) that are accessible to students,
- c) to access student advocacy services,
- d) to be a member of Students' Scientific Association (TDK) bodies,
- e) to use a student card certifying an active student status,
- f) to apply for university grant if they study in a (partial) state-funded program.

4. Basic concepts of the credit system

Article 4 [Basic concepts of the credit system]

- (1) One credit equals the completion of 30 student study hours. Student hours include classroom (contact hours) and individual study hours.
- (2) Credits may be given only for courses that award a grade on a five-point or three-point scale. Only positive integer credits can be assigned to a course.

- (3) Completion of the course is achieved by completing the course requirements by obtaining at least a “satisfactory” (2) grade on a five-point grading scale, or at least a “pass” (3) grade on a three-point grading scale.
- (4) Students must complete the compulsory courses specified in the curriculum – in addition, dentistry students must also complete the optional courses – in order to obtain a pre-degree certificate; furthermore, students must obtain the required number of total credits as specified in the PLO by obtaining further credits through completing elective courses. The number of credits required must be completed in accordance with any scheduling breakdown provided in the curriculum. Students of specialization or independent sub-specialization programs are also required to complete the courses determined as compulsory for their program, as well as to obtain the number of credits at optional and/or elective courses specified in the curriculum regarding their specialization or independent sub-specialization.
- (5) Students may obtain the credits required for a pre-degree certificate in a shorter or longer period than the standard training period.

Article 4/A [Defining the program learning outcomes for master’s programs]¹³

- (1) In the field of training in which the University has already been qualified to provide bachelor’s and master’s or single long-cycle programs, the University is free to draw up the program learning outcomes (hereinafter: PLO) and the curriculum of the master’s programs (excluding teacher trainings).
- (2) The PLO is drafted by the program director and, following the approval of the Dean, discussed by the Faculty Council which then submits it to the Senate for decision. The Senate approves the PLO and at the same time appoints the person responsible for initiating and conducting the registration procedure for the Educational Authority.
- (3) In the case of the establishment and launch of a new master's program, or following the revision of the PLO of an existing master's program, the PLO shall be submitted to the Senate at a date to be determined taking into account the deadlines of the registration procedure.
- (4) The PLO for master’s programs established before 20 December 2022 shall be reviewed by 31 December 2023.

Article 5 [The curriculum and the model curriculum]

- (1) ¹⁴ The curriculum consists of compulsory, optional and elective courses and curriculum units as well as criterion requirements. Credits beyond the total number of credits

¹³ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 4 April 2023

¹⁴ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

specified in the PLO cannot be required in the curriculum. This includes the minimal credit value assigned to elective courses in the PLO.

- (2) The faculty shall ensure that the student may take elective courses amounting to at least five percent of the total number of credits required in order to obtain a degree, or may engage in voluntary activities in lieu of such courses. Additionally, the student can also choose from courses with a total credit value of at least twenty percent excess of all credits. In the case of elective courses, the university does not restrict the choice of the student regarding the courses announced by the higher education institution. Taking the prerequisite schedule into consideration, students can register for any elective course that was announced by any faculty during the general course registration period.
- (3) Regarding individual study schedules, students can register free of charge for
 - a) courses with ten percent credit value above the total credits required and
 - b) courses in languages different from the language of the program amounting up to ten percent of the total credits required.
- (4) Within the curriculum, the model curriculum includes, divided into educational periods,
 - a) all compulsory and optional courses and their credit values,
 - b) the number of lessons per semester and the assigned credit value,
 - c) ^{15, 16}the type of assessment (signature, term grade, examination, project assignment),
 - d) the semester of the announcement of the course,
 - e) the criterion requirements and the deadlines for their fulfillment,
 - f) the conditions and rules of choosing a specialization or sub-specialization, if it is not part of the admission procedure,
 - g) the prerequisite schedule,
 - h) the requirements regarding the selection of the topic of the thesis/diploma work and its completion if they are not included in these Regulations, in the faculty regulations, or in the relevant course syllabus,
 - i) ¹⁷the foreign language requirement for the pursuit of a profession in the given field, and the conditions for its fulfillment, provided that, for students who started their studies prior to the academic year 2022/23 and who do not have the language proficiency test specified in the PLO by 20 December 2022, the level of knowledge and the assessment of the foreign language knowledge cannot be more demanding than the criteria of the language proficiency test specified in the PLO.
- (5) The Students' Union has the right to comment on the curriculum before it is submitted.
- (6) Prerequisites can be established if the knowledge obtainable in another course, group of courses, or in a course module is required for the understanding of the subject. Recommendations for prerequisites shall be set forth by the teacher of the course and approved by the Faculty Council. Then it shall be entered into the model curriculum.
- (7) A course can only be registered for by those students who have fulfilled its prerequisite(s) before the given semester, or have fulfilled them earlier or registered parallelly for its concurrent prerequisite(s).

¹⁵ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

¹⁶ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

¹⁷ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 4 April 2023

- (8) The model curriculum includes a maximum of forty lessons per week (apart from the Language and Physical Education classes).
- (9) The length of a lesson is 45 minutes. In the case of a combined lesson, a break of 15 minutes should be provided beyond 90 minutes.
- (10) In the case of inter-faculty training, the Senate determines the curriculum on the recommendation of the Faculty Councils of the faculties participating in the training.
- (11) The student of the given program has the right to apply for the program's specializations and sub-specializations announced simultaneously, provided that the application is not subject to an admission procedure. The number of students admitted to a specialization or sub-specialization may be limited; the Dean may also require a minimum number of students to apply for a (sub-)specializations in advance. If the number of the admitted students is limited, the classification to the specialization or sub-specialization is made in accordance with the regulations of specialization or sub-specialization choice.
- (12) The curriculum includes, as a criterion requirement, a vow of freshmen at the beginning of the studies, the content of which is defined depending on the nature of the training, and an oath as part of the graduation at the end of the studies (hereinafter together: fundamentals of professional ethics). The oath at the end of the studies is followed by the graduation ceremony. The Rector decides on the order of the fundamentals of professional ethics and the text used by each Faculty after its submission by the Faculty. If, for organizational reasons, it is necessary, the fulfillment of the fundamentals of professional ethics can take place before the commencement of studies and after their completion respectively; participation, however, is obligatory. In this case, the condition of enrollment is to take the vow, while the condition of receiving the diploma is to take the oath. Taking the vow is also mandatory for students admitted by transfer. The organization of fundamentals of professional ethics, including ensuring an opportunity for making up for the vow ceremony, is the responsibility of the Faculty.
- (13) ¹⁸Regarding elective courses, conferences, scientific professional events as well as other voluntary activity substituting courses (hereinafter concerning this paragraph: course) are determined by the Senate in accordance with the following procedure:
- a) The head of the educational-research unit, presenting the position of the competent Dean, proposes to the Vice-Rector for Educational Affairs that the course be recognized as an elective course in the following semester.
 - b) The Deans, under the guidance of the Vice-Rector for Educational Affairs, shall examine the proposed course's
 - ba) professional content and its adaptability in the training program,
 - bb) expected educational effect,and, in accordance with the results of the examination, shall make a proposal to the Senate for the credit value and the announcement of the course as an elective one.

¹⁸Established by Article 1 (3) of Annex 1 of Senate decision 20/2023. (III.30.), in force from 4 April 2023

- c) The Senate decides twice a year, at its May and October meetings, on the basis of the proposal under points a)–b), on the elective courses to be announced in the following semester as well as their credit value, on the basis of the proposal of the Vice-Rector for Educational Affairs, with the possibility of requesting an extraordinary decision pursuant to the Rector's permission.

6. § [Course syllabus]

(1) The course syllabus is prepared and/or modified by the course coordinator using the action plan based on Student Evaluation of Teaching (OMHV) surveys, and by taking the input of the Students' Union into consideration. The course syllabus shall be published at the beginning of the academic year in the Academic Calendar, in accordance with the relevant Faculty's usual procedure of providing study-related information, rendering it accessible to all students of the Faculty; furthermore, it shall be published electronically as well. The relevant educational-research unit shall publish the information included in the Academic Calendar regarding all courses taught at the given unit on their website or otherwise in accordance with the unit's usual procedure; furthermore, the information shall be published in the NEPTUN at the basic data section of the course. The contents of the study regulations cannot be changed or deviated from during the given academic period. The establishment and modification of the course syllabus, at the initiation of the head of the relevant educational-research unit and after the approval of the Dean, is the responsibility of the Faculty Council.

(2) The course syllabus includes:

- a) the course code, the full and the abbreviated Hungarian title of the course as well as its English and German title,
- b) the number of lessons per week (per semester) – divided into lecture + seminar + lab practice + clinical practice,
- c) the frequency with which the course is announced,
- d) the list of programs in which the course is compulsory or optional, and the number of semesters for the subject, recommended by the curriculum of the given program,
- e) ¹⁹the type of assessment (signature, term grade or examination grade),
- f) the credit value of the course,
- g) the name of the educational-research unit responsible for the subject, the name of the lecturer or instructor, as well as the prerequisites for registration to the course,
- h) the purpose and the task of acquiring the professional content of the subject in order to achieve the aim of the training,
- i) the description of the content of the courses and the syllabus in such a way that it enables decision-making on credit transfer at another institution, including the knowledge, the (partial) skills and (partial) competences and attitudes to be acquired, reflecting the PLO of the program,
- j) ²⁰the grading method; the conditions for getting the signature; the form, number, topic(s), and date(s) of the end-of-term assessments (reports, term tests), and the way in

¹⁹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

²⁰ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

which they contribute to the final grade as well as the possibility of their retake or their upgrading retake,

- k) ²¹if applicable, the type of examination and its requirements (list of topics, test pool, expected obligatory parameters, figures, concepts, list of calculations, practical skills, topics of project assignments),
- l) the requirements regarding the participation at the lessons and the possibility of compensating for absences;–the accepted means of justification in the event of absence,
- m) written material, recommended literature, relevant technological and other materials, study aids,
- n) the number and type(s) of assignments to be completed by individual work, and the deadline of their submission,
- o) The list of essential notes, textbooks, resources and literature that can be used to acquire the knowledge needed to master the course material and to complete the assessment of academic performance, indicating precisely which parts of the material corresponds to which requirement (e.g., classified by topic),
- p) in the case of multi-semester subjects, the position of the educational-research unit regarding the concurrent course registration and the requirements of permission thereof,
- q) the possibility and requirements of an offered grade.

Article 7 [Optional application of a requirement introduced in a phasing-in system]

- (1) A new or modified curriculum or other study and examination requirement shall also apply to students who have commenced their studies prior to the introduction of the given requirement but who, at their will, request the application of the new or modified study and examination requirements.
- (2) A declaration of choosing to apply the new requirement shall be submitted to the Registrars' Office in writing or, if the Faculty allows, electronically, within a time limit specified by the Registrars' Office. The deadline for such declaration cannot be earlier than 15 days after the date of announcement of the change in the requirement set out in paragraph (1), and the declaration cannot be withdrawn. The Faculty notifies the students concerned of the change in the requirement and about the deadline for the declaration set out in this paragraph.
- (3) In the case of a curriculum change, the correspondence of subjects in the old and the new curricula may also be recorded in an equivalence table by the person approving of the curriculum.

Article 8 [Periods of training]

- (1) The training period consists of study periods and examination periods.
- (2) In the study period, the student attends the lessons of the courses for which they registered, performs the required tasks, and may also complete the practice placement period as set out in the curriculum regarding the study period. The study period consists

²¹ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

of at least fourteen teaching weeks. The study period of each semester is preceded by a registration period, which may overlap with the examination period of the previous semester.

- (3) At the Faculty of Medicine, the courses of the model curriculum for the 4th, 5th and 6th years, both lectures and seminars, are taught in the form of block education, with no separate study period and examination period for these courses.
- (4) In the ninth semester of the Pharmacy master's program, the study period is 12 (twelve) weeks long, and it is supplemented with two months of compulsory practice placement period before the final examination.
- (5) In the tenth semester of the Dentistry master's program, the study period is only 12 (twelve) weeks long.
- (6) Students are to take their examinations in the examination period, which is 7 (seven) weeks long both in the fall semester and in the spring semester. If there are fewer than 3 working days between two holidays in an examination period, 1 (one) examination day shall be provided with 120% of the places allocated, and if there are 3 or more working days between two holidays, at least 2 (two) examination days shall be provided. At the Faculty of Medicine, the examinations for the courses of the model curriculum for the 4th, 5th and 6th years may be taken at the end of each block.
- (7) Public holidays (e.g., Christmas and New Year's Day) and working day transfers must also be taken into consideration when setting the examination period.
- (8) In the case of programs at the Faculty of Health and Public Administration, the Faculty Council shall make a proposal to the Rector on the length of the study period, the timetable of the lessons and on the duration of the examination period on the basis of the opinion of the head of the given educational-research unit. The Rector may deviate from the provisions of this paragraph in the academic calendar, but the examination period cannot be shorter than four weeks, or in the case of master's programs, shorter than five weeks.
- (9) The Rector and the Dean may each grant three days of study break in each academic year, in agreement with the Students' Union. The date of the study break should be determined before the beginning of the study period, whenever it is possible. The Dean and the Rector shall consult before the study break is granted.
- (10) Missing any lessons on official bank holidays or breaks/holidays ordered by the Rector or Dean for full-time students cannot be considered as absences. Extra opportunities to compensate for any missed lessons or practices may be organized outside of the study schedule, but attendance cannot be made compulsory.

Article 9 [Academic calendar]

- (1) The first and last dates of the registration period, the study period, the examination period, and the final examination period as well as the dates of the final examination retake and post-deadline enrollment are determined in the academic calendar.
- (2) The academic calendar includes deadlines for study, allowance and other student matters in accordance with the applicable regulations. Unless otherwise specified in the relevant regulations, the deadline in the calendar shall apply.
- (3) The academic calendar may determine which weekday's schedule should apply to the lectures and practices to be held on Saturdays as a result of working day transfers due to bank holidays occurring on weekdays.
- (4) The academic calendar is published on the website of the Faculty.

Article 10 [General rules concerning the practice placement period]

- (1) The hours to be worked, the credit values and the examination types regarding the practice placement period are determined by the curriculum.
- (2) The organization and contents of the practice placement period, the supervision of the external placement sites, as well as possible requirements for a training report and the methods of assessment are determined by the course coordinator of the placement, subject to approval by the Dean.
- (3) The completion of the practice placement period is certified by the person in charge of the accredited placement site by filling out the course registry and assessment form of the Faculty.
- (4) Completion and a term grade after a practice placement period is recorded in NEPTUN by the course coordinator of the placement, the program director, or, by their request, a registrar of the Registrars' Office or an administrator of the educational-research unit concerned.
- (5) The practice placement period grade is registered in NEPTUN by any of the persons named in (4), as indicated on the form specified in (3) using a three-grade assessment scale. In case the practice placement period qualifies as 'fail', the program director or the course coordinator determines whether and when the practice placement period can be repeated during the training period.
- (6) Practice placement periods are completed in accordance with the work schedule of the placement site.
- (7) Every year prior to their practice placement period, students are required to undergo an occupational health assessment. Registration for the assessment is due each academic year in NEPTUN, and is compulsory, at a date and time set for each Faculty based on Semmelweis University Occupational Health Service recommendations.

- (8) In accordance with current legislation, details on how to obtain occupational assessment records are published on the website of the Occupational Health Service no later than the examination period of the academic semester preceding each academic year, grouped by program and specialization.
- (9) In the absence of registration in NEPTUN, students may not start their practice placement period. The attendances on the compulsory occupational health assessments shall be checked by the educational-research unit responsible for the given placement or, in the absence thereof, by the Registrars' Office. In order to fulfill this obligation, the educational-research unit may access the NEPTUN database. The competent educational-research unit responsible for the organization of the given practice placement period may assign the practice placement schedule to the student only after the occupational health assessment and the verification of the registration of the Hepatitis vaccinations.
- (10) Registration under paragraph (7) is the student's responsibility and duty. If the student participates in the practice placement period without registration, the practice placement period in question is invalid and the student is liable for any related damage caused.
- (11) Students shall complete the practice placement period required by the curriculum either at the educational-research units of the university or at other accredited training sites. Students at the Faculty of Medicine and the Faculty of Dentistry may also complete their summer practice placement period in an institution abroad, at the student's request.
- (12) The supervision of practice placement periods is organized and managed by the head of the educational-research unit responsible for the subject.

Article 11 [Special Regulations Concerning Practice Placement Periods at the Faculties of Medicine, Dentistry, and Pharmaceutical Sciences]

- (1) The duration of the practice placement period at the Faculty of Medicine: the summer practice placement period and the 6th year students' practice placement period is forty hours per week, during which the student may be assigned to an on-call period (i.e. to take part in a practice placement during an on-call period) of up to 12 hours once bi-weekly, which should be undertaken on weekends or at nights depending on the student's choice.
- (2) The duration of the practice placement period at the Faculty of Pharmaceutical Sciences: forty hours per week for the summer practice placement period and forty hours per week for the obligatory placement before the final examination.
- (3) Validation (i.e., signature) of a placement shall be denied if the absence has reached 25% of the duration of the practice placement period.
- (4) ²²A grade of "fail (1)" means that the student shall not be allowed to continue their studies until the practice placement period is completed.

²² Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (5) At the Faculty of Medicine, a comprehensive examination may be prescribed in the model curriculum after the completion of the 6th year practice placement period. Once a comprehensive examination is prescribed, the practice placement period shall not have to be evaluated with an individual grade; in case the examination is failed, the practice placement period shall not have to be repeated.

Article 12 [Special Regulations Concerning the Practice Placement Period at the Faculty of Health and Public Administration]

- (1) The student is required to complete the practice placement period as set out in the curriculum at any training site which is on the list approved by the program director or which has been individually approved.
- (2) Every year, prior to their practice placement period, students are required to undergo an occupational health assessment. By contrast, the occupational health assessment is not obligatory if the student already has a valid occupational suitability certificate for the activity or for the performance of the job duties; or if it is not required by law for the activity or for the performance of the job duties. In this case, the student is required to submit the occupational health assessment certificate or a form called “Health Status Declaration” at the Registrars’ Office.
- (3) Students of the Faculty of Health and Public Administration prepare a written report on their practice placement period, the acceptance of which is a prerequisite for obtaining the pre-degree certificate.
- (4) The completion and the term grade after a practice placement period are recorded in NEPTUN by the course coordinator of the placement or the program director or, by their request, a registrar of the Registrars’ Office or an administrator of the educational-research unit concerned.
- (5) The Faculty’s course syllabus specifies the absence policy of practice placement periods and practical courses aimed at developing the student’s attitude regarding their professional role.

Article 13 [Special Regulations Concerning the Practice Placement Period at the Faculty of Health Sciences]

- (1) The Faculty may organize practice placements periods in the form of summer practice placement periods for the students.
- (2) The summer practice placement period is regarded as a practice placement period completed in the fall semester, as set in the model curriculum, therefore the related assessment is recorded in the study indexes of the fall semester.
- (3) Even if a fall practice placement period is completed in the form of a summer practice placement period, the courses for which the placement is a prerequisite, cannot be registered for sooner than in the upcoming spring semester.

- (4) Students may re-register for the practice placement period in the study period after a non-completed summer practice placement period, but this shall be considered as a re-registration for the course (i.e., second or further course registration).

Article 14 [Special Regulations Concerning the Practice Placement Period at the András Pető Faculty]

- (1) A practice placement period is a form of education in which the gained theoretical knowledge is applied and implemented in practice, in an organized way, following the principles of conductive education. In certain subjects, lectures and practice complement each other.
- (2) A complex final session is a practical examination required to complete a Conductor Bsc degree. The complex final session is considered as a comprehensive examination and hence shall be taken in front of a board. The board is chaired by an educator with conductor qualification. The board shall consist of at least two members. Minutes shall be taken of the complex final session. A course syllabus about the complex final session is to be prepared and published before the given semester begins. The complex final session is failed if any of its components, as entered in the minutes, is a “fail”. A failed complex final session can be repeated no more than once. If a complex final session is completed and a grade is awarded, there is no possibility for an upgrading retake examination.
- (3) The coordinator of ongoing practice placements is responsible to provide conductive education practice placement periods (individual basic, individual methodological and group conductive education placements).
- (4) The coordinator of the sub-specialization is responsible to provide educational and educational rehabilitation practice placement periods (group education, group methodology, teaching and rehabilitation practice placements).
- (5) The completion and the term grade after a practice placement period are recorded in NEPTUN by the practice placement lead instructor, the instructor responsible for the practice placement, the program director, or the Registrars’ Office.
- (5a)²³ Following a period of student status suspension, the student must have a valid occupational health certificate at the start of the study period. In order to start a practice placement period, the student is required to contact the Student and Career Office, and then the instructors responsible for the practice placements (ongoing practice placements, pre-school practice placement, school practice placement, educational rehabilitation practice placement).

²³Established by Article 2 of Annex 1 of Senate decision 101/2023. (X.26.), in force from 10 November 2023

- (5b)²⁴Validation (i.e., signature) of a placement shall be denied if the student did not start their practice placement by the last working day of the study period's fourth week. Requests for justification cannot be submitted.
- (6) Participation in conductive education practice placement periods (individual basic, individual methodological and group conductive education) is compulsory. The student may miss up to 20% of their practice hours, which must be made up for. Any absence at an individual basic and individual methodological practice placement should be remedied by the end of the examination period. The weekly schedule of the individual basic and individual methodological practice placement periods is prepared by the practice placement supervising conductor, taking into account the specificities of the group, its timetable and the student requirements. Making up for missed group conductive education practice placements is possible until the end of the study period. Making up for the absences is the responsibility of the student.
- (7) Absences from educational practice placement lessons (school group teaching practice, pre-school group methodology practice, group education practice or rehabilitation education practice) are accepted up to three times. Students who have not successfully met the prerequisites of the subject and have not completed the methodology requirements of the relevant semester cannot take part in group education/methodology/teaching practice placement at school and pre-school.
- (8) Absence from a practice placement which is related to a theoretical course may not exceed 20% of the lessons.
- (9) In conductive education practice placement periods, the grade/evaluation of the individual basic and the individual methodological practice placement period consists of partial grades and signatures that vary from year to year. All signatures and partial grades are prerequisites for an aggregate grade/evaluation. The end-semester signatures shall be denied if the signatures or partial grades required for completion of the semester are missing. If the ongoing practice placement grade is "fail", the aggregate grade is "fail", and the semester shall have to be repeated. If the grade of the practical report is "fail", the report may be repeated once before the end of the examination period with the presence of an instructor. If the grade of the repeated practical report is "fail", then the aggregate grade is also "fail". In case of individual basic and individual methodological practice placement, if the aggregate grade is "fail", there is no possibility for an upgrading retake examination, the course can only be completed by re-registration. In case of a successful report, there is no possibility for an upgrading retake.
- (10) The assessment of pre-school and school practice placements, as well as practice placements in rehabilitation education and methodology (individual, group, external, internal, and integrated practice placements) consists of partial grades. All partial grades are prerequisites for an aggregate grade/evaluation. The end-semester signatures shall

²⁴Established by Article 2 of Annex 1 of Senate decision 101/2023. (X.26.), in force from 10 November 2023

be denied if any of the partial grades required for completion of the semester are missing. If the grade of the practical report is “fail”, the report may be repeated once before the end of the examination period. If the grade of the repeated practical report is “fail”, then the aggregate grade is also “fail”. In case of a successful report, there is no possibility for an upgrading retake. If the aggregate grade of the pre-school and school practice (educational, methodological, external, internal and integrated practice placements) is a “fail”, the course can only be completed by re-registration.

- (11) In years 3 and 4, the practice placement period (conductive education, pedagogical and rehabilitation education) can be organized in the examination period, in a block schedule.
- (12) In the case of conductive educational practice placement periods, the PAK Committee of Education and Practice shall act in the composition indicated in paragraph (13), and, on request of the student, may authorize the following:
 - a) the transfer of the student to another group;
 - b) the completion of a semester’s practice placement period in an individual schedule (if the student does not complete the required number of hours of practice placement due to illness, Erasmus+, or other unforeseen reasons);
 - c) to consider applications for placements abroad.
- (13) The members of the Committee shall consist of the Director of the Institute of Conductive Education, the instructor in charge of the given year (based on the year of the student submitting the application), a student, and, in the case of practice placements abroad, the Head of the Center of National and International Services. The Committee shall be chaired by the instructor coordinating the ongoing practice placements.

5. Provisions concerning student status

Article 15 [Student status, enrollment obligation, course registration]

- (1) Those who have been admitted or successfully transferred to Semmelweis University may establish a student status at the university no later than the semester following the decision. Student status is established upon enrollment. Only one student status may be established per student for the same program, taking into account the nature, form of payment or language of the program.
- (2) By enrolling, the student declares that they have familiarized themselves with and shall adhere to the university rules relevant to them.
- (3) The procedure of enrollment shall be completed as well as the continuation and interruption of studies shall be announced or requested during the period specified in the academic calendar.
- (4) The student may withdraw their registration within one month from the beginning of the study period, but no later than 14 October in the fall semester and 14 March in the

spring semester. If the student does not request the suspension of their studies, the semester in progress shall be considered an active semester even if the student does not attend courses and does not meet the academic requirements. If the student requests the suspension of their studies, the semester in question is considered inactive.

- (5) Once per program, in justified exceptional cases, on the basis of the student's request and supporting documents submitted no later than the last day of the semester in which they have registered for courses, the Examination and Studies Committee may grant permission for a post-deadline inactivation of the semester. The statement of reasons shall be attached to the application. In the case of a post-deadline inactivation of a semester, the academic results of that semester shall be cancelled upon the granting of the permit, and the rules for the suspension of the student status shall apply to the semester in question. In the case of a post-deadline inactivation of a semester, upon verified request of a student enrolled in a self-funded/foreign-currency-based program, and upon the decision of the Examination and Studies Committee, up to 75% of the tuition fees paid for the training period may be credited to the next active semester.
- (6) For students participating in the Hungarian self-funded program, the fulfillment of the payment obligation of the tuition fee is a condition for registration. Students who have not fulfilled their payment obligation by the due date are not allowed to register.
- (7) The student is obligated to report any changes in their data recorded in NEPTUN within eight days. There is no legal redress for any disadvantage resulting from failure to do so. Students may be required to pay a special procedure fee for failure to submit changes in data.
- (8) The assessment of student performance shall be entered into the NEPTUN system by an authorized teacher.
- (9) The declaration of continuation of studies concerning the given semester becomes valid when the student registers for at least one course.

Article 16 [Suspension and termination of student status]

- (1) Student status is suspended
 - a) if the student declares that they do not wish to fulfill their academic obligations in the upcoming training period, or if the student does not register for the upcoming training period,
 - b) if the student has withdrawn their relevant registration within the deadline,
 - c) ²⁵if the student has requested post-deadline inactivation of a semester,
 - d) if as a disciplinary sanction the student is prohibited from the continuation of their studies,
 - e) for the duration of the actual military service of the volunteer reserve, during which the student is exempt from the obligations laid down in these regulations.

²⁵ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

(2) In the case referred to in point a) of paragraph (1), the continuous suspension of student status shall not exceed two consecutive semesters, with the exception of the authorization specified in paragraph (3). According to these regulations, the student may suspend their student status more than once.

(3) At the request of the student, the Examination and Studies Committee may authorize the suspension of the student status

- a) for a continuous period longer than specified in paragraph (2),
- b) even before the completion of the first semester, or
- c) until the end of the training period in progress, concerning that training period (post-deadline inactivated semester)

provided that the student cannot fulfill their academic obligations arising from their student status due to childbirth, accident, illness, or other unexpected condition beyond their control.

(4) While the student status is suspended,

- a) the student is not entitled to receive any normative allowance,
- b) the student ID card cannot be validated,
- c) the student can use the NEPTUN system.

(5) Student status is terminated

- a) on the calendar day before the student's enrollment or registration if the student has transferred to another higher education institution,
- b) on the day of the declaration if the student declares that they terminate their student status,
- c) if the student cannot continue their studies in the Hungarian (partially) state-funded program and does not wish to continue their studies in a self-funded program,
- d) on the last day of the semester (the last day of the examination period) in which the student obtained the pre-degree certificate
- e) on the day of the decision becoming final if the student's student status is terminated by the Rector due to payment arrears after an unsuccessful written notice and after the consideration of the student's social situation,
- f) on the day when the student's expulsion as a disciplinary decision becomes final,
- g) on the day when the decision that terminates the student status becomes final if a condition that is specified in the Act on National Higher Education as a prerequisite for establishing the student status no longer applies,
- h) if the student who studied in a Hungarian (partly) state-funded program withdraws the declaration that is required under the relevant provision of the Act on National Higher Education and does not wish to study in a self-funded program.

(6) ²⁶A unilateral declaration of dismissal terminates the student status

- a) if the student fails to fulfill their obligations described in the Regulations and the curriculum regarding the progress of studies,

²⁶ Amended by Article 9 (1) of Annex 1 of Senate decision 4/2023. (II. 9.), in force from 16/02/2023

- b) if the student fails to register for the third consecutive semester
- c) if the student does not commence studies after the suspension of the student status,
- d) if the student could not complete a course at its second repeated announcement,
- e) for those students who have failed a total of five upgrading retake and second retake examinations,
provided that the student has been notified in writing in advance to fulfill their obligation within the time limit specified and has been informed of the legal consequences of failure to comply.

(7) ²⁷

- (8) Those students whose student status has been terminated shall be removed from the list of students.

Article 17 [Transfer]

- (1) Transfer may be requested by 15 July each year by those who are not subject to the conditions for dismissal.
- (2) ²⁸The student requesting the transfer is required to send the Department of Education Management the following documentation until 15 July:
 - a) a certified copy of a sealed Course record book or an equivalent certificate,
 - b) certificate of student status,
 - c) the detailed curriculum of the program they have participated in and the certified course syllabuses of the completed subjects.
 - d) in the case of András Pető Faculty, the application shall be accompanied by the decision on the successful occupational health assessment.
- (3) ²⁹The Vice-Rector for Educational Affairs shall send the application, together with the recommendation for credit recognition carried out on the basis of the credit recognition registry, to the competent dean.
- (4) The decision about the transfer is made by the Examination and Studies Committee taking into account the student's academic records and other circumstances with the exception of the criteria described in (10), taking into account the available capacity.
- (5) Students who have participated in (partly) state-funded training or a state-funded scholarship in Hungary at the transferring institution may also be admitted to a (partly) state-funded training.

²⁷ Repealed by Article 9 (2) of Annex 1 of Senate decision 4/2023. (II. 9.), in force from 16/02/2023

²⁸ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

²⁹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (6) ³⁰In the event of a transfer, the university will require information from the educational administration system about
- a) whether the student has attended a (partly) state-funded or self-financed training,
 - b) in the case of (partly) state-funded studies, how many (partly) state-funded active semesters have been used up by the student during their studies,
 - c) the student's student status being terminated or having been terminated due to transfer.
- If the required information cannot be obtained from the information system, a statement shall be requested regarding this data from the transferring institution.
- (7) If the transfer is refused, the student may commence studies at the institution only after a successful admission procedure.
- (8) ³¹A preliminary credit transfer decision on the admission of courses completed by the student applying for transfer to another faculty, department, or institute and on the recognition of the credits earned shall be taken by the Credit Transfer Committee, taking into account the opinion of the Vice-Rector for Educational Affairs and the course coordinator, which shall be considered by the Examination and Studies Committee when taking the transfer decision. During the preliminary credit transfer procedure, the Credit Transfer Committee decides on the credit transfer of study requirements (subject to fulfillment conditions) expected to be fulfilled by the end of the semester during which the application is submitted. In the case of student transfer, credits recognized and completed in a preliminary credit transfer decision shall be deemed to be transferred at the time of the actual commencement of studies without further application.
- (9) Transfer to Semmelweis University programs can only be requested between programs of the same level, except for transfer
- a) from a single long cycle program to a bachelor's program,
 - b) from a bachelor's program or a single long-cycle program to tertiary vocational training.
- (10) In the cases of bachelor's and single long-cycle masters programs, a transfer may be requested only between programs rewarding the same level of degree, provided that the student has acquired at least 30 credits in the former (transferring) institution.
- (11) The transfer decision shall stipulate
- a) the academic year,
 - b) the program, specialization, form of study, form of training fee reimbursement,
 - c) and, on the basis of the prerequisite schedule – which includes individual study schedule– the year of studies,
- in which the transferred student can commence or continue their studies.

³⁰ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

³¹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (12) In the case of transfer to the András Pető Faculty, the applicant can transfer to the first year of the self-funded program. The prerequisite for transfer to a specialization is the fulfillment of the conditions specified for the specialization. Transfer from full-time to part-time program is subject to the conditions set out in the admission bulletin, in addition to the above.
- (13) If the transferred student does not have a continuous student status until the enrollment or registration, the decision on the transfer shall be withdrawn by the Examination and Studies Committee in accordance with Article 57 (6) of Act CCIV 2011 on National Higher Education (hereinafter: Nftv.).

Article 18 [Parallel training]

- (1) The student participating in parallel training programs shall be awarded a separate diploma upon the successful completion of each training.
- (2) Eligibility for parallel training is based on admission or transfer procedure.
- (3) A student who already has a student status at the university shall not establish a separate student status after admitted to parallel training, and thus shall not enroll separately; the starting date of their new program shall be the date of the decision of admission pursuant to paragraph 2.
- (4) Within the frame of parallel training, the student may not gain multiple eligibility for studying in the same program even if it is provided at a different training site, in a different language, in a different mode of study, or with a different form of training fee reimbursement. If the student has applied for transfer to a program (or if the student has applied for admission for a postgraduate specialization training) in which the student already participates at the university, then the student's application shall be considered as a request for conversion or reclassification that is based on training site location, language, or mode of study. If a student who is enrolled in a particular program is re-admitted to the same program in a Bachelor's, Master's, or tertiary vocational training, the Dean shall, at the same time as the admission decision is communicated, ask the student to select the training site location, the language of the program, the mode of study and form of training fee reimbursement. Then, the student's eligibility to participate in a program other than the one chosen shall be removed from the registry. The student's first registration chronologically is considered as a selection of the given training feature. This provision does not preclude the student from pursuing parallel studies in several specializations which result in independent qualifications.
- (5) A student participating in parallel training within the university may suspend their studies in one of their training programs, in which case the student shall fulfill the obligations that arise from the studies that they have not suspended.

- (6) If a student of the Faculty of Health Sciences establishes a parallel student status at a different higher education institution, an individual study schedule may be authorized afterwards.
- (7) At András Pető Faculty, individual study schedule cannot be requested regarding parallel training. Students of András Pető Faculty may pursue a parallel training at another higher education institution if they have fulfilled their obligation of prior notification at the relevant faculty. The document certifying admission to another institution shall be presented to the Registrars' Office for registration purposes.

Article 19 [Partial Training]

- (1) ³²If a student wishes to participate in partial training, they may establish a student status for one semester and may initiate it again without restriction but may only complete courses up to a total credit value of sixty. Students participating in partial training must pay a fee corresponding to the fee of the given program. The Registrars' Office issues a fulfillment page about the courses for which the student registered within the frame of their student status and a micro-certificate of the student status.
- (2) If a student wishes to establish student status in order to participate in partial training, they shall submit an application to the Registrars' Office, specifying the subjects they wish to complete.
- (3) Documents to attach to the application:
 - a) data necessary for the establishment of student status: the applicant's name, gender, birth name, mother's name, place and date of birth, nationality, permanent address and place of residence, and telephone number; for non-Hungarian citizens, the title of residence in the territory of Hungary and the title and number of the document entitling to residence – in case of persons with the right of free movement and residence, the document certifying the right of residence according to special legislation,
 - b) a certificate of while the student status,
 - c) a certified copy of the student's course record book or the certified copy of the master data sheet.
- (4) The application may be submitted no later than 30 days before the beginning of the study period.
- (5) The Examination and Studies Committee shall make a decision on the submitted application within fifteen days. The Registrars' Office shall notify the applicant about the decision no later than fifteen days before the beginning of the study period.
- (6) A student participating in partial training shall not be eligible, with regard to this student status, to pursue further vocational or professional qualifications, to apply for transfer or establish visiting student status. The student shall not be entitled to suspend their

³² Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

student status – with the exception of the reason specified in Article 16 (3) –, nor to apply for transfer to a (partial) state funded program, nor to apply for a funding period.

- (7) If the student has established a student status for a partial training, then the duration of the student status shall be taken into account regarding the duration of the student's statutory benefits, allowances, or any services to which the student may be entitled.
- (8) ³³After the student completed the partial training, the Registrars' Office issues a micro-certificate of the completed courses and their credit values. The subjects matters that were acquired in the partial training can be credited in the student's further higher education.
- (9) ³⁴If the student pursues teacher training corresponding to their bachelor's degree program, then the provisions of partial training shall apply; in this case, the quantitative restrictions regarding the credit values of elective courses do not apply.

Article 20 [Visiting Student Status]

- (1) The university shall consent to the student taking courses as a visiting student at another higher education institution, either in Hungary or abroad if the host institution allows the student to do so. If the student pursues their studies in a (partially) state funded program in Hungary, then the student may establish a visiting student status in accordance with the regulations applicable to students of (partially) state funded programs; if the student pursues their studies in a self-financed program, then the student may establish a student status in accordance with the regulations applicable to students of self-financed programs.
- (2) The procedure for applications for partial trainings organized by the university is regulated by a separate regulation.
- (3) Regarding an application-based partial training abroad, the student is required to sign a study contract with both Semmelweis University and the host institution. The contract shall be submitted by the student to the Registrars' Office of the faculty concerned within 15 working days after the end of the course registration period in the host institution.
- (4) Regarding the authorization of individually organized partial training of any university student, the decision is made by the Examination and Studies Committee, taking into account the preliminary credit transfer decision (if available) of the Credit Transfer Committee. The student is obliged to submit the letter of acceptance issued by the host institution to the Registrars' Office within 8 days of receipt; the Registrar's Office then submits the letter to the Examination and Studies Committee.

³³ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

³⁴ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 4 April 2023

- (5) ³⁵The university may transfer the credits that the student – with a visiting student status – obtained in another higher education institution in accordance with the credit transfer rules. The student shall submit a micro-certificate or a corresponding certificate (e.g., transcript) issued by the host institution to prove that they have obtained the credits.
- (6) In the case of a student of a partial training at a higher education institution abroad that has a cooperation agreement with the university, in accordance with the Learning Agreement, upon the student's request, the entirety of the credit values shall be credited in the student's studies at the university through a preliminary credit transfer procedure, provided that the study contract, which has been concluded prior to the student's departure abroad, contains the list of the credits to be completed. In such a case, the credit transfer procedure shall be conducted before the beginning of the student's participation in a partial training abroad and is not revocable.
- (7) ³⁶If a student of the university has successfully taken examinations with a visiting student status, then these examinations shall be considered to have been taken at the university; however, the university has to conduct a preliminary or regular credit transfer procedure in order to verify that the student meets the curriculum requirements. A course completed by examination at another institution is recorded in NEPTUN as a so-called accredited course by the Registrars' Office of the university on the basis of the micro-certificate provided electronically through the student educational administration system by the higher education institution in which the student has established a visiting student status.
- (8) The application for the establishment of visiting student status shall be submitted no later than the day the student registers for the semester either in NEPTUN or by submitting a hard copy to the faculty whose courses the applicant wishes to complete. For international students, the deadline may be extended to no later than the end of the study period's third week.
- (9) The Examination and Studies Committee shall make a decision on the submitted application within eight days of receiving the application. The decision shall include information about the form of training fee reimbursement of the visiting student, the amount of any self-financed fees to be paid by the student, and the method and deadline of the payment.
- (10) On the basis of the permission for establishing the visiting student status, the Registrars' Office registers the visiting student for those courses in NEPTUN that are enabled by the permission.

³⁵ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

³⁶ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

- (11) ³⁷The academic performance achieved within the frame of the student's visiting student status shall be certified by a micro-certificate issued by the Registrars' Office, with a credit certificate per program/completed course attached.
- (12) ³⁸The issued certificate shall include:
- a) student identification data (name, birth name, place and date of birth, student ID number),
 - b) title, description, mode of study, identifying number, credit value and earned grade of the completed course,
 - c) the year and semester of the training,
 - d) the duration of studies (first and last days of the visiting student status) and the period of funding,
 - e) the serial number and date of the micro-certificate,
 - f) the signature and stamp of the certifying body.

6. Course registration

Article 21 [Announcement of Subjects and Courses]

- (1) The announcement of a subject means the announcement of courses teaching a given subject; the announcement process is supervised and directed by the Vice-Dean for educational affairs of each faculty.
- (2) The faculty responsible for the program/training ensures that an appropriate selection of these subjects, i.e., at least a 1.2 times the total number of credits required to complete all the credits prescribed in the model curriculum per academic year is announced, for optional (excluding the Faculty of Dentistry) and elective subjects.
- (3) The educational-research unit responsible for the subject makes decisions on the announcement of a subject. Compulsory subjects, and in the case of the Faculty of Dentistry, optional subjects shall be announced in accordance with the curriculum. On the recommendation of the faculty's Examination and Studies Committee, the Dean may require the educational-research unit to announce a subject.
- (4) Subjects and their courses shall be announced in such a way that all students can meet the requirements of the model curriculum for the given semester.
- (5) Compulsory subjects ending with an examination – also the optional subjects at the Faculty of Dentistry – shall be announced every semester with a sufficient number of courses for a sufficient number of students in the semester specified in the model curriculum. If needed, these courses shall be announced also as FM courses, and in cross semesters, these courses shall be announced at least in the form of CV and FM courses. CV and FM courses shall be announced only upon student request, provided

³⁷ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

³⁸ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

that these courses are not required on the basis of the number of eligible students, or in the cases of part-time programs and programs for few students, i.e., maximum 60 students per year.

- (6) A minimum and maximum number of registered students may be determined by the educational-research unit responsible for the course. This fact and the parameters shall be published in NEPTUN.
- (7) The number of students per teacher in clinical practice and laboratory practice courses shall correspond with the number of students per group that has been established by the given faculty.
- (8) In order to ensure that the compulsory subject courses are taken in the semester specified in the model curriculum, compulsory subjects shall be announced by the educational-research unit in each semester that contains the subject course in the model curriculum, with a student capacity of at least 5% higher than the number of students eligible for registration. This condition shall be met by taking into account the expected number of students at the time of the announcement. The maximum number of registered students for the subject or its course may be increased later, in particular, for the purposes of meeting this condition.
- (9) The number of students to register for a course may be limited on the basis of the capacity of the instructors, the availability of teaching tools, the capacity of the seminar rooms and teaching laboratories, and – with the agreement of the Students' Union – for other objective reasons.
- (10) The head of the educational-research unit announcing the subject shall ensure that the subjects and the courses (including examination courses) are recorded in NEPTUN a month before the beginning of the current semester's study period. The courses are recorded by entering the data specified in paragraph (15) into NEPTUN.
- (11) The faculty responsible for teaching the program (or the training) shall ensure that the courses are scheduled in the timetable and the scheduling is recorded in NEPTUN before the end of the third week of the examination period of the previous semester. In the case of courses with one teaching session per semester, the scheduling shall be indicated in the comment box.
- (12) The educational-research unit assigns the instructor of the subject/course before the beginning of the course registration period of the current semester. In justified exceptional cases, the assigned subject/course instructor may be modified.
- (13) A classroom or, in the case of online education, access route shall be assigned to each scheduled course (with the exception of criterion requirements). The registrar responsible for course scheduling at the faculty assigns the classroom or, in the case of

online education, the relevant IT description of the platform by taking the recommendation of the educational-research unit into consideration.

(14) The courses of compulsory and optional subjects (that differ from each other) which are announced for the same semester in accordance with the model curriculum, and have no simultaneous courses on different weekdays, shall be scheduled to different times; this does not apply to part-time training.

(15) The course is announced through NEPTUN by the deadlines specified in this article, with the following information:

- a) the course serial number,
- b) the type of course,
- c) the nature of the course,
- d) the instructors of the course and their participation rate in the teaching of the course,
- e) the course registration requirements,
- f) the course syllabus,
- g) the minimum number of students required to start the course and the maximum number of students who may be registered for the course,
- h) the capacity of the waiting list if there is one,
- i) in the event of over-registration for the course, the ranking criteria, provided that it is not the order of registration,
- j) the language of instruction of the course,
- k) the classroom assigned to the course,
- l) the timetable details of the course,
- m) in single-cycle programs, in the case of subjects consisting of only theoretical sessions, the date of a monthly small-group practical seminar.

(16) It is mandatory to create the e-learning interface for the subject in the Moodle system by the beginning of the semester as follows:

- a) providing the name of the course, the official name of the subject, the semester in which the course is announced, the serial number(s) included in NEPTUN on the course page for the automatic enrollment of students,
- b) assigning the registered students to the course by the beginning of the semester at the latest.

(17) In the Moodle course created for the subject, the following mandatory elements shall be made available to the students registered to the subject (if applicable for the given subject):

- a) the course requirements,
- b) the contact information of the person in charge of studies or the department administrator,
- c) the schedule and requirements of mid-term assessments,
- d) the timetable of the lectures and seminars on the subject, as well as its slides or abstract,
- e) if possible, a study guide detailing, defining, and standardizing the study requirements (e.g., keywords, key data, list of key figures, syllabus for assessment and topics).

- (18) The student must be able to access the course material in Moodle for the courses they have registered for until they obtain the pre-degree certificate.
- (19) The timetable of the courses is determined by the faculty's timetable coordinator on the recommendation of the educational-research unit responsible for the subject.
- (20) The educational-research units responsible for the subjects may also publish the course announcement in addition to the universal announcement procedure.
- (21) The Registrars' Office reviews in the NEPTUN whether sufficient number of courses with sufficient student capacity have been announced to complete the subjects. If an error is found in the available range of subjects or courses, then it shall be reported to the Vice-Dean for Educational Affairs (in the case of the Faculty of Health and Public Administration, it shall be reported also to the leader of the educational-research unit responsible for the program), then the Registrars' Office directly initiates the rectification of deficiencies after the notification.
- (22) Taking into account the changes made by the designated course administrators responsible for the timetable (departmental administrators), the Vice-Dean for Educational Affairs of the faculty concerned - including the head of the educational-research unit responsible for the training at the Faculty of Health and Public Administration - shall ensure that the preliminary lists of subjects and courses are published in NEPTUN by the end of the last week of the study period preceding the semester in which the subject is to be taught, except for the classroom, the timetable and course instructor assigned to the course.
- (23) The head of the educational-research unit responsible for the announcement of the course may request the faculty timetable coordinator to modify, add or delete courses until the end of the last working day before the course registration period. The designated timetable coordinator (department administrator) may modify the list of courses and they must consult with the Vice-Dean for Educational Affairs when they make their decision (at the Faculty of Health and Public Administration, they must also consult with the head of the educational-research unit responsible for the training), in particular with respect to reducing the student capacity of the course and reducing the number of courses, but they may not cancel any examination courses.
- (24) The final list of subjects and courses cannot be modified (with the exceptions specified in paragraph 23).

Article 22 [Rules regarding Course Registration]

- (1) Course registration consists of
- a) the occasional preferential course registration period
 - b) the regular course registration period, including
 - ba) registration for compulsory courses,

- bb) registration for optional courses,
- bc) registration for elective courses.

- (2) Course registration periods should be organized in several stages taking into account the NEPTUN system's capacity.
- (3) The students may register for compulsory, optional, and elective courses until midnight of the last workday before the beginning of the study period taking into account the prerequisite schedule.
- (4) The preferential course registration period begins no sooner than twelve hours before the beginning of the regular course registration period for compulsory courses.
- (5) In cases not specified in the university regulations, the timeframe, the number of eligible students, and the reasons for the preferential course registration are determined by the Vice-Rector for Educational Affairs. The Vice Rector notifies the Registrars' Office at least eight days before the beginning of the period, and the Registrars' Office ensures that the requirements in NEPTUN are met. In the lack of such notification, a preferential course registration period shall not apply.
- (6) Students register for the given course assuming that their registration to the courses required to complete the given subject shall be accepted. Registration to all types of courses required to complete a subject occurs simultaneously. The student's registration is accepted if the student has fulfilled their prerequisite obligations and the course has not reached its registration limit. The student may withdraw their registration for a course and may register for another course by the end of the subject registration period.
- (7) The student receives an automatic notification of the fact that they have registered for a course in NEPTUN. The Registrars' Office closes the course registration and disables the possibility for any addition or modification in NEPTUN on the first working day after the subject registration period, and thus the timetable for the student's current semester becomes final. The student receives an e-mail notification via NEPTUN within one working day after the closing of the course registration period advising them to review their course registrations.
- (8) Students may object to their course registration data stored in the records within five days after the end of the course registration period. The application may be submitted in person at the Registrars' Office or via e-mail. The Registrars' Office shall modify the student's registration for a course in case of a duly justified modification request. The head of the Registrars' Office considers the objection request in a way that if the request is accepted, the Registrars' Office is able to make the change within 8 days following the end of the course registration period. The student may withdraw a course registration upon payment of a late fee by the third week of the study period.

- (9) In the case of sequential multi-semester subjects, if the student has obtained the signature of the subject in the previous semester but was unable to meet the examination requirements, their registration for the subject's upcoming course in the following semester may be permitted by the Examination and Studies Committee by the end of the course registration period, on the basis of the approval of the head of the educational-research unit that is responsible for the course. However, the student may only obtain the examination grade of the course in the current semester after earning the credits of the given subject's courses for the previous semester.
- (10) If the student was unable to register for a course due to a reason that is attributable to the university, the educational-research unit or the instructor, the student shall be allowed to register for the course according to their original decision or for a course that can be fitted into their timetable. This is only possible until the end of the third week of the study period.
- (11) The student is obliged to apply for courses corresponding to his own study group.
- (12) Except as provided for in paragraph (13), exceptions to paragraph (11) may be made only with the approval of the competent educational-research unit and only in justified exceptional cases and with the permission of the Studies and Examinations Committee.
- (13) In the case of students with the same curriculum, no more than 2 students may exchange applications for a study group outside of theirs, only if the exchange is permitted by the Registrars' Office for both students concerned.
- (14) Those students who are foreseeably undertaking a part of their studies abroad and for whom only certain shifts are suitable may receive preference during the course registration period if they attach the appropriate certificates (learning agreement, letter of intent from the host institution, certificate from the organization having an agreement of cooperation with the university).
- (15) The condition for the student's registration for the course(s) related to their activities in the Students' Scientific Association (Hungarian abbreviation: TDK) is the student's inclusion in the Students' Scientific Association Register, and this information shall be indicated in the relevant platform in NEPTUN. Registrations for Students' Scientific Association-related courses by those students who are not listed in the Students' Scientific Association Register shall be deleted. Registrations of those Students' Scientific Association students whose performance meets the requirements defined in the Students' Scientific Association's Operational Regulations are modified to a course of higher credit value retrospectively by the Registrar's Office at the initiative of the Students' Scientific Association Office and the person responsible for the Students' Scientific Association at the given Faculty.

Article 23 [Course re-registration]

- (1) The missing credits of an unaccomplished compulsory course can be earned no later than in the semester when the course is re-announced for the second time, except if the student's student status has been suspended.
- (2) If the student was unable to earn credits for a registered course at first registration, they may re-register for the course in two of the subsequent semesters provided that restrictions of the prerequisite schedule and the regulations in paragraph (1) are met.
- (3) If the student was unable to earn the credits of a course in the way described in paragraph (2), special permission can be requested only once during the whole training, and regarding only one course to re-register for. If the student has already obtained the signature, they only need to take the examination for the subject in the next semester. The student may also request another opportunity to obtain the signature.
- (4) In this article, the re-announcement of a course stipulates that the re-announcement of the course is due in a spring semester if the course was first registered for by the student in a spring semester; the course re-announcement is due in a fall semester if the course was first registered for by the student in a fall semester.

Article 24 [Retaking a course, Examination course]

- (1) The examination course may be:
 - a) CV course (i.e. "Exam Only" course)
 - b) FM course (i.e. "Exempt From" course)
- (2) Compulsory courses as well as optional courses at the Faculty of Dentistry (FOK) shall be announced every semester at least in the form of a CV course.

7. Assessment of Meeting the Study Requirements

Article 25 [Assessment of Study Requirements and of Student Performance]

- (1) Completion of a subject, and acquiring the credits for a subject can be achieved:
 - a) via fulfillment of the courses, the study activities and other requirements assigned to the subject and obtaining the learning experiences ("completion"), or
 - b) via recognition of the student's previously acquired knowledge, which has been learnt in either formal, informal or non-formal ways, in accordance with the provisions of Article 43 ("credit transfer").
- (2) Student performance may be assessed by:
 - a) a rating scale of five grades, such as: excellent (5), good (4), fair (3), pass (2), fail (1);
 - b) or a rating scale of three grades, such as: excellent (5), satisfactory (3), fail (1).
- (3) The funding type of the training (e.g., self-funded, state-funded, scholarships) must not influence the evaluation of the students' performance.

- (4) The student's knowledge can be assessed in the following ways:
- a) through oral or written report(s) or term tests during the study period in the classroom, or through evaluation of the student's assignment completed as an extracurricular work, or
 - b) through continuous assessment by the lecturer or a designated tutor,
 - c) ³⁹through an examination, which can be:
 - ca) practical examination,
 - cb) project assignment,
 - cc) end-term examination,
 - cd) comprehensive examination,
 - ce) final examination
- (5) ⁴⁰End-of-semester assessment can be:
- a) as a term grade, – in the case of subjects including practice – based on the partial performance assessments during the term, term grades, as well as the practical performance and theoretical knowledge judged by the instructor,
 - b) as an examination grade.

Article 26 [Offering a Grade]

- (1) ⁴¹In cases of subjects concluded by end-term examinations and of those consisting of seminars and practical sessions only, the head of the educational-research unit (the lecturer of the subject) can offer the student an excellent (5) or a good (4) grade based on the student's performance or their achievement at an academic competition during the study period. The terms and conditions of offering term grades shall be announced no later than the beginning of the semester and shall be included in the description of the subject as well.
- (2) The relevant students shall be informed about their offered grades on the last session of the course at the latest through the appropriate platform for offered grades of NEPTUN. Students are not obliged to accept the offered assessment (grade); they may apply for taking an examination instead. If the student does not register for any examination of the course, then the offered grade that has been recorded in NEPTUN shall be deemed accepted.
- (3) ⁴²In the case of compulsory subjects, students who have proved to have the highest level of knowledge on the assessments required for the grade offer may receive a grade offer as follows:
- a) students performing in the top 10% are offered an 'excellent' (5) grade;
 - b) students performing in the top 10.1–20% are offered a 'good' (4) grade;
- The above values can only be changed with the permission of the Dean.

³⁹ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

⁴⁰ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴¹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴² Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

Article 27 [Methods of Assessment and Measurement Methods of Student Performance]

- (1) The aim of assessment and measurement of student performance may be:
 - a) confirmation of the possession of prior competences which are required in order to accomplish a study activity; this may be carried out by diagnostic assessments (such as a placement test),
 - b) recording the students' mid-term progress with continuous supportive feedback, which requires a supportive (formative) partial performance assessment, or
 - c) evaluation of the competences acquired throughout the whole given study period (semester or block) by using a summative assessment.
- (2) The types of the assessments under paragraph (1) may be applied in combination within the same subject in a manner that is appropriate to the nature and purpose of the subject.
- (3) Any type of measurement and assessment may be used for examining the existence of competences, such as theoretical knowledge or practical skills.
- (4) The existence of elements of competencies, such as attitude, independence or responsibility shall be measured primarily by partial performance assessment, and secondarily by summative assessment.
- (5) Partial performance assessment may take place in the following ways:
 - a) based on continuous assessment, which means that the teacher may evaluate the student's performance and activity in the course sessions. This can include the quality of the practical activities performed, theoretical knowledge, active classroom participation, raising ideas, participating in organized group work or debate, reports (made by the students) about the content of the previous lesson, etc.
 - b) based on one-off action(s) (oral report, laboratory measurement or report thereof, regular self-help tasks which help the students learn the study material, etc.),
 - c) ⁴³based on work(s) created by the student and supported by the instructor with guidance or consultation. It can be homework, essay, project assignment, presentation, plan, artwork and documentation thereof), or
 - d) based on the practical assignment(s)
- (6) ⁴⁴Results of the obligatory partial performance assessment (in the case of subjects assessed by term grades or examination grades), with the exception of subjects appearing as criterion requirements, shall be taken into consideration when granting the grade for the subject or course based on the provisions of Article 28 (4)–(5).
- (7) The student completes the summative assessment through one-off action(s), i.e., written, practical or oral end-term examination or comprehensive examination, etc., as defined in the course syllabus.

⁴³ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴⁴ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

Section 28 [Performance Assessment System]

- (1) ⁴⁵The system of student performance evaluation of each subject must be designed in such a way that it facilitates and encourages continuous learning and does not lead to undue overload of the students. The method of subject assessment of the subsequent academic year, i.e., practical grades or examination grades, shall be recorded in the model curriculum.
- (2) ⁴⁶During the study period, the form, number and duration of performance assessments should be determined in the following way:
 - (2a) ⁴⁷although the number of placement tests that aim to assess prior competences of the students is not limited, such assessments may only be applied in subjects including practical course(s) or laboratory practice course(s),
- (3) Thesis writing courses and certain courses determined by the curriculum which are not concluded by an examination, such as practice placement period, planning exercise or project assignment, should be evaluated with partial performance assessment.
- (4) ⁴⁸The course syllabus shall specify how the results of the end-of-term assessment affect the determination of the end-of-term grade (term grade), the examination grade, and the offered grade. The method and content of the performance assessment shall be specified in sufficient detail in the subject requirements (course syllabus), which shall be approved by the committee in charge of the education-related tasks of the given faculty.
- (5) ⁴⁹The end-of-term assessment in the case of courses completed with a term grade or an examination grade is as follows:
 - a) signature is granted provided that the student completes the conditions set out in the course syllabus (course requirements),
 - b) the result of the end-of-term assessment may be supplemented by a reduced amount of tasks at the examination or additional assignments as specified in the subject requirements (course syllabus); such reduction of the tasks at the examination can be, for example, a practical examination, exemption from the pre-examination quick test, exemption from completing a certain part of the examination; an additional task may be, for example, to draw and complete extra topics during the examination.
- (5a) ⁵⁰The subject requirements (course syllabus) shall specify the nature of the allowances or additional assignments associated with the results of each end-of-term examination and how and in what proportions they are to be taken into account in the examination.

⁴⁵ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴⁶ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴⁷ Established by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴⁸ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁴⁹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁵⁰ Established by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (5b)⁵¹In practical sessions where the student's unpreparedness directly compromises patient safety, the course syllabus may stipulate that, in the event of failure to pass the continuous partial performance assessment at the beginning of the session, the student may be refused by the instructor to attend the class, which will be considered an absence.
- (6) Assessment activities in the study period can take place on workdays between 8 a.m. and 8 p.m. at the time of the course sessions or in different time(s) set in the schedule of assessment in advance. Any deviation from this scheduling requires the agreement of the Students' Union.
- (7) Assessment activities, such as term tests or student reports scheduled outside of the date and time assigned to the course in the timetable, shall not be scheduled to overlap completely or partially with a session of another compulsory subject course of the same semester in the model curriculum.
- (8) The schedule of assessment should be designed as follows: The weekly number of summative performance assessment activities, such as written or oral term tests or practical demonstrations of the subject courses of the same semester in the model curriculum cannot exceed two in general and four in the last two weeks of the study period, and the assessments of the same week shall be held on different workdays.
- (9) The schedule of assessment described in paragraph (8) shall be made for each training program regarding those compulsory and optional courses that are announced in the same semester in the model curriculum.
- (10) The schedule of assessment, which includes the assessment activities and the possibilities for their retake, upgrading retake, and the make-up opportunity, shall be published at the website of the faculty responsible for the program (training), until the end of the first week of the study period.
- (11) The educational-research unit may deviate from the schedule of assessment upon request of the Students' Union or following the approval of the Examination and Studies Committee. In such a case, the students concerned shall be informed by the course coordinator via NEPTUN one week before the modified performance assessment date.
- (12)⁵²Due to failure to meet the attendance requirements – with the exceptions specified in Article 29 (4) –, the instructor cannot refuse the signature or to provide a term grade if the student has not been absent for more than 25% of all of the practical sessions. In general, three late arrivals count as one absence. The acceptable degree of being late shall be included in the course requirements. In the case of absence from more than 25% of the session, the procedure specified in the course requirements shall be applied

⁵¹ Established by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁵² Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (13) ⁵³The term grade shall be determined by the summation of the student's partial performance assessment results as follows:
- a) Regarding each written test, the performance level (score) required for a pass (2) grade cannot be higher than 50% of the level (score),
 - b) the assessment can be marked as 'unfulfilled' if the student did not participate even in one of the assessment activities and did not make up for it on the retake options or the student's absence exceeded the amount that is determined in the course syllabus (course requirements).
- (14) ⁵⁴If at least 30% of the assessed students were unable to complete for the first time the compulsory course announced in the appropriate semester according to the model curriculum in the given examination period, then an investigation may be requested by the Students' Union, and conducted by the Vice-Rector for Educational Affairs, and in the case of a justified complaint, the Vice-Rector initiates an investigation on the possible remedy to any non-compliance. Based on the results of the investigation, the proposed measure can be applied during the following academic year. If the investigation gives rise to a reasonable suspicion of an ethical misconduct, the Vice-Rector for Educational Affairs initiates the proceedings of the relevant Ethical and Disciplinary Committee and simultaneously informs the educational-research unit concerned.
- (15) The Vice-Rector for Educational Affairs may request a statistical analysis about a given time period from the educational-research units concerning the specific characteristics of the work of those instructors who were conducting examination in the given time period, based on the indicator(s) of their educational and examinational activities.
- (16) ⁵⁵If, in the case of written or oral examinations, the prerequisite for the start of the examination is a successful written test or answering to a set of questions and the student has achieved at least 50%, they shall be provided with the examination opportunity as well as the opportunity of upgrading their score during the examination.

Article 29 [Signature]

- (1) The condition for allowing the student to take the examination of a course concluded with an examination is that the "signature" acknowledging the completion of the semester is recorded by the end of the study period but no later than by the end of the first week of the examination period. Before every examination, the examiner is obliged to make sure that the signature has been obtained before the start of the examination.
- (2) ⁵⁶The prerequisite for obtaining the signature is that:

⁵³ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁵⁴ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁵⁵ Established by Article 2 of Senate decision 85/2022. (X.24.), in force from 24 October 2022

⁵⁶ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- a) the student attends at least 75% of the practical sessions and seminars of the course, and
 - b) the student fully participates in the partial performance assessments specified in the course syllabus and, where specified as a condition for signature in the course syllabus, to pass them. There are two opportunities for students to make up for any missed or unsuccessful practical demonstration; these are published in advance by the given educational-research unit in the course syllabus (course requirements).
- (3) Students shall attend lectures, practical sessions and seminars in the prescribed attire and in the condition required for the lecture or practical session, prepared for the given day. In the case of suspected physical, mental or psychological inability to do so (due to illness, abnormal fatigue, medication or other psychoactive substances, alcohol consumption), the student may not start or continue the lecture or practice session. Lecturers, the persons conducting the practice, or, in their absence, their designated deputy may ask the student to leave the lecture room or the practice area, and shall make a record of the request.
 - (4) ⁵⁷Notwithstanding the general rules defined in (2), in the case of subjects that are taught in block education in the 4th and 5th years at the Faculty of Medicine, the student's absences from lectures, seminars, and practical sessions shall be assessed together and shall not exceed 10%. Make-up opportunities may be provided by the educational-research unit; even in on-call times overnight or on weekends.
 - (5) Attendance requirements lower than those defined in point a) of paragraph (2), and, in the case of divided training programs, an attendance at up to 75% of all lectures may be required in the course syllabus.
 - (6) In single long-cycle programs, in the case of subjects consisting of only theoretical sessions – excluding courses that are only technically divided into lecture and practical sessions –, at least 75% attendance is obligatory at the monthly small-group practical seminar held at the time of the lecture.
 - (7) Obligatory attendance cannot be prescribed if the maximum number of registered students set for a course exceeds the capacity of the classroom assigned to the course.
 - (8) If the subject is not taught in block education, it is the duty of the course instructor or the educational administrator (faculty registrar) of the educational-research unit to record the refusal of signature to the student in NEPTUN no later than the second day of the second week of the examination period.
 - (9) Students are not allowed to take an examination of a course in which they have not obtained the signature.

⁵⁷ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (10) In the case of fulfilling the requirements, the signature in the subjects taught in block education in the 4th and 5th years at the Faculty of Medicine shall be recorded until the first workday following the end of the given completed block.

Article 30 [Rules of Examinations]

- (1) ^{58, 59}An examination may comprise
- a) oral performance assessment,
 - b) written performance assessment,
 - c) practical examination,
 - d) project assignment assessment,
 - e) or a combination of points a)–d)
- in which the results of the end-of-term assessments or of a certain group of the end-of-term assessments may be taken into account in the manner specified in the course syllabus (course requirements) and in the schedule of assessment, with regards to the provisions of Article 28. (4)–(5).
- (2) The examination may be simple or combined. A simple examination comprises only one examination part specified in (1), whereas a combined examination consists of at least two of them.
- (3) The course syllabus (course requirements) defines which parts in (1) the combined examination contains.
- (4) The course syllabus (course requirements) shall specify:
- a) the level of performance required to pass the examination or the individual parts of the combined examination,
 - b) ⁶⁰what end-of-term assessment results are to be considered in the result of the combined examination, and to what extent/rate/percentage the results should be integrated into the combined examination grade,
 - c) whether the individual parts of a combined examination can be retaken or retaken for an upgrade,
 - d) ⁶¹the optional topics, the criteria for completion and the assessment of the project assignment recognized as an examination.
- (5) All the parts of a combined examination must be successfully taken in the same semester and the individual parts must be taken on the same day unless the faculty, in accordance with paragraph (4)c), allows that the student need not retake the successful parts of the combined examination.

⁵⁸ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

⁵⁹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁶⁰ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁶¹ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

- (6) Failure of an examination for any reason, including the failure of a part of the combined examination, with the exception of a partial examination defined in paragraph (1)d), shall reduce the number of examination attempts available to the student by one.
- (7) Those results achieved in the study period that have been taken into account in the term grade or the examination grade are to be taken into account in every semester, in which the "signed" entry is valid, unless otherwise defined in the course syllabus (course requirements).
- (8) An examination record form including the following information shall be printed from the NEPTUN system in the case of an examination, even if it is part of a combined examination:
 - a) the semester of the given academic year,
 - b) the name and serial number of the subject or curriculum unit,
 - c) the date of the examination,
 - d) the name of the examiner,
 - e) the examiner's identification number and signature,
 - f) the name and student identification number of the student, who registered for the examination, and
 - g) the assessment of the exam, and the date.
- (9) An examination record form shall also be issued for non-examination assessment.
- (10) The examiner records the assessment of the examination in the examination record form and validates it by signing it after the examination promptly.
- (11) The organizational unit responsible for the subject shall keep the examination record form for the period specified by law, but for at least 10 years. The head of the organizational unit is responsible for the safekeeping of the examination record form.
- (12) The examination is assessed with a single grade on a five-point scale.
- (13) In the case of a failed combined comprehensive examination, only the failed examination part is needed to be retaken if the course syllabus (course requirements) stipulates so.
- (14) If the course syllabus (course requirements) so stipulates, the result of the successful examination parts remains valid until the end of the semester, including the result of an examination taken in the spring semester, in the period outside of the academic year (EOAY).
- (15) In the case of comprehensive examinations, the examination is conducted by senior lecturers (associate professors, professors, college associate professors, college professors). However, in justified cases, the dean, on the proposal of the head of department, may authorize other lecturers, researchers, teachers, clinical chief

physicians actively involved in teaching to conduct the examination. In all cases, the authorization shall be valid only for the given semester. If the comprehensive examination covers the subject matter of more than one subject, and in the case of retaken comprehensive examinations, the examination shall be taken before a two-member examination board. The chair of the examination board shall be a senior lecturer or, with the permission of the dean, a lecturer, researcher, teacher, or clinical chief physician.

- (16) In the case of a written (partial) examination, the examination in front of the examination board shall mean that the examination paper is assessed by at least two different examiners, independently of each other. The result of the (partial) examination is determined by the examination board.
- (17) If the comprehensive examination is to be taken before an examination board, the examination may be held only if both members of the examination board are present at the examination or at the individual parts of the examination.

Article 31 [Organization of Examinations]

- (1) Examinations are primarily held during the examination period, except in the case of block education.
- (2) ⁶²In a duly substantiated and justified case, the Examination and Studies Committee may permit examinations outside the examination period in the first two weeks of the subsequent semester, and in the case of this permission, the organizational unit concerned shall ensure that the student concerned has the opportunity to take the examination. The examination thus completed shall be considered to have been taken during the examination period.
- (3) The examinations shall be organized in such a way that all the students concerned can register for and sit for the exam and it shall be ensured that the student shall be allowed to retake a failed examination during the given training period.
- (4) When planning their examination period or take their examinations, students may only take into account the examination days announced in advance.
- (5) Examinations shall be held primarily on workdays, excluding correspondence programs. The (partial) examination shall not begin earlier than 8:00 a.m. and shall end by 8:00 p.m. The duration of the (partial) examination shall be held in accordance with the period recorded in NEPTUN. It is the responsibility of the relevant educational-research unit to ensure that the examination is held within the time period specified in NEPTUN and that the duration of the examination should stay within reasonable limits (maximum 5 hours). Exceptions to this provision may be made with the permission of the Examination and Studies Committee.

⁶² Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (6) Educational-research units shall provide at least two examination days per week for oral examinations and one examination day per week for written examinations for each course and each group of students of the same study year. A maximum number of students per examination may be set for each examination. The maximum number of students per examination, in the case of combined examinations, per partial examination, may not be less than double of the number of students registered for the course. The aggregate number of examination places shall be distributed evenly among the examination dates, so that at least 10% of the total examination places are allocated to each examination week.
- (7) The Examination and Studies Committee may, upon a justified request of the educational-research unit, authorize the announcement of a smaller total number of examinees than as specified in paragraph (6), until the deadline for the announcement of the examinations. In the case of divided training, the Vice-Dean for Educational Affairs, who informs the Students' Union on his decision at the same time, may approve a smaller number of examination days than as defined in paragraph (6) but not fewer than 4 examination days throughout the entire examination period with regards to students' needs. In both cases, care must be taken to avoid conflicts between the examination days of the compulsory subjects included in the model curriculum of the given semester, and to enable every eligible student to register for and to take the examination, as well as to ensure that failed examinations can be retaken during the same examination period as many times as specified by these Regulations.
- (8) The rules and the schedule of the examinations shall be made public a week before the beginning of the examination registration period. The announcement shall include the dates of the examinations, the maximum number of examinees, and the date of the announcement of the examination results. The dates of the examinations shall be determined in advance for the entire examination period. The relevant head of the educational-research unit and the dean of the faculty are jointly responsible for announcing the examinations and conducting the announced examinations.
- (9) After announcement, the dates of the examinations may be modified only with the prior consent of the Examination and Studies Committee.
- (10) In justified cases, the educational-research unit may announce additional examination dates during the examination period, or the dean may give instructions to this effect.
- (11) ⁶³After the sixth "fail" examination result in a given subject, the student may submit a special permission request within 3 days of their sixth failed examination in order to take a seventh examination (fifth second retake examination), regardless of any prior special permissions for any other reason.

⁶³ Amended by Article 9 (3) of Annex 1 of Senate decision 4/2023. (II. 9.), in force from 16 February 2023

- (12) ⁶⁴In the case referred to in paragraph (11), the declaration on unilateral termination of student status, as specified in Article 16 (6), may be issued at the earliest on the day following the deadline for submitting the request for special permission for the seventh examination or the day following the day of the failed seventh examination.

Article 32 [Special provisions for the examinations and comprehensive examinations of compulsory courses taught in a block schedule at Years 4, 5 and 6 of the Faculty of Medicine]

- (1) The last week of each block of courses (examination week) is used for examinations and comprehensive examinations, with the exception of one-week blocks, where examinations may be taken on the last day of the block.
- (2) There shall be no teaching sessions with mandatory attendance on the designated examination week of blocks in Years 4 and 5. In the case of one-week blocks, a preparation period equivalent to at least one full day shall be provided prior to the examination day.
- (3) The examination to be taken for a course in block education shall be announced by the educational organizational unit no later than the first day of teaching of the block concerned.
- (4) At least three examination occasions shall be provided during the examination week. A maximum number of students per examination may be set for each examination. The maximum number of students per examination, in the case of combined examinations, per partial examination, may not be less than 150% of the number of students registered for the course.
- (5) Registration for the examinations begins at 8:00 p.m. on Monday of the week preceding the examination week.
- (6) During the last block of Year 6, on the last week of the optional and/or elective clinical practice, examination opportunities shall be provided for all subjects with comprehensive examination obligation in accordance with paragraph (3), so that all students who wish to do so can register and take the comprehensive exam. This opportunity may be used by the student for only one subject, provided that the requirements of the Elective clinical practice are fully met.

33. § [Rules Applicable at Examinations]

- (1) The (partial) examination is considered to have begun when the examination task (a question, a topic, etc.) has been given to the student. The (partial) examination once started shall be concluded with an assessment of the examination.
- (2) During the oral and practical (partial) examinations, the student shall be given preparation time adjusted to the nature of the examination before they answer the

⁶⁴ Amended by Article 9 (4) of Annex 1 of Senate decision 4/2023. (II. 9.), in force from 16 February 2023

questions or complete the practical task. This may be waived only at the student's request.

- (3) Examinations can be held primarily on university premises and the sites of the practical trainings. Examinations may be held outside these premises with the permission of the dean of the faculty responsible for the given education (training program, specialization, etc.).
- (4) It is the responsibility of the examiner or the chair of the examination board to ensure that the (partial) examinations are conducted orderly, in an undisturbed and calm atmosphere.
- (5) If the examination is taken before an examination board, any member of the board may pose a question to the student. However, the student's performance is assessed by the chair of board, who takes the opinions of the board members into account.
- (6) The announced (partial) examination shall be held if it has been registered for by any eligible student.
- (7) The exact time of the (partial) examination within the duration of the independently announced oral (partial) examination can be determined by the educational-research unit or the examiner either for individual students or for groups of students. The examinees shall be notified about the appointed time in NEPTUN at least 8 hours before the beginning of the examination. In the absence of specified time, the examination begins at the starting time of the examination for all the examinees.
- (8) If the appointed examiner is absent, the head of the educational-research unit shall assign a competent substitute examiner or organize a (partial) retake examination without adverse consequences for the students.
- (9) The head of the educational-research unit is responsible to have the announced (partial) examinations conducted and to provide a new examination occasion if an examination is cancelled due to the absence of the examiner. Students may file a complaint regarding a cancelled examination or comprehensive examination to the Examination and Studies Committee
- (10) Certain (partial) examinations may be reserved only for retake or second retake examinations by the organizing educational-research unit. These examination occasions cannot be taken into consideration when the maximum number of examinations and the maximum number of students are calculated in accordance with Article 31 (6).

34. § [*Participation in Examinations*]

- (1) An examination may be taken by those students who have a valid "signed" signature of the subject recorded in NEPTUN prior to the examination.

- (2) A comprehensive examination may be taken by those students who have fulfilled the prerequisites prescribed in the model curriculum and obtained the credits for the subjects assigned to the comprehensive examination.
- (3) Students may register for an examination – with the exception specified in paragraph (4) – no later than 23 hours before the examination date; the students can withdraw their registration no later than 24 hours before the date of the given examination, exclusively via NEPTUN.
- (4) At the Faculty of Medicine, in the case of block education, if there are two or fewer days available for the students to take the examinations, it is possible to register for the examination until 6:00 a.m. on the day of the examination, and to withdraw the registration until 0:00 a.m. on the day of the examination, exclusively via NEPTUN.
- (5) For the oral examination part of a comprehensive examination, the educational-research unit can set an individual examination registration period in NEPTUN which shall not be closed sooner than 72 hours before the examination.
- (6) Students willing to retake a failed (partial) exam or to upgrade the result of a successful (partial) exam in the same examination period should be given preference at the registration for (partial) examinations formerly announced as retake or second retake exams.
- (7) It is the student's obligation to attend the (partial) examination registered in NEPTUN. If they fail to do so, their knowledge cannot be assessed, and if they do not justify the absence, a "did not appear" entry shall be made in the NEPTUN for the given (partial) exam. Unjustified absences shall be included in the maximum number of examination opportunities per semester, and the student is also required to pay an exam administration fee and the absence fee specified in the Remuneration and Benefits Policy.
- (8) Students are not allowed to take an examination without identifying themselves. Students may identify themselves at the examination with a suitable identification document containing both a signature and a photo. If the student is unable to verify their identity, a "did not appear" entry shall be made in the examination record form and in NEPTUN, which does not reduce the number of exam opportunities, but the student is obliged to pay an exam administration fee as specified in the Remuneration and Benefits Policy.
- (9) The student shall be responsible for the charging of the payment of the fee specified in paragraphs (7)–(8), following their default. Registration for the next examination of the subject may not be made without the payment of the fee.
- (10) The student is obliged to justify the absence from the registered (partial) examination within 3 working days in person, in writing, electronically, or by proxy at the

educational-research unit organizing the exam. The justification is considered and decided upon by the educational-research unit or in the event of a dispute between the student and the organizational unit, by the Examination and Studies Committee. If the student properly justifies their absence, it shall be considered as if they had not registered for the given examination; the “did not appear” entry shall be deleted by the educational-research unit.

- (11)⁶⁵If a student has failed an examination, they may attempt to take the exam two more times in the same examination period in the form of a retake examination and a second retake examination. The student is allowed to have a third retake examination but only in one subject per semester. The student is not allowed to have a fourth retake examination in the same subject in the same semester – no special permission shall be granted for a fourth retake examination.
- (12)The student has the opportunity to upgrade the result of a successful examination until the end of the examination period. The student shall be informed about the fact that the result of the upgrading examination may be worse than the original examination result. Additional credits cannot be earned by retaking a successful exam. In the case of limited room capacity at the examination, a student registering for a retake or second retake of a failed exam has a priority over students registering for an upgrading retake examination of a successful exam.

Article 35 [Examinations taken outside the academic year]

- (1) Students of medicine in a single-cycle long (i.e., undivided) program and master's degree students in health sciences who are unable to fulfill their examination requirements during the spring semester examination period may take an examination organized outside the academic year (hereinafter: EOAY examination). The result of an EOAY examination shall be considered as that of an examination taken during the spring semester of the relevant academic year. If the university has a vacant Hungarian state-funded position, the reclassification decision made by 31 July at the latest shall be reviewed and, if necessary, adjusted in the light of the EOAY results. An EOAY may be completed during the spring semester of the relevant academic year in the period specified in paragraph (6).
- (2) In the single long-cycle medical program and master's programs in health sciences, students may take an EOAY described in paragraph (1) in any course they registered for but failed to complete in the relevant spring semester taking the available examination dates into account. The following conditions shall be met: the Registrars' Office shall be notified with the examination subjects listed, until the end of the working day following the last day of the examination period, and the student shall not have been dismissed by the end of the spring semester examination period; this is also relevant in cases when the student is exempt from expulsion under a decision of the competent Examination and

⁶⁵ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

Studies Committee with regards to special permission. If the student's expulsion is pending and the student is eligible for and also signed up for an EOAY in due time, the Committee shall suspend the proceedings until the result of the EOAY is announced, and then, taking these into account, shall decide either to cancel the proceedings or to proceed with the expulsion.

- (3) Taking the examination referred to in paragraph (2) shall not be considered as course registration.
- (4) In the case of EOAY, during the period specified in paragraph (6), the student may take examinations in any subject, taking as many examination occasions as they may have at their disposal in the given semester.
- (5) If the student passes an EOAY, the failure to complete the course(s) during the relevant semester, passed with an EOAY, shall not be considered as course omission.
- (6) ⁶⁶The EOAY date shall be set in a way to make sure that during the 5 working days following the Hungarian national holiday of 20th August, students shall be able to take their examinations according to paragraph (11) of Article 34. The examinations shall be organized in such a way that all the students concerned can register for and sit for the exam.
- (7) In the case of EOAYs, it is not necessary to fulfill the general conditions of examination announcement described in these Regulations. If a student fails to complete a course with EOAY, they may register for a CV course announced during the next semester, provided they still have examination opportunities left, taking into account the difference between the total number of their failed EOAYs and the total number of all examination opportunities specified in paragraph (11) of Article 34.
- (8) ⁶⁷Students may retake a failed EOAY in the semester when the course is next announced, taking into account the difference between the number of failed examinations in the given course, the unsuccessful EOAYs and the number of examinations specified in paragraph (11) of Article 34.

Article 36 [General Rules for Assessment Result Upgrade and Retake]

- (1) The University shall ensure that each student is able to report on their knowledge and may repeat a successful or failed academic assessment as set in these Regulations, in a way to ensure impartial examination conduct and assessment.
- (2) Unless otherwise specified in these Regulations, the first occasion announced by the educational-research unit for retake shall be free of charge for students.

⁶⁶ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁶⁷ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 04/04/2023

- (3) In assessment upgrade or retake, the results achieved on the retake occasion shall be officially registered, unless otherwise specified in the course syllabus or in these Regulations.
- (4) ⁶⁸The retake or upgrade of an end-of-term partial performance assessment shall be organized in such a way that the student, while applying and successfully fulfilling the opportunities specified in Article 37 (1)–(2) can replace a “fail” grade with an upgraded grade.

Article 37 [Retake and Upgrade of End-of-term Assessment Results]

- (1) ⁶⁹In the case of a course is completed with an examination assessment, if a term grade is required in the course syllabus (course requirements), the result of which is taken into account in the calculation of the examination grade, two opportunities to retake a failed assessment shall be provided during the semester, at the latest by the end of the first week of the examination period.
- (2) ⁷⁰Two opportunities to retake or upgrade any academic results which are required to obtain a term grade shall be provided no later than the end of the first week of the examination period.
- (3) Student knowledge and other competencies required for such an upgrade are the same as those in the course syllabus. The result of a retake/upgrade assessment shall be graded on the same scale as the failed assessment.
- (4) If, according to the provisions of the course syllabus, a group of assessments cannot be retaken or retaken for an upgrade, the (partial) result of this group of academic assessment results shall be calculated taking the two-thirds which is the most favorable for the student, rounded down.

Article 38 [Examination Retake]

- (1) Students may modify the result of a previously passed examination by having an upgrading retake examination.
- (2) Students can sit an upgrading retake examination and take a second retake examination before a different examiner or examination board if so authorized by the head of the educational-research unit on the basis of the student’s duly reasoned written or electronic request addressed and submitted to the head of the educational-research unit no later than three working days before the commencement of the examination. If the head of the educational-research unit is involved in the examination, the appointment of

⁶⁸ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁶⁹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁷⁰ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

a different examiner can be requested from the Dean of the faculty responsible for teaching the subject.

- (3) During a given examination period, a second retake examination shall be taken before an examination board of at least three members, upon the student's written or electronic request submitted no later than three working days before the commencement of the examination. No more than one member of the examination board may be an examiner who graded a previous examination of the student as “fail” during the same examination period.
- (4) In the case of a written (partial) examination, the examination in front of the examination board shall mean that the examination paper is assessed by at least two different examiners, independently of each other. The result of the (partial) examination is determined by the examination board.

8. Records of Academic Performance

Article 39 [Records of Academic Performance]

- (1) ⁷¹The term grade (if it is a grade obtained during the study period as results of partial performance assessments, practical work or tests on theoretical knowledge) shall be recorded in the NEPTUN by the course instructor, the course coordinator, a registrar or an academic administrator of the educational-research unit no later than the end of the first week of the examination period of the relevant semester. The date of entry of a grade obtained in this way shall be the date of acquisition. For courses taught in a block schedule to Year 4 and 5 students of the Faculty of Medicine, the registration of grades is carried out according to the timetable laid down in the Dean's instructions for the relevant semester.
- (2) ⁷²In any given semester, students may only have one term grade recorded for each course, any grade obtained by retake or upgrading retake overrides the previous grade.
- (3) Signatures for courses completed by examinations shall be recorded in NEPTUN no later than the end of the first week of the examination period by the course instructor, the course coordinator, a registrar or an academic administrator of the educational-research unit. The date of the signature entry shall be the date of acquisition.
- (4) A student may only have one signature entry in a given semester for each course completed by examination. Any signature entry obtained or modified following a retake or upgrading retake will override the previous entry.
- (5) After concluding the result of an examination (end-term examination or comprehensive examination), but no later than the end of the next working day, the examiner shall

⁷¹ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

⁷² Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

record the grade in NEPTUN, based on the examination record or comprehensive examination record. In the case of a combined examination (comprehensive examination), the entry shall be made at the examination occasion at which the grade was concluded.

- (6) If the student has not taken any (comprehensive) examinations of a subject in the given semester, no grade shall be recorded in NEPTUN.
- (7) Any term grade or result of a partial performance assessment, including the results of any tests or assessments other than a diagnostic or leveling test, offered grades, partial examination grades, as well as the evaluation of any partial written examination or examination session yielding no specific grade on their own, shall be communicated to the student confidentially, in person or in any other way, so that it is not disclosed to a third party.

Article 40 [Recording Academic Results]

- (1) Any documents produced by the students during their study as well as any assessments of students' work shall be managed by the educational-research unit responsible for teaching the given subject. However, the Dean may decide to have these records managed at faculty level.
- (2) Paper-based documents (classroom tests, homework, written reports, etc.) of academic performance assessment carried out during a study period or an extended study period can be returned to the relevant student after assessment, or shall be archived by the course coordinator.
- (3) Assessment documentation (examination records, assessment result summaries and other records) recorded during the study period and make up periods shall be kept in accordance with the requirements of the Document Management Policy.
- (4) After their evaluation, any documents recorded during the examination period (e.g., term papers, coursework) and related to examinations (including comprehensive examinations) shall be kept by the course coordinator.
- (5) Documents recorded in the examination period and related to student assessment (e.g., examination or comprehensive examination records) shall be kept in accordance with the requirements of the Document Management Policy.
- (6) Any documents specified in paragraphs (2) and (4), except for those returned to the student concerned after assessment, shall be destroyed within one month from the start of the next semester, with the following exceptions:
 - a) if these documents are necessary until the end of the last semester when the subject is taught in order to track student progress;
 - b) if there is a procedure under way which may affect the outcome of the relevant examination. In the latter case, the documents specified in paragraphs (2) and (4) shall

be destroyed within one month after the final decision regarding the specific case has been made.

- (7) The expiry date specified in paragraph (6) does not apply to examination records. When keeping records and sorting documentation, document destruction shall be carried out in a way that prevents the identification of the authors of the document.

Article 41 [Publicness of Academic Assessment]

- (1) Written and practical study assessment events (classroom tests, examinations, comprehensive examinations, etc.) are not public, they shall be attended only by the students and the teaching staff involved.
- (2) Oral academic assessment events are public within the frame imposed by the venue for the citizens of the university, as defined in paragraph (4). However, the teacher conducting the assessment, or, in the case of comprehensive examinations or final examinations, the chair of the Examination Board may restrict public access at the explicit and justified request of the student.
- (3) In the case of oral assessments, there shall be a third party present in addition to the student and the teacher performing the assessment. This third party may be any of the citizens of the university as defined in paragraph (4).
- (4) In the case of oral assessments, any of the following persons are allowed to be present during the examination in addition to the student and the teacher performing the assessment:
 - a) university students, doctoral students, and doctoral candidates,
 - b) university teaching staff, retired teaching staff,
 - c) other persons involved in university education (e.g. non-teaching medical doctors), or
 - d) university citizens not listed above, who attend the examination at the request of the examinee.
- (5) University citizens referred to in point (4)d) may attend the examination of the student who made such a request, provided that this participation does not interfere with the proper and professional conduct of the examination, which is decided by the examiner by taking into account all aspects and circumstances of the case.

Article 42 [Publicness of Academic Assessment Results]

- (1) During the study period,
 - a) if possible, placement test results shall be communicated prior to the study activity for which the assessment was made;
 - b) the results of partial performance assessments carried out pursuant to points a) or d) of Article 27 (5) shall be communicated immediately after the activity was assessed; if the assessment was carried out pursuant to points b) or c) of Article 27 (5), the result of the partial study assessment shall be communicated within seven days after the assessed

activity was performed or the student assignment to be evaluated was submitted; and published in MOODLE in a way as to avoid disclosure to third parties.

- (2) The results of written (partial) examinations and written parts of comprehensive examinations shall be communicated directly to the student assessed, recorded in NEPTUN or in MOODLE before the end of the second working day following the examination, or in the case of a written test with short essays included, until the end of the fourth working day following the examination, in a way to avoid disclosure to third parties.
- (3) Results of oral or practical (partial) examinations and the results of oral or practical parts of comprehensive examinations taken in the examination period shall be communicated to the student immediately after assessment. Oral or practical partial examination results may also be recorded in NEPTUN following the immediate notification.
- (4) At least 24 hours shall pass between the publication of study assessment results and the commencement of any associated retake assessment.
- (5) ⁷³The written assessment documents, after correction and grading, shall be made accessible for the student once immediately following the evaluation for the same duration as the written examination at least. Students may submit their complaints/objections to the teacher, examiner, course coordinator, or, in exceptional cases, to the head of department before the last day of the examination period. In the event of a miscalculation or misevaluation, the teacher shall correct the objected grade.
- (6) The teacher or examiner shall provide the access stipulated under paragraph (5) at occasions announced in advance. The date of access shall be determined in a way to provide at least 24 hours before the beginning of any retake assessment.
- (7) If the teacher failed to act in accordance with paragraphs (4) and (6) of this Article, the Dean may oblige the teacher to announce another opportunity for retake.
- (8) During the access provided under paragraph (5):
 - a) the student shall be allowed, without any specific request, to view the correction and evaluation guide for the given study assessment, compare it with the contents of their written work and the evaluation given by the teacher, and take notes about their coursework or term paper,
 - b) the teacher shall provide detailed answers to the questions asked by the student on professional, correctional, and evaluation issues related to their study assessment.
- (9) In order to enforce the provisions of paragraph (8), the student may request an action by the head of department or the Vice-Dean for Educational Affairs, or, at the Faculty of

⁷³ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

Health and Public Administration, that of the head of the educational-research unit responsible for education.

- (10) After the assessment process is completed, the educational-research unit may publish the Answer Key and Evaluation Guide on its website.
- (11) ⁷⁴Academic performance assessment results, including term grades, end-term examination and comprehensive examination grades, as well as signature entries are confidential personal data. Such data shall only be transmitted in special cases and to specific persons specified in these Regulations, and in cases and to persons defined in the relevant legislation. For any reasons or to any persons not covered by these Regulations or by law, these data shall not be transmitted or disclosed.
- (12) The course coordinator shall ensure that when communicating the results, students shall not recognize their peers' names or NEPTUN identifiers corresponding to the results. In the case of mid-term tests or partial performance assessment results, lecturers are encouraged to provide anonymous statistics on the grades obtained to the students taking the test, and for written tests, the MOODLE system is recommended, which can make these statistics automatically available.

Article 43 [Recording Academic Assessment Results and their Indicators]

- (1) Students' academic results shall be recorded in NEPTUN. Once the examinations are completed, the results of both oral and non-oral examinations will appear in the electronic record system under "Fulfillment Page", and NEPTUN will automatically send notifications about these results.
- (2) Teachers shall record grades in the NEPTUN, on a pre-printed examination record form, and on a student copy for those students who request to have their own copy filled and signed, and authenticate these documents with their signature. If a student has their own copy of the examination record form printed by them and signed by the teacher, they can verify whether the grade recorded in NEPTUN is the same as the grade specified on their pre-printed examination record. If the student does not have this record and finds discrepancy they may verify the grade by comparing the examination record form (pre-printed, completed and signed by the examiner) with the automatic notification received from NEPTUN.
- (3) Any subsequent verification for written examination results can be done based on the graded term paper or coursework, which shall contain the signature of the examiner.
- (4) If the result of an examination was incorrectly recorded in NEPTUN, the student concerned may ask the course teacher or the head of the educational-research unit to make the necessary corrections by the end of the examination period. The teacher shall verify the student's complaint within 5 working days and make any necessary corrections. Any such requests received after the examination period shall be submitted

⁷⁴ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

by the teacher, with their correction proposals, to the Head of the Dean's Office via the electronic mail system.

- (5) Students may object in writing, against their assessment results recorded in NEPTUN within 14 days after the end of the semester. The objection shall be submitted to the Registrars' Office. The objection shall be investigated by the Registrars' Office under the supervision of the Vice-Dean for Educational Affairs or, in the case of the Faculty of Health and Public Administration, by the Dean who shall decide on any possible correction within 5 working days of objection receipt. The student shall be notified on the result of the investigation within the same time limit via the student information system. The student may appeal against the examination results within 15 days after notification, by submitting their complaint addressed to the Review Committee through the Registrars' Office.
- (6) Results of the previous semester shall be finalized and closed in NEPTUN by the end of the second week of each study period.
- (7) One transcript (i.e., an exact copy of the student's course record book printed from NEPTUN) can be requested by the student in each semester free of charge.

9. Credit transfer

Article 44 [Credit transfer]

- (1) During credit transfer, for any passed course, completion of a course shall be recognized if the correspondence (match) is at least 75%. If the correspondence is less than 75%, the Credit Transfer Committee may approve recognition after considering the circumstances, in particular, the role of the course in achieving the training objectives, and may also request the opinion of the program director. In accordance with the nature of credit transfer, the educational-research unit shall recommend the same decision for students presenting the same circumstances.
- (2) If the correspondence is less than 75%, instead of credit transfer, it is possible to recognize certain elements of the course as completed and exemption for these may be granted. In such a case, the student shall be required to take a special examination (i.e., an equivalency examination not including the completed require elements) before the examination period (during the final three weeks of the study period) or during the examination period. Registration for these courses shall be done by the Registrars' Office for the students, and students shall report to the course coordinator of the course about the equivalency examination within 10 working days of receiving the decision.
- (3) Registration for a course identical to an already completed course is not allowed. One course is different from another if the course content or the knowledge to be acquired differs by more than 25%.
- (4) Only courses that are different from all the courses already taken into account for the completion of the curriculum requirements may be taken into account for the

completion of the curriculum requirements.

- (5) ⁷⁵Prior to registration/enrollment for a given semester, students may request credit transfer for the course(s) already completed and passed at another faculty or higher education institution in accordance with the credit transfer procedure of the given faculty. The credit transfer decision shall be taken by the Credit Transfer Committee in accordance with paragraphs (1) to (4), also taking into account the proposals of the program director or course coordinator. During the credit transfer procedure, the student is required to complete at least one-third of the study program's credit value at Semmelweis University in order to obtain a Semmelweis University degree.
- (6) Any credit transfer based on the specified outcome requirements of a course (module) is done solely by comparing the content elements on which the credit is based. The credit shall be recognized if the content elements compared show correspondence in at least 75%.
- (7) Students whose student status has been terminated and who have been re-admitted in a new admission procedure shall have their previously completed courses accepted and the credits earned recognized by the Credit Transfer Committee.
- (8) The credit recognition applications submitted within the deadline - in the case of the Faculty of Medicine and the Faculty of Dentistry, no later than 2 weeks preceding the registration week - shall be considered by the Credit Transfer Committee within the deadline - in the case of the Faculty of Medicine and the Faculty of Dentistry, no later than the last workday before the registration period - so that the students applying for admission can build their next semester's curriculum taking the Committee's decision into account.
- (9) The rules, options and typical modalities of credit transfer, as well as the list of documents required for the procedure, are set out in the credit transfer procedure of the faculty concerned or the rules of procedure of the faculty's Credit Transfer Committee. Only applications duly completed and submitted by the deadline set out in this document shall be accepted.
- (10) If the course requested by the student for substitution of a course was completed in a non-credit course, the credit shall be given taking into account the number of hours indicated in the course record book, with regard to the valid ratio of contact and individual hours of the current course. If neither the credit value nor the number of hours of the substitute course is known, the application for recognition of credit cannot be considered.
- (11) The faculties of Semmelweis University mutually allow registration for their courses, with the credit value granted by the announcing faculty, and any course announced at

⁷⁵ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

Semmelweis University may be registered for and recognized as an elective course, based on the provisions of paragraph (4).

- (12) If a course to be recognized can be assigned a credit value in accordance with the faculty's curriculum, the grade obtained in the course shall be accepted. If multiple grades were obtained, their rounded average shall be considered and accepted.
- (13) The maximum number of credits for work experience is 30.
- (14) The rules governing credit transfer procedure are set out in the rules of procedure of the Credit Transfer Committee.
- (15) The rules of the credit transfer procedure shall apply *mutatis mutandis* where the student requests the recognition of achievements from non-formal or informal learning or work experience.
- (16) Faculties may keep a credit transfer equivalence register for their courses, driven by content, in which they may provide students with preliminary information on the equivalence of courses already recognized in previous procedures indicating data such as the date and name of a course, the higher education institution or other relevant data. When considering courses included in the register on the basis of a previous decision, provided that the course syllabus concerned remains unchanged, the Credit Transfer Committee may also follow a simplified procedure, thus waiving the need to consult the course coordinator or to attach the course syllabus; however, previous decisions shall not be binding.
- (17) A simplified procedure may also be applied where credit transfer is between the old and the new syllabuses of the same course and an equivalence table is created with or after the change in curriculum.

10. Pre-degree Certificate, Diploma work, Final Examination

45. § [Pre-degree certificate (Absolutorium)]

- (1) Until obtaining the pre-degree certificate – in the case of self-funded training – in bachelor's, master's, or post-graduate specialization programs, in addition to the training period, students may have a maximum of 4 active semesters, or the case of single long-cycle programs, a further 8 active semesters.
- (2) Until obtaining the pre-degree certificate – in the case of self-funded training – the possible number of inactive semesters is 4 in single long-cycle, bachelor's, master's, and post-graduate specialization programs, with the exception of the cases provided for in Article 45 (1)–(2) of Act CCIV of 2011 on National Higher Education (Nftv.), the period of continuous interruption may not exceed 2 semesters.

- (3) In justified cases and with the prior consent of the head of the faculty, students participating in further education may be allowed to suspend their student status for a different period of time, subject to the conditions set out in Article 45 (1)–(2) of the Nftv.
- (4) In order to obtain a pre-degree certificate, students are required to complete at least one-third of the credit value of their program at Semmelweis University – even in the case of accepting completed credits and previous studies from other higher education institutions, in addition to earlier acquired knowledge recognized as credits – including the acquired and accepted credit value of courses in other programs of the University.
- (5) The Registrars' Office issues the pre-degree certificate if the relevant conditions are met, by recording the acquisition in the NEPTUN, with the Dean of the Faculty signing a certificate of issue upon the request of the student.

Article 46 [Thesis / Diploma Work]

- (1) In order to obtain their degree in bachelor's, master's, and single-cycle long programs, students are required to write a thesis or diploma work. The aim of the thesis/diploma work is to contribute to the development of the student's skill to grasp the essentials of a given subject, to master the methods of library use and literature research, and to be able to formulate their opinion in a concise and clear manner by means of an independent scientific work in the relevant field of study; furthermore, the thesis may also be aimed at systematic processing of possibilities of practical problem solving or the presentation of innovative ideas and results, in accordance with specific features of their program.
- (2) The student is advised during the thesis writing process by the thesis supervisor, in certain cases, with the support of a consultant. The thesis supervisor shall be a professor or a researcher of the faculty or, with the dean's permission, an external professional. The consultant shall be a university lecturer, researcher or external expert who assists the thesis writing process. An external supervisor can only be hired in conjunction with an internal supervisor. If the supervisor is an external professional, the end-of-semester signature and evaluation of the course is given by a professor or a researcher of the faculty.
- (3) The educational-research unit of the relevant faculty shall draft a list of thesis or diploma work topics, including the names of supervisors and, if applicable, consultants. The list of thesis topics shall be published on the department's notice board and electronically in NEPTUN before the last day of the fall semester of each academic year, at least four semesters prior to the year of graduation in the case of bachelor's, master's and single long-cycle programs, at least two semesters prior to the semester of graduation for programs lasting longer than four semesters but shorter than seven semesters, and by the last day of the examination period of the fall semester of each academic year in the case of programs lasting no longer than four semesters. Students may choose any of the topics published, subject to the capacity of the indicated thesis supervisor. With the

permission of the head of the relevant educational-research unit, the thesis topics may be different from the ones published. If approved, the head of the unit shall ensure that it is registered in NEPTUN and that a supervisor is provided.

- (4) Students shall consult their supervisors while working on their thesis/diploma work in the number of contact hours specified in the recommended curriculum or in accordance with the relevant faculty regulations.
- (5) Provisions concerning the formal requirements, length, submission and delivery of the thesis shall be determined by faculty regulations.
- (6) The student may apply for a deadline extension for thesis submission once, for a maximum period of 2 weeks, by sending an application addressed to the Examination and Studies Committee of the faculty concerned, and submitting it at the Registrars' Office. The Examination and Studies Committee of the faculty concerned will decide on the request, taking into account the recommendation of the relevant educational-research unit.
- (7) The thesis/diploma work shall be submitted for review. The reviewer is invited and registered in NEPTUN by the head of the educational-research unit that published the topic. The reviewer shall be a lecturer, a researcher, or an external professional, with a degree in higher education. In bachelor's programs, the thesis supervisor may also be requested for reviewing, in duly justified cases. The appointment (and number) of the reviewers is regulated by the regulations of the faculty concerned.
- (8) The thesis supervisor and/or the consultant and the reviewer shall evaluate the paper and register the evaluation in NEPTUN. Evaluation of the thesis or diploma work is given on a 5-point scale. When evaluating the thesis or diploma work, the rate of independent research shall be taken into consideration.
- (9) The assessment and the evaluation, including the recommendation for the grade of the thesis, shall be recorded and made available to the student/candidate in NEPTUN at least 5 days before the thesis defense.
- (10) Defense of the thesis is conducted in front of a 3-member board of the educational-research unit, or, if the thesis defense is part of the final examination, the Final Examination Board, chaired by the head of the educational-research unit or a university or college professor, or an associate professor appointed by the head of the educational-research unit. The members of the board shall be two lecturers of the department, one of which may be the reviewer. The committee may also appoint a third member, who may be an external lecturer selected mainly from the private lecturers of the university.
- (11) The reviewer shall post 2–5 questions on the thesis registration and evaluation form regarding the content of the thesis/diploma work. The defense of the thesis/diploma work shall comprise its presentation by the student, to the extent required by the board,

the answers to the questions previously specified in the form, and to any additional questions asked by the board.

- (12) A thesis/diploma work not submitted for examination shall be marked as “fail”. The grade of the thesis/diploma work submitted for examination shall be determined and entered in NEPTUN by the board referred to in paragraph (10), on the basis of the recommendation of the reviewers and the performance of the candidate during the defense.
- (13) If there is one reviewer and the evaluation is “fail”, the head of the educational-research unit shall either approve the grade, or appoint a new reviewer. If there are two reviewers and only one of them gives a “fail” evaluation, the head of the educational-research unit shall appoint a new reviewer.
- (14) In a case of a “fail” evaluation, the head of the educational-research unit notifies the student and informs them about the conditions of revision or supplementation. The thesis/diploma work evaluated as “fail” may only be revised or supplemented once.
- (15) The final examination after the revision or supplementation of a thesis/diploma work can be taken only in the subsequent final examination period by students
- a) who failed to submit their thesis/diploma work by the deadline,
 - b) whose thesis/diploma work was evaluated by the reviewer as “fail” with the approval of the head of the educational-research unit,
 - c) whose thesis/diploma work was evaluated as “fail” by the newly appointed reviewer according to paragraph (13).
- (16) The conditions for revision or supplementation of a failed thesis/diploma work are set by the head of the relevant educational-research unit, and it may include a request for further consultations prescribed in NEPTUN if necessary.
- (17) The original copy of the certified defense report certifying the thesis/diploma work evaluation shall be uploaded into NEPTUN by the educational-research unit and sent to the Registrars’ Office.
- (18) Award-winning papers in the Rector’s Award Competition may be accepted by the Dean as a thesis evaluated with an “excellent” grade, following the recommendation of the head of the relevant educational-research unit, if the student requests so in an application previously submitted in NEPTUN.
- (19) In single long-cycle programs, the papers of finalist students in the Rector’s Award Competition may be accepted by the Dean as a thesis evaluated with an “excellent” grade, following the recommendation of the head of the relevant educational-research unit, if the student requests so in an application previously submitted in NEPTUN.

- (20) A scientific paper published in a peer-reviewed scientific journal – or accepted for publication by the editorial board thereof – within the framework of the university studies where the student is a first author may be accepted as a thesis by the Dean, in which case the thesis review shall be carried out according to the general rules.
- (21) An application to recognize such papers as a thesis/diploma work as defined in paragraphs (18)–(21) shall be submitted to the Registrars’ Office within two weeks of the announcement of the Rector’s Award Competition results. An application to recognize a paper published as first author in a peer-reviewed scientific journal – or accepted for publication by the editorial board thereof – as a thesis shall be submitted two weeks before the thesis/diploma work submission deadline.
- (22) Exemption from the obligation to write the thesis does not exempt students from the obligation to defend it.
- (23) ⁷⁶The thesis/diploma work of a student who has passed the final examination shall be stored in its entirety in the educational administration system and a record shall be kept about it. Stored theses and diploma works – with the exception of parts indicated as confidential in accordance with the relevant law – must be made accessible and searchable through the educational administration system without restriction.

Article 47 [Final Examination]

- (1) The detailed conditions of admission to the final examination, the possible subjects of the final examination and the rules for their selection shall be published in the academic bulletin (academic calendar).
- (2) If the thesis/diploma work is not accepted, the student/candidate is not eligible for taking the final examination. The conditions and the earliest deadline of the supplementation are determined by the head of the relevant educational-research unit in accordance with the recommendation of the department.
- (3) Students who failed to meet their payment obligation to the university are not eligible for taking the final examination.
- (4) Following the procedure determined for each faculty, students shall register for the final examination 40 days prior to the first day of the final examination period, as determined in the academic calendar, in NEPTUN, and in the case of the Faculty of Health Sciences and the Faculty of Health and Public Administration, registration shall have to be made at the Registrars’ Office. The faculties can set a shorter deadline.
- (5) The final examination may consist of several parts, in accordance with the curriculum, particularly oral, written and practical parts. The thesis/diploma work defense is also

⁷⁶ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 4 April 2023

part of the final examination if the curriculum so determines; however, it is evaluated separately from other parts of the final examination.

- (6) ⁷⁷The final examination at the Faculty of Health Sciences shall, notwithstanding paragraph (4), comprises
- a) in bachelor's programs:
 - aa) practical examination,
 - ab) written theoretical examination,
 - ac) oral theoretical examination, and
 - ad) thesis defense parts,
 - b) in Nutrition Science master's program:
 - ba) oral theoretical examination, and
 - bb) thesis defense,
 - c) in Advanced Practice Nurse master's program:
 - ca) written theoretical part,
 - cb) written practical part,
 - cc) oral theoretical part, and
 - cd) thesis defense,
 - d) in Physiotherapy master's program:
 - da) written theoretical part,
 - db) oral theoretical part, and
 - dc) thesis defense,
 - e) in Teacher of Health Sciences and Health Care master's program:
 - ea) methodology and subject teaching final comprehensive examination (teaching examination),
 - eb) methodology and subject teaching practice (teaching practice),
 - ec) portfolio
 - ed) portfolio defense based on guided complex oral examination questions.
- (7) At least two final examination periods per academic year are set in the academic calendar, at the Faculty of Medicine, the Faculty of Dentistry, and the Faculty of Pharmaceutical Sciences regarding the specifics defined by the National Final Examination Board for Medicine and Pharmacy. Final examinations may only be taken in the designated final examination periods.
- (8) Organizing the final examination is the responsibility of the dean of the faculty. The number of final examination boards is determined on the basis of the number of registered students in such way that no more than 10 students may be assigned to one examination occasion held by one final examination board. In the case of the Faculty of Pharmaceutical Sciences and the Faculty of Health and Public Administration, the number of assigned students to one examination occasion held by one final examination board is 12.

⁷⁷ Amended by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

- (9) Students are assigned to an examination date either by registration or by the Registrars' Office, in which case, if justified, the possibility of modifying the date shall be provided. If more than one examination board is scheduled on the same date, the allocation to one of the boards may be made on the basis of previously published professional criteria or, in the absence thereof, by drawing lots. The assignment to a board shall be published in the usual manner at the relevant faculty no later than one day before the examination. Students shall be informed electronically about the examination site and the board assignment one day before the examination.
- (10) The final examination shall be taken before a final examination board consisting of a chairperson and at least two members. The chair and the members of the board are appointed by the dean from the candidates chosen by the faculty council for up to one academic year. The final examination board shall have at least one member who is a university or college professor or an associate professor, and one member who is not an employee of Semmelweis University, or is a lecturer of a different faculty or training program of the university. The mandate of a final examination board member – not including the chairperson of the board – may be valid for only a single part of the final examination.
- (11) For students who miss to take their final examination and certify that it happened through no fault of their own, the faculties may provide a date to supplement their final examination within the given final examination period.
- (12) A record shall be kept at the practical and theoretical final examination. The grade of the written part of the examination shall be entered in the record of the theoretical examination.
- (13) The members of the board evaluated the performance of the student with a grade, then in a closed session – in case of disagreement, with voting – they determine the grade of the oral final examination. In case of a tied vote, the vote of the chairperson is definitive. In addition, the board confirms the grade of the practical part of the final examination and the grade of the thesis/diploma work.
- (14) The final examination is successful if the grade of each part of the final examination defined in paragraph (4) and the grade of the thesis/diploma work are at least “satisfactory/pass”. A successful final examination cannot be re-taken.
- (15) The final grade of the final examination is the arithmetic mean of the grades of all parts of the final examination. The final grade of the final examination is announced by the chair of the final examination board.
- (16) The evaluation grades of the final examination are: 2.00 – 2.90: pass, 2.91 – 3.50: fair, 3.51 – 4.50: good, 4.51 – 4.99: excellent, or outstanding if the grade of each part is excellent.

- (17) If the grade of any of the parts is “fail”, the candidate has to retake the specific part of the examination. At the Faculty of Medicine, if the written or the oral part of the final examination is graded as “fail”, the candidate has to retake both parts of the final examination. This final examination may be retaken no more than twice. Final examination retakes may only be done in the subsequent final examination period. Credit value cannot be assigned to the final examination. If the candidate has used all the opportunities to retake any part of the final examination as defined in this paragraph, and any partial examination grade is “fail”, all parts of the final examination shall be retaken.
- (18) In the event of an unsuccessful written final examination, candidates cannot take the oral part; however, they may take the practical part of the final examination; if the practical part is successful, it shall not be retaken. In the event of an unsuccessful practical final examination, candidates cannot take the oral theoretical part of the final examination.
- (19) If a candidate fails to take a successful final examination before the termination of their student status, they may attempt to retake the final examination in any final examination period after the termination of their student status. If the final examination is taken at a later date, the candidate shall not be required to take an equivalency examination, but shall take the final examination in accordance with the program and learning outcome requirements in force for the final examination at the time of the examination. Students who started their studies after 1 September 2012, may not take a final examination after the fifth year following the termination of their student status.

11. The Diploma

Article 48 [General Regulations Regarding the Diploma]⁷⁸

- (1) The diploma is a public instrument decorated with the coat of arms of Hungary containing the name and the identification number of the issuing higher education institution, the serial number of the diploma, the graduate’s name, birth name, and place and date of birth, the level of qualification, the name of the degree, program or vocation, the grading of the diploma, the place, year, month, and day of issuing, the classification of the professional qualification according to the Hungarian Qualifications Framework and the European Qualifications Framework; furthermore, the period of training as set in the program and learning outcomes of the training program. Additionally, it is also required to contain the original signature of the head of the higher education institution – as well as of the head determined in the Organizational and Operational Regulations – and the imprint of the seal of the higher education institution.
- (2) The prerequisite of issuing the diploma, which certifies the completion of higher education studies, is a successful final examination.

⁷⁸ Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 1 September 2023

- (3) At the Faculty of Pharmaceutical Sciences, an additional condition of issuing a diploma is a successful University Professional Basic Exam in English or German language.
- (4) At the Faculty of Medicine, an additional condition of issuing a diploma is a successful University Professional Basic Exam in English or German language.
- (5) The diploma shall be issued and handed out within 30 days after the successful final examination.
- (6) The diploma shall be issued in Hungarian and in English, or in Hungarian and in Latin; in the case of a foreign nationality training program, in Hungarian and in the nationality language; in the case of non-Hungarian training, in Hungarian and in the language of the training program.
- (7) A diploma supplement shall be issued, as defined by the European Commission and the Council of Europe, in Hungarian and in English, and in the case of a nationality training program, at the request of the graduate, in the language of the nationality concerned, in bachelor's, master's and tertiary vocational programs. The diploma supplement is a public instrument. The supplement and the master data sheet shall be issued by the Registrars' Office.
- (8) A diploma issued in bachelor's, master's, single long-cycle, postgraduate specialization programs, or tertiary vocational programs entitles the holder to obtain a job or pursue an activity as defined by law.
- (9) The level of the degree certified in the diplomas issued by the university in English and Latin are:
 - a) "Bachelor" or "baccalaureus" (abbreviated: BA, BSc),
 - b) "Master" or "magister" (abbreviated: MA, MSc).
- (10) Graduates holding the "Master" title use the designation "licensed" before the qualification certified by the diploma.
- (11) Graduates of the Faculties of Medicine, Dentistry, and Pharmaceutical Sciences are entitled to use the title of "Doctor". It is abbreviated as: dr. med., dr. med. dent., dr. pharm.
- (12) Non-Hungarian graduates of the Faculty of Medicine and those who completed their training program and the training and research phase of the doctoral program in an individual schedule, during their active student status at the Faculty of Medicine, and, in addition to the complex examination, fulfilled the special requirements set by Semmelweis University for the preparation and defense of an associated thesis, shall be entitled to use the doctoral title referring to the field of training abroad. The abbreviation of the title is Dr. med.

- (13) At the student's request, the university shall issue an ornate diploma, which shall be signed by the Rector and the Dean of the relevant faculty.
- (14) The diploma is signed by the Rector and the Dean.
- (15) Following a successful final examination, the diploma is handed over at a graduation ceremony. The date of the graduation ceremony is set by the Dean.
- (16) The institution keeps a record of the diploma, the diploma supplement, the final certificate, and the micro-certificate (hereinafter referred to in this paragraph as diploma) in its educational administrative system, providing an official record of it. On the basis of the registry, the higher education institution shall issue a certified copy at the request of the person obtaining the document. At the request of the person obtaining the document, it must also be issued in the form of an electronic copy, which must be electronically signed by the higher education institution and bear a time stamp issued by the entity that provides this service as a qualified service provider.

Article 49 [Special Regulations Regarding the Diploma and the Grading of the Degree at the Faculties of Medicine, Dentistry and Pharmaceutical Sciences]

- (1) The degree grading shall be based on the value calculated as described in paragraph (3) and rounded to the nearest hundredth (0.01).
 - a) The degree grading in all programs except the single long-cycle master's programs:
 - aa) 4.51 – 5.00: excellent,
 - ab) 3.51 – 4.50: good,
 - ac) 2.51 – 3.50: fair,
 - ad) 2.00 – 2.50: pass;
 - b) in the long-cycle master's programs:
 - ba) 4.51 – 5.00 : summa cum laude
 - bb) 3.51 – 4.50 : cum laude
 - bc) 2.00 – 3.50 : rite.
- (2) Subjects which are not concluded with a comprehensive examination but are calculated in the degree grading, are determined by the curriculum.
- (3) The formula for calculating the overall grading of the degree:

$$XD = \frac{\sum n(Xi) + T + W + O + P}{n+4}$$

where XD: the value serving for the degree grading; (Xi): the sum of the grades obtained in comprehensive examinations and other courses to be included in the diploma qualification; n: the number of comprehensive examinations and other courses to be included in the diploma qualification; T: the grade of the thesis/diploma work (on a 5-grade-scale); W: the grade obtained at the written section of the final examination; O: the grade obtained at the oral section of the final examination; P: the grade obtained at the practical section of the final examination.

- (4) The degree grading shall be calculated by the Registrars' Office.

Article 50 [Special Regulations Regarding the Diploma and the Degree grading at the Faculty of Health Sciences]

- (1) The degree grading is based on the arithmetic mean of the following:
- the grades obtained at each part of the final examination,
 - the grade of the thesis/diploma work,
 - the simple arithmetical mean of the grades obtained at comprehensive examinations (if any),
 - the credit weighted average for the whole period of study.
- (2) The 5-grade-scale degree grading is based on the arithmetic mean value rounded to the nearest hundredth. The gradings are:
- 4.51 – 5.00: excellent,
 - 3.51 – 4.50: good,
 - 2.51 – 3.50: fair,
 - 2.00 – 2.50: pass
- (3) A degree with honors is awarded to graduates who achieved “excellent” grades in all parts of the final examination, obtained an “excellent” grade for their thesis and all of the comprehensive examinations, has a credit weighted average of at least 4.00 for the entire study period and has not obtained any grade below “fair”.

Article 51 [Special Regulations Regarding the Diploma and the Grading of the Degree at the Faculty of Health and Public Administration]

- (1) The degree grading is calculated by the registrar of the educational-research unit and it is verified by the Dean's Office.
- (2) The method of calculating the degree grading is the following:
- Health Care Manager (BSc) program and Health Management Organization sub-specialization: the grading is the rounded arithmetic mean of the grades of the synthesizing examinations, the thesis defense and the two grades of the final examination.

$$XD = \frac{\sum n(X_i) + T + P + Th}{n+3}$$

where

- XD: the value serving for the degree grading,
- $\sum n(X_i)$: the sum of the grades obtained in courses in the model curriculum which lead to the complex, synthesizing, problem-oriented assessment of the knowledge of several subjects (Introduction to Information Technology III: Computer-networks; Medicine (4)-Clinical Basics; Health Science (7) – Health Management; Digital Healthcare (7) - Integrated Health Systems)
- n: the number of complex examinations indicated in the point above,

- ad) T: the grade of the thesis/diploma work (on a 5-grade scale),
ae) Th: the grade obtained at the oral examination of the theoretical questions (part of the final examination),
af) P: the grade obtained at the oral examination of practical questions (part of the final examination).
The five-degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass
- b) Health Services Management Postgraduate Specialization Program (MSc)
The degree grading is based on the weighted mean of following two values: the arithmetic mean of all grades obtained during the entire course of studies (at 60% weight), and the grade of the final examination (at 40% weight).
The three-degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.00 – 3.50: satisfactory
- c) Quality and Patient Safety Management Postgraduate Specialization Program
The grade of the degree is the rounded arithmetic mean of the grades of the thesis defense and of the final examination. The gradings are:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass
- d) Interdisciplinary Family Studies (MA) program
The simple arithmetic mean of the grade of the final examination (mean of the grades given for the thesis, for the defense, and for the theoretical exam) and of the credit-weighted mean of all the grades. The gradings are:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass
- e) Social Work (MA) program
The simple arithmetic mean of the grade of the final examination (mean of the grades given for the thesis, for the defense, and for the theoretical exam) and of the credit-weighted mean of all the grades. The gradings are:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass
- f) Specialist Training Course in Integrated Parent-Infant Consultation
The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis, for the defense of the thesis and for the defense of

the examination case) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

g) Specialist Training Course in School Social Work

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

h) Specialist Training Course in Communal and Family Mediation

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

i) Specialist Training Course in Lactation Consulting

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis, for the defense, for the written theoretical examination and for the oral theoretical exam) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

j) Specialist Training Course in Mental Health and Organizational Development

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent

3.51 – 4.50: good

2.51 – 3.50: fair

2.00 – 2.50: pass

k) Specialist Training Course in Pastoral Counseling

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

l) Specialist Training Course in Interactive Life Path Counselling for Older Adults

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

m) Specialist Training Course in Marriage and Family Counselling

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

n) Specialist Training Course in Social Care Management

The grade of the degree is the rounded arithmetic mean of the grades of the thesis defense and of the final examination. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

o) ⁷⁹Specialist Training Course in Workplace Mental Health

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades. The gradings are:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass

- (3) (3) The methods for calculating the degree grading are also described in the previous curricula, and in the case of discontinued programs, they shall be published on the website of the educational-research unit responsible for teaching.

Article 52 [Special Regulations Regarding the Diploma and the Degree grading at the András Pető Faculty]

- (1) The degree grading is calculated as the simple arithmetic mean of the grades of the final examination, and the comprehensive examinations, of the complex final session and of

⁷⁹ Established by the Annex of Senate decision 39/2023. (V.25.), in force from 6 June 2023

the school teaching practice/kindergarten methodology practice (OPGY 303, 304, 305, 306, 307, 308 and TPGY 3031, 3041, 3050, 3061, 307, 308).

- (2) Notwithstanding as specified in paragraph (1), in the case of specialist training program for conductor assistants, the degree grading is calculated as the arithmetic mean of the sum of:
- the arithmetic mean of the grades obtained in the evaluation (by the consultant/reviewer) and defense of the thesis,
 - the arithmetic mean of the grades obtained for the professional courses of the four semesters,
 - the synthesizing practical grade (PASZA-KPGY1, PASZA-KPGY2, PASZA-KPGY3, PASZA-KPGY4)

⁸⁰The pedagogical professional examination in pedagogical professional services specialist training course, the degree grading is based on the arithmetic mean of the following three results:

- the grade of the final examination (the arithmetic mean of the grades obtained in the evaluation and defense of the thesis),
- the grade of the comprehensive examination of PAK-SZTKAL14,
- the arithmetic mean of the sum of the term grades of PAK-SZTKKP10, PAK-SZTKKP11, PAK-SZTKKF10, PAK-SZTKKF11.

(3) The mean value calculated as shown above shall define the grading of the degree: with honors: 5.00; excellent: 4.51 – 4.99; good 3.51 – 4.50; fair: 2.51 – 3.50; pass 2.00 – 2.50.

(4) A “degree with honors” is awarded to graduates who obtained “excellent” grades for the final examination, as the result of the complex final session, the final essay, the school teaching practice; furthermore, the grades for all comprehensive examinations are “excellent”, and the grades of all other examinations are at least “fair”.

(5) Graduate students may get a degree with honors if they obtained an “excellent” grade at the college final examination, at the complex final session and the comprehensive examination, and have obtained an average of grades at least 4.51 without any grade below “fair”, as shown in their course record book.

12. Deviation from the Provisions of the Regulations

Article 53 [Special Permission]

- (1) During the course of training, at the request of the student in particularly justified and justifiable cases, the Examination and Studies Committee may grant an exemption or derogation from those provisions of these Regulations which do not impose an academic or financial obligation. Special permission can be exercised in relation to the order of study, without affecting the content of the academic requirements.

⁸⁰Established by Article 2 of Senate decision 60/2023. (VI.29.), in force from 18 July 2023

- (2) The special permission defined in paragraph (1) may be granted
 - a) in single long-cycle programs, on one occasion for courses of semesters 1 to 4 in the model curriculum, and one further occasion for courses of semester 5 and beyond in the model curriculum;
 - b) in bachelor's and divided master's programs, on one occasion during the whole training.
- (3) Special permissions not used in the first part of the training program as described in point a) of paragraph (2) shall not be transferable to the second part. Special permissions not used in the bachelor's program shall not be transferable to the master's program.
- (4) The decision on a special permission shall stipulate the terms of the permission and shall state that no further such measures may be granted during that period.

Article 54 [Force Majeure]

- (1) In cases involving a wide range of students, where special permission would be granted if it was applied for, and also upon ex officio proceedings in cases of Force Majeure, specific derogations from the rules of these Regulations are possible.
- (2) Ex officio proceedings described under paragraph (1) shall be initiated by the Vice-Rector for Educational Affairs, with the consent of the Students' Union.
- (3) Where no competent body for the derogation can be determined, the Vice-Rector for Educational Affairs shall act with the consent of the Students' Union.

13. Provisions for Students with Disabilities

Article 55 [Provisions Applicable to Students with Disabilities]

- (1) One person may pursue studies in higher education in Hungarian (partly) state-funded training, for a period totaling twelve semesters in single long-cycle, bachelor's, and master's program. Support is limited to a maximum of fourteen semesters if the student is enrolled in full-time training and the program requirements exceed ten semesters.
- (2) The support period as defined in paragraph (1) may be extended for a student with a disability by up to four semesters by the higher education institution. This benefit may be exploited for obtaining more than one degree, provided that the total period of support on this basis may not exceed four semesters.
- (3) Further provisions for students with disabilities are included in the university's Equal Opportunities Regulations.

14. Remedies in Educational Matters and the Obligations of the Institution to Provide Information

Article 56 [Right for Remedy in Educational Matters]

- (1) The provisions relating to appeal procedures are set out in the Organizational and Operational Rules of Semmelweis University, Chapter III Part 7 (Appeal Regulations).
- (2) In accordance with the Act on National Higher Education, all proceedings in student academic affairs, in particular those which fall within the competence of the Examination and Studies Committee, are considered as first-instance decisions. In case of doubt, the Examination and Studies Committee may act if it is necessary to make a decision in a matter of a procedural nature regarding the continuation of the student's studies, the progress of their studies and the acquisition of knowledge/qualifications if there are no legal provisions or other bodies responsible for the matter.

Article 57 [The Obligations of the Institution to Provide Information and Consultation]

- (1) The deans of the faculties shall ensure that students starting their studies at the university are given access to the Study and Examination Regulations as well as the Academic Calendar before enrollment. The provisions on the content and publication of the bulletin and the Calendar are set out in the Government Decree 87/2015. (IV.9.) implementing certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv. Vhr.) and can be found on the website of the faculties.
- (2) The Study and Examination Regulations shall be published in the Register of Regulations in English and German as well.
- (3) Each academic year the university shall publish the Academic Calendar in Hungarian, English and German, containing relevant information for the upcoming academic year. The faculties may also publish certain information in addition to the Calendar on their website.

15. Final Provisions

Article 58 [Final and Transitional Provisions]

- (1) For matters not covered by these Regulations, the provisions of the Nftv. and of the Nftv. Vhr. as well as the provisions of other legislation shall apply.
- (2) These Regulations shall enter into force simultaneously with the entry into force of the resolution providing for its adoption by the Senate. These Regulations shall take effect from the autumn semester of the academic year 2022/2023, including the time period between the adoption of the Regulations and, if later, the date of agreement by the Students' Union. At the discretion of the Rector or the Vice-Rector for Educational Affairs, or if it is more favorable to the student concerned, the provisions of the Regulations may be applied to pending matters.
- (3) Article 18(4) shall apply to existing multiple entitlements, which shall be announced within a reasonable time limit after the entry into force of these Regulations, and may be published by the University in the form of an announcement.

- (4) Where the content of academic obligations is defined in these Regulations, students who commenced their studies prior to the date of entry into force of these Regulations shall continue to be subject to the obligation set out in the Regulations in force at the time of commencement, but the faculties may apply the new Regulations, provided they are more favorable to students.
- (5) The deadlines passed or almost passed at the time of entry into force of these Regulations, can be replaced individually by new, reasonable deadlines by the Rector or the Deans.
- (6) When examining whether conditions necessary for a special permission prevail, previous such measures shall be disregarded if, under these Regulations, the decision could have been taken without special permission. In matters which may fall within the scope of Article 54, only if the Vice-Rector for Educational Affairs or the Examination and Studies Committee decides so regarding the individual case.
- (7) In the case of foreign language training of Ukrainian and other foreign students who are refugees from Ukraine, the Center of International Training Programs shall be competent to conduct the admission procedure pursuant to Article 17 and the credit transfer procedure pursuant to Article 44. In the course of the admission and credit transfer procedure, the deadlines set out in these Regulations and the admission bulletin of the foreign language courses do not apply, and the documents to be attached to the application for admission shall be governed by the provisions of the Center of International Training Programs.
- (8) ⁸¹The minimum requirement regarding the acquisition of at least one third of the credits of the program at Semmelweis University - necessary for obtaining a pre-degree certificate - as stipulated in Article 45 (4) shall not apply to refugee, protected, asylum-seeking and asylee students.

⁸¹ Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 4 April 2023