



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

PART III.

STUDENT STANDARDS

CHAPTER III. 2.

STUDY AND EXAMINATION REGULATIONS

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CHAPTER III.2

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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 referred to as “Regulations” applies to the study and examination issues of Semmelweis University undergraduate, masters, postgraduate specialist training, higher education training students and also of visiting students. It applies especially to the student academic policy and the order of acquisition and examination of the knowledge, skills and abilities. The application of the Regulations is regardless of the location of the training, the language, work schedule, form of expenditure and nationality of the student.
- (2) A special part of the Regulations regulates the study and examination issues of the students participating in the doctoral program.
- (3) The knowledge of and the compliance with the Regulations is binding on all instructors, researchers, administrative staff and students involved in education, directly or indirectly.

2. Interpretative Provisions

Article 2 [Interpretative Provisions]

- (1) In the Application of These Regulations
 1. **Pre-degree certificate (absolutorium):** A document certifying without qualification and evaluation that the student has completed their traineeship required and has met the study and examination requirements of the curriculum without having done the closing examination (terminal board exam), the Thesis and the language examination, specified in the graduation requirements. The pre-degree certificate does not qualify as a certificate of qualification or as vocational qualification.
 2. **Active semester:** the semester in which the student's status is not suspended.
 3. **Transfer:** the process in which a student with a student status at a higher education institution continues his or her studies at another institution; unless otherwise stipulated in these regulations, the student may apply for admission from another higher education institution – except from those institutions included in the 87/2015 Government Regulation (IV.9) – that provides a degree of the same level as that offered by Semmelweis University. This process is only possible if the termination of the student status is not in process. Transfer within Semmelweis University can be requested between specialties and faculties, and in line with legal restrictions, between training levels.
 4. **Registration:** the student's statement in the NEPTUN Higher Education Administration System (hereafter: NEPTUN) that he/she will continue his/her studies in the semester; Recorded continuation of the student’s studies is based on the student’s registration in the NEPTUN, and on the course registration in the student information system according to prior information given by the faculties. Students taking part in a partial training abroad in the given semester are also subject to the obligation of registering for the continuation of their studies.
 5. **Enrollment:** the establishment of a student status between the eligible student and Semmelweis University through the authentication of the enrollment form. Those who have been admitted or transferred to Semmelweis University may establish a student status

with the university. Student status is created through enrollment. Enrollment is accomplished by signing an enrollment form printed from the Student Information System (hereafter: NEPTUN) and by registering in the NEPTUN on the basis of a notice sent to the student in advance. Upon enrollment, the student is required to complete the course registration on the basis of the information given by the faculty.

6. **CV course** (i.e. Exam Only Course): An opportunity for course completion that does not qualify as a course registration, during which a course to be concluded by a term grade or an exam, which course has been registered by the student in a previous semester and in which the student has obtained a signature but has not completed yet, can be completed in the given semester without the obligation to attend the contact lessons or to fulfill other term-time requirements by using any unused exam opportunities remaining from the semester of the last registration of the original course.
7. **Diploma work**: an independent piece of work which substitutes the Thesis. It is required for the completion of the student's studies. Its preparation can verify that the student has met certain output requirements of the training;
8. **Individual study schedule**: the total of subjects and courses taken by a student in a given semester, during which the student can choose individually from the offered study opportunities within the frames of the curriculum and regulations, i.e. under the conditions defined in the regulations and curricula so that they can deviate from what is suggested in the model curriculum;
9. **Concurrent prerequisite**: a course unit or a module of up to 15 credits, whose at least concurrent registration with a given subject is required by the curriculum;
10. **Prerequisite schedule**: the set of pre-requisites for the subjects included in the curriculum of the degree program;
11. **Prerequisite**: a course unit or a module of up to 15 credits that the curriculum requires to be completed beforehand for the registration to the given subject;
12. **Term grade**: a mark determined during the term-time based on the results of partial performance evaluations;
13. **FM course** (i.e. “exempt from” course): An opportunity for course completion that qualifies as a course re-registration, during which a course to be concluded by a term grade or an exam, which course has been registered by the student in a previous semester and in which the student has obtained a signature but has not completed yet, can be completed in the given semester without the obligation to attend the contact lessons or to fulfill other term-time requirements by using the exam opportunities of the given semester according to the general rules of assessment of study requirements.
14. **Exceptional study schedule**: completion of subjects included in the student's individual study schedule, in a way different from the general rules of order (including, in particular, the exemption from lessons or the possibility to make up for non-attendance at lessons, meeting study requirements in a different way or at a scheduled time);
15. **End-term examination**: assessment of study requirements concluding a single subject in the form of an exam. The material of the end-term exam of a multi-semester subject may include the material any course involved, which is not finished with a cumulative assessment of study requirements;
16. **Thesis advisor**: an expert supporting the student in the preparation of the thesis and guiding his/her work;
17. **Obligatory elective subject**: a subject defined in the curriculum, in which the student decides for himself/herself to register at the credit value defined in the model curriculum (for example: subjects of specialization or subjects of differentiated professional knowledge);
18. **Compulsory subject**: a subject which all students are required to complete;

19. **Credit recognition:** the acceptance of a subject of another faculty or institution, determining its credit value and determining whether the subject is substitutable with or different from other subject(s);
20. **Committee competent in credit recognition:** a committee defined in another part of the Regulations, which acts on students' credit recognition issues at first instance;
21. **Criterion requirement:** a mandatory requirement without credits that is specified in the training and output requirements (e.g. apprenticeship, language requirements);
22. **Course:** the completion of a subject in a given semester, a set of study sessions and performance assessment procedures with place(s), date(s), and instructor(s) specified;
23. **Justified exceptional case:** a circumstance beyond a student's control, including childbirth or various unexpected conditions, such as accident, serious illness, which prevents the student from fulfilling his/her obligations arising from his/her student relationship.
24. **Course record book:** a public document printed from NEPTUN in a format certified by the Educational Authority, indivisibly stapled and certified by the Dean of the faculty. The printed course record book must be created upon the termination of the student status. The numbered pages of the printed course record book should be stitched together with a national-colored cord and this part affixed with a circular label must be sealed, made indivisible and should be authenticated by the signature described above. The printed course record book contains all the data and records that are by law required to be included, in particular, but not exclusively, all the student's studies at the very level of education. The faculty maintains a record book if it does not meet the legal requirements for not needing to conduct record books.
25. **Model curriculum:** A subject registration order recommended on the basis of the prerequisite schedule, which includes the compulsory subjects prescribed in the curriculum; part of the credit value which is to be obtained from elective subjects, and description of these subjects assigned to the given semester.;
26. **Module:** a unit including several subjects from the curriculum of one program (e.g.: foundation module, professional core material module) or an equivalent, substitute unit (specialization module);
27. **Vice Dean for educational affairs:** a Vice Dean who assists the Dean's work in the educational and academic tasks of the graduate courses, or, in the absence thereof, a Vice Dean appointed by the Dean;
28. **Parallel training:** simultaneous participation in or eligibility for two or more training courses;
29. **Passive semester:** the semester
 - a. for which the student has not registered,
 - b. for which the student has stated that he/she does not wish to fulfill his/her student obligations,
 - c. for which the student has withdrawn his/her registration before the deadline,
 - d. in respect with which the student has been prohibited from continuing to study as a disciplinary measure; and
 - e. which is declared to be a passive semester after the deadline of de-registration, i.e. late de-registration, therefore, the student's status is suspended;
30. **Partial training:** self-financed training for the acquisition of partial expertise without a special admission procedure, which is designed primarily to meet the requirements of new specializations, to prepare for the master's degree, and to acquire the knowledge (credits) required by law for practicing a profession;

31. **Independent specialization:** the specializations of the medical diagnostic analysis higher education training, the conductive undergraduate education, the health care manager training and the medical diagnostic analysis bachelor training;
32. **Thesis:** a paper written as a completion of higher education studies, demanded by the training and output requirements. It verifies that the student has met certain output requirements of the training. It also helps the student through his/her own scientific work on any issue of a given scientific discipline to develop the ability to grasp the essence of a matter, to master the methods of library use and also of literature research. It enables the student to be able to formulate his/her opinion briefly and concisely. The term “thesis” also refers to “diploma work” unless otherwise stated;
33. **Specialty supervisor:** a lecturer appointed by the Senate, on the recommendation of the Dean, after the opinion of the Faculty Board; or failing this, the Dean, an authorized person who is responsible for the content and training processes of the specialty training leading to independent professional qualification within the degree course.
34. **Degree course supervisor:** a lecturer appointed by the Senate, on the recommendation of the Dean, after the opinion of the Faculty Board; or failing this, the Dean, who is responsible for the content and entire training process of the course. The term “degree course supervisor” also refers to “specialty supervisor” unless otherwise stated.
35. **Final examination:** an exam concluding a multi-semester subject or a combination of several courses. In the latter case, the final exam may be passed at the earliest after obtaining the credits of the subjects covered by the final examination;
36. **Academic calendar:** a document containing the schedule for a given academic year and the deadlines concerning the student and the organizational unit;
37. **Subject registration:** registration for a specific course in an announced subject. The registration is only possible if the prerequisites of the subject are met;
38. **Subject requirements:** a document containing the student's duties and the completion deadlines;
39. **Establishment of a subject:** the approval of the subject’s syllabus for the first time;
40. **Announcement of a subject:** the announcement of courses enabling the completion of a subject. The course(s) required for the completion of the compulsory or obligatory elective subject must be announced within the semester of the model curriculum, by the educational unit which is responsible for the subject;
41. **Course syllabus (course program):** defines the knowledge and skills to be acquired in each subject;
42. **Curriculum:** defines the detailed educational and study requirements of a particular course and its detailed rules;
43. **Registrar’s Department:** the organizational unit, regardless of its name, designated in the Organizational and Operational Regulations for the administration of students' general study affairs and for the management of study records;
44. **Committee competent in educational and examinational affairs:** a committee, regardless of its name, established by the Senate in each faculty, which acts at first instance in the study and examination affairs of students at the faculty;
45. **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 extension to a common name. Furthermore, its subjects may differ in the requirements for their summative benchmarking;
46. **Block education:** a course scheduling method, applied for the compulsory subjects of year 4 and year 5 studies in the Model curriculum of the Faculty of Medicine. 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 in the timescale specified by the course supervisor. The student can take the examination of each subject at the end of its block;
47. **Late de-registration** from a semester, or a semester declared passive after the deadline of de-registration: the semester in which, upon the student's request submitted after the deadline of de-registration and until the last day of the term-time, suspension of the student's status is authorized by the competent body;
 48. **Visiting student status**: the student may register to the subjects of his/her studies at another training program of the higher education institution with which he/she has an active student status or at another higher education institution as a visiting student. Recognition of the subject and the knowledge obtained shall be subject to the credit recognition procedure of the faculty responsible for the course. It shall be counted accordingly into the fulfillment of the student's study obligations;
 49. **Examination**: a form of assessment of the acquisition of the specific knowledge, skill and experience assigned to a given subject or to certain subjects, which is combined with a summative assessment of performance;
 50. **Examination course**: CV course or FM course. The exam course is a non-scheduled course with no contact lessons;
 51. **Closing examination** (terminal board examination): the examination and assessment of the knowledge (and practical skills) required to obtain a higher education qualification, in which the candidate must demonstrate to the Examination Board of the Faculty that he/she acquired the knowledge required for the qualification and that he/she understands it and is capable of applying it, too. Gaining the pre-degree certificate (absolutorium) is a prerequisite for taking the closing exam.
- (2) When applying these regulations and if not stated otherwise
- a. "student" refers also to "visiting student",
 - b. "specialization" refers also to specializations leading to separate qualifications,
 - c. "self-funded student" refers also to students funding their own studies; "(partly) state-funded student" refers also to students whose studies are funded by the state.

3. Bodies Responsible for Educational Affairs

Article 3 [Persons and Bodies Competent in Teaching and Educational Matters]

- (1) The Senate
 - a) approves the training program of the university,
 - b) approves the syllabus in the case of an inter-faculty training.
- (2) The Rector
 - a) approves the academic calendar by 31 May each year, after seeking the opinion of the faculties and the Student Council,
 - b) may allow three days' study break per academic year, after consultation with the Deans.
- (3) The Faculty Board shall
 - a) determine the curriculum of the specialization,
 - b) determine the order of specialization choice if it is not within the frame of the admission procedure,
 - c) decide on the establishment, suspension and cancellation of subjects, and approve the subject syllabus and decide on the modification of the syllabus,
 - d) propose the content of the syllabus to the Senate in the case of inter-faculty trainings,
 - e) approve – at intervals of no less than three years – the list of persons who may be nominated as chairpersons and members of the Closing Examination Boards.

- (4) The Dean
- a) may declare the requirement of a minimum number of students for the announcement of the subjects in a specialization module,
 - b) in agreement with the Rector, may allow three days' study break per academic year,
 - c) if the conditions laid down in these Regulations are fulfilled, may oblige the educational unit to announce a course,
 - d) makes recommendations to the Faculty Board regarding the Specialty Supervisor and the Degree Course Supervisor,
 - e) permits taking examinations outside the campus,
 - f) permits the participation of other teachers, researchers, lecturers, clinical chief physicians as examiners at final examinations,
 - g) is responsible for the organization of the closing examination, appointing the chair and the members of the Closing Examination Board among the persons selected by the Faculty Board,
 - h) specifies the exact date of each part of the closing examination within the closing examination period.
- (5) The Specialty Supervisor
- a) may, in the case of a declaration of admission, permit the student to complete a traineeship at another domestic university, at their clinics or a foreign health institution,
 - b) allow the participation of an external consultant in the preparation of the thesis,
 - c) approve, in the courses of András Pető Faculty, the completion of professional traineeships at domestic professional services, travel conductor and health care institutions, or conductive education institutions in Hungary and conductive education institutions abroad, or at conductive education institutions that are adapted to the foreign system.
- (6) The Occupational Health Service
- a) organizes, with the cooperation of the Registrar's Department, the obligatory pre-traineeship occupational medical examinations required by the Faculty. These examinations are the occupational, professional, personal hygiene and health examinations that are required by law (In the Regulations all of these or any of these will be referred to as an aptitude test.),
 - b) keeps an up-to-date record of the need for, and the participation at an aptitude test and of the presentation of the documents proving the aptitude (including Hepatitis vaccines), including registration of the validity of the compulsory aptitude test and Hepatitis vaccines in the NEPTUN,
 - c) ensures that the details of the aptitude test are published on the website of the relevant faculty in accordance with the law, for each training program until the beginning of the last examination period before each academic year.
- (7) The committee competent in educational and examinational affairs shall be responsible for
- a) approval of exceptional study schedules,
 - b) late de-registration of a student from a semester (i.e., declaration of a student's semester to be passive after the deadline of de-registration),
 - c) approval of visiting student status,
 - d) approval of examinations and approval of examinations after the examination period in justified exceptional cases,
 - e) consideration of requests for special permissions,
 - f) approval of transfer among degree programs, faculties or institutions,
 - g) proceedings in other academic issues,

- h) performing other tasks specified in other legal acts, university regulations, faculty regulations,
 - i) proposing the choice of specialization or study track,
 - j) conducting the choice of specialization or study track, and the classification of the students if they have not been classified during the admission procedure.
- (8) The committee competent in credit recognition is responsible for
- a) decision-making on individual credit recognition issues,
 - b) performing preparatory tasks in matters of consultation, organization and regulation.
- (9) The student:
- a) is responsible for: enrolling/registering for training, monitoring and adhering to applicable deadlines,
 - b) must make his/her payments on time if he/she is obliged to pay fees,
 - c) is responsible for the registration to the subjects announced for the training, within the time limit laid down in the calendar of the academic year, taking into account the prerequisite schedule,
 - d) should notify the Registrar's Department of changes to data by recording them to the NEPTUN,
 - e) must substantiate his/her request regarding educational and examinational issues (depending on the nature of the application) and has to duly justify and certify the content of such request.
- (10) If the student has an active training during the period of studies, he/she is entitled:
- a) according to his/her progress, to register to the subjects specified in the curriculum and to take the examination of the subjects,
 - b) to visit the university facilities (library, cultural and sports facilities) accessible to students,
 - c) to use services for protection of students' interest,
 - d) to be a member of TDK (i.e. Scientific Students' Association),
 - e) to use a student card proving the active student status,
 - f) to apply for a university grant if he/she participates in a (partly) 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 student study hours.
- (2) Credit may be given only to subjects which award a grade on a five-point or three-point scale. Only positive integer credits can be assigned to a subject.
- (3) Completion of a subject is achieved by at least a "satisfactory/pass" (2) grade in the rating scale of five grades or at least a "fair" (3) grade in the rating scale of three grades at the assessment within the subject requirements.
- (4) The student must complete the compulsory subjects prescribed in the curriculum in order to obtain a pre-degree certificate. In addition to the elective subjects, on the basis of the breakdown prescribed by the curriculum and by the training and output requirements, the students must complete the required number of credits. A student of a specialization or independent specialization is also required to complete the subjects specified as compulsory for the students of the independent specialization, as well as to collect the

credit number(s) of the optional subjects specified in the curriculum regarding independent specializations.

- (5) The student may obtain the credits required for the pre-degree certificate in a shorter or longer period.

Article 5 [The Curriculum and the Model Curriculum]

- (1) The syllabus consists of compulsory, obligatory elective and elective subjects. Credits beyond the total number of credits required by the training and output requirements of the course cannot be required in the curriculum. This includes the minimum credit for the elective subjects specified in the training and output requirements.
- (2) The faculty ensures that the student may take elective subjects of at least 5% of the total number of credits required for the degree or may engage in voluntary activities in lieu of such subjects. The student can also choose from subjects with a credit value of at least twenty percent excess of all credits. In the case of an optional subject, the university does not restrict the student's choice of subjects announced by the higher education institutions. Any student may take on any elective subjects that were announced by any faculty of the university during the general subject admission procedure, this is subject to the prerequisite schedule.
- (3) Without paying any extra cost or fee, the student can complete subjects
 - a) for 10% credit value above the total required credits in the study schedule,
 - b) languages different from that of the training for up to 10% credit value above the total required credits in the study schedule.
- (4) The model curriculum within the curriculum includes, divided into educational periods,
 - a) all compulsory and elective subjects along with their credit value,
 - b) the number of subjects with their assigned credit values for a semester,
 - c) the types of assessments (signature, term grade or exam at the end of the semester),
 - d) the semester of announcing the subject,
 - e) the criteria of the subject and the deadline for their fulfillment,
 - f) the rules and requirements for the selection and completion of the specialization if it was not within the frames of the admission procedure,
 - g) the prerequisite schedule,
 - h) the requirements for the selection of the topic of the thesis and its completion if they are not included in these Regulations and the relevant course syllabus,
 - i) the detailed conditions for eligibility for the closing examination,
 - j) the potential subjects of the closing examination and the rules for their selection.
- (5) The Student Council has the right to comment on the curriculum before it is submitted.
- (6) Prerequisites can be determined if the knowledge obtainable in another subject, group of subjects, or in a subject module is required for the understanding of the given subject.
- (7) A subject can only be registered by those students who have fulfilled its prerequisite(s) before the semester and have fulfilled earlier or registered currently to its concurrent prerequisite(s).
- (8) The model curriculum includes the maximum of forty lessons per week (apart from the Language and Physical Education classes).
- (9) The length of lessons 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 defines the curriculum on the proposal of the Faculty Boards of the faculties participating in the training.
- (11) It is the right of the student of the degree program concerned to apply for specializations announced simultaneously in the given degree program if it is not done through the admission procedure. The number of students entering a specialization may be limited; the Dean may require a minimum number of students to apply for the specialization in advance. If the number of registered students is limited, the registration to the specialization is according to the order in which the specialization was selected by the students.

Article 6 [Course Syllabus (Course Program)]

- (1) The course syllabus is prepared by the subject supervisor based on the Student Evaluation of Teaching (“OMHV”) survey by taking the opinion of the Student Council into account. The course syllabus should be published in a study information brochure, accessible to all students in the faculty, and electronically at the beginning of the academic year. The educational unit in question should publish the information of the brochure on their website or otherwise in the usual way or in the NEPTUN at the basic information of the subject. The contents of the brochure cannot be changed or deviated from during the given academic period.
- (2) The Faculty Board is responsible for modifying the course syllabus at the initiation of the head of the given educational unit and with the support of the Dean.
- (3) The course syllabus includes:
 - a) the code of the subject, its full and any abbreviated name, its name in English and in German,
 - b) the number of lessons per week (per semester) (lecture + seminar + lab practice + clinical practice),
 - c) the frequency with which the subject is announced,
 - d) a list of courses in which the subject is compulsory or obligatory elective, the number of semesters for the subject, recommended by the curriculum,
 - e) the type of assessments (signature, term grade or examination mark),
 - f) the credit value of the subject,
 - g) the name of the educational unit responsible for the subject and the instructor, as well as the prerequisites for admission to the subject,
 - 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 subject and its syllabus in such a way as it enables decision-making on credit recognition at another institution, including the knowledge, the (partial) skills and (partial) competences to be acquired,
 - j) the grading method, the conditions for getting the signature, the number, topic(s) and date(s) of the mid-term tests (reports, oral, written tests), and the possibility of their retake,
 - k) if applicable, the type of examination and its requirements (list of topics, test pool),
 - l) the requirements regarding the participation at the lessons and the possibility of compensating for absences, the accepted means of certification in the event of absence,
 - m) written material, recommended literature, relevant technological and other material, study aids,
 - n) the number and type(s) of the student's assignments to be completed by individual work, the deadline of their submission,

- o) a list of the essential notes, textbooks, manuals and literature that may be used to acquire the educational material.

Article 7 [Optional Application of a Requirement Introduced in a Phasing-in System]

- (1) The new or modified curriculum, other study and examination requirements should also apply to students who have commenced their studies prior to the introduction of the 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 should be submitted to the Registrar's Department of the faculty in writing or, if the faculty allows, electronically, within a time limit specified by the Registrar's Department of the faculty. 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 the old and the new curricula may also be recorded in an equivalence table.

Article 8 [Periods of Training]

- (1) The training period comprises a term-time (term) and an examination period.
- (2) During the term, the student participates in the lessons of the subjects he/she has registered to and performs related tasks and may also complete the professional traineeship prescribed in the curriculum during the term. The term consists of at least fourteen teaching-weeks. The term-time of each semester is preceded by a registration period, which may overlap the examination period of the previous semester.
- (3) At the Faculty of General Medicine, the subjects within the model curriculum for the 4th and 5th year, including lectures and exercises, are taught in the form of training blocks, with no separate term-time and examination period for these subjects.
- (4) During the ninth semester of the Pharmaceutical Sciences training course, the term-time is twelve (12) weeks long, and it is supplemented with eight (8) weeks of compulsory professional practice before the closing examination.
- (5) During the tenth semester of the Dentistry training course, the term-time is twelve (12) weeks long.
- (6) Students can take their examinations in the exam period, which is seven (7) weeks long both in the fall semester and in the spring semester. At the Faculty of General Medicine, the exams of the subjects included in the 4th and 5th years of the model curriculum may be taken at the end of each block.
- (7) In the case of part-time trainings at the Faculty of Health and Public Services, the Faculty Board shall make a proposal to the Rector on the length of the term-time, the times of the lessons and on the duration of the examination period on the basis of the opinion of the head of the given educational unit. The Rector may deviate from the provisions of this paragraph in the academic calendar, but the examination period may not be shorter than four weeks, or in the case of master trainings, shorter than five weeks.
- (8) The Rector and the Dean may grant a three-day study break in each academic year, in agreement with the Student Council. The date of the study break should be determined

before the beginning of the term, whenever it is possible. The Dean and the Rector shall consult before the study break is granted.

- (9) Missing from any lessons on official bank holidays or breaks/holidays ordered by the Rector or Dean may not be considered as absences. Extra opportunities for making up any missed lectures or practices may be organized in these days, in which participation may not be considered as obligatory.

Article 9 [Academic Calendar]

- (1) The first and last dates of the registration period, term-time, exam period, and closing exam period of the academic year are determined by 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 be deemed to be applicable.
- (3) The academic calendar may determine which weekday's schedule should apply to the lectures and practices to be held on Saturdays, which are rendered to be working days during the academic year.
- (4) The academic calendar is published on the webstie of the faculty.

Article 10 [General Rules Concerning Traineeship]

- (1) The hours to be worked, credits and exam type regarding the traineeship are determined by the curriculum.
- (2) Regarding the traineeship, the thematic collection, organization, the control of the external traineeship locations, in addition to the certificate of completion, and the methods of evaluation are determined by the relating course syllabus of which preparation is carried out by the responsible professional.
- (3) The institue of the traineeship is responsible for certifying the completion of the traineeships by filling out the course registration and evaluation form of the faculty.
- (4) Completion and the grade of the traineeship are recorded by the traineeship supervisor or the degree course supervisor the Registrar's Department in the NEPTUN.
- (5) The traineeship shall be assessed by a 5-grade qualification indicated on the form by the specialty supervisor of the traineeship or the degree course supervisor referred to in paragraph (3). In case the traineeship is evaluated as "fail", the supervisor determines whether and when the traineeships can be repeated during the training period.
- (6) Traineeships are completed in accordance with the work schedule of the institute of the traineeship.
- (7) Students are required to undergo an aptitude test of occupational health every year prior to their traineeship. Registration for the aptitude test in September of each academic year is compulsory.
- (8) In accordance with the current legislation, details and requierments of eligibility are published regarding to the certain program or specialization on the website of the faculty until the examination period of the semester prior to each academic year.
- (9) In the absence of registration, the student may not start the traineeship. The attendances on the compulsory aptitude tests must be checked by the educational unit responsible for the given traineeship or, in the absence thereof, by the Registrar's Department. In order to

fulfill this obligation, the educational unit (e.g., department or institute) may access the NEPTUN database. The traineeship may be assigned to the student only after the aptitude test and the registration of the Hepatitis vaccine have been verified by the educational unit responsible for the organization of the given traineeship.

- (10) Registration under paragraph (7) is the student's responsibility and duty. If the student participates in the traineeship without registration, the traineeship is invalid and the student is liable for any damage caused.
- (11) The student completes the traineeship required by the curriculum in the educational units of the university or in other places of training, which have been accredited by the relevant faculty or by a faculty providing equivalent training in another domestic university.
- (12) The supervision of the traineeship is organized and managed by the head of the educational unit responsible for the subject. The head of the educational unit shall send a written report to the Dean of the Faculty by the 1st of October each year, about the experiences of the traineeships completed by the 1st of September.

Article 11 [Special Regulation Concerning the Traineeship at the Faculty of Medicine, Faculty of Dentistry and Faculty of Pharmaceutical Sciences]

- (1) The duration of the traineeship at the Faculty of Medicine: the summer practice and the 6th year students' practice are of forty hours per week, during which the student can be assigned once bi-weekly to an on-call period of up to 12 hours, which should be undertaken on weekends or at nights depending on the student's choice.
- (2) The duration of the traineeship at the Faculty of Pharmaceutical Sciences is thirty-five hours per week for summer practice and forty hours per week before the closing examination.
- (3) At the Faculty of Pharmaceutical Sciences, summer internships can be conducted at an optional location (an accredited public pharmacy, an in-house pharmacy, a Galenian laboratory, a research institute, a university institute, a pharmaceutical technology plant). The 2-month period of compulsory traineeship prior to the closing examination must be completed in an accredited public pharmacy. One month of the 4-month-long compulsory traineeship before closing examination must be completed in a hospital or institutional pharmacy and the remaining 3 months in an accredited public pharmacy.
- (4) Signing of the evaluation of traineeship shall be denied if the absence has reached 25% of the duration of the traineeship.
- (5) In case of "fail" (1) qualification, the student may not continue his/her studies until the completion of the traineeship.
- (6) At the Faculty of Medicine, a final examination after the 6th year traineeship may be prescribed in the model curriculum. Once a final exam is requested, the traineeship does not have to be evaluated by an individual grade; in case the examination is failed, the practice does not have to be repeated.

Article 12 [Special Regulations Concerning the Traineeship at the Faculty of Health and Public Services]

- (1) The student is required to complete the traineeship required by the curriculum at any educational establishments or institutes, which are on the list approved by the degree course supervisor or have been individually approved.

- (2) Students are required to undergo an aptitude test every year prior to their traineeship. By contrast, the aptitude test 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 it is not required by the law for the tasks to be performed. In this case, the student is required to submit an aptitude statement or a form called "Student's Statement on Health Condition" at the Registrar's Department.
- (3) Students of the Faculty of Health and Public Services prepare a written report on their traineeship, the acceptance of which is a prerequisite for completing the course.
- (4) In the NEPTUN the completion of the traineeship is recorded by the head of the educational unit responsible for the training or by the instructor concerned.

Article 13 [Special Regulations Concerning the Traineeship at the Faculty of Health Sciences]

- (1) The faculty may organize traineeships in the form of summer practices for the students.
- (2) The summer practice corresponds to the practice to be completed in autumn in the model curriculum, the completion belongs to the fall semester, and the related assessment is included in the study indexes of the fall semester.
- (3) Even in case of completing the autumn traineeships in the form of summer practices, the subjects for which the traineeship is a prerequisite, cannot be registered for sooner than in the spring semester.
- (4) The student may re-register to the traineeship in term-time after a not completed summer practice, but this shall be considered as a re-registration to the subject (i.e. second or further course registration).

Article 14 [Special Regulations Concerning the Traineeships and Practical Training at the András Pető Faculty]

- (1) Practice is the form of education in which the gained theoretical knowledge is applied and implemented in practice, in an organized method, following the principles of conductive education. In some subjects, lectures and practice can complement each other.
- (2) The complex final session is a practical report required to complete a Bachelor of Science degree in Conducting. Complex final session is considered as a closing examination and hence must be taken before a committee/board. The committee is chaired by a conductor educator. The minimum number of members of the committee shall be 2. Minutes should be taken of the complex final session. In the case of a complex final work, a course syllabus should be prepared and published before the semester begins. The complex final session fails if any of the minutes in the protocol are insufficient. An unsuccessful final session can be repeated once. In the case of a successful complex final session, the student has no opportunity to request an improvement exam.
- (3) The coordinator of conductive pedagogical exercises (basic individual, individual methodological and group conductive education) is provided by the instructor responsible for continuous professional practice.
- (4) The task of coordinating pedagogical and pedagogical rehabilitation practices (group education, group methodological, teaching, rehabilitation) is the responsibility of the advisor of specialization.

- (5) The completion of the traineeship, the grade of the evaluation, is recorded in the NEPTUN by the Traineeship Teacher or the Traineeship Trainer, the Course Director or the Registrar's Department.
- (6) Participation in conductive pedagogical exercises (basic individual, 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. Absence of basic individual and individual methodological practice should be remedied by the end of the exam period. The weekly schedule of the individual and individual methodological exercises is prepared by the chief conductor, taking into account the characteristics of the group, the agenda and the students' requirements. Repeating the missed group conductive education practice is possible until the end of the semester. To repeat is the student's responsibility.
- (7) The student can miss the pedagogical exercises (school group teaching practice, kindergarten group methodological practice, group education, pedagogical rehabilitation) up to three times. Students who have not successfully met the methodological requirements of the given semester cannot take part in the group teaching/methodological/teaching practice at school and kindergarten.
- (8) The student may be absent from 20% of the practice relating to theoretical study.
- (9) In conductive pedagogical practice, the grade/qualification of the individual and the individual methodological practice of the foundation consists of grades and signatures that vary from year to year. All signatures and shares are a prerequisite for an aggregate rating. If the required semester signatures or digits are missing, the semester end signatures will be denied. If the continuous practice grade is "fail" and the total grade is "fail", the semester shall 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 practical report is also fail, then the sum of the grades is also fail. In case of basic individual, individual methodological practice, if the total mark is insufficient, there is no possibility of correction, the subject can be completed by re-registration. In case of a successful report, there is no possibility to repeat it for gaining a better grade.
- (10) The qualification of kindergarten, school and pedagogical rehabilitation education and methodology (individual and group, external, internal, integrated) consists of different grades for each part. For the sum of grades and closing a semester each part is required. If the required grades to complete the semester are missing, the end of semester qualification will be denied. If the grade on the practice report is insufficient, the report may be repeated once until the end of the exam period. If the grade of the practical report is also fail, the sum of the grades is also fail. In case of a successful report, there is no possibility of a corrective report.
- (11) If the sum of the grades of the kindergarten and school (educational, methodological, external, internal, integrated) practice is insufficient, the subject can be completed by re-registration.
- (12) In years III. and IV, the professional practice (conductive pedagogical, pedagogical, and pedagogical rehabilitation) can be organized in the exam period.

5. Provisions Concerning Student Status

Article 15 [Student Status, Enrollment Obligations, Course Registration]

- (1) Those who have been enrolled or transferred to Semmelweis University may establish a student status at the university no later than the semester following the decision. Student status is created through enrollment. Only one legal relationship may be established with one student at one training, considering the nature of the training, its way of funding and its language.
- (2) Prior to starting their studies, students take a solemn oath according to the nature of the training.
- (3) By enrolling, the student declares that he/she is familiar with and adheres to the university's rules applicable to him/her.
- (4) Enrollment, as well as the submission of declarations or applications regarding the continuation or suspension of studies shall be accomplished within the periods specified in the academic calendar.
- (5) The student may withdraw his/her registration within one month after the beginning of the training period but not later than 14 October or 14 March. If the student does not request to discontinue his/her studies by this date, the semester is considered to be an active semester even if the student does not attend the lectures and practices, and does not fulfill his/her study duties. If the student requests such discontinuation of his/her studies by the above deadlines, the given semester shall be considered as a passive semester.
- (6) In justified exceptional cases, on the basis of the student's application and supporting documents submitted at the latest by the last day of the term-time, the committee competent in educational and examinational affairs may, on one occasion during the whole training, authorize the ongoing active semester to be declared passive after the deadline specified in paragraph (5). A justification of the reason(s) shall be attached to the application. The issuing of the approval, which changes the status of an active semester to passive, is followed immediately by the cancelling of the study results of that semester, and the rules governing the suspension of student status apply to that semester. If an active semester is declared passive (late declaration of a passive semester), 75% of the tuition fee can be refunded upon a duly substantiated request by a student participating in fee-paying training.
- (7) For student obliged to pay for their training (self-funded training), the fulfillment of this obligation is a condition of registration. Students who have not fulfilled their payment obligations by the due date(s) may not be enrolled.
- (8) The student is required to report any changes in their data recorded in NEPTUN immediately. There is no legal redress for any disadvantage resulting from failing to do so. The student may be requested to pay a special procedure fee for failure to report changes in data.
- (9) Assessment of student performance is entered into the NEPTUN by an authorized instructor.
- (10) Registration to at least one subject by the student in the NEPTUN for a given semester qualifies as announcement of continuation of studies.

Article 16 [Suspension and Termination of Student Status]

- (1) Student status is suspended
 - a) if the student declares that he/she does not wish to fulfill his/her student obligation in the next training period, or if the student does not register for the following training period,
 - b) if the student has withdrawn his/her relevant registration until the deadline,
 - c) if the semester is declared passive after the deadline upon the student's request,
 - d) if the student is prohibited from continuing to study as a disciplinary punishment,
 - 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.
- (2) In the case referred to in point a) of paragraph (1), the continuous interruption of student status shall not exceed two semesters, except on the basis of the authorization specified in paragraph (3). The student may suspend his/her student status more than once according to these regulations.
- (3) The committee competent in educational and examinational affairs may, at the request of the student, authorize the suspension of the student relationship:
 - a) for a continuous period longer than that specified in paragraph (2),
 - b) prior to completion of the first semester, or
 - c) until the end of the training period which has already began, for that training period (late declaration of a passive semester)provided that the student is not able to fulfill his/her obligations arising from the student status due to childbirth, accident, illness or any other unexpected condition beyond his/her control.
- (4) When the student status is suspended,
 - a) the student may not receive any normative allowance,
 - b) the student card cannot be validated,
 - c) NEPTUN can be used by the student.
- (5) The student status terminates:
 - a) if the student is admitted and enrolled by another higher education institution, on the day of admission,
 - b) if the student announces the termination of his/her student status, on the day of application/announcement,
 - c) if the student is not able to continue his/her studies at the Hungarian (partly) state-funded training program and does not want to continue his/her studies at the self-funded (fee-paying) training,
 - d) on the last day of the semester in which the student obtained the pre-degree certificate (absolutorium),
 - e) if the student's status is terminated by the Rector due to payment arrears after unsuccessful demand note and due consideration of the student's social situation, on the day of the decision becoming final,
 - f) on the day when the students' expulsion as a disciplinary punishment becomes final,
 - g) on the day when the decision that terminates the student's status becomes final, if the condition that is specified in the Act on National Higher Education as a prerequisite for establishing the student status does no longer apply,
 - h) if the student who participated in a Hungarian (partly) state-founded training withdraws the declaration that is required under the relevant provision of the Act on National Higher Education and does not undertake to participate in a self-funded (fee-paying) training.

- (6) Unilateral declaration of dismissal terminates the student status:
 - a) if the student fails to fulfill his/her obligations described in the regulation regarding the progress of studies,
 - b) if the student fails to register for the next semester third time in a row,
 - c) if the student does not commence studies after the suspension of the student status,
 - d) if the student could not complete a subject at its third registration,provided that the student has been notified in writing in advance to fulfill his obligation within the time limit specified and has been informed of the legal consequences of the omission.
- (7) The university terminates, by a unilateral statement, the student status of a student whose total number of unsuccessful retake and repeated retake examinations in the same subject unit reaches five. This provision applies only to those who have commenced their studies in the relevant program in the fall semester of 2012/2013 or thereafter.
- (8) Those students whose student status has been terminated shall be removed from the list of students.

Article 17 [Transfer]

- (1) Deadline of the application is June 15th of each year, for whom the conditions for dismissal are not met.
- (2) The student applying for admission is required to send it by July 15th
 - a) a certified copy of a sealed course book or an equivalent certificate,
 - b) certificate of student status
 - c) detailed curriculum of the training and the certified subject program of the completed subjects.

Completion of documents upon request is possible.

- (3) At the András Pető Faculty, the application shall be accompanied by the decision on the successful aptitude test.
- (4) Decision about the transfer is made by the committee competent in educational and examinational affairs in the light of the student's academic achievement and other circumstances, taking into account the available capacity.
- (5) Students who have participated in (partly) state-funded training at the transferring institution may also be admitted to a (partly) state-funded training.
- (6) In the event of a transfer, the university will require information from the Information System for Higher Education (FIR):
 - a) whether the student has attended a (partly) state-funded or self-financed training,
 - b) in case of (partly) state-funded studies, how many (partly) state-funded active semesters have been used by the student during the studies,
 - c) if the student's student status is terminated or terminated due to transfer.

If the required information cannot be gained from the FIR system, a statement is requested in this regard from the donor institution.

- (7) If admission is refused, the student may commence studies at the institution only after successful admission.
- (8) In case of the student applying for the admission of the subjects completed in another specialty, faculty or institute, the committee competent in credit recognition shall make a preliminary credit transfer decision taking into account the opinion of the course

supervisor. when making a takeover decision. During the pre-credit transfer procedure, the committee competent in credit recognition decides on the credit requirements (subject to fulfillment conditions) expected to be fulfilled by the end of the semester in which the application is submitted. In the case of student admission, credits recognized in a prior credit recognition decision shall be deemed to be recognized at the time of the actual commencement of studies without further application.

- (9) Transfer to Semmelweis University training can only be requested between courses of the same level, except for transfer
 - a) from undivided training to bachelor training,
 - b) from bachelor training or undivided training to higher vocational training.
- (10) The transfer decision must stipulate
 - a) the academic year,
 - b) the faculty, specialty, work schedule, financial form,
 - c) and, on the basis of the prerequisite schedule, the year (grade),
in which the transferred student can begin or continue his/her studies.
- (11) In the case of transfer to the András Pető Faculty, the applicant can gain admission to the first year of the self-financed training. The prerequisite for admission to the specialization is the fulfillment of the conditions specified for the specialization. Transfer from full-time to part-time training may be subject to the conditions set out in the admission bulletin, in addition to the above.
- (12) If the transfer student does not have a continuous legal relationship until enrollment, then the decision on the transfer will be withdrawn by the committee competent in educational and examinational affairs in accordance with Article 57 (6) of the Act on National Higher Education.

Article 18 [Simultaneous Training]

- (1) The student participating in parallel training programs will be awarded a separate diploma upon successful completion of each training.
- (2) Students can gain eligibility to pursue parallel training by means of admission or transfer.
- (3) Once a student of the university gains eligibility to a parallel training at the university, he/she may not establish a separate student relationship, so he/she does not enroll again, and the date of the beginning of the new training is the date of the decision under paragraph (2).
- (4) The student may not obtain multiple rights for studying in the same program if he or she has been allowed to study in parallel training even if the student is studying in different places of study, different languages of instruction, different work schedules, or by different financing modes. If the student has applied for admission to a degree program (or if the student has applied for admission for an advanced training) that the student is already studying at the university, then the student's request shall be treated as a request for conversion or reclassification that is based on place, language or work schedule. If a student enrolled in a particular program and is re-admitted to the same program for Bachelor, Master, or in the case of vocational training in higher education, then the Dean will ask the student to select the appropriate training location, training language, work schedule and mode of finance at the same time when the Dean announces his or her decision on the admittance of the student then the student's right (to continue his or her studies on a different training from the one that he or she has already selected) shall be removed from

the register. This provision does not preclude the student from pursuing parallel studies in several specialties leading to a separate qualification.

- (5) If a student participates in parallel training within the university then he or she may suspend his or her studies in one of his or her training programs, in which case the student shall fulfill the obligations that arise from the studies that he or she has not suspended.
- (6) If a student of the Faculty of Health Sciences establishes a student status at a different institution, then the enabling of the exceptional study order of the student may come into existence after the student has been admitted to another institution.
- (7) If a student studies at the András Pető Faculty, he or she may not request for an exceptional study order even if the student wants to study in simultaneous trainings. The student of András Pető Faculty may undertake a parallel training at another higher education institution if the student has fulfilled his or her prior notice requirement at the relevant faculty. The documentary evidence, which proves that the student has enrolled in another institution must be presented to the Registrar's Department in order to keep the records.

Article 19 [Partial Training]

- (1) If the student wishes to study in the framework of partial training, the student may establish a student status for a semester and re-initiate to establish a student status without restriction of times but may only complete courses up to a total of sixty credits. The student participating in the part-time training shall pay a fee corresponding to the cost of the given training. The Registrar's Department issues a course completion sheet and a certificate of the student status and issues a certificate of the subjects that the student registered for within the given student status.
- (2) If a student wishes to establish student status in order to study in part-time training, the student must submit a request to the Registrar's Department and the student must specify the subjects he or she wishes to complete in this request.
- (3) The student must attach the following documents to his or her request:
 - a) the following information necessary for the establishment of a student status: the applicant's name, gender, name of birth, mother's name, place and date of birth, nationality, permanent address and telephone number of the student's apartment or other place of stay. If the student is not a Hungarian citizen, he or she must attach the document, which proves that he or she has the right to stay in Hungary. If the student is a citizen of a country that falls under special requirements, then the student must present the official title and the number of the permit of residence that guarantees the free movement and the right of residence in Hungary
 - b) a certificate of student status,
 - c) a certified copy of the student's mark book or the certified copy of the master sheet.
- (4) The application may be submitted no later than 30 days before the beginning of the study period.
- (5) The committee competent in educational and examinational affairs makes a decision on the submitted request within fifteen days. The Registrar's Department shall notify the student who submitted a request on the decision no later than fifteen days before the beginning of the semester.
- (6) If the student wishes to take part in part time training, he or she will have a student status. By this student status, the student is not eligible to pursue further professional qualifications or to apply for a transfer or to establish additional guest student status. The student is not

entitled to suspend his student status (except for a specific reason defined in Article 16(3)), the student is not eligible for studying in a training that is partially or fully sponsored by the Hungarian state, the student is not eligible to apply for support time.

- (7) If the student has obtained a student status in order to study in a part time training then the student status must be accounted into the duration of the student's statutory benefits, or any services that the student may be entitled to.
- (8) After the student completed a part time training the Registrar's Department issues a certificate of the completed subjects and of their credit value. The subjects that were acquired by the student can be included in the student's tertiary education.

Article 20 [Guest Student Status]

- (1) The university shall contribute to the student pursuing a degree as a guest student at another higher education institution, either in Hungary or abroad if the host institution allows the student to do so. If the student studies in a training of a Hungarian higher education institution that is partially or fully sponsored by the Hungarian state then the student may establish a guest student status in accordance with the regulations applicable to students who study in a training that is partially or fully sponsored by the Hungarian state and if the student takes part in a self-financed training program, then the student may establish a student status in accordance with the regulations applicable to students who study in a self-financed training program.
- (2) The procedure for applications for partial trainings, which are organized by the university are ruled by the regulation regarding the university partial trainings.
- (3) A student may participate in partial training courses at a foreign university if he or she signs a study contract both with the university and the host institution abroad. This study contract must be submitted by the student to the department of the university responsible for the applications within 15 working days after the end of the enrollment period in the host institution.
- (4) If a student of the university organizes it individually to attend partial training, then it has to be allowed by a decision of the committee competent in educational and examinational affairs, and this committee takes the preliminary credit transfer decision of the committee competent in credit recognition into consideration (if such a preliminary decision is available). The student is obliged to submit the permit of admittance issued by the host institution to the Registrar's Department within 8 days of receiving and the Registrar's Department submits the permit to the committee competent in educational and examinational affairs.
- (5) The university may recognize the student's credits that the student has obtained in another higher education institution (while he or she had a guest student status) under the credit recognition rules. The student must show a credit certificate or an equivalent certificate (e.g. transcript) issued by the host institution to prove that he or she has obtained the credits.
- (6) If the student (who has concluded a cooperation agreement with the foreign higher education institution in order to study in that institution according to the Learning Agreement) concluded a study contract, which includes the credits that the student wants to obtain with the university before departure requires the university to accept his or her credits then the university will carry out a prior credit transfer procedure. In such a case, the credit recognition procedure shall be done before the beginning of the student's studying in a part time training abroad and it is not revocable.

- (7) If a university student has obtained a guest student status and thus obtained exams, then these examinations are treated by the university as if they had been taken by the student at the university. The university then has to do a prior or regular credit recognition process in order to make sure that the student meets the curriculum requirement. When a student has passed an examination in another institution, this subject is recorded by the Registrar's Department of the university in NEPTUN as an accredited subject. The student has to submit the certificate of the subjects that he or she has obtained in the part time training courses to the Registrar's Department by the 14th of March (if he or she completed the subjects in the fall semester) or by the 14th of September (if he or she completed the subjects in the spring semester). If the student fails to meet the deadline given above, then he or she can have the results of the subjects – that he or she completed in the framework of the student status – accepted by the university in the following spring semester (if the student completed the subjects in the fall semester), or in the next fall semester (if the student completed the subjects in the spring semester).
- (8) If the student wants to establish a guest student status then he or she must submit an application. The application must be submitted at the same time as the student enrolls for the semester either in NEPTUN or on paper at the faculty of the university of which courses the applicant wishes to take. This period may be extended up to the end of the third week of the semester for international students.
- (9) The acceptance of the application is decided by the committee competent in educational and examinational affairs within eight days of receiving the application. The decision shall include information about the following: the form of financing of the studies of the guest student, the amount of any cost to be paid by the student and the method and deadline of the payment.
- (10) The Registrar's Department registers the guest student for those courses in NEPTUN, based on which courses are enabled by the permission of the guest student based on his or her student status.
- (11) The Registrar's Department issues a certificate of the student's academic achievement of the given semester in the framework of the guest student status, accompanied by a credit certificate per completed course.
- (12) The issued certificate shall include the following:
 - a) the student identification data (name, name of birth, place and date of birth, student ID number),
 - b) the title, description, work schedule, identifying number, credit value and earned grade of the completed course,
 - c) the school year and the semester of the course,
 - d) the duration of studies (first and last days of the student status) and the time for which the student received support,
 - e) the number and the date of the certificate;
 - f) the signature, the stamp of the certifying body.

6. Course Registration

Article 21 [Announcement of Subjects and Courses]

- (1) A The announcement of the subject means the announcement of the courses of the subjects, the announcement process is supervised and directed by the Vice Dean for Education of the faculty.

- (2) In case of obligatory elective and elective subjects, the faculty responsible for the training ensures that an appropriate selection of these subjects of at least 1.20-fold credit value is announced.
- (3) The educational unit responsible for teaching the subject decides on the announcement of the subject and it must announce a compulsory subject in accordance with the curriculum. The Dean of the educational unit may require the announcement of a subject on the proposal of the committee competent in educational and examinational affairs of the faculty.
- (4) The subjects and the courses related to the subjects must be announced in a way that each student can complete the requirements of the model curriculum in each semester.
- (5) Compulsory subjects that end with an exam must be announced with a sufficient number of courses for a sufficient number of students – in every semester, which contains the subject course in the model curriculum (“current semesters”), and in cross semesters, these courses must be announced at least in the form of CV and FM courses. CV and FM courses need to be announced only upon students’ request if these courses do not seem to be required on the basis of the number of eligible students, or in cases of part-time trainings and trainings for few students, i.e. maximum 60 students per year.
- (6) Low and high limits for the registered students may be defined by the educational unit responsible for the course. This fact and the parameters should be published in NEPTUN.
- (7) The number of students per teacher in clinical practice and laboratory practice courses corresponds with the number of students per group that has been established by the given faculty.
- (8) Compulsory subjects have to be announced by the educational unit in every semester, which contains the subject course in the model curriculum (“current semesters”) with a capacity at least 5% higher than the number of students eligible for registration, so that all eligible students can register these courses. This condition must be met according to the expected number of students at the time of the announcement of the course. The high limit of registered students for the subject or the course may be increased later, particularly for this purpose.
- (9) The number of students to register to a course may be limited on the basis of the work capacity of the instructors, the availability of teaching tools, the capacity of the seminar rooms and teaching laboratories, and – with the agreement of the Student Council – for other objective reasons.
- (10) The head of the educational unit responsible for announcing the subject ensures that the subjects and courses (including examination courses) are recorded in NEPTUN until the last day of the preceding term-time. The courses are recorded by entering the data described in paragraph (15) into NEPTUN.
- (11) The faculty responsible for teaching the program (or the training) ensures that the courses are scheduled in the timetable and the scheduling is recorded in NEPTUN before the end of the third week of the exam period of the previous semester. In the case of courses having only one teaching session per semester, the scheduling is indicated in the comment box.
- (12) The educational unit assigns the instructor of the subject/course before the beginning of the course registration period of the current semester if the instructor is already known. Subject/course instructor assignment may be modified under appropriate circumstances.

- (13) A classroom must be assigned to each scheduled course (with the exception of criterion requirements). The registrar responsible for course scheduling at the faculty assigns the classroom by taking the recommendation of the educational unit into consideration.
- (14) The courses in compulsory and obligatory elective subjects, which are announced for the same semester according to the model curriculum, and have no parallel courses on different weekdays, must be scheduled to different times.
- (15) The subject is announced through NEPTUN by the deadlines specified in this section, with the following information:
 - a) the course code,
 - b) the type of course,
 - c) the nature of the course,
 - d) the instructors of the course and their participation in the education of the course,
 - e) the course registration requirement,
 - f) the subject program,
 - g) the minimum number of students and the maximum number of students who may be registered to the course,
 - h) the size of an optional waiting list,
 - i) in the event of over-application to the course, the ranking criteria where this is not the order of application to the course,
 - j) the language of instruction of the course,
 - k) the classroom assigned to the course,
 - l) the timetable details of the course.
- (16) The person who is responsible for the curriculum of the faculty determines the timetable data of the courses by taking the recommendation of the educational unit responsible for the teaching of the subject into consideration.
- (17) The educational units responsible for teaching the subjects may also publish the course announcement in addition to the central announcement.
- (18) If the Registrar's Department finds an error in the range of subjects or of the courses, then it will report it to the Vice Dean of education (and also to the leader of the educational unit responsible for the training in the Faculty of Public Health) or it can directly initiate the rectification of deficiencies while it is delegated to do so by the vice Dean for education.
- (19) The faculty Vice Dean of education will take the recommendation of changes of the designated lesson administrators (or department administrators) into consideration (at the Faculty of Public Health, the Vice Dean of the faculty also takes the opinion of the head of the educational unit responsible for training into consideration) and makes sure that the preliminary subject and course offers are published in NEPTUN (except for the assigned classroom of the course, the timetable and the course instructor) until the end of the last week of the term-time in the preceding semester.
- (20) The head of the educational unit responsible for the announcement of the courses may request the faculty coordinator to modify, add or delete courses until the end of the last working day before the subject registration period. The person (department administrator) who is designated to manage the timetable may modify the offer of courses and he or she can coordinate with the Vice Dean of education when he or she makes his or her decision (at the Faculty of Public Health, he/she may coordinate with the head of the educational unit responsible for the training) with respect to a decrease in the number of students and to a decrease in the number of courses but he/she may not cancel any examination course.

- (21) The final offer of courses and subjects cannot be modified (with the exceptions defined in paragraph (20))

Article 22 [Rules and Limitations of Subject Registration]

- (1) Subject registration consists of
 - a) an optional preferential subject registration period and
 - b) the regular subject registration period including
 - ba) the period of registration to compulsory subjects, and
 - bb) the period of registration to obligatory elective and elective subjects.
- (2) Subject and course registration periods should be organized in several stages over time while the load bearing capacity of NEPTUN should be taken into account.
- (3) The students may register to compulsory, obligatory elective and elective courses until midnight of the last workday before the beginning of the term-time in respect to the prerequisite system of the subjects.
- (4) The preferential subject registration period begins not sooner than 12 hours before the beginning of the regular subject registration period to compulsory subjects.
- (5) The timing, the circle of eligible students and appropriate reasons for a preferential subject registration period are determined by the Vice Rector for educational affairs. The Vice Rector notifies the Registrar's Department at least eight days before the beginning of the period, and the Registrar's Department enforces the terms in NEPTUN. A preferential subject registration period cannot be installed in the lack of such notification.
- (6) Students register to the subject assuming that their registration to the courses required to complete the given subject will be accepted. Registration to all types of courses required to complete a subject occurs simultaneously. The students' registration is accepted if the student has fulfilled his/her prerequisite obligations and the course has not reached its registration limit. The student may withdraw his/her 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 he/she has registered to a subject in NEPTUN. The Registrar's Department closes the registration for addition or modification in NEPTUN on the first weekday after the subject registration period and thus the timetable for the student's current semester becomes final. The student receives a notification via NEPTUN within one workday after the closing of the subject registration urging them to check their subject registrations .
- (8) Students may object to their subject registrations within five days after the end of the subject registration period. The application may be submitted in person at the Registrar's Department or by email. The Registrar's Department modifies the student's registration to a subject in case of a well-founded and properly substantiated complaint. The head of the Registrar's Department processes the objection request in a way that if the request is accepted, the registrar's Department may make the change within 8 days after the end of the subject registration period. The student may have his/her course registrations without any consequences by the third week of the time-term.
- (9) In 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, his/her registration to the subject in the following semester may be permitted by the committee competent in educational and examinational affairs by the end of the subject registration period, on the basis of the approval of the educational unit that is responsible

for the course. However, the student may only obtain the grade of the examination of the subject in the current semester after obtaining the credits of the given subject for the previous semester.

- (10) If the student was unable to register to a course due to a reason that is attributable to the university, the educational unit or to the instructor, the student shall be allowed to register to the course according to his/her original decision or to a course that can be fit to his/her timetable.
- (11) The students have the right to choose between parallel lessons, or between parallel groups of the same year up to the announced registration limits, provided that the curriculum requirements and the restrictions defined in this section are met.
- (12) Those students who are foreseeably undertaking a part of their studies abroad and for whom only certain turns are suitable, may receive preference in the subject 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).
- (13) The condition for the students' registration to the subject(s) related to their activities in Scientific Students' Association (TDK) is the students' inclusion in the TDK Register, and this information must be indicated in the appropriate field in NEPTUN. Registrations of those students who are not recorded in the TDK Register must be deleted. Registrations of those TDK students whose performance meets the requirements defined in the TDK Code of Conduct are modified to a subject of higher credit value by the Registrar's Department.

Article 23 [Subject Re-registration]

- (1) The missing credits of an unaccomplished compulsory course can be obtained no later than in the semester when the subject is re-announced at the second time, except if the student's status is suspended in this semester.
- (2) If the student was unable to obtain credits for a registered subject at first registration, he/she may re-register to the subject 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 obtain the credits of a subject in the way described in paragraph (2), a special permission can be requested only once in the whole training, and regarding only one subject to re-register to the subject one more time. If the student has already obtained the signature, he/ she only needs to take the exam for the subject in the next semester. The student may also request another opportunity to obtain the signature.
- (4) Re-announcement of a subject, in this section, means the soonest announcement of the course in a spring semester if the subject was first registered to by the student in a spring semester; and it means the soonest announcement of the course in a fall semester if the subject was first registered to by the student in a fall semester.

Article 24 [Repeating a Subject, Examination Course]

- (1) The examination course may be:
 - a) a CV course,
 - b) or an FM course.
- (2) Compulsory courses must be announced in every semester at least in the form of an examination 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:
 - a) Via fulfillment of the course, the study activities and other requirements assigned to the subject and obtaining the learning achievements ("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 recognition").
- (2) Student performance may be assessed by:
 - a) a rating scale of five grades, such as: excellent (5), good (4), average/fair (3), satisfactory/pass (2), unsatisfactory/fail (1)
 - b) or a rating scale of three grades, such as: excellent (5), fair (3), fail (1).
- (3) The funding of education (e.g. self-financing, state-funding, 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 test(s) during term-time in the lessons or at separate occasions (classroom test), or through evaluation of the student's assignment completed as an extracurricular work, or
 - b) through an examination, which can be:
 - ba) a practical examination (practical mark), which may be prescribed if the training goals allow and necessitate the practical application of the subject and the evaluation of the students' skills for such practical application;
 - bb) end-term examination (examination),
 - bc) final examination,
 - bd) closing examination (terminal board examination).
- (5) A grade can be given to the student at the end of the semester:
 - a) as a term grade, in either theoretical or practical subjects based on assessments during the term,
 - b) as an examination grade.
- (6) The grade that the student receives at the examination can be based only on the student's performance at the exam, and the results of mid-term assessments cannot be taken into consideration.

Article 26 [Offering a Grade]

- (1) In cases of subjects concluded by end-term examinations and of those consisting of seminars and practical sessions only, the head of the educational unit (the lecturer of the subject) can offer the student an excellent or a good grade based on the student's performance during the study period. The terms of offering practical grades must be announced at the beginning of the semester.
- (2) The relevant students must be informed about their offered grades on the last session of the subject at the latest through the appropriate platform of NEPTUN. The student is not obliged to accept the offered grade, he/she may apply for taking an examination instead. If the student does not register for any examination of the subject, then the offered grade that has been recorded in NEPTUN shall be deemed accepted.

- (3) Maximum 5% of the students registered to the course may be offered a grade in the case of compulsory subjects.

Article 27 [Methods of Assessment and Measurement 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, may be carried out by diagnostic assessments (such as a placement test),
 - b) recording the students' mid-term progress with continuous feedback, which requires a supportive (formal) partial performance assessment, or
 - c) evaluation of the competences acquired during a given study period 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 evaluation may be used for examining the existence of competences, such as knowledge or ability.
- (4) The existence of competencies, such as attitude, independence or responsibility should be measured primarily by partial performance assessment, and secondarily by summative assessment.
- (5) Partial performance assessment may take place in the following ways:
 - a) Continuous assessment, which means that the teacher may evaluate the student's performance and activity in the sessions of the course. This can include: (active participation, raising ideas, participating in organized group work or debate, reports (made by the students) in the previous lesson, etc.),
 - b) One-off action(s) (the students make an oral report, a laboratory measurement, or they prepare reports of laboratory measurements or they make regular, self-help tasks, which help the students to learn the study material, etc.),
 - c) Students create work(s) supported by the instructor on a continuous basis, with guidance or consultation. It can be homework, home written essay, project assignment, presentation, plan, artwork and documentation), or
 - d) the students undertake a practical task (or tasks).
- (6) Results of the obligatory partial performance assessment, with the exception of criterion requirements, must be taken into consideration at granting the signature and forming the grade with a weight determined in the course syllabus.
- (7) The student completes the summative assessment through one-off action(s) as defined in the course syllabus, i.e. written test, written, practical or oral end-term exam or final exam, etc.

Article 28 [Performance Assessment System]

- (1) The system of evaluating the performance of the students should be done in such a way that it should facilitate and encourage continuous learning and it should not lead to the undue overload of the students. The method of evaluation of the subjects of the subsequent academic year, i.e. practical grade or examination, shall be recorded in the model curriculum.

- (2) The number of term-time performance assessments, which belong to a subject and which are necessary for the student to complete the subject should be determined in the following way:
 - a) although the number of evaluations 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),
 - b) the number of activities for the summative assessment of competences acquired during the semester (e.g., mid-term test)
 - ba) cannot be more than three, in the case of a course concluded by a term grade or more than two, in the case of a course concluded by an examination.
 - bb) In the case of a course concluded by a term grade: the duration of the evaluation activity can be 60 minutes per credit value; in the case of a course concluded by an examination the evaluation activity of the course can be 45 minutes per credit value.
- (3) Diploma work writing course and certain courses, which are not concluded by an examination, such as professional practice, planning exercise or project task, should be evaluated by partial performance assessment.
- (4) Performance assessments described in points b) and c) of Article 27(1) of these regulations can be qualified as optional in the course syllabus. Benefits can be assigned to successful completion of such non-compulsory performance assessments and the result of such non-compulsory assessments can be taken into consideration when granting the signature or forming the term grade or examination grade.
- (5) Performance assessment activities should be scheduled dominantly in the term-time; their retake or improvement can take place until the end of the first week of the examination period.
- (6) Compulsory performance assessment activities in the term-time can take place on workdays between 8 a.m. and 8 p.m. in the time of the course sessions or in different time(s) set in the performance assessment plan in advance. Any other scheduling requires the agreement of the Student Council.
- (7) Performance assessment activities, such as written or oral mid-term tests must not be scheduled to overlap with a session of another subject course of the same semester in the model curriculum.
- (8) The performance assessment plan should be made in the following way: The weekly number of summative performance assessment activities, such as written or oral mid-term tests 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 term, and the assessments of the same week must be held on different workdays.
- (9) The performance assessment plan described in paragraph (8) has to be made for each training program regarding the compulsory and obligatory elective courses in the model curriculum.
- (10) The performance assessment plan, which includes the performance assessment activities and the possibilities for their retake and improvement, has to be published at the homepage of the faculty until the end of the first week of the term-time.
- (11) Deviation from the performance assessment plan requires the approval of the committee competent in educational and examinational affairs. In such a case, the students involved must be informed by the subject tutor via NEPTUN one week before the time of the affected performance assessment activity.

- (12) If the student fails to be present on some of the practical sessions, but if these events do not exceed 25% of sessions, the teacher does not have the right to withhold his or her signature to the student. If the student exceeds his or her absence over 25% of all of the practical sessions, then the head of the educational unit defines the conditions of how the teacher gives his or her signature and the possibility of the order of the student's substitution of his or her absence.
- (13) The performance assessment should be evaluated by the summation of the students' accomplishments, and the grade should be formed according to the principles below:
 - a) the performance level (score) required for a satisfactory/pass (2) grade cannot be higher than 50% of the level (score) that can be gained by the complete and excellent performance of all of the compulsory performance assessment activities,
 - b) the student's performance can be marked as: "unfulfilled" if the student did not participate in any of the performance assessment activities or the student's absence exceeded the amount that is determined in the course syllabus.
- (14) If at least 50% of the assessed students were unable to complete the compulsory subject announced in the appropriate semester according to the model curriculum in the given examination period then an investigation may be requested by the Student Council, and conducted by the Vice Rector for educational affairs, and in case the complaint is justified, the Vice Rector initiates an investigation on the possible remedy to the failures. The outcome of the investigation has implications in the following academic year. If the investigation gives rise to a reasonable suspicion of an ethical misconduct, the Vice Rector initiates the proceedings of the committee competent in disciplinary affairs and informs the educational unit concerned.
- (15) The Vice Rector for educational affairs may request a statistical analysis from the educational units concerning the indicator(s) of the teachers' educational and examinational activities.

Article 29 [Signature]

- (1) The condition for allowing the student to take the examination of a subject concluded with an examination is that the "signature" acknowledging the completion of the term is recorded by the end of the time-term but no later than by the end of the first week of the examination period.
- (2) The prerequisite for obtaining the signature is that:
 - a) the student attends at least 75% of the practical sessions and seminars of the course, and
 - b) the student attends all the performance assessment activities or their retake opportunities, maximum twice during the term according to the general rules of such assessments.
- (3) Notwithstanding the general rules defined in point a) of paragraph (2), in the case of subjects that are taught in a block system in the 4th and 5th years at the Faculty of General Medicine, the student's absences from lectures and practical sessions are summed up within each block. In these cases the student is obliged to make up for all of those sessions that he/she was absent from, and to this end, the clinic is obliged to give sufficient opportunity for making up even in on-call times overnight or on weekends.
- (4) Attendance requirements lower than those defined in point a) of paragraph (2), and, in the case of divided training programs, the attendance at up to 75% of the lectures may be prescribed in the course syllabus.

- (5) 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.
- (6) The students who did not fulfill the requirements to obtain the signature according to the regulations in paragraph (2) are reported to the Dean of the faculty by the head of the educational unit or by the lecturer of the subject in the first week of the exam period. It is the duty of the teacher of the course or the educational administrator of the educational unit to record the refusal of giving the signature to the student in NEPTUN until the second day of the second week of the exam period.
- (7) The student is not allowed to take an examination of a subject, in which he/she has not obtained the signature.
- (8) The signature in the subjects taught in a block system in the 4th and 5th years at the Faculty of General Medicine must be recorded until the first workday following the end of the given completed block.

Article 30 [Rules of Examinations and Final Examinations]

- (1) An examination may consists of the following parts:
 - a) oral assessment of performance,
 - b) written assessment of performance,
 - c) accomplishment of practical tasks,
 - d) consideration of all or some of the student's contributions in performance assessment activities during the term-time,
 - e) or various combinations of points a) to d).
- (2) The examination can be a simple exam or a combined exam. A simple exam consists of one part defined in paragraph (1), whereas a combined exam consists of at least two parts defined in paragraph (1).
- (3) It is the course syllabus that determines which parts defined in paragraph (1) are included by the combined exam; however, the exam shall not be composed of more than three parts.
- (4) It shall be defined in the course syllabus:
 - a) what is the accomplishment level at each part of the exam required for passing the exam,
 - b) which mid-term performance assessments and how can be taken into account at the evaluation in a combined exam,
 - c) whether the individual parts of a combined exam can be retaken or improved by the student.
- (5) All of the parts of a combined exam have to be accomplished by the student in the same semester and the parts of the exam have to be taken in the same day, except when the educational unit allows the students not to retake a successful part of a failed exam, in accordance with point c) of paragraph (4).
- (6) Failing an examination, including the failure at a part of an examination except at the one described in point d) of paragraph (1), reduces the number of exam opportunities for the student by one.
- (7) In case of partial inclusion of mid-term results, the result(s) of the the part(s) of the exam that are taken in the exam period should be taken into account as at least 50% of the exam when figuring the grade. The mid-term results included in the exam shall be taken into account for each semester in which the signature entry is valid, unless otherwise stated in the subject program.

- (8) In case of full consideration of the mid-term results, the examination grade is established solely on the basis of mid-term performance. In this case, an opportunity to modify the grade thus obtained must be offered to the student during the exam period, and the way to modify the grade must be described in the subject program.
- (9) An examination sheet must be recorded at the exam, including the partial exams of a complex examination, and it should include:
 - a) indication of the semester of the given academic year,
 - b) the name and code of the subject, or of the curriculum unit,
 - c) the date of the examination,
 - d) the name of the examiner,
 - e) the identification number and signature of the examiner,
 - f) the name and the student identification number of the student who registered for the exam, and
 - g) the evaluation (grade), and the date of the examination.
- (10) An evaluation sheet must also be issued for the parts, which were not accomplished at the examination.
- (11) The examiner instructor records the evaluation of the examination and signs the examination sheet and validates the document by signing it immediately after the examination.
- (12) The examination sheet shall be kept for a period specified by law, but for at least 10 years by the educational unit responsible for the subject. The head of the unit is responsible for safekeeping of the examination sheets.
- (13) A final examination is evaluated by a single grade, on a five-point scale.
- (14) In case of a failed combined final examination, only the failed parts of the examination need to be retaken if so provided in the course syllabus.
- (15) If so provided in the course syllabus, the result(s) of successful part(s) of a combined examination, including those taken outside of the academic year (i.e., so called EOAY examination) remain valid until the end of the semester,
- (16) Requirements for a final examination (the type, the topics and the competency items to be evaluated) must be published along with the announcement of the subject and cannot be changed during the given training period.
- (17) The examiners of final examinations are senior instructors, such as professors, associate professors. However, in justified cases and on demand of the head of the educational unit, the Dean may permit the participation of other instructors, researchers, teachers, senior physicians involved in the training. The final examination must be taken before a two-member examination committee if more than one subject is included in the final examination and in case of a retake final examination. The head of the examination committee must be a senior instructor.
- (18) A written (partial) examination is considered to be taken before an examination committee if the test is evaluated by at least two different examiners independently from each other. The result of the (partial) examination is determined by the examination committee.
- (19) If the examination is to be passed before an examination committee, the examination may be held only if both members of the examination committee are present at the examination and at each part of the examination.

Article 31 [Organization of Examinations and Final Examinations]

- (1) Examinations are primarily held during the examination period, except in a block system.
- (2) Examination after the exam period and in the first week of the subsequent semester can be authorized by the committee competent in educational and examinational affairs. The examination thus completed shall be considered to have been taken during the examination period.
- (3) The examinations (final examinations) shall be organized in such a way that every student eligible to take the examination (final examination) shall be able to register to and take the examination (final examination). The students shall be enabled to retake the failed examinations in the same training period.
- (4) Examinations must be held on working days. 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) exam must be held in accordance with the value recorded and published in NEPTUN. It is the responsibility of the relevant educational unit to ensure that the examination is held within the time interval that has been specified in NEPTUN and that the duration of the examination should stay within reasonable limits (up to 5 hours). The organizers of the examination may only deviate from this regulation with the permission of the committee competent in educational and examinational affairs.
- (5) Educational units must provide at least two exam days per week for the oral exam and one exam day per week for the written exam in each course and in each year in every exam period. The exam, final exam can be retaken no sooner than on the first calendar day after the failed exam. A maximum number of students can be set for each examination. The sum of the maximum numbers of students per exam – or per a partial examination in the case of a complex exam – may not be less than twice the number of students who have registered to the course. The overall maximum number of students of all examinations shall be divided so that at least 10% of the places are offered in every week of the examination period.
- (6) The committee competent in educational and examinational affairs may also allow the announcement of a smaller overall number of places for the examinations than defined in paragraph (5) until the deadline of the announcement of the examinations, if the educational unit so requests. The Vice Dean for Education can approve a smaller number of examinations than defined in paragraph (5) but not less than 4 examination days throughout the entire exam period on the basis of the students' demand in the case of divided training, and simultaneously informing the Student Council. In both cases, care must be taken to avoid conflicts between the exam days of the compulsory subjects included in the model curriculum of the same semester, and to allow every eligible student to register for and take the examination, as well as to ensure that failed exams can be retaken during the same exam period as many times as is allowed by these regulations.
- (7) The rules and schedule of the examinations must be published two weeks before the beginning of the exam registration period. The announcement must include the dates of the examinations, the names of the contributors, the date(s) of revealing the examination results, and information about the opportunity to retake the exam. The dates of the examinations must be determined in advance for the entire exam period. The head of the educational unit and the Dean of the faculty are mutually responsible for announcing the examinations and perform the announced examinations.

- (8) After announcement, the dates of the examinations may be modified only with the prior consent of the committee competent in educational and examinational affairs.
- (9) Extra examinations may be announced by the educational unit, and the Dean may also demand it, if necessary.
- (10) The student may not attend and is not allowed to register for the seventh examination (the sixth retake examination) of the given subject after having failed the exam six times during his/her student status.

Article 32 [Rules Applicable at Examinations and Final Examinations]

- (1) An examination (or a partial examination) may be considered to have begun when the examination task (such as a question or a topic) has been given to the student. The examination or a partial examination that has begun can only be ended by an evaluation.
- (2) The student must be given a preparation time (before answering or starting the practical task) adjusted to the nature of the exam in the course of the oral or practical examination. This can only be waived at the request of the student.
- (3) Examinations, final examinations can be held primarily in the university's buildings and sites of the practical trainings, and elsewhere once authorized by the Dean of the faculty that is responsible for education.
- (4) It is the responsibility of the examiner or the chair of the examination committee to ensure that the (partial) examinations are conducted properly in an undisturbed and relaxed atmosphere.
- (5) If the examination is taken before an examination committee, any member of the committee may pose a question to the student however, the student's performance is evaluated by the chair of the committee while taking the opinion of the committee members into account.
- (6) The announced (partial) examination, final examination must be held if it has been registered for by any eligible student.
- (7) The time of the (partial) examination within the announced oral (partial) examination can be determined by the educational unit or the examiner either for individual students or for groups of students. The examinees must be informed about the time assigned to their examinations in NEPTUN at least 8 hours before the beginning of the examination. In the lack of published appointments, the examination begins at the original time of the examination for all examinees.
- (8) In case of the absence of the appointed examiner, the head of the educational unit must assign a competent substitute examiner or organize a replacement examination without causing any detrimental consequences to the students.
- (9) It is the responsibility of the head of the educational unit to hold those (partial) examinations that have been announced and to provide replacement examination in case the exam is cancelled due to the absence of the examiner. The students may file a complaint regarding any cancelled (final) examination to the committee competent in educational and examinational affairs.
- (10) Certain (partial) examinations may be reserved only for retake exams by the organizing educational unit. These examinations cannot be taken into consideration when calculating the maximum number of examinations and the maximum number of students in accordance with Article 31(6).

Article 33 [Participation in Examinations and Final Examinations]

- (1) A student may only participate in an examination of a subject that he/she has obtained a signature for.
- (2) A student may only take a final examination if he/she has fulfilled the prerequisites and obtained the credits of the subjects linked to the final examination as determined in the model curriculum.
- (3) Students may register to an examination until 6.00 a.m. and they may cancel their registration for an examination until 0:00 a.m. on the day of the given examination via NEPTUN.
- (4) A unique registration period, which must not be closed sooner than 72 hours before the exam, can be set by the educational unit for the oral part of the final examination in NEPTUN system.
- (5) Students willing to retake a failed (partial) exam or to improve the result of a successful (partial) exam of the same examination period should be privileged at the registration to (partial) examinations, which have been formerly announced as retake exams.
- (6) Students are obliged to attend the (partial) examination which they have registered to via NEPTUN. If the student fails to do so, his/her performance cannot be evaluated, and – unless the absence is excused – a "did not appear" note has to be recorded to the given (partial) exam in NEPTUN. Unexcused absences have to be counted in the maximum number of exam opportunities of the semester, and the student is obliged to pay a missed exam fee and an exam administration fee, which are specified in the Regulations of Refunds and Allowances.
- (7) Students are not allowed to take an examination without identifying themselves. Student may identify themselves at the examination by any suitable document, which contains both a signature and a picture. If the student is unable to verify his/her identity, a "did not appear" note has to be recorded on the examination sheet and in NEPTUN, which does not reduce the number of exam opportunities, yet the student is obliged to pay an exam administration fee, which is specified in the Regulations of Refunds and Allowances.
- (8) The fees referred to in paragraphs (6) and (7) are prescribed by the Registrar's Department within three days from the student's default.
- (9) The student is obliged to excuse his/her absence from the (partial) examination at the educational unit within 3 workdays personally, in writing, electronically or by proxy. The acceptance of the student's justification is decided upon by the educational unit and, in case of a debate between the student and the educational unit by the committee competent in educational and examinational affairs. If the student excuses his/her absence properly, the examination is considered as though it had not been registered for, and the "did not appear" note is deleted by the educational unit.
- (10) The student who fails an examination, can attempt to complete the exam two more times, i.e. at two retake exams in the same examination period. The student is allowed to have a third retake examination only in one subject per academic year. The student is not allowed to have a fourth retake examination in any subject in the same semester even with special permission.
- (11) The student has the opportunity to improve the result of a successful exam until the end of the exam period. The student must be informed that the result of the examination may be impaired. Additional credit(s) cannot be earned by retaking a successful exam. In case of

limited places at the examination, a student registered to retake a failed exam has an advantage over the ones registered to retake a successful exam.

Article 34 [Examination Outside the Academic Year]

- (1) Students of the undivided medical trainings or master's degree trainings in health sciences, who are unable to fulfill the examination requirements arising from their student status during the spring semester's examination period of the academic year may take an examination organized outside the academic year (hereinafter referred to as EOAY). The result of an EOAY shall be considered as that of an examination taken during the spring semester of the academic year. If the institution of higher education 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 results of the EOAY. EOAY can be completed during the spring semester of the given academic year in the period specified in paragraph (6).
- (2) In cases of the undivided medical trainings and master's degree trainings in health sciences, the students may take the EOAY described in paragraph (1) in any subject registered for but not completed in the given spring semester, according to the available exam dates, if he/she notifies the Registrar's Department, listing the subjects to be finished with EOAY, until the end of the working day following the last day of the exam period; this, provided that the student has not been dismissed by the end of the spring semester' exam period, including the scenario that the student is exempt from dismissal under the special permission decision of the committee competent in educational and examinational affairs. If the student's dismissal is pending, and the student is eligible for and signed up for EOAY it in due time, the committee competent in educational and examinational affairs shall suspend the proceedings until the results of the EOAY are announced, and then, the light of the results of the EOAY, decides either to cancel the proceedings or to proceed with the dismissal in.
- (3) Taking the examination referred to in paragraph (2) shall not be considered as a course registration.
- (4) In the case of EOAY, during the period specified in paragraph (6), the student may take examinations in any subject as many times as many exam opportunities he/she has left in the given semester.
- (5) If the student passes the exam by EOAY, failure to complete the unit or units affected by the EOAY in the semester shall not be considered as a subject omission.
- (6) The exam date of the EOAY shall be determined in such a way that during the seven working days from the Tuesday of the week preceding the registration week to the Wednesday of the registration week, the student is able to pass the examinations according to Article 33(9), with regard to the general rules on organizing examinations stated in Article 31(6). The exams must be organized in such a way that all the students concerned can register to and take the exam.
- (7) In the case of EOAY, it is not necessary to fulfill the conditions of the subject announcement. If the student does not complete the subject within the EOAY, he/she may take the opportunity of the CV course offered during the semester, provided he/she has remaining exam opportunities, taking into account the difference of all exam opportunities according to Article 33(9) and the failed exams in the framework of EOAY.
- (8) The student may retake the exam failed in the EOAY in the semester of the next announcement of the subject, taking into account the difference between the number of

failed examinations in the given subject and the unsuccessful examinations within the EOAY and the number of examinations specified in Article 33(9). The number of retake examinations for the same unit of study shall not exceed the maximum number of failed exams specified in the Act on National Higher Education.

- (9) If a student takes an active semester, taking into account the cases specified in points a) and b) of Article 24(1) (FM and CV courses), he/she may register to elective and obligatory elective subjects of up to 15 credits per semester in the given semester and the following semester.

Article 35 [General Rules for Exam Retake and Replacement Exam]

- (1) The university shall ensure that each student is able to report on his/her knowledge and to retake the successful or unsuccessful academic performance assessment in such a way as to ensure the impartial conduct and assessment of the repeated performance assessment.
- (2) The student may not make use of the possibility of retake or replacement if he/she has not fulfilled the attendance requirements stipulated in this regulation or the course syllabus.
- (3) Unless otherwise provided in this regulation, the use of the first occasion announced by the educational unit for retake and replacement of the assessment of academic performance shall be free of charge for the student.
- (4) In the case of a retake performance evaluation, the results achieved there shall be taken into account unless otherwise specified in the course syllabus or in this regulation.
- (5) The opportunities for retake and replacement of the mid-term performance assessments shall be organized in such a way that the student, while exercising and successfully fulfilling the possibilities specified in Article 36(1)-(2) can
 - a) improve the term grade to a mark different from unsatisfactory (fail), or
 - b) obtain a "signature" entry from the subject to be concluded by an exam.

Article 36 [Retake and Replacement of Mid-term Performance Assessments]

- (1) At least two retake and replacement opportunities must be offered for the mid-term performance assessments in case the term grade is determined on the basis of mid-term tests, or the completion of another mid-term assessment (oral test, presentation, practical performance evaluated with a grade) is a prerequisite for obtaining the practical course mark or for exam eligibility. If the student was unable to meet the course requirements during the retake and replacement opportunities, the student cannot be given a signature for the term.
- (2) If at least "satisfactory/pass" performance at the last assessment or at least "satisfactory/pass" grade at each assessments is prescribed in the requirements of the subject as a condition for getting the signature, then at least two retake / replacement opportunities shall be provided for each performance assessment individually or in combination.
- (3) If the subject concludes with a practical course mark according to the model curriculum, at least one retake opportunity shall be offered if it is feasible by the end of the term-time.
- (4) The knowledge and other competencies required for a retake examination are the same as those marked in the course syllabus for the exam to be retaken. The retake exam shall be evaluated on the same scale as the exam subject to retake.

- (5) If, according to the provision of the course syllabus, a group of performance assessments cannot be retaken or replaced, the (partial) result of this group of academic assessments shall be determined on the basis of the most favorable two-thirds – rounded off.

Article 37 [Retake and Replacement of Examinations and Final Examinations]

- (1) The student may modify the result of a previously passed examination by having a retake examination.
- (2) The student can sit the retake examination before a different examiner or examination committee if so authorized by the head of the educational unit on the basis of the student's duly reasoned written or electronic request addressed and submitted to the head of the educational unit no later than three working days before the commencement of the examination. If the head of the educational unit is involved in the examination, the appointment of 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 (i.e. the retake after a retake) shall be taken before an examination committee 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 committee may be an examiner who has graded a former examination of the student as unsatisfactory/fail during a given exam period.
- (4) A written (partial) examination is considered to be taken before an examination committee if the test is evaluated by at least two different examiners independently from each other. The result of the (partial) examination is determined by the examination committee.

8. Recording of Study Assessment and Grades

Article 38 [Recording of Study Assessments and Grades]

- (1) The course teacher, the tutor or the study administrator of the educational unit shall record the term grade in NEPTUN no later than the end of the first week of the examination period of the specific semester. The date of recording the term grade is the date of acquisition.
- (2) In a given semester, the student may only have one grade recorded for a subject assessed with a term grade at the end of the specific semester, and any grade obtained by retake or replacement assessments overrides the previous mark.
- (3) The signatures for subjects concluded with examinations must be record in NEPTUN no later than the end of the first week of the exam period by the course teacher, the tutor or the study administrator of the educational unit. The date of the signature entry is the date of acquisition.
- (4) A student may only have one signature entry in a given semester for each subject ending with examination. Any signature entry obtained or modified following a make up, reptake or correction will override the previous entry.
- (5) After establishing the result of an examination (end-term exam or final exam), but no later than the end of the next working day, the examiner shall record the mark in NEPTUN at the given examination, based on the examination sheet or final examination report. In the case of a combined examination (final exam), the entry shall be made for the examination session at which the grade was established.

- (6) No grade for examination can be recorded in NEPTUN if the student has not taken any examination of the subject in the given semester.
- (7) Any grade, score or result obtained at a midterm or at any examination, including the results of any assessment other than a “diagnostic study assessment/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, can be communicated to the student confidentially in person or in any other way, so that it cannot be learnt by a third party.

Article 39 [Study Assessment Records]

- (1) Any documents produced by the students during their study as well as any assessments of students’ work shall be managed by the educational unit responsible for teaching the given subject. However, the Dean may decide to have these records managed at the faculty level.
- (2) Paper-based documents (classroom tests, homework, written reports, etc.) of the study assessments carried out during the term-time and make up periods can be returned to the student after the assessment or shall be archived by the course leader.
- (3) Documents (grading sheets, study result summaries and records) of study assessments carried out during the term-time and make up periods shall be kept in accordance with the requirements of the Document Management Policy.
- (4) After evaluation, any documents produced during the examination period (e.g. term papers/coursework) and related to the examinations (including final examinations) shall be kept by the course leader.
- (5) Documents related to the evaluation of examinations (e.g. grading sheets, examination reports and final examination reports) and produced during the examination period shall be kept in accordance with the requirements of the Document Management Policy.
- (6) Any documents specified in paragraphs (2) and (4) not returned to the student after the assessment shall be destroyed within one month from the commencement of the next term-time, unless there is a procedure under way regarding the given examination, which may affect the outcome of the 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 issued. The expiry date specified herein does not apply to examination sheets. In any event, the process of records keeping and destroying shall be carried out in a way that prevents the identification of the author of the sorted out document.

Article 40 [Publicity of Assessments]

- (1) Written and practical study assessments (classroom tests, exams, final exams, etc.) are not public, they are attended only by the students and the teaching staff involved.
- (2) Oral study assessments are public within the frame imposed by the venue of the study assessment for the citizens of the university, as defined in paragraph (4). However, at the explicit and justified request of the student, the teacher conducting the study assessment, or, in the case of final examinations or closing exams, the chair of the Examination Board may restrict public access.
- (3) In the case of oral assessments, there must 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 study 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, PhD course attendants, PhD candidates,
 - b) university teaching staff, retired teaching staff,
 - c) other persons involved in university education (e.g. non-teaching doctors), or
 - d) university citizens not listed above, who attend the examination at the request of the examinee.
- (5) The persons referred to in points a) to c) of paragraph (4), may attend only those examinations at which they, as students, also are assessed or they, as other university citizens, are in charge of any specific exam-related task, provided that their presence does not interfere with the appropriate and professional conduct of the examination, the decision of which is the privilege of the examiner who takes into account all aspects and circumstances of the case.
- (6) University citizens referred to in point d) of paragraph (4) may attend the examination of the student who has requested that, provided that this participation does not interfere with the appropriate and professional conduct of the examination, which is decided by the examiner by taking into account all aspects and circumstances of the case.

Article 41 [Publicity of Study Assessment Results]

- (1) During the term-time,
 - a) if possible, proficiency test results shall be communicated prior to the study activity for which the assessment was made;
 - b) the results of partial study 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 in accordance with points b) or c) of Article 27(5), the result of the partial study assessment shall be communicated within seven days after the rated activity was performed or the student work to be evaluated was submitted;
 - c) summary assessment results shall be communicated within eight days after completion (submission). Study assessment results shall be directly communicated to the assessed student or recorded and published in NEPTUN in a way as to avoid access by third parties.
- (2) The results of written (partial) examinations and written parts of final examinations shall be communicated directly to the assessed student or recorded in NEPTUN until the end of the second working day following the examination, in a way as to avoid access by any third party.
- (3) Results of oral or practical (partial) examinations, and the results of oral or practical parts of final examinations taken in the exam period shall be communicated to the student immediately after assessment. Oral or practical partial examination results may also be recorded in NEPTUN after the immediate notification.
- (4) There must be at least 48 hours between the publication of study assessment results and the commencement of any associated retake or replacement.
- (5) Revised, checked and evaluated written study assessments shall be kept accessible until the end of the examination period. Students may submit their complaints/objections to the teacher, examiner, course leader or, in exceptional cases, to the head of the educational until the last day of the examination period. In the event of a miscalculation or misevaluation, the teacher shall correct the objected mark of the study assessment.

- (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 so as to have at least 24 hours before the beginning of the retake or replacement of the relevant study assessment.
- (7) If the teacher missed to act in accordance with paragraphs (4) and (6) of this Article, the Dean may oblige him/her to announce another opportunity for retake or replacement.
- (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 his/her written work and the evaluation given by the teacher, and make notes about his/her coursework/term paper.
 - b) the teacher shall provide detailed answers to the questions asked by the student on professional, correctional, and evaluational issues related to his/her study assessment.
- (9) In order to enforce the provisions of Paragraph (8), the student may request the intervention of the head of the educational unit or Vice Dean in charge of education, or, in the case of the Faculty of Health and Public Services, that of the head of the educational unit responsible for education.
- (10) After the study assessment was finished, the educational unit may publish the Correction and Evaluation Guide on its website.
- (11) Study assessment results, including the term grades, end-term examination and final examination grades, as well as the 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 laws. For any reasons or to any persons not covered by these Regulations or by law, these data must not be transmitted or disclosed.

Article 42 [Recording and Indicators of Study Assessment Results]

- (1) The student's study results shall be recorded in NEPTUN. Once the examinations have been completed, the results of both the oral and non-oral examinations will appear in the electronic record system on the "Performance Sheet", and NEPTUN will automatically send notifications about these results.
- (2) The teacher shall record the grade in the NEPTUN using the pre-printed grading sheet and make a copy of this sheet for the student who requested to have his/her own copy and authenticate these documents with a signature. If the student has his/her own copy of the grading sheet printed by him/her and signed by the teacher, he/she can verify whether the grade recorded in NEPTUN is the same as the grade specified on the pre-printed grading sheet. If the student does not have the Performance Sheet, in case of discrepancy he/she may verify the grade by comparing the grading sheet (pre-printed, completed and signed by the examiner) with the automatic notification received from NEPTUN.
- (3) Any subsequent verification of the written examination results can be done based on the term paper/coursework, which shall contain the evaluation and the signature of the examiner.
- (4) If the result of the examination was incorrectly recorded in NEPTUN, the student concerned may ask the course teacher or the head of the educational 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 by the teacher, with his/her correction proposals, to the Dean's Department Manager via the electronic mail system. The student may object in writing, against his/her assessment results recorded in NEPTUN within 14 days after the end of the study period. The objection must be submitted to the Registrar's Department. The objection shall be investigated by the Registrar's Department under the supervision of the Vice Dean in charge of education or, in the case of the Faculty of Health and Public Services 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 the examination results within 15 days after notification, by submitting his/her complaint/objection to the Evaluation Review Board with the intermediation of the Registrar's Department.

- (5) Results of the previous semester shall be finalized and closed in NEPTUN by the end of the second week of each term-time.
- (6) One free of charge transcript (i.e. an exact copy of the student's complete, permanent academic record printed from NEPTUN) can be requested by the student in each semester.

9. Credit Recognition

Article 43 [Credit Recognition]

- (1) During credit recognition, for any passed subject if the correspondence (match) is at least 75%, the substitution shall be accepted. If the same indicator is less than 75%, the committee competent in credit recognition may approve the substitution after considering the circumstances, in particular the role of the subject played in the achieving of training objectives, and may also request the opinion of the course leader. In accordance with the nature of credit recognition, the educational unit shall recommend the same decision for students being in the same situation.
- (2) If the match is less than 75%, instead of credit recognition it is possible to recognize as achieved and waive certain requirements of the subject. In such a case the student will be required to take a special examination (i.e. a difference examination that does not include the above-mentioned requirements) before the examination period (during the final three weeks of the study period) or during the examination period. Such subjects shall be registered to by the Registrar's Department for the specific student, but the latter is also required to report to the teacher responsible for the subject of the difference examination within 10 working days of decision receipt.
- (3) A subject identical to an already completed subject cannot be registered to again (except for credit recognition). A subject is different from another subject if the thematic and the knowledge to be acquired are more than 25% different.
- (4) As for the passing of the teaching plan-related requirements, it is allowed to consider only the subjects that are different from all the subjects already taken into consideration for passing.
- (5) Prior to registration/enrollment for a given semester, the student may request credit recognition for the subjects already completed and passed at another faculty or higher education institution in accordance with the credit recognition procedure of the given faculty. The credit recognition decision shall be taken by the committee competent in credit recognition in accordance with Paragraphs (1) to (4), also taking into account the proposals of the Program Leader (coordinator) or course leader. During the credit recognition

process, it is required to consider that the student must complete at least one third of the credit value of the course at the university, including the credits for subjects completed in other courses and accepted during credit recognition, in order to obtain a university degree.

- (6) Any credit recognition based on the specified output requirements of the subject (module) is done solely by comparing the knowledge on which the credit is based. The credit must be recognized if the comparative knowledge gives a match of at least 75%.
- (7) A student who has lost his/her student status and has been re-admitted in a new admission procedure may have his/her credits accepted for the subjects successfully passed in the past by the decision of the committee competent in credit recognition.
- (8) The committee competent in credit recognition will decide on the applications received within the specified deadline so that the student applying for recognition may draw up an individual curriculum for the following semester based on the decision.
- (9) The rules, options and typical modalities of credit recognition, as well as the list of documents required for the procedure, are set out in the credit recognition procedure of the specific faculty. Only applications duly completed and submitted by the deadline set out in this document will be accepted.
- (10) If the substitute subject requested by the student was not completed within the frame of a credit-based education, the credit shall be given for the number of hours indicated in the previous registration course book, taking into account the current ratio of contact and individual lessons in the current course. If neither the credit value nor the number of lessons of the substitute subject are known, the application for credit recognition cannot be effectively judged.
- (11) The faculties of Semmelweis University mutually allow the registration of publicly announced specific subjects with the credit value granted by the announcing faculty, and any subject announced at the Semmelweis University may be registered to and recognized as an elective subject based on the provisions of paragraph (4).
- (12) If a substituting subject can be assigned a credit value appropriate to the faculty curriculum, then the grade associated with the substituting subject must be accepted. If it has multiple grades, its rounded average should be considered and validated.
- (13) The maximum number of credits that can be counted based on work experience is 30.
- (14) The rules governing the credit recognition procedure are set out in the rules of procedure of the committee competent in credit recognition.
- (15) The rules of the credit recognition procedure shall apply *mutatis mutandis* where the student requests the recognition of achievements from non-formal or informal learning or work experiences.
- (16) The faculty may maintain an equivalence record for credit recognition regarding the particular course(s) it provides, in which the higher education institution, subject name, date of publication, or other relevant information may provide students with prior information on subjects already recognized in previous procedures and subject eligibility. For subjects registered to on the basis of a previous decision, if the subject programs concerned remain unchanged, the committee competent in credit recognition may proceed with a simplified procedure, which may or may not require the opinion of the course director, but shall not be required to do so. These previous decisions do not bind the committee.

- (17) A simplified procedure may also be used where credit recognition is between the old and the new curricula of the same course and an equivalence table is created with or after the curriculum change.

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

Article 44 [Pre-degree Certificate (Absolutorium)]

- (1) Until gaining the pre-degree certificate – in case of (partly) state-funded training – in bachelor or master training, in addition to the training period, a state-funded student may have a maximum of 2 active semesters, or a further 4 active semesters in a case of undivided training. Until gaining the pre-degree certificate – in case of (partly) state-funded training – the possible number of passive semesters are 2-2 in bachelor and master training, and 4 semesters in undivided master training. In justified cases, alongside the previous consent of the head of faculty, for a student undergoing further training may allow to suspend their student status for a different time period applying for the 2011 CCIV. acting in accordance with the provisions of Article 45(1)-(2) of Act I of 1992.
- (2) In order to obtain a pre-degree certificate, the student is required to complete at least one-third of credit value of the degree – even in a case of acceptance of the completed credits and previous studies from other higher education institutions, in addition to earlier acquired knowledge recognized as credits – in the given institute, including the acquired and accepted credit value of subjects from other training of the university
- (3) The Registrar's Department issues the pre-degree certificate if the relevant conditions are met, with recording the acquisition in the NEPTUN, and with drawing up that it is signed by the Dean of the faculty according to the student's request.

Article 45 [Thesis]

- (1) In order to obtain their diploma, students are required to write a thesis in bachelor and master training. The aim of the thesis is to promote via independent scientific processing of any problem in a certain disciplinary area, the student's ability of highlighting the essence, to learn using the library and the methods of literature research and to be able to summarize their opinion briefly and clearly, in addition, it may aim to systematically process the possible solutions of the practical problems regarding the specificities of the training, to demonstrate innovative concepts and results.
- (2) The topic supervisor, or in certain cases the consultant leads the writing of the thesis. The topic supervisor is a professor or a researcher of the faculty; or with the Dean's permission, an external professional can be the topic supervisor. An external supervisor may only be functioned with an insider consultant. If the topic supervisor is an external professional, the subject is signed and evaluated by the faculty lecturer and research supervisor at the end of the semester.
- (3) The educational unit of the relevant faculty creates a list of topics related to the thesis, including the names of the consultants. The list of topics has to be announced electronically and on the news table of the educational unit and – in a case of bachelor, master or undivided training, at least four semesters prior to the last year of studies, but in a case of a minimum seven-semester-long training at least 2 semesters prior to the last semester of the training, and in a case of a maximum four-semester-long training one semester before the final semester – until the last day of the examination period in the fall semester in every academic year. The student may choose from any announced topic depending on a certain

topic supervisor's capacity. The chosen topic can be different from the announced topics with the consent of the head of the educational unit responsible for the topic. The student has to choose a topic and notify the head of the certain educational unit at least a year prior of the completion of their studies – in a case of minimum four-semester-long studies one semester prior to the final semester. If the head of the educational unit authorizes the topic, he is responsible of recording it and providing a consultant.

- (4) Preparation for writing the thesis is aided by – in the semesters specified in the recommended curriculum, with defined individual and contact lessons – an obligatory elective course ending with an exam grade.
- (5) While writing the thesis, the student must consult with his or her topic consultant in each semester, as many contact hours as is defined in the model curriculum.
- (6) The content of the thesis may be at least 50,000 characters, the maximum content is 100,000 characters without spaces. The font to be used is Times New Roman in font size 12. The content includes the tables as well as the references; however, it does not include the figures, footnotes and bibliography. The thesis should be bound in file or book format in 2 copies; and submitted alongside an electronic copy to the educational unit responsible for the training. A certificate of submission is given to the student. The cover of the thesis should include the title of the thesis; the name, the year and the group of the student; in addition to the year of submission and the name and workplace of the consultant. In accordance with the permission of the head of educational unit, the student can write the thesis in any of the languages in which the university provides a program.
- (7) The submission deadline of the thesis may differ for each faculty, and it must be announced on the webpage of the faculty.
- (8) The thesis has to be submitted for review. The reviewer is invited by the head of the educational unit which announced the topic. The reviewer should be a lecturer with a degree in higher education, researcher or external professional. In bachelor training, the topic supervisor may be asked for review, in duly justified cases. The number of the reviewers is one or two in bachelor training, and at least two in a case of master training. If the topic was not announced by an educational unit of the faculty, the faculty or the faculty's specialist in charge must appoint a professional reviewer, who may be an external specialist or a member of the faculty. The topic supervisor creates an individual review as well. Reviews should be sent to the student/candidate at least 5 days prior to the thesis defence. A grade recommendation for the thesis is given by the reviewer as well as the topic supervisor.
- (9) Evaluation of the thesis is given on a 5-point scale. When rating/grading the thesis, the rate of independent research/work has to be taken into consideration. Defense of the thesis is conducted in front of a 3-member committee of the educational unit, or – if the thesis defence is part of the closing exam – the Closing Examination Board, the chair of which is the head of the educational unit or a university or college professor, or associate professor appointed by the head of the educational unit. The members of the committee are the consultant and a lecturer of the department. The committee may appoint a third member, who may be an external lecturer, chosen from the private lecturers of the university.
- (10) The review should be written on a special form – form of thesis registration and evaluation – in two copies. The evaluation includes the review as well as the recommended grade. The student should be informed about the evaluation by sending the second copy of the form of the thesis registration and evaluation form prior to the closing examination, at least 10 workdays before the thesis defense.

- (11) The reviewer poses 2-5 questions on the form of thesis registration and evaluation pertaining to the content of the thesis; The oral description of the thesis of a length prescribed by the committee, the answering of the previously posed and possible further questions denote the defence of the thesis.
- (12) A thesis which is not authorised for defence is marked as “fail”. Evaluation of theses which are authorised for defence are assessed by the committee regarding the reviewers’ recommendation and the student’s performance during the defence according to paragraph (9).
- (13) In a case of one reviewer, the head of the educational unit either authorizes the “fail” evaluation, or appoints a new reviewer. In the case of two reviewers, if only one reviewer gives a “fail” evaluation, the head of the educational unit appoints a new reviewer.
- (14) In a case of a “fail” evaluation, the head of the educational unit notifies the student and informs him/her about the conditions of revision/supplementation. The thesis evaluated as “fail” may only be revised/supplemented once.
- (15) The closing exam after the revision/supplementation of the thesis can be taken only in the subsequent closing exam period by the student
 - a) who did not submit his/her thesis until the deadline;
 - b) whose thesis was evaluated by the reviewer as “fail” with the approval of the head of the educational unit,
 - c) whose thesis was evaluated as “fail” by the newly appointed reviewer according to paragraph (12).
- (16) The conditions for the revision/supplementation of the failed thesis are determined by the head of the relevant educational unit, and it may include a request for further consultations if necessary.
- (17) After the defence, the head of the educational unit gives one copy of the thesis to the student, the other copy and a copy of the report of the defence certifying the evaluations remains at the educational unit. The thesis has to be kept by the educational unit in accordance with the prevailing Document Management Policy.
- (18) An award winning work for the “Rectorial Competition” may be accepted by the Dean as a thesis evaluated with an “excellenet” grade according to the recommendation of the head of the educational unit in case the student requests so in an application previously submitted to the Registrar’s Department.
- (19) For students participating in undivided master training, a praised work for the “Rectorial Competition” may be accepted by the Dean as a thesis evaluated with an “excellent” grade according to the recommendation of the head of the educational unit in case the student requests so in an application previously submitted to the Registrar’s Department.
- (20) A scientific paper, which has been produced by the student in relation with his/her studies, and has been published as the student’s first-authored article in a peer-reviewed journal, may be accepted by the Dean as a thesis in which case, review and evaluation shall be provided according to the general rules.
- (21) Requests regarding the thesis defined in paragraphs (18)-(20) must be submitted to the Registrar’s Department by the student until the end of the academic year before the completion of the studies. Exemption from writing the thesis does not mean the exemption from the defence of the thesis.

Article 46 [Closing Examination (Terminal Board Examination)]

- (1) If the thesis is not accepted, the student/candidate is not eligible for taking the closing exam. The conditions and the earliest deadline of the supplementation are determined by the head of the educational unit in accordance with the opinion of the department.
- (2) The student who has failed to meet his/her payment obligation to the higher educational institution is not eligible for taking the closing exam.
- (3) The student is obliged to register for the closing exam 40 days prior to the first day of the closing exam period determined in the academic calendar, according to the procedure determined for each faculty, in NEPTUN, and in case of the Faculty of Health Sciences and the Faculty of Health and Public Services, at the Registrar's Department. The faculty can prescribe a shorter deadline.
- (4) The closing exam can have several parts according to the curriculum, particularly oral, written and practical parts. The thesis defense is part of the closing exam – if the curriculum so determines; however, it is evaluated separately from other parts of the closing exam.
- (5) Differing from paragraph (4), in the Faculty of Health Sciences, the closing exam has
 - a) in case of bachelor training,
 - aa) practical,
 - ab) written (theoretical),
 - ac) oral (theoretical) parts,
 - b) in the case of Nutrition Science master training,
 - ba) professional oral exam from the core subjects,
 - bb) professional oral exam from the differentiated professional subjects,
 - bc) degree thesis defense,
 - c) in the case of the Nursing master training,
 - ca) written theoretical part,
 - cb) written practical part,
 - cc) oral theoretical part,
 - cd) thesis defense.
- (6) At least two closing exam periods per academic year are appointed according to the academic calendar at the Faculty of Medicine and the Faculty of Pharmaceutical Sciences regarding the specifics defined by the National Closing Examination Committees for Medicine and for Pharmaceutical Sciences. Closing exams may only be taken in the appointed closing exam periods.
- (7) Organizing the closing exam is the responsibility of the Dean of the faculty. The number of closing examination boards is determined according to the number of registered students in such way that no more than 10 students may be sorted for one occasion at one Closing Examination Board. This number is 12 at the Faculty of Pharmaceutical Sciences.
- (8) Sorting of the students is based on their registration for the closing exam dates or it is done by the Registrar's Department, in the latter case, when it is justified, a possibility for modifying the date should be provided. In case of multiple Closing Examination Boards on the same closing exam day, the sorting of students to individual boards is done according to previously stated professional criteria, or failing that, by a lot drawing. The sorting for the committees should be published at latest on the day of the exam in a way customary at the faculty. Students should be electronically informed about the location of the examination on the preceding day.

- (9) The closing exam should be taken before the Closing Examination Board consisting of a chair and at least two other members. The chair and the members of the committee are appointed by the Dean from the candidates determined by the Faculty Board for up to one academic year. The Closing Examination Board should have at least one member who is a university or college professor, or associate professor, and one member who is not the employee of the university, or who is the lecturer of a different faculty or training program of the university. The mandate of a Closing Examination Board member – not including the chair of the board – may be valid for the assesment of only a single part of the closing exam.
- (10) Students who miss to take their closing exam, and certify that it was through no fault of their own can be provided a date for a replacement closing exam by the faculty within the specific closing exam period.
- (11) An examination report shall be kept on the practical and theoretical closing examinations. The grade of the written part of the exam shall be recorded in the report of the theoretical exam.
- (12) The members of the committee evaluate the performance of the student with a grade, then in a closed session – in case of a debate, with voting – they determine the grade of the oral closing exam. In case of a tied vote, the vote of the chair is definitive. In addition, the committee confirms the grade of the practical part of the closing exam and the grade of the thesis.
- (13) The closing exam is succesful if the grade of each part of the closing exam defined in paragraph (4) and the grade of the thesis are at least "satisfactory/pass" (2). A successful closing exam cannot be re-taken.
- (14) The final grade of the closing exam is the arithmetic mean of the grades of all parts of the closing exam. The final grade of the closing exam is announced by the chair of the Closing Examination Board.
- (15) The grades/evaluation of the closing exam:
2.00 – 2.90: satisfactory,
2.91 – 3.50: average,
3.51 – 4.50: good,
4.51 – 4.99: excellent,
if the grade of each part is excellent: distinguished.
- (16) If the evaluation of any part is "fail", the student has to retake the part of the exam which was unsuccessful. At the Faculty of Medicine, if the written or the oral part of the closing exam is evaluated as "fail", the student has to retake both parts of the closing exam. This closing exam may be retaken twice only. Retaken closing exams may only be retaken in the following closing exam period. Credit value cannot be attributed to the closing exam. If the student/candidate has used the possibilities to retake any part of the closing exam as defined in this paragraph, and the partial exam remains unsuccessful, the whole closing exam has to be retaken.
- (17) In case of unsuccessful written closing exam, the student cannot take the oral part, although, he/she may take the practical part of the closing exam; if the practical part is successful, this part of the final exam does not have to be retaken. If it is unsuccessful, the student cannot take the oral theoretical closing exam.
- (18) If the student has not taken a successful closing exam until the termination of his/her legal relation (student status), he/she may attempt to retake the closing exam in any closing exam

period after the termination of his/her legal relation. If the closing exam is taken later, the student cannot be obliged to take any complementary tests; however, the closing exam has to be taken according to the rules regarding the closing examination prescribed in the training and output requirements applicable at the time of the exam. Students who started their studies after September 1st 2012 may not take the closing exam after the end of the fifth year from the termination of their student status.

11. The Diploma/Degree

Article 47 [General Regulations Regarding the Diploma/Degree]

- (1) The degree/diploma is an authentic/legal document with the crest of Hungary which contains the name and the identification number of the issuing higher educational institute, the number of the diploma, the name, maiden name, in addition to the place and date of birth of the diploma's owner, the level of education, the given grade and faculty, the name of the qualification, the grade of the degree, the place, month and day of the issue, the classification of the professional qualification according to the Hungarian Qualification Framework, European Qualification Framework, in addition to the period of the training regarding the requirements of training and graduation. Additionally, it has to contain the original signature of the head of the institution – the head of the institution is determined in accordance with the Organizational and Operational Regulation – and the imprint of the seal of the higher education institute.
- (2) The prerequisite of issuing the diploma, which certifies the end of the higher educational studies is a successful closing exam, in addition to the successful language exam in accordance with the requirements of training and graduation. In order to issue the diploma, the student is obliged to present legal documentation which certifies, that
 - a) a successful general language exam was taken at at least intermediate "C" level, or complex high intermediate "B2" level in bachelor training,
 - b) a successful state-approved or equal language exam was taken in accordance with the requirements of training and graduation.
- (3) At the Faculty of Pharmaceutical Sciences, a further condition of issuing the diploma is a successful terminological final language exam in English or German language.
- (4) The diploma must be issued and handed out within 30 days after the legal document of language exam certification defined in paragraph (2) was presented. If the student already presented the certification defined in paragraph (2) at the time of the closing exam, the diploma must be issued within 30 days after the successful closing exam was taken.
- (5) If the diploma is not issued because the language certificate wasn't presented, the higher educational institute provides a certificate. This document does not certify qualification or possession of professional knowledge and only certifies a successful closing exam. The Registrar's Department is responsible for issuing and registering this certificate.
- (6) The diploma must be issued in Hungarian and English, or in Hungarian and Latin, in Hungarian and Nationality language in case of a Nationality language course, Hungarian and the language of the training if the training is not in Hungarian.
- (7) The diploma supplement must be issued, as defined by the European Commission and the European Council, in Hungarian and in English, and in the case of nationality training at the request of the student, in the language of the nationality concerned in bachelor-, master and higher vocational training. The diploma supplement is a legal document. Issuing the supplements and master sheet is the responsibility of the Registrar's Department.

- (8) A diploma issued in bachelor, master, undivided and vocational training entitles the owner to hold a job or pursue an activity as defined by law.
- (9) In a higher-level vocational training, the condition of issuing the diploma is a language exam certification if made compulsory by the requirements of training and graduation.
- (10) The degree levels certified by the university diplomas in English and Latin:
 - a) bachelor level “Bachelor” or “baccalaureus” (abbreviated: BA, BSc),
 - b) master level “Master” or “magister” (abbreviated: MA, MSc).
- (11) Students holding the “master” title use the phrase of “licensed” before the qualification certified by the diploma.
- (12) Persons who completed their studies at the Faculties of Medicine, Dentistry or Pharmaceutical Sciences are entitled to use the title of doctor. Their abbreviations: dr. med., dr. med. dent., dr. pharm.
- (13) At the student's request, – after payment of expenses – the university shall issue a certificate of honor, which shall be signed by the Rector of the university, the Dean of the relevant faculty and the chair of the Closing Examination Board.
- (14) The certificate is signed by the Rector or the Dean and the chair of the Closing Examination Board.
- (15) If the student does not possess the language certificate at the time of the closing exam, and thus the diploma is issued after the closing exam period, and the chair of the Closing Examination Board is not employed by the university at the time of issuing, then, instead of the chair of the Closing Examination Board, the diploma may be signed
 - a) by the Vice Dean at the Faculty of Medicine, the Faculty of Health and Public Services, the Faculty of Dentistry, the Faculty of Pharmaceutical Sciences and the Faculty of Health Sciences,
 - b) by another member of the Closing Examination Board at the András Pető Faculty.
- (16) In case of successful closing exam, the diploma is handed out during a solemn graduation ceremony. The time of the graduation ceremony is determined by the Dean.

Article 48 [Special Regulations Regarding the Diploma and the Qualifications of the Diploma at the Faculty of Medicine, the Faculty of Dentistry and the Faculty of Pharmaceutical Sciences]

- (1) The qualification of the degree (diploma) should be based on the value calculated as described in paragraph (3) and rounded to the nearest hundredth.
 - a) The evaluation of the diploma at all trainings except the undivided master trainings:
 - aa) 4.51 – 5.00: excellent,
 - ab) 3.51 – 4.50: good,
 - ac) 2.51 – 3.50: average,
 - ad) 2.00 – 2.50: satisfactory;
 - b) at the undivided master trainings:
 - ba) 4.51 – 5.00: summa cum laude,
 - bb) 3.51 – 4.00: cum laude,
 - bc) 2.00 – 3.50: rite.
- (2) The subjects taken into consideration while evaluating the diploma, but which do not end with a final exam are determined by the curriculum.
- (3) Formula for calculating the evaluation of the diploma:

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

XD: the number which is the basis of the evaluation of the diploma; $\sum_n(X_i)$: the sum of the required final exams and the subjects defined in paragraph (2); n: the number of the required subjects defined in paragraph (2); T: the grade (5-point-scale) of the thesis; W: the grade of the written part of the closing exam; O: the grade of the oral part of the closing exam; P: the grade of the practical part of the closing exam.

- (4) The evaluation of the diploma is calculated by the Registrar's Department.

Article 49 [Special Regulations Regarding the Diploma, and Evaluations of the Diploma at the Faculty of Health Sciences]

- (1) The evaluation of the diploma is based on the arithmetic mean of the following:
- a) the grades of the individual parts of the closing exam,
 - b) the grade of the thesis,
 - c) the simple arithmetical mean of the grades of the possible final exams,
 - d) the credit weighted average for the whole period of study.
- (2) The 5-point-scale qualification of the diploma is based on the arithmetic mean value rounded to the nearest hundredth. The qualifications:
- a) 4.51 – 5.00: excellent,
 - b) 3.51 – 4.50: good,
 - c) 2.51 – 3.50: average,
 - d) 2.00 – 2.50: satisfactory.
- (3) A degree with honors is awarded to a student if he/she has achieved “excellent” grades in all parts of the closing examination, has an “excellent” grade for his/her thesis and all of the final exams, has a credit weighted average of at least 4.00 for the entire study period and has not got any grade below “average”.

Article 50 [Special Regulations Regarding the Diploma, and the Evaluation of the Diploma at the Faculty of Health Sciences and Public Services]

- (1) The evaluation of the diploma is calculated by the teaching administrator of the educational unit and it is verified by the Dean's Office.
- (2) The method of calculating the evaluation of the diploma is the following:
- a) At the program of Science in Health Services Management (BSc),** the evaluation is the rounded arithmetic mean of the grades of the synthesizing exams, of the thesis defense and of the two parts of the closing exam.

$$XD = \frac{\sum_n(X_i) + T + B + H}{n + 3}$$

- aa) XD: the number which is the basis of the evaluation of the diploma,
- ab) $\sum_n(X_i)$: the sum of the grades of the subjects 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)
- ac) n: the number of complex exams indicated in the point above,

- ad) T: the grade (5-point-scale) of the thesis,
- ae) B: the grade of the oral exam of the basic subject (part of the closing exam),
- af) H: the grade of the oral exam of Health Informatics (part of the closing exam).

Five-point scale qualification:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- b) At the Executive Health Services Management Postgraduate Specialization Program**, the evaluation of the diploma is based on the weighted mean of these two values: the arithmetic mean of all grades obtained during the entire course of studies (at 60% weight), and the grade of the closing exam (at 40% weight).

Three-point scale qualification:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.00 – 3.50: satisfactory.

- c) At the Quality and Patient Safety Management Postgraduate Specialization Program**, the grade of the diploma is the rounded arithmetic mean of the grades of the thesis defense and of the closing exam.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- d) At the Master Course in Mental Health-Oriented Family Studies**, the simple arithmetic mean of the grade of the closing exam (mean of the grade given by the opponent of the thesis, of the grade of the defense, and of the oral exam) and of the credit-weighted mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- e) At the Master of Arts in Social Works (MA)**, the simple arithmetic mean of the grade of the closing exam (mean of the grade given by the opponent of the thesis, of the grade of the defense, and of the oral exam) and of the credit-weighted mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- f) At the Specialist Training Course in Integrated Parent-Infant Consultation**, the simple arithmetic mean of the grade of the closing exam (mean of the grade given by

the opponent of the thesis and of the grade of the defense) and of the credit-weighted mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- g) At the Specialist Training Course in School Social Work**, the simple arithmetic mean of the grade of the closing exam (mean of the grade given by the opponent of the thesis and of the grade of the defense) and of the credit-weighted mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- h) At the Specialist Training Course in Communal and Family Meditation (Balassagyarmat)**, the simple arithmetic mean of the grade of the closing exam (mean of the grades of the examinations, of the grade given by the opponent of the thesis and of the grade of the defense) and of the credit-weighted mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- i) At the Specialized Training Program for Preparation for the Lactation Consultant**, the simple arithmetic mean of the grade of the closing exam (the grade of the defense) and of the mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,
- 3.51 – 4.50: good,
- 2.51 – 3.50: average,
- 2.00 – 2.50: satisfactory.

- j) At the Special Qualification Program in Mental Health**, the simple arithmetic mean of the grade of the closing exam (mean of the grade given by the opponent of the thesis and of the grade of the defense) and of the simple arithmetic mean of the grades of subjects concluded with an exam.

Qualification:

- 4.51 – 5.00: summa cum laude,
- 3.51 – 4.50: cum laude,
- 2.00 – 3.50: rite.

- k) At the Special Qualification Program in Mental and Spiritual Counseling**, the simple arithmetic mean of the grade of the closing exam (mean of the grade given by the opponent of the thesis and of the grade of the defense) and of the credit-weighted mean of all the grades.

Evaluation:

- 4.51 – 5.00: excellent,

3.51 – 4.50: good,
2.51 – 3.50: average,
2.00 – 2.50: satisfactory.

- (3) The methods for calculation of the evaluation of the diploma are also described in the previous curricula, and in case of discontinued programs, they must be published on the website of the educational unit responsible for teaching.

Article 51 [Special Regulations Regarding the Diploma, and the Evaluation of the Diploma at the András Pető Faculty]

- (1) The evaluation of the diploma is given by the grades of the closing exam, of the final exams and the credit weighted average of complex closing work and the school teaching practice/kindergarten methodological practice (OPGY 303, 304, 305, 306, 307, 308 TPGY 3031, 3041, 3050, 3061, 307, 308).
- (2) According to the mean value calculated as shown above, the evaluations of the diploma are the following: honored: 5.00; excellent: 4.51 – 4.99; good 3.51 – 4.50; average: 2.51 – 3.50; satisfactory 2.00 – 2.50.
- (3) Diploma with honors is awarded to the student who has “excellent” grades for the closing exam, the result of the complex closing work, the final essay and the school teaching practice and the grades for all final exams are “excellent”, and the grades of the other exams are at least average.
- (4) Graduate students may get a diploma with honours if the student has a high school closing exam, a complex closing work and final exam of “excellent” grade, and a mean of grades of at least 4.51 without any grade below “average”, as shown in their teacher training book.

12. Deviation from the Provisions of the Regulation

Article 52 [Exercises of Special Permission]

- (1) During the course of training, the committee competent in educational and examinational affairs may grant a derogation from a provision of these Regulations which does 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 study requirement.
- (2) The special permission defined in paragraph (1) may be provided
 - a) once for subjects in the model curriculum of the 1-4 semesters and once for subjects in the model curriculum of semester 5 and beyond, in the case of undivided training;
 - b) once in the whole training in the cases of basic and divided master courses.
- (3) The special permission not used in the theoretical training, described in point a) of paragraph (1) shall not be transferable to the second half of the training. Special permission not used in the bachelor training is not transferable to the master training.
- (4) The decision on a special permission shall stipulate the terms of the approval and shall state that no further benefits may be granted as special permission during that period.

Article 53 [Vis Maior]

- (1) In cases involving a wide range of students, where special permission could be provided if it was applied for, and also upon ex officio proceedings in cases of vis major, specific derogations from the rules of these Regulations are possible.

- (2) The ex officio proceedings described under paragraph (1) are initiated by the Vice Rector for educational affairs with the consent of the Student Council.
- (3) Where the authority competent for the derogation cannot be determined, the Vice Rector for educational affairs shall act with the consent of the Student Council.

13. Provisions for Students with Disabilities

Article 54 [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 undivided, bachelor and master training. Support is limited to a maximum of fourteen semesters if the student is enrolled in full-time training and the training 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 preference may be exploited for the achievement of more than one degrees but the period of allowance 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 55 [Right for Remedy in Educational Affairs]

- (1) The provisions relating to the appeals procedure are set out in Chapter III of the Organizational and Operational Rules of Semmelweis University. Part 7 (Remedies Regulations).
- (2) According to the Act on National Higher Education, all proceedings in the educational affairs of the students, in particular those which fall within the competence of the committee competent in educational and examinational affairs under these Regulations, are considered as first order decisions. In case of doubt, the committee competent in educational and examinational affairs may act if it is necessary to make a decision in a matter of a procedural nature related to the continuation of the student's studies, the progress of his or her studies and the acquisition of knowledge/qualifications, if there are no legal provisions or other bodies responsible for the matter.

Article 56 [The Obligations of the Institution to Provide Information and Consultation]

- (1) The Dean of the faculty ensures that the students starting their studies at the university are given access to the rules of study and examinations as well as the training information before enrollment. The provisions on the content and publication of the study guide are set out in the Act CCIV/2011 on National Higher Education. on the implementation of certain provisions of Act No. (IV.9.) (Hereinafter: NHE Act provisions) and can be found in the homepage of the faculty.
- (2) The rules of study and examination shall be published in English and German as well.
- (3) The university publishes a single study leaflet per academic year in Hungarian, English and German, containing relevant information for the academic year. The faculty may also

publish certain information related to the institutional brochure on its own website in addition to the textbook.

15. Final Provisions

Article 57 [Final and Transitional Provisions]

- (1) For matters not covered by these Regulations, the provisions of the Act on National Higher Education and 87/2015. (IV. 09.) Government Decree (NHE Act provisions) and the provisions of other legal acts shall prevail.
- (2) These Regulations shall enter into force on the date of their adoption by the Senate, and shall at the same time be subject to Part III of the Organizational and Operational Rules of the Semmelweis University. Part III/I, III/II, III/III and III/IV. Chapters 1 to 2 are repealed. The Code shall apply for the first time for the fall semester of the 2019/2020 academic year, including the time between the adoption of the Code and, if later, the date of agreement by the Student Council. At the discretion of the Rector or the Vice Rector for educational affairs, or if it is more favorable to the student, the provisions of the Code may be applied to pending matters.
- (3) For the academic year 2019/2020, the specific provisions of these Regulations concerning the organization of exams in the field of blended education shall not apply to the subjects included in the standard curriculum of general medical practitioners for the fifth year.
- (4) Article 18(4) applies to existing multiple entitlements, the invitation must be made within a reasonable time after the entry into force of the bylaws, and may be announced by the university in the form of a notice.
- (5) Where the content of the study obligations are defined in these Regulations, students who commenced their studies prior to the date of entry into force of the Regulations shall continue to be subject to the obligation set out in the Regulations in force at the time of commencement, but the faculty may apply the new study requirements.
- (6) The deadlines passed or nearly passed at the time of entry into force of these regulations, can be replaced individually by new reasonable deadlines by the Rector or the Dean.
- (7) The new obligation sets forth in these regulations for a university body or student shall be fulfilled to the extent expected in the fall semester of the 2019/2020 academic year, with a view to its full implementation.
- (8) When examining the existence of the conditions necessary for granting a special permission, previous special permission should be disregarded if, under these Regulations, the decision could have been taken without exercising a special permission – a case which may fall within the scope of Article 51 only if the Vice Rector for educational affairs or the committee competent in educational and examinational affairs decides individually.
- (9) Curricula and subject programs shall be subject to review, by 30 June 2020, to ensure that they comply with the provisions of these Regulations. Provisions of previously adopted subject programs, subject requirements systems that are contrary to the provisions of these Regulations shall not be applied or shall be applied to such an extent and in such a manner as to comply with these Regulations.