



SEMMELWEIS UNIVERSITY
Faculty of Health Sciences

Information Booklet

2020/2021

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Registration Number: FI62576

**DEAR STUDENTS OF
SEMMELEWEIS UNIVERSITY FACULTY OF
HEALTH SCIENCES!**

We are very pleased that you have won admission to Semmelweis University Faculty of Health Sciences and we are convinced that you had made the right choice when opted for our institution as the scene of your higher-level studies. Previous years' popularity and prestige rankings prove that our Faculty is among the top Hungarian higher education institutions in many respects.

The content of our trainings provides you with lasting general knowledge and professional information as well as skills to be used in health care practice and, as a result, our program ensures a competitive advantage in the ever-renewing health care scene. Even more importantly, we strive for effective and high-standard work in our educational, pedagogical and scientific activities as well as in the field of integration in higher education. The results of the above enrich both our institution and our graduate students.

We warmly congratulate you for your choice and your successful admission!

We will start our joint work in September: your responsibility will be to study, ours will be to teach. We do not promise leisure and pleasure, easy assignments and dreams that make themselves true. Fulfilling the requirements is not easy at the Faculty of Health Sciences! Our expectations fit the admirable and noble vocation that you have chosen. Your future profession must be conducted with in-depth knowledge, thorough preparedness and good professional consciousness. To attain this, you need intensive and sustained learning as well as continuous preparation.

What kind of support can we promise you? On the one hand, a faculty whose members conduct their work with the same professional commitment and preparedness as they expect it from you; on the other hand, study material, training system and expertise that stand their ground in international comparisons, too. As a result of the level of the Faculty's education, our graduated professionals are gladly welcomed and employed in most countries of the world.

In the course of your studies, you will be accompanied by tutors and mentors who will provide assistance in every field of your university life. You will experience your tutor's support in educational and social affairs, and they will protect your interests when needed, while the staff of the Career Group will advise you on matters of how to start your career.

Our colleagues specializing in the fields of interest protection, career counselling, social affairs and equal opportunity respectively will give you guidance in all these fields.

During your university years, we provide you a high-standard and aesthetic environment for studying. The advanced infrastructure of our buildings, the labs for practical training

and the student-friendly services guarantee an environment that creates a perfect basis for constructive work. The Vas Street building of Semmelweis University Faculty of Health Sciences is considered uniquely beautiful both in Hungary and abroad: it earned the title “the most beautiful campus” on a student poll in 2018.

Having successfully completed your studies, you will receive a certificate. However, you will soon face the need for, and the challenge of life-long learning that will prompt you to continue your studies either on a higher level or in a specialized program, or will prompt you to obtain a certificate in a field that complements your first degree.

The changing higher education system generates requirements and expectations that can be fulfilled only if one is open-minded and has sufficient orientation skills. Although we provide assistance in this matter, nevertheless, you must be familiar with the regulations and norms that govern life at the Faculty. All necessary information is available on the Faculty’s website.

University life is not just about learning, thus many programs will color your days spent here. These will help you to conduct your studies in a pleasant, constructive and successful manner so that in many years’ time, you can entertain pleasant memories of the scene of your higher-level studies.

Budapest, August 2020

Dr. Gabriella DÖRNYEI BEDNÁRIK PhD
Dean

SEMMELWEIS UNIVERSITY
FACULTY OF HEALTH SCIENCES

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Room 129

Coordinators

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DEPARTMENTS

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TIMETABLE OF THE AUTUMN SEMESTER OF THE 2020-2021 ACADEMIC YEAR

Entering data in the Neptun system	until 15 August 2020
Opening ceremony:	5 September 2020
Credit Transfer request submission:	until 7 September 2020
Registration week	31 August 2020 – 4 September 2020
Subject registration:	31 August 2020 – 4 September 2020
Study period	7 September 2020 – 11 December 2020
Exam period	14 December 2020 – 29 January 2021

The full Academic Calendar of the 2020/2021 Academic Year is available on the Faculty's website.

FOREIGN STUDENTS' SECRETARIAT OFFICE HOURS

Monday:	9:00 a.m. – 12:00 p.m.
Tuesday, Friday:	closed
Wednesday, Thursday:	12:30 p.m. – 2:30 p.m.

Please be informed that the Information Booklet does not exempt you from familiarising yourself with the prevailing law on higher education. Should a different regulation enter into force after the publication of this document – for example due to changes in legislation – students are obliged to act on the basis of those rules, and with regard to the University and Faculty Regulations if the case is not covered by the legislation.

Compliance with the law is compulsory for both the institutions of higher education and the applicants. Insufficient knowledge of the laws does not grant exemption from complying with them.

INFORMATION ON ENROLMENT AND STARTING YOUR STUDIES

1. Enrolment (student registration)

Date: **31 August – 18 September** – please make an appointment for registration via email with the colleagues of the Foreign Students' Secretariat

Place: the Faculty's Foreign Students Secretariat (17 Vas street, Budapest 1088, first floor 129)

Documents to be presented at registration:

- passport/identity card,
- original High School Diploma /Secondary School Leaving Certificate and a copy of it or the validated English translation if applicable.

Documents to be handed in at registration:

- A copy of High School Diploma / Secondary School Leaving Certificate or of its English translation,
- Personal Details Form filled and signed (you are going to receive it on site),
- Declaration signed (you are going to receive it on site).
- 2 negative PCR results

Please note that the tuition fee must be paid before registration!

At the registration, the administration of the following will take place:

Health Insurance

A special insurance is provided for our students, and its fee is included in the tuition fee. The service includes an English-speaking call centre, GP-service and treatment at the Polyclinics and Clinics of Semmelweis University. As long as you pay your tuition fee each semester and you are a registered active student, this insurance is automatically renewed until the end of your studies. The Hungarian health insurance provided by the University is only valid from the date of enrolling at the University. The health insurance is automatically suspended if the student registers for a passive semester.

Student Card ("Diákigazolvány") - application procedure

- Students need to activate their current semesters in Neptun. Without the semester activation, the student card application cannot be started.
- After the activation, students need to go to the Office of Government that Issues Documents (short term: *Registration Office*; in Hungarian: *Okmányiroda*) and apply for a 'NEK' document for student card. Passport is required. They will take a photo of you and have your main data registered.
- Please return the 'NEK' document to the Foreign Students Secretariat and the Office will finish the application.
- The Secretariat will inform the students if the plastic student card has arrived.
- Students can have a temporary student card. A temporary Student Card (an A4-format certificate valid for two months) will be given by the Foreign Students' Secretariat in mid-September the earliest. You can use the temporary card until the issuance of a permanent one. Please bear in mind that student discounts (e.g. at public transport) can be only claimed in the possession of a temporary or permanent card, so you will need to use regular fare tickets in the first month. With the temporary student card students are entitled to buy students' monthly tickets for the public transport (metro, bus, tram, trolley, HÉV). Ask for a DIÁKBÉRLET, buy railways or long-distance bus tickets at a reduced price, access a number of services and discounts (e.g. library services, sport facilities, various travel, cultural and commercial discounts, etc.).

2. Opening Ceremony and the Freshmen's Oath

Time: **3 p.m. on 5 September.**

Place: Semmelweis University Theoretical Building – NET (1089 Budapest, 4 Nagyváradi square)

New students are obliged to participate. Please arrive at the venue until 1.30 p.m.

3. Introduction to Higher Education course

Time: **TBD – information later**

Place: 17 Vas street

4. Subject registration

Time: **31 August 10:00 a.m. - 4 September 12:00 a.m.**

‘INTRODUCTION TO HIGHER EDUCATION STUDIES’ COURSE

It is compulsory for every full-time student to attend the ‘Introduction to Higher Education Studies’ course during the second half of September. The main topics of the course are as follows:

- introduction of basic modules and specialist programs,
- introduction of the Studies and Examination Regulations of the Faculty of Health Sciences and other rules (study requests, credit transfer requests, certificates, House Rules and Regulations, fees and charges),
- use of the Neptun and Portal systems,
- use of the library and reading academic literature,
- effective study methods,
- possibilities and requirements of research work at the Faculty of Health Sciences,
- the system and perspectives of the multi-cycle training,
- techniques and possibilities of self-management (administrative, comprehension, system-understanding and negotiation skills),
- time-management,
- behavioral norms at the Faculty and in the profession,
- student organizations,
- opportunities for and requirements of public activity (evaluation of tutorial work, Faculty Day, Students’ Union election, representation of interest, expressive activities, etc.),
- talent management and forms of support for students with disabilities,
- student life: workshops, clubs, festive occasions, cooperation with foreign students etc.,
- international mobility opportunities,
- issues related to public security.

The course is a prerequisite subject with no credit value. However, it is necessary to

complete it in order to obtain absolutorium (pre-degree certificate).

It is in our common interest that you learn as much as possible from the information provided in the course, so that you will be able to navigate the - not uncomplicated - system of higher education.

ACADEMIC YEAR

The academic year consists of the study period and the examination period. The study period consists of a registration week and 14 teaching weeks. Classes are 45 minutes long. Students can take their exams during the examination period.

STUDY SCHEME

It is the Studies and Examinations Regulations that contains study-related information – responsibilities and rights - in the first place. All persons in student status at Semmelweis University Faculty of Health Sciences must be aware of these during their studies and must act accordingly.

Students of the Faculty pursue their studies according to a pre-set study scheme. The most important document of the study scheme is the curriculum that specifies the order of required subjects as well as the time-frames during which they have to be completed and also conditions under which students can diverge from the study scheme. We make an effort to provide increasingly more freedom for our students in creating their own study scheme and managing their own progress. However, certain academic requirements, namely the system of prerequisites (several subjects can be registered for only after the completion of their pre-requisite subjects), the time limits concerning given phases of your studies, and the number of exams permitted by the law have to be taken into consideration.

The study scheme consists of compulsory, compulsory elective and elective subjects. A compulsory subject is a subject whose completion is prescribed for everyone participating in the program. Students shall register for and complete elective subjects in order to guarantee the standard of their own professional development and also to accumulate the prescribed number of credit points to be gained for elective subjects. Our training system puts high emphasis on practical education and we provide various kinds of practical education to the students of the Faculty. Along with the lectures in classrooms, practices organized in healthcare institutions help prepare students for their profession.

There are some extracurricular opportunities as well that help establish new relationships, gain new experiences and broaden students' perspectives. In the

framework of these international programs our students may pursue parts of their studies at other countries' universities.

NEPTUN UNIFIED EDUCATION SYSTEM

Semmelweis University uses the Neptun.net education system for administrative tasks related to education. Briefly, the system's student interface provides the following options:

- registering and modifying personal data, qualifications, language certificates, addresses, phone numbers,
- sending and receiving messages,
- viewing data related to the training, specializations, subjects and semesters as well as an overview of the recommended curricula,
- listing of averages and credit points (courses registered for, completed, acquired during the semesters),
- viewing your own lecture book digitally,
- registering for subjects, viewing subjects that a student has registered for, modifying courses,
- viewing tasks during the semester,
- accepting or rejecting offered grades,
- registering for exams, viewing the data of exams, deregistering from exams,
- managing finances, viewing student grants.

You can check your Neptun account details on the first page of this Booklet. A compulsory course entitled "*Introduction to higher education*" will teach all students the usage of this system. You can find a detailed description of the Neptun system – entitled Neptun user guide for students – on <https://semmelweis.hu/etk/files/2020/07/neptun-1.pdf&acc=registered> only.

IT SERVICES


Approximately 60 workstations are available for students in the Faculty buildings and the dormitories during the opening hours. The computers enable students to access high- speed Internet, use the Neptun Education System and the University's library system, search in the catalogue of the Faculty's library and print online or computer-based documents. Further 150 computers are provided in the Faculty's classrooms for learning, practising with special programs that are used in the training of dieticians and health visitors, for using word processing and electronic spreadsheet programs, and for preparing and delivering presentations. Computers of the classrooms can also be used by students provided there is no class at that time.

Students may access the Internet via WIFI connection in the Vas street building, in the ground floor of the Erkel street building and in the Library. The login data are available on the Portal.

E-LECTURE BOOK

We use an e-lecture book at the Faculty. If the student's status terminates, we issue a lecture book printed from the Neptun system that is authenticated by the Faculty's Dean. Both the e-lecture book and its printed version are authentic instruments. A transcript of the lecture book containing data of the given term of the particular training program can be obtained on request free of charge once in a term.

STUDENTS' ELECTRONIC SYSTEM (STUDINF)

Students holding legal status at the Faculty are entitled to use the **PORTAL** system that is accessible through  **Portal login** on the Faculty's website (<https://portal.se-etk.hu/>). You will find the documents of your training program here (model curriculum, obligations concerning preliminary studies, subject descriptions). It is useful to download all of them because these documents are going to certify what you have learned). At the beginning of the semester, please check the subjects that you have registered for because you may find further study materials and practice tests related to the training program here if your lecturer uploads them. You will receive your login ID and password at registration.

You should carefully preserve your password because you may need it during your studies. In case you forget your password please use the password reminder that functions only with your email address set in the Neptun System. You need to download the website's certification in your browser – you will find guidance for this on the website.

On the basis of the provisions of the Studies and Examinations Regulations, messages (information, notification, orders) and decisions concerning the student and the student's requests/applications are sent via the **Studinf** system. Messages, decisions, and any pieces of written communication that are sent this way are considered delivered on the next day following the day of its communication. You can access the Studinf user interface after logging in to the Portal. A notification of the decision will be sent to your Neptun account and to the email address that you provided and which you authorized us to send notifications.

If you submit requests/applications, please check regularly your Neptun account and the email address that you have entered in Neptun, and check your spam filter settings, too.

TUTORING AND GUIDANCE

During their studies, students are assisted by teachers (tutors) who come from the university's staff and besides teaching their professional subjects, also undertake to help students in study-related and administrative affairs They are experienced lecturers and

professors who know the ins and outs of university life and whom you can turn to not only with your academic but also with your personal issues for an emphatic and knowledgeable response.

Tutoring activities include:

- helping students to be able to handle their troublesome things,
- in case of a collective problem, mediating between the competent organizational unit and the students,
- providing specific assistance in educational technical issues (e.g. use of Neptune, enrollment, examination, use of the Portal, etc.),
- providing methodological assistance to students,
- helping to orientate in the curriculum, in the interpretation of the Study and Examination Regulations and other regulations,
- exploring opportunities to support disadvantaged students,
- paying attention to students of outstanding ability, manage their talents,
- supporting and assisting the work of student self-organizations,
- playing a continuous guiding role in the preparation and foundation of decisions to be made in students' careers,
- playing an active role in the introduction and socialization of students in university life.

INFORMATION FOR STUDENTS WITH DISABILITIES

The Nftv. (Law on National Higher Education) and the Implementing Regulation regulate the promotion of equal opportunities of students living with disabilities. Every student with disabilities must be provided assistance and the type of education and examination that suit their disability, furthermore they must be given help in order to be able to accomplish the obligations arising from their student status. In justified cases, they should be exempted from given subjects or parts of subjects and should be exempted from the obligation of taking an exam. Students with disabilities have to be provided with longer preparation time on exams, and they must be assisted with special equipment on written exams, for example typewriters, PCs. If it is required, their oral exam should be substituted by a written exam or a written exam should be substituted by an oral exam. All these exemptions should be given exclusively in connection with the circumstances based on the reasons of exemptions and should not give exemption from the core academic requirements that are necessary to acquire a profession certified by a diploma. The rules concerning certain exemptions are detailed in Paragraph 62 of the Implementing Regulation.

Students with disabilities should certify the type, measure and temporary / permanent nature of their impairment with a medical report prescribed by Section (2) or (3) of Paragraph 63 in the Implementing Regulation.

(2) If the student's (applicant's) disability or special educational need was present during their secondary education, the disability or special educational need should be justified by a statement of a competent person issued by educational specialized services of

Budapest or of the counties or their predecessors of title or their member institutes acting on county or on national level, as well as professional and rehabilitation committees examining learning abilities and the national professional and rehabilitation committees among their predecessors of title, with the exception of higher education studies carried out non full-time. In this latter case disability and need for special education can be justified by a professional statement issued by ELTE (Loránd Eötvös University) Practicing National Pedagogical Special Service or its predecessor in title, ELTE Practicing Special Education and Speech Therapy Special Service, Professional and Rehabilitation Committee and Special Education Professional Service Institution.

(3) If the student's (applicant's) disability, special educational need was not present during secondary education, the disability should be justified by a professional rehabilitation institute or its predecessor.

The studies of students with disabilities are helped by a coordinator who is responsible for students living with disabilities at the institute or the faculty.

The tasks of the coordinator are as follows:

- a) participating in the evaluation of requests for help, exemptions and allowances, and in the decisions concerning appeal requests (the coordinator who took part in the evaluation of the request cannot participate in the appeal procedure),
- b) communicating with students with disabilities and with their caregivers,
- c) providing assistance during the studies and exams of students with disabilities, and organising consultations required by students,
- d) making proposals concerning the usage of normative subsidies that aim to help the studies of students with disabilities and formulating proposals for purchasing equipment to help students.

Situations backing up requests for help or certain exemptions and requests can be taken into consideration solely on the basis of information received from the student, and the provision of preferential treatment and exemptions guaranteed by the law are the results of procedures initiated by the student.

The evaluation of the students' applications concerning exemptions or other allowances belongs to the jurisdiction of the University's Equity Committee, and not of the Faculty.

Contact: Ms. Erika LEEL-ÓSSY SIPOSNÉ
Phone: (+36-1) 486-5829, Email: leel.ossy.erika@se-etk.hu

SCHOLARSHIP AND CAREER COUNSELLING

The aim of the office is to provide effective help for students through its special services and everyday practice. The services support current and alumni students of the Faculty of Health Sciences, youngsters who are about to decide on their career and graduates who would like to acquire another profession.

The operation and the objective of the office are closely bound. With its services, it wants to play a helping and orienting role, but at the same time it aims to be a base and

a development workshop for student initiatives in which conscious professional and career planning is given a prominent role.

The office is a gathering place and source of volunteering, team building, individual career planning, where students can get acquainted with the problem-solving strategies of their peers and share their own ideas and knowledge.

We help to ensure that the professionals who graduate here shall be competitive in the labor market and that all those who consciously build their future will find the most suitable job for them.

Services:

- job search advice: channels, CV, cover letter,
- labor law, equal opportunities counseling,
- career guidance, career socialization, career correction counseling,
- job placement, publication of job offers,
- organization of career days,
- organization of professional workshops,
- graduate career tracking,
- addiction consultation,
- life management counseling,
- stress management,
- training sessions: conflict management, personal finances, protocol knowledge, time management.

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LIBRARY

The Faculty Library is a specialized public library for students and is part of Semmelweis University's library system. The library welcomes its guests on two floors, on an area of 500 m² and with the capacity of serving 80 visitors in 50 open hours per week. The main role of the library is to provide students, professors and other employees of the Faculty with printed and electronic materials and information that are necessary for teaching, learning and conducting research projects.

Information about the documents accessible from the Library is available through the joint online catalogue.

Opening hours in the study period:

Monday	9 a.m. - 7 p.m.
Tuesday – Thursday	8 a.m. - 7 p.m.
Friday	9 a.m. - 4 p.m.

Information: (+36-1) 486-5955
Registration/Borrowing/Renewal: (+36-1) 486-5959
University Book Store: (+36-1) 486-5860
(<https://semmelweis.hu/etk/en/students/library/>)

Services free of charge for university students:

- visiting the library,
- receiving information concerning the library and its services
- unlimited use of the collection (open-shelves, handbooks, current periodicals in bindings, specified by the library) on the premises,
- use of electronic catalogues and databases,
- research in specialized literature,
- use of anatomy demonstration tools.

Services restricted for registered users of the library:

- borrowing

Students and employees of the University can register in the library FREE OF CHARGE.

Fee-paying services:

- copying, printing, scanning

Documents regulating the use of the Library are available at the Faculty's homepage under Regulations. At registration, the following data should be supplied and certified: name of the person who wishes to register, mother's name, date and place of birth, address, as well as the number of ID Card or Student's Card, Neptun ID. In all cases, a "Consent to Data Management" should also be filled in.

Foreign citizens can register with their Residence Permit and the guarantee statement of a Hungarian citizen which is also an employer's certificate. Guarantee statement is also required for the registration of foreign citizens holding a Hungarian citizen certificate.

The registration form can be obtained at the Library or downloaded from the Library's homepage under „Registration assistance”.

The maximum length of borrowing is normally 4 weeks (renewal is possible on request) and 2 weeks in case of books and lecture notes identified as compulsory literature (not renewable). A reader can borrow a maximum of 8 documents at any given time.

SCIENTIFIC WORK AND TALENT MANAGEMENT

High potential students' talent management is realised in both their study and research activities: they can work as teaching assistants; they can lead practical classes and have the opportunity to take part in certain research projects of the Faculty. Talented students can attend individual and small-group talent management trainings and selective courses.

Professors of the Faculty propose several topics for students who are interested in scientific research. Members of the Students' Scientific Association have the opportunity to join theoretical and practical researches, to go beyond the compulsory studies and broaden their knowledge in certain fields of science; furthermore, to learn

about the local and international scientific findings and traditions. Students can present their research and findings at the Faculty's Students' Scientific Associations Conference organized every year, where they can obtain skills in holding presentations at science forums. The best presenters of the conference can participate in Students' National Scientific Associations Conference.

Learn more about the conditions and membership of the Students' Scientific Associations on the Faculty's website (<https://semmelweis.hu/etk/en/students/student-organisations/>) or in the Operational Regulations of the Students' Scientific Associations.

In each academic year, the University announces proposals for Rector's research projects in order to facilitate the individual research of high potential students. Organisational units participating in the education as well as educational/scientific/healing institutions mentoring students of the Students' Scientific Association can propose titles for the given year's project until the 1st of June. The titles of Rector's research projects are published on the University's homepage by the 15th of June. Scientific papers submitted by students by the 15th of October of a given academic year, be they experimental, other empirical exploratory, theoretical or comprehensive in nature are evaluated by the University's Evaluation Committee and recommended to the Rector for 1st, 2nd and 3rd prize or for special prize by the 30th of November of the given year. The Rector approves the prizes for the projects by the 15th of December each year. The Dean of the Faculty can accept Rector's projects that obtained the first prize as a thesis marked excellent upon the request of the student.

The students of the Faculty can apply for membership in the Faculty's Mentoring Program, through which they can get selected for the University' Kerpel-Fronius Ödön Talent Support Program. The Program's aim is to support the most talented students, provide them with additional professional guidance and scholarship opportunities. You can learn about the application requirements on the Bulletin board at the Faculty's homepage, as well as in the Talent Management Program, Organisational and Operational Regulations of the Mentoring Program.

INTERNATIONAL STUDIES

The Faculty is proud of its extensive international connections spreading from Europe to Asia and America. Within the framework of the ERASMUS+ Student Exchange Program, each year about 30 students and 6-10 lecturers have the opportunity to expand their professional horizon abroad, to gain new experiences and get acquainted with new, more advanced methods and technologies applied in foreign training centres.

During the time when their status is active, students have the opportunity to apply to study abroad – they can submit their application once to any of the places announced by universities that are in contractual relationship with our Faculty. The nature of these programs can be theoretical or practical, depending on the agreement in force between

the two training centres. The list of host institutions includes about forty Finnish, Dutch, Belgian, Spanish, Portuguese, Turkish, German, Czech, Danish, Polish, Romanian, Estonian, Italian and Austrian, universities. We are constantly expanding the range of collaborating institutions.

Increasingly more students have the opportunity to gain intercultural experience abroad during the annual one-week student conference of COHEHRE (Consortium of Institutes of Higher Education in Health and Rehabilitation). Normally, students themselves have to cover conference-related expenses, but many participants obtain exemption by winning the grant of the consortium and the Faculty.

Apart from the above opportunities, students may benefit from other foreign scholarships. We make all calls for proposals available on the Neptun Educational System, on the departments' billboards and on the website.

Several times a year, the Faculty organizes intensive 2- or 3-week-long training programs at the incitement of Chinese professional organisations (Tianjin Public Health Bureau) and foreign universities (e.g. Josai International University). Apart from the Faculty's lecturers, students are also involved in the realisation of these extension courses where they can improve their foreign language skills and increase their intercultural competences apart from establishing professional relationships.

SPORTS

The Division of Physical Education teaches the 7-semester long compulsory subject Physical Education (PE) for each full-time BSc student. It is a practical course that can be completed by obtaining the signature of the lecturer at the end of each semester as set out in the Studies and Examinations Regulations. In classes and during trainings, wearing sports clothing and training shoes is compulsory. Latecomers are not allowed to join the class due to heightened risk of accidents.

Exemption from attending the PE classes can be granted for athletic performance or on the basis of health issues. An **athlete's exemption** can be granted following the submission of the form available at the office of the Division of Physical Education (Room 421). The prerequisite of the athlete's exemption is an active membership in a sport club of Division I.

Exemption on the basis of health issues can be requested from the Faculty's doctor based on a discharge summary issued by a specialist. The issued medical opinion must be submitted to the Studies and Examinations Committee together with the request for exemption that is downloadable from the Faculty's website. The medical opinions concerning partial exemption requests shall be submitted to the Division of Physical Education. Physiotherapy students cannot get full exemption. The submission **deadline is 28 September** in the Autumn semester and **1 March** in the Spring

semester.

PE classes held on different locations provide a variety of work-out opportunities. Leisure sport programs and out of class trainings are organized by the Faculty's „Egészség” Student Sport Association. The Division of Physical Education provides regular trainings and participation in university championships in volleyball, basketball, handball, soccer and floorball. Running trainings are organized every week; these serve as a good preparation opportunity for competing in the big running galas of Budapest.

Locations for in and out of class work-outs:

1. Vas street building: 2 gyms (fitness, aerobic),
2. rented places in the vicinity of the Vas street building: basketball, volleyball, handball, floorball and soccer.

The list of other relevant programs include: ski camp, water sports camp and the Faculty's Sports Day of the academic year of 2020/2021. Further information is given in the registration week and on the first PE classes.

ADDITIONAL INFORMATION

Information necessary for your studies, regulations, and notifications related to the life of the Faculty are available through the **unified higher education system** (<http://neptun.semmelweis.hu>), our website (<https://semmelweis.hu/etk/en>) **and** through the **students' electronic system** (Studinf, accessible via <https://portal.se-etk.hu/>).

We call your attention to the fact that you must read the regulations on the Faculty's website before registration, and afterwards you must make a declaration of having done so.

On the Faculty's website (<https://semmelweis.hu/etk/en>), you can find among others the Academic Calendar of the 2020/2021 academic year, as well as contact information, educational information, and a lot more.

You do not need to register again during your studies. However, until the deadline prescribed by the Academic Calendar, you have to announce whether you intend to continue or to suspend your studies in the upcoming educational period.

To make an announcement concerning the continuation of your studies you must register for at least one subject in the Neptun Educational System during the registration week until the deadline prescribed by the Academic Calendar. You have to register in the system before subject registration. The upcoming semester of students who do not register for at least one subject until the given deadline is automatically considered passive.

Students may cancel their announcement concerning the continuation of studies within one month after the beginning of the educational period. In this case, on the request of the student the proportional part of the tuition fee paid for the given term specified in SER must be returned to the student.

The deadline for submitting credit transfer requests is 7 September. Therefore, please check out the credit transfer procedure on our website under Students' information and submit the downloaded and completed form until the deadline at the Foreign Students' Secretariat. For the acceptance of credits gained outside of Semmelweis University Faculty of Health Sciences, attachment of the authorized and detailed syllabus of the completed subject(s) (stamped and signed by the given institution) is necessary. Decisions made on credit transfer are delivered to you via Studinf.

CATERING

A restaurant operates both in the Vas Street and Erkel Street buildings waiting for their guests with daily-changing menus. The current menu is available on the Faculty's website: <https://semmelweis.hu/etk/en/students/faculty-canteen/>.

FOREIGN LANGUAGE EDUCATION

Medical Latin and Healthcare Terminology

Students are expected to study Medical Latin in the first semester and Healthcare Terminology in the second semester as compulsory subjects. Medical Latin is a prerequisite for Healthcare Terminology. The aim of these courses is, on the one hand, to give students effective help in studying Anatomy, Physiology and other medical disciplines, and on the other hand, to provide a lexical and grammatical basis of Latin to help them acquire medical terminology in other modern languages, with special regard to English.

Classes are held once a week (90 min). Students are awarded 2 credits for completing one course and a grade that counts toward the study average.

Hungarian as a foreign language

Students are required to study Hungarian for four semesters (Basics of Foreign Language). The aim of the course is to prepare students for effective communication in Hungarian. Completing the language courses in the 4 semesters is a prerequisite for completing the course entitled "Foreign Language for Healthcare Purposes" in the fifth and sixth semesters. The "Foreign Language for Healthcare Purposes" course serves to improve students' language competences developed during the previous semesters, and to prepare them for effective communication with patients in Hungary.

Classes are held twice a week (2 x 90 min).

There is no credit awarded for Basics of Foreign Language, but for completing Foreign Language for Healthcare Purposes students are awarded 4 credits per semester.

STUDY AGREEMENT

Student status is established on the basis of the decision on admission or transfer, by registration. With regard to the training program the student participates in, a study agreement has to be concluded.

STUDENTS' UNION (HÖK)

The Students' Union is an actively functioning organisation of interest representation and interest protection that consists of the students of the university and represents the interests of students. Moreover, HÖK participates in organising the scientific, educational, cultural, sport and social life of students. In the election process of officers and student representatives, all students who hold an active student status have the right to vote and can be elected.

The Students' Union has the legal right to agree to the regulations that affect students: Studies and Examinations Regulations, Tuition and Grant Rules, Rules of Student Evaluation of Teaching. The activities of the HÖK affect every student issue, thus it provides information on sporting/cultural/grant/dormitory and other opportunities provided by the Faculty and the University, moreover, it gives assistance in interpreting the rights and obligations posed by Faculty and University regulations. Additionally, students are more than welcome to contact the student representative body with any kind of problem or idea.

HÖK Office:

1088 Budapest, 17 Vas Street, Room 05 (Basement)

E-mail: hok@se-ctk.hu, phone: (+36-1) 486-5888

CLUBS AND FREE-TIME ACTIVITIES

Students have numerous opportunities to spend their free time constructively and pleasantly, and can participate in many clubs and free-time activities organized by the Students' Union of Semmelweis University Faculty of Health Sciences.

Students wishing to pursue sports may participate in handball, basketball, football, volleyball, aerobic trainings, or may join clubs of the Faculty and the University's cheerleader team. In questions related to clubs or other issues, the Students' Union provides further and topical information.

DOCTOR'S OFFICE

A Doctor's Office operates in the Vas street building to provide first aid in emergency situations for our students. Here, students can receive counselling, can take their aptitude tests and can check their Anti-Hbs vaccination status.

Place of the Doctor's Office: 17 Vas Street, Mezzanine 1
Leader: Dr. Sándor HOLLÓS
Assistant: Ms. Henrietta GALVÁCS

The current office hours of the Doctor are available on the information board next to the entrance to the Doctor's Office. Please visit the Doctor's Office to obtain the aptitude tests in office hours.

LEGAL REMEDY

Pursuant to Article 57 § (1) – (3) of the Act on National Higher Education (Nftv), in the event of the infringements of their rights, students may:

- a) seek legal assistance from the students' union,
 - c) lodge an appeal, which shall be examined by the higher education institution as set out in this Act,
 - d) initiate proceedings by the Commissioner for Educational Rights, provided that all remedies available under this Act, except for judicial proceedings, have been exhausted.
- (2) In the cases specified in this Act, the relevant government decrees and its rules for organization and operation, and if so requested by the student, the higher education institution shall notify the student of decisions that concern him or her in writing. The decision adopted by the higher education institution concerning the student shall be final if the student concerned fails to lodge an appeal within the time limit set in paragraph (3) or has waived the right to lodge an appeal.
- (3) With the exception of decisions relating to the assessment of academic achievements, any decision or measure, or failure to act, of the higher education institution (hereinafter referred to jointly as "decision") shall be subject to appeal within fifteen days after notification or, in the absence of notification, the student's becoming aware of it. Students may also initiate proceedings against a decision relating to the assessment of academic achievements if it was not based on the requirements adopted by the higher education institution, or conflicts with the higher education institution's rules for organization and operation or any provision applicable to the organization of examinations has been violated.

The rules of legal remedies of the University are included in Students' System of Requirements in Semmelweis University Organizational and Operational Regulations, which is available at the homepage of the Faculty at <https://semmelweis.hu/etk/en/students/regulations/>.

ADDITIONAL FEES PAYABLE BY STUDENTS

– 3rd or further exam in the same subject	4 000 HUF
– registration for a subject with credit value on the basis of equity	per credit 5000 HUF
– registration for a subject without credit value	5000 HUF x contact class /12
– missing the deadlines given in the academic calendar (except for deadlines of handing in requests)	6000 HUF
– missed exam fee, unjustified absence from an exam	7450 HUF
– modification of subject registration after the deadline on the basis of special permission	per subject 4 900 HUF
– final exam re-sit	8000 HUF
– exam outside the exam period (permitted by the SER)	7450 HUF
– materials produced with the equipment of the Faculty and provided to the student – if the product will be possessed by the student	individual fees
– use of the facilities (library, labs, computer-, sports and leisure time facilities) in ways that are not specified among free services	in accordance with the operational rules of the organizational unit involved, individual fees

INFORMATION ON THE REQUIRED MEDICAL EXAMINATIONS BEFORE STARTING YOUR CLINICAL PRACTICE

Before starting their clinical internship, students must pass the required medical fitness examinations with negative results. Without its certification students are not allowed to commence their practice in any host institution. The list of required medical examinations for each particular program and semester can be found on the Faculty's homepage (<https://semmelweis.hu/etk/en/students/doctors-office/>).

Please note that the doctor's office of the Faculty does not have the right to make appointments for the medical tests, therefore the student has to initiate the completion of the medical examinations at a competent GP or health care (laboratory diagnosis) service!

Tests are needed to be paid for and the referrals can be obtained at the competent GP and the appropriate phials are available at laboratory diagnostic service providers and pharmacies.

During registration, students must declare whether they have received the vaccinations

against Hepatitis-B infection or not. If so, it must be proved by presenting the International Certificate of Vaccination. Instead of the International Certificate of Vaccination, the result of Anti-HBs test can also be accepted. If the Hepatitis Vaccinations are not certified, an antibody titer test is required. Students who have not received the vaccinations yet can have the shots at the Doctor's Office of the Faculty. The immunisation against Hepatitis-B virus for over 15 years consists of three parts the second shot is to be given- 4 weeks after the first shot and the third shot should be received after 6 months.

The full completion of the above is the personal responsibility of students before starting their clinical practice. That is why we highly recommend arranging the medical examinations and vaccinations during the summer holiday, before the start of the semester.

The hygiene test required for clinical practices is completed in the possession of the negative test results, or the student may complete the aptitude test at other bodies authorized to perform this type of testing. In this case, due to administrative reasons, it is mandatory to present the certificate certifying the results at the Doctor's Office.

In our experience, students tend to apply for their aptitude tests in the last few days preceding their planned internship, which results in long queues at the Doctor's Office. In order to avoid this problem, aptitude tests can be performed anytime during the academic year, even during the first weeks. Please note that this does not apply to the throat culture test that is required for all internships at obstetrics, newborn and premature units, because these results are valid only for three months. All other tests are valid for the period of the entire academic year in which the test was performed.

REQUIRED MEDICAL EXAMINATIONS DURING YOUR STUDIES

Medical examinations for the clinical practices:

	Physiotherapy	Midwifery	Nursing
Semester 1			
Semester 2			
Semester 3			Chest X-ray Dermatological test
Semester 4			
Semester 5	Chest X-ray Dermatological test	Lues-serology Chest X-ray Dermatological test Throat culture test Fecal culture test	Lues-serology Chest X-ray Dermatological test Throat culture test Fecal culture test
Semester 6		Throat culture test	
Semester 7	Lues-serology Chest X-ray Dermatological test Throat culture test Fecal culture test	Lues-serology Chest X-ray Dermatological test Throat culture test	Lues-serology Chest X-ray Dermatological test Throat culture test Fecal culture test
Semester 8		Throat culture test	

The validity period of the different medical examination types:

Examination type	Validity
Lues-serology, Fecal culture	Only for the given academic year
Chest X-ray, Dermatological test	1 year
Throat culture	3 months

Please note that the medical examination types are subject to change.

INFORMATION ON DATA PROTECTION

In terms of the protection of the processing of personal data of natural persons as well as the free transfer of such data related, repealing Decree No 95/46/EK, Article 13 of decree No. 2016/679 of the European Parliament and of the European Council requires that the data controller shall duly inform all parties involved before the start of the processing data.

In fulfilment of the obligation imposed on it by the Decree, the University has prepared the Data Management Information in the resolution of the Rector and the Chancellor No. E/1/2018.(V.25.), which is available at

<https://semmelweis.hu/jogigfoig/dokumentumtar/szabalyzattar/adatvedelmi-szabalyzat/>.

DIPLOMA VERIFICATION

Please be prepared that if you would like to use your diploma / diploma supplement outside Hungary you may need to get them verified. We suggest you to check what kind of validation your home country or target country may need in order to fully accept your degree. Some countries may need an Apostille-stamp, which renders international recognition to diplomas and other public documents.

Please find below the steps of a general verification process, and note that further tasks might be needed in certain countries.

STEPS

1. Ministry of Human Capacities

Address: 1122 Budapest, 19-21 Maros Str.

Office hours:

Monday – Thursday: 8:00 a.m. – 4:30 p.m.

Friday: 8:00 a.m. – 2:00 p.m.

2. Ministry of Foreign Affairs and Trade(obtaining the Apostille-stamp)

Address: Ministry of Foreign Affairs and Trade – Consular Department – Validation Division (Külgügyminisztérium Konzuli Főosztály – Hitelesítési Részleg):

Address: 1027 Budapest, 4 Nagy Imre square, building E – ground floor

Office hours:

Monday-Thursday: 9:00 a.m. – 12:00 a.m. (document submission)

Monday – Thursday: 1:00 p.m. – 3:00 p.m. (return of documents, next day after submission)

Friday: 1:00 p.m. – 3:00 p.m. (return of documents)

RESIDENCE IN HUNGARY

To arrange their residence administration, students should turn to: **National Directorate-General for Aliens Policing**

Residence permits for students are issued at Client Service II at 35 – 37 Szege di Road (district 13, the ground floor of Twin Office Center).

Phone: (+ 36-1) 463 9100, E-mail: bp2@oif.gov.hu

Processes:

- residence affairs (registration card, prolongation of national residence permits too),
- authority's approval of invitation letter,
- report of accommodation.

Possible clients: People with residence permits issued by the Embassies of Hungary, European citizens who live or reside temporarily in the territory of Budapest and Pest

County, foreigners and Hungarian citizens who live or reside temporarily in the territory of Budapest and Pest County, and foreigners or representatives of corporate bodies.

Office hours:

Monday	7:30 a.m. – 1:00 p.m.
Tuesday	12:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 1:30 p.m.
Thursday	7:00 a.m. – 1.30 p.m.
Friday	11:00 a.m. – 12:00 a.m.

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