

**SEMMELWEIS UNIVERSITY**  
**Faculty of Health Sciences**

**BSc programme in Health Care Management,  
Health Tourism Management Specialization  
Study Information Booklet**



**2025/2026 academic year**

## **CONTACT**

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### ***Head of Dept.:***

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### ***Departmental education organizer:***

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Please contact us by e-mail!

### ***Grade tutors:***

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4. Year: **Dr. Helga Judit Feith**, college professor; [feith.helga@semmelweis.hu](mailto:feith.helga@semmelweis.hu)

### ***Departmental demonstrator students:***

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### ***Department representative responsible for internship:***

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### ***Department representative responsible for the Students' Scientific Association (Tudományos Diákkör, TDK):***

**Dr. Edina Gradvohl** associate Professor; e-mail:  
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### ***Office of Foreign Students' Secretariat:***

**Secretariat of Foreign Students (Külföldi Hallgatók Titkársága), Kristóf Bagi (study expert)**

Email: [bagi.kristof@semmelweis.hu](mailto:bagi.kristof@semmelweis.hu)

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### ***Office hours:***

<https://semmelweis.hu/etk/en/about-the-faculty/foreign-students-secretariat/>



## **GENERAL TRAINING INFORMATION**

### **2025/26 ACADEMIC CALENDAR (key dates)**

#### **AUTUMN SEMESTER**

<b>Subject Registration Period</b>	25th of August, 2025 – 29th of August, 2025 1st & 2nd of September, 2025
<b>Study period</b>	8th of September – 12th of December, 2025
<b>Exam period</b>	15th of December, 2025 – 19th of December, 2025 and 5th of January, 2026 – 13th of February, 2026
<b>Closing the subject registration period</b>	5th of September, 2025
<b>Subject registration request posteriorly</b>	12th of September, 2025
<b>Application for admission to Students' Scientific Association (TDK)</b>	19th of September, 2025

#### **SPRING SEMESTER**

<b>Subject Registration Period</b>	09th of February – 13th of February, 2026
<b>Study period</b>	16th of February – 22nd of May, 2026
<b>Exam period:</b>	26th of May – 10th of July, 2026
<b>Closing the subject registration period</b>	13th of February, 2026
<b>Subject registration request posteriorly</b>	20th of February, 2026
<b>Application for admission to Students' Scientific Association (TDK)</b>	27th of February, 2026

Other deadlines: <https://semmelweis.hu/etk/en/students/academic-calendar-2/>

#### **Public holidays in Hungary:**

- 1st of January (New Year's Eve)
- 15 of March (The Celebration of the Revolution of 1848)
- Easter Monday (moving holiday, exact time changes)
- 1st of May (Labor Day)
- Pentecost Monday (moving holiday, exact time changes)
- 20st of August (Founding of the state)
- 23rd of October (Celebration of the 1956 Revolution)
- 1st of November (All Saints' Day)
- 24-26th of December (Christmas)

If the official holiday falls on a Tuesday, then Monday, if it falls on a Thursday, Friday is a public holiday (in this case, a Saturday becomes a working day according to the Monday or Friday schedule).

In the autumn of 2025, the changes affecting education will be:

- There will be no classes on 23rd and 24th of October in 2025, but 18th of October (Saturday) is a working day!

## **BASIC TERMS**

The Study and Examination Regulations of Semmelweis University (hereinafter referred to as the Academic Regulations Act, HUngharian abbreviation is TVSZ) regulate the study obligations of students in detail. The most important concepts related to studies are highlighted below:

### **Study credits:**

Unit of study, where 1 credit means 30 working hours, of which 12 working hours are contact hours (lectures, seminars or practice) at the Faculty, and 18 working hours are individual study hours; A total of 210 credits must be completed during the health care organizer training (plus the criterion subjects without credits).

### **Criterion requirement:**

A mandatory requirement to be fulfilled in the curriculum based on the training and outcome requirements, which does not include the completion of credits (Section 2 (1) of the Curriculum); In the health care organizer training, such a criterion subject is e.g. physical education or Hungarian language.

### **Model curriculum:**

The course registration order containing the compulsory subjects prescribed in the curriculum and a part of the credit value to be obtained from the elective subjects, as well as the descriptive data of these subjects assigned to the given semester, recommended with regard to the pre-study requirements (Section 2 (1) of the Academic Procedure Act).

### **Subjects:**

Four different types of subjects during the training

**a) a compulsory subject** is a subject which all students are required to complete (Section 2 (1) of the Compulsory Curriculum);

**b) obligatory elective subject** is 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) (Section 2 (1) of the Curriculum);

**c) an elective subject** is a subject announced by any faculty of the University as defined in the given curriculum, and – based on the decision of the Senate – a voluntary activity or a conference, or a scientific or professional event may be completed instead of a subject, in the case of which the student decides for himself or herself which of the minimum credits specified in the training and outcome requirements – taking into account the pre-study

schedule – will be completed (Section 2 (1) of the Academic Procedure Act). ); **d) criterion subject** is a mandatory requirement without credits that is specified in the training and output requirements (e.g. apprenticeship, language requirements).

#### **Classroom lessons:**

There are three types of classroom lessons; **a) the lecture** is primarily a theoretically oriented lesson, in which the entire specialization or even the entire grade participates, regardless of the specializations; **b) a seminar** is a practical form of education organised for a smaller group of students (at most half of the students admitted to the subject), which is primarily based on oral communication between the students and the lecturer, and the interactive, detailed processing of the curriculum with the active participation of the students (Article 2 (1) of the Academic Procedure Act); **c) a smaller group of students participates in the practical lesson, which is based on simulation, laboratory or other completely practical activities**

#### **Course:**

completion of a subject in a given semester, a set of study sessions and performance evaluation procedures to which a specific place, date and instructor belong (Section 2 (1) of the Academic Procedure Act).

#### **CV course:**

the opportunity to complete a course that does not qualify as subject registration, in the course of which a student who took the subject in a previous semester and has a valid "signed" signature entry for the subject, may complete the subject without participation in contact classes and other mid-semester obligations, and he/she is obliged to make an end-of-semester exam of the subject, during which he/she may use the exam opportunities not yet exhausted in the semester of the last admission of the regular course (Section 2 (1) of the TVSZ)

#### **FM course:**

subject re-enrolment, in the course of which a subject ending with an exam, a student who took it in a previous semester and has a valid "signed" signature entry for the subject, but has not completed the subject, may complete the subject without participation of contact class and other mid-semester obligations, and he/she is obliged to make an end-of-semester exam of the subject, during which the number of exam opportunities will be determined according to the general rules of the assessment of study requirements (Section 2 (1) of the TVSZ).

#### **Observation exercise:**

in the first and third semesters of education, a course introducing the given field of study (health management or health tourism) to the students, which takes place in a classroom setting, in the framework of workshops by professionals or external site visits.

#### **Subject description:**

determines the knowledge and skills to be acquired within the framework of each subject (Section 2 (1) of the Subject Act), as well as the attendance and other requirements related to

the subject, as well as the compulsory and recommended literature; the lecturers are obliged to upload the course programme in the Moodle system for the given subject every semester.

**Forms of assessment:**

**a) practical grade:** assessment based on an assessment and presentation during the semester; **b) practical examination:** an examination activity defined for the purpose of a more comprehensive assessment of the candidate's practical preparedness, which must be carried out or prepared during the examination, and which must be defended orally, including the verification of the knowledge contained in the given subject requirements (Section 2 (1) of the Labour Code); **c) colloquium:** a performance assessment summarising a single subject in the form of an examination, provided that if a subject forming part of a multi-semester subject does not contain a summative performance assessment, the colloquium of the final subject may also contain the material of the subject that does not end with a summative performance assessment (Section 2 (1) of the Labour Code); the colloquium may be written, oral, written and oral.

**Mid-term grade:**

the grade to be determined during the study period on the basis of the results of the partial performance evaluation (Section 2 (1) of the Academic Procedure Act)

**Test bank:**

In the case of a written colloquium based on closed questions, the questions of the test bank and the solutions must be made public to the students in advance, if this does not happen, then in this case the test must be corrected after the test has been written, and if the student receives an unsatisfactory or sufficient grade for the written test, an oral exam must be held on the same day

**Thesis:**

"A diploma work is a presentation about a simple investigation, or the application and demonstration of practice-oriented professional knowledge written in the language of the training. " (source: Guidelines on the format and presentation of the thesis/diploma work; Page 3)

**Portfolio thesis:**

a collection compiled with the active participation of the student, consisting of the works and achievements made during his/her studies; The compiled collection reflects the professional development and achievements of the author (thesis format introduced from autumn 2024)

**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 fulfil 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; (Section 2 (1) of the Student Act).

**Absolutorium:**

a document certifying without qualification or evaluation that the student has fulfilled all the study and examination obligations prescribed in the curriculum and has completed the prescribed professional practice, with the exception of the final exam and thesis; the absolute

certificate does not certify a degree or professional qualification (Section 2 (1) of the Educational Qualifications Act)

**Final examination:**

checking and evaluating knowledge and practical skills and the knowledge (skills) necessary for obtaining a higher education degree, in the course of which the candidate must testify before the final examination committee of the Faculty that he or she possesses the knowledge necessary for the qualification and that he or she understands and is able to apply the knowledge learned in context. The condition for admission to the final examination is the acquisition of the absolute certificate (Section 2 (1) of the Final Examination Act).

<https://semmelweis.hu/etk/en/students/study-information/>

Other concepts related to the training in the Organisational and Operational Regulations and Student Standards and Studies and Examinations Regulations of Semmelweis University (TVSZ):

[https://semmelweis.hu/jogigfoig/files/2025/08/SZMSZ\\_HKR\\_III\\_KONYV\\_III\\_2\\_RESZ\\_Tanulmányi es Vizsgaszabalyzat hatalyos 20250618 EN v.pdf](https://semmelweis.hu/jogigfoig/files/2025/08/SZMSZ_HKR_III_KONYV_III_2_RESZ_Tanulmányi_es_Vizsgaszabalyzat_hatalyos_20250618_EN_v.pdf)

### **TEACHERS PARTICIPATING IN THE TRAINING, LANGUAGE OF TRAINING**

The teaching staff of the training consists of 1) full-time, 2) part-time staff (who come from different departments of the Faculty according to the subjects), 3) external (contracted) staff, 4) volunteer staff.

Lecturers monitor and evaluate students' academic work and development.

**The language of the training is English, so the instructors are obliged to hold the classes in English** (except for Hungarian language classes and optional courses taken in Hungarian), **including the language of the presentations, hand-outs and the messages addressing the entire class.**

The Department strongly requests the lecturers and students to have communication and lectures in English, even in the case of any question asked by any student in Hungarian or international students are not presented in the class.

Of course, there is no obstacle for the teacher and the student to communicate in Hungarian during breaks or on other occasions not related to the lesson.

The Department responsible for the training recommends that if the nature of the lesson allows it, the classes should be interactive as much as possible, where students have the



opportunity to comment in English, and if possible, verbal tests should also be emphasized in the case of mid-semester and end-of-semester exams.

### **STUDY OBLIGATIONS**

The study requirements of the training are governed by the Study and Examination Regulations of Semmelweis University (TVSZ).

[https://semmelweis.hu/jogigfoig/files/2025/08/SZMSZ\\_HKR\\_III\\_KONYV\\_III\\_2\\_RESZ\\_Tanulmanyi\\_es\\_Vizsgaszabalyzat\\_hatalyos\\_20250618\\_EN\\_v.pdf](https://semmelweis.hu/jogigfoig/files/2025/08/SZMSZ_HKR_III_KONYV_III_2_RESZ_Tanulmanyi_es_Vizsgaszabalyzat_hatalyos_20250618_EN_v.pdf)

<https://semmelweis.hu/english/> - MENU: STUDIES → Study and Examination Regulations

It is important for students to progress in their studies according to the model curriculum, as there are also subjects that build on each other, these subjects can be found in the so-called Prerequisite Chart.

<https://semmelweis.hu/etk/en/students/training-program-documents/>

Students are asked to **a) check in Neptun during the course registration period that all the subjects in the sample curriculum have been enrolled in each semester.**

It is also important that students **b) check in Neptun in the last week of the study period whether they have received the signature of all the subjects they have taken and completed,** and immediately notify the teachers of the course if this has not happened.

As if **c) after the last exam of the exam period, it is also necessary to check in Neptun whether they have received the signatures and grades for all the subjects they have taken.**

The student may request the registration of the missed grade in Neptun for two weeks after the exam period. After that, it is no longer possible.

The curriculum of each subject consists of what is said in lectures, what is learned at seminars/exercises and compulsory literature.

The individual work of students is supported by the electronic learning materials available **in the University's Moodle system**, depending on the subject. **All students are obliged to use the Moodle system regularly.** The subject program description is uploaded to the Moodle system for each subject, as well as other extra materials related to the curriculum.

### **Written student submissions**

The Department responsible for the training strongly suggest that teachers 1) request the uploading of students' submissions through the Moodle system in all cases (preferably in Pdf format); and 2) in the case of student submissions, the occurrence of plagiarism and AI use should be checked with the help of the software provided by the University.

We would like to draw the attention of Students to the fact that plagiarism is an act that violates the TVSZ, which may result in the initiation of ethical and disciplinary proceedings.

The Department responsible for the training recommends that all written submissions follow the **1) formal requirements (III. Guidelines for Formatting the Dissertation) and 2) the use of literature sources (IV. References) in „Guidelines on the format and presentation of the thesis/diploma work”**.

### **1) Formal requirements for submissions**

- Letter size: Body text 12 point
- Letter type: Times New Roman
- Format: 1.5-spaced, full justification
- Margins: 2.5 cm
- Expecting character numbers are not including References
- Page number: bottom of page, in the middle
- Numbers of tables: with Roman numerals
- Numbers of figures, pictures: with Arabic numerals

### **2) References**

It is very important that the use of professional literature during university studies can only be based on scientific sources and with appropriate citations.

The University has a number of international databases (<https://lib.semmelweis.hu/databases>), which students can use freely either within the university network (intranet service from faculty computers) or remotely (VPN). Students should definitely request VPN access, which can be found on the following website (Semmelweis University Central Library):

<https://lib.semmelweis.hu/studentvpn>

Information on the use of literature sources can also be found in the „Guidelines on the format and presentation of the thesis/ diploma work”, from which we quote verbatim below:

#### **"Ways to use references:**

**Paraphrase:** content (not word by word) citation. The source of the given work has to be marked correctly. As you cite not word by word but by content, in the body text it is enough to mark the author and the date. The same marking should be used when an oral statement is referred to. Example: (Smith, 2010).

**Direct quotation:** in the case of word by word citation – with the use of question marks – the exact page number should be marked within the in-text round brackets. Example: (Smith, 2010, p. 175).

**Failing to mark the source (in the case of paraphrase as well!) – i.e. using other authors' research results without quotation marks and reference, their publication as own thoughts in a way that misleads the reader – the ethical misconduct of plagiarism will take place.**

When selecting the sources you must strive for quality, so do not refer to common facts or unchecked information without authorized sources. Relating sources must be presented in a list after and separated from the main body text, on a new page.

A reference list is a list of sources mentioned in the main body text of the dissertation, i.e. they have been referred to somehow in the text.

There are several Style Guides all over the world for publishing scientific papers, which give instructions about how to describe the referred items, how to arrange them in lists or present them in-text. They are to be followed by undergraduate students, as well, when they prepare scientific publications / thesis, diploma work, dissertation, etc. / during their studies.

Based on the consensus by the teachers of our Faculty, **we follow the recommendations of APA Style Guide /Publication Manual of the Psychological Association, 7th edition, 2020/**. "  
(Source: *Guidelines on the format and presentation of the thesis/ diploma work*; page 17-18.)

### **Student presentations**

It is important to note that the teacher's curriculum presentations (which serve educational purposes, so concepts, even longer, coherent texts can be found due to the fulfilment of educational goals) are not equal to the formal requirements of student presentations.

The Department responsible for the training recommends that all students' oral presentations follow the following rules:

- The slides of the presentation should follow the "6x6 PowerPoint rule", i.e. a slide should have a maximum of 6 lines in addition to the slide title, and a maximum of 6 words on one line.
- The presenting student should give the presentation in a free presentation, i.e. 1) do not read the content of the slide, 2) do not read the notes prepared for this purpose.
- If the topic of the seminar or presentation allows, the student giving the presentation should involve the other students and make the presentation interactive.
- In many cases, student presentations are also part of the curriculum, but it is also a requirement that other students follow the student presentations.

### **CLASSROOM OBLIGATIONS**

The TVSZ regulates the obligation to attend classes.

[https://semmelweis.hu/registrar/files/2024/02/SZMSZ\\_HKR\\_III\\_KONYV\\_III\\_2\\_RESZ\\_Study\\_and\\_Examination\\_Regulations\\_20241211\\_EN.pdf](https://semmelweis.hu/registrar/files/2024/02/SZMSZ_HKR_III_KONYV_III_2_RESZ_Study_and_Examination_Regulations_20241211_EN.pdf))

**Obtaining a subject signature** - According to the provisions of the TVSZ, in the case of subjects ending with an exam, the student may only take the exam if the "signed" signature entry is included in Neptun for the given subject, which the student can obtain during the study period or by the end of the first week of the exam period at the latest.

For this reason, the Department responsible for the training emphatically requests the lecturers to administer the signature in Neptun by the last day of the study period at the latest (giving/refusing signature) and to check the acquisition of the signature in all cases before starting the exam.

According to the TVSZ:

"The condition for obtaining the signature is that the student

- a) fulfils at least 75% attendance and participation requirement at practical sessions and seminars, and
- b) participate in the mid-semester partial performance evaluations specified in the course programme during the semester and, if it is specified as a condition of signature in the course programme, successfully complete them. The student has two options for making up for the missing or unsuccessful demonstration, which are described in advance by the given educational organizational unit in the subject program (subject requirements)." (Section 29 (2) of the TVSZ)

The teacher of the subject may deviate from the TVSZ regulations in a direction that is more favourable to the students (however, all this must be recorded in the subject programme). The recommendation of the Department responsible for the training to the instructors is to follow the TVSZ regulations.

**Being late for a lesson:** the Department responsible for the training recommends that if the student arrives late from the lesson by more than 15 minutes, the given lesson unit (typically 2 consecutive lessons) should be considered as absence.

**Missed classes due to absence of teachers (professional absence or illness).** Planning of the timetable takes place months before the start of the semester, therefore professional responsibilities (e.g. conference) or an unexpected illness of the teacher cannot be predicted.

It is the duty of the lecturer to notify the students and the departmental education organiser of the class cancellation in advance (as soon as the class cancellation arises for a compelling reason), with the exception of unexpected illness, to take care of the date of the replacement and the classroom, indicating all this to the students and the education organiser of the Department. **The teacher must also agree on the date of the replacement with the students in advance.** Unfortunately, classes can be cancelled unexpectedly. In such cases, the lecturer is requested to notify the students as soon as possible (in the form of a Neptun message) or to the education organizer of the Department.

Our department recommends that classes should be replaced during the 13th and 14th weeks of education, if possible, after prior agreement with the students.

**The Department responsible for the training requests the lecturers to announce the requirements of the course (including the signing and obtaining of credits) and the rule**

**related to the delay (all this is also recorded in the description of the course program) in the first lesson of the semester.**

In addition to classroom attendance, the active participation of the audience in the classes is a requirement.

The instructor leaving the classroom is requested to turn off the computer and projector, and the last person in the classroom (student or instructor) to turn off the lights and close the windows. In addition, the Faculty's house rules are binding on everyone.

<https://semmelweis.hu/etk/en/students/regulations/>

### **COMPLAINT HANDLING**

We kindly ask our students to indicate their objections to the training, including the curriculum, examinations and instructors, in a timely and appropriate manner, in accordance with the Code of Ethics of Semmelweis University and the Organizational and Operational Regulations of Semmelweis University. We recommend that ***you first initiate a consultation with the instructor concerned.***

If this does not lead to a result, contact the tutor of the class, after which you can turn to the head of the department or the Vice-Dean for Education of the Faculty.

### **PSYCHOLOGICAL SUPPORT**

Students can participate in psychological counseling. More information below.

<https://semmelweis.hu/etk/en/students/student-services/> - *Psychological counselling for Faculty students*

### **STIPENDIUM HUNGARICUM**

Foreign students receiving the Stipendium Student Scholarship can use the scholarship according to additional special rules and receive other benefits.

More information can be obtained on the following page:

<https://semmelweis.hu/mobilitas/en/stipendium-hungaricum/>

**Administration related to the Stipendium Hungaricum scholarship:**

**Annamária Szécsi**, senior international expert;

E-mail: [stipendium.hungaricum@semmelweis.hu](mailto:stipendium.hungaricum@semmelweis.hu)

### **MEDICAL CARE; MEDICAL APTITUDE TEST**

In the building on Vas Street, there is a doctor's office for our students, where it is possible to provide first aid and emergency care, as well as counselling, hygienic aptitude screening tests and occasionally Hepatitis B vaccination supplements.

Location of the doctor's office: 1088 Budapest, Vas Str. 17. mezzanine floor 1.

E-mail: [etk.rendelo@semmelweis.hu](mailto:etk.rendelo@semmelweis.hu)

You can find further information here: <https://semmelweis.hu/etk/en/students/doctors-office/>

**ATTENTION! In order to visit the Doctor's Office, you have to make an appointment via the Aptitude system, where you can find the office time of the doctors.**

**You can book an appointment in the Aptitude app:** <https://aptitude.semmelweis.hu/login>

Appointment 1: Dr. Ferenc Horváth (assistant: Anett Pető) – Appointment hours can be found in Aptitude.

Appointment 2: Dr. Sándor Hollós (assistant: Anikó Sárközi) - Appointment hours can be found in Aptitude.

**In URGENT CASES, please indicate your request at the [etk.rendelo@semmelweis.hu](mailto:etk.rendelo@semmelweis.hu) email address!**

### **STUDENT UNION, PROGRAMS**

More information is available at the link below.

<https://semmelweis.hu/etk/en/students/student-services/> - Students' Union (HÖK)

### **RELIGION AND PRACTICE**

In Hungary, according to the Fundamental Law, everyone has the right to freedom of thought, conscience and religion, but this does not violate the rights of others in this regard.

At the Faculty, students have the opportunity to pray and contemplate in the designated place (1st floor; Room 140).

### **EQUAL ACCESS SUPPORT**

The affected students can ask for help at the following contact details.

Disability Coordinator of Semmelweis University

Mr. Balázs HORVÁTH

E-mail: [horvath.balazs@semmelweis.hu](mailto:horvath.balazs@semmelweis.hu)

## PROFESSIONAL DAYS

The Department responsible for the training **has been organizing professional days on the topic of health tourism since 2015**, which are specifically designed to promote the knowledge, broader horizon and possible professional networking of students studying in the health care management training.

In 2025, this professional day was held in English for the first time. Thanks to the professional-based strategy change in the curriculum, the theme of the professional day has also been supplemented with health management issues, so at the 2025 **International Workshop - Interdisciplinary Professional Day on Health Tourism and Management**, in addition to presentations on health tourism, the participants of the professional day could listen to presentations on the challenges of the American healthcare system and community-based prevention, but in addition to another renowned professional day, the participants of the professional day could listen to presentations on the challenges of the American healthcare system and community-based prevention, but another renowned The speaker spoke to the audience about the leadership characteristics and challenges of Scandinavian startup companies.

The Department responsible for the training holds the professional day at the beginning of the spring semester, adjusted to the students' timetable, **with compulsory student participation**.

## JOB OPPORTUNITIES AFTER GRADUATION



## **ADMINISTRATION OF ACADEMIC MATTERS**

The administration of academic matters is multilevel. It should be noted that competences and administrative functions are assigned to different staff members, accordingly, students are to address inquiries to a designated administrative staff member.

### **Faculty competency:**

In accordance with the qualification and outcome requirements as well as the curriculum, faculty members are obliged to develop training content with the faculty member who has academic responsibility for the course (this is summarized in the course syllabus) and classes must be delivered in English.

Obliged to 1) Upload the course syllabus to the Moodle system at the beginning of the semester; 2) Record the course signatures (or their refusal) in the Neptun by the end of the semester; 3) Enter term mark in the Neptun not later than on the last day of term time; 4) announce at least four examination opportunities on the Neptun at least a week before the beginning of the exam registration period – preferably in consultation with the students in advance – at different phases of the exam period (at the beginning, in the middle, at the end) Faculty members CANNOT a) register or deregister for an exam; b) enter or change grades in Neptun upon the conclusion of the exam period.

It is important to note that faculty members, administration staff and the various organizational units of the faculty always act within the scope of their respective competences. The most pivotal competences are as below:

### **Competences of Departmental Administrator:**

- issuing official course syllabus
- announcing course in Neptun (CV/FM course)
- submission of thesis topic declaration
- organizing thesis defense and final exam

### **Competences of Registrar's Office:**

- student ID card administration
- health insurance administration
- student status certificate
- TVB/ administration of tuition fee and related decisions
- credit transfer, decisions
- monitoring academic progress
- addressing academic difficulties
- issuing certificates, diplomas and other official documents



## RESPECTFUL AND ETHICAL BEHAVIOUR

At Semmelweis University, respectful and ethical behaviour is mandatory for all. All individuals must act in a manner that it neither disrupts nor interferes with the learning and work of others. Any violation of the above principles may result in ethical or disciplinary procedures.

## TRAINING AND OUTCOME REQUIREMENTS

(Decree 8/2016 (VIII. 5.) EMMI)

1. **Name of the undergraduate program:**  
HEALTH CARE MANAGEMENT
2. **Academic degree and professional qualification as indicated on the diploma:**
  - **academic degree/level of qualification:** Bachelor's degree (baccalaureus; abbreviated: BSc)
  - **qualification in English:** Health Care Manager
  - **optional specializations:** Health Insurance, Digital Health Care Manager, Health Tourism Manager
3. **Field of training:** Medicine and Health Sciences
4. **Duration of the program:** 7 semesters
5. **Number of credits required for the Bachelor of Science degree:** 210 credits
  - **orientation of the program:** balanced (40–60%)
  - **credit requirements for the thesis:** 20 credits
  - **minimum number of credits for undivided external field practice:** 10 credits
  - **minimum number of credits assigned to elective subjects:** 11 credits
6. **Based on the uniform classification system for fields of training, the program is coded:** 345/0413
7. **Program objectives and professional competencies:**  
*The objective of the program is to train health care management professionals who, by recognizing and understanding the fundamental principles of health care, health tourism, and social and health insurance systems, are able to carry out information management, data reporting, financial administration, planning and analysis, as well as organizational tasks in the above fields at a high professional standard. Graduates are able to record, store, retrieve, and efficiently evaluate information necessary for the functioning of health care systems, as well as to operate related IT systems. Furthermore, they are capable of identifying and capitalizing on opportunities in the health tourism market, while designing and executing complex health tourism projects. Their competencies may be utilized in countries or institutions where laws, regulations, and protocols permit. Graduates are prepared to pursue their studies at master's level.*

### 7.1. Professional competencies to be acquired

#### 7.1.1. Health Care Manager's

##### a) knowledge

- Possess knowledge of computer operations, including hardware and software components, demonstrate user-level proficiency in their application, understand the functioning of standard office software (word processors, spreadsheet, presentation and database), as well as the principles of computer network operations.
- Equipped with knowledge of clinical sciences, understand the nature of various diseases and the structure of the health care system, and able to organize patients and health care services systematically.
- Comprehensive understanding of legal concepts, characteristics of lawful patient care, legal issues that may arise in the health care system and their potential solutions, as well as the rights and obligations of patients and health care providers.
- Familiar with the basic ethical concepts, the characteristics of ethical patient care as well as the ethical issues that may arise in the health care system and their potential solutions.
- Having acquired knowledge of mathematics and statistics, able to produce statistics and reports, as well as analyse data and perform data reporting tasks.
- Profound knowledge of the core elements, forms, directions, channels and the age-appropriate strategies of communications.
- Comprehensive knowledge of problem-identifying, problem-solving and motivating communication.
- Understanding the fundamental rules and principles of economics and institutional financial management, as well as possess knowledge in finance and accounting to perform related duties.
- Familiar with the financing principles and methods of health care instructions, as well as the related data reporting obligations.
- Capable of analysing and interpreting the operation of controlling systems and the data therein.
- Familiar with social and human insurance systems and their functioning, as well as the operational methods of relevant accounting and data reporting systems.
- Understand the fundamental principles of management science and the specific characteristics of health care management, as well as recognise the conditions for their practical applications.
- Familiar with the key data protection regulations and the specificities of managing health care data.
- Understand the functioning of electronic services and their potential use in the healthcare field.
- Familiar with the core principles of evidence-based nursing and medicine, the methods and steps of research, literature review, data collection, statistical tools, univariate statistics, as well as with the interpretation and evaluation of results.
- Familiar with the essential life-saving interventions and the necessary actions for the most common health impairments in accordance with the current recommendations, as well as basic life support (BLS) interventions and equipment.
- Able to use the professional terminology of health sciences both in native language and in Latin (medical Latin).
- Familiar with occupational health safety and fire safety guidelines, current legal and EU regulations.
- Understand the risks that may endanger the health and safety of the employee, as well as the safe use of work equipment and tools.

## **b) skills**

- Able to use computer operating systems and office software at a skilful level.
- Understand the principles of computer networks and can identify the possible causes of the most common IT problems.
- Applying knowledge of clinical science and health care management, able to organize complex health care for patients.
- Comprehend the system of legal sources and ethical norms defining health care, understand the regulations for their applications, as well as use the relevant legal terminology in an appropriate manner.
- Within the scope of their competence, able to provide information on patient rights and the potential ways how to enforce them.
- Applying mathematical and statistical knowledge, prepare statistics and reports, analyse data, as well as fulfil data reporting obligations.
- Able to conduct appropriate, tailor-made professional communication both verbally and in writing.
- Capable of effectively communicating with the patients, their families and the community.
- Relying on excellent interpersonal skills, able to build trust with the patients, their families and the community.
- Able to engage in professional communication with professionals both within their own field or in other areas of health care.
- Apply knowledge of economics, finance and accounting to carry out tasks, as well as take part in implementing institutional financial management processes.
- Apply the principles and methods of health care financing and operate the controlling system of the institution.
- Capable of reviewing and understanding social and health insurance processes as well as performing accounting and data reporting tasks.
- Apply theories of health care management and practical management methods for improving performance efficiency and supervise employees.
- Able to apply the principles of data protection and carry out data management, as well as to transfer tasks in compliance with legal regulations.
- Understand the operational principles of electronic healthcare services and identify the most common functional problems and errors.
- Based on solid knowledge of biostatistics and research methodology, able to participate in conducting evidence-based field-specific research and capable of presenting the results.
- Capable of managing and processing data, as well as presenting the results.
- Able to apply live-saving interventions both with and without the use of equipment.
- Professional proficiency of medical Latin.
- Comply with occupational safety, accident prevention and fire safety regulations, and ensure that these rules are followed.

## **c) attitude**

- Maintain awareness of the information technology developments and proactively seek to develop IT skills.

- Demonstrate sensitivity to patient's healthcare needs, support patients throughout the health care provision, as well as treat them with empathy according to their conditions.
- Monitor healthcare regulatory changes, recognize the importance of complying with and enforcing legal and ethical standards.
- Respect the principles of statistical data collection and the importance of provision of valid data.
- Place high importance on personal development to communicate more effectively with patients and colleagues.
- Demonstrate a receptive attitude toward understanding economic issues.
- Demonstrate a receptive attitude toward changes in health care financing methods and seek to exploit economic benefits therein.
- Demonstrate interest in social and health insurance processes, aim at carrying out tasks related to accounting and data reporting to a high standard.
- Comply with data protection regulations, recognize their full enforcement, and assist personnels responsible for data protection.

#### **d) autonomy and responsibility**

- Capable of independently performing user-level IT assignments as well as collaborating with personnels responsible for IT system operations.
  - Cooperate with key stakeholders in health care to ensure optimal patient care.
  - Demonstrate responsibility for compliance with legal and ethical principles.
  - Independently prepare statistics, reports and summaries, taking responsibility for their accuracy and adherence to statistical data reporting.
  - Engage with patients and colleagues in the communication process.
  - Proactively promote the economic approach in task execution.
  - Execute independently all duties associated with institutional health care financing, taking responsibility for the duties assigned to their positions within the finance and controlling unit.
  - Keeping abreast of social and health insurance matters and independently execute assigned accounting and data reporting tasks.
  - Engage cooperatively with colleagues, taking leadership responsibilities upon request and take responsibility for the performance of supervised personnel in accordance with employment regulations.
  - Collaborate with data protection officer and take responsibility for the lawful handling and transfer of data.
  - Adhere to ethical and legal obligations for health care professionals and aware of the scope of professional responsibilities.
- the

### **In Health Tourism Organizer Specialization, the Health care Manager's**

#### **a) knowledge**

- Demonstrate knowledge of the structure and functioning of healthcare and tourism institutions, including their legal, financial, accounting and tax- related procedures, and of the potential avenues for European cooperation.
- Familiar with the structure and marketing methods of organizing health tourism services as well as the theoretical and practical foundations of client management.
- Understand the foundations of tourism theory, specialized tourism management principles and strategies, as well as current trends in global tourism.

- Familiar with the components of wellness products as well as the structure and operation of wellness recreation centres.
- Understand the areas of application of physiotherapy, balneotherapy and other therapies, the function of various therapeutic treatments in rehabilitative and preventive care, as well as the management duties of health tourism organizations.
- Demonstrate knowledge of the interplay between natural resources and environment management including their tourism potential, as well as the recreational prospects inherent in rural and ecotourism.
- Familiar with the current trends in global and health tourism, including development and strategic opportunities.
- Familiar with the tools and techniques of research methodology, its ethical and legal frameworks, as well as the special methods of health tourism and tourism research.
- Familiar with the basic stress management methods and techniques of psychosomatic diseases.
- Understand the latest gastronomic and reform-diet trends and their practical applicability in health tourism services.

#### **b) skills**

- Apply theoretical knowledge of healthcare and the functioning of tourism organizations in practice, assist in managing their IT and documentation systems, as well as execute data reporting duties.
- Competent in designing client-tailored health tourism programmes.
- Demonstrate ability to design and implement programs both in health tourism sector and other segments of tourism.
- Able to compile and present tailor-made recreational and wellness programs.
- Skilled in organizing and presenting therapeutic programmes based on specialist's advice, and in providing information on potential medical contradiction.
- Able to recognize core values and opportunities in their area of expertise and to execute innovation-focused development initiatives.
- Skilled in analysing tourism and statistical data and developing applied analytical methods, as well as in executing tourism and health tourism-related grant initiatives.
- Capable of analysing health, demographic, business and statistical data, as well as designing and conducting research.
- Able to apply stress management procedures and methods in the context of health tourism.
- Skilled in designing and organizing tailor-made healthy nutrition programs.
- Skilled in program organisation in wellness and recreational facilities both as a team member and manager.

#### **c) attitudes**

- Aim to expand knowledge of healthcare and tourism organisations, and support documentation, IT systems as well as data reporting.
- Respect diversity and promote inclusivity and empathy.
- Exhibit interest in the development pathways in other segments of the tourism sector.
- Committed to health promotion principles.
- Maintain a patient-centred, ethical and empathic attitude during the programme design of treatment.

- Exhibit commitment to environment sustainability and the conservation of natural resources.
- Promote nature-oriented and rural development-focused health tourism projects.
- Place high importance on monitoring trends in health tourism as well as on advancing national health tourism.
- Place high importance on conducting statistical analysis in demographics, morbidity and tourism, and on seeking to develop analytical methodologies and accomplishing objectives.
- Aim to explore and implement effective stress-management techniques.
- Incorporating tailor-made health nutrition criteria into health tourism programs.

#### **d) autonomy and responsibility**

- Demonstrate ability to cooperate with colleagues in operating documentation and IT systems, data reporting while capable of working independently.
- Drawing on expertise in health tourism, able to responsibly manage other fields of tourism by self-instruction.
- Independently perform health promotion and documentation activities of wellness and recreations programs.
- Based on the client's available documentation of health data, independently organize recommended medical procedures.
- Demonstrate responsibility for the optimal implementation of therapy and for supporting clients' recovery.
- Able to leverage natural resources to develop unique tourism programs.
- Able to spot international trends and adapt them to national context.
- Demonstrate responsibility for the accuracy of conclusions drawn from analysis of demographic, morbidity, tourism and other statistical data in compliance with ethical and legal standards.
- Assist clients in coping with stress applying stress management techniques in and independent and responsible manner.
- Independently and responsibly organize tailor-made gastronomic and wellness nutrition programs for clients.

## **8.Characteristics of The Bachelor's Program**

### **8.1. Professional characteristics**

#### **8.1.1. Disciplines and fields of studies forming the basis of study program**

- Introductory Health Sciences 15-20 credits;
- Mathematics and Computational Sciences 5-10 credits;
- Humanities 4-6 credits;
- Social Sciences 20-25 credits;

#### **8.1.2. Disciplines, fields of studies and distribution of specializations**

##### **Credit distribution of specialization 80 credits:**

##### **Specialization in Health Tourism Management**

- Applied Health sciences 10-15 credits;
- Health Tourism 45-55 credits;
- Economics 15-20 credits;

## 8.2. Requirements for Field Practice

The duration of field practice is a minimum of 8 weeks. Further requirements for the professional practice are specified in the curriculum.

### Courses and Specific Requirements of Each Class in the 2025/26 Academic Year

#### I.YEAR

##### Fall Term

Subjects	Total Number of Credits	Method of Evaluation
Observational Practice - Introduction to Health Care Management	4	practical mark
Professional Terminology	5	practical mark
Calculus for Business and Economics	3	end-term exam
Basics of Psychology	2	end-term exam
Career socialisation	2	practical mark
Health and Society	2	end-term exam
Basics of Economics	5	end-term exam
Basics of Management and Organisational Skills	7	end-term exam
Thesis portfolio	1	practical mark
Introduction to Higher Education Studies	0	getting a signature
Basics of Foreign Language	0	practical mark
Physical Education	0	getting a signature
Natural science propedeutics	0	getting a signature
Study consultation	0	getting a signature

#### Important information, student responsibilities:

- Log in to the Neptun and Moodle system and get familiar with their use.  
(<https://www.youtube.com/watch?v=LCawtKV4-fo>)

##### Spring Term

Subjects	Total Number of Credits	Method of Evaluation
Principles of Accounting	3	end-term exam
Biostatistics	2	end-term exam
Basics of Psychology	1	end-term exam
Career socialisation	2	practical mark

Health and Society	2	end-term exam
Comparative Health Systems	6	end-term exam
Health Management	5	end-term exam
Basics of Health Economics	4	end-term exam
Thesis	1	practical mark
Study consultation	0	getting a signature
Basics of Foreign Language	0	practical mark
Work Safety and Fire Prevention	0	practical mark
Physical Education	0	getting a signature
Digital Health 1.	0	getting a signature

## II.YEAR

### Fall term

Subjects	Total Number of Credits	Method of Evaluation
Applied Biology	2	end-term exam
Anatomy	3	end-term exam
Digital Health	4	end-term exam
Basics of Preventive Medicine	1	end-term exam
Marketing	5	end-term exam
Observational Practice - Introduction to Health Tourism	4	practical mark
Introduction to Tourism	4	end-term exam
Thesis portfolio	3	practical mark
Study consultation	0	getting a signature
Basics of Foreign Language	0	practical mark
Physical Education	0	getting a signature

### Spring term

Subjects	Total Number of Credits	Method of Evaluation
Anatomy	3	end-term exam
Physiology and Pathophysiology	4	end-term exam
Nature Medicine	1	end-term exam



Tourism and Mental Health	2	end-term exam
Legal and Ethical Issues in Health Tourism	4	end-term exam
Health Management	5	end-term exam
Introduction to Medical and Wellness Tourism	6	end-term exam
Basics of Enterprise	3	end-term exam
Thesis	0	practical mark
Study consultation	0	getting a signature
Basics of Foreign Language	0	practical mark
Physical Education	0	getting a signature

### Important information and student responsibilities

- Determining the final type of thesis, registration
- Monitoring academic progress, verifying the completion of mandatory, elective and criterion-based courses.

## III.YEAR

### Fall term

Subjects	Total Number of Credits	Method of Evaluation
Gastronomy and Reform Nutrition	2	end-term exam
Health Aspects of Operating Tourism Services	4	end-term exam
Operation and HR Management in Health Tourism	4	end-term exam
Prevention and Rehabilitation	3	end-term exam
Health Destination Development	2	practical mark
Travel Agency Management	4	end-term exam
Thesis	2	practical mark
Physical Education	0	getting a signature
Foreign Language for Healthcare Purposes	0	practical mark
Életmód, fizikai aktivitás és az edzés szerepe az egészségturizmusban	2	end-term exam

### Important information and student responsibilities

- Monitoring academic progress, verifying the completion of mandatory, elective and criterion-based courses.

### Spring Term

Subjects	Total Number of Credits	Method of Evaluation
Gastronomy and Reform Nutrition	2	end-term exam
Nature Medicine	2	practical mark
Prevention and Rehabilitation	3	practical mark
Experience and Service Design in Health Tourism	4	end-term exam
Sales and Marketing in Health Tourism	4	end-term exam
Creative Project Work	5	practical mark
Spa Management	2	practical mark
Event Management	4	end-term exam
Project Management	4	end-term exam
Thesis	3	practical mark
Physical Education	0	getting a signature

**Important information and student responsibilities:**

- Registration for the field practice
- Monitoring academic progress, verifying the completion of mandatory, elective and criterion-based courses.

## IV.YEAR

### Fall term

Subjects	Total Number of Credits	Method of Evaluation
Field Practice	22	practical mark
Thesis	11	practical mark

**Important information and student responsibilities:**

- Participation in the final exam preparation
- Obtaining pre-degree certificate (absolutorium)
- Preparing thesis and submission by the deadline specified in the academic calendar and register for the final exam