

**INFORMATION SHEET**  
2026/27 Academic Year  
Public Health Supervisor (Full-Time Program)  
Third-Year Students

**Dear third-year Public Health Supervisor students!**

This academic year brings many new tasks, challenges, and responsibilities for you. We will meet regularly and you will have the opportunity to discuss any problems or questions that arise, and I will keep you informed about your current assignments and upcoming events.

Your goal is nothing less than to complete your major with the best possible results. As your tutor, I would like to provide you with essential information to help you navigate the new academic year as smoothly as possible and progress toward your final exams. Please download the announcements and deadlines listed in the academic calendar from the faculty's website and use them as a guide throughout the academic year.

In addition, in this document, I would like to summarize the major events, related tasks, and important information for the third academic year.

- The course materials for the courses taught by the departments and related supplementary information remain available on the university's e-learning platform (Moodle). It is important to follow the platforms associated with each course because:

On this platform, you will find the syllabi for each course, which provide information on the course structure, requirements, and the allowed number of absences.

It is important that you pay close attention throughout the academic year to the permitted number of absences for each course, as well as to the options for making up missed classes!

- The table on the Department of Public Health Sciences' digital board summarizes the list of contact persons for the courses offered by the Department, who can answer questions and address issues related to each course.

- You can also find the office hours of the department's faculty members on the digital board as well as on the department's board on the first floor. The contact information for faculty members (email, phone number, office) is available and up-to-date the faculty's website; you can find their contact information there. Please note that the department chair, the faculty members, and the department's academic coordinator all work during office hours. Our colleagues do not keep files at home! For this reason, please direct your inquiries during office hours (Monday-Thursday: 8:00 a.m. - 4:30 p.m., Friday: 8:00 a.m. - 2:00 p.m.). Responses to inquiries sent on weekends or outside of office hours will be provided during office hours.

- For inquiries regarding course announcements or potential increases in enrolment, please contact the department administrator.

- The professional practice *remains supervised*; it is organized by the department, conducted under contract, and cannot be arranged independently! The duration of the practice is 2 weeks for full-time students. Registration for the practice is done digitally through the department. We will provide information on the exact date and method of registration during the academic

year; however, it is important to note that planning for the practice due at the end of the spring semester begins as early as the middle of the fall semester. Regarding the practice, we will contact you. Please be sure to meet the deadlines for any inquiries regarding the practice! *You are still required to keep a reflective practice journal*, in which you must note what practical activities you performed during the practice, what tasks you were assigned, and what additional information was provided to you. We will discuss the related requirements during consultations. *The completed practice journal must still be submitted digitally*. Information regarding *the submission deadline and method* will be available on the course's e-learning (Moodle) platform during the spring semester, and the same information will also be provided in a timely manner during tutorial consultations. *You are required to provide proof of completion of the Professional Practice to the department. Attention! The completion certificate verifying the completion of the practice is an exam document*; without the original copy, grades will not be entered, and the practice will be recorded as a failed course at the end of the semester!

- New and important information: Selecting a thesis topic and registering for the chosen topic. The registration process is governed by specific regulations, which apply to:

1. the selection of a thesis topic,
2. the approval process for the topic,
3. the thesis methodology courses,
4. and the “Thesis” course, which is mandatory starting in the spring semester.

The regulations can be found on faculty website under For Students/Academic Information/Thesis-Related section menu. We will be able to discuss the process and rules for selecting a topic in person during individual consultations. The thesis topic selection period is October 5-26, 2026. Before selecting a topic, it is advisable to discuss your proposed topic with the advisors specializing in the relevant fields. The final deadline for topic selection (October 26, 2026) is strictly enforced, after this date, it will no longer be possible to select a thesis topic as part of this process! Topic selection will follow the procedure described above; the form can be found in the relevant section of the faculty's website mentioned above. When selecting your thesis topic, please be mindful of the requirement that your thesis address public health implications and adopt a public health approach to the topic and the issues involved; this is an educational requirement! If a student's application is rejected by the department chair responsible for the topic, the student may choose a different topic, a different thesis advisor, or a different departmental affiliation; the detailed rules regarding this can also be found on the faculty website.

- In connection with the selection of a thesis topic, *the “Thesis” course will be offered as a mandatory elective every semester starting in the spring semester*. The purpose of the course is to facilitate continuous and steady progress on the thesis. The course has no scheduled class time; the required number of hours must be fulfilled in the form of consultations with the thesis advisor. These consultations must be substantive discussions aimed at ensuring that, with the guidance and assistance of the instructor, a high-quality thesis is produced at a steady pace on the chosen topic. At the end of the semester, the advisor issues a certificate of completion for the consultations (the advisor certifies that the student has completed the required consultations for that semester and assigns a grade for the student's work), which must be submitted to the

tutor in an original (not a photocopy, scan, or digital copy). Please note that the certificate of completion is an official examination document; without the original copy, neither the end-of-semester signature nor the grade will be recorded!

• *Also due during the spring semester is the completion of the “Thesis Methodology” courses related to the thesis.* The credits for these methodology courses can be earned by completing a combination of required and elective methodology courses. *The “Library Use” course is mandatory for all students. In addition, each student may select courses from the portfolio of thesis methodology courses, in accordance with their topic and/or area of interest and/or competencies to be developed, up to the required number of credits. Important: Credits earned from elective thesis methodology courses do not count toward free-choice courses or credits.*

• On the faculty’s website, you’ll find the schedule for the 2026/27 academic year at the Faculty of Health Sciences, which includes the most important dates and deadlines. Please review this, follow it, and adhere to it throughout your studies!

• Important: During your third year, please pay special attention to earning credits for elective courses! Having the required number of elective credits is a prerequisite for receiving your certificate of completion and, consequently, for being admitted to the final exam!

• In certain cases, regarding academic matters, our department may be unable to provide information or may not be authorized to do so. This may be because we are not competent to address the issue, because it falls outside our department’s jurisdiction, or because we are unable to provide answers to certain questions. In such cases, please feel free to contact the Foreign Students’ Secretariat. Please check the office hours of the Foreign Students’ Secretariat, the office hours and administrative procedures are available on the faculty website.

Please ensure that throughout the academic year you comply with the provisions of the Academic and Examination Regulations and the Academic Calendar, as well as all informal and formal notices issued by the university, the faculty, or the department, and act in accordance with their contents - paying particular attention to meeting deadlines!

Please arrive at classes (especially seminars and practical sessions) with the equipment specified by the instructor (e.g., white lab coat, calculator)! Each instructor will provide timely information regarding the equipment required for individual sessions!

Finally, I would like to wish you all the best for your third year of studies! I am confident that the professional courses will make your academic year both exciting and enriching! Do your best to pass all your exams so that, with a balanced workload, you can steadily progress toward your final exams!

Budapest, August 16, 2026

Sincerely,

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