



SEMMELWEIS UNIVERSITY

Secretariat for Specialist and Professional Development Training

Head of Secretariat

DR: GERLE JÁNOS

Information on the application and the admission to specialty exam

1. **Application for specialty exams must be submitted at The National Examination Board on the following link:**

<http://www.enkk.hu/index.php/hun/nemzeti-vizsgabizottsag-2/ogyfk-vizsganaptar>

in accordance with the exam calendar of the National Examination Board.

Omission of the application deadline entails the forfeiture of right.

According to the brochure of the National Examination Board, the pre-degree certificate must be submitted. This document is issued by the Secretariat for Specialist and Professional Development Training exclusively after the completion of the training period.

As the deadline of application is earlier than the end of the training, in most cases the missing documentation must be provided to the National Examination Board later.

2. **Documents to be submitted to the Secretariat for Specialist and Professional Development Training after the completion of training period:**

Lecture books must be filled in, signed and stamped precisely and accordingly by the tutors and mentors.

Completed certificate of completion of internship with authorised signature (it must be issued after the completion of training, dated after the time of training.)

In case more places are involved during the 36 months, the certificates must be submitted in each and every place. Please have both the head of the accredited place as the employer and the tutor supervising your training sign the certificate. Also, make sure the authorized stamp of the place and the medical stamp are indicated.

Further document(s) to be submitted (training at a private venue in Hungary):

the copy of transfer receipt of the administrative fee (25 000 Forints).

Please transfer the administrative fee (25 000 Forints) to the bank account of Semmelweis University (after consulting with the Secretariat for Specialist and Professional Development Training). In the notice field please indicate : „administrative fee”, full name, billing name and address.

SUBMISSION OF DOCUMENTS FOR THE PRE-DEGREE CERTIFICATE IS POSSIBLE UNTIL AT LATEST 30 CALENDAR DAYS AFTER THE TERMINATION OF THE TRAINING PROGRAM.

Omitting the deadline shall result in paying additional administrative fee (5000 Forints)

IN CASE EITHER THE LECTURE BOOK IS INCOMPLETE OR ANY CERTIFICATE IS NOT PRESENTED, THE SECRETARIAT FOR SPECIALIST AND PROFESSIONAL DEVELOPMENT TRAINING SHALL NOT ISSUE THE PRE-DEGREE CERTIFICATE.