



SEMMELWEIS UNIVERSITY

Faculty of Dentistry (Fogorvostudományi Kar)

Dean

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BULLETIN

on Teaching Assistant (demonstrator, TA) scholarship for students participating in the Hungarian language training at the Faculty of Dentistry of Semmelweis University

The Organizational and Operational Regulations of Semmelweis University, Book III Student Requirements, Part III.4 Regulations on Reimbursement and Benefit, Section 20/A to D regulates Teaching Assistant scholarships from the academic year 2020/2021 onwards.

TA assignments may be awarded – in an application process – to senior students in the **second or further year** of their bachelor's or master's degree studies, or in undivided training, whose student activity and academic achievement are outstanding, especially in the selected field.

The number of students to be awarded a TA assignment is determined each year by the Dean of the Faculty.

A TA assignment can be obtained by means of an open application for up to 2 semesters from the beginning of the academic year. The duration of faculty-specific assignments is determined by the dean of the relevant faculty.

The assignment may be awarded for a fixed period – up to 2 semesters from the beginning of the academic year –, and the agreement is concluded between the dean and the successful applicant.

Each applicant may only accept one TA assignment, but any student may submit several applications.

Students may submit their application to the educational or research department announcing the TA application until the last day of the spring examination period, as specified in the call for applications.

Criteria to be taken into account when applications are assessed are, in particular:

- the applicant's performance in the department course(s);
- participation in the activities (professional and/or organizational) of the Students' Scientific Association (TDK);
- awards in other professional competitions;
- language skills;
- contribution to the organization of events at the faculty, the educational or research unit;
- participation in teaching or research activities;
- other professional requirements defined by the educational or research unit.

The head of the faculty shall make their decision after the applications were assessed in consultation with the Faculty Student Council, no later than the beginning of the autumn semester academic term,

and shall inform the relevant educational or research unit as well as the students of the faculty of their decision.

The **scholarship allowance is paid monthly** to the TA, at the same time as any other financial allowances due for the following month, after a proof of completion was certified by the head of the relevant educational or research unit.

TA students in foreign language fee-paying training will receive the TA scholarship allowance at the end of the academic term in one payment, after a proof of completion is certified by the head of the relevant educational or research unit. **The registration of these students is carried out by the Centre of Education for International Studies.**

Students may be involved in activities at a department or institute without a TA scholarship – with the permission of the Dean – based on a recommendation of the head of the educational or research unit concerned.

The specific tasks to be carried out and the time schedule of the Teaching Assistant shall be determined by the head of the relevant department within the framework of the above Regulations.

The tasks of the TA student include, in particular:

- participation in the educational and scientific work of the institute or department, under the supervision of an instructor or supervisor;
- participation in projects of the institute or department, under the supervision of an instructor or supervisor;
- management of administrative tasks under the supervision of an instructor or supervisor (which shall not affect participation in examinations or other reporting activities, or the use of the Neptun system);
- supervision on written examinations under the supervision of an instructor or supervisor;
- communication tasks between the educational or research unit and the students;
- contribution to the teaching and research work under the supervision of a tutor or supervisor, in order to acquire the necessary skills and competence in these;
- a TA student may, in exceptional cases, carry out teaching or training management tasks, but only on the instructions and under the supervision of a responsible instructor;
- a TA student shall set an example of excellence to fellow students.

The duties shall not exceed 50 hours per month.

TA activity does not exempt students from fulfilling their academic obligations; however, **upon request**, they may fulfil them – if approved by the Study and Examination Committee and in accordance with the Study and Examination Regulations – **following a modified schedule.**

The TA is entitled to use the facilities of the institute or department in the manner and within the scope determined by the head of the relevant unit.

The Health and Safety Officer of the relevant educational and research unit is responsible for the safety training of the TA.

The TA shall comply with the internal operating rules of the educational or research unit.

A TA assignment does not qualify as an employment relationship.

The TA shall send a detailed report to the head of the unit by the last day of the spring academic term. The head of the education or research unit shall forward the approved report to the Dean's Office and the Academic Department of the relevant Faculty. On the basis of the report, the teaching assistant activity as an optional subject is recorded in the student's (electronic) course book by the competent department, the Dean's Office or the Academic Department.

Teaching Assistants are obliged to act in accordance with the applicable data management policies while performing their activities, to handle the information, data and available documents obtained in the course of their duties as confidential, and not to provide or make available information about them to third parties.

TAs shall be awarded - as with an optional subject –

- **2 credits if their TA activities are carried out continuously for 2 semesters;**
- **1 credit if their TA activities are carried out continuously for 1 semester;**

The TA assignment shall automatically terminate upon expiry of the period specified therein.

The TA assignment may be terminated at any time by the TA, without giving a reason.

If the Teaching Assistant fails to fulfil their academic or TA obligations or neglects them, if they act in a manner unworthy of a student, their assignment may be immediately revoked by the Dean at the initiative of the head of the relevant department, or at their own discretion. In such a case, the elective subject is considered 'not completed' and discontinued.

Upon the termination of the TA assignment as defined above, if a request submitted to the Dean's Office by the relevant unit is accepted, the Faculty leader may assign a TA assignment to the next student in the ranking of the assessed applications, or may issue a new, irregular application. In this case, the TA shall be entitled to the scholarship for a pro rata part of the activity.

The calls for TA applications and the form to be filled are available, for students participating in the Hungarian language training, under the menu item 'demonstrátori pályázat' at <https://semmelweis.hu/fok/oktatas/hallgatoi-hirek/palyazati-felhivasok-hallgatoknak/>. Students participating in the foreign language training can be consulted at the Centre of Education for International Studies.

Budapest, 9 May 2022

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Dean