

Regulation on the process of assessing student requests for exemption from attending physical education classes

REGULATION R/2/2022 (VII.21.) and REGULATION E/8/2022 (X.24.), and
REGULATION R/3/2022 (XII.21.)

- consolidated -

In force: from 21 December 2022

1. §

Scope of the Regulation

The personal scope of this Regulation shall apply to all students of Semmelweis University (hereinafter referred to as "the University"), employees of academic departments, persons responsible for the subjects concerned, and doctors involved in the consultation and assessment.

2. §

- (1) Physical Education is a compulsory part of the full-time curricula of the faculties of medicine and health sciences and teacher education. Therefore attendance the classes are mandatory for all students with active student status.
- (2) Students registered as physiotherapy and physical education students cannot be exempted. Exemptions from attending Physical Education for other students may be requested through the NEPTUN system by submitting the form provided for this purpose as follows:
 - a) on medical grounds, following compulsory participation in the relevant medical consultation, based on the expert opinion,
 - b) based on the athlete's functional performance and membership in a sports association.
- (3) Following the submission of the application for exemption, the student is required to enroll in the physical education course "Health Exempt" or "Sports Exempt" in the NEPTUN system during the period of enrolment (enrolment in the course of sports in the case of a "fit" or "partially fit" qualification, subject to the medical expert's result).

3. §

Procedure for examining requests for exemption from the physical education subject on medical grounds

- (1) A student may submit a request for exemption from attending classes in Physical Education:
 - a) a first-year student after enrolment, but no later than the last day of the registration period of the semester in question,
 - b) upper-year students, starting one month before the registration period of the semester in question but no later than the day before the registration period, submit their request in the student's Neptun (HWEB) requests menu.

The student's request will be subject to a postponement, which the Academic Department must consider during the enrolment/registration process.

- (2) When applying, the student will receive further information on the procedure in the online application in the Semmelweis University Exemption from Physical Education Information System (hereinafter: STEFI). The Study System automatically sends a notification in the form of a NEPTUN response message about the availability of the appointment booking system for the registration for the medical consultation.
- (3) The student's responsibility is to register for the medical consultation, which they can choose based on the available free appointments. For the consultation, which may be a medical examination (musculoskeletal, other) on the medical grounds for exemption, 1 appointment may be booked, which the registrant may change 24 hours before the consultation date. The medical documents justifying the exemption must be uploaded to the appointment booking system to finalize the selected appointment. The uploaded medical records will be assessed in advance by the consulting doctor for compliance with the following formal and substantive criteria:
 - a) if the student's pre-existing medical condition is not definitive, the document on which the exemption is based must be issued no more than one year after the date of uploading,
 - b) the document is in Hungarian or English, typed (handwritten text is not acceptable).
 - c) the medical document is an official document with a medical stamp,
 - d) include the student's identification details, medical history, exact diagnosis, therapy (if any), extent (total/partial), and duration of the exemption.

Documents not complying with points a) to d) of this paragraph will be rejected. The student will be notified by email of the non-compliant record and the possibility of submitting a replacement. A student who does not have an uploaded and accepted document for their medical condition in the STEFI system is not eligible to participate in a medical consultation under this paragraph.

- (4) The student shall be allowed to register for the medical expert consultation within 3 days of receiving the NEPTUN response message. In this case, the uploaded documents will be deleted by the system. If the request for exemption is rejected, the student is obliged to attend the classes of the Physical Education subject during the semester.
- (5) The student must appear at the registration place 15 minutes before the examination at the chosen time. The original copy of the previously uploaded medical documents must be presented during the consultation. In the case of late arrival at the time of the consultation (maximum 5 minutes late), the consultation can only be rescheduled due to lack of time.
- (6) If based on the decision of the consultant doctor, the presentation of additional supporting documents or the performance of a further specialist examination is justified, the student is obliged to repeat the registration and the consultation in the presence of the additional documents or the results of the specialist examinations. Attendance at the required medical tests is compulsory. Organizing and financing these medical examinations is the student's responsibility. The student has two weeks to repeat the consultation.
- (7) The student's application will be automatically rejected if the student:
 - a) uploads documents in a language other than the languages provided for in paragraph (3) or for any other reason unsuitable for peer review,

- b) fails to make an appointment within the time limit specified in paragraph (4) and fails to upload the medical documents on which the exemption is based,
 - c) does not make a new appointment within the time limit set out in paragraph 6.
- (8) Following the medical expert consultation, the medical expert shall make a recommendation based on the student's current medical condition concerning the claim submitted by the student, which may be one of the following:
- a) suitable;
 - b) not suitable;
 - c) partially suitable (another alternative movement, e.g., physical education, physiotherapy, gymnastics, swimming recommended)
to complete the subject of Physical Education.
- (9) The medical examiner may decide, in justified individual cases, to waive attendance of the physical education classes for the entire duration of the training, provided that the period of the waiver is stated explicitly in these individual cases.
- (10) The student shall be informed orally of the recommendation of the medical examiner during the consultation, and the medical examiner shall record their assessment of suitability in the Semmelweis University Exemption from Physical Education Information System ("STEFI"). The final result of the exemption is communicated to the student via the NEPTUN system in the form of a certificate. The certificate issued based on the doctor's expert recommendation will provide the acceptance/rejection of the exemption for the semester in question.
- (11) The Academic Department shall record the decision of the subject supervisor on the acceptance of the expert opinion as follows:
- a) In case of "not fit" medical condition, they shall record the fact of the exemption in the note box while evaluating the Physical Education subject taken up in the semester.
 - b) In the case of a "Partially fit - Physical Education," "Partially fit - Gymnastics," or "Partially fit - Swimming" medical condition, the Academic Department will transfer the student from the "Health Exempt" course to the "Physical Education," "Gymnastics" or "Swimming" course corresponding to the medical condition.
 - c) In the case of a "suitable" classification, the Academic Department will transfer the student from the "Health Exempt" course,
 - ca) for students who have taken Physical Education I, transfer them to the course according to the group assignment,
 - cb) in the case of a student who has taken Physical Education II to XII, they will be asked or transferred to the course according to the group or sporting discipline defined in the medical opinion.
 - d) in individual cases declared justified by the medical examiner, in the case of a student's medical condition of "unsuitability" in each relevant semester, record the fact of the exemption in the comment box when evaluating the subject taken in that semester.
- (12) Attendance in Physical Education courses is compulsory for students, and the rules for course completion as set out in the course record form apply.
- (13) Completion of a physical education course: 10 weeks, minimum 1 session per week.

- (14) Completion of a course in physical education: 10 weeks, minimum 1 session per week, submission of a certificate of completion to the course supervisor before the end of the semester.
- (15) Completion of swimming course: 10 weeks, minimum 1 session per week.
- (16) At the end of the semester, the course instructor will record the completion or non-completion of each course at the end of the course evaluation.

4. §

Procedure for the assessment of requests for exemption from the physical education subject for athletes based on certified membership of a sports association

- (1) The student shall submit a request for exemption from attending Physical Education classes as an Athlete:
 - a) a student enrolled in Physical Education I after enrollment but no later than the last day of the registration period for that semester,
 - b) a student enrolled in Physical Education II to XII submits their application in the student's Neptun (HWEB) applications menu two weeks before the registration period of the semester in question but no later than the day before the registration period.

The processing of the request submitted by the student has a suspensive effect, which the Academic Department must take into account during the enrolment/registration process.
- (2) When submitting the form, attaching proof of membership of a sports club or professional association, active performance (regular training) and, if available, proof of competition results for the last 2 years is compulsory. The certificate forms can be downloaded from the Centre for Physical Education and Sport website.
- (3) Based on the submitted certificates, the subject supervisor decides on the acceptance/rejection of the exemption for the semester in question.
- (4) The Centre for Physical Education and Sport will record the subject supervisor's decision to accept the athlete's certificate as follows:
 - a) In the case of an "accepted" grade, record the fact of the waiver in the comment section of the evaluation of the subject taken for the semester.
 - b) in the case of a grade of "Rejected," the Centre for Physical Education and Sport will dismiss the student from the course "Exempted as an Athlete,"
 - ba) For students who have taken Physical Education I they will be transferred to the course of the group assignment,
 - bb) Students who have taken Physical Education II to XII will be asked or transferred to the course according to the group or sports discipline as defined in the opinion of the subject supervisor.
- (5) Attendance in the courses is compulsory for the students, and the rules set out in the course record sheet apply to the completion of the course.
- (6) At the end of the semester, the course instructor will record the fact of completion or non-completion of the course at the end of each course evaluation.

4/A. §

Accounting for the costs of the suspension procedure

- (1) The operating and running costs incurred during the procedure for exemption from the subject of physical education shall be charged to the faculties in the weighted proportion of the student use of the system.
- (2) The total operating and running costs of the procedure for the exemption shall be HUF 11,500/45 minutes, allocated as follows:
 - a) the fee of the consulting physician: 9.000 Ft/45 minutes,
 - b) operating costs of the Semmelweis University Specialist Clinic Institute (SESZI): 1,000 Ft/45 minutes,
 - c) the fee of the central administrator provided by the SSEI: 1.500 Ft/45 minutes.
- (3) The cost, according to paragraph (2), includes all tax and contribution costs payable.
- (4) A student consultation shall be charged for 15 minutes.
- (5) The cost of the procedure for the waiver shall be invoiced monthly in arrears based on the time of the appointment. In doing so, the faculties shall transfer the operating costs to the SSEI in proportion to the number of students. Once the transfer has been made, the Director of the SESCO shall ensure that the service charge is allocated under paragraph 2.

5. §

These Regulations shall enter into force upon publication on the University's website and remain in force until revoked.