



**SEMMELWEIS UNIVERSITY**

**ORGANIZATIONAL AND OPERATIONAL REGULATIONS**

**PART III.  
STUDENT STANDARDS**

**CHAPTER III.2.  
APPENDICES**

**BUDAPEST**

**2019.**

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**III.2B - Appendix 1**  
**SPECIAL PROVISIONS FOR PREPARATORY LANGUAGE TRAINING FOR FOREIGN STUDENTS AT THE FACULTY OF HEALTH SCIENCES OF SEMMELWEIS UNIVERSITY**

**I.**

- (1) These regulations contain only provisions supplementary to the Study and Examination Regulations of Semmelweis University (hereinafter: TVSZ) In matters not covered herein, the provisions of the TVSZ shall apply.
- (2) The Faculty of Health Sciences at Semmelweis University provides a preparatory year before the commencement of higher education studies – within the framework of self-funded student status.

**Curriculum – for Article 4 of Organizational and Operational Regulations (hereinafter: SZMSZ) III.2**

**II.**

- (1) In the training, students study foreign languages (and Hungarian as a foreign language) for medical purposes, health care terminology and professional preparatory subjects.
- (2) The language training prepares them for their bachelor's and specialization studies.

**Teaching periods – for Article 5 of SZMSZ III.2**

**III.**

- (1) In the preparatory training, students participate in educational modules, at the end of which they give a report on the knowledge acquired and the progress made in their studies.
- (2) In order to proceed to the bachelor's program, the language requirements of the preparatory training program must be fulfilled.

**Bodies responsible for educational affairs – for Article 6 of SZMSZ III.2**

**IV.**

- (1) The forums and organizations designated in the TVSZ are also competent in the matters of foreign students, but the Foreign Students' Secretariat of the Faculty of Health Sciences is actively involved in and facilitates communication between them.
- (2) For foreign students, the committees' procedures follow the general regulations, but deadlines may be extended due to possible special procedures - translations, equivalency reviews, etc.

**Student status, registration requirements – for Article 7 of SZMSZ III.2**

V.

- (1) The prerequisite for the preparatory training is a secondary school leaving examination.
- (2) If necessary, the opinion of the Hungarian Equivalence and Information Centre (hereinafter: MEIK) shall be considered in the decision on the equivalence of country-specific secondary school leaving certificates.
- (3) The entrance examination consists of a language aptitude test.
- (4) The student participating in the preparatory training program shall possess student status at Semmelweis University. Student status is established upon enrollment. The student is required to register for the second semester of the preparatory training program. Participation in the preparatory training program enables continuous student status upon transferring to the bachelor's program. Thus, no further enrollment shall be required during the student's studies.
- (5) Following the student's enrollment in the preparatory academic year and their further registrations, the student is entitled to
  - a) depending on their academic progress, to register for courses specified in the curriculum and to take the examination of these courses,
  - b) to visit university facilities (library, cultural and sports facilities) that are accessible to students,
  - c) to use a student card certifying an active student status, the validity of which is required to be renewed at the time of enrollment/registration for the semesters.
- (6) Following enrollment/registration, the student participating in the preparatory training cannot request post-deadline inactivation for the current semester.
- (7) Suspension of student status during the preparatory academic year is possible only on an individual basis and for specific reasons, in particular, if the student's request is justified by a situation at home (in their home country).
- (8) The student may request the termination of student status. In this case, the student status is terminated on the day of the request.
- (9) The higher education institution may terminate the student status unilaterally if a student fails to
  - a) pay the training fee by the deadline,
  - b) register for the second semester.
- (10) Following the enrollment, the student is entitled to the services available under the self-funded training:
  - a) attendance of lectures, seminars, consultations, practice sessions and examinations necessary for meeting the educational and learning requirements set out in the training program,
  - b) attendance of activities organized by dormitories and colleges,
  - c) the use of the institution's facilities – library and basic library services, laboratory, information technology, sports, and leisure facilities – within the frame of free-of-charge service,
  - d) access to academic and career guidance,
  - e) the first issuing of the documents related to the training,
  - f) participation in celebrations and events organized by the institution,
- (11) Services available for a fee

- a) studying the courses specified in the curriculum the bachelor's program in the language of the training,
- b) materials (e.g., study aid copies) produced with the institution's equipment, provided by the institution for the student, which becomes the student's property,
- c) the use of the institution's facilities within the frame of paid services.
- d) accommodation in the dormitory, including the use of the facilities and equipment of the dormitory.

#### **Course registration – for Article 13 of SZMSZ III.2**

##### **VI.**

- (1) The courses of the preparatory training are announced by the relevant organizational unit through the Registrars' Office in NEPTUN.
- (2) The student registers the courses in their course record book.
- (3) The student may take a course announced at another training level and/or form in the language of their training in accordance with the training fee reimbursement regulations.
- (4) Courses of the preparatory academic year are compulsory for the student, and their completion is a prerequisite for the completion of the preparatory training and the continuation of studies in the bachelor's program.

#### **Assessing knowledge and practical skills, course attendance – for Article 14 of SZMSZ III.2**

##### **VII.**

- (1) The student's knowledge can be assessed in the following ways:
  - a) written or oral assignment completed in class,
  - b) term grade obtained during the study period,
  - c) final grade obtained at the end of the modules.
- (2) The completion of the semester requirements is verified by signature in the course record book, which may be based on the examination grade obtained at the end of the modules.
- (3) Examinations may be taken by only those students who have fulfilled the semester requirements.
- (4) The form and date of retaking a failed examination shall be determined by the Vice-Dean based on the recommendation of the leading educator in charge appointed by the Dean.
- (5) The third and subsequent examination opportunities can be accessed for a fee.
- (6) The academic results of the student are entered in the course record book and the student information system by the authorized teachers and the staff of the Offices in charge of International Studies.
- (7) Student participation in classes is compulsory. The student is required to inform the Foreign Students' Secretariat of the Faculty about the reason for their absence and their current location no later than 4 p.m. on the day following the absence.

- (8) <sup>1</sup>Class attendance shall be continuously monitored. The head of the educational-research unit responsible for the training may oblige the student to make up for the classes missed.

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<sup>1</sup> Amended by Article 10 of Annex 1 of the Senate decision 102/2019. (IX.26.), in force from October 2, 2019

**III.2C. - Appendix 1**  
**ON THE UNIVERSITY LANGUAGE EXAM UNDER ARTICLE 107 (2)**  
**OF ACT CCIV OF 2011 ON NATIONAL HIGHER EDUCATION**

Pursuant to Article 107 (2) of Act CCIV of 2011 on National Higher Education, at Semmelweis University, exemption from the completion of a language examination for general purposes, as required for the award of a diploma or certificate, shall be granted, in addition to those defined in paragraph (1), to students who fail to present to the higher education institution a certificate attesting to the completion of a language examination for general purposes within three years from the day of the successful final examination and choose to pass a language examination organised by the higher education institution rather than the language examination for general purposes required for the award of a diploma or certificate. This provision shall not apply to those who take a final examination after the academic year of 2012/2013. The relevant faculty may organize a separate language examination for this purpose with the permission of the Senate.