SEMMELWEIS UNIVERSITY
FACULTY OF DENTISTRY

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Semmelweis University

Faculty of Dentistry
Regulations on Summer Placement

Budapest

2026

Preamble

Under the model curriculum of the Faculty of Dentistry, dental students must complete a placement following completion of their first, third, and fourth years of study.

Pursuant to Articles 10 and 11 of Chapter III.2, Study and Examination Regulations, of Part III, Student Requirements, of the Organizational and Operational Regulations of Semmelweis University, and taking into account the specific characteristics of the Faculty, the Faculty of Dentistry introduces the following regulation governing summer placements (hereinafter: Regulation).

Placements

Article 1

(1) Pursuant to Article 10(1) of the Study and Examination Regulations, *the number of hours, number of credits, and type of examination for placements are prescribed in the model curriculum.*

Article 2

Students of the Faculty must complete the following compulsory summer placements during their studies.

(1) ***Placements to be completed in the first year:***

Summer placement in nursing: The three-week (90-hour) *Summer placement in nursing* aims to familiarize students with the organizational structure of the clinic or hospital and the day-to-day operations of the relevant ward. During the practical training, students learn the processes of patient care and nursing, and acquire basic skills in routine nursing procedures, which they will use during subsequent placements and after graduation.[1]

Summer placement in dental assisting: Students complete the one-week (30-hour)[2] *Summer placement in dental assisting* primarily at the University's clinical units, where they are assigned to work alongside fourth-year students completing their *summer placement in general dentistry*.

[1] **13 December 2024 (Faculty Council Decision No. 41/2024 (XII.13.))**

[2] **15 October 2026 (Faculty Council Decision No. 33/2026 (X.15.))**

(2) ***Placement to be completed in the third year:***

Summer placement in tooth extraction: Students may complete the one-week (30-hour) *summer placement in tooth extraction* primarily at the following units of the Faculty of Dentistry: the Mária Street Unit of the Department of Oro-Maxillofacial Surgery and Stomatology, the Department's Dentoalveolar Surgery Unit located at the Dental Medicine Education Center, or the Department of Dental Public Health.

(3) ***Placement to be completed in the fourth year:***

Summer placement in general dentistry: Students may complete the four-week (120-hour) *summer placement in general dentistry* primarily at the following organizational units of the Faculty: the Department of Dental Public Health, the Department of Prosthodontics, the Department of Pediatric Dentistry and Orthodontics, the Department of Restorative Dentistry and Endodontics, the Department of Oral Diagnostics, and the Department of Periodontology.

The Department of Dental Public Health and the Department of Oral Diagnostics provide students with opportunities to gain practical experience in all dental specialties. Students who apply for a placement at either of these training sites may therefore complete all four weeks of the placement at that site.

Students who apply for *"rotational training"* complete two weeks of the four-week placement at either the Department of Prosthodontics or the Department of Restorative Dentistry and Endodontics, in accordance with the assigned schedule. The remaining two weeks are completed at either the Department of Pediatric Dentistry and Orthodontics or the Department of Periodontology, or are split between these two departments. At the Faculty, students work six hours a day in accordance with the principles of four-handed dentistry, performing the duties of a dentist for half of the required duration and those of a chairside dental assistant for the other half.

Course Announcement, Application Procedure and Deadlines, and Changes to Registration

Article 3

(1) Following completion of the procedure set out in Articles 4(2) and 5(6) of this Regulation, the Dean's Office and the Center of International Training Programs (hereinafter: NHKK) shall inform the organizational units of the anticipated number of students no later than ***the last day of the second week of January***.

(2) The relevant clinical units or departments shall announce courses for each of the summer placements specified in Article 2(1) and (2), separately for each language of instruction, with places available for the anticipated number of students. ***The deadline for announcing the courses is the last day of the fall examination period***. If the total number of places offered is insufficient, the Dean's Office shall consult with the relevant clinical unit or department and arrange for additional places to be made available. The clinics/departments shall announce the final number of available places in the NEPTUN system no later than ***the last day of the first week of the spring study period***.

(3) The Dean's Office and the NHKK shall announce the courses entitled *"Külső hely/Abroad/Praktikum im Ausland"* by the deadline specified above.

(4) Courses for the *Summer placement in general dentistry* shall be announced centrally for students studying in all three languages of instruction, in accordance with the deadlines specified above.

(5) Students shall register for placement courses during the designated registration period. Students may change their registration during the registration period, subject to the availability of places. ***After the registration deadline, late registration or changes to registration are permitted during the first three working days of the week following the designated registration week***, provided that the student wishes to register for an available place and pays the applicable surcharge. During this period, only staff members of the Dean's Office or the NHKK may process late registrations or changes to registration. **No registration or changes to registration are permitted after this period.**

(4) Students shall be notified via a NEPTUN message when courses open for registration and of the registration period (***registration period:*** April/May). During the registration period, students shall register for courses announced by the clinics/departments or centrally. Only students who applied before the deadline for permission to complete their placement outside the University and have been granted such permission may register for the courses entitled *"Külső hely/Abroad/Praktikum im Ausland"*.

Exemption (Credit Recognition)

Article 4

(1) Students may be exempted from completing the summer placement on the basis of prior work experience or vocational qualifications.

(2) Students may submit an application for such exemption (credit recognition application) by completing the downloadable form in accordance with the rules governing course recognition, ***no later than the last day of the fall study period of the academic year concerned, or, subject to payment of a surcharge, by the end of the first week of the fall examination period***. The application shall be assessed by the Credit Transfer Committee taking into account the opinion of the relevant clinic/department.

Placements Completed at External Sites

Article 5

(1) Subject to approval, students may complete their placement at another university providing dental education in Hungary; at a training site accredited by the Faculty, or by a Faculty offering the same program at another Hungarian university, in the specialty corresponding to the summer placement concerned; or at a hospital or dental practice abroad.

(2) Applications shall be submitted to the Study and Examination Committee using the designated form.

(3) Placements in Hungary may be completed at specialist training sites with documented accreditation for the relevant type of placement in accordance with Article 7(1) of Decree No. 16/2010 (IV.15.) of the Minister of Health. **The application shall include, as an attachment, a *copy of the decision confirming the host institution's valid accreditation*** issued by the National Directorate General for Hospitals (Országos Kórházi Főigazgatóság, OKFŐ) or one of its legal predecessors.

(5) ***A Letter of Acceptance from the host institution shall also be attached to the application,*** confirming that the institution undertakes to provide the conditions necessary for the student's placement and to ensure professional supervision. ***The original or a certified copy*** of the Letter of Acceptance may be submitted no later than the first day of the spring semester; failure to do so shall invalidate the approval previously granted. By completing **the Letter of Acceptance**, the host institution also undertakes responsibility for providing training in accordance with the prescribed syllabus, which is a prerequisite for recognition of the placement upon completion. The host institution shall certify successful completion of the placement using a separate form.

(6) Applications shall be submitted no later than ***the last day of the fall study period of the academic year concerned***. Late applications may be submitted, subject to payment of a surcharge, no later than ***the last day of the first week of the fall examination period***. **All applications submitted after the late submission deadline shall be automatically rejected.**

Completion of the Placement

Article 7

(1) The rules governing the ***mandatory occupational health fitness examinations*** required for placements are set out in Article 10 of the Study and Examination Regulations. The Dean's Office shall inform students of the detailed examination procedures each year.

(2) Pursuant to Article 10(7) of the Study and Examination Regulations, students must undergo a fitness examination each year before commencing their placement. Students ***must*** initiate the recording of their fitness examination (registration) in the NEPTUN system ***each academic year***. Examination appointments for each Faculty shall be scheduled on the basis of a preliminary proposal from the Occupational Health Service. Pursuant to Article 10(10) of the Study and Examination Regulations, registration under subsection (7) is the student's responsibility and obligation. **If a student participates in a placement without having registered, the placement concerned shall be invalid, and the student shall be personally liable for any damage they cause in connection with such participation.**

(2) Pursuant to Article 11(3) of the Study and Examination Regulations, the signature certifying completion of a placement must be withheld if the student's ***absences*** reach ***10%*** of the duration of the placement concerned. Under Faculty regulations, absences totaling 10% of the *summer placement in general dentistry* are permitted. This corresponds to two days; however, these two days must not fall within the same week.

(3) Pursuant to Article 11(4) of the Study and Examination Regulations, students who receive a grade of "fail (1)" may not continue their studies until they have completed the placement.

(4) The course coordinator responsible for the placement ***shall assess the student's performance using the assessment method specified in the model curriculum***. For placements completed entirely at a single site, the course coordinator responsible for the placement shall record completion and the practical course grade awarded in the NEPTUN system. In the case of *"rotational training,"* students' performance shall be assessed (graded) separately each week. The grades shall be recorded on the attendance sheet and authenticated by the placement supervisor's signature. Completion of the placement and the practical course grade determined on the basis of the grades awarded in the preceding weeks shall be entered in the NEPTUN system by the instructor who supervised the student during the final week of the placement. For students who completed their summer placement outside the Faculty, the signature certifying completion and the grade shall be entered in the NEPTUN system by the responsible staff member of the Dean's Office or the NHKK.

(5) For placements completed at an external training site with prior approval, the Certificate of Completion shall be submitted to the Dean's Office ***no later than the last day of the enrollment period for the following fall semester***. Students who fail to submit the certificate by this deadline may not enroll for the following semester.

Deadlines

- **Last day of the fall study period** – submission of applications for credit recognition (exemption).
- **Last day of the fall study period** – submission of applications for permission to complete the placement at an external training site or abroad (the original or a certified copy of the Letter of Acceptance may be submitted by the first day of the spring semester; failure to do so shall invalidate the approval).
- **Last day of the first week of the fall examination period** – late submission of applications for credit recognition (exemption), subject to payment of a surcharge.
- **Last day of the first week of the fall examination period** – late submission of applications for permission to complete the placement at an external training site, subject to payment of a surcharge.
- **Last day of the second week of January** – the Dean's Office and the NHKK inform the organizational units of the anticipated number of students.
- **Last day of the fall examination period** – announcement of courses in the NEPTUN system by the clinics/departments.
- **Last day of the first week of the spring study period** – announcement of the final number of available places in the NEPTUN system for courses announced by the clinics/departments and centrally.
- **April/May** – registration period for placements.
- **Last day of the enrollment period for the following fall semester** – submission to the Dean's Office of Certificates of Completion for placements completed at external training sites.

Final Provisions

Article 8 Faculty Council Decision No. 9/2016 (III.18.) shall be repealed upon the adoption and entry into force of this Regulation governing summer placements.

Budapest, 15 October 2026