



SEMMELWEIS UNIVERSITY

FACULTY OF DENTISTRY

Dean

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Semmelweis University
Faculty of Dentistry – Regulation of the
system of summer internships

Budapest

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Title of the regulation: **Faculty of Dentistry Regulation on Summer Internships**

Effective date: **13 December 2024**

page 1 / 8

Preamble

According to the model curriculum of the Faculty of Dentistry students of dentistry must complete practical training (*internship*) programmes after the closure of the 1st, 3rd and 4th grades.

Pursuant to Sections 10 and 11 of PART III.2 Study and Examination Rules of BOOK III Requirements for Students of the Organisational and Operational Rules of Semmelweis University (hereinafter: SER) – in view of specifics of the Faculty – the Faculty of Dentistry introduces the following regulation regarding summer internship (hereinafter: Regulation).

Criterion requirement

Section 1 (1) Pursuant to Section 10 (1) of the SER *for summer practical training the number of hours and credits and the type of examination are prescribed in the model curriculum.*

(2) The internships are *criterion requirements* at the Faculty; that is, mandatory requirements stipulated among in the training and outcome requirements that must be met without earning credits. Without satisfying a criterion requirement the student concerned cannot progress to the next grade.

Internships

Section 2 The students of the Faculty must complete the following compulsory summer internships during their studies.

(1) ***Practical training programmes to be completed in the 1st year:***

Dental assistant summer internship: The two-week (60-hour) *Assistant summer internship* is completed by students primarily at the University's clinics, assigned to work alongside 4th grade students completing their *Summer General Dentistry Internship* programmes.

Summer internship in odontotechnology: The two-week (60-hour) *Summer internship in odontotechnology* is completed by students primarily at the Department of Prosthodontics of the Faculty of Dentistry (in the laboratory of the Department of General Dental Preclinical Internship).

(2) ***Practical training programme to be completed in the 3rd year:***

Summer internship in extraction: The one-week (30-hour) *Summer internship in extraction* is completed by students primarily at the Department of Oro-Maxillofacial Surgery and Stomatology, the Department of Community Dentistry and the Dentoalveolar Surgery Department of the Department of Oral Diagnostics.

(3) ***Practical training programme to be completed in the 4th year:***

Summer internship in general dentistry: The four-week (120-hour) *Summer internship in general dentistry* can be completed by student primarily at the following organisational units of the Faculty: Department of Community Dentistry, the Department of Prosthodontics, the Department of Paediatric Dentistry and Orthodontics, the Department of Conservative Dentistry, Department of Oral Diagnostics and the Department of Periodontology.

Students can complete practical training in all dentistry majors at the Department of Community Dentistry and the Department of Oral Diagnostics, therefore the whole of the 4 weeks of the training can be completed by students submitting their applications for practical training to be completed at these practical training organisations at one of the above educational establishments.

Students applying to participate in “*rotational training*” complete two weeks of the four-week practical training programme at the Department of Prosthodontics or at the Department of Conservative Dentistry, and another two weeks at the Department of Paediatric Dentistry and Orthodontics or the Department of Periodontology, or part of that two weeks at one and another part at the other of these two. Students at the Faculty work six hours a day under the four-handed concept in such a way that in half of the prescribed period they work as dentists and in the other half as chairside assistants.

**Announcement of courses, way and time of application for enrolment,
modification of applications**

Section 3 (1) The number of places announced for the summer internships referred to in Section 2 (1) and (2) must not be smaller than the total number of Hungarian, English and German students wishing to complete the internship at the University. The Dean’s Office and the Centre of Education of International Studies (hereinafter: CEIS) informs the organisational units concerned following the procedure laid down in Section 4 (2) and Section 5 (6) of the Regulation **not later than the last day of the second week of January.**

(2) The clinics/departments concerned announce the various summer internship courses referred to in Section 2 (1) and (2) (separately, in the various languages in which education and training is provided) for the numbers of students specified above. **The deadline for the announcement of the courses falls on the last day of the autumn examination period.** In case the total headcounts specified fall short of the necessary headcount, the Dean's Office consults with the clinic/department concerned and makes arrangements for a headcount increase. The clinics/departments concerned must announce the finalised headcount numbers not later than the **last day of the first week of the spring study period** in the Neptun system.

(3) The courses entitled "*Külsõ hely/Abroad/Praktikum im Ausland*" are announced by the Dean's Office and the CEIS by the above time limit.

(4) The General Dentistry summer internship courses are centrally announced for the students pursuing their studies in the three languages used in dentistry training, within the above deadlines.

(5) Students have to register for the practical training programmes during the period specified for registration. Registrations may be modified during the registration period, provided there are still places available. **After the end of the registration period late registration/modification of registrations is still possible during the first three working days of the week following the week designated for registration** provided there are still places available, but students must pay a surcharge for such registration. In this case the late registration/modification can only be recorded by the employees of the Dean's Office or the CEIS. **No registration/modification is possible after the third day of the late registration period.**

(4) Students are notified of the opening of courses and the registration period in Neptun messages (**registration period: the first week of April**). Students have to register for courses announced by the clinics/departments as well as for the centrally announced ones during the registration period. For the "*Külsõ hely/Abroad/Praktikum im Ausland*" only those students may register who submitted their requests for such registration before the expiry of the deadline and have been granted permission for completing their practical training programme at a place other than the University.

Exemption (credit acceptance)

Section 4 (1) A student may be exempted from the obligation to complete the summer internship on the basis of his or her earlier work or vocational qualification.

Title of the regulation: Faculty of Dentistry Regulation on Summer Internships

Effective date: 13 December 2024

Based on Faculty Council Resolution No. 35/2021 (X.15.)

(2) The student concerned **may submit** a request for such exemption (credit acceptance request) by filling out the relevant data form that can be downloaded, in accordance with the rules on credit acceptance, **not later than the last day of the autumn study period of the given academic year, or by the end of the autumn examination period in which case he or she must pay a surcharge**. Such requests are assessed by the Examination and Studies Committee (hereinafter: ESC), taking into account the opinion of the competent clinic/department.

Internship completed at an external site

Section 5 (1) Particularly international students may be permitted to complete their internships at external sites. Students pursuing their studies in Hungarian may only be permitted to complete their internships at external sites (at another university in Hungary at practical training institutions accredited by the Faculty or by a faculty of another Hungarian university providing the same type of training, for the major corresponding to the given summer internship) only in adequately justified cases.

(2) The request for such permit is to be submitted to the ESC using the data sheet introduced for this purpose.

(3) Internships may be completed in Hungary vocational training institutions proven to have been accredited for the type of the practical training programme concerned, as prescribed in Section 7 (1) of Decree 16/2010. (IV. 15). EüM. A *duplicate copy of the decision* issued by the National Directorate General for Hospitals (NDGH) or its legal predecessors on the valid accreditation of the host training institute is a **mandatory attachment** to the request.

(4) The ESC will not permit the completion of the internship at a domestic dental practice without valid accreditation or at one with an accreditation that does not match the dentistry specialisation (major).

(5) The host institution's *declaration of admission* is a **mandatory attachment** to the request (it is sufficient to submit the **original/authentic copy** of the declaration of admission by the first day of the spring term at the latest, otherwise the permit received earlier lapses), in which the host institution undertakes to provide the requisites for the student's internship and its professional supervision. By filling out the **declaration of admission** the host institution also assumes responsibility for the provision of training during the internship in accordance with the prescribed themes which is a prerequisite for the recognition of the completion of the practical training programme after its completion (the successful

completion of the practical training session must be certified by the host institution by filling out a separate form).

(6) Requests must be submitted **by the last day of the autumn study period of the year concerned**. Late submission – subject to the payment of a surcharge – is possible **until the last day of the first week of the autumn examination period**. **Any request submitted after the end of the extended period for submission will be automatically rejected.**

Completion of the internship

Section 7 (1) The rules on the conduct of the mandatory suitability tests required for completion of the internships are laid down in Section 10 of the SER. The Dean's Office informs the students about the detailed rules on the tests each year.

(2) Section 11 (3) of the SER provides that the signing of the completion of the internship must be refused and the internship must be graded as failed if the student's **absence reaches 10%** of the duration of the internship concerned. According to faculty regulations, a total of 10% absence is allowed for the General Dental Summer Internship, which in this case means 2 days, but the two days cannot fall on the same week.

(3) Section 11 (5) of the SER provides that a student receiving a "fail (1)" grade for their internship cannot continue their studies until their completion of the internship concerned.

(4) Section 10 (5) of the SER provides that the person responsible for the internship rates the completion of the internship by assigning a **grade in a scale of 5**. The completion of the undivided internship at a single site and the practical course mark given to the student is recorded in the Neptun system by the person responsible for the subject. In the case of "rotational training" the student's performance must be evaluated (graded) separately after each week. The grades must be recorded on the attendance sheet and authenticated by the practical course leader's signature. The completion of the internship programme and the practical course mark given on the basis of the grades of the preceding weeks are entered in the Neptun system by student's practical course leader in the last week of the internship. The signatures and marks of the students who have completed their summer internship not at the Faculty are entered in the Neptun system by the competent staff member of the Dean's Office or the CEIS.

(5) In the case of internship completed on the basis of a permission at an external training site the certificate of the completion of the programme must be submitted to the Dean's Office **not later than the last day of the period available for registration for the next autumn term**. Without this the student concerned cannot register for the next term.

Deadlines

- **last day of the autumn study period** – filing of the request for credit acceptance (exemption)
- **last day of the autumn study period** – filing of request for permission to complete the internship programme at an external training site/abroad (it is enough to submit the **original/authentic copy** of the declaration of admission by the first day of the spring term, otherwise the permit lapses)
- **last day of the first week of the autumn examination period** – late filing of the credit acceptance (exemption) request, with payment of surcharge
- **last day of first week of the autumn examination period** – filing of request for permission to complete the internship at an external training site, with payment of surcharge
- **the last day of the second week of January** – the Dean's Office and the CEIS informs the organisational units of the numbers of students they can take into account in working out their plans
- **last day of the autumn examination period** – announcement of courses in the Neptun system (clinics/departments)
- **last day of the first week of the spring study period** – announcement of final headcounts in the Neptun system (clinics/departments + the centrally announced ones)
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- **first week of April** – period for registration for summer internships
- **15 May** – payment of the fee payable for the internship, for those who are obliged to pay a fee for their internship
- **15 June** – filing request for a refund of the fee paid by the student in case he or she cannot participate in the internship programme for reasons not attributable to them
- **last day of the period for registration for the next autumn term** – submission of performance certificates for internships completed at external training sites.

Closing provisions

Section 7 Simultaneously with the adoption and entry into force of this Regulation Faculty Council Resolution No. 9/2016 (III.18.) shall be repealed.

Budapest, 15 October 2021.