



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

**PART III
STUDENT STANDARDS**

**CHAPTER III.2
STUDY AND EXAMINATION REGULATIONS¹**

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CHAPTER III.2 STUDY AND EXAMINATION REGULATIONS

1. Scope of the Regulations

Article 1 [Scope and Purpose of the Regulations]

- (1) The scope of this part of the Organizational and Operational Regulations (hereinafter referred to as “Regulations”) applies to issues related to academic work and examinations of regular and visiting students of Semmelweis University in undergraduate, master’s and postgraduate specialization programs, as well as in tertiary vocational programs; in particular to the academic schedule and policies governing the teaching, acquisition and assessment of knowledge, skills and abilities. The Regulations are applied regardless of the location of the training, the training language, form of study, the form of training fee reimbursement and student nationality. The purpose of the Regulations is to create a value-oriented framework for high-quality teacher and student collaboration which helps to achieve the long-term strategic goals of Semmelweis University.
- (2) Study and Examination Regulations of students participating in the doctoral program are regulated in a special part of the Organizational and Operational Regulations of Semmelweis University.
- (3) All instructors, researchers, administrative employees and students directly or indirectly participating in training are obliged to be aware and comply with these regulations.

2. Interpretative Provisions

Article 2 [Interpretative Provisions]

- (1) ²For the purposes of the Regulations,
 1. ³**Pre-degree certificate**, (absolutorium or final certificate): A document certifying, without proof of qualification and the grades obtained, that a student completed both the study and examination requirements of the curriculum and the practice placements required, but it does not contain records of the final examination, the thesis, and a B2 language certificate specified in the program and outcome requirements. The pre-degree certificate does not qualify as a certificate of qualification or as tertiary vocational qualification.
 2. **Accredited clinical placement site, for the Faculty of General Medicine**: those health service providers accredited by the Faculty of General Medicine, or by another university faculty providing the same training in Hungary, which provide a practical training site; or a foreign placement site accepted or accredited as a foreign clinical training site of Hungarian medical training; in accordance with the Faculty of General Medicine regulations;
 3. **Active semester**: a semester in which a student's legal status is not suspended.

² The numbering has been amended by Annex 1, § 1 (2) of Senate Resolution 20/2023 (III.30.). Effective: From 04.04.2023

³ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective: from 04.04.2023

4. **Transfer:** the process in which a student with a student legal status at a tertiary education institution continues their studies at another institution; unless otherwise stipulated in these Regulations, the student may apply for admission from another tertiary education institution – except from those institutions included in the 87/2015 Government Regulation (IV.9) – that provides a degree of the same level as that offered by Semmelweis University. This process is only possible if the termination of the student legal status is not in process. Transfer within Semmelweis University can be requested between degree programs and faculties, and in line with legal restrictions, between training levels.
5. **Registration:** the student's statement to continue their studies in the upcoming semester, recorded in the NEPTUN Tertiary Education Administration System (hereafter: NEPTUN). Registration takes place by logging in to NEPTUN, and by course registration in NEPTUN for the upcoming semester, which is based on prior information given by the faculties. Students taking part in a partial training abroad in the upcoming semester are also subject to the obligation to do this registration.
6. **Enrollment:** the establishment of a student legal status between an eligible student and Semmelweis University, through the authentication of the enrollment form. Those persons may establish a student legal status with the university who have been admitted or transferred to Semmelweis University. Student legal status is created through enrollment. Enrollment is accomplished by the student's registration in the Student Information System (hereafter: NEPTUN) for which purpose an information bulletin is sent to the student in advance, and by signing an enrollment form printed out from NEPTUN. Upon enrollment, the student is required to register for their courses on the basis of the information bulletin given by the faculties.
7. **CV-course** (i.e. Exam Only Course): An opportunity for course completion that does not qualify as a course registration, during which a course to be concluded an examination, which course has been registered by the student in a previous semester and in which the student has obtained a signature but has not completed it yet, can be completed in the given semester without the obligation to attend the contact lessons or to fulfill other study period requirements by using any unused examination opportunities remaining from the semester of the last registration of the original course.
8. **Diploma work:** an original paper which substitutes the thesis. It is mandatory for the completion of studies. Writing the diploma work can verify that the student met specific outcome requirements of the program;
9. **Concurrent prerequisite:** a course unit or a module of up to 15 credits which students shall complete, required by the curriculum with regard to certain subjects, concurrently or previously;
10. **Prerequisite schedule:** a set of pre-requisites for subjects included in the curriculum of the degree program;
11. **Prerequisite:** a course unit or a module of up to 15 credits that the curriculum requires to be completed before registration for a given subject;
12. **Term grade:** a grade of assessment acquired during the study period based on the results of partial performance assessments;
13. **FM-course** (i.e. “exempt from” course): An opportunity for course completion that qualifies as a course re-registration, during which a course to be concluded by an examination, which course has been registered by the student in a previous semester and in which the student has obtained a signature but has not completed yet, can be completed in the given semester without the obligation to attend the contact lessons or

- to fulfill other term-time requirements by using the examination opportunities of the given semester according to the general rules of assessment of study requirements.
14. **Individual study schedule:** completion of subjects included in the student's individual study schedule, in a way different from the general rules of order (including, in particular, the exemption from lessons or the possibility to make up for non-attendance at lessons, meeting study requirements in a different way or at a scheduled time);
 15. **End-term examination (or colloquium):** assessment concluding a single course in the form of an examination. The material of the end-term examination of a multi-semester subject may include the material of any of the courses involved which is not completed by a cumulative assessment of study requirements;
 16. **Thesis consultant:** an additional expert supporting the student in the preparation of the thesis, when needed;
 17. **Thesis supervisor:** an expert guiding the student in the preparation of the thesis;
 18. **Optional course/subject:** a course/subject required by the curriculum, for which students have an option to decide to register for, at the credit value defined in the model curriculum (for example: courses of specialization within a given program or courses of differentiated professional knowledge);
 19. **Compulsory course/subject:** a course/subject which all students of a given specialization are required to complete;
 20. **Credit transfer:** the acceptance of a course completed at another faculty or institution; the credit value and whether the course completion is substitutable with other course(s) or different from them shall be determined;
 21. **Credit Transfer Committee:** a committee defined in another part of the Organizational and Operational Regulations which acts on students' credit transfer issues at first instance;
 22. ⁴**Criterion requirement:** a mandatory requirement specified in the curriculum on the basis of the program and outcome requirements, without attached credit value (e.g. completion of a practice placement period);
 23. **Course:** the completion of a subject in a given semester, a set of study sessions and assessment procedures with place(s), date(s), and instructor(s) specified;
 24. **Justified exceptional case:** a circumstance beyond a student's control, including in particular childbirth or various unexpected conditions, such as accident, serious illness, which prevents the student from fulfilling their obligations arising from their student legal status.
 25. **Course record book:** a public document printed out from NEPTUN in a format certified by the Educational Authority, indivisibly stapled and authenticated by the Dean of the faculty. A printed course record book shall be created upon termination of student legal status. The numbered pages of the printed course record book are stitched together with a national-colored cord which shall be sealed with a circular label and signed as described above. Thus it shall be made indivisible and authenticated. The printed course record book contains all the data and records that are by law required to be included, in particular, but not exclusively, all the data concerning the student's studies at the given level of education. The faculty maintains a record book if it does not meet the legal requirements for not needing to conduct record books.

⁴ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective: from 04.04.2023

26. **Micro-certificate**⁵: a certificate, including a description of the course and its credit value, awarded on completion of a course or module in a higher education institution a course or module of a higher education institution;
27. **Model curriculum**: A subject registration order recommended on the basis of the prerequisite schedule, which includes the compulsory subjects prescribed in the curriculum and part of the credit value which is to be obtained from optional and/elective subjects, and description of these subjects assigned to the given semester;
28. **Module**: a unit including several subjects from the curriculum of one program, where the units may be based on one another (e.g.: foundation module, professional core material module) or may be equivalents or substitutes of each other (specialization module);
29. **Vice-Dean for Educational Affairs**: the Vice-Dean who assists the Dean's work in the educational and academic tasks of the graduate programs, or, in the absence thereof, a Vice-Dean appointed by the Dean;
30. **Simultaneous training**: simultaneous participation in or eligibility for two or more training programs;
31. **Inactive semester**: the semester in which the student's student legal status is suspended for one of the following reasons:
 - a) the student has not registered,
 - b) the student has stated that they do not wish to fulfill their student obligations in the given semester,
 - c) the student has withdrawn their registration for the given semester before the deadline,
 - d) the student has been prohibited from continuing their studies in the given semester as a disciplinary measure; and
 - e) the given semester was subsequently pronounced as inactive.
32. **Project assignment**⁶: a form of learning and control of the acquisition of knowledge, skills and abilities in a subject or module, with assessment, focusing on a specific topic, aiming at a research activity through independent task performance, resulting in the creation of an independent product, problem definition, solution and exploration of the connections to it;
33. **Partial training**: self-financed training for the acquisition of partial expertise without a dedicated admission procedure, which is designed primarily to meet the requirements of new sub-specializations, to prepare for the master's program, and to acquire the knowledge (credits) required by law for practicing the profession;
34. **Independent sub-specialization**: the sub-specializations of the Medical Laboratory and Diagnostic Imaging tertiary vocational program, the Conductor bachelor's program, the Health Care Manager bachelor's program and the Medical Laboratory and Diagnostic Imaging bachelor's program;
35. **Elective subject**⁷: a course offered by any faculty of the University, as defined in the curriculum, and a voluntary activity or conference, or a scientific or professional event, which can be taken instead of a course, at the discretion of the Senate, and for which the student decides whether to take the minimum number of credits specified in the training and exit requirements in light of the pre-study order;

⁵ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective: from 01.09.2023

⁶ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective: from 01.09.2023

⁷ Amended by Senate Resolution 19/2023 (30.III.), Annex 1., 1. § (1) Effective: from 01.09.2023

36. **Thesis:** a paper written as a completion of tertiary studies, prescribed by the program and outcome requirements. It verifies that the student has met certain outcome requirements of the training program. Its aim is furthermore to help the student, develop their ability to grasp the essentials of a given subject by means of an independent scientific study of any problem in the field of the discipline, to master the methods of library use and literature research and to formulate their opinion in a concise and clear manner. The term “thesis” also refers to “diploma work” unless otherwise stated;
37. **Specialization director:** an instructor appointed by the Senate on the recommendation of the Dean, after the opinion of the Faculty Council; or failing this, the Dean; an authorized person who is responsible for the content and training processes of the specialization training leading to an independent professional qualification within the program.
38. **Program director:** an instructor appointed by the Senate, on the recommendation of the Dean, after the opinion of the Faculty Council; or failing this, the Dean; who is responsible for the content and entire training process of the given program. The term “program director” also refers to “specialization director” unless otherwise stated.
39. **Seminar:** a practical form of education organized for a small group of students (up to half of the students registered for a subject), where teaching is primarily in the form of verbal communication between the students and the instructor, which is interactive, allowing a detailed study of the topic, with the active participation of the students;
40. **Comprehensive examination:** an examination concluding a multi-semester subject or a combination of several subjects. In the latter case, the comprehensive examination may be passed at the earliest after obtaining the credits of the subjects covered by the comprehensive examination;
41. **Academic calendar:** a document containing the schedule for a given academic year and the deadlines concerning the students and educational-research units;
42. **Course group:** those students together who have the same timetable for compulsory courses offered for their year;
43. **Course registration:** registration for a specific course in an announced subject. The registration is only possible if the prerequisites of the subject are met;
44. **Course requirements:** a document containing the student's duties and the completion deadlines;
45. **Establishment of a subject:** the first approval of the course syllabus of a given subject;
46. **Announcement of a subject:** the announcement of the courses completing which students may complete a subject. The course(s) required for the completion of the compulsory or optional subject shall be announced in the semester stated in the model curriculum, by the educational-research unit responsible for the subject;
47. **Course syllabus:** defines the knowledge and skills to be acquired in each subject;
48. **Curriculum:** defines the detailed educational and study requirements of a particular training and its detailed rules;
49. **Registrar’s Office:** an organizational unit, regardless of its actual name, which manages the administration of students' general academic affairs and study records, as set in the Organizational and Operational Regulations;
50. **Studies and Examinations Committee:** a committee, regardless of its name, established by the Senate in each faculty, which acts at first instance in the study and examination affairs of students at the given faculty;

51. **Multi-semester subject:** a set of courses, which are combined to form a thematic unit, and have names differing only in their serial number or in an additional description beside the general name of the subject. Furthermore, its subjects may differ in the requirements for their assessments;
 52. **Block Education:** a course scheduling method, applied for the compulsory subjects of year 4, year 5 and year 6 studies in the Model Curriculum of the General Medicine Specialization and in the Model Curriculum for students participating in correspondence studies. The student attends the theoretical and practical lessons of only one compulsory subject in each section of the semester (i.e. block), which are held within the timeframe specified in the timetable determined by the course coordinator. The student may take the examination of each subject at the end of its block;
 53. **Post-deadline inactivation of a semester:** when suspension of the student's student legal status is authorized by the competent body, in particularly justified cases, upon the student's request submitted after the de-registration deadline but before the last day of the training period of the semester in which the subject was taken up;
 54. **Visiting student legal status:** the student may register as a visiting student to the subjects of their studies at another training program of the higher education institution at which they have an active student legal status or at another higher education institution. Recognition of the subject and the knowledge obtained shall be subject to the credit transfer procedure of the faculty responsible for the program and it shall be counted accordingly into the fulfillment of the student's study requirements;
 55. **⁸Examination:** a form of assessment to test the acquisition of specific knowledge, skills and experience assigned to a given subject or to certain subjects, which is combined with a cumulative assessment;
 56. **⁹Examination course:** CV-course or FM-course. An examination course is a non-scheduled course with no contact lessons;
 57. **Final examination:** the examination and assessment of the knowledge and practical skills required to obtain a qualification in tertiary education; the candidate shall demonstrate to the Final Examination Board of the Faculty that they have acquired the knowledge required for the qualification and that they understand and are capable of applying the obtained information in context as well. Gaining the Pre-degree Certificate is a prerequisite for taking the final examination.
- (2) When applying these regulations and if not stated otherwise
- a) "student" refers to visiting students as well as regular students,
 - b) "program" refers to specializations leading to independent qualifications and to independent sub-specializations,
 - c) "self-funded student" also refers to students funding their own studies;
 - d) "students on (partial) state-scholarships" also refers to students whose studies are funded by the state.

3. Bodies Responsible for Educational Affairs

Article 3 [Persons and Bodies Competent in Teaching and Educational Matters]

(1) The Senate

⁸ Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

⁹ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- a) approves the training program of the university,
- b) approves the curriculum in the case of an inter-faculty training.

(2) **The Rector**

- a) approves the academic calendar by 31 May each year, after seeking the opinion of the faculties and the Student's Union,
- b) may allow three days' study break per academic year, after consultation with the Deans.

(3) **The Faculty Council**

- a) determines the curriculum of the specialization,
- b) determines the order of specialization and sub-specialization choice if it is not within the frame of the admission procedure,
- c) decides on the establishment, suspension and cancellation of subjects, and approves the course syllabus and decides on the modification of the course syllabus,
- d) proposes the content of the curriculum to the Senate in the case of inter-faculty trainings,
- e) approves – at intervals of not more than three years – the list of persons who may be nominated as chairpersons and members of the Final Examination Boards.
- f) ¹⁰determines the training and outcome requirements for master's programmes, excluding master's programmes in teacher education, in the field of training in which the institution has already obtained the right to offer bachelor's and master's programmes or a split degree.

(4) **The Dean**

- a) may declare the requirement of a minimum number of students for the announcement of the subjects in a specialization module,
- b) in agreement with the Rector, may allow three days' study break per academic year,
- c) if the conditions laid down in these Regulations are fulfilled, may oblige the educational-research unit to announce a course,
- d) makes recommendations to the Faculty Council regarding the Program Director and the Specialization Director,
- e) permits taking examinations and comprehensive examinations outside the campus,
- f) permits the participation of other teachers, researchers, lecturers, clinical chief physicians as examiners at comprehensive examinations,
- g) is responsible for the organization of the final examination, appointing the chairperson and the members of the Final Examination Board among the persons selected by the Faculty Council,
- h) specifies the exact date of each part of the final examination within the final examination period.

- (5) In cases when an institute which is not part of a faculty organizes trainings, the director of the independent institute, together with the head of the Department of Education Management, shall decide on academic and examination matters relating to postgraduate specialization trainings, as defined in these Regulations.

(6) **The Program Director**

- a) may, in the case of a declaration of admission – in case of a dentistry training, with the approval of the Studies and Examinations Committee –, permit the student to

¹⁰ Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 04.04.2023

complete the practice placement period at another domestic university, at their clinics or at a foreign health institution,

- b) allows the participation of an external thesis consultant in the preparation of the thesis,
- c) approves in the case of trainings of András Pető Faculty, the completion of the practice placement period at domestic professional services, travelling conductor and health care institutions; or such domestic institutions that offer conductive education and employ conductors; or such foreign educational institutions that offer conductive education, employ conductors or apply conductive education adapted for their own systems.

(7) The Occupational Health Service

- a) organizes the obligatory occupational medical examinations preceding the practice placement period. These examinations are the occupational, professional, personal hygiene examinations and examinations required for persons working in health care that are determined by the Faculty in line with legal requirements (In the Regulations all of these or any of these will be referred to as an occupational health assessment.),
- b) keeps an up-to-date record of the need for, and the participation at an occupational health assessment and of the presentation of the documents proving the aptitude (including Hepatitis vaccines), including registration of the validity of the compulsory occupational health assessment and Hepatitis vaccines in the NEPTUN,
- c) ensures that the details of the occupational health assessment are published on the website of the relevant faculty in accordance with the law, for each training program until the beginning of the last examination period before each academic year.

(8) The Studies and Examinations Committee

- a) approves individual study schedules,
- b) manages late de-registration of a student from a semester for which they have previously registered (i.e., declaration of a student's semester to be inactive after the deadline of de-registration),
- c) approves of visiting student legal status,
- d) approves of examinations and approves of examinations outside the examination period in justified exceptional cases,
- e) considers requests for special permissions,
- f) approves of transfer among programs/specializations, faculties or institutions,
- g) manages proceedings in other academic issues,
- h) performs other tasks specified in other legal acts, university regulations or faculty regulations,
- i) proposes regulations for the process of specialization or sub-specialization choice,
- j) conducts the process of specialization or sub-specialization choice, and classifies the students to these if they have not been already classified during the admission procedure.

(9) The Credit Transfer Committee is responsible for

- a) decision-making on individual credit transfer issues,
- b) performing preparatory tasks in matters of consultation, organization and regulation.

(10) The student:

- a) is responsible for: enrolling/registering for training, monitoring and adhering to applicable deadlines,

- b) shall make their payments on time if they are obliged to pay fees,
 - c) is responsible for the registration to the subjects announced for the program, within the time limit laid down in the calendar of the academic year, taking into account the prerequisite schedule,
 - d) should notify the Registrar's Office at the Directorate of International Studies of changes to their data by recording them to the NEPTUN within eight days after the change,
 - e) shall substantiate their request regarding educational and examinational issues (depending on the nature of the request) and has to duly justify and certify the content of such request.
- (11) **Student Rights:** When a student is in active training during a specific training period, they are entitled to the following:
- a) depending on their academic progress, to register for subjects specified in the curriculum and to take the examination of these subjects,
 - b) to visit university facilities (library, cultural and sports facilities) which are accessible to students,
 - c) to use student advocacy services,
 - d) to be a member of Students' Scientific Association (TDK) bodies,
 - e) to use a student card proving an active student legal status,
 - f) to apply for a university grant if they are on (partial) state-scholarships.

4. Basic Concepts of the Credit System

Article 4 [Basic Concepts of the Credit System]

- (1) One credit equals the completion of 30 student study hours. Student hours include classroom (contact hours) and individual study hours.
- (2) Credits may be given only for subjects which award a grade on a five-point or three-point scale. Only positive integer credits can be assigned to a subject.
- (3) Completion of a subject is achieved by obtaining at least a “satisfactory/pass” (2) grade in the rating scale of five grades, or at least a “fair” (3) grade in the rating scale of three grades at the assessment within the course requirements.
- (4) Students must complete the compulsory subjects prescribed in the curriculum - in addition, dentistry students must also complete the optional subjects - in order to obtain a pre-degree certificate; furthermore, students must obtain the required number of total credits as prescribed by the program and outcome requirements by obtaining further credits at elective courses. If it is additionally prescribed by the breakdown in the curriculum, these courses must follow that specific order. Students at specialization or independent sub-specialization programs are also required to complete the subjects specified as compulsory for their program, as well as to obtain the number of credits at optional and/or elective subjects specified in the curriculum regarding their specialization or independent sub-specialization.
- (5) Students may obtain the credits required for a pre-degree certificate in a shorter or longer period than the standard training period.

¹¹Article 4/A [Defining the training and outcome requirements for a Master's degree]

- (1) In the field of training in which the University offers a bachelor's, master's or the Master's programme, excluding the Master's degree programme education and training requirements (hereinafter referred to as the "ETQ") and the curriculum.
- (2) The ETQ is prepared by the head of the department and, subject to the approval of the Dean, discussed by the Faculty Council and submitted to the Senate for decision. The Senate approves the ETQ and at the same time appoints the person responsible for initiating and conducting the registration procedure for the Education Office.
- (3) In the case of the establishment and start-up of a new Master's degree course - or of an existing Master's degree course the ETQ for the registration procedure of an existing degree course shall be submitted to the Senate at a date to be determined, taking into account the time limits for the registration procedure to the Senate.
- (4) The ETQ of a Master's degree programme established before 20 December 2022 shall be submitted to the Senate by 2023. shall be reviewed by 31 December 2023.

Article 5 [The Curriculum and the Model Curriculum]

- (1) The curriculum consists of compulsory, optional and elective subjects, curriculum units and criterion requirements. Credits beyond the total number of credits required by the program and outcome requirements of the program cannot be required in the curriculum. This includes the minimum credit for the elective subjects specified in the program and outcome requirements.
- (2) The Faculty ensures that the student may take elective subjects of at least 5% of the total number of credits required for the degree or may engage in voluntary activities in lieu of such subjects. The student can also choose from subjects with a total credit value of at least twenty percent excess of all credits. In the case of an elective subject, the university does not restrict the student's choice of subjects announced by the tertiary education institutions. Any student may take on any elective subjects that were announced by any faculty of the university during the general course registration procedure, given that the prerequisite schedule is taken into consideration.
- (3) Students can complete subjects without extra fees in their individual study schedule
 - a) for 10% credit value above the total required credits,
 - b) in case of subjects in languages different from that of their training for up to 10% credit value of the total required credits.
- (4) The model curriculum within the curriculum includes, divided into educational periods,
 - a) all compulsory and optional subjects along with their credit value,
 - b) the number of hours a subject is taught in a semester and the assigned number of credits,
 - c) ¹²the type of assessments (signature, term grade, practical term grade, examination, or project work),
 - d) the semester when a subject is announced,
 - e) the criterion requirements and the deadline for their fulfillment,
 - f) the rules and requirements for the selection of the specialization or sub-specialization, if it was not part of the admission procedure,

¹¹ Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 04.04.2023

¹² Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- g) the prerequisite schedule,
 - h) the requirements for the selection of the topic of the thesis or diploma work and its completion if they are not included in these Regulations, in the faculty regulations, or in the relevant course syllabus,
 - i) ¹³the foreign language requirement and the conditions for its fulfilment for the exercise of the professional qualification in the given field of study, with the provision that for students who start their studies before the academic year 2022/23 and who do not have the language examination provided for in the training and outcome requirements on 20 December 2022, the level of foreign language knowledge and the measurement of their knowledge shall not be more stringent than the level of the language examination provided for in the training and outcome requirements.
- (5) The Students' Union has the right to comment on the curriculum before it is submitted.
 - (6) Prerequisites can be determined if the knowledge obtainable in another subject, group of subjects, or in a subject module is required for the understanding of the subject. Recommendations for prerequisites shall be set forth by the teacher of the subject and approved by the Faculty Council. Then it shall be entered into the model curriculum.
 - (7) A subject can only be registered by those students who have fulfilled its prerequisite(s) before the given semester, or have fulfilled them earlier or registered currently to its concurrent prerequisite(s).
 - (8) The model curriculum includes a maximum of forty lessons per week (apart from the Language and Physical Education classes).
 - (9) The length of lessons is 45 minutes. In the case of a combined lesson, a break of 15 minutes should be provided beyond 90 minutes.
 - (10) In the case of inter-faculty training, the Senate defines the curriculum on the proposal of the Faculty Councils of the faculties participating in the training.
 - (11) It is the right of the student of the degree program concerned to apply for specializations and sub-specializations announced simultaneously in the given degree program if it is not done through the admission procedure. The number of students entering a specialization or sub-specialization may be limited; the Dean may require a minimum number of students to apply for the specialization in advance. If the number of entering students is limited, the classification to the specialization or sub-specialization is according to the regulations of specialization or sub-specialization choice.
 - (12) The curriculum includes, as a criterion requirement, a vow at the beginning of the studies, the content of which is defined depending on the nature of the training; and an oath as part of the graduation at the end of the studies (hereinafter together: fundamentals of professional ethics). The oath at the end of the studies is followed by the graduation ceremony. The Rector decides on the order of the fundamentals of professional ethics and the text applied by each Faculty after its submission by the Faculty. If necessary for organizational reasons, the fulfillment of the fundamentals of professional ethics can take place before the start of studies, as well as after their completion; nevertheless, participation is obligatory. In this case, the condition of enrollment is to make the vow, while the condition of receiving the diploma is to take

¹³ Amended by Senate Resolution 4/2023 (9.II.), Annex 1. 9. § (3) Effective from 16.02.2023

the oath. Making the vow is also mandatory for students admitted by transfer. The organization of fundamentals of professional ethics, including the possibility of a make-up appointment, is the responsibility of the Faculty.

- (13)¹⁴The optional subjects include the conference, the academic professional event and other voluntary activities as a substitute for the subject (the for the purposes of this paragraph: subject) shall be determined by the Senate, which shall be carried out in accordance with the following procedure:
- a) The head of the educational-research unit shall, after consultation with the competent dean the Vice-Rector for Education, presenting the relevant departmental representative with the recommendation of the Director of the Department of Education and Research.
 - b) The Deans, under the direction of the Vice-Rector for Education, will examine the proposed subject for the next academic semester
 - ba) the professional content of the course and its relevance to the curriculum
 - bb) its expected impact on the teaching profession, and, according to the results of the examination, propose to the Senate and the credit value of the subject as an optional subject.
 - c) The Senate shall decide on the elective courses and their credit value to be announced in the following semester on the basis of the proposal under a) - b), based on the proposal of the Vice Rector for Education, twice a year, at the May and October meetings, with the possibility of requesting an extraordinary decision based on the Rector's approval.

Article 6 [Course Syllabus]

- (1) The course syllabus is prepared and/or modified by the course coordinator using policies based on Student Evaluation of Teaching (OMHV) surveys, and by taking the opinion of the Students' Union into account. The course syllabus should be published at the beginning of the academic year in the study regulations, in the given Faculty's usual procedure, to be accessible to all students in the faculty; furthermore, it shall be published electronically as well. The educational-research unit in question should publish the information included in the study regulations regarding all subjects taught at the given unit on their website or otherwise that is usual at the given unit; furthermore, the information shall be published in the NEPTUN at the basic data of the subject. The contents of the study regulations cannot be changed or deviated from during the given academic period. The Faculty Council has the power to draft and modify a course syllabus, at the initiation of the head of the specific educational-research unit and after approval by the Dean.
- (2) The course syllabus includes:
 - a) the code of the subject, its full and any abbreviated name, its name in English and in German,
 - b) the number of lessons per week (per semester) (divided into lecture + seminar + lab practice + clinical practice),
 - c) the frequency with which the subject is announced,

¹⁴ Amended by Senate Resolution 19/2023 (30.III.), Annex 1., 1. § (3) Effective from 04.04.2023

- d) a list of programs in which the subject is compulsory or optional, and the number of semesters for the subject, recommended by the curriculum of the given program,
- e) the type of assessments (signature, practical term grade or examination grade),
- f) the credit value of the subject,
- g) the name of the educational-research unit responsible for the subject, the name of the lecturer or instructor, as well as the prerequisites for registration to the subject,
- h) the purpose and the task of acquiring the professional content of the subject in order to achieve the aim of the training,
- i) the description of the content of the subject and its syllabus in such a way that it enables decision-making on credit transfer at another institution, including the knowledge, the (partial) skills and (partial) competences and attitudes to be acquired, reflecting the program and outcome requirements of the training.
- j) the grading method; the conditions for getting the signature; the number, topic(s) and date(s) of the mid-term assessments (reports, term tests), and the process in which they contribute to the final grade; and the possibility of their retake or their upgrading retake,
- k) ¹⁵if applicable, the type of examination and its requirements (list of topics, test pool, expected obligatory parameters, figures, concepts, list of calculations, practical skills),
- l) the requirements regarding the participation at the lessons and the possibility of compensating for absences; the accepted means of justification in the event of absence,
- m) written material, recommended literature, relevant technological and other material, study aids,
- n) the number and type(s) of the student's assignments to be completed by individual work, and the deadline of their submission,
- o) a list of the essential notes, textbooks, manuals and literature that may be used to acquire the syllabus; with exact description about which of them is required to acquire which part of the syllabus (e.g. description based on topics),
- p) in case of a multi-semester subject, the standpoint of the educational-research unit on the concurrent subject registration and on the requirements of permission thereof,
- q) the possibility and requirements of an offered grade.

Article 7 [Optional Application of a Requirement Introduced in a Phasing-in System]

- (1) A curriculum or other study and examination requirement that is new or modified, should also apply to students who have commenced their studies prior to the introduction of the given requirement but who, at their will, request the application of the new or modified study and examination requirements.
- (2) A declaration of choosing to apply the new requirement should be submitted to the Registrar's Office of the Faculty in writing or, if the Faculty allows, electronically, within a time limit specified by the Registrar's Office of the Faculty. The deadline for such declaration cannot be earlier than 15 days after the date of announcement of the change in the requirement set out in paragraph (1), and the declaration cannot be withdrawn. The Faculty notifies the students concerned of the change in the requirement and about the deadline for the declaration set out in this paragraph.

¹⁵ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- (3) In the case of a curriculum change, the correspondence of subjects in the old and the new curricula may also be recorded in an equivalence table.

Article 8 [Periods of Training]

- (1) The training period comprises a study period and an examination period.
- (2) During the study period, the student participates in the lessons of the subjects they have registered to and performs related tasks and may also complete the practice placement period prescribed in the curriculum during the study period. The study period consists of at least fourteen teaching-weeks. The study period of each semester is preceded by a registration period, which may overlap with the examination period of the previous semester.
- (3) At the Faculty of General Medicine, the subjects within the model curriculum for the 4th, 5th and 6th year, including lectures and seminars, are taught in the form of training blocks, with no separate study period and examination period for these subjects.
- (4) During the 9th semester of the Pharmacy master's program, the study period is twelve (12) weeks long, and it is supplemented with two months of obligatory practice before the final examination.
- (5) During the 10th semester of the Dentistry master's program, the study period is only twelve (12) weeks long.
- (6) Students can take their examinations in the examination period, which is seven (7) weeks long both in the fall semester and in the spring semester. If there are fewer than 3 working days between two holidays in an examination period, one (1) examination day shall be provided with 120% of the places allocated, and if there are 3 or more working days between two holidays, at least two (2) examination days shall be provided. At the Faculty of General Medicine, the exams of the subjects included in the 4th, 5th and 6th years of the model curriculum may be taken at the end of each block.
- (7) Public holidays (e.g. Christmas and New Year's Day) and working day transfers should also be taken into account when setting the examination period.
- (8) In the case of trainings at the Faculty of Health and Public Administration, the Faculty Council shall make a proposal to the Rector on the length of the study period, the times of the lessons and on the duration of the examination period on the basis of the opinion of the head of the given educational-research unit. The Rector may deviate from the provisions of this paragraph in the academic calendar, but the examination period may not be shorter than four weeks, or in the case of master's programs, shorter than five weeks.
- (9) The Rector and the Dean may both grant a three-day study break in each academic year, in agreement with the Students' Union. The date of the study break should be determined before the beginning of the study period, whenever it is possible. The Dean and the Rector shall consult before the study break is granted.
- (10) Missing any lessons on official bank holidays or breaks/holidays ordered by the Rector or Dean for full-time students may not be considered as absences. Extra opportunities to compensate for any missed lectures or practices may be organized outside of the study schedule, in which participation may not be considered as obligatory.

Article 9 [Academic Calendar]

- (1) The first and last dates of the registration period, the study period, the examination period, and the final examination period as well as the dates of the final examination retake and late enrollment are determined in the academic calendar.
- (2) The academic calendar includes deadlines for study, allowance and other student matters in accordance with the applicable regulations. Unless otherwise specified in the relevant regulations, the deadline in the calendar shall be deemed to be applicable.
- (3) The academic calendar may determine which weekday's schedule should apply to the lectures and practices to be held on Saturdays, which are rendered to be working days during the academic year.
- (4) The academic calendar is published on the website of the Faculty.

Article 10 [General Rules Concerning the Practice Placement Period]

- (1) The hours to be worked, credits and examination type regarding the practice placement period are determined by the curriculum.
- (2) The organization and contents of the practice placement period, the supervision of the external placement sites, as well as possible requirements for a training log or report and the methods of assessment are determined by the course coordinator of the placement, subject to approval by the Dean.
- (3) The accredited placement site is responsible to certify the completion of the practice placement period by filling out the course registration and assessment form of the Faculty.
- (4) Completion and a term grade after a practice placement period is recorded in NEPTUN by the course coordinator of the placement, the program director, or by their request any officer at the Registrar's Office or at the educational-research unit concerned.
- (5) The practice placement period grade is registered in NEPTUN by any of the persons named in (4), as indicated on the form specified in (3) using a three-grade assessment scale. In case the practice placement period qualifies as 'fail', the program director or the course coordinator determines whether and when the practice placement period can be repeated during the training period.
- (6) Practice placement periods are completed in accordance with the work schedule of the placement site or institute.
- (7) Students are required to undergo an occupational health assessment every year prior to their practice placement period. Registration for the assessment is due each academic year in NEPTUN, and is compulsory, at a date and time set based on Semmelweis University Occupational Health Service recommendations.
- (8) In accordance with current legislation, details on how to obtain occupational assessment records are published on the website of the Occupational Health Service no later than the examination period of the academic semester preceding each academic year, grouped by program and specialization.
- (9) In the absence of registration in NEPTUN, students may not start their practice placement period. The attendances on the compulsory occupational health assessments shall be checked by the educational-research unit responsible for the given placement or, in the absence thereof, by the Registrar's Office. In order to fulfill this obligation, the educational-research unit may access the NEPTUN database. The practice

placement period may be assigned to the student only after the occupational health assessment and the registration of the Hepatitis vaccinations have been verified by the educational-research unit responsible for the organization of the given practice placement period.

- (10) Registration under paragraph (7) is the student's responsibility and duty. If the student participates in the practice placement period without registration, the practice placement period on question is invalid and the student is liable for any damage caused in connection with this issue.
- (11) Students shall complete the practice placement period required by the curriculum either at the educational-research units of the university or at other training sites which have been accredited by the relevant faculty. Students at the Faculty of General Medicine or Dentistry may also complete their summer practice placement period in an institution abroad, following a request submitted by them.
- (12) The supervision of practice placement periods is organized and managed by the head of the educational-research unit responsible for the subject.

Article 11 [Special Regulations Concerning Practice Placement Periods at the Faculties of General Medicine, Dentistry and Pharmaceutical Sciences]

- (1) The duration of the practice placement period at the Faculty of Medicine: the summer practice placement period and the 6th year students' practice placement period are of forty hours per week, during which the student can be assigned once bi-weekly to an on-call period (i.e. to take part in a practice placement during an on-call period) of up to 12 hours, which should be undertaken on weekends or at nights depending on the student's choice.
- (2) The duration of the practice placement period at the Faculty of Pharmaceutical Sciences is forty hours per week for the summer practice placement period and forty hours per week for the obligatory placement before the final examination.
- (3) Validation of a placement shall be denied if the absence has reached 25% of the duration of the practice placement period.
- (4) In case of a "fail" (1) qualification, students may not continue their studies until the practice placement period is completed.
- (5) At the Faculty of General Medicine, a comprehensive examination after the 6th year practice placement period may be prescribed in the model curriculum. Once a comprehensive examination is requested, the practice placement period does not have to be evaluated by an individual grade; in case the examination is failed, the practice placement period does not have to be repeated.

Article 12 [Special Regulations Concerning the Practic Placement Period at the Faculty of Health and Public Administration]

- (1) The student is required to complete the practice placement period required by the curriculum at any training site which is on the list approved by the program director or which has been individually approved.
- (2) Students are required to undergo an occupational health assessment every year prior to their practice placement period. By contrast, the occupational health assessment is not obligatory if the student already has a valid occupational suitability certificate for the

activity or for the performance of the job duties; or if it is not required by the law for the activity or for the performance of the job duties. In this case, the student is required to submit the occupational suitability certificate or a form called "Student's Statement on Health Condition" at the Registrar's Office.

- (3) Students of the Faculty of Health and Public Administration prepare a written report on their practice placement period, the acceptance of which is a prerequisite for obtaining the pre-degree certificate.
- (4) In NEPTUN, the completion of the practice placement period is recorded by the course coordinator of the practice placement period, the program director or by their request, any officer at the Registrar's Office or at the educational-research unit concerned.
- (5) The Faculty's course syllabus regulates the rules on absences from practice placement periods and from practical courses aimed at developing professional-role-related and personal skills.

Article 13 [Special Regulations Concerning the Practice Placement Period at the Faculty of Health Sciences]

- (1) The Faculty may organize practice placements periods in the form of summer practice placement periods for the students.
- (2) The summer practice placement period is regarded as a practice placement period completed in the fall semester, as set in the model curriculum, therefore the related assessment is recorded in the study indexes of the fall semester.
- (3) Even if a fall practice placement period is completed in the form of a summer practice placement period, the subjects for which the placement is a prerequisite, cannot be registered for sooner than in the upcoming spring semester.
- (4) Students may re-register for the practice placement period in the study period after a non-completed summer practice placement period, but this shall be considered as a re-registration for the subject (i.e. second or further course registration).

Article 14 [Special Regulations Concerning the Practice Placement Periods and Practical Training at the András Pető Faculty]

- (1) A practice placement period is the form of education in which the gained theoretical knowledge is applied and implemented in practice, in an organized way, following the principles of conductive education. In some subjects, lectures and practice can complement each other.
- (2) A complex final session is a practical examination required to complete a Conductor Bachelor of Science degree. Complex final sessions are considered as comprehensive examination and hence shall be taken in front of a board. The board is chaired by a conductor educator. There are a minimum of two members on the board. Minutes should be taken of the complex final session. A course syllabus is to be prepared and published in relation to a complex final session before the semester begins. The complex final session fails if any of its components, as entered in the minutes, is a 'fail'. A failed final session can be repeated once. If a complex final session is completed and a grade is awarded, there is no possibility for an upgrading retake examination.

- (3) The coordinator of ongoing practice placements is responsible to provide conductive education practice placement periods (individual basic, individual methodological and group conductive education placements).
- (4) The coordinator of the sub-specialization is responsible to provide educational and educational rehabilitation practice placement periods (group education, group methodology, teaching and rehabilitation practice placements).
- (5) The completion of the practice placement period and the term grade are recorded in NEPTUN by the practice placement lead instructor, the instructor responsible for the practice placement, the program director or the Registrar's Office.
- (6) Participation in conductive education practice placement periods (individual basic, individual methodological and group conductive education) is compulsory. The student may miss up to 20% of their practice hours, which must be made up for. Any absence at an individual basic and individual methodological practice placement should be remedied by the end of the examination period. The weekly schedule of the individual basic and individual methodological practice placement periods is prepared by the chief practice placement conductor, taking into account the characteristics of the group, the agenda and the students' requirements. Making up for missed group conductive education practice placements is possible until the end of the study period. Taking part in the make-up lessons is the student's responsibility.
- (7) Absences from educational practice placement lessons (school group teaching practice, pre-school group methodology practice, group education practice or rehabilitation education practice) are accepted up to three times. Students who have not successfully met the prerequisites of the subject and have not completed the methodology requirements of the relevant semester cannot take part in group education/methodology/teaching practice placement at school and pre-school.
- (8) Absence from a practice placement which is related to a theoretical course may not exceed 20% of the lessons.
- (9) In conductive education practice placement periods, the grade/evaluation of the individual basic and the individual methodological practice placement period consists of partial grades and signatures that vary from year to year. All signatures and partial grades are prerequisites for an aggregate grade/evaluation. If the signatures or partial grades required for completion of the semester are missing, the end-semester signatures will be denied. If the ongoing practice placement grade is "fail", the aggregate grade is "fail", and the semester shall be repeated. If the grade of the practical report is "fail", the report may be repeated once before the end of the examination period with the presence of an instructor. If the grade of the repeated practical report is also "fail", then the aggregate grade is also "fail". In case of individual basic and individual methodological practice placement, if the aggregate grade is "fail", there is no possibility for an upgrading retake examination, the subject can only be completed by re-registration. In case of a successful report, there is no possibility to repeat it for gaining a better grade.
- (10) The assessment of pre-school and school practice placements, as well as practice placements in rehabilitation education and methodology (individual, group, external, internal and integrated practice placements) consists of partial grades. The acquisition of all partial grades is required in order to obtain an aggregate grade/evaluation. If the set of partial grades required for completion of a semester is incomplete, the semester

cannot be evaluated. If the grade of the practical report is “fail”, it may be repeated once no later than the end of the examination period. If the retaken report is a “fail” again, the aggregate grade is a “fail”. In case of a successful report, there is no possibility to upgrade it. If the aggregate grade of the pre-school and school practice, (educational, methodological, external, internal and integrated practice placements) is a “fail”, the course can only be completed by re-registration.

- (11) In 3rd and 4th years, the practice placement period (conductive education, education and rehabilitation education) can be organized in the examination period, in a block schedule.
- (12) In the case of conductive educational practice placement periods, the PAK Committee of Practical Training shall act in the composition indicated in paragraph (13), and may authorize the following, on request of the student:
 - a) transfer of the student to another group;
 - b) completion of a semester practice placement period in an individual schedule (if, due to illness, Erasmus+, or other unforeseen reasons, the student does not complete the required number of hours of practice placement);
 - c) to consider an application for a placement abroad.
- (13) The members of the Committee shall consist of the Director of the Institute of Conductive Education, the lecturer in charge of the given year (based on the year of the student submitting the application), a student, and, in the case of practice placements abroad, the Head of the International and National Service Centre. The Committee shall be chaired by the lecturer coordinating the on-going practice placements.

5. Provisions Concerning Student Legal Status

Article 15 [Student Legal Status, Enrollment Obligations, Course Registration]

- (1) Those who have been admitted or transferred to Semmelweis University may establish a student legal status at the university no later than the semester following the decision. Student legal status is created through enrollment. Only one legal relationship may be established with one student at one training, considering the nature of the training, its way of funding and its language.
- (2) By enrolling, students declare that they are familiar with and adhere to university rules applicable to them.
- (3) Enrollment, the submission of declarations, or applications regarding the continuation or suspension of studies shall be accomplished within the timeframes specified in the academic calendar.
- (4) Students may withdraw their registration within one month after the beginning of the training period but not later than 14 October in the fall or 14 March in the spring semester. If the student does not request to discontinue their studies by this date, the semester is considered to be an active semester even if the student does not attend the lectures and practical courses, and does not fulfill their study duties. If the student requests such discontinuation of their studies by the above deadlines, the given semester shall be considered as an inactive semester.
- (5) In particularly justified cases, on the basis of the student's application and supporting documents submitted by the last day of the given semester in which the student enrolled

in their course(s), the Studies and Examinations Committee may, on one occasion during the whole training, authorize the ongoing active semester to be subsequently declared inactive. A justification of the reason(s) shall be attached to the application. The issuing of the approval, which changes the status of an active semester to inactive, is followed immediately by the canceling of the study results of that semester, and the rules regulating the suspension of student legal status apply to that semester. If an active semester is subsequently declared inactive, upon verified request of a student enrolled in a self-funded/foreign-currency-based program, and upon the decision of the Studies and Examinations Committee, up to 75% of the tuition fees paid for the training period may be credited to the next active semester.

- (6) For those students who are in the Hungarian self-funded program, the fulfillment of the obligation to pay the tuition fee is a condition for registration. Students who have not fulfilled their payment obligations by the due date(s) may not be registered.
- (7) Students are required to report any changes in their data recorded in NEPTUN within 8 days. There is no legal redress for any disadvantage resulting from failure to do so. Students may be requested to pay a special procedure fee for failure to report changes in data.
- (8) Assessment of student performance shall be entered into the NEPTUN by an authorized instructor.
- (9) Registration to at least one subject by the student in the NEPTUN for a given semester validates the announcement of the continuation of studies.

Article 16 [Suspension and Termination of the Student Legal Status]

- (1) Student legal status is suspended
 - a) if the student declares that they do not wish to fulfill their student obligations in the upcoming training period, or if the student does not register for the upcoming training period,
 - b) if the student has withdrawn their relevant registration until the deadline,
 - c) if the semester is declared inactive after the deadline upon the request of the student,
 - d) if as a disciplinary punishment the student is prohibited from continuing their studies,
 - e) for the duration of the actual military service of the volunteer reserve, during which the student is exempt from the obligations laid down in these Regulations.
- (2) In the case referred to in point a) of paragraph (1), the continuous suspension of student legal status shall not exceed two semesters, except on the basis of the authorization specified in paragraph (3). Students may suspend their student legal status more than once according to these Regulations.
- (3) The Studies and Examinations Committee may, at the request of the student, authorize the suspension of the student legal status:
 - a) for a continuous period longer than specified in paragraph (2),
 - b) even before completion of the first semester, or
 - c) until the end of the training period which has already begun, for that training period (subsequent declaration of an inactive semester),

provided that the student is not able to fulfill their obligations arising from the student legal status due to childbirth, accident, illness or any other unexpected condition beyond their control.

- (4) When the student legal status is suspended,
 - a) the student may not receive any normative allowance,
 - b) the student card cannot be validated,
 - c) NEPTUN can be used by the student.
- (5) The student legal status terminates:
 - a) if the student has transferred to another higher education institution, on the calendar day before the date of enrollment or registration by the transferred student,
 - b) on the day of application/announcement if the student announces the termination of their student legal status,
 - c) if the student is not able to continue their studies at the Hungarian (partly) state-funded training program and does not want to continue their studies at the self-funded training,
 - d) on the last day of the semester (the last day of the examination period of the given semester) in which the student obtained the pre-degree certificate,
 - e) on the day of the decision becoming final if the student's student legal status is terminated by the Rector due to payment arrears after an unsuccessful demand note and after consideration of the student's social situation,
 - f) on the day when the students' expulsion as a disciplinary punishment becomes final,
 - g) on the day when the decision that terminates the student's student legal status becomes final if a condition that is specified in the Act on National Higher Education as a prerequisite for establishing the student legal status does no longer apply,
 - h) if the student who participated in a Hungarian (partly) state-funded training withdraws the declaration that is required under the relevant provision of the Act on National Higher Education and does not undertake participation in a self-funded training.
- (6) ¹⁶A unilateral declaration of dismissal terminates the student legal status:
 - a) if the student fails to fulfill their obligations described in the Regulations and the curriculum regarding the progress of studies,
 - b) if the student fails to register for the next semester third time in a row,
 - c) if the student does not commence studies after the suspension of the student legal status,
 - d) if the student could not complete a subject at its second repeated announcement, provided that the student has been notified in writing in advance to fulfill their obligation within the time limit specified and has been informed of the legal consequences of the dismissal.
- (7) ¹⁷The university terminates the student legal status of a student whose total number of unsuccessful retake and second retake examinations in the same subject unit reaches five by a unilateral statement. This provision applies only to those who have

¹⁶ Amended by Senate Resolution 4/2023 (9.II.), Annex 1, No. 9 (1). Effective: 16.02.2023

¹⁷ Repealed by Senate Resolution 4/2023 (9.II.), Annex 1, § 9 (2). Effective: 16.02.2023

commenced their studies in the relevant program in the fall semester of 2012/2013 or thereafter.

- (8) Those students whose student legal status has been terminated shall be removed from the list of students.

Article 17 [Transfer]

- (1) Deadline of the application is 15 July each year, for whom the conditions for dismissal are not met.
- (2) The student applying for transfer is required to send by 15 July to the Education Administration Office
 - a) a certified copy of a sealed course record book or an equivalent certificate,
 - b) certificate of student legal status,
 - c) the detailed curriculum of the training they have participated in and the certified course syllabuses of the completed subjects
 - d) At the András Pető Faculty, the decision on the successful occupational health assessment.
- (3) At the András Pető Faculty, the application shall be accompanied by the decision on the successful occupational health assessment. The Vice-Rector for Educational Affairs shall forward the application, complete with a recommendation for credit recognition formulated on the basis of the records of credit recognition decisions, to the respective Dean.
- (4) The decision about the transfer is made by the Studies and Examinations Committee in the light of the student's academic achievement and other circumstances with the exception of the criteria described in (10), taking into account the available capacity.
- (5) Students who have participated in (partly) state-funded training or a state-funded scholarship in Hungary at the transferring institution may also be admitted to a (partly) state-funded training.
- (6) In the event of a transfer, the university will require information from the education system
 - a) whether the student has attended a (partly) state-funded or self-financed training,
 - b) in case of (partly) state-funded studies, how many (partly) state-funded active semesters have been used by the student during the studies,
 - c) if the student's student legal status is terminated or terminated due to transfer.If the required information cannot be gained from the Information System for Tertiary Education (FIR system), a statement is requested regarding this data from the donor institution.
- (7) If transfer is refused, the student may commence studies at the institution only after a successful admission procedure.
- (8) In case of a student applying for a transfer of the subjects completed in another specialization, faculty or institute, the Credit Transfer Committee shall make a preliminary credit transfer decision taking into account the opinions of the Vice-Rector for Educational Affairs and the course coordinator when deciding on transfer. During the preliminary credit transfer procedure, the Credit Transfer Committee decides on the credit transfer of study requirements (subject to fulfillment conditions) expected to be fulfilled by the end of the semester in which the application is submitted. In the case of

student transfer, credits recognized and completed in a preliminary credit transfer decision shall be deemed to be transferred at the time of the actual commencement of studies without further application.

- (9) Transfer to Semmelweis University programs can only be requested between programs of the same level, except for transfer
 - a) from a single long cycle program to a bachelor's program,
 - b) from a bachelor's program or a single long cycle program to tertiary vocational training.
- (10) In the cases of bachelor's and single long cycle programs, a transfer may be requested only between programs rewarding the same level of degree, provided that the student has acquired at least 30 credits in the former (transferring) institution.
- (11) The transfer decision shall stipulate
 - a) the academic year,
 - b) the program, specialization, form of study, form of training fee reimbursement,
 - c) and, on the basis of the prerequisite schedule – which includes individual study schedule–, the year (grade),in which the transferred student can begin or continue their studies.
- (12) In the case of transfer to the András Pető Faculty, the applicant can gain transfer to the first year of the self-financed training. The prerequisite for transfer to the specialization is the fulfillment of the conditions specified for the specialization. Transfer from full-time to part-time training is be subject to the conditions set out in the admission bulletin, in addition to the above.
- (13) If the transferred student does not have a continuous legal relationship until enrollment or registration, then the decision on the transfer will be withdrawn by the Studies and Examinations Committee in accordance with Article 57 (6) of Act CCIV 2011 on National Higher Education.

Article 18 [Simultaneous Training]

- (1) The student participating in simultaneous training programs will be awarded a separate diploma upon successful completion of each training.
- (2) Students can gain eligibility to pursue simultaneous training utilizing admission or transfer.
- (3) Once a student of the university gains eligibility to a simultaneous training at the university, they may not establish a separate student legal status, so they do not enroll again, and the date of the beginning of the new training is the date of the decision under paragraph (2).
- (4) The student may not obtain multiple rights for studying in the same program if they have been allowed to study in simultaneous training even if the student is studying in different locations of study, different languages of instruction, different forms of study, or by different financing forms. If the student has applied for transfer to a program (or if the student has applied for admission for a postgraduate specialization training) that the student is already participating in at the university, then the student's application shall be treated as a request for conversion or reclassification that is based on location,

language or form of study. If a student who is enrolled in a particular program is re-admitted to the same program in a Bachelor's, Master's, or tertiary vocational training, when the Dean announces their decision to admit the student, the Dean shall ask the student to select the training location, training language, form of study and form of finances. The student's right to continue their studies on a different training program from the one that has already been selected shall be removed from the register. This provision does not preclude the student from pursuing simultaneous studies in several specializations resulting in an independent qualification.

- (5) If a student participates in simultaneous training within the university then they may suspend their studies in one of their training programs, in which case the student shall fulfill the obligations that arise from the studies that they have not suspended.
- (6) If a student of the Faculty of Health Sciences establishes a simultaneous student legal status at a different higher education institution, then the enabling of the individual study schedule of the student may come into existence after the student has been admitted to another institution.
- (7) If a student studies at the András Pető Faculty, they may not request an individual study schedule based on their intention to study in simultaneous training programs. Students of András Pető Faculty may undertake simultaneous training at another higher education institution if they have fulfilled the preliminary notice requirement at the relevant faculty. The documentary evidence, which proves that the student was admitted to another institution shall be presented to the Registrar's Office in order to keep the records.

Article 19 [Partial Training]

- (1) ¹⁸If a student wishes to study in the framework of partial training, they may establish a student legal status for a semester and re-initiate to establish it without a restriction on how many times but may only complete courses up to a total of sixty credits. Students participating in partial training must pay a fee corresponding to the fee of the given training. The Registrar's Office issues a fulfillment page about the subjects that the student registered for within the given student legal status and a certificate of the student legal status.
- (2) If a student wishes to establish student legal status in order to study in partial training, they shall submit a request to the Registrar's Office and they shall specify the subjects they wish to complete in this request.
- (3) Students shall attach the following data to the request:
 - a) information necessary to establish a student legal status: the applicant's name; gender; name at birth; mother's name; place and date of birth; nationality; permanent address or place of residence and telephone number; in the case of non-Hungarian citizens, the title of residence in the territory of Hungary and the name and number of the document entitling them to stay; in the case of persons with the right of free movement and residence, the document certifying the right of residence according to specific legislation;
 - b) a certificate of student legal status;

¹⁸ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- c) a certified copy of the student's course record book or the certified copy of the master data sheet.
- (4) The application may be submitted no later than 30 days before the beginning of the study period.
 - (5) The Studies and Examinations Committee makes a decision on the submitted request within 15 days. The Registrar's Office shall notify the student who submitted a request about the decision no later than 15 days before the beginning of the study period.
 - (6) A student taking part in partial training, because of the the student legal status ensuing from the partial training, is not eligible to pursue further vocational or professional qualifications or apply for a transfer or establish an additional visiting student legal status. The student is not entitled to suspend their student legal status (except for a specific reason defined in Article 16 (3)), nor to apply for a transfer to a training that is partially or fully funded by the Hungarian state, nor to apply for a period of funding.
 - (7) If the student has obtained a student legal status in order to study in a partial training, then the duration of the student legal status shall be taken into account regarding the duration of the student's statutory benefits or allowances or any services that the student may be entitled to.
 - (8) ¹⁹After the student completed a partial training, the Registrar's Office issues a certificate of the completed subjects and their credit value. The subjects that were acquired by the student can be included in the student's tertiary education.
 - (9) ²⁰The provisions on part-time training shall apply if the student is pursuing a course of teacher training corresponding to his or her bachelor's degree, and the quantitative restrictions on the credit value of optional subjects are not shall apply.

Article 20 [Visiting Student Legal Status]

- (1) The university shall consent to the student taking courses as a visiting student at another higher education institution, either in Hungary or abroad if the host institution allows the student to do so. If the student studies in a training of a Hungarian higher education institution in a program partially or fully funded by the Hungarian state, the student may establish a visiting student legal status in accordance with the regulations applicable to students who study in a training that is partially or fully funded by the Hungarian state; and if the student takes part in a self-financed training program, then the student may establish a student legal status in accordance with the regulations applicable to students who study in a self-financed training program.
- (2) The procedure for applications for partial training organized by the university is regulated by the Regulation regarding university partial training.
- (3) In the framework of a scholarship, the student may participate in partial training courses at a university abroad if they sign a study contract both with the university and the host institution. This study contract shall be submitted by the student to the Registrar's Office of the relevant faculty within 15 working days after the end of the course registration period in the host institution.

¹⁹ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

²⁰ Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- (4) If a student of the university individually organizes to attend partial training, then it has to be allowed by a decision of the Studies and Examinations Committee, and this committee takes the preliminary credit transfer decision of the Credit Transfer Committee into consideration (if such a preliminary decision is available). The student is obliged to submit the permit of admittance issued by the host institution to the Registrar's Office within 8 days of receiving and the Registrar's Office submits the permit to the Studies and Examinations Committee.
- (5) ²¹The university may transfer the credits that the student obtained in another higher education institution (while they had a visiting student legal status) under the credit transfer rules. The student shall show a credit certificate or an equivalent certificate (e.g. transcript) issued by the host institution to prove that they have obtained the credits.
- (6) A student who is taking courses at a higher education institution abroad that has concluded a cooperation agreement with the University – according to the Learning Agreement – has concluded a study contract before departure which includes the credits to obtain at the host institution, may apply through a preliminary credit transfer procedure for the complete transfer of all credits that they will obtain by completing the courses at the host institution. In such a case, the credit transfer procedure shall be done before the beginning of the student's participation in a partial training abroad and is not revocable.
- (7) ²²If a university student has obtained a visiting student legal status and thus successfully taken examinations, then these examinations are treated by the university as if they were taken by the student at the university. The university then has to follow a preliminary or regular credit transfer procedure in order to make sure that the student meets the curriculum requirements. When a student has passed an examination at another institution, the subject is recorded by the Registrar's Office of the university in NEPTUN as a so-called recognized subject. The student has to submit the certificate of the subjects obtained in the partial training courses to the Registrar's Office by the 14th of March (if the student completed the subjects at another institution in the fall semester) or by the 14th of September (if the student completed the subjects at another institution in the spring semester). If the student fails to meet the deadline given above, then they can have the results of the subjects – that they completed in the framework of the visiting student legal status – accepted by the university in the following spring semester (if the student completed the subjects in the fall semester), or in the next fall semester (if the student completed the subjects in the spring semester).
- (8) If a student wishes to establish a visiting student legal status, they shall submit an application. The application shall be submitted no later than the day the student registers for the semester either in NEPTUN or on paper at the relevant faculty of the university whose courses the applicant wishes to take. This period may be extended up to the end of the third week of the study period for international students.
- (9) The acceptance of the application is decided by the Studies and Examinations Committee within eight days of receiving the application. The decision shall include information about the following: the form of training fee reimbursement of the visiting

²¹ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

²² Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

student, the amount of any self-financed fees to be paid by the student and the method and deadline of the payment.

- (10) The Registrar's Office registers the visiting student for those courses in NEPTUN that are enabled by the permission regarding their visiting student legal status.
- (11) ²³The Registrar's Office issues a certificate of the student's academic achievement of the given semester in the framework of the visiting student legal status, accompanied by a credit certificate per training/completed course.
- (12) ²⁴The issued certificate shall include the following:
 - a) student identification data (name, birthname, place and date of birth, student ID number),
 - b) title, description, form of study, identifying number, credit value and earned grade of the completed course,
 - c) the school year and the semester of the course,
 - d) the duration of studies (first and last days of the visiting student legal status) and the period of funding,
 - e) the serial number and the date of the certificate;
 - f) the signature and stamp of the certifying body.

6. Course Registration

Article 21 [Announcement of Subjects and Courses]

- (1) The announcement of a subject means the announcement of courses teaching a given subject; the announcement process is supervised and directed by the Vice-Dean for Educational Affairs of each faculty.
- (2) In case of optional and elective subjects, the faculty (excluding the Faculty of Dentistry) responsible for the program/training ensures that an appropriate selection of these subjects, i.e. at least a 1.2-fold credit value of the optional credits required to complete all the credits prescribed in the sample curriculum is announced.
- (3) The educational-research unit responsible for teaching the subject makes decisions on the announcement of a subject. Compulsory subjects, and in the case of the Faculty of Dentistry, optional subjects shall be announced in accordance with the curriculum. The Dean may require that the educational-research unit announces a subject on the proposal of the Studies and Examinations Committee of the faculty.
- (4) Subjects and the courses related to these subjects shall be announced in a way that each student can complete the requirements of the model curriculum in the given semester.
- (5) Compulsory subjects ending with an examination – also the optional subjects at the Faculty of Dentistry – shall be announced every semester with a sufficient number of courses for a sufficient number of students in the semester which contains the subject course in the model curriculum (“current semesters”). The aforementioned courses shall be announced also as an FM-course if required, and in cross semesters, these courses shall be announced at least in the form of CV- and FM-courses. CV- and FM-courses need to be announced only upon students' request if these courses do not seem

²³ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

²⁴ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

to be required on the basis of the number of eligible students, or in cases of part-time trainings and trainings for few students, i.e. maximum 60 students per year.

- (6) Low and high limits for the number of registered students may be defined by the educational-research unit responsible for the course. This fact and the parameters should be published in NEPTUN.
- (7) The number of students per teacher in clinical practice and laboratory practice courses corresponds with the number of students per group that has been established by the given faculty.
- (8) Compulsory subjects have to be announced by the educational-research unit in every semester which contains the subject course in the model curriculum, with a capacity at least 5% higher than the number of students eligible for registration so that all eligible students can register to these subjects and courses. This condition shall be met according to the expected number of students at the time of the announcement of the subject or course. The high limit of registered students for the subject or the course may be increased later, particularly for this purpose.
- (9) The number of students to register for a course may be limited on the basis of the capacity of the instructors, the availability of teaching tools, the capacity of the seminar rooms and teaching laboratories, and – with the agreement of the Students' Union – for other objective reasons.
- (10) The head of the educational-research unit announcing the subject shall ensure that the subjects and the courses (including examination courses) are recorded in NEPTUN a month before the beginning of the current semester's study period. The courses are recorded by entering the data described in paragraph (15) into NEPTUN.
- (11) The faculty responsible for teaching the program (or the training) shall ensure that the courses are scheduled in the timetable and the scheduling is recorded in NEPTUN before the end of the third week of the examination period of the previous semester. In the case of courses having only one teaching session per semester, the scheduling shall be indicated in the comment box.
- (12) The educational-research unit assigns the instructor of the subject/course before the beginning of the course registration period of the current semester. Subject/course instructor assignment may be modified under justified exceptional cases.
- (13) A classroom or access route in the case of online education shall be assigned to each scheduled course (with the exception of criterion requirements). The registrar responsible for course scheduling at the faculty assigns the classroom or in the case of online education, the relevant IT description of the place by taking the recommendation of the educational-research unit into consideration.
- (14) The courses in compulsory and optional subjects (that differ from each other) which are announced for the same semester according to the model curriculum, and have no simultaneous courses on different weekdays, shall be scheduled to different times; this does not apply to part-time training.
- (15) The course is announced through NEPTUN by the deadlines specified in this article, with the following information:
 - a) the course serial number,
 - b) the type of course,
 - c) the nature of the course,

- d) the instructors of the course and their participation rate in the teaching of the course,
 - e) the course registration requirement,
 - f) the course syllabus,
 - g) the minimum number of students and the maximum number of students who may be registered for the course,
 - h) the size of the waiting list if there is one,
 - i) in the event of over-registration to the course, the ranking criteria where this is not the order of registration to the course,
 - j) the language of instruction of the course,
 - k) the classroom assigned to the course,
 - l) the timetable details of the course,
 - m) on single-cycle programs, in the case of subjects consisting of only theoretical sessions, the date of a monthly small-group practical seminar.
- (16) The creation of the e-learning interface for the subject in the Moodle system by the beginning of the semester is mandatory as follows:
- a) the name of the course, the official name of the subject, the semester in which the course is announced, providing the serial number(s) included in the NEPTUN on the course page for the automatic enrollment of students,
 - b) students who have registered to the course should be assigned to the course by the beginning of the semester at the latest.
- (17) In the Moodle course created for the subject, the following mandatory elements shall be made available to the students registered to the subject (if applicable for the given subject):
- a) the course requirements,
 - b) the contact information of the person in charge of studies or the department administrator,
 - c) the schedule and requirements of mid-term assessments,
 - d) the timetable of the lectures and seminars on the subject, as well as its slides or abstract,
 - e) if possible, a study guide detailing, defining, and standardizing the study requirements (e.g.: keyword, key data, list of key figures, syllabus for assessment and topics).
- (18) It must be ensured for students that they can access the course material in Moodle of the subjects they have registered to until they obtain the pre-degree certificate.
- (19) The course administrator of the faculty who is responsible for the timetable determines the timetable data of the courses by taking the recommendation of the educational-research unit responsible for the teaching of the subject into consideration.
- (20) The educational-research units responsible for teaching the subjects may also publish the course announcement in addition to the central announcement.
- (21) The Registrar's Office checks in the NEPTUN whether the sufficient number of courses for the sufficient number of students suitable for the completion of each subject has been announced. If an error is found in the available range of subjects or courses, then it will be reported to the Vice-Dean for Educational Affairs (and also to the leader of

the educational-research unit responsible for the training, in case of the Faculty of Health and Public Administration), then the Registrar's Office directly initiates the rectification of deficiencies after the notification.

- (22) The faculty's Vice-Dean for Educational Affairs will take the recommendation of changes from the designated course administrators responsible for the timetable (or department administrators) into consideration (while at the Faculty of Health and Public Administration, the Vice-Dean for Educational Affairs of the faculty also takes the opinion of the head of the educational-research unit responsible for training into consideration) and makes sure that the preliminary subject and course offers are published in NEPTUN (except for the assigned classroom of the course, the timetable and the course instructor) until the end of the last week of the study period in the preceding semester.
- (23) The head of the educational-research unit responsible for the announcement of the course may request the faculty coordinator who is designated to manage the timetable to modify, add or delete courses until the end of the last working day before the course registration period. The person (department administrator) who is designated to manage the timetable may modify the offer of courses and they must coordinate with the Vice-Dean for Educational Affairs when they make their decision (at the Faculty of Health and Public Administration, they must also coordinate with the head of the educational-research unit responsible for the training), in particular with respect to a decrease in the number of students and to a decrease in the number of courses, but they may not cancel any examination courses.
- (24) The final offer of courses and subjects cannot be modified (with the exceptions defined in the (23) paragraphs).

Article 22 [Rules regarding Course Registration]

- (1) Course registration consists of
 - a) an optional preferential subject registration period and
 - b) the regular course registration period including
 - ba) the period of registration to compulsory subjects,
 - bb) the period of registration to optional subjects
 - bc) and elective subjects.
- (2) Subject and course registration periods should be organized in several stages over time while the load-bearing capacity of NEPTUN should be taken into account.
- (3) The students may register for compulsory, obligatory and elective courses until midnight of the last workday before the beginning of the study period in respect to the prerequisite system of the subjects.
- (4) The preferential subject and course registration period begins no sooner than 12 hours before the beginning of the regular subject and course registration period for compulsory subjects.
- (5) The timing, the circle of eligible students and appropriate reasons for a preferential subject registration period - in cases not detailed in the university regulations - are determined by the Vice-Rector for Educational Affairs. The Vice-Rector notifies the

Registrar's Office at least eight days before the beginning of the period, and the Registrar's Office ensures that the requirements in NEPTUN are met. A preferential subject registration period cannot be installed in the lack of such notification.

- (6) Students register for the given subject assuming that their registration to the courses required to complete the given subject will be accepted. Registration to all types of courses required to complete a subject occurs simultaneously. The student's registration is accepted if the student has fulfilled their prerequisite obligations and the course has not reached its registration limit. The student may withdraw their registration for a course and may register for another course by the end of the subject registration period.
- (7) The student receives an automatic notification of the fact that they have registered for a course in NEPTUN. The Registrar's Office closes the course registration and disables the possibility for addition or modification in NEPTUN on the first working day after the subject registration period and thus the timetable for the student's current semester becomes final. The student receives an email notification via NEPTUN within one working day after the closing of the course registration period urging them to check their course registrations.
- (8) Students may object to their course registration data stored in the records within five days after the end of the course registration period. The application may be submitted in person at the Registrar's Office or by email. The Registrar's Office modifies the student's registration to a course in case of a substantiated modification request. The head of the Registrar's Office processes the objection request in a way that if the request is accepted, the Registrar's Office may make the change within 8 days after the end of the course registration period. The student may withdraw their course registrations upon payment of a late fee by the third week of the study period.
- (9) In case of sequential multi-semester subjects, if the student has obtained the signature of the subject in the previous semester but was unable to meet the examination requirements, their registration to the subject's upcoming course in the following semester may be permitted by the Studies and Examinations Committee by the end of the course registration period, on the basis of the approval of the head of the educational-research unit that is responsible for the course. However, the student may only obtain the examination grade of the course in the current semester after obtaining the credits of the given subject's courses for the previous semester.
- (10) If the student was unable to register for a course due to a reason that is attributable to the university, the educational-research unit or the instructor, the student shall be allowed to register for the course according to their original decision or to a course that can be fitted to their timetable. This is only possible until the end of the third week of the study period.
- (11) The student is obliged to apply for courses corresponding to his own study group.
- (12) It is only possible to deviate from paragraph (11) - excluding the provision specified in paragraph (13) - with the approval of the competent educational-research unit, and only in justified exceptional cases, with the permission of the Studies and Examinations Committee.
- (13) In the case of students with the same course of study, no more than 2 students may exchange applications for a study group different from theirs, only if the exchange is permitted by the Registrar's Office for both students concerned.

- (14) Those students who are foreseeably undertaking a part of their studies abroad and for whom only certain shifts are suitable may receive preference in the course registration period if they attach the appropriate certificates (learning agreement, letter of intent from the host institution, certificate from the organization having an agreement of cooperation with the university).
- (15) The condition for the student's registration for the course(s) related to their activities in the Students' Scientific Association (Hungarian abbreviation: TDK) is the student's inclusion in the Students' Scientific Association Register, and this information shall be indicated in the appropriate field in NEPTUN. Registrations to Students' Scientific Association-related courses by those students who are not recorded in the Students' Scientific Association Register shall be deleted. Registrations of those Students' Scientific Association-students whose performance meets the requirements defined in the Students' Scientific Association's Operational Regulations are modified to a course of higher credit value retrospectively by the Registrar's Office at the initiative of the Students' Scientific Association Office and the person responsible for the Students' Scientific Association at the given Faculty.

Article 23 [Subject Re-registration]

- (1) The missing credits of an unaccomplished compulsory course can be obtained no later than in the semester when the subject is re-announced for the second time, except if the student's student legal status has been suspended.
- (2) If the student was unable to obtain credits for a registered course at first registration, they may re-register to the course in two of the subsequent semesters provided that restrictions of the prerequisite schedule and the regulations in paragraph (1) are met.
- (3) If the student was unable to obtain the credits of a course in the way described in paragraph (2), special permission on the basis of fairness and equitability can be requested only once in the whole training, and regarding only one course to re-register to the subject one more time. If the student has already obtained the signature, they only need to take the examination for the subject in the next semester. The student may also request another opportunity to obtain the signature.
- (4) Re-announcement of a subject, in this article, means that the announcement of the course commences soonest in a spring semester if the subject was first registered by the student in a spring semester; and it means that the announcement of the course commences soonest in a fall semester if the subject was first registered to by the student in a fall semester.

Article 24 [Retaking a Course, Examination Course]

- (1) The examination course may be:
 - a) a CV-course,
 - b) or an FM-course.
- (2) Compulsory courses as well as optional courses at the Faculty of Dentistry shall be announced every semester in the form of a CV-course, at least.

7. Assessment of Meeting the Study Requirements

Article 25 [Assessment of Study Requirements and of Student Performance]

- (1) Completion of a subject, and acquiring the credits for a subject can be achieved:
 - a) Via fulfillment of the courses, the study activities and other requirements assigned to the subject and obtaining the learning experiences ("completion"), or
 - b) Via recognition of the student's previously acquired knowledge, which has been learnt in either formal, informal or non-formal ways, in accordance with the provisions of Article 43 ("credit transfer").
- (2) Student performance may be assessed by:
 - a) a rating scale of five grades, such as: excellent (5), good (4), fair (3), pass (2), fail (1);
 - b) or a rating scale of three grades, such as: excellent (5), fair (3), fail (1).
- (3) The funding type of the training (e.g. self-financing, state-funding, scholarships) must not influence the evaluation of the students' performance.
- (4) The student's knowledge can be assessed in the following ways:
 - a) through oral or written report(s) or term tests during the study period in the classroom, or through evaluation of the student's assignment completed as an extracurricular work, or
 - b) through continuous assessment by the lecturer or a designated tutor,
 - c) ²⁵through an examination, which can be:
 - ca) a practical examination
 - cb) end-term examination,
 - cc) comprehensive examination,
 - cd) final examination.
- (5) End-of-term assessment can occur in the form of:
 - a) a practical term grade, – in the case of subjects including practice – based on the assessments and performance given during the term, term grades, and based on the theoretical knowledge judged by the instructor,
 - b) an examination grade.

Article 26 [Offering a Grade]

- (1) In cases of subjects concluded by end-term examinations and of those consisting of seminars and practical sessions only, the head of the educational-research department (the lecturer of the subject) can offer the student an excellent or a good grade based on the student's performance or their achievement at an academic competition during the study period. The terms and conditions of offering term grades shall be announced no later than the beginning of the semester and shall be included in the description of the subject as well.
- (2) The relevant students shall be informed about their offered grades on the last session of the course at the latest through the appropriate platform for offered grades of NEPTUN. Students are not obliged to accept the offered grade; they may apply for

²⁵ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

taking an examination instead. If the student does not register for any examination of the course, then the offered grade that has been recorded in NEPTUN shall be deemed accepted.

- (3) In the case of compulsory subjects, students who have proved to have the highest level of knowledge on the assessments required for the grade offer may receive a grade offer as follows:
 - a students achieving in the top 10% are offered an ‘excellent’ grade;
 - b students achieving in the top 10.1-20% are offered a ‘good’ grade.The above values can only be changed with the permission of the Dean.

Article 27 [Methods of Assessment and Measurement Methods of Student Performance]

- (1) The aim of assessment and measurement of student performance may be:
 - a) confirmation of the possession of prior competences which are required in order to accomplish a study activity; this may be carried out by diagnostic assessments (such as a placement test),
 - b) recording the students’ mid-term progress with continuous supportive feedback, which requires a supportive (formative) partial performance assessment, or
 - c) evaluation of the competences acquired throughout the whole given study period (semester or block) by using a summative assessment.
- (2) The types of the assessments under paragraph (1) may be applied in combination within the same subject in a manner that is appropriate to the nature and purpose of the subject.
- (3) Any type of measurement and assessment may be used for examining the existence of competences, such as theoretical knowledge or practical skills.
- (4) The existence of competencies, such as attitude, independence or responsibility should be measured primarily by partial performance assessment, and secondarily by summative assessment.
- (5) Partial performance assessment may take place in the following ways:
 - a) Based on continuous assessment, which means that the teacher may evaluate the student's performance and activity in the sessions of the course. This can include: the quality of the practical activities performed, theoretical knowledge, active participation, raising ideas, participating in organized group work or debate, reports (made by the students) about the content of the previous lesson, etc.
 - b) Based on one-off action(s) (oral report, laboratory measurement or report thereof, regular self-help tasks which help the students learn the study material, etc.),
 - c) Based on work(s) created by the student and supported by the instructor, with guidance or consultation. It can be homework, essay, project assignment, presentation, plan, artwork and documentation thereof), or
 - d) Based on the assessment of (a) completed practical task(s).
- (6) Results of the obligatory partial performance assessment (in the case of subjects assessed by practical term grades or examination grades), with the exception of subjects appearing as criterion requirements based on the provisions of Article 28, paragraphs (4–5), shall be taken into consideration when granting the grade for the subject or course.

- (7) The student completes the summative assessment through one-off action(s) as defined in the course syllabus, i.e. written, practical or oral end-term examination or comprehensive examination, etc.

Article 28 [Performance Assessment System]

- (1) The system of evaluating the performance of the students at the different courses should be created in such a way that it should facilitate and encourage continuous learning and it should not lead to undue overload of the students. The method of assessment of the subjects, i.e. practical term grade or examination grade, shall be recorded in the model curriculum.
- (2) During the study period, the form, the number and duration of performance assessments should be determined in the course syllabus.

Although the number of placement tests that aim to assess prior competences of the students is not limited, such assessments may only be applied in subjects including practical course(s) or laboratory practice course(s),

- (3) Thesis writing courses and certain courses determined by the curriculum which are not concluded by an examination, such as practice placement period, planning exercise or project task, should be evaluated by partial performance assessment.
- (4) It should be determined in the course syllabus how the results of the end-of-term assessment affect the determination of the end-of-term grade, the examination grade, and the offered grade. The method and content of the performance assessment shall be specified in sufficient detail in the subject requirements (course syllabus), which shall be approved by the committee in charge of the education-related tasks of the given faculty.
- (5) The end-of-term assessment defined in the course syllabus in the case of subjects concluding by a practical term grade or an examination grade:

- a) Signature shall be granted upon the successful completion of the conditions outlined in the course syllabus.
- b) The result of the end-of-term assessment may be accompanied by a reduced amount of tasks at the examination or additional task as specified in the course syllabus; such reduction of the tasks at the examination can be for example a practical examination, exemption from the pre-examination quicktest, exemption from completing a certain part of the examination; an additional task may be, for example, to draw and complete extra topics during the examination.

(5a) The subject requirements (course syllabus) shall specify the conditions for successful completion of individual mid-term performances necessary for obtaining a signature, as well as the nature of the allowances or additional tasks associated with the results of each end-of-term examination and how and in what proportions they are to be taken into account in the examination.

(5b) In the case of practical sessions where the unpreparedness of the student directly jeopardizes patient safety, it may be prescribed in the course syllabus that if the continuous partial performance assessment held at the beginning of the session is unsuccessfully completed, the instructor may deny attendance to the class, which will be considered as an absence.

- (6) Assessment activities in the study period can take place on workdays between 8 a.m. and 8 p.m. at the time of the course sessions or in different time(s) set in the schedule of assessment in advance. Any other scheduling requires the agreement of the Students' Union.
- (7) Assessment activities, such as term tests or student reports scheduled outside of the date and time that is assigned to the course in the timetable, shall not be scheduled to overlap completely or partially with a session of another compulsory subject course of the same semester in the model curriculum.
- (8) The schedule of assessment should be made in the following way: The weekly number of summative performance assessment activities, such as written or oral mid-term tests or practical demonstrations of the subject courses of the same semester in the model curriculum cannot exceed two in general and four in the last two weeks of the term, and the assessments of the same week shall be held on different workdays.
- (9) The schedule of assessment described in paragraph (8) has to be made for each training program regarding those compulsory and optional courses that are announced in the same semester in the model curriculum.
- (10) The schedule of assessment, which includes the assessment activities and the possibilities for their retake, upgrading retake and the make-up possibility, has to be published at the homepage of the faculty responsible for the program until the end of the first week of the study period.
- (11) The educational-research unit may deviate from the schedule of assessment upon request of the Students' Union or after approval of the Studies and Examinations Committee. In such a case, the students involved shall be informed by the course coordinator via NEPTUN one week before the time of the affected assessment activity.
- (12) Due to failure to meet the attendance requirements – except for the provisions stated in Article 29 (4) , the instructor may refuse to sign or provide a practical term grade, if the student exceeds their absence over 25% of all of the practical sessions. In general, three late arrivals count as one absence. The degree of lateness that is still acceptable shall be included in the course requirements. In the event of an absence of more than twenty-five percent, the procedure as described in the course requirements shall be followed.
- (13) The practical term grade should be formed by the summation of the students' accomplishments at the mid-term assessments, according to the principles below:
 - a) the performance level (score) required for a pass (2) grade cannot be higher than 50% of the level (score) that can be gained by the complete and excellent performance in the case of written tests.
 - b) the student's performance can be marked as: "unfulfilled" if the student did not participate even in any of the assessment activities specified in the course syllabus and did not make up for it on the retake options or the student's absence exceeded the amount that is determined in the course syllabus (course requirements).
- (14) If at least 30% of the assessed students were unable to complete for the first time the compulsory subject announced in the appropriate semester according to the model curriculum in the given examination period, then an investigation may be requested by the Students' Union, and conducted by the Vice-Rector for Educational Affairs, and in case the complaint is justified, the Vice-Rector initiates an investigation on the possible remedy to any non-compliances. Based on the results of the investigation, the proposed

measure can be applied during the following academic year. If the investigation gives rise to a reasonable suspicion of an ethical misconduct, the Vice-Rector for educational Affairs initiates the proceedings of the Committee Competent in Disciplinary Affairs and simultaneously informs the educational-research unit concerned.

- (15) The Vice-Rector for educational affairs may request a statistical analysis about a given time period from the educational-research units concerning the specific characteristics of the work of those instructors' who were conducting examination in the given time period, based on indicator(s) of their educational and examinational activities.
- (16) ²⁶In the case of written or oral examinations, if the prerequisite for the start of the examination is the answering of a written test or a pop-up question and the student has achieved at least 50% in the test or pop-up question, he/she must be given the conditions for the examination and the opportunity to improve his/her score during the examination.

Article 29 [Signature]

- (1) The condition for allowing the student to take the examination of a course concluded with an examination is that the "signature" acknowledging the completion of the semester is recorded by the end of the study period but no later than by the end of the first week of the examination period. Before every examination, the examiner is obliged to check that the signature has been obtained before the start of the examination.
- (2) The prerequisite for obtaining the signature is that:
 - a) the student attends at least 75% of the practical sessions and seminars of the course, and
 - b) the student attends all the partial performance assessment activities (i.e. all the obligatory practical demonstrations) specified in the course syllabus, and their successful completion, if it has been specified as a prerequisite for signature in the course syllabus. There are two opportunities for students to make up for any missed or failed practical demonstration; these are published in advance by the given educational-research unit in the course syllabus (course requirements).
- (3) Students shall attend lectures, practical sessions and seminars in the prescribed attire and in the condition required for the lecture or practical session, prepared for the given day. In the case of suspected physical, mental or psychological inability to do so (due to illness, abnormal fatigue, medication or other psychoactive substances, alcohol), the student may not start or continue the lecture or practice. Lecturers, the persons conducting the practice or, in their absence, their designated deputy may ask the student to leave the lecture room or the practice area, and shall make a record of the request.
- (4) Notwithstanding the general rules defined in point a) of paragraph (2), in the case of subjects that are taught in a block system in the 4th and 5th years at the Faculty of General Medicine, the student's absences from lectures, seminars, and practical sessions requiring attendance in person are summed up within each block, and cannot exceed 10%. In this case, the educational-research unit provides sufficient opportunity for the make up; even in on-call times overnight or on weekends.

²⁶ Established by Senate Resolution 85/2022 (X.24.), 2. § Effective from 24.10.2022

- (5) Attendance requirements lower than those defined in point a) of paragraph (2), and, in the case of divided training programs, an attendance at up to 75% of all lectures may be prescribed in the course syllabus.
- (6) In the single-cycle long program, in case of subjects consisting only of theoretical sessions – not including courses that are only technically divided into lecture and practical sessions –, at least 75% student attendance is obligatory at the one monthly small-group practical seminar held at the time of the lecture.
- (7) Obligatory attendance cannot be prescribed if the maximum number of registered students set for a course exceeds the capacity of the classroom assigned to the course.
- (8) It is the duty of the instructor of the course or the educational administrator (faculty registrar) of the educational-research unit to record the refusal of giving the signature to the student in NEPTUN until the second day of the second week of the examination period.
- (9) Students are not allowed to take an examination of a course in which they have not obtained the signature.
- (10) In case of fulfilling the requirements, the signature in the subjects taught in a block system in the 4th and 5th years at the Faculty of General Medicine shall be recorded by the student themselves until the first workday following the end of the given completed block.

Article 30 [Rules of examinations]

- (1) ²⁷An examination may comprise
 - a) oral assessment,
 - b) written assessment,
 - c) practical examination,
 - d) the assessment of completing project work
 - e) or the combination of a)-d) points,
in which the results of the partial performance assessments or of a certain group of the end-of-term assessments may be taken into account in the manner specified in the course syllabus (course requirements) and in the schedule of assessment, with regards to the provisions of paragraphs (4) and (5) of Article 28.
- (2) The examination may be simple or combined. A simple examination comprises only one examination part defined in paragraph (1), whereas a combined examination consists of at least two of those.
- (3) The course syllabus (course requirements) defines which parts from paragraph (1) the combined examination contains.
- (4) The course syllabus (course requirements) shall specify:

²⁷ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- a) the level of performance required to pass the examination or the individual parts of the combined examination,
 - b) what partial performance assessment results are to be considered in the result of the combined examination, and to what extent/rate/percentage the results should be integrated into the combined examination grade,
 - c) whether the individual parts of a combined examination can be retaken or retaken for an upgrade.
 - d) ²⁸the optional topics, the criteria for their completion and the assessment of the project assignment recognised as an examination.
- (5) All the parts of a combined examination must be successfully taken in the same semester and the individual parts must be taken on the same day unless the faculty, in accordance with paragraph 4) c), gives the student the possibility that the successful parts of the combined examination need not to be retaken.
- (6) Failure of an examination for any reason, including the failure of a part of the combined examination, with the exception of a partial examination defined in paragraph (1) d), shall reduce the number of examination attempts available to the student by one.
- (7) Those results achieved in the study period that have been taken into account in the term grade or the examination grade are to be taken into account in every semester, in which the "signed" entry is valid, unless otherwise defined in the course syllabus (course requirements).
- (8) An examination record form including the following information shall be printed from the NEPTUN system in case of an examination, even in the case of an examination that was a part of a combined examination:
- a) the semester of the given academic year,
 - b) the name and serial number of the subject or curriculum unit,
 - c) the date of the examination,
 - (d) the name of the examiner,
 - (e) the examiner's identification number and signature,
 - (f) the name and student identification number of the student, who registered for the examination, and
 - (g) the assessment of the exam, and the date.
- (9) An examination record form shall also be issued for non-examination assessment.
- (10) The examiner records the assessment of the examination in the examination record form and validates it by signing it after the examination promptly.
- (11) The organizational unit responsible for the subject shall keep the examination record form for the period specified by law, but for at least 10 years. The head of the organizational unit is responsible for the safekeeping of the examination record form.

²⁸ Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- (12) The examination is assessed with a single grade on a five-point scale.
- (13) In the case of a failed combined comprehensive examination, only the failed examination part needs to be retaken if the course syllabus (course requirements) so provides.
- (14) If the course syllabus (course requirements) so provides, the result of the successful examination parts remains valid until the end of the semester, including the result of an examination taken in the spring semester, but in the period outside of the academic year (EOAY).
- (15) In the case of comprehensive examinations, the examination is conducted by senior lecturers (associate professors, professors, college associate professors, college professors). However, in justified cases, the dean, on the proposal of the head of the department, may authorize other lecturers, researchers, teachers, clinical chief physicians actively involved in teaching to conduct the examination. In all cases, the authorization shall be valid only for the given semester. If the comprehensive examination covers the subject matter of more than one subject, and in the case of retaken comprehensive examinations, the examination shall be taken before a two-member examination board. The chair of the examination board shall be a senior lecturer or a lecturer, researcher, teacher, clinical chief physician holding the dean's permission.
- (16) In the case of a written (partial) examination, the examination in front of the examination board shall mean that the examination paper is assessed by at least two different examiners, independently of each other. The result of the (partial) examination is determined by the examination board.
- (17) If the comprehensive examination is to be taken before an examination board, the examination may be held only if both members of the examination board are present at the examination or at the individual parts of the examination.

Article 31 [Organization of Examinations]

- (1) Examinations are primarily held during the examination period, except in the case of a block education.
- (2) In a duly substantiated and justified case, the Studies and Examinations Committee may permit examinations outside the examination period in the first two weeks of the subsequent semester. In such cases, the respective organizational unit is obligated to ensure the possibility of completion for the beneficiary student. The examination thus completed shall be considered to have been taken during the examination period.
- (3) Examinations shall be organized in such a way that every student eligible to take the examination shall be able to register for and take the examination, and it shall be ensured that the student shall be enabled to retake the failed examination during the given training period.
- (4) When students plan their examination period or take their examinations, they may only take into account the examination days announced in advance.

- (5) Examinations shall be held primarily on workdays, excluding correspondence programs. The (partial) examination shall not begin earlier than 8:00 a.m. and shall end by 8:00 p.m. The duration of the (partial) examination shall be held in accordance with the period recorded in NEPTUN. It is the responsibility of the relevant educational-research unit to ensure that the examination is held within the time period specified in NEPTUN and that the duration of the examination should stay within reasonable limits (maximum 5 hours). Exceptions to this provision may be made with the permission of the Studies and Examinations Committee.
- (6) Educational-research units shall provide at least two examination days per week for oral examinations and one examination day per week for written examinations for each course and each group of students studying in the same study year. A maximum number of students may be set for each examination. The aggregate number of the maximum number of students per examination – in the case of a combined examination: per partial exam– may not be fewer than double the number of students registered for the course. The aggregate number of examination places shall be distributed evenly among the examination dates, so that at least 10% of the total examination places are allocated to each examination week.
- (7) The Studies and Examinations Committee may, upon a justified request of the educational-research unit, authorize the announcement of a smaller total number of examinees than that specified in paragraph (6), until the deadline for the announcement of the examinations. In the case of divided training, the Vice-dean for Educational affairs, who informs the Students' Union on his decision at the same time, may approve a smaller number of examination days than defined in paragraph (6) but not fewer than 4 examination days throughout the entire examination period with regards to students' needs. In both cases, care must be taken to avoid conflicts between the examination days of the compulsory subjects included in the model curriculum of the given semester, and to enable every eligible student to register for and to take the examination, as well as to ensure that failed exams can be retaken during the same examination period as many times as specified by these Regulations.
- (8) The rules and the schedule of the examinations shall be made public a week before the beginning of the examination registration period. The announcement shall include the dates of the examinations, the maximum number of examinees, and the date of the announcement of the examination results. The dates of the examinations shall be determined in advance for the entire examination period. The relevant head of the educational-research unit and the dean of the faculty are jointly responsible for announcing the examinations and conducting the announced examinations.
- (9) After announcement, the dates of the examinations may be modified only with the prior consent of the Studies and Examinations Committee.
- (10) In justified cases, the educational-research unit may announce additional examination dates during the examination period, or the dean may give instructions to this effect.

- (11)²⁹ After the sixth “fail” examination result in a given subject, the student may not participate in a seventh retake examination during the period of their student legal status, nor may they register for such an examination.
- (12)³⁰ In the case referred to in paragraph (11), specified in Article 16 (6), the declaration of unilateral termination of student status may be issued at the earliest on the day following the deadline for submitting a request for equitable treatment for the seventh examination or the day following the date of the failed seventh examination.

Article 32 [Special provisions for the examinations and comprehensive examinations of compulsory subjects taught in a block system at Years 4, 5 and 6 of the Faculty of General Medicine]

- (1) The last week of each block of subjects (examination week) is used for examinations and comprehensive examinations, with the exception of one-week blocks, where examinations may be taken on the last day of the block.
- (2) There shall be no educational sessions with mandatory attendance on the designated examination week of blocks in Years 4 and 5. In the case of one-week blocks, a preparation period equivalent to at least one full day shall be provided prior to the examination day.
- (3) The examination to be taken of a course in block education shall be announced by the educational organizational unit no later than the first day of instruction of the block.
- (4) At least three examination occasions shall be provided during the examination week. A maximum number of students per examination may be set. The maximum number of students per examination, in the case of combined examinations, per partial examination, may not be less than 150% of the number of students registered for the course.
- (5) Registration for the examinations begins at 8:00 p.m. on Monday of the week preceding the examination week.
- (6) During the last block of Year 6, on the last week of the optional and/or elective clinical practice, examination opportunities shall be provided from all subjects with comprehensive examination obligation in accordance with paragraph (3), so that all students who wish to do so can register and take the comprehensive exam. This possibility may be used by the student for only one subject, provided that the obligations of the Elective clinical practice are fully met.

²⁹ Amended by Senate Resolution 4/2023 (9.II.), Annex 1. 9. § (3) Effective from 16.02.2023

³⁰ Established by Senate Resolution 4/2023 (9.II.), Annex 1. 9. § (4) Effective from 16.02.2023

Article 33 [Rules Applicable at Examinations]

- (1) The (partial) examination is considered to have begun when the examination task (a question or a topic etc.) has been given to the student. The (partial) examination once started shall be concluded with an assessment of the examination.
- (2) During the oral and practical (partial) examinations, the student shall be given preparation time adjusted to the nature of the examination before they answer the questions or complete the practical task. This may be waived only at the student's request.
- (3) Examinations can be held primarily on university premises and the sites of the practical trainings. Examinations may be held outside these premises with the permission of the dean of the faculty responsible for the given education (training program, specialization, etc.).
- (4) It is the responsibility of the examiner or the chair of the examination board to ensure that the (partial) examinations are conducted orderly, in an undisturbed and calm atmosphere.
- (5) If the examination is taken before an examination board, any member of the board may pose a question to the student. However, the student's performance is assessed by the chair of board, who takes the opinions of the board members into account.
- (6) The announced (partial) examination shall be held if it has been registered for by any eligible student.
- (7) The exact time of the (partial) examination within the duration of the independently announced oral (partial) examination can be determined by the educational-research unit or the examiner either for individual students or for groups of students. The examinees shall be notified about the appointed time in NEPTUN at least 8 hours before the beginning of the examination. In the absence of specified time, the examination begins at the starting time of the examination for all the examinees.
- (8) If the appointed examiner is absent, the head of the educational-research unit shall assign a competent substitute examiner or organize a (partial) retake examination without adverse consequences for the students.
- (9) The head of the educational-research unit is responsible to have the announced (partial) examinations conducted and to provide a new examination occasion if an examination is cancelled due to the absence of the examiner. Students may file a complaint regarding a cancelled examination or comprehensive examination at the Studies and Examinations Committee.

- (10) Certain (partial) examinations may be reserved only for retake or second retake examinations by the organizing educational-research unit. These examination occasions cannot be taken into consideration when the maximum number of examinations and the maximum number of students are calculated in accordance with Article 31, paragraph (6).

Article 34 [Participation in Examinations]

- (1) A student who has a valid "signed" signature of the subject recorded in NEPTUN prior to the examination may take the exam.
- (2) The student who has fulfilled the prerequisites prescribed in the model curriculum and obtained the credits for the subjects assigned to the comprehensive examination can take a comprehensive examination.
- (3) Students may register for an examination – with the exception specified in paragraph (4) – no later than 23 hours before the examination date; and the students can withdraw their registration no later than 24 hours before the date of the given examination, exclusively via NEPTUN.
- (4) At the Faculty of General Medicine, in the case of block education, if there are two or fewer days available for the students to take the examinations, it is possible to register for the examination until 6:00 a.m. on the day of the examination, and to withdraw the registration until 0:00 a.m. on the day of the examination, exclusively via NEPTUN.
- (5) For the oral examination part of a comprehensive examination, the educational-research unit can set an individual examination registration period in NEPTUN which shall not be closed sooner than 72 hours before the examination.
- (6) Students willing to retake a failed (partial) exam or to upgrade the result of a successful (partial) exam in the same examination period should be given preference at the registration for (partial) examinations formerly announced as retake or second retake exams.
- (7) It is the student's obligation to attend the (partial) examination registered in NEPTUN. If they fail to do so, their knowledge cannot be assessed, and if they do not justify the absence, a "did not appear" entry shall be made in the NEPTUN for the given (partial) exam. Unjustified absences shall be included in the maximum number of examination opportunities per semester, and the student is also required to pay an exam administration fee and the absence fee specified in the Remuneration and Benefits Policy.

- (8) Students are not allowed to take an examination without identifying themselves. Students may identify themselves at the examination with a suitable identification document containing both a signature and a photo. If the student is unable to verify their identity, a "did not appear" entry has to be made in the examination record form and in NEPTUN, which does not reduce the number of exam opportunities, yet the student is obliged to pay an exam administration fee, which is specified in the Remuneration and Benefits Policy.
- (9) The student shall be responsible for the transcription of the payment of the fee specified in paragraphs (7) - (8), following their default. No registration for the next examination in the subject may be made without the payment of the fee.
- (10) The student is obliged to justify the absence from the registered (partial) examination within 3 working days in person, writing, electronically or by proxy at the educational-research unit organizing the exam. The educational-research unit – in the event of a dispute between the student and the organizational unit, the Studies and Examinations Committee – decides on the acceptance of the justification. If the student properly justifies their absence, it shall be considered as if they had not registered for the given exam; the "did not appear" entry will be deleted by the educational- research unit.
- (11) The student who fails an examination, can attempt to take the exam two more times, at a retake examination and at a second retake examination in the same examination period. The student is allowed to have a third retake examination but only in one subject per term. The student is not allowed to have a fourth retake examination in the same subject in the semester – not even on the basis of fairness and equitability.
- (12) The student has the opportunity to improve the result of a successful examination until the end of the examination period. The student shall be informed about the fact that the result of the examination may be worse than the original examination result. Additional credits cannot be earned by retaking a successful exam. In case of limited places at the examination, a student registering for a retake or second retake of a failed exam has a priority over students registering for an upgrading retake examination of a successful exam.

Article 35 [Examinations Taken Outside the Academic Year]

- (1) Students of medicine in a single-cycle long (i.e. undivided) program and master's degree students in health sciences who are unable to fulfill their examination requirements during the spring semester examination period may take an examination organized outside the academic year (hereinafter referred to as EOAY examination). The result of an EOAY examination shall be considered as that of an examination taken during the spring semester of the relevant academic year. If the university has a vacant Hungarian state-funded position, the reclassification decision made by 31 July at the latest shall be reviewed and, if necessary, adjusted in the light of the results of the

EOAY results. OAY examinations can be completed during the spring semester of the relevant academic year in the period specified in paragraph (6).

- (2) In the single-cycle long medical program and master's programs in health sciences, students may take an EOAY examination described in paragraph (1) in any course they registered for but failed to complete in the relevant spring semester, dependent of available examination dates. The following conditions shall be met: the Registrar's Office shall be notified with the examination subjects listed, until the end of the working day following the last day of the examination period, and the student shall not have been dismissed by the end of the spring semester examination period; this is also relevant in cases when the student is exempt from expulsion under a decision of the competent Studies and Examinations Committee with regards to special individual circumstances as a measure of fairness. If the student's expulsion is pending and the student is eligible for and also signed up for an OAY examination in due time, the committee shall suspend the proceedings until the result of the OAY examination is announced, and then, taking these into account, shall decide either to cancel the proceedings or to proceed with the dismissal.
- (3) Taking the examination referred to in paragraph (2) shall not be considered as course registration.
- (4) In the case of EOAY, during the period specified in paragraph (6), the student may take examinations in any subject, taking as many examination occasions as many they may have at their disposal during the given semester.
- (5) If the student passes an OAY examination, the failure to complete the unit or units in the relevant semester, passed by EOAY, shall not be considered as course omission.
- (6) The date of the OAY examination shall be set in a way to make sure that during the five working days immediately following 20 August in the current year, students shall be able to take their examinations according to paragraph (11) of Article 34. The examinations shall be organized in such a way that all the students concerned can register to and sit for the exam.
- (7) In the case of examinations organized outside the academic year, it is not necessary to fulfill the general conditions of announcement described in these Regulations. If a student fails to complete a course by the OAY examination, they may register for a CV-course announced during the semester, provided they still have examination opportunities left, taking into account the difference of all examination opportunities according to paragraph (11) of Article 34 and the failed examinations outside the academic year.
- (8) ³¹Students may retake an examination failed by EOAY in the semester when the course is next announced, taking into account the difference between the number of failed examinations in the given subject and the unsuccessful examinations by EOAY and the number of examinations specified in paragraph (11) of Article 34. The number of retake examinations for the same unit of study shall not exceed the maximum number of failed examinations specified in the Act on National Higher Education.

Article 36 [General Rules for Assessment Result Upgrade and Retake]

³¹ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective: from 04.04.2023

- (1) The University shall ensure that each student is able to report on their knowledge and may repeat a successful or failed academic assessment as set in these Regulations, in a way to ensure impartial examination conduct and assessment.
- (2) Unless otherwise provided for in these Regulations, the first occasion announced by the educational-research unit for retake shall be free of charge for students.
- (3) In assessment upgrade or retake, the results achieved on the retake occasion shall be officially registered, unless otherwise specified in the course syllabus or in these Regulations.
- (4) The retake or upgrade of a partial performance assessment shall be organized in such a way that the student, while applying and successfully fulfilling the opportunities specified in paragraphs (1) and (2) of Article 37 can replace a “fail” grade with an upgraded grade.

Article 37 [Retake and Upgrade of End-of-term Assessment Results]

- (1) If, in the case of a course leading to examination assessment, a term grade is required in the course syllabus (course requirements) the result of which is taken into account in the calculation of the examination grade, or its completion is a prerequisite of signature, two opportunities to retake a failed assessment shall be provided during the semester, at the latest by the end of the first week of the examination period.
- (2) Two opportunities to retake or upgrade any academic results which are required to obtain a practical term grade shall be provided no later than the end of the first week of the examination period.
- (3) Student knowledge and other competencies required for such an upgrade are the same as those in the course syllabus. The result of a retake/upgrade assessment shall be graded on the same scale as the failed assessment.
- (4) If, according to the provisions of the course syllabus, a group of assessments cannot be retaken or retaken for an upgrade, the (partial) result of this group of academic assessment results shall be calculated taking the two-thirds which is the most favorable for the student, rounded down.

Article 38 [Examination Retake]

- (1) Students may modify the result of a previously passed examination by having an upgrading retake examination.
- (2) Students can sit an upgrading retake examination and take a second retake examination before a different examiner or examination board if so authorized by the head of the educational-research unit on the basis of the student’s duly reasoned written or electronic request addressed and submitted to the head of the educational-research unit no later than three working days before the commencement of the examination. If the head of the educational-research unit is involved in the examination, the appointment of a different examiner can be requested from the Dean of the faculty responsible for teaching the subject.
- (3) During a given examination period, a second retake examination shall be taken before an examination board of at least three members, upon the student's written or electronic request submitted no later than three working days before the commencement of the examination. No more than one member of the examination board may be an examiner

who graded a previous examination of the student as “fail” during the same examination period.

- (4) A written (partial) examination is considered to be taken before an examination board if the test is evaluated by at least two different examiners independently from each other. The result of the (partial) examination is determined by the examination board.

8. Records of Academic Performance

Article 39 [Records of Academic Performance]

- (1) The term grade (if it is a grade obtained during the study period as results of partial assessments, practical work or tests on theoretical knowledge) shall be recorded in the NEPTUN by the course instructor, the course coordinator, a registrar or an academic administrator of the educational-research unit no later than the end of the first week of the examination period of the relevant semester. The date of entry of a grade obtained in this way is the date of acquisition. For courses taught in a block schedule to Year 4 and 5 students of Medicine, the registration of grades is carried out according to the timetable laid down in the Dean's instructions for the relevant semester.
- (2) In any given semester, students may only have one term grade recorded for each course, any grade obtained by retake or upgrading retake overrides the previous grade.
- (3) Signatures for courses requiring examinations shall be recorded in NEPTUN no later than the end of the first week of the examination period by the course instructor, the course coordinator, a registrar or an academic administrator of the educational-research unit. The date of the signature entry is the date of acquisition.
- (4) A student may only have one signature entry in a given semester for each course requiring examination. Any signature entry obtained or modified following a retake or upgrading retake will override the previous entry.
- (5) After concluding the result of an examination (end-term examination or comprehensive examination), but no later than the end of the next working day, the examiner shall record the grade in NEPTUN, based on the examination record or comprehensive examination record. In the case of a combined examination (comprehensive examination), the entry shall be made at the examination occasion at which the grade was concluded.
- (6) If the student has not taken any (comprehensive) examinations of a subject in the given semester, no grade shall be recorded in NEPTUN.
- (7) The grade or results of any partial performance assessment obtained during a study period or at any examination, including the results of any tests or assessments other than a diagnostic or leveling test, offered grades, partial examination grades, as well as the evaluation of any partial written examination or examination session yielding no specific grade on their own, shall be communicated to the student confidentially, in person or in any other way, so that it is not disclosed to a third party.

Article 40 [Recording Academic Results]

- (1) Any documents produced by the students during their study as well as any assessments of students' work shall be managed by the educational-research unit responsible for

teaching the given subject. However, the Dean may decide to have these records managed at faculty level.

- (2) Paper-based documents (classroom tests, homework, written reports, etc.) of assessment carried out during a study period or an extended study period can be returned to the relevant student after assessment, or shall be archived by the course coordinator.
- (3) Assessment documentation (examination records, assessment result summaries and other records) recorded during the study period and make up periods shall be kept in accordance with the requirements of the Document Management Policy.
- (4) After their evaluation, any documents recorded during the examination period (e.g. term papers, coursework) and related to examinations (including comprehensive examinations) shall be kept by the course coordinator.
- (5) Documents recorded in the examination period and related to student assessment (e.g. examination or comprehensive examination records) shall be kept in accordance with the requirements of the Document Management Policy.
- (6) Any documents specified in paragraphs (2) and (4), except for those returned to a relevant student after assessment, shall be destroyed within one month from the commencement of the next semester, with the following exceptions:
 - a) if these documents are necessary until the end of the last semester when the subject is taught in order to track student progress
 - b) unless there is a procedure under way which may affect the outcome of the relevant examination. In the latter case, the documents specified in paragraphs (2) and (4) shall be destroyed within one month after the final decision regarding the specific case has been issued.
- (7) The expiry date specified in paragraph (6) does not apply to examination records. When keeping records and sorting documentation, document destruction shall be carried out in a way that prevents the identification of document authors.

Article 41 [Publicity of Academic Assessment]

- (1) Written and practical study assessment events (classroom tests, examinations, comprehensive examinations, etc.) are not public, they are attended only by the students and the teaching staff involved.
- (2) Oral academic assessment events are public within the frame imposed by the venue for the citizens of the university, as defined in paragraph (4). However, at the explicit and justified request of the student, the teacher conducting the assessment, or, in the case of comprehensive examinations or final examinations, the chair of the Examination Board may restrict public access.
- (3) In the case of oral assessments, there shall be a third party present in addition to the student and the teacher performing the assessment. This third party may be any of the citizens of the university as defined in paragraph (4).
- (4) In the case of oral study assessments, any of the following persons are allowed to be present during the examination in addition to the student and the teacher performing the assessment:
 - a) university students and doctoral students,

- b) university teaching staff, retired teaching staff,
 - c) other persons involved in university education (e.g. non-teaching MDs), or
 - d) university citizens not listed above, who attend the examination at the request of the examinee.
- (5) University citizens referred to in point d) of paragraph (4) may attend the examination of the student who made such a request, provided that this participation does not interfere with the proper and professional conduct of the examination, which is decided by the examiner by taking into account all aspects and circumstances of the case.

Article 42 [Publicity of Academic Assessment Results]

- (1) During the study period,
 - a) if possible, levelling test results shall be communicated prior to the study activity for which the assessment was made;
 - b) the results of partial study assessments carried out pursuant to points a) or d) of Article 27(5) shall be communicated immediately after the activity was assessed; if the assessment was carried out in accordance with points b) or c) of Article 27(5), the result of the partial study assessment shall be communicated within seven days after the rated activity was performed or the student work to be evaluated was submitted; and published in MOODLE in a way as to avoid disclosure to third parties.
- (2) The results of written (partial) examinations and written parts of comprehensive examinations shall be communicated directly to the student assessed, recorded in NEPTUN or in MOODLE before the end of the second working day following the examination, or in the case of a written test with short essays included, until the end of the fourth working day following the examination, in a way to avoid disclosure to any third party.
- (3) Results of oral or practical (partial) examinations and the results of oral or practical parts of comprehensive examinations taken in the examination period shall be communicated to the student immediately after assessment. Oral or practical partial examination results may also be recorded in NEPTUN after immediate notification.
- (4) At least 24 hours shall pass between the publication of study assessment results and the commencement of any associated retake assessment.
- (5) Written study assessment documents must be made accessible immediately after being corrected and graded for a period of time at least as long as the duration of the assessment. Students may submit their complaints/objections to the teacher, examiner, course coordinator or, in exceptional cases, to the head of the educational before the last day of the examination period. In the event of a miscalculation or misevaluation, the teacher shall correct the objected grade.
- (6) The teacher or examiner shall provide the access stipulated under paragraph (5) at occasions announced in advance. The date of access shall be determined in a way to provide at least 24 hours before the beginning of the retake assessment.
- (7) If the teacher missed to act in accordance with paragraphs (4) and (6) of this Article, the Dean may oblige the teacher to announce another opportunity for examination.
- (8) During the access provided under paragraph (5):
 - a) the student shall be allowed, without any specific request, to view the correction and evaluation guide for the given study assessment, compare it with the contents

- of their written work and the evaluation given by the teacher, and take notes about their coursework or term paper.
- b) the teacher shall provide detailed answers to the questions asked by the student on professional, correctional, and evaluation issues related to their study assessment.
- (9) In order to enforce the provisions of paragraph (8), the student may request an action by the head of the educational-research unit or the Vice-Dean for education, or, at the Faculty of Health and Public Administration, that of the head of the educational-research unit responsible for education.
- (10) After the assessment process is completed, the educational-research unit may publish the Answer Key and Evaluation Guide on its website.
- (11) Study assessment results, including term grades, practical term grades, end-term examination and comprehensive examination grades, as well as signature entries are confidential personal data. Such data shall only be transmitted in special cases and to specific persons specified in these Regulations, and in cases and to persons defined in the relevant legislation. For any reasons or to any persons not covered by these Regulations or by law, these data shall not be transmitted or disclosed.
- (12) The course coordinator shall ensure that when communicating the results, students are not allowed to know each other's names or NEPTUN identifiers together with the results. In the case of mid-term tests or partial assessment results, lecturers are encouraged to provide anonymous statistics on the grades obtained to the students taking the test, and for written tests, the MOODLE system is recommended, which can make these statistics automatically available.

Article 43 [Recording Academic Assessment Results and their Indicators]

- (1) Students' academic results shall be recorded in NEPTUN. Once the examinations are completed, the results of both oral and non-oral examinations will appear in the electronic record system under "Fulfillment Page", and NEPTUN will automatically send notifications about these results.
- (2) Teachers shall record grades in the NEPTUN, on a pre-printed examination record form, and on a student copy for those students who request to have their own copy filled and signed, and authenticate these documents with their signature. If a student has their own copy of the examination record form printed by them and signed by the teacher, they can verify whether the grade recorded in NEPTUN is the same as the grade specified on their pre-printed examination record. If the student does not have this record and finds discrepancy they may verify the grade by comparing the examination record form (pre-printed, completed and signed by the examiner) with the automatic notification received from NEPTUN.
- (3) Any subsequent verification for written examination results can be done based on the graded term paper or coursework, which shall contain the the signature of the examiner.
- (4) If the result of an examination was incorrectly recorded in NEPTUN, the student concerned may ask the course teacher or the head of the educational-research unit to make the necessary corrections by the end of the examination period. The teacher shall verify the student's complaint within 5 working days and make any necessary corrections. Any such requests received after the examination period shall be submitted

by the teacher, with their correction proposals, to the Head of the Dean's Office via the electronic mail system.

- (5) Students may object in writing, against their assessment results recorded in NEPTUN within 14 days after the end of the semester. The objection shall be submitted to the Registrar's Office. The objection shall be investigated by the Registrar's Office under the supervision of the Vice-Dean for education or, in the case of the Faculty of Health and Public Administration, by the Dean who shall decide on any possible correction within 5 working days of objection receipt. The student shall be notified on the result of the investigation within the same time limit via the student information system. The student may appeal the examination results within 15 days after notification, by submitting their complaint addressed to the Review Committee through the Registrar's Office.
- (6) Results of the previous semester shall be finalized and closed in NEPTUN by the end of the second week of each study period.
- (7) One transcript (i.e. an exact copy of the student's complete, permanent academic record printed from NEPTUN) can be requested by the student in each semester free of charge.

9. Credit Transfer

Article 44 [Credit Transfer]

- (1) During credit transfer, for any passed course, completion of a course shall be recognised if the correspondence (match) is at least 75%. If the correspondence is less than 75%, the Credit Transfer Committee may approve recognition after considering the circumstances, in particular the role of the course subject played in achieving the training objectives and may also request the opinion of the program director. In accordance with the nature of credit transfer, the educational-research unit shall recommend the same decision for students presenting the same circumstances.
- (2) If the correspondence is less than 75%, instead of credit transfer, it is possible to recognize certain elements of the course as completed and exemption for these may be granted. In such a case the student will be required to take a special examination (i.e., an equivalency examination not including the completed require elements) before the examination period (during the final three weeks of the study period) or during the examination period. Registration to these courses shall be done by the Registrar's Office for these specific students, and students shall report to the course coordinator of the course about the equicalency examination within 10 working days of receiving the decision.
- (3) Registration to a course identical to an already completed course is not allowed. One course is different from another if the course content or the knowledge to be acquired differ by more than 25%.
- (4) Only courses which are different from all the courses already taken into account for the completion of the curriculum requirements may be taken into account for the completion of the curriculum requirements.
- (5) Prior to registration/enrollment for a given semester, students may request credit transfer for the courses already completed and passed at another faculty or higher education institution in accordance with the credit transfer procedure of the given

faculty. The credit transfer decision shall be taken by the Credit Transfer Committee in accordance with paragraphs (1) to (4), also taking into account the proposals of the program director or course coordinator. During the credit transfer procedure, it is required to consider that the student must complete at least one third of credit value of the study program at Semmelweis University in order to obtain a degree at Semmelweis University.

- (6) Any credit transfer based on the specified outcome requirements of a course (module) is done solely by comparing the content elements on which the credit is based. The credit shall be recognized if the content elements compared shows correspondence in at least 75%.
- (7) Students whose student status has been terminated and who have been re-admitted in a new admission procedure shall have their previously completed courses accepted and the credits earned recognized by the Credit Transfer Committee.
- (8) The Credit Transfer Committee shall consider applications submitted to it within the deadline - in the case of the Faculty of Medicine and the Faculty of Dentistry, no later than 2 weeks before the registration week - and within the deadline - in the case of the Faculty of Medicine and the Faculty of Dentistry, no later than the last workday before the registration period - so that the students applying for admission can prepare their next semester's curriculum taking into account the decision.
- (9) The rules, options and typical modalities of credit transfer, as well as the list of documents required for the procedure, are set out in the credit transfer procedure of the specific faculty or the rules of procedure of the faculty's Credit Transfer Committee. Only applications duly completed and submitted by the deadline set out in this document will be accepted.
- (10) If the course requested by the student for substitution of a course was completed in a non-credit course, the credit shall be given taking into account the number of hours indicated in the course records, with regard to the valid ratio of contact and individual hours of the current course. If neither the credit value nor the number of hours of the substitute course is known, the application for recognition of credit cannot be considered.
- (11) The faculties of Semmelweis University mutually allow registration for their courses, with the credit value granted by the announcing faculty, and any course announced at Semmelweis University may be registered for and recognized as an elective course, based on the provisions of paragraph (4).
- (12) If a course to be recognized can be assigned a credit value in accordance with the faculty's curriculum, the grade obtained in the course shall be accepted. If multiple grades were obtained, their rounded average shall be considered and accepted.
- (13) The maximum number of credits for work experience is 30.
- (14) The rules governing credit transfer procedure are set out in the rules of procedure of the committee competent in credit transfer.
- (15) The rules of the credit transfer procedure shall apply *mutatis mutandis* where the student requests the recognition of achievements from non-formal or informal learning or work experience.

- (16) Faculties may keep a credit transfer equivalence register for their courses, driven by content, in which they may provide students with preliminary information on the equivalence of courses already recognized in previous procedures indicating data such as the date and name of a course, the higher education institution or other relevant data. When considering courses included in the register on the basis of a previous decision, with an unchanged course syllabus, the Credit Transfer Committee may also follow a simplified procedure, thus waiving the need to consult the course coordinator or to attach the course syllabus; however, previous decisions shall not be binding.
- (17) A simplified procedure may also be applied where credit transfer is between the old and the new syllabuses of the same course and an equivalence table is created with or after the change in curriculum.

10. Pre-degree Certificate, Diploma work, Final Examination

Article 45 [Pre-degree Certificate (Absolutorium)]

- (1) Until gaining the pre-degree certificate – in case of self-funded training – in bachelor's, master's, or post-graduate specialization programs, in addition to the training period, students may have a maximum of 4 active semesters, or in single-cycle long program, a further 8 active semesters.
- (2) Until gaining the pre-degree certificate – in case of self-funded training – the possible number of inactive semesters is 4 in long-cycle (i.e. undivided), bachelor's, master's, and post-graduate specialization programs, with the exception of the cases provided for in paragraphs (1–2) of Article 45 of Act CCIV of 2011 on National Higher Education (Nftv.), the period of continuous interruption may not exceed 2 semesters.
- (3) In justified cases and with the prior consent of the head of the faculty, students participating in further education may be allowed to interrupt their student status for a different period of time, subject to the conditions set out in paragraphs (1–2) of Article 45 of the Nftv.
- (4) In order to obtain a pre-degree certificate, students are required to complete at least one-third of credit value of their program at Semmelweis University – even in a case of acceptance of the completed credits and previous studies from other higher education institutions, in addition to earlier acquired knowledge recognized as credits – including the acquired and accepted credit value of courses in other programs of the University.
- (5) The Registrar's Office issues the pre-degree certificate if the relevant conditions are met, with recording the acquisition in the NEPTUN, with the Dean of the Faculty signing a certificate of issue upon the request of the student.

Article 46 [Thesis / Diploma work]

- (1) In order to obtain their degree in bachelor, master, and single-cycle long programs, students are required to write a thesis or diploma work. The purpose of the thesis / diploma work shall be to help students develop their abilities to grasp the essentials of the subject by means of independent scientific research in any field of the discipline, to master the methods of library use and literature research and to be able to formulate their opinion concisely and accurately, furthermore, the thesis may also be aimed at systematic processing of possibilities of practical problem solving or the presentation of innovative ideas and results, in accordance with specific features of their program.

- (2) The thesis supervisor with the support of a consultant, in certain cases, guides the student in the thesis writing process. The thesis supervisor is a professor or a researcher of the faculty; or with the Dean's permission, an external professional. The consultant is a university lecturer, researcher or external expert who assists the work. An external supervisor can only be hired in conjunction with an internal supervisor. If the supervisor is an external professional, the end-of-semester signature and evaluation of the course is given by a professor or a researcher of the faculty.
- (3) The educational-research unit of the relevant faculty shall draft a list of thesis or diploma work topics, including the names of supervisors and, if applicable, consultants. The list of thesis topics shall be published in NEPTUN before the last day of the autumn semester of each academic year, at least four semesters prior to the year of graduation in the case of bachelor, master and long-cycle programs, at least two semesters prior to the semester of graduation for programs lasting longer than four semesters but shorter than seven semesters, and by the last day of the examination period of the autumn semester of each academic year in the case of programs lasting no longer than four semesters. Students may choose any of the topics published, subject to the capacity of the indicated thesis supervisor. With the permission of the head of the relevant teaching/research unit, the thesis topic may be different from the ones published. If approved, the head of the educational-research unit shall ensure that it is registered in NEPTUN and that a supervisor is provided.
- (4) Students shall consult their supervisors while working on their thesis / diploma work for the number of contact hours specified in the recommended curriculum and recorded in NEPTUN, or in accordance with the relevant faculty regulations.
- (5) Provisions concerning the formal requirements, length, submission and delivery of the thesis shall be determined by faculty regulations.
- (6) The student may apply for a change of deadline for thesis submission once, for a maximum period of 2 weeks, by sending an application addressed to the Examination and Studies Committee of the faculty concerned, and submitting it in NEPTUN at the Registrar's Office. The Examination and Studies Committee of the faculty concerned will decide on the request, taking into account the recommendation of the relevant educational- research unit.
- (7) The thesis / diploma work shall be submitted for review. The reviewer is invited by the head of the educational-research unit which published the topic, who shall ensure that it is recorded in NEPTUN. The reviewer shall be a lecturer with a degree in higher education, a researcher or an external professional. In bachelor program, the thesis supervisor may also be asked for review, in duly justified cases. The appointment (and number) of the reviewers is regulated by the rules of the faculty concerned.
- (8) The thesis supervisor/ consultant and the reviewer will evaluate the paper in NEPTUN. The evaluation shall be sent to the candidate at least 5 days before the thesis/diploma work defense. The reviewer and the supervisor shall make a proposal for the evaluation (grade) of the thesis. Evaluation of the thesis or diploma work is given on a 5-point scale. The assessment should take into account the extent of the independent investigation included in the work.
- (9) The assessment and the review, which includes a proposal for the marking of the thesis, must be recorded at least 5 days before the thesis/dissertation is defended, and be made available to the student/candidate in NEPTUN.

- (10) Defense of the thesis is conducted in front of a 3-member board of the educational-research unit, or if the thesis defense is part of the final examination, the Final Examination Board, the chair of which is the head of the educational-research unit or a university or college professor, or an associate professor appointed by the head of the educational-research unit. The members of the committee are two lecturers of the department, one of which may be the reviewer. The committee may also appoint a third member, who may be an external lecturer selected mainly from the private lecturers of the university.
- (11) The reviewer shall pose 2–5 questions in NEPTUN, on the thesis review form in the topic of the thesis/diploma work. The defense of the thesis/diploma work is its presentation by the student, to the extent required by the committee, the answers to the questions previously set in the form, and to any additional questions by the board.
- (12) A thesis/diploma work not submitted for examination shall be marked as “unsatisfactory”. The grade of the thesis/diploma work submitted for examination shall be determined and recorded in NEPTUN by the committee referred to in paragraph (9), on the basis of the recommendation of the reviewers and the performance of the candidate during the examination.
- (13) If there is one reviewer and the evaluation is “unsatisfactory” (constituting a fail), the head of the educational-research unit shall either authorize the grade, or appoint a new reviewer. In the case of two reviewers, if only one reviewer gives an “unsatisfactory” evaluation, the head of the educational-research unit shall appoint a new reviewer.
- (14) In a case of an “unsatisfactory” evaluation, the head of the educational-research unit notifies the student in NEPTUN, and informs them about the conditions of revision or supplementation. The thesis/diploma work evaluated as “unsatisfactory” may only be revised or supplemented once.
- (15) The final examination after the revision or supplementation of a thesis/diploma work can be taken only in the subsequent final examination period by students
 - a) who did not submit their thesis/diploma work by the deadline;
 - b) whose thesis/diploma work was evaluated by the reviewer as “unsatisfactory” with the approval of the head of the educational-research unit,
 - c) whose thesis/diploma work was evaluated as “unsatisfactory” by the newly appointed reviewer according to paragraph (13).
- (16) The conditions for revision or supplementation of an “unsatisfactory” thesis/diploma work are set by the head of the relevant educational-research unit, and it may include a request for further consultations if necessary as recorded in NEPTUN.
- (17) The original, authenticated copy of the thesis/diploma work evaluation report shall be uploaded to NEPTUN by the educational-research unit, and sent to the Registrar’s Office of the relevant faculty.
- (18) Award-winning papers in the Rector’s Award Competition may be accepted by the Dean as a thesis evaluated with an “excellent” grade, following the recommendation of the head of the educational-research unit, if the student requests so in an application previously submitted in NEPTUN.
- (19) The papers of finalist students in the Rector’s Award Competition in long-cycle programs may be accepted by the Dean as a thesis evaluated with an “excellent” grade,

following the recommendation of the head of the educational-research unit, if the student requests so in an application previously submitted in NEPTUN.

- (20) A scientific paper published in a peer-reviewed scientific journal within the framework of studies – or accepted for publication by an editorial board – where the student is a first author may be accepted as a thesis by the Dean, in which case the evaluation shall be carried out according to the general rules.
- (21) An application to recognize such papers as a thesis/diploma work as defined in paragraphs (18) to (21) shall be submitted within two weeks of the announcement of the Rector's Award. An application to recognize a paper published as first author in a peer-reviewed scientific journal or accepted for publication by an editorial board as a thesis shall be submitted two weeks before the thesis/diploma work submission deadline.
- (22) Exemption from the obligation to write the thesis does not exempt students from the obligation to defend it.
- (23) ³²The thesis or dissertation of a student who has passed the final examination must be stored in its entirety in the study system and a record kept. Stored theses and dissertations, except for those parts which are legally classified, must be made accessible and searchable through the learning system without restriction.

Article 47 [Final Examination]

- (1) The detailed conditions of admission to the final examination, the possible subjects of the final examination and the rules for their selection shall be published in the academic bulletin (the Calendar).
- (2) If the thesis/diploma work is not accepted, the student/candidate is not eligible for taking the final examination. The conditions and the earliest deadline of the supplementation are determined by the head of the educational-research unit in accordance with the opinion of the department.
- (3) Students who failed to meet their payment obligation to the University are not eligible for taking the final examination.
- (4) Students shall register for the final examination 40 days prior to the first day of the final examination period as determined in the academic calendar, following the procedure determined for each faculty, in NEPTUN, and in case of the Faculty of Health Sciences and the Faculty of Health and Public Administration, at the Registrar's Office. The faculty can set a shorter deadline.
- (5) The final examination may consist of several parts, in accordance with the curriculum, particularly oral, written and practical parts. The thesis/diploma work defense is also part of the final examination if the curriculum so determines; however, it is evaluated separately from other parts of the final examination.
- (6) The final examination at the Faculty of Health Sciences shall, notwithstanding paragraph (5), constitute of
 - a) in Bachelor's programs:
 - aa) practical,

³² Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 04.04.2023

- ab) written (theoretical),
 - ac) oral (theoretical),
 - ad) defense of the diploma work parts;
 - b) in Nutrition Science Master's program:
 - ba) oral theoretical examination ,
 - bb) defense of the diploma work parts;
 - c) in Nursing Master's program:
 - ca) written theoretical,
 - cb) written practical,
 - cc) oral theoretical,
 - d) cd) defense of the diploma work parts in Physiotherapy Master's program:
 - da) written theoretical,
 - db) oral theoretical,
 - e) dc) defense of the diploma work parts; Teacher of Health Sciences Master's program:
 - ea) final examination in subject-specific pedagogy and methodology (teaching examination),
 - eb) subject-specific pedagogy and methodology practice (teaching practice),
 - ec) portfolio,
 - ed) tfolio defense based on guided complex oral examination questions parts.
- (7) At least two final examination periods per academic year are set in the academic calendar at the Faculty of Medicine, the Faculty of Dentistry, and the Faculty of Pharmaceutical Sciences, regarding the specifics defined by the National Final Examination Committees for Medicine and for Pharmaceutical Sciences. Final examinations may only be taken in the designated final examination periods.
- (8) Organizing the final examination is the responsibility of the Deans of the faculties. The number of final examination boards is determined according to the number of registered students in such way that no more than 10 students may be sorted for one occasion at one Final Examination Board. This number is 12 at the Faculty of Pharmaceutical Sciences and the Faculty of Health and Public Administration.
- (9) Students are assigned to an examination date either by registration or by the Registrar's Office, in which case, if justified, the possibility of changing the date shall be provided. If more than one examination board is scheduled on the same date, the allocation to one of the boards may be made on the basis of previously published professional criteria or, in the absence of this, by drawing lots. The assignment to a board shall be published in the usual manner at the relevant faculty no later than one day before the examination. Students shall be informed electronically about the examination site and the board assignment one day before the examination.
- (10) The final examination shall be taken before the Final Examination Board consisting of a chairperson and at least two members. The chair and the members of the board are appointed by the Dean from the candidates chosen by the Faculty Council for up to one academic year. The Final Examination Board shall have at least one member who is a university or college professor or an associate professor, and one member who is not an employee of the University, or is a lecturer of a different faculty or training program of the University. The mandate of a Final Examination Board member – not including

- the chairperson of the board – may be valid for only a single part of the final examination.
- (11) For students who miss to take their final examination and certify that it was through no fault of their own, the faculties may provide a date to supplement their final examination within the relevant final examination period.
 - (12) A record shall be kept at the practical and theoretical final examination. The grade of the written part of the examination shall be entered in the record of the theoretical examination.
 - (13) The members of the board evaluate the performance of the student with a grade, then in a closed session – in case of a debate, with voting – they determine the grade of the oral final examination. In case of a tied vote, the vote of the chairperson is definitive. In addition, the committee confirms the grade of the practical part of the final examination and the grade of the thesis/diploma work.
 - (14) The final examination is successful if the grade of each part of the final examination defined in paragraph (4) and the grade of the thesis/diploma work are at least “satisfactory/pass”. A successful final examination cannot be re-taken.
 - (15) The final grade of the final examination is the arithmetic mean of the grades of all parts of the final examination. The final grade of the final examination is announced by the chair of the Final Examination Board.
 - (16) The evaluation grades of the final examination are:
 - 2.00 – 2.90: pass,
 - 2.91 – 3.50: satisfactory,
 - 3.51 – 4.50: good,
 - 4.51 – 4.99: excellent, if the grade of each part is very good: outstanding.
 - (17) If the grade of any of the parts is “unsatisfactory”, the candidate has to retake the specific part of the examination. At the Faculty of Medicine, if the oral or the practical part of the final examination is graded as “unsatisfactory”, the candidate has to retake both parts of the final examination. This final examination may be retaken twice only. Final examination retakes may only be done in the following final examination period. Credit value cannot be attributed to the final examination. If the candidate has used all the opportunities to retake any part of the final examination as defined in this paragraph, and a partial examination grade is “unsatisfactory”, all parts of the final examination shall be retaken.
 - (18) In case of an unsuccessful written final examination, candidates cannot take the oral part; however, they may take the practical part of the final examination; if the practical part is successful, it shall not be retaken. If it is unsuccessful, the candidate cannot take the oral theoretical final examination.
 - (19) If a candidate fails to take a successful final examination before the termination of their student status, they may attempt to retake the final examination in any final examination period after the termination of their student status. If the final examination is taken at a later date, the candidate shall not be required to take an equivalency examination, but shall take the final examination in accordance with the program and outcome requirements in force for the final examination at the time of the examination. Students

who started their studies after 1 September 2012, may not take a final examination after the fifth year following the termination of their student status.

11. The Diploma

Article 48 ³³[General Regulations Regarding the Diploma]

- (1) The diploma is a legal document decorated with the coat of arms of Hungary containing the name and the identification number of the issuing higher educational institute, the number of the diploma, the name, name at birth, place and date of birth of the graduate, the level of the qualification, the name of the degree, program or vocation, the grading of the degree, the place, and year, month and day of issue, the classification of the professional qualification according to the Hungarian Qualification Framework and the European Qualification Framework, furthermore, the period of training as set in the program and outcome requirements of the training program. Additionally, it is also required to contain the original signature of the head of the institution – as well as of the head determined in the Organizational and Operational Regulation – and the imprint of the seal of the higher education institute.
- (2) The prerequisite of issuing the diploma, which certifies the completion of higher educational studies, is a successful final examination in addition to a language certificate as set in program and outcome requirements. In order to issue the diploma, students shall present legal documentation which certifies that
 - a) a general language examination including all written and oral components was passed at level B2 or C1, as set in the program and outcome requirements in a bachelor program,
 - b) an accredited or equivalent language examination was passed as set in the program and outcome requirements in a master program.
- (3) At the Faculty of Pharmaceutical Sciences, a further condition of issuing the diploma is a pass at the professional language examination in English or German language conducted by the University.
- (4) At the Faculty of Medicine, a further condition of issuing the diploma is a pass at the professional language examination in English or German language conducted by the University.
- (5) The diploma shall be issued and handed out within 30 days after the legal document of the language certificate defined in paragraph (2) was presented. If the certificate defined in paragraph (2) was presented at the time of the final examination, the diploma shall be issued within 30 days after a successful final examination was taken.
- (6) If the diploma is not issued because the language certificate has not been presented, the University provides a certificate. This document does not certify qualification or specialization; it only certifies a successful final examination. The Registrar's Office shall be responsible for issuing and registering this certificate.
- (7) The diploma shall be issued in Hungarian and in English, or in Hungarian and in Latin, in Hungarian and in a nationality language in the case of a nationality training program, in Hungarian and in the language of the training program if it is not Hungarian.

³³ Amended by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 01.09.2023

- (8) A diploma supplement shall be issued, as defined by the European Commission and the European Council, in Hungarian and in English, and in the case of a nationality training program, at the request of the graduate, in the language of the nationality concerned, in bachelor, master and tertiary vocational programs. The diploma supplement is a legal document. Issuing supplements and the master data sheet shall be done by the Registrar's Office.
- (9) A diploma issued in bachelor's, master's, long-cycle, postgraduate specialization programs or tertiary vocational programs entitles the holder to have a job or pursue an activity as defined by law.
- (10) The program and outcome requirements of a tertiary vocational program may set a language examination certification as the condition of issuing the diploma.
- (11) The level of the degree certified in the diplomas issued by the University in English and Latin are:
 - a) "Bachelor" or "baccalaureus" (abbreviated: BA, BSc),
 - b) "Master" or "magister" (abbreviated: MA, MSc).
- (12) Graduates holding the "Master" title use the phrase "licensed" before the qualification certified by the diploma.
- (13) Graduates of the Faculties of Medicine, Dentistry or Pharmaceutical Sciences are entitled to use the title of "doctor". It is abbreviated as: dr. med., dr. med. dent., dr. pharm.
- (14) Non-Hungarian graduates of the Faculty of Medicine and those who completed their training program and the training and research phase of the doctoral program in an individual schedule, during their legal status as a student at the Faculty of Medicine, and, in addition to the complex examination, fulfilled the special requirements set by the University for the preparation and defense of an associated thesis, shall be entitled to use the doctoral title referring to the field of training abroad. The abbreviation of the title is Dr. med.
- (15) At the student's request, the university shall issue an ornate diploma, which shall be signed by the Rector and the Dean of the relevant faculty.
- (16) The diploma is signed by the Rector and the Dean.
- (17) If the student does not possess the language certificate at the time of the final examination, and thus the diploma is issued after the final examination period, and the chairperson of the Final Examination Board is not employed by the university at the time of issue, instead of the chairperson of the Final Examination Board, the diploma may be signed
 - a) by the Vice-Dean for Educational Affairs at the Faculty of Medicine, the Faculty of Health and Public Administration, the Faculty of Dentistry, the Faculty of Pharmaceutical Sciences and the Faculty of Health Sciences,
 - b) by another member of the Final Examination Board at the András Pető Faculty.
- (18) After a successful final examination, the diploma is handed over during a graduation ceremony. The date of the graduation ceremony is set by the Dean.

Article 49 [Special Regulations Regarding the Diploma and the Grading of the Degree at the Faculties of Medicine, Dentistry and Pharmaceutical Sciences]

- (1) The degree grading shall be based on the value calculated as described in paragraph (3) and rounded to the nearest hundredth.
 - a) The degree grading in all programs except the long-cycle master programs:
 - aa) 4.51 – 5.00: excellent,
 - ab) 3.51 – 4.50: good,
 - ac) 2.51 – 3.50: fair,
 - ad) 2.00 – 2.50: pass;
 - b) in the long-cycle master programs:
 - ba) 4.51 – 5.00: summa cum laude,
 - bb) 3.51 – 4.00: cum laude,
 - bc) 2.00 – 3.50: rite.

- (2) Courses which do not end with a comprehensive examination but are calculated in the degree grading, are determined by the curriculum.

- (3) Formula for calculating the degree grading:

$$XD = \frac{\sum_n(X_i) + T + W + O + P}{n + 4}$$

XD: the value serving for the degree grading;

(X_i): the sum of the grades obtained in comprehensive examinations and in courses defined in paragraph (2);

n: the number of comprehensive examinations and courses defined in paragraph (2);

T: the grade of the thesis/diploma work (on a 5-grade-scale);

W: the grade obtained at the written part of the final examination;

O: the grade obtained at the oral part of the final examination;

P: the grade obtained at the practical part of the final examination.

- (4) The degree grading shall be calculated by the Registrar's Office.

Article 50 [Special Regulations Regarding the Diploma and the Degree grading at the Faculty of Health Sciences]

- (1) The degree grading is based on the arithmetic mean of the following:
 - a) the grades obtained at each part of the final examination,
 - b) the grade of the thesis/diploma work,
 - c) the simple arithmetical mean of the grades obtained at comprehensive examinations (if any),
 - d) the credit weighted average for the whole period of study.
- (2) The 5-grade-scale degree grading is based on the arithmetic mean value rounded to the nearest hundredth. The gradings are:
 - a) 4.51 – 5.00: excellent,
 - b) 3.51 – 4.50: good,
 - c) 2.51 – 3.50: fair,
 - d) 2.00 – 2.50: pass.
- (3) A degree with honors is awarded to graduates who achieved “excellent” grades in all parts of the final examination, obtained an “excellent” grade for their thesis and all of

the comprehensive examinations, has a credit weighted average of at least 4.00 for the entire study period and has not obtained any grade below “fair”.

Article 51 [Special Regulations Regarding the Diploma and the Grading of the Degree at the Faculty of Health Sciences and Public Services]

(1) The degree grading is calculated by the registrar of the educational-research unit and it is verified by the Dean’s Office.

(2) The method of calculating the degree grading is the following:

a) At the Science in Health Services Management (BSc) program and the Health Management Organization sub-specialization, the grading is the rounded arithmetic mean of the grades of the synthesizing examinations, of the thesis defense and of the two grades of the final examination.

$$XD = \frac{\sum_n(X_i) + T + B + H}{n + 3}$$

aa) XD: the value serving for the degree grading,

ab) $\sum_n(X_i)$: the sum of the grades obtained in courses in the model curriculum which lead to the complex, synthesizing, problem-oriented assessment of the knowledge of several subjects (Introduction to Information Technology III: Computer-networks; Medicine (4)-Clinical Basics; Health Science (7) – Health Management; Digital Healthcare (7) - Integrated Health Systems)

ac) n: the number of complex examinations indicated in the point above,

ad) T: the grade of the thesis/diploma work (on a 5-grade-scale),

ae) **Th (H)**: the grade obtained at the oral examination of the theoretical questions (part of the final examination),

af) **P (B)**: the grade obtained at the oral examination of practical questions (part of the final examination).

Five-degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,

2.00 – 2.50: pass.

b) At the Health Services Management Postgraduate Specialization Program (MSc), the degree grading is based on the weighted mean of these two values: the arithmetic mean of all grades obtained during the entire course of studies (at 60% weight), and the grade of the final examination (at 40% weight). Three-degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.00 – 3.50: satisfactory.

c) At the Quality and Patient Safety Management Postgraduate Specialization Program, the grade of the degree is the rounded arithmetic mean of the grades of the thesis defense and of the final examination.

Five-degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51 – 3.50: fair,
2.00 – 2.50: pass.

- d) At the Master Course in Interdisciplinary Family Studies (MA) program, the simple arithmetic mean of the grade of the final examination (mean of the grades given for the thesis, for the defense, and for the theoretical exam) and of the credit-weighted mean of all the grades.
Degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass.
- e) At the Master's Course in Social Work (MA) program, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis, for the defense, and for the theoretical exam) and of the credit-weighted mean of all the grades.
Degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass.
- f) At the Specialist Training Course in Integrated Parent-Infant Consultation, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis, for the defense of the thesis and for the defense of the examination case) and of the credit-weighted mean of all the grades.
Degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass.
- g) At the Specialist Training Course in School Social Work, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.
Degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,
2.00 – 2.50: pass.
- h) At the Specialist Training Course in Communal and Family Meditation, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.
Degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51 – 3.50: fair,

2.00 – 2.50: pass.

- i) At the Specialist Training Course in Lactation Consulting, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis, for the defense, for the written theoretical examination and for the oral theoretical exam) and of the credit-weighted mean of all the grades.

Degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51– 3.50: fair,

2.00 – 2.50: pass.

- j) At the Special Training Course in Mental Health and Organizational Development, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.

Degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51– 3.50: fair,

2.00 – 2.50: pass.

- k) At the Special Qualification Program in Pastoral Counseling, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.

Degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51– 3.50: fair,

2.00 – 2.50: pass.

- l) At the Specialist Training Course in Interactive Life Path Counselling for Older Adults, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.

Degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,

2.51– 3.50: fair,

2.00 – 2.50: pass.

- m) At the Specialist Training Course in Marriage and Family Counselling, the simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.

Degree grading:

4.51 – 5.00: excellent,

3.51 – 4.50: good,
2.51– 3.50: fair,
2.00 – 2.50: pass.

- n) At the Specialist Training Course in Social Care Management, the simple arithmetic mean of the grades of the thesis defense and of the final examination.
Degree grading:
4.51 – 5.00: excellent,
3.51 – 4.50: good,
– 3.50: fair,
2.00 – 2.50: pass.

o) Specialized Continuing Education Program in Workplace Mental Health Hygiene

The simple arithmetic mean of the grade of the final examination (mean of the grades obtained for the thesis and for the defense) and of the credit-weighted mean of all the grades.

Degree grading:

4.51 – 5.00: excellent,
3.51 – 4.50: good,
2.51– 3.50: fair,
2.00 – 2.50: pass.

- (3) The methods for calculating the degree grading are also described in the previous curricula, and in the case of discontinued programs, they shall be published on the website of the educational-research unit responsible for teaching.

Article 52 [Special Regulations Regarding the Diploma and the Grading of the Degree at the András Pető Faculty]

- (1) The degree grading is calculated as the simple arithmetic mean of the grades of the final examination, and the comprehensive examinations, of the complex final session and of the school teaching practice/kindergarten methodology practice (OPGY 303, 304, 305, 306, 307, 308 and TPGY 3031, 3041, 3050, 3061, 307, 308).
- (2) Unlike in paragraph (1), in the case of specialist training program for conductor assistants, the degree grading is calculated as the arithmetic mean of the sum of:
- a, the arithmetic mean of the grades of the assessment of the thesis consultant/opponent and of the thesis defense,
 - b, the arithmetic mean of the grades obtained for the professional courses of the four semesters,
 - c, the synthesizing practical grade (PASZA-KPGY1, PASZA-KPGY2, PASZA-KPGY3, PASZA-KPGY4)
- (3) The mean value calculated as shown above shall define the grading of the degree:
with honors: 5.00;
excellent: 4.51 – 4.99;
good 3.51 – 4.50;

fair: 2.51 – 3.50;
pass 2.00 – 2.50.

- (4) A Degree with honors is awarded to graduates who obtained “excellent” grades for the final examination, as the result of the complex final session, the final essay, the school teaching practice; furthermore, the grades for all comprehensive examinations are “excellent”, and the grades of all other examinations are at least “fair”.
- (5) Graduate students may get a degree with honors if they obtained an “excellent” grade at the college final examination, at the complex final session and the comprehensive examination, and have obtained an average of grades at least 4.51 without any grade below “fair”, as shown in their teacher training book.

12. Deviation from the Provisions of the Regulations

Article 53 [Measures on the basis of fairness and equitability]

- (1) During the course of training, at the request of the student in particularly justified and justifiable cases, the Studies and Examinations Committee may grant an exemption or derogation from those provisions of these Regulations which do not impose an academic or financial obligation. Special permission can be exercised in relation to the order of study, without affecting the content of the academic requirements.
- (2) The measure of fairness defined in paragraph (1) may be granted
 - a) on one occasion for courses of semesters 1 to 4 in the model curriculum, and for one further occasion for courses of semester 5 and beyond in the model curriculum, in the case of single-cycle long program;
 - b) on one occasion in the whole training in bachelor and divided master courses.
- (3) The occasion for such a measure of fairness not used in the first part of the training program, described in point a) of paragraph (2) shall not be transferable to the second part. A measure of fairness not used in the bachelor program is not transferable to the master program.
- (4) The decision on a measure of fairness shall stipulate the terms of the special permission and shall state that no further such measures may be granted during that period.

Article 54 [Force Majeure]

- (1) In cases involving a wide range of students, where a measure of fairness could be provided if it was applied for, and also upon ex officio proceedings in cases of Force Majeure, specific derogations from the rules of these Regulations are possible.
- (2) Ex officio proceedings described under paragraph (1) shall be initiated by the Vice-Rector for Educational Affairs, with the consent of the Students’ Union.
- (3) Where no competent body for the derogation can be determined, the Vice-Rector for Educational Affairs shall act with the consent of the Students’ Union.

13. Provisions for Students with Disabilities

Article 55 [Provisions Applicable to Students with Disabilities]

- (1) One person may pursue studies in higher education in Hungarian (partly) state-funded training, for a period totaling twelve semesters in long-cycle, bachelor and master

program. Support is limited to a maximum of fourteen semesters if the student is enrolled in full-time training and the program requirements exceed ten semesters.

- (2) The support period as defined in paragraph (1) may be extended for a student with a disability by up to four semesters by the higher education institution. This preference may be exploited for the achievement of more than one degrees but the period of allowance on this basis may not exceed four semesters.
- (3) Further provisions for students with disabilities are included in the university's Equal Opportunities Regulations.

14. Remedies in Educational Matters and the Obligations of the Institution to Provide Information

Article 56 [Right for Remedy in Educational Matters]

- (1) The provisions relating to appeal procedures are set out in Chapter III of the Organizational and Operational Rules of Semmelweis University, Part 7 (Appeal Regulations).
- (2) According to the Act on National Higher Education, all proceedings in student academic affairs, in particular those which fall within the competence of the Studies and Examinations Committee under these Regulations, are considered as first order decisions. In case of doubt, the Studies and Examinations Committee may act if it is necessary to make a decision in a matter of a procedural nature related to the continuation of the student's studies, the progress of their studies and the acquisition of knowledge/qualifications, if there are no legal provisions or other bodies responsible for the matter.

Article 57 [The Obligations of the Institution to Provide Information and Consultation]

- (1) The Deans of the faculties shall ensure that students starting their studies at the University are given access to the Study and Examination Regulations as well as the academic bulletin (or the Calendar) before enrollment. The provisions on the content and publication of the bulletin and the Calendar are set out in the Government Decree 87/2015. (IV.9.) implementing certain provisions of Act CCIV/2011 on National Higher Education (Hereinafter: Nftv. Vhr.) and can be found on the homepage of the faculties.
- (2) The Study and Examination Regulations shall be published in the Register of Regulations in English and German as well.
- (3) Each academic year the university shall publish an academic bulletin in Hungarian, English and German, containing relevant information for the upcoming academic year. The faculties may also publish certain information in addition to the Calendar on their website.

15. Final Provisions

Article 58 [Final and Transitional Provisions]

- (1) For matters not covered by these Regulations, the provisions of the Nftv. and of the Nftv. Vhr. as well as the provisions of other legislation shall prevail.
- (2) These Regulations shall enter into force simultaneously with the entry into force of the resolution providing for its adoption by the Senate. These Regulations shall take effect from the autumn semester of the academic year 2022/2023, including the time period between the adoption of the Regulations and, if later, the date of agreement by the Students' Union. At the discretion of the Rector or the Vice-Rector for Educational Affairs, or if it is more favorable to the relevant student, the provisions of the Regulations may be applied to pending matters.
- (3) Article 18(4) shall apply to existing multiple entitlements, which shall be announced within a reasonable time limit after the entry into force of these Regulations, and may be published by the University in the form of an announcement.
- (4) Where the content of academic obligations is defined in these Regulations, students who commenced their studies prior to the date of entry into force of these Regulations shall continue to be subject to the obligation set out in the Regulations in force at the time of commencement, but the faculties may apply the new Regulations, provided they are more favorable to students.
- (5) The deadlines passed or almost passed at the time of entry into force of these Regulations, can be replaced individually by new, reasonable deadlines by the Rector or the Deans.
- (6) When examining whether conditions necessary for measures based on fairness prevail, previous such measures shall be disregarded if, under these Regulations, the decision could have been taken without exercising such special measures. In matters which may fall within the scope of Article 54, only if the Vice-Rector for Educational Affairs or the Studies and Examinations Committee decides so regarding the individual case.
- (7) In the case of foreign language training of Ukrainian and other foreign students who are refugees from Ukraine, the Center of Education of International Studies shall be competent to conduct the admission procedure pursuant to Article 17 and the credit transfer procedure pursuant to Article 44. In the course of the admission and credit transfer procedure, the deadlines set out in these Regulations and the admission bulletin of the foreign language courses do not apply, and the documents to be attached to the application for admission shall be governed by the provisions of the Center of Education of International Studies.
- (8) ³⁴For refugee, protected, asylum-seeking and admitted students, the minimum requirement to obtain at least one third of the credits of the course at Semmelweis University - necessary for the award of a diploma - as provided for in Article 45 (4) shall not apply.

³⁴ Established by Senate Resolution 19/2023 (30.III.), Annex 1. Effective from 04.04.2023