



SEMMELWEIS UNIVERSITY

Faculty of Dentistry

Dean

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Dean's Directive

At the Faculty of Dentistry, from the third year of studies and onwards, each study group may consist of up to six students. That is because the number of treatment units in each treatment room in the Faculty's Education Center can be divided by six. This way, students can be assigned to treatment rooms when the timetable is being prepared.

Pursuant to the Study and Examination Regulations (TVSZ), each student is obligated to register for all their courses in his/her own study group, and may only deviate from this with the permission of the Examination and Studies Committee (TVB). Course registration shall be verified by the Dean's Office or the Center of International Training Programs staff at the end of the application period. Any irregularly registered courses shall be **canceled**, and special procedure fee(s) shall be paid. Registering for courses outside the application period is also subject to a procedure fee.

It may become necessary to set up special study groups, which can only be done by the Dean's Office, if the need arises, for those following an individual study schedule, having completed the Medicine Training Program, and participating in a specialist resident training.

The Students' Union is also involved in the arrangement of the study groups. Their task is to set up a study group schedule for the expected number of students who are certain to commence the next semester, in accordance with the needs of the students, taking into account the following:

1. The deadline for preparing the study group schedule is two working days before the first day of the application period, at 10 a.m.
2. Only those students may be included in the list **who had active student status in the previous semester** and who, at the time of submitting the student list, have already completed all the courses required to continue their studies in the following semester.
3. The list should include only students whose studies are progressing properly.
4. There shall be no vacancies within either study group, except for the last group, which shall have students amounting to the total number of the remaining students.

Once the deadline has passed, **only** the staff of the Dean's Office or the Center of International Training Programs shall continue to assign further students (*e.g., students who take exams later or students with inactive semesters*).

Any changes to the study group scheduling can **only be made with the permission of the Examination and Studies Committee (TVB) and with the approval of the relevant department**. A swap between study groups by students is possible with the agreement of both students before the start of the course. This shall be handled by the Dean's Office or the Center of International Training Programs.

The above procedure shall enter into force from the academic year 2023/2024.

Budapest, May 16, 2023.

Dr Gábor Gerber
dean