



**SEMMELWEIS UNIVERSITY**

**ORGANIZATIONAL AND OPERATIONAL REGULATIONS**

**PART III**

**STUDENT STANDARDS**

**CHAPTER III.2**

**STUDY AND EXAMINATION REGULATIONS<sup>1</sup>**

**BUDAPEST**

**2023**

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## **CHAPTER III.2 STUDY AND EXAMINATION REGULATIONS**

### **1. Scope of the Regulations**

#### *Article 1 [Scope of the Regulations]*

- (1) The scope of this part of the Organizational and Operational Regulations (hereinafter in this part: Regulations) shall apply to the study and examinations matters of students and visiting students of Semmelweis University in bachelor, master and postgraduate programs as well as in tertiary vocational programs, in particular, to the academic schedule and the policies governing the acquisition and assessment of knowledge, skills and competencies, regardless of the location, language, mode of study, form of training fee reimbursement and the student's nationality. The purpose of the Regulations is the establishment of a value-oriented framework for high-quality teacher and student collaboration which contributes to the realization of Semmelweis University's long-term strategic goals.
- (2) The study and examination provisions for students participating in doctoral programs are set out in a separate part of the Organizational and Operational Regulations (hereinafter: OOR).
- (3) All teachers, researchers, administrative employees and students directly and indirectly participating in training are required to be aware of and comply with the Regulations.

### **2. Interpretative provisions**

#### *Article 2 [Interpretative provisions]*

- (1) <sup>2</sup>The following terms shall be used for the purposes of the Regulations as described below:
  1. <sup>3</sup>Pre-degree certificate: a document certifying, without proof of qualification and evaluation that, with the exception of the final examination and the thesis, the student has completed all of their study and examination obligations as well as the required practice placement; the pre-degree certificate does not qualify as a certificate of qualification or tertiary vocational qualification;
  2. Accredited clinical placement site for the Faculty of Medicine: a healthcare provider accredited by the Faculty of Medicine – in accordance with the Faculty's regulations – or by another faculty of a Hungarian university providing the same program, or a placement/training site accredited or accepted as a clinical placement site abroad for the purpose of clinical placement within the frame of the Hungarian training;
  3. Active semester: a semester in which the student status of the student is not suspended;

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<sup>2</sup> The numbering was adjusted by Article 1 (2) of Annex 1 of the Senate decision 20/2023. (III.30.), in force from 04/04/2023

<sup>3</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 04/04/2023

4. Transfer: the process in which the student with a student status at a higher education institution continues their studies at another institution; unless otherwise stipulated in these Regulations, the student may request their transfer from another higher education institution – with the exception of those institutions included in the Government Decree 87/2015. (IV. 9.) – to a program at Semmelweis University that provides a degree of the same level, provided that any conditions for termination of student status are not present. Transfer within Semmelweis University, i.e. between programs, faculties, and, in accordance with the legal requirements, between training levels may be requested.
5. Registration: the student's official declaration on the NEPTUN student information platform (hereinafter: NEPTUN) about their intent to continue their studies in the upcoming semester. Registration for a new semester is based on registration in NEPTUN, as well as on registration for courses of the new semester in accordance with the prior information provided by the faculties. Students participating in partial training abroad in the upcoming semester are also subject to the obligation of registration.
6. Enrollment: the establishment of student status of an eligible student at Semmelweis University through the authentication of the enrollment form; those who have been admitted or successfully transferred to Semmelweis University may establish a student status at the university. Student status is established upon enrollment. Enrollment is done by signing the enrollment form printed from NEPTUN and by registering in NEPTUN, in accordance with the information bulletin sent to students in advance. Upon enrollment, students are obligated to register for courses in accordance with the information bulletin provided by the relevant faculty.
7. CV course (i.e. "Exam Only" course): an opportunity for course completion that does not qualify as course registration. A CV course is to be completed with an examination only, there is no need to fulfill other course obligations. The condition for a CV course registration is registration for the course in a previous semester and a teacher's signature was obtained, but the examination has not been passed. The course can be therefore completed in the semester of the CV course without the obligation to attend the contact lessons and to fulfill other study period requirements by using any unused examination opportunities remaining from the semester of the last registration of the regular course;
8. Diploma work: an original work required in lieu of a thesis to be written in order to conclude the student's studies, the completion of which is a means to verifying that the student has fulfilled the specific program learning outcomes (hereinafter: PLO) of the training program;
9. Concurrent prerequisite (Corequisite): a course unit or a module of up to 15 credits which is required by the curriculum to be completed concurrently or previously as a condition for registration for a given course;
10. Prerequisite schedule: the set of the prerequisites for a subject, as set in the program's curriculum;
11. Prerequisite: a course unit or a module of up to 15 credits which is required by the curriculum to be completed before the registration for a given course;
12. <sup>4</sup>Term grade: a grade of assessment acquired during the study period based on the results of partial performance assessments;

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<sup>4</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

13. FM course (i.e. “Exempt From” course): an opportunity for course completion that qualifies as course re-registration. An FM course is to be completed with an examination provided that the students involved already registered for the course in a previous semester and have obtained a signature, but the course has not been completed yet. The FM course can therefore be completed in the semester of the FM course without the obligation to attend the contact lessons and to fulfill other study period requirements by using the examination opportunities of the given semester in accordance with the general rules of assessment of the study requirements;
14. Individual study schedule: the completion of subjects in the relevant student’s individual study schedule in a way different from the general rules of order (including, in particular, exemption from attending classes or providing an opportunity to make up for non-attendance, meeting study requirements in a different way or schedule);
15. 14.a<sup>5</sup> Practical examination: An examination activity designed to provide a more comprehensive assessment of students’ practical competencies, which must be carried out at the examination and defended orally to test knowledge of the subject requirements. End-term examination (or examination): an assessment of student performance concluding one single course in the form of an examination. The material of the end-term examination of a multi-semester subject may include the teaching material of any of the courses involved which were not completed by summative assessment;
16. Thesis consultant: an additional expert supporting a student in the preparation of their thesis, when needed;
17. Thesis supervisor: an expert guiding a student in the preparation of their thesis;
18. Optional course: a course in the curriculum for which students have an option to register, at the credit value defined in the model curriculum (for example, courses of specialization within a specific program or courses of differentiated professional skills);
19. Compulsory course: a course that all students in a given program are required to complete.
20. Credit transfer: the recognition of a course completed at another faculty or institution and the determination of the credit value as well as the substitutability of the course with other course(s) or difference from other course(s);
21. Credit Transfer Committee: the committee defined in another part of the OOR, which acts on students’ credit transfer matters at first instance;
22. <sup>6,7</sup>Criterion requirement: a mandatory requirement specified in the PLO, 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 specific place(s), date(s), and instructor(s) assigned;
24. Justified exceptional case: a circumstance beyond a student’s control – in particular, childbirth, accident, illness, or other unexpected condition – which prevents the student from fulfilling their academic obligations arising from their student status.

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<sup>5</sup> Established by Article 1 of Annex 1 of the Senate decision 56/2024 (VI.27.), in force from July 9, 2024

<sup>6</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023

<sup>7</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

25. Course record book: a public instrument printed out from NEPTUN in a format certified by the Educational Authority, indivisibly stapled and authenticated by the Dean of the relevant faculty. The course record book shall be printed upon the termination of student status. The numbered pages of the printed course record book are stitched together with red-white-green twine, which shall be fixed with a circular label; the label shall be sealed and signed as described above in order to render the document 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, the data concerning all of the relevant student's studies at the given level of higher education. Faculties keep a course record book if the legal conditions for exemption from keeping course record books are not fulfilled.
26. <sup>8</sup>Micro-credential: a public instrument certifying the completion of a course or a module in a higher education institution, including the student's result, the course description, and the credit value.
27. Model curriculum: the order of course registrations recommended based on the prerequisite schedule, which includes the compulsory courses, part of the credit value to be obtained from optional and/or elective courses, and the description of the courses assigned to the relevant semester;
28. Module: a unit consisting of several subjects in the curriculum of a program, where units may be based on one another (e.g., foundation module, professional core material module), or can be equivalents or substitutes of each other (modules of specialization);
29. Vice-Dean for Educational Affairs: the Vice-Dean who assists the Dean's work in educational and academic matters of graduate programs, or, in the absence of the Vice-Dean for Educational Affairs, a Vice-Dean appointed by the Dean;
30. Parallel training: the participation or the eligibility to participate in two or more programs simultaneously;
31. Inactive semester: the semester
  - a) for which the student has not registered,
  - b) regarding which the student has declared that they do not wish to fulfill their academic obligations,
  - c) concerning which the student has withdrawn their registration within the deadline,
  - d) concerning which, as a disciplinary sanction, the student is prohibited from the continuation of their studies,
  - e) which has been subject to post-deadline inactivation,
  - f) and thus, student status is suspended;
32. <sup>9</sup>Project assignment: a form of learning and assessment – including evaluation – of the acquisition of knowledge, skills and competencies in a course or module; it focuses on a specific topic and aims at research activity through autonomous work, the result of which is the creation of independent work including the determination and resolution of the problem, and the exploration of its context;
33. Partial training: self-funded training with active student status, started without a separate admission procedure, for the acquisition of partial expertise, and designed primarily to

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<sup>8</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>9</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023



- meet the requirements of sub-specializations, to prepare for a master's program or to acquire the knowledge (credits) required by law to practice as a professional;
34. Independent sub-specialization: sub-specializations within the Medical Laboratory and Diagnostic Imaging tertiary vocational program, the Conductor bachelor's program, the Healthcare Manager bachelor's program, and the Medical Laboratory and Diagnostic Imaging bachelor's program;
  35. <sup>10</sup>Elective course: a course announced in accordance with the curriculum by any faculty of the university, as well as voluntary activity, participation at a conference, or scientific or professional event which can be completed instead of a course based on the Senate's decision, selected by students for the minimum number of credits set out in the PLO, taking into account the prerequisite schedule;
  36. Thesis: a paper written as a completion of tertiary studies, as defined by the PLO. It serves to verify that students have met the outcome requirements. The aim of the thesis furthermore is to contribute to the development of student skill to grasp the essentials of a given subject, to master the methods of library use and literature research, and to be able to formulate their opinion in a concise and clear manner by means of an independent scientific work in the relevant field of study; unless otherwise stated, the term applies to diploma works as well;
  37. Specialization Director: an instructor appointed by the Senate on the recommendation of the Dean, after the Faculty Council has given its opinion, or, in the absence of such appointment, 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 Faculty Council has given its opinion, or, in the absence of such appointment, the Dean; an authorized person who is responsible for the content and the entire training process of the given program; unless otherwise stated, the term applies to specialization directors as well;
  39. Seminar: a practice-oriented form of training organized for a small group of students (up to half of the students registered for a course), based primarily on oral communication between students and instructors, and on interactive, detailed study of the course material with the active participation of the students.
  40. Comprehensive examination: an examination concluding a multi-semester subject or a combination of several courses. In the latter case, the comprehensive examination may be taken, at the earliest, after obtaining the credits of the courses comprising the subject material of the comprehensive examination;
  41. Academic calendar: a document containing the schedule for a given academic year and the deadlines concerning the students and education and research units;
  42. Study group: the total number of students having the same timetable for compulsory courses in a given year of studies.
  43. Course registration: registration for a specific course of an announced subject, the condition of which is the fulfilment of the course's prerequisites;
  44. Course requirements: a document containing the duties of the students and the deadlines regarding completion of a specific course;

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<sup>10</sup> Established by Article 1 (1) of Annex 1 of the Senate decision 20/2023. (III.30.), in force from April 4, 2023

45. Establishment of a subject: the first approval of the course syllabus of a given subject.
46. Course announcement: announcing the courses required for the completion of a given subject. The course(s) required for the completion of compulsory or optional subjects shall be announced in the semester defined by the model curriculum, by the education and research unit responsible for the subject.
47. Course syllabus: the course syllabus defines the knowledge and skills to be acquired in each subject.
48. Curriculum: the curriculum defines the detailed education and study requirements of a given program, as well as the detailed regulations of the training;
49. Registrars' Office: as set out in the OOR, an organizational unit, regardless of its actual name, appointed to manage the administration of students' general academic affairs and study records;
50. Examination and studies committee: a committee, regardless of its actual name, established by the Senate at each faculty, which acts at first instance in the examination and study affairs of the students at the relevant faculty.
51. Multi-semester subject: a set of subjects/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, they may differ regarding the requirement for summative assessment;
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 program and in the model curriculum of part-time study programs. The students attend 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 students can take the examination of each subject at the end of its block;
53. Post-deadline inactivation of a semester: a semester regarding which the competent body grants permission for the suspension of student status in justified exceptional cases, on the basis of the student's request submitted no later than the last day of the semester in which they have registered for courses;
54. Visiting student status: a student may register as a visiting student for the subjects of their studies at another training program of the higher education institution at which they have an active student status or at another higher education institution. Recognition of the course completed and the competencies acquired 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. <sup>11</sup>Video content manager: a video platform integrated into the student information system or closed-system distance-learning training management system (hereinafter together referred to as training systems), which is suitable for mobile phone access, and is presented via streaming technology. The access is granted by means of individual authentication via the training systems. The user can access the content presenting the lecturer as well as the course presentation, organized in the video repository for their courses or modules. It allows the user to take notes and save them individually and attached to the video, to navigate through the set table of contents, to search for any

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<sup>11</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

word, spoken or displayed, within the video, to freely switch between the views of the lecturer, the presentation, or both, and to set subtitles in the languages provided;

- 56.<sup>12</sup>Examination: a form of assessment to test the acquisition of specific knowledge, skills and competencies assigned to a given subject or to certain courses, which is combined with a cumulative assessment. An examination can be completed as a project assignment;
  57. Examination course: CV-course or FM-course. An examination course is a non-scheduled course with no contact lessons.
  58. Final examination: the examination and assessment of the knowledge and practical skills required to obtain a qualification in higher education; the candidate shall demonstrate to the Final Examination Board of the given 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. Obtaining the pre-degree certificate is a prerequisite for taking the final examination.
- (2) When applying these regulations and if not stated otherwise,
- a) the term “student” refers to visiting students as well as regular students,
  - b) the term “program” refers to specializations – leading to independent qualifications – and to independent sub-specializations,
  - c) the term “self-funded student” also refers to students funding their own studies; “(partially) state-funded students” also refers to students whose studies are funded by the state.

### **3. Bodies responsible for academic affairs**

#### *Article 3 [Persons and bodies competent in academic and educational matters]*

- (1) The Senate
  - a) approves the training program of the university,
  - b) approves the curriculum in the case of inter-faculty training.
- (2) The Rector
  - a) approves the academic calendar by 31 May each year, after consulting the faculties and the Students’ Union,
  - b) may allow three days of study break per academic year, after consulting the Deans.
- (3) The Faculty Council
  - a) determines the curriculum of the programs,
  - b) determines the procedure for the choice of specialization and sub-specialization, if it is not part of the admission procedure,
  - c) decides on the establishment, suspension and cancellation of subjects, approves the course syllabus of subjects, and decides on course syllabus modifications,
  - d) proposes the content of the curriculum to the Senate in the case of inter-faculty training programs,
  - e) approves – at least every three years and for each program – the list of persons who may be appointed as chairpersons and members of the Final Examination Boards,

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<sup>12</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

- f) <sup>13</sup>determines the program learning outcomes for master's programs, excluding the master's programs of teacher training, in fields where the institution has already been qualified to provide bachelor's, master's, or single long-cycle programs.
- (4) The Dean
- a) for the purpose of specialization module course announcement, the Dean may require a minimum number of applying students,
  - b) may allow three days of study break per academic year, after consulting the Rector,
  - c) may oblige teaching or research units to announce a course if the conditions laid down in these Regulations are fulfilled,
  - d) makes recommendations to the Faculty Council regarding the person of 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, and clinical consultants 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 from among the persons selected by the Faculty Council,
  - h) determines the exact date of each section of the final examination within the final examination period.
- (5) If an institute organizing a training is not part of any faculty, the director of the independent institute, after consultation with the head of the Department of Education Management, shall decide on study and examination matters regarding postgraduate specialization trainings, as defined in these Regulations.
- (6) The program director
- a) may authorize a student to complete a practice placement period at another Hungarian university, at their clinical departments, or at a foreign healthcare institution if a declaration of admission was previously received – in the dentistry program, only with the prior approval of the relevant examination and studies committee,
  - b) authorizes the participation of an external thesis consultant in the preparation of the thesis,
  - c) at András Pető Faculty, authorizes the completion of the practice placement period at professional services and mobile conductor and healthcare institutions in Hungary; or such institutions that offer conductive education and employ conductors in Hungary or abroad; or foreign institutions that apply conductive education adapted for their national system.
- (7) The Occupational Health Service
- a) organizes the legally compulsory occupational medical examinations that precede the practice placement period. These assessments, as determined by the faculty, include occupational, professional, personal hygiene examinations, as well as health assessments necessary for performing healthcare activities (hereinafter collectively or individually referred to as: health assessment in these Regulations),
  - b) keeps an up-to-date register of the need for, and participation at occupational health assessment visits and of the presentation of documents testifying eligibility (including

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<sup>13</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023

- Hepatitis vaccination); furthermore, registration in NEPTUN of validity of compulsory occupational health assessment and Hepatitis vaccination,
- c) ensures that the details of occupational health assessment are published on the website of the relevant faculties in accordance with the law, for each training program, by the beginning of the last examination period before each academic year.
- (8) Examination and studies committees
- a) authorize individual study schedules,
  - b) authorize post-deadline inactivation of a semester,
  - c) authorize visiting student status,
  - d) authorize examinations and permits examinations outside the examination period in justified exceptional cases,
  - e) consider requests for special permissions,
  - f) authorize transfer between programs/specializations, faculties or institutions,
  - g) manage miscellaneous academic matters,
  - h) perform other tasks specified in legal acts, university and faculty regulations,
  - i) propose regulations regarding the selection of specialization or sub-specialization,
  - j) conduct the process of specialization or sub-specialization selection, and assigns students to these if they are not assigned 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 enrollment and registration for training as well as for monitoring and adhering to the applicable deadlines,
  - b) if they are required to pay a tuition fee, to make their payments on time,
  - c) is responsible for registering for the courses announced for their program, within the time limit set out in the academic calendar, taking into account the prerequisite schedule,
  - d) is obligated to notify the Registrar's Office at the Directorate of International Studies about any changes in their data recorded in NEPTUN within eight days, by recording the changes in NEPTUN.
  - e) shall justify their request regarding study and examination issues (depending on the nature of the request) and duly substantiate and certify the content of such request.
- (11) When a student pursues their studies during any given training period, they are entitled to the following:
- a) depending on their academic progress, to register for courses specified in the curriculum and to take the examination of these courses,
  - b) to visit university facilities (library, cultural and sports facilities) that are accessible to students,
  - c) to access student advocacy services,
  - d) to be a member of Students' Scientific Association (TDK) bodies,
  - e) to use a student card certifying an active student status,
  - f) to apply for a university grant if they study in a (partial) state-funded program.

#### **4. Basic concepts of the credit system**

*Article 4 [Basic concepts of the credit system]*

- (1) One credit equals the completion of 30 academic study hours, which include classroom (contact) hours as well as individual study hours.
- (2) Credits may only be obtained for courses that award a grade on a five-point or three-point scale course grade. Only positive integer credits can be assigned to a course.
- (3) Completion of a course is achieved by completing the course requirements by obtaining at least a “satisfactory” (2) course grade on a five-point grading scale, or at least a “pass” (3) grade on a three-point grading scale.
- (4) Students must complete the compulsory courses specified in the curriculum – in addition, dentistry students must also complete the optional courses – in order to obtain a pre-degree certificate; furthermore, students must obtain the required number of total credits as specified in the program learning outcomes (PLO) by obtaining further credits through completing elective courses. The number of credits required must be completed in accordance with any scheduling breakdown provided in the curriculum. Students in specialization or independent sub-specialization programs are also required to complete the courses determined as compulsory for their program, as well as to obtain the number of credits at optional and/or elective courses 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.

*Article 4/A [Defining the program learning outcomes for master’s programs]<sup>14</sup>*

- (1) In the field of training in which the University has already been qualified to provide bachelor’s, master’s, or single long-cycle programs, the University is free to draw up the program learning outcomes (hereinafter: PLO) and the curriculum of the master’s programs (excluding teacher training programs).
- (2) The PLO is drafted by the program director and, following the approval of the Dean, discussed by the Faculty Council which then submits it to the Senate for decision. The Senate approves the PLO and at the same time appoints the person responsible for initiating and conducting the registration procedure for the Educational Authority of Hungary.
- (3) When a new master's program is established and launched, or following the revision of the PLO of an existing master's program, the PLO shall be submitted to the Senate at a date aligned with the deadlines of the registration procedure.
- (4) The PLO for master’s programs established before December 20, 2022 shall be reviewed by December 31, 2023.

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<sup>14</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023



*Article 5 [The curriculum and the model curriculum]*

- (1) <sup>15</sup> The curriculum consists of compulsory, optional and elective courses and curriculum units, as well as criterion requirements. Credits beyond the total number of credits specified in the PLO cannot be required in the curriculum. This includes the minimal credit value assigned to elective courses in the PLO.
- (2) The faculties shall ensure that the students have the option to take elective courses amounting to at least five percent of the total number of credits required to obtain a degree, or may engage in voluntary activities in lieu of such courses. Additionally, students can also choose from courses with a total credit value of at least twenty percent excess of all credits. In the case of elective courses, the university does not restrict the choice of students regarding the courses announced by the higher education institution. Taking the prerequisite schedule into consideration, students can register for any elective course that was announced by any faculty during the general course registration period.
- (3) Regarding individual study schedules, students can register free of charge for
  - a) courses up to ten percent credit value above the total credits required and
  - b) courses in languages different from the language of their program, amounting to up to ten percent of the total credits required.
- (4) Within the curriculum, the model curriculum includes, divided into education periods,
  - a) all compulsory and optional courses and their credit values,
  - b) the number of lessons per semester and the assigned credit value,
  - c) <sup>16, 17</sup>the type of assessment (signature, term grade, examination, project assignment),
  - d) the semester when a course is announced,
  - e) the criterion requirements and the deadlines for their fulfillment,
  - f) the conditions and rules of choosing a specialization or sub-specialization, if it is not part of the admission procedure,
  - g) the prerequisite schedule,
  - h) the regulations for the topic selection of the thesis/diploma work and for its completion if they are not included in these Regulations, in the faculty regulations, or in the relevant course syllabus,
  - i) <sup>18</sup>the requirements regarding professional foreign language skills specific for the program of studies, and the conditions for their fulfillment, provided that, for students who started their studies prior to the academic year 2022/23 and who have not obtained the language proficiency certificate specified in the PLO by December 20, 2022, the expected level of language competence and the assessment of foreign language skills cannot be more demanding than the criteria of the language proficiency certificate specified in the PLO.
- (5) The Students' Union has the right to comment on the curriculum before it is submitted.

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<sup>15</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>16</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>17</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>18</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023

- (6) Prerequisites can be established if the knowledge obtainable in another course, group of courses or in a course module is required for the understanding of a subject. Recommendations for prerequisites shall be set forth by the teacher of the course and approved by the Faculty Council. Then it shall be entered into the model curriculum.
- (7) A course with prerequisite(s) can only be registered for by students who have fulfilled its prerequisite course(s) before the given semester. A course with concurrent prerequisite(s) can only be registered for by students who have fulfilled them earlier or registered simultaneously for its concurrent prerequisite course(s).
- (8) The model curriculum includes a maximum of forty lessons per week (apart from Foreign Language classes and Physical Education).
- (9) The length of a lesson is 45 minutes. In the case of combined lessons, a break of 15 minutes shall be provided beyond 90 minutes.
- (10) In the case of an inter-faculty training, the Senate determines the curriculum on the recommendation of the Faculty Councils of the faculties organizing the training.
- (11) Students on any program have the right to apply for their program's specializations and sub-specializations announced simultaneously, provided that the application is not subject to an admission procedure. The number of students admitted to participate in a specialization or sub-specialization may be limited; the Dean may also require a minimum number of students to apply for a (sub-)specializations in advance. If the number of the admitted students is limited, the classification to the specialization or sub-specialization is made in accordance with the regulations of specialization or sub-specialization choice.
- (12) The curriculum includes, as a criterion requirement, a vow of freshmen at the beginning of the studies, the content of which is defined depending on the nature of the training, and an oath at 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 used by each Faculty after proposals were submitted by the relevant faculties. If, for organizational reasons, it is necessary, the fulfillment of the fundamentals of professional ethics can take place before the commencement of studies or after their completion respectively; participation, however, is obligatory. In this case, the condition of enrollment is to take the vow, while the condition of receiving the diploma is to take the oath. Taking the vow is also mandatory for students admitted by transfer. The organization of fundamentals of professional ethics, including ensuring an opportunity for making up for the vow ceremony, is the responsibility of each Faculty.
- (13) <sup>19</sup>Regarding elective courses, conferences, scientific professional events as well as other voluntary activity that substitute courses (hereinafter in this paragraph: course) are determined by the Senate in accordance with the following procedure:

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<sup>19</sup>Established by Article 1 (3) of Annex 1 of the Senate decision 20/2023. (III.30.), in force from April 4, 2023



- a) The head of the education and research unit, presenting the position of the competent Dean, proposes to the Vice-Rector for Educational Affairs that the course be recognized as an elective course in the upcoming semester.
- b) The deans, under the guidance of the Vice-Rector for Educational Affairs, shall examine the proposed course's
  - ba) professional content and its adaptability in the training program,
  - bb) expected educational effect,and, in accordance with the findings, shall make a proposal to the Senate for the credit value and the announcement of the course as an elective one.
- c) The Senate decides twice a year, at its May and October meetings, on the basis of the proposal under points a)–b), on the elective courses to be announced in the following semester as well as their credit value, on the basis of the proposal of the Vice-Rector for Educational Affairs, with the possibility of requesting an extraordinary decision pursuant to the Rector's permission.

*Article 6 [Course syllabus]*

- (1) The course syllabus is prepared and/or modified by the course coordinator using the action plan based on Student Evaluation of Teaching (OMHV) surveys, and by taking the input of the Students' Union into consideration. The course syllabus shall be published at the beginning of the academic year in the Academic Calendar, in accordance with the relevant Faculty's usual procedure of providing study-related information, rendering it accessible to all students of the Faculty; furthermore, it shall be published electronically as well. The relevant education and research unit shall publish on its website the information included in the Academic Calendar regarding all courses taught at the given unit or otherwise in accordance with the unit's usual procedure; furthermore, the information shall be published in NEPTUN at the basic data section of the course. The contents of the syllabus as published in the Calendar cannot be modified or deviated from during the given academic period. The establishment and modification of the course syllabus, at the initiation of the head of the relevant education and research unit and after the approval of the Dean, is the responsibility of the Faculty Council.
- (2) The course syllabus includes:
  - a) the course code, the full and the abbreviated Hungarian name of the course as well as its English and German names,
  - b) the number of lessons per week (per semester) – divided into lecture + seminar + lab practice + clinical practice,
  - c) the frequency with which the course is announced,
  - d) the list of programs in which the course is compulsory or optional, and the number of semesters for the subject, recommended by the curriculum of the given program,
  - e) <sup>20</sup>the type of assessment (signature, term grade or examination grade),
  - f) the credit value of the course,

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<sup>20</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- g) the name of the education and research unit responsible for the subject, the name of the lecturer or instructor, as well as the prerequisites for registration for the course,
- h) the purpose of acquiring the content of the subject and its role in achieving the training goals,
- i) the description of the content of the course and the syllabus in such a way that it enables decision-making on credit transfer at another institution, including the knowledge, the (partial) skills and (partial) competencies and attitudes to be acquired, while reflecting on the program learning outcomes (PLO) of the program,
- j) <sup>21</sup>the grading method; the conditions for getting the teacher's signature; the form, number, topic(s), and date(s) of the end-of-term assessments (reports, term tests), and the way in which they contribute to the final grade as well as the possibility of their retake or their upgrading retake,
- k) <sup>22</sup>if applicable, the type of examination and its requirements (list of topics, test pool, expected obligatory parameters, figures, concepts, list of calculations, practical skills, topics of project assignments),
- l) the requirements regarding participation in 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 materials, and study aids,
- n) the number and type(s) of assignments to be completed as individual work, and the deadline for their submission,
- o) The list of essential notes, textbooks, resources and literature that can be used to acquire the competencies needed to master the course material and to complete the assessment of academic performance, indicating precisely which parts of the material correspond to which requirement (e.g., classified by topic),
- p) in the case of multi-semester subjects, the position of the education and research unit regarding concurrent course registration and the requirements of permission thereof,
- q) the possibility and requirements of an offered grade.

*Article 7 [Optional application of requirements introduced in a phasing-in system]*

- (1) A new or modified curriculum or other study and examination requirement shall 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) Students shall hand in a declaration of their choice whether to apply the new requirement to the Registrar's Office in writing or, if the Faculty allows, electronically, within a time limit specified by the Registrar's Office. The deadline for such declarations 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 shall notify the students concerned about the modified requirement and the deadline for the declaration as set out in this paragraph.

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<sup>21</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>22</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

- (3) If there is a modification in the curriculum, the correspondence of subjects in the old and the new curricula may also be recorded in an equivalence table by the person approving of the curriculum.

*Article 8 [Periods of training]*

- (1) A training period (semester) consists of study periods (terms) and examination periods.
- (2) During the study period, students attend the lessons of the courses they registered for, perform the required tasks, and may also complete the practice placement period as set out in the curriculum regarding 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 Medicine, the courses of the model curriculum in the 4th, 5th and 6th years, both lectures and seminars, are taught in the form of block education, with no separate study period and examination period.
- (4) In the ninth semester of the Pharmacy master's program, the study period is 12 (twelve) weeks long, and it is supplemented with two months of compulsory practice placement period before the final examination.
- (5) In the tenth semester of the Dentistry master's program, the study period is only 12 (twelve) weeks long.
- (6) The examination period is when students take their examinations. It is seven weeks long, both in the fall semester and in the spring semester. If an examination period includes fewer than three working days between two holidays, one examination day shall be provided with 120% of the places allocated, and if there are three or more working days between two holidays, at least two examination days shall be provided. At the Faculty of Medicine, the examinations of the courses in the 4th, 5th and 6th years shall be taken at the end of each block, as set in the model curriculum.
- (7) Public holidays (e.g., Christmas and New Year's Day) and working day transfers must also be taken into consideration when setting the examination period.
- (8) At the Faculty of Health and Public Administration, the Faculty Council shall make a recommendation to the Rector about the length of the study period, the timetable of the lessons and the duration of the examination period based on the opinion of the head of the given education and research unit. The Rector may deviate from the provisions of this paragraph in the academic calendar, but the examination period cannot be shorter than four weeks, or in the case of master's programs, shorter than five weeks.
- (9) The Rector and the Dean may each grant three days of study break in each academic year, in agreement with the Students' Union. The dates for study breaks shall be

determined before the beginning of each study period whenever it is possible. The Dean and the Rector shall consult before study breaks are granted.

- (10) Missing any lessons on official public holidays or study breaks ordered by the Rector or Dean for full-time students cannot be considered as absences. Extra opportunities to compensate for any missed lessons or practices may be organized outside of the study schedule, but attendance cannot be made compulsory.

*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 post-deadline enrollment are determined in the academic calendar.
- (2) The academic calendar includes deadlines for matters related to academic studies, allowances and student issues, under the applicable regulations. Unless otherwise specified in relevant regulations, the deadlines in the calendar shall apply.
- (3) The academic calendar may determine which weekday schedule shall apply to those Saturdays that stand for weekdays due to public holiday transfers.
- (4) The academic calendar is published on the website of each Faculty.

*Article 10 [General rules concerning the practice placement period]*

- (1) The hours to be worked, the credit values and the examination types 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 report and the methods of assessment are determined by the course coordinator of the placement, subject to approval by the Dean.
- (3) The completion of the practice placement period is certified by the person in charge of the accredited placement site by filling out the course registry and the assessment form of the Faculty.
- (4) When a practice placement period is over, the fact of completion and a term grade are recorded in NEPTUN by the course coordinator of the placement, the program director, or, by their request, a registrar at the Registrars' Office, or an administrator of the education and research unit concerned.
- (5) The grade after a practice placement period 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. If the practice placement qualifies as 'fail', the program director or the course coordinator determines whether and when during the training period it can be repeated.

- (6) Practice placement periods are completed following the work schedule of the placement site.
- (7) Every year, prior to their practice placement period, students are required to undergo occupational health assessment. Registration for this assessment is due each academic year in NEPTUN, and is compulsory, at a date and time set for each Faculty based on Semmelweis University Occupational Health Service recommendations.
- (8) Following 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. Attendance on the compulsory occupational health assessments shall be checked by the education and research unit responsible for the given placement or, in the absence thereof, by the Registrars' Office. In order to fulfill this obligation, the education and research unit may access the NEPTUN database. The competent education and research unit responsible for organizing the given practice placement period may assign a practice placement schedule to students only after it was verified that the occupational health assessment and Hepatitis vaccination were registered.
- (10) Registration under paragraph (7) is each student's obligation and responsibility. If a student participates in a practice placement without registration, it shall be deemed invalid and the student is liable for any related damage caused.
- (11) Students shall complete the practice placement period required by the curriculum either at the education and research units of the university or at other accredited training sites. Students at the Faculty of Medicine and the Faculty of Dentistry may also complete their summer practice placement periods in an institution abroad, at the student's request.
- (12) The supervision of practice placement periods is organized and managed by the head of the education and research unit responsible for the subject.

*Article 11 [Special Regulations Concerning Practice Placement Periods at the Faculties of 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 is forty hours per week, during which students may be assigned to an on-call period (i.e. to take part in a practice placement during an on-call period) of up to 12 hours once bi-weekly, which shall 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: 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 (i.e., signature) of a placement shall be denied if absence was 25% or more of the duration of the practice placement period.
- (4) <sup>23</sup>A grade of “fail (1)” means that the student concerned shall not be allowed to continue their studies until the practice placement period is completed.
- (5) At the Faculty of Medicine, after a 6<sup>th</sup>-year practice placement period of the model curriculum is completed, a comprehensive examination may be prescribed. Once a comprehensive examination is prescribed, the practice placement period shall not have to be evaluated with an individual grade. If the examination fails, the practice placement period shall not have to be repeated.

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

- (1) The practice placement period as set out in the curriculum shall be completed at any training site that is on the list approved by the program director, or at a training site which has been individually approved.
- (2) Every year, prior to their practice placement period, students are required to undergo occupational health assessment. However, the occupational health assessment is not obligatory if a 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 law for the activity or for the performance of the job duties. In this case, the student is required to submit the occupational health assessment certificate or a form called “Health Status Declaration” at the Registrars’ Office.
- (3) Students of the Faculty of Health and Public Administration shall prepare a written report on their practice placement period, the acceptance of which is a prerequisite for obtaining the pre-degree certificate.
- (4) The completion and the term grade after practice placement are recorded in NEPTUN by the course coordinator of the placement or the program director or, by their request, a registrar of the Registrar’s Office or an administrator of the education and research unit concerned.
- (5) Each Faculty’s course syllabus specifies the absence policy of practice placement periods and practical courses aimed at developing student attitude regarding their professional role.

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

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<sup>23</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023



- (1) Faculties may organize practice placement periods in the form of summer practice placement.
- (2) The summer practice placement period is regarded as a placement 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 as a summer placement, the courses for which the placement is a prerequisite, cannot be registered for sooner than in the upcoming spring semester.
- (4) After a non-completed summer practice placement period, students may re-register for it in the study period, but this shall be considered as re-registration for the course (i.e., second or further course registration).

*Article 14 [Special Regulations Concerning the Practice Placement at the András Pető Faculty]*

- (1) Practice placement is a form of education in which theoretical knowledge that students have acquired is applied and implemented in practice, in an organized way, following the principles of conductive education. In certain subjects, lectures and practice complement each other.
- (2) A complex final session is a practical examination required in order to acquire a Conductor BSc degree. The complex final session is considered a comprehensive examination and shall be taken in front of a board. An educator with conductor qualification chairs the board, which shall consist of at least two members. Minutes shall be taken of the complex final session. A course syllabus about the complex final session is to be prepared and published before the given semester begins. The complex final session is failed if any of its components, as entered in the minutes, is a “fail”. A failed complex final session can be repeated no more than once. If a complex final session is completed and a grade is awarded, there is no possibility for an upgrading retake examination.
- (3) The coordination of conductive practice placements (individual basic, individual methodological and group conductive education placements) is the responsibility of the coordinator who ensures the continuity of practice placement opportunities.
- (4) The coordination of education and educational rehabilitation practice placements (group education, group methodology, teaching and rehabilitation practice placements) is the responsibility of the coordinator of the sub-specialization.
- (5) The fact of completion and the term grade acquired after a practice placement period 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.

- (5a)<sup>24</sup> Following a period of student status suspension, the student must have a valid occupational health certificate by the start of the study period. In order to start a practice placement period, the student is required to contact the Student and Career Office. Then the student shall contact the instructors who are responsible for practice placements (ongoing practice placements, pre-school practice placement, school practice placement, educational rehabilitation practice placement).
- (5b)<sup>25</sup> Validation (i.e., signature) of practice placement shall be denied if a student did not start their placement by the last working day of the fourth week during the study period. Requests for justification cannot be submitted.
- (6) Participation in conductive education practice placement periods (individual basic, individual methodological and group conductive education) is compulsory. Students 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 practice placement supervising conductor while taking into account the specificities of the group, its timetable and student requirements. Making up for missed group conductive education practice placements is possible until the end of the study period. Making up for any absences is the responsibility of the student involved.
- (7) Absences from education 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 practice placements that are 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. The end-semester signatures shall be denied if any of the signatures or partial grades required for completion of the semester have not been obtained. If the ongoing practice placement grade is a “fail”, the aggregate grade is a “fail”, and the semester shall have to be repeated. If the grade of the practical report is a “fail”, the report may be repeated once before the end of the examination period in the presence of an instructor. If the grade of the repeated practical report is a “fail”, then the aggregate grade is also a “fail”. If the aggregate grade of the individual basic and individual methodological practice placement is a “fail”, there is

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<sup>24</sup> Established by Article 2 of Annex 1 of the Senate decision 101/2023. (X.26.), in force from November 10, 2023

<sup>25</sup> Established by Article 2 of Annex 1 of the Senate decision 101/2023. (X.26.), in force from November 10, 2023



no possibility for an upgrading retake examination and the course can only be completed by re-registration. If a submitted report was accepted, graded, and better than a “fail”, there is no possibility for an upgrading retake.

- (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. All partial grades are a condition for obtaining an aggregate grade/evaluation. The end-semester signatures shall be denied if any of the partial grades required for completion of the semester are lacking. If the grade of the practical report is a “fail”, the report may be repeated once before the end of the examination period. If the grade of the repeated practical report is a “fail”, then the aggregate grade is also a “fail”. If a submitted report was accepted, graded, and better than a “fail”, there is no possibility for an upgrading retake. If the aggregate grade of the pre-school and school practices (education, methodological, external, internal and integrated practice placements) is a “fail”, the course can only be completed by re-registration.
- (11) In years 3 and 4, practice placements (conductive education, pedagogical and rehabilitation education) can be organized during the examination period, in a block schedule.
- (12) In the case of conductive education practice placement periods, the PAK Committee of Education and Practice shall act in the composition indicated in paragraph (13), and, on student request, may authorize the following:
- a) the transfer of a student to another group;
  - b) the completion of a semester’s practice placement period in an individual schedule (if a student does not complete the required number of hours of practice placement due to illness, Erasmus+, or other unforeseen reasons);
  - c) to consider applications for placements abroad.
- (13) The members of the Committee shall consist of the Director of the Institute of Conductive Education, the instructor in charge of the given year (based on the student’s year of studies submitting the application), a student, and, in the case of practice placements abroad, the Head of the Center of National and International Services. The Committee shall be chaired by the instructor coordinating ongoing practice placements.

## **5. Provisions concerning student status**

### *Article 15 [Student status, enrollment obligation, and course registration]*

- (1) Those who have been admitted or successfully transferred to Semmelweis University may establish a student status at the university no later than the semester following the decision. Student status is established upon enrollment. Only one student status may be established per student for the same program, taking into account the specific mode of study, form of training fee reimbursement or the language of the program.

- (2) By enrolling, a student declares that they have familiarized themselves with and shall adhere to the university rules relevant to them.
- (3) The procedure of enrollment shall be completed and announcement or request regarding the continuation or interruption of studies shall be submitted during the period specified in the academic calendar.
- (4) A student may withdraw their registration within one month from the beginning of the study period, but no later than October 14 in the fall semester and March 14 in the spring semester. If the student does not request the suspension of their studies, the semester in progress shall be considered an active semester even if the student does not attend courses and does not meet academic requirements. If the student requests the suspension of their studies, the semester in question is considered inactive.
- (5) Once per program, in justified exceptional cases, on the basis of student request and supporting documents submitted no later than the last day of the semester in which they have registered for courses, the relevant examination and studies committee may grant permission for a post-deadline inactivation of the semester. Documents justifying the reasons shall be attached to the application. In the case of a post-deadline inactivation of a semester, the academic results of that semester shall be canceled when permission is granted, and the rules for student status suspension shall apply to the semester in question. In the case of post-deadline inactivation of a semester, up to 75% of the tuition fees paid for the given training period may be credited to the next active semester for a student enrolled in a self-funded/foreign-currency-based program upon the student's verified request and based on the decision of the relevant examination and studies committee.
- (6) For students participating in the Hungarian self-funded program, the fulfillment of their tuition fee payment obligation is a condition for registration. Students who have not fulfilled their payment obligation by the due date shall not be permitted to register.
- (7) Students shall report any changes in their data recorded in NEPTUN within eight days. There is no legal redress for any disadvantage resulting from failure to do so. Students may be required to pay a special procedure fee for failure to submit changes in data.
- (8) The results of student performance assessment shall be entered into NEPTUN by an authorized teacher.
- (9) A declaration of continuation of studies concerning a given semester becomes valid when a student registers for at least one course.

*Article 16 [Suspension and termination of student status]*

- (1) Student status is suspended for students
  - a) when the student declares that they do not wish to fulfill their academic obligations in the upcoming training period, or if they do not register for the upcoming training period,

- b) if the student has withdrawn their relevant registration within the deadline,
  - c) <sup>26</sup>if the student has requested post-deadline inactivation of a semester,
  - d) if, as a disciplinary sanction, the student is prohibited from the continuation of their studies,
  - e) for the duration of actual volunteer reserve military service, 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 status shall not exceed two consecutive semesters with the exception of authorization specified in paragraph (3). Students may suspend their student status in a way described in these regulations more than once.
- (3) At the request of a student, the examination and studies committee may authorize the suspension of student status
- a) for a continuous period longer than specified in paragraph (2),
  - b) even before the completion of the first semester, or
  - c) before the end of an ongoing training period in progress, concerning that training period (post-deadline inactivated semester)
- provided that the student cannot fulfill their academic obligations arising from their student status due to childbirth, accident, illness, or other unexpected conditions beyond their control.
- (4) While student status is suspended,
- a) the student is not entitled to receive any normative allowance,
  - b) the student ID card cannot be validated,
  - c) the student is entitled to use the NEPTUN system.
- (5) Student status is terminated
- a) if the student gets transferred to another higher education institution, on the calendar day before the student's enrollment or registration there;
  - b) if the student declares that they terminate their student status, on the day of the declaration;
  - c) if the student cannot continue their studies in the Hungarian (partially) state-funded program and does not wish to continue their studies in a self-funded program;
  - d) on the last day of the semester (the last day of the examination period) in which the student obtained the pre-degree certificate;
  - e) if the student's student status is terminated by the Rector due to payment arrears after an unsuccessful written notice and after the consideration of the student's social situation, on the day when the decision becomes final;
  - f) on the day when the student's expulsion as a disciplinary decision becomes final,
  - g) if a condition that is specified in the Act on National Higher Education as a prerequisite for establishing student status no longer applies, on the day when the decision that terminates the student status becomes final;

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<sup>26</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

h) if a student who attends a Hungarian (partly) state-funded program withdraws their declaration that is required under the relevant provision of the Act on National Higher Education and does not wish to study in a self-funded program.

(6) <sup>27</sup>A unilateral declaration of dismissal terminates student 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 third consecutive semester
- c) if the student does not commence their studies after a suspension of student status,
- d) if the student was unable to complete a subject during the semester of its second repeated announcement,
- e) for those students who have failed a total of five upgrading retake and second retake examinations,  
provided that the student has been notified in writing in advance to fulfill their obligation within a time limit specified and has been informed of the legal consequences of failure to comply.

(7) <sup>28</sup>

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

#### *Article 17 [Transfer]*

(1) Transfer may be requested by July 15 each year by those who are not subject to any conditions for dismissal.

(2) <sup>29</sup>A student requesting a transfer is required to send the Department of Education Management the following documentation until 15 July:

- a) a certified copy of a sealed Course record book or an equivalent certificate,
- b) the certificate of student status,
- c) the detailed curriculum of the program they have participated in and the certified course syllabuses of the completed subjects.
- d) in the case of transfer to András Pető Faculty, the application shall be accompanied by a decision about the student's positive eligibility examination.

(3) <sup>30</sup>The Vice-Rector for Educational Affairs shall send the application, together with the recommendation for credit recognition carried out on the basis of the credit recognition registry, to the competent dean.

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<sup>27</sup> Amended by Article 9 (1) of Annex 1 of the Senate decision 4/2023. (II. 9.), in force from 16/02/2023

<sup>28</sup> Repealed by Article 9 (2) of Annex 1 of the Senate decision 4/2023. (II. 9.), in force from 16/02/2023

<sup>29</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>30</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- (4) The decision about the transfer is made by the examination and studies committee of the competent faculty, having considered the student's academic records and other circumstances, with the exception of the criteria described in (10), taking into account the available capacity.
- (5) Only those students may be admitted to a (partly) state-funded training who have participated in (partly) state-funded training or a state-funded scholarship in Hungary at the transferring institution.
- (6) <sup>31</sup>In the event of a transfer, the university will request information from the student information system about
- whether the student has attended a (partly) state-funded or self-financed training,
  - in the case of (partly) state-funded studies, how many (partly) state-funded active semesters have been used up by the student during their studies,
  - whether the student's student status is being terminated or having been terminated due to transfer.
- If the required information cannot be obtained from the information system, a statement shall be requested regarding this data from the transferring institution.
- (7) If the transfer is refused, the student may only commence studies at Semmelweis University after a successful admission procedure.
- (8) <sup>32</sup>A preliminary credit transfer decision on the admission of courses completed by the student applying for transfer to another program, faculty, or institute and on the recognition of the credits earned shall be taken by the Credit Transfer Committee, taking into account the opinion of the Vice-Rector for Educational Affairs and the course coordinator, which shall be considered by the relevant examination and studies committee when taking the transfer decision. 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 during 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
- from a single long-cycle program to a bachelor's program,
  - from a bachelor's program or a single long-cycle program to tertiary vocational training.

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<sup>31</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>32</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- (10) In the cases of bachelor's and single long-cycle master's programs, a transfer may be requested only between programs awarding 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, based on the prerequisite schedule including individual study schedule as well, the year of studies,
- in which the transferred student can commence or continue their studies.
- (12) In the case of a transfer to the András Pető Faculty, the applicant can transfer to the first year of the self-funded program. The prerequisite for transfer to a specialization is the fulfillment of the conditions specified for the specialization. Transfer from full-time to part-time program is 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 student status until the enrollment or registration, the decision on the transfer shall be withdrawn by the relevant examination and studies committee, in accordance with Article 57 (6) of Act CCIV 2011 on National Higher Education (hereinafter: Nftv.).

*Article 18 [Parallel training]*

- (1) Students participating in parallel training programs shall be awarded separate diplomas upon successful completion of each training.
- (2) Eligibility for parallel training is based on admission or transfer procedure.
- (3) A student who already has a student status at the university shall not establish a separate student status after being admitted to parallel training, and thus shall not enroll separately; the starting date of their new program shall be the date of the decision of admission, pursuant to paragraph 2.
- (4) Within the frame of parallel training, students involved may not gain multiple eligibility for studying in the same program even if it is provided at a different training site, in a different language, in a different mode of study, or with a different form of training fee reimbursement. If the student has applied for a transfer to a program (or if the student has applied for admission for a postgraduate specialization training) in which the student already participates at the university, then the student's application shall be considered as a request for conversion or reclassification that is based on training site location, language, or mode 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, the Dean shall, at the same time as the admission decision is communicated, ask the student to select the training site location, the language of the program, the mode of study and form of training fee reimbursement. Then, the student's eligibility to

participate in a program other than the one chosen shall be removed from the registry. The student's first registration chronologically is considered as a selection of the given training feature. This provision does not preclude the student from pursuing parallel studies in several specializations which result in independent qualifications.

- (5) A student participating in parallel training programs within the university 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 parallel student status at another higher education institution, an individual study schedule may subsequently be authorized.
- (7) At András Pető Faculty, concerning parallel training, individual study schedule cannot be requested. Students of András Pető Faculty may pursue a parallel training program at another higher education institution if they have fulfilled their obligation of prior notification at the relevant faculty. The document certifying admission to another institution shall be presented to the Registrar's Office for registration purposes.

#### *Article 19 [Partial Training]*

- (1) <sup>33</sup>If a student wishes to participate in partial training, they may establish a student status for one semester and may initiate it again without restrictions, but may only complete courses up to a total credit value of sixty. Students participating in partial training must pay a fee corresponding to the fee of the given program. The Registrar's Office issues a fulfillment page for the registered courses of the student while they were holding student status and awards a micro-credential.
- (2) If a student wishes to establish student status to participate in partial training, they shall apply to the Registrar's Office, specifying the subjects they wish to complete.
- (3) Documents to attach to the application:
  - a) data necessary for the establishment of student status: the applicant's name, gender, birth name, mother's name, place and date of birth, nationality, permanent address, place of residence, and telephone number; for non-Hungarian citizens, the residence title in Hungary and the title and number of the document entitling residence – for persons with the right of free movement and residence, the document certifying this right according to special legislation,
  - b) a certificate of current student status,
  - 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.

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<sup>33</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023



- (5) The relevant examination and studies committee shall make a decision on the submitted application within fifteen days. The Registrar's Office shall notify the applicant about the decision no later than fifteen days before the beginning of the study period.
- (6) A student participating in partial training shall not be eligible, with regard to this student status, to pursue further vocational or professional qualifications, to apply for transfer or to establish visiting student status. The student shall not be entitled to suspend their student status – with the exception of the reason specified in Article 16 (3) –, nor to apply for transfer to a (partial) state funded program, nor to apply for a funding period.
- (7) If a student has established student status for partial training, then the duration of student status shall be taken into account when regarding the duration of the student's statutory benefits, allowances, or any services to which the student may be entitled.
- (8) <sup>34</sup>After a student completes the partial training program, the Registrar's Office issues a micro-credential about the completed courses and their credit values. The subjects that were acquired during partial training can be credited to the student's further higher education program.
- (9) <sup>35</sup>If a student pursues teacher training corresponding to their bachelor's degree program, then the provisions of partial training shall apply; in this case, the quantitative restrictions regarding the credit values of elective courses shall not apply.

#### *Article 20 [Visiting Student Status]*

- (1) The university shall consent to students taking courses as a visiting student at another higher education institution in Hungary or abroad if the host institution allows the student to do so. If the student pursues their studies in a (partially) state-funded program in Hungary, then the student may establish a visiting student status per the regulations applicable to students of (partially) state-funded programs; if the student pursues their studies in a self-financed program, then the student may establish a student status per the regulations applicable to students of self-financed programs.
- (2) The procedure for an application for a partial training program organized by the university is regulated by a separate regulation.
- (3) Regarding an application-based partial training program abroad, the student involved shall sign a study contract with Semmelweis University and the host institution. The contract shall be submitted by the student to the Registrar's Office of the faculty concerned within 15 working days after the end of the course registration period in the host institution.

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<sup>34</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>35</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023



- (4) Decisions about the authorization of individually organized partial training of any university student are made by the competent examination and studies committee, having taken the preliminary credit transfer decision (if available) of the Credit Transfer Committee into account. The student shall submit the letter of acceptance issued by the host institution to the Registrar's Office within 8 days of receipt; the Registrar's Office then submits the letter to the Examination and Studies Committee.
- (5) <sup>36</sup>Following the regulations on credit transfer, the university shall transfer the credits that a student obtained in another higher education institution as a visiting student. The student shall submit the micro-credential or a corresponding certificate (e.g., transcript) issued by the host institution to prove that they have obtained the credits.
- (6) If partial training takes place at a higher education institution abroad that has a cooperation agreement with the university, in accordance with the Learning Agreement, upon student request, the entirety of the credit values shall be credited at the university through a preliminary credit transfer procedure, provided that the study agreement concluded before the student's departure abroad contains the list of the credits to be completed. In such a case, the credit transfer procedure shall be conducted before the beginning of the student's participation in a partial training program abroad and is not revocable.
- (7) <sup>37</sup>If a student takes examinations as a visiting student, these examinations shall be considered to have been taken at the university; however, the university has to conduct a preliminary or regular credit transfer procedure in order to verify that the student meets the curriculum requirements. A course completed by examination at another institution is recorded in NEPTUN as a so-called accredited course by the Registrar's Office of the university based on the micro-credential provided electronically through the student information system by the higher education institution in which the student has established a visiting student status.
- (8) An application for visiting student status establishment shall be submitted no later than the day the student registers for the semester either in NEPTUN or by submitting a hard copy to the faculty whose courses the applicant wishes to complete. For international students, the deadline may be extended to no later than the end of the study period's third week.
- (9) The competent examination and studies committee shall make a decision on the submitted application within eight days of receiving the application. The decision shall include information about the form of training fee reimbursement of the visiting student, the amount of any self-financed fees to be paid by the student, and the method and deadline of the payment.

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<sup>36</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>37</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

- (10) Based on the permission for establishing a visiting student status, the Registrar's Office registers the visiting student for those courses in NEPTUN that are enabled by the permission.
- (11) <sup>38</sup>The academic performance achieved within the frame of visiting student status shall be certified by micro-credential issued by the Registrar's Office, with a credit certificate per program/completed course attached.
- (12) <sup>39</sup>The issued micro-credential certificate shall include:
- a) student identification data (name, birth name, place and date of birth, student ID number),
  - b) title, description, mode of study, identifying number, credit value and earned grade of the completed course,
  - c) the year and semester of the training,
  - d) the duration of studies (first and last days of the visiting student status) and the period of funding,
  - e) the serial number and date of the micro-credential,
  - 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 that courses teaching a given subject are announced; the announcement process is supervised and directed by the Vice-Dean for Educational Affairs at each faculty.
- (2) The faculty responsible for a program/training ensures that an appropriate selection of these subjects, i.e., at least 1.2 times the total number of credits required to complete all the credits prescribed in the model curriculum per academic year is announced, for optional (excluding the Faculty of Dentistry) and elective subjects.
- (3) Decisions on the announcement of a specific subject are made by the education and research unit responsible for the subject. Compulsory subjects, and in the case of the Faculty of Dentistry, optional subjects shall be announced per the curriculum. On the recommendation of the faculty's examination and studies committee, the Dean may oblige the education and research unit to announce a subject.
- (4) Subjects and their courses shall be announced in such a way that all students can meet the requirements of the model curriculum for a given semester.
- (5) Compulsory subjects completed by an examination – also the optional subjects at the Faculty of Dentistry – shall be announced every semester with a sufficient number of

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<sup>38</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>39</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

courses for a sufficient number of students in the semester specified in the model curriculum. If needed, these courses shall be announced also as FM courses, and in cross semesters, these courses shall be announced at least in the form of CV and FM courses. CV and FM courses shall be announced only upon student request, provided that these courses are not required based on the number of eligible students, or in the cases of part-time programs and programs with a low number of students, i.e., a maximum of 60 students per year.

- (6) A minimum and a maximum number of students to register may be determined by the education and research unit responsible for the course. This shall be published in NEPTUN.
- (7) The number of students per teacher in clinical practice and laboratory practice courses shall correspond with the number of students per group that has been established by the given faculty.
- (8) In order to ensure that all students can take the compulsory subject courses in the semester specified in the model curriculum, compulsory subjects shall be announced by the education and research unit in each semester that contains the subject course in the model curriculum, with a student capacity of at least 5% higher than the number of students eligible for registration. The expected number of students at the time of the announcement shall be taken into account at the announcement. The maximum number of registered students for the subject or its course may be increased later, in particular, to meet this condition.
- (9) The number of students to register for a course may be limited based on 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 education and research unit announcing the subject shall ensure that the subjects and the courses (including examination courses) are recorded in NEPTUN one month before the beginning of the upcoming semester's study period. The courses are recorded by entering the data specified 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 timetable schedule is recorded in NEPTUN before the end of the third week of the examination period of the previous semester. For courses with one teaching session per semester, the timetable schedule shall be indicated in the comment box.
- (12) The education and research unit shall assign an instructor to a subject/course before the beginning of the course registration period of the upcoming semester. In justified exceptional cases, the person of the assigned subject/course instructor may be modified.

- (13) A classroom or, in the case of online education, access route 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 platform by taking the recommendation of the education and research unit into consideration.
- (14) The courses of compulsory and optional subjects (that differ from each other) which are announced for the same semester in accordance with 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, providing 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) course registration requirements,
  - f) the course syllabus,
  - g) the minimum number of students required to start the course and the maximum number of students who may be registered for the course,
  - h) the capacity of the waiting list if there is one,
  - i) in the event of over-registration for the course, the ranking criteria, provided that it is not the order of registration,
  - j) the language of instruction of the course,
  - k) the classroom assigned to the course,
  - l) the timetable details of the course,
  - m) in single long-cycle programs, in the case of subjects consisting of only theoretical sessions, the date of a monthly small-group practical seminar.
- (16) It is mandatory to create the e-learning interface for the subject in the Moodle system by the beginning of the semester as follows:
- a) by providing the name of the course, the official name of the subject, the semester in which the course is announced, the serial number(s) included in NEPTUN on the course page for the automatic enrollment of students,
  - b) by assigning the registered students 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., keywords, key data, list of key figures, syllabus for assessment and topics).
- (18) Students must be able to access the course material in Moodle for the courses they have registered for until they obtain their pre-degree certificate.
- (19) The timetable of the courses is determined by the faculty's timetable coordinator on the recommendation of the education and research unit responsible for the subject.
- (20) The education and research units responsible for the subjects may also publish the course announcement in addition to the university announcement procedure.
- (21) The Registrar's Office reviews in NEPTUN whether a sufficient number of courses with sufficient student capacity have been announced to complete the subjects. If an error is found in the available range of subjects or courses, it shall be reported to the Vice-Dean for Educational Affairs (in the case of the Faculty of Health and Public Administration, it shall be reported also to the head of the education and research unit responsible for the program), then the Registrar's Office directly initiates the rectification of deficiencies after the notification.
- (22) Taking into account the amendments made by the designated course administrators responsible for the timetable (departmental administrators), the Vice-Dean for Educational Affairs of the faculty concerned – including the head of the education and research unit responsible for the training at the Faculty of Health and Public Administration – shall ensure that the preliminary lists of subjects and courses are published in NEPTUN by the end of the last week of the study period preceding the semester in which the subject is to be taught, except for information about the classroom, the timetable and course instructor assigned to the course.
- (23) The head of the education and research unit overseeing course announcement may request the faculty timetable coordinator to modify, add, or delete courses until the end of the last working day before course registration. The timetable coordinator (department administrator) may adjust the course list after consulting with the Vice-Dean for Educational Affairs. At the Faculty of Health and Public Administration, they must also consult with the head of the education and research unit responsible for training. They are authorized to reduce course capacity and the number of courses, but they cannot cancel any examination courses.
- (24) The final subject and course list cannot be modified, with the exceptions specified in paragraph 23.

*Article 22 [Rules regarding Course Registration]*

- (1) Course registration shall take place

- a) during the occasional preferential course registration period;
  - b) during the regular course registration period, including
    - ba) registration for compulsory courses,
    - bb) registration for optional courses,
    - bc) registration for elective courses.
- (2) Course registration periods shall be organized in several stages considering the capacity of the NEPTUN system.
  - (3) Students may register for compulsory, optional, and elective courses until midnight of the last workday before the beginning of the study period taking into account the prerequisite schedule.
  - (4) The preferential course registration period begins no sooner than twelve hours before the regular course registration period for compulsory courses begins.
  - (5) In cases not specified in university regulations, the timeframe, the number of eligible students, and the reasons for preferential course registration 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. In the lack of such notification, preferential course registration period shall not apply.
  - (6) Students register for courses assuming that their registration for courses required to complete the given subject shall be accepted. Registration to all types of courses required to complete a subject occurs simultaneously. Registration is accepted if the student has fulfilled their prerequisite obligations and the course has not reached its registration limit. Students may withdraw their registration for a course and may register for another course by the end of the registration period.
  - (7) Students receive an automatic notification of the fact that they have registered for a course in NEPTUN. The Registrar's Office closes course registration and disables the possibility for any addition or modification in NEPTUN on the first working day after the registration period, and thus the timetable for each student's ongoing semester becomes final. Students receive an e-mail notification via NEPTUN within one working day after the closing of the course registration period advising them to review 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. Applications may be submitted in person at the Registrar's Office or via e-mail. The Registrar's Office shall modify a student's registration for a course in case of a duly justified modification request. The objection request is assessed by the head of the Registrar's Office and ensures that if the request is accepted, the Registrar's Office can make the change within 8 days



following the end of the course registration period. Students may withdraw a course registration by the third week of the study period upon payment of a late fee.

- (9) In the case of sequential multi-semester subjects, if a student has obtained the signature of the subject in the previous semester but was unable to meet the examination requirements, the relevant examination and studies committee may permit registration for the next course of the subject in the following semester provided this is approved by the head of the education and research unit responsible for the course, by the end of the registration period. However, the student may only obtain the examination grade of this course after earning the credits of the given course of the previous semester.
- (10) If a student was unable to register for a course due to a reason that is attributable to the university, the education and research unit or the instructor, the student shall be allowed to register for the course, according to their original intention, or for another course that fits their timetable. This is only possible until the end of the third week of the study period.
- (11) Students shall register for courses corresponding to their study group.
- (12) Except as provided for in paragraph (13), exceptions to paragraph (11) may be made only with the approval of the competent education and research unit, only in justified exceptional cases, and with the permission of the Examinations and Studies Committee.
- (13) No more than 2 students may do course registration in a study group other than theirs, if they follow the same curriculum, and only if the exchange between groups 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 during the course registration period if they attach the appropriate certificates (learning agreement, letter of intent from the host institution, and certificate from the organization having an agreement of cooperation with the university).
- (15) The condition for registration for course(s) related to undergraduate research activities in the Students' Scientific Association (Hungarian abbreviation: TDK) is the concerned student's inclusion in the Students' Scientific Association Register, and this information shall be indicated in the relevant platform in NEPTUN. Registrations for such courses by students not listed in the Students' Scientific Association Register shall be deleted. Registrations of those undergraduate research 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 [Course re-registration]*

- (1) Missing credits of an unaccomplished compulsory course can be earned no later than in the semester when the course is re-announced for the second time, except if the student's student status has been suspended.
- (2) If a student was unable to earn credits for a registered course at first registration, they may re-register for the course in two of the subsequent semesters provided that the prerequisite schedule and the regulations in paragraph (1) are observed.
- (3) If the credits of a course could not be earned in the way described in paragraph (2), special permission can be requested in order to complete the course. This can only be done once during the whole training program, and regarding only one course. 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) In this article, 're-announcement of a course' is understood as the following: re-announcement of a course is due in a spring semester if the course was first registered for in a spring semester; course re-announcement is due in a fall semester if the course was first registered for in a fall semester.

*Article 24 [Retaking a course, Examination course]*

- (1) An examination course may take two forms:
  - a) CV course (i.e. "Exam Only" course),
  - b) FM course (i.e. "Exempt From" course).
- (2) Compulsory as well as optional courses at the Faculty of Dentistry (FOK) shall be announced every semester at least in the form of a CV course.

## **7. Assessment of Study Requirements Completion**

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

- (1) Completion of a subject and acquiring the credits for a subject can be achieved:
  - a) via the 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 competencies 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), satisfactory (3), fail (1).
- (3) The funding type of the training (e.g., self-funded, state-funded, scholarships) shall not influence student performance assessment.



- (4) Student competencies 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 student assignments completed as extracurricular work,
  - b) through continuous assessment by the lecturer or a designated tutor,
  - c) <sup>40</sup>through an examination, which can be:
    - ca) a practical examination,
    - cb) a project assignment,
    - cc) an end-term examination,
    - cd) a comprehensive examination,
    - ce) a final examination.
- (5) <sup>41</sup>End-of-semester assessment can result in:
- a) a term grade, in the case of courses including practice, which is based on partial performance assessment marks earned during the term, mid-term test marks, and marks by the instructor assessing knowledge and practical skills,
  - b) an examination grade.

*Article 26 [Grade Offer]*

- (1) <sup>42</sup>If a subject is completed by an end-term examination or a course consists of seminars and practical sessions only, the head of the education and research unit (the lecturer of the course) can offer specific students an excellent (5) or a good (4) course 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 assessment result (grade); they may apply for 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) <sup>43</sup>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 performing in the top 10% are offered an 'excellent' (5) grade;
  - b) students performing in the top 10.1–20% are offered a 'good' (4) grade;
- The above values can only be changed with the permission of the Dean.

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<sup>40</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>41</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>42</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>43</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

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

- (1) The aim of assessment and measurement of student performance may be:
  - a) to confirm prior competencies required to accomplish a study activity; this may be carried out by diagnostic assessments (such as a placement test),
  - b) to record mid-term progress with continuous supportive feedback, which requires a supportive (formative) partial performance assessment, or
  - c) to evaluate the competencies acquired throughout the whole study period (semester or block) using a summative assessment.
- (2) The types of assessments under paragraph (1) may be applied in combination within the same course in a manner that is appropriate to the nature and purpose of the subject/course.
- (3) Any measurement and assessment type may be used to examine student competencies, such as theoretical knowledge or practical skills.
- (4) Specific elements of competencies, such as attitude, independence or responsibility shall 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 student performance and activity during course sessions. This can include the quality of the practical activities performed, theoretical knowledge, active classroom participation, raising ideas, participating in organized group work or debate, student reports about the content of the previous lesson, etc.,
  - b) based on single action(s) (oral report, laboratory measurement or report thereof, regular self-help tasks which help students learn the study material, etc.),
  - c) <sup>44</sup>based on work(s) created by students and supported by the instructor with guidance or consultation. This can be homework, essay, project assignment, presentation, plan, artwork and documentation thereof), or
  - d) based on practical assignment(s).
- (6) <sup>45</sup>Results of the obligatory partial performance assessment (in the case of subjects assessed by term grades or examination grades), with the exception of subjects appearing as criterion requirements, shall be taken into consideration when granting the grade for the subject or course based on the provisions of Article 28 (4)–(5).
- (7) Summative assessment shall be completed through single action(s), i.e., written, practical or oral end-term examination or comprehensive examination, etc., as defined in the course syllabus.

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<sup>44</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>45</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

*Article 28 [Performance Assessment System]*

- (1) <sup>46</sup>The system of student performance evaluation of each subject must be designed in a way that it facilitates and encourages continuous studies and does not lead to undue overload of the students. The model curriculum shall contain the assessment method of subjects, i.e., practical grades or examination grades.
- (2) <sup>47</sup>The form, number and duration of performance assessment during the study period shall be included in the course syllabus.
- (2a) <sup>48</sup>Although the number of placement tests that aim to assess prior competencies 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 project or project assignment, shall be evaluated through partial performance assessment.
- (4) <sup>49</sup>The course syllabus shall specify to what extent the results of mid-term assessments determine the end-of-term grade (term grade), the examination grade, or the offered grade. The method and content of 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) <sup>50</sup>In the case of courses to be completed with a term grade or an examination grade, mid-term assessments
  - a) shall be completed according to the conditions set out in the course syllabus (course requirements) so the teacher's signature is granted;
  - b) may modify end-of-course requirements: depending on its result, a reduced amount of tasks at the examination or additional assignments as specified in the subject requirements (course syllabus) may be set; such reduction of tasks at the examination can be, for example, a practical examination, exemption from a pre-examination quick test (a pass or fail test: a pass is a condition for sitting for the examination), exemption from completing a certain part of the examination; an additional task may be, for example, to cover extra topics during the examination.
- (5a) <sup>51</sup>The subject requirements (course syllabus) shall specify the pass conditions of midterm assessments necessary for obtaining the teacher's signature, the specifics of the exemptions or additional assignments associated with the results of each mid-term

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<sup>46</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>47</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>48</sup> Established by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>49</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>50</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>51</sup> Established by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

assessment, furthermore, in what way and to what extent they are to be taken into account at the examination.

- (5b)<sup>52</sup>In practical sessions where lack of student competencies directly compromises patient safety, the course syllabus may stipulate that, in the event of failure to pass the continuous partial assessment at the beginning of the session, the instructor may deny the relevant student's attendance, which shall be considered as 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 at different time(s) set in advance in the assessment schedule. Any deviation from this 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 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 assessment schedule shall be designed as follows: The number of summative performance assessment activities, such as written or oral term tests or practical demonstrations of the same semester in the model curriculum cannot exceed two per week in general and four in the last two weeks of the study period, and the assessments of the same week shall be held on different workdays.
- (9) The assessment schedule described in paragraph (8) shall be prepared for each training program, regarding those compulsory and optional courses that are announced in the given semester in the model curriculum.
- (10) The assessment schedule, which includes assessment activities and the possibilities for their retake, upgrading retake, and the make-up opportunity, shall be published on the website of the faculty responsible for the program /training before the end of the first week of the study period.
- (11) The education and research unit may deviate from the assessment schedule upon request of the Students' Union or following the approval of the competent examination and studies committee. In such a case, the course coordinator shall inform the concerned students via NEPTUN one week before the modified performance assessment date.
- (12)<sup>53</sup>If a student has not been absent for more than 25% of the practical sessions, the instructor cannot refuse a signature or deny a term grade on the basis of failure to meet the attendance requirements – with the exceptions specified in Article 29 (4). In general, three late arrivals count as one case of absence. The grace period for being late to a course session shall be included in the course requirements. If a student is absent from

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<sup>52</sup> Established by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>53</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

more than 25% of the sessions, the procedure specified in the course requirements shall be applied.

- (13) <sup>54</sup>The term grade shall be determined by the summation of a student's partial performance assessment results as follows:
- a) Regarding each written test, the performance level (score) required for a pass (2) grade cannot be higher than 50% of the level (score),
  - b) the assessment can be marked as 'unfulfilled' if the student did not participate in one of the assessment activities and did not make up for it on the retake options, or the student's absence exceeded the amount determined in the course syllabus (course requirements).
- (14) <sup>55</sup>If a minimum of 30% of the assessed students were unable to complete, for the first time, a compulsory course announced in the appropriate semester according to the model curriculum in the given examination period, an investigation shall be conducted by the Vice-Rector for Educational Affairs, based on a request by the Students' Union. In the case of a justified complaint, the Vice-Rector shall initiate an investigation regarding a possible remedy to any non-compliance. Based on the investigation results, a proposed measure can be applied during the following academic year. If the investigation gives rise to reasonable suspicion of ethical misconduct, the Vice-Rector for Educational Affairs initiates the proceedings of the relevant Ethical and Disciplinary Committee and informs the education and research unit concerned at the same time.
- (15) The Vice-Rector for Educational Affairs may request a statistical analysis of a given period from the education and research units concerning specific characteristics of the work of those instructors who were conducting examinations in the given period, based on the indicator(s) of their educational and examinational activities.
- (16) <sup>56</sup>If there is a prerequisite for the start of the examination: a written test or a pre-examination quick oral test and a student achieves at least 50%, the conditions for sitting the examination and the opportunity of upgrading their score during the examination cannot be denied.

#### *Article 29 [Signature]*

- (1) The condition for allowing a student to take the examination concluding a course is that the course teacher or instructor acknowledges course completion. This is called a signature. The teacher's signature shall be recorded in NEPTUN by the end of the study period but no later than the end of the first week of the examination period. Before each examination, the examiner shall check whether the teacher's signature is granted before the start of the examination.
- (2) <sup>57</sup>Conditions for obtaining the signature for a course are the following:

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<sup>54</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>55</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>56</sup>Established by Article 2 of the Senate decision 85/2022. (X.24.), in force from October 24, 2022

<sup>57</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- a) the student attends at least 75% of the practical sessions and seminars of the course, and
  - b) the student fully participates in the partial performance assessments specified in the course syllabus and, where specified as a condition in the course syllabus, to pass them. There are two opportunities for students to make up for any missed or unsuccessful practical tests (often called demos); these are published in advance by the given education and research unit in the course syllabus (course requirements).
- (3) Students shall attend lectures, practical sessions and seminars in the prescribed attire and 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, extreme tiredness, use of medication or other psychoactive substances, or alcohol consumption), the student may not start or continue the lecture or practice session. The lecturer or the instructor, in their absence, their designated deputy may ask the student to leave the lecture room or the practice site and shall record the incident in the minutes.
  - (4) <sup>58</sup>Notwithstanding the general rules defined in (2), in the case of subjects that are taught in block education in the 4th and 5th years at the Faculty of Medicine, a student's absence from lectures, seminars, and practical sessions shall be assessed together and shall not exceed 10%. Make-up opportunities may be provided by the education and research unit. This can take place in on-call times overnight or on weekends as well.
  - (5) Attendance requirements lower than those defined in point a) of paragraph (2), and, in the case of divided training programs, attendance at up to 75% of all lectures may be required in the course syllabus.
  - (6) In single long-cycle programs, in the case of subjects consisting of theoretical sessions only – excluding courses that are only technically divided into lecture and practical sessions –, at least 75% attendance is obligatory at the monthly small-group practical seminars 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) If the subject is not taught in block education, it is the duty of the course instructor or the educational administrator (faculty registrar) of the education and research unit to record refusals of signature in NEPTUN no later than the second day of the second week of the examination period.
  - (9) Students are not allowed to take an examination of a course if they fail to obtain the teacher's signature.
  - (10) When course requirements are fulfilled, the teacher's signature in the subjects taught in block education in the 4th and 5th years at the Faculty of Medicine shall be recorded

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<sup>58</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023



before the first workday following the end of the given completed block.

*Article 30 [Rules of Examinations]*

- (1) <sup>59, 60</sup>An examination may comprise of
  - a) oral performance assessment,
  - b) written performance assessment,
  - c) practical examination,
  - d) project assignment assessment,
  - e) or a combination of points a)–d)in which the results of mid-term assessments or a certain part of them may be taken into account in the manner specified in the course syllabus and in the assessment schedule, with regard to the provisions of Article 28. (4)–(5).
- (2) An examination may be simple or combined. A simple examination comprises only one element specified in (1), whereas a combined examination consists of at least two elements.
- (3) The course syllabus (course requirements) shall define which parts in paragraph (1) the combined examination contains.
- (4) The course syllabus (course requirements) shall specify:
  - a) the level of performance required to pass the examination or parts of the combined examination,
  - b) <sup>61</sup>what mid-term assessment results are to be included 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 upgraded,
  - d) <sup>62</sup>the optional topics, as well as completion and assessment criteria of project assignments recognized as an examination.
- (5) All the elements of a combined examination must be passed in the same semester and the individual elements must be taken on the same day unless the faculty, in accordance with paragraph (4)c), grants exemption from retaking those elements of the combined examination which the student has already passed.
- (6) The failure of an examination for any reason, including failing an element 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.

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<sup>59</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

<sup>60</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>61</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>62</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023



- (7) When the teacher's signature has been granted, if a student earned a mid-term grade during the study period, it shall be taken into account in the term grade or the examination grade, unless otherwise defined in the course syllabus.
- (8) An examination record form shall be printed from NEPTUN for each examination, including every element of a combined examination including the following information:
  - 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,
  - g) the assessment grade, and the date.
- (9) An examination record form shall also be issued for non-examination assessment.
- (10) The examiner shall record the assessment result in the examination record form and validate the form by signing it after the examination.
- (11) The organizational unit responsible for the subject shall keep the examination record form for a 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.
- (12) Examinations are assessed with a single grade on a five-point scale.
- (13) In the case of a failed combined comprehensive examination, only the failed element shall be retaken if the course syllabus stipulates so.
- (14) If the course syllabus so stipulates, the results of successful parts of an examination remain valid until the end of the semester, including the results of an examination taken in the spring semester, 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, and clinical chief physicians actively involved in teaching to conduct the examination. In all cases, such authorization shall only be valid for the given semester. If a 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, with the permission of the dean, a lecturer, researcher, teacher, or clinical chief physician.

- (16) In the case of a written (partial) examination, an examination in front of an 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 a comprehensive examination is to be taken before an examination board, the examination may only be held if both members of the examination board are present at the examination or the individual parts of the examination.

*Article 31 [Organization of Examinations]*

- (1) Examinations are primarily held during the examination period, except in block education.
- (2) <sup>63</sup>In a duly substantiated and justified case, the competent examination and studies committee may permit examinations outside the examination period in the first two weeks of the subsequent semester. With such permission, the relevant organizational unit shall ensure that the student involved have the opportunity to take the examination. Examinations completed in this manner shall be considered as having been taken during the examination period.
- (3) Examinations shall be organized in such a way that all the involved students can register for and sit an examination. It shall also be ensured that students shall be allowed to retake a failed examination during the given training period.
- (4) When planning their examination period or taking their examinations, students may only take into account the examination days announced in advance.
- (5) Examinations shall primarily be held on workdays, excluding part-time 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 education and research unit to ensure that the examination is held within the period specified in NEPTUN and that the duration of the examination stays within reasonable limits (maximum 5 hours). Exceptions to this provision may be made with the permission of the Examination and Studies Committee.
- (6) Education and 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 of the same study year. A maximum number of students per examination may be set which, for combined exams, must be at least twice the number of students registered for the course. The aggregate number of examination

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<sup>63</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

slots shall be distributed evenly across the examination dates, with at least 10% of the total slots allocated to each examination week.

- (7) The competent examination and studies committee may, upon a justified request of the education and research unit, permit the announcement of a smaller total number of slots for candidates than specified in paragraph (6) before the deadline for the announcement of the examinations. In divided training, the Vice-Dean for Educational Affairs, who informs the Students' Union of the 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 across 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 examinations can be retaken during the same examination period as many times as specified by these Regulations.
- (8) The rules and the examination schedule 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 candidates, and the date when examination results are announced. The dates of the examinations shall be determined in advance for the entire examination period. The head of the relevant education and research unit and the dean of the faculty are jointly responsible for announcing the examinations and for conducting the announced examinations.
- (9) After the announcement, the dates of the examinations may be modified only with the prior consent of the Examination and Studies Committee.
- (10) In justified cases, the education and research unit may announce additional examination dates during the examination period, or the dean may give instructions to this effect.
- (11) <sup>64</sup>After a student fails the examination of a subject for the sixth time, they may submit a request for special permission within 3 days of their sixth failed examination in order to have a seventh examination attempt (fifth second retake examination), regardless of any prior special permissions for any other reason.
- (12) <sup>65</sup>In the case referred to in paragraph (11), a declaration on unilateral termination of student status, as specified in Article 16 (6), may be issued on the day following the deadline for submitting the request for special permission for the seventh examination attempt at the earliest, or on the day following the day of the failed seventh examination.

*Article 32 [Special provisions for the examinations and comprehensive examinations of compulsory courses taught in block schedule at Years 4, 5 and 6 of the Faculty of Medicine]*

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<sup>64</sup> Amended by Article 9 (3) of Annex 1 of the Senate decision 4/2023. (II. 9.), in force from February 16, 2023

<sup>65</sup> Amended by Article 9 (4) of Annex 1 of the Senate decision 4/2023. (II. 9.), in force from February 16, 2023

- (1) The last week of each block of courses (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 teaching sessions with mandatory attendance on the designated examination week in Years 4 and 5. In one-week blocks, a preparation period equivalent to at least one full day shall be provided prior to the examination day.
- (3) The examination of a course in block education shall be announced by the educational organizational unit no later than the first day of teaching of the block concerned.
- (4) At least three examination occasions shall be provided during the examination week. A maximum number of students per examination may be set. This number may not be lower than 150% of the number of students registered for the course; in the case of combined examinations, this applies per partial examination,
- (5) Registration for the examinations begins at 8:00 p.m. on Monday of the week preceding the examination week.
- (6) On the last week of the optional and/or elective clinical practice (the last block of Year 6), examination opportunities shall be provided for 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 examination. This opportunity may be used for one subject only, provided that the requirements of the Elective clinical practice are fully met.

33. § *[Rules Applicable at Examinations]*

- (1) An examination, or a part thereof, is considered to have begun when the examination task (a question, a topic, etc.) has been handed out to students. Once an examination is started, it shall be concluded with an examination assessment.
- (2) During oral and practical (partial) examinations, students shall be given preparation time adjusted to the nature of the examination before they start answering the questions or completing the practical task. This may be waived only at student request.
- (3) <sup>66</sup>Examinations shall be held on university premises or at sites of the practical training. Examinations may be held outside these premises with the permission of the dean of the faculty responsible for the given education unit (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 in an orderly manner, in an undisturbed and calm atmosphere.

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<sup>66</sup> Amended by Article 2 of Annex 1 of the Senate decision 56/2024 (VI.27.), in force from July 9, 2024

- (5) When an examination is taken before an examination board, any member of the board may pose a question to the student. However, student performance is assessed by the chair of the board, who shall take the opinion 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) Within the duration of the independently announced oral (partial) examination, specific starting times can be determined by the education and research unit or the examiner either for individual students or for groups of students. The candidates shall be notified about the appointed time in NEPTUN at least 8 hours before the beginning of the examination. In the absence of a specified starting time, the examination begins at the time of the examination for all the examinees.
- (8) If the appointed examiner is absent, the head of the education and 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 education and research unit is responsible for having an announced (partial) examination conducted and for providing a new examination occasion if an examination is canceled due to the absence of the examiner. Students may file a complaint regarding a canceled examination or comprehensive examination to the Examination and Studies Committee.
- (10) Certain (partial) examinations may be reserved only for retake or second retake examinations by the organizing education and research unit. These examination occasions shall not be included when the maximum number of examinations and the maximum number of students are calculated per Article 31 (6).

*Article 34 [Participation in Examinations]*

- (1) An examination may be taken by those students who have the teacher's signature of the subject recorded in NEPTUN prior to the examination.
- (2) A comprehensive examination may be taken by those students who have fulfilled its prerequisites prescribed in the model curriculum and obtained the credits for the subjects assigned to the comprehensive examination.
- (3) Students may register for an examination – with the exception specified in paragraph (4) – no later than 23 hours before the examination; students can withdraw their registration no later than 24 hours before the time of the examination, exclusively via NEPTUN.
- (4) At the Faculty of Medicine, in block education, if there are two or fewer days available to take an examination, examination registration is allowed before 6:00 a.m. on the day

of the examination, and withdrawal from registration until 0:00 a.m. on the day of the examination, exclusively via NEPTUN.

- (5) For the oral element of a comprehensive examination, the education and research unit can set an individual registration period in NEPTUN, which shall not be closed sooner than 72 hours before the examination.
- (6) Students willing to retake a failed (partial) examination or to upgrade the result of a passed (partial) examination in the same examination period shall be given preference at a registration formerly announced as retake or second retake examinations.
- (7) It is each student's obligation to attend the (partial) examination they have registered for in NEPTUN. If they fail to do so, their competencies cannot be assessed, and if they do not justify their absence, a "did not attend" entry shall be made in NEPTUN at the given (partial) examination. Unjustified absences shall be included in the maximum number of examination opportunities per semester, and the students concerned are also required to pay an administration fee and an absence fee specified in the Remuneration and Benefits Policy.
- (8) Students shall not take an examination without identifying themselves. Students may identify themselves at the examination with a document containing both their signature and a photo. In the absence of identification, a "did not attend" entry shall be made in the examination record form and in NEPTUN, which does not reduce the number of exam opportunities, but the student involved shall pay an administration fee as specified in the Remuneration and Benefits Policy.
- (9) Students shall be responsible for arranging the payment for fees specified in paragraphs (7)–(8) after the deadline. Registration for the next examination of the subject shall not be made until the fee is paid.
- (10) After absence from a registered (partial) examination, the student involved shall justify their absence within 3 working days in person, in writing, electronically, or by proxy at the education and research unit organizing the exam. The justification is considered and decided upon by the education and research unit or, in the event of a dispute between the student and the organizational unit, by the Examination and Studies Committee. If the student properly justifies their absence, it shall be considered as if they had not registered for the examination; the "did not attend" entry shall be deleted by the education and research unit.
- (11)<sup>67</sup>If a student has failed an examination, they may attempt to take the examination two more times in the same examination period in the form of a retake examination and a second retake examination. The student is allowed to have a third retake examination but only in one subject per semester. The student is not allowed to have a fourth retake

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<sup>67</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023



examination in the same subject in the same semester – no special permission shall be granted for a fourth retake examination.

- (12) Students shall have the opportunity to upgrade the result of a passed examination before the end of the examination period. Students shall be informed about the fact that the result of the upgrading examination may be worse than the original examination result. Additional credits cannot be earned by retaking an examination. In the case of limited room capacity at the examination, a student registering for a retake or second retake of a failed examination has a priority over students registering for an upgrading retake examination of a passed examination.

*Article 35 [Examinations taken outside the academic year]*

- (1) Students of medicine in a single long-cycle (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: 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 EOAY results. An EOAY may be completed during the spring semester of the relevant academic year in the period specified in paragraph (6).
- (2) In the single long-cycle medical program and master's programs in health sciences, students may take an EOAY described in paragraph (1) in any course they registered for but failed to complete in the relevant spring semester taking the available examination dates into account. 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 examination and studies committee with regards to special permission. If the student's expulsion is pending and the student is eligible for and also signed up for an EOAY in due time, the Committee shall suspend the proceedings until the result of the EOAY is announced, and then, taking these into account, shall decide either to cancel the proceedings or to proceed with the expulsion.
- (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), a student may take examinations in any subject, taking as many examination occasions as they may have at their disposal in the given semester.



- (5) If a student passes an EOAY, the failure to complete the course(s) during the relevant semester, passed with an EOAY, shall not be considered as course omission.
- (6) <sup>68</sup>The EOAY date shall be set in a way to make sure that during the 5 working days following the Hungarian national holiday of August 20, 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 sign up and sit for the exam.
- (7) In the case of EOAYs, it is not necessary to fulfill the general conditions of examination announcement described in these Regulations. If a student fails to complete a course with EOAY, they may register for a CV course announced during the next semester, provided they still have examination opportunities left, taking into account the difference between the total number of their failed EOAYs and the total number of all examination opportunities specified in paragraph (11) of Article 34.
- (8) <sup>69</sup>Students may retake a failed EOAY in the semester when the course is next announced, taking into account the difference between the number of failed examinations in the given course, the unsuccessful EOAYs and the number of examinations specified in paragraph (11) of Article 34.

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

- (1) The University shall ensure that each student is able to report on their knowledge and may repeat successful or failed academic assessment as set in these Regulations, in a way to ensure impartial examination conduct and assessment.
- (2) Unless otherwise specified in these Regulations, the first occasion announced by the education and 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) <sup>70</sup>The retake or upgrade of a mid-term partial performance assessment shall be organized in a way that while by utilizing and completing the options specified in Article 37 (1)–(2), the student can improve their mid-term mark.

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

- (1) <sup>71</sup>If a course completed with an examination includes in its course syllabus one or more mid-term assessments whose result is taken into account in the calculation of the

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<sup>68</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>69</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from 04/04/2023

<sup>70</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>71</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

examination grade, two opportunities to retake a failed assessment shall be provided during the semester by the end of the first week of the examination period at the latest.

- (2) <sup>72</sup>Two opportunities to make up, retake or upgrade any academic results required to obtain a 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 (mark) shall be graded on the same scale as the mark the student wishes to upgrade.
- (4) If, according to the provisions of the course syllabus, a group of assessments cannot be retaken or retaken for an upgrade, a (partial) result of this group of academic results shall be calculated by 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 taking 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 authorized by the head of the education and research unit based on the student's duly reasoned written or electronic request addressed and submitted to the head of the education and research unit no later than three working days before the commencement of the examination. If the head of the education and research unit is involved in the examination, the appointment of a different examiner can be requested from the Dean of the faculty overseeing 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) 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.

### **8. Records of Academic Performance**

#### *Article 39 [Records of Academic Performance]*

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<sup>72</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- (1) <sup>73</sup>The term grade, also called practical grade (if it is a grade resulting from partial performance assessment results obtained during the study period, such as practical work or tests on theoretical knowledge) shall be recorded in NEPTUN by the course instructor, the course coordinator, a registrar or an academic administrator of the education and 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 shall be the date of acquisition. For courses taught in a block schedule to Year 4 and 5 students of the Faculty 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) <sup>74</sup>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 completed by 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 education and research unit. The date of the signature entry shall be the date of acquisition.
- (4) A student may only have one signature entry in a given semester for each course completed by 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 a student has not taken any (comprehensive) examinations of a subject in the given semester, no grade for them shall be recorded in NEPTUN.
- (7) Any term grade or the result of a partial performance assessment, including test marks or other marks 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 students confidentially, in person or in any other way, so it is not disclosed to a third party.

*Article 40 [Recording Academic Results]*

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<sup>73</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>74</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- (1) Any documents produced by students during their study as well as any assessment of students' work shall be managed by the education and research unit overseeing 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 academic performance assessment carried out during a study period or an extended study period can be returned to the relevant student after assessment (marking), 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 the student concerned after assessment, shall be destroyed within one month from the start 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) if a procedure is underway that 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 made.
- (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 the authors of the document.

*Article 41 [Public Accessibility of Academic Assessment]*

- (1) Written and practical assessment events (classroom tests, examinations, comprehensive examinations, etc.) are not public, they shall be 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, 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 at the explicit and justified request of the student.

- (3) At oral assessments, a third party shall be 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) At oral 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, doctoral students, and doctoral candidates,
  - b) university teaching staff, retired teaching staff,
  - c) other persons involved in university education (e.g. non-teaching medical doctors), or
  - d) university citizens not listed above who attend the examination at the candidate's request.
- (5) University citizens referred to in point (4)d) may attend an examination of a 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 [Public Access to Academic Assessment Results]*

- (1) During the study period,
  - a) if possible, placement test results shall be communicated prior to the study activity for which the assessment was made;
  - b) the results of partial performance assessments carried out under points a) or d) of Article 27 (5) shall be communicated immediately after the activity was assessed; if the assessment was carried out pursuant to points b) or c) of Article 27 (5), the result of the partial study assessment shall be communicated within seven days after the assessed activity was performed or the student assignment to be evaluated was submitted; and published in Moodle in a way 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 students involved, recorded in NEPTUN or 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 third parties.
- (3) The 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 following 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) <sup>75</sup>Written assessment documents, after correction and grading, shall be made accessible to the student once, immediately following the evaluation, for the same duration as the written examination at least. Students may submit their complaints/objections to the teacher, examiner, course coordinator, or, in exceptional cases, to the head of the department 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) on occasions announced in advance. The date of access shall be determined in a way to provide at least 24 hours before the beginning of any retake assessment.
- (7) If the teacher failed to act in accordance with paragraphs (4) and (6) of this Article, the Dean may oblige the teacher to announce another opportunity for retake.
- (8) During the access provided under paragraph (5):
- a) students shall be allowed, without any specific request, to view the correction and evaluation guide, 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, correction, and evaluation issues related to their study assessment.
- (9) To enforce the provisions of paragraph (8), the student may request an action by the head of the department or the Vice-Dean for Educational Affairs, or, at the Faculty of Health and Public Administration, that of the head of the education and research unit responsible for education.
- (10) After the assessment process is completed, the education and research unit may publish the Answer Key and Evaluation Guide on its website.
- (11) <sup>76</sup>Academic performance assessment results, including 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 reason 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 shall not recognize their peers' names or NEPTUN identifiers corresponding to the results. In the case of mid-term tests or partial performance assessment results, lecturers are encouraged to provide anonymous statistics on the grades obtained to the students taking the test, and for written tests, Moodle is recommended, which can make these statistics automatically available.

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<sup>75</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>76</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023



*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 NEPTUN, on a pre-printed examination record form, and on a separate student copy for those who request to have their hard copy filled and signed by the teacher. These documents shall be authenticated with the teacher's signature. Suppose a student has a pre-printed copy of the examination record form signed by the teacher. In this case, they can verify whether the grade recorded in NEPTUN matches the grade specified on their examination record form. If the student does not have a copy of the examination record and finds a discrepancy, they may verify their grade by comparing the examination record form (pre-printed, completed and signed by the examiner) against 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 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 education and 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. Objections shall be submitted to the Registrar's Office. Objections shall be investigated by the Registrar's Office under the supervision of the Vice-Dean for Educational Affairs 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 of the result of the investigation within the same time limit via the student information system. The student may appeal against the examination results within 15 days after notification, by submitting their complaint addressed to the Review Committee through the Registrar's Office.
- (6) Records 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 course record book printed from NEPTUN) can be requested by the student each semester free of charge.

## **9. Credit transfer**

*Article 44 [Credit transfer]*



- (1) During credit transfer, for any passed course, the equivalence of a course shall be recognized if the correspondence (match) of the course syllabus is at least 75%. If the correspondence is lower than 75%, the Credit Transfer Committee may approve recognition after considering the circumstances, in particular, the role of the course in achieving the training objectives, and may also request the opinion of the program director. In accordance with the nature of credit transfer, the education and research unit shall recommend the same decision for students presenting the same circumstances.
- (2) If the correspondence is lower than 75%, instead of credit transfer, it is possible to recognize certain elements of the course as completed, and exemption for these elements may be granted. In such a case, the student shall be required to take a special examination (i.e., an equivalency examination not including the completed required elements) before the examination period (during the final three weeks of the study period) or during the examination period. Registration of students for these courses shall be done by the Registrar's Office, and students shall report to the course coordinator about the equivalency examination within 10 working days of receiving the decision.
- (3) Registration for a course identical to an already completed course is not allowed. Any course differs from another if the course content or the knowledge to be acquired differs by more than 25%.
- (4) Only courses that are different from any course already counted towards the completion of the curriculum requirements may be considered again for this purpose.
- (5) <sup>77</sup>Prior to registration/enrollment for a given semester, students may request credit transfer for the course(s) already completed at another faculty or higher education institution, per the credit transfer procedure of the given faculty. The Credit Transfer Committee shall make a decision about credit transfer, 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, the student involved is required to complete at least one-third of the study program's credit value at Semmelweis University in order to obtain a degree of 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. Credits shall be recognized if the correspondence between content elements is 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.

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<sup>77</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

- (8) Applications for credit recognition submitted within the deadline – in the case of the Faculty of Medicine and the Faculty of Dentistry, no later than 2 weeks preceding registration week – shall be considered by the Credit Transfer Committee in a timely fashion, so that the students applying for admission can build their next semester curriculum taking the Committee's decision into account. In the case of the two faculties above, this is the last working day before the registration period.
- (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 faculty concerned or the rules of procedure of the faculty Credit Transfer Committee. Only applications duly completed and submitted by the deadline set out in this document shall be accepted.
- (10) If a course requested by the student as course equivalence was completed as a non-credit course, the credit shall be granted having taken into account the number of study hours indicated in the course record book, concerning the ratio of contact and individual study hours of the course in question. If neither the credit value nor the number of hours of a course is known, the application for credit recognition 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, with regard to provisions in paragraph (4).
- (12) If a course to be recognized can be assigned a credit value per the curriculum of the concerned faculty, 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 Credit Transfer Committee.
- (15) The rules of credit transfer procedure shall apply mutatis mutandis where the student requests a 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 based on previous decisions, provided that the course syllabus concerned remains unchanged, 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 obtaining the pre-degree certificate, which is also called the Absolutorium – if the training is self-funded – 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 long-cycle programs, a maximum of 8 active semesters.
- (2) Until gaining the pre-degree certificate – if the training is self-funded – the possible number of inactive semesters is 4 in single long-cycle, bachelor’s, master’s, and post-graduate specialization programs, with the exception of the cases provided for in Article 45 (1)–(2) of Act CCIV of 2011 on National Higher Education (Nftv.), the period of continuous interruption of active studies may not exceed 2 semesters.
- (3) In justified cases and with the prior consent of the head of the relevant faculty, students participating in further education may be allowed to suspend their student status for a different period, subject to the conditions set out in Article 45 (1)–(2) of the Nftv.
- (4) To obtain a pre-degree certificate, students are required to complete at least one-third of the credit value of their program at Semmelweis University – even in the case of accepting 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 of other programs of the University.
- (5) The Registrar’s Office issues the pre-degree certificate if the relevant conditions are met, by recording the acquisition in NEPTUN, with the Dean of the Faculty signing a certificate of issue upon the request of the student.

#### *Article 46 [Thesis / Diploma Work]*

- (1) To obtain their degree in bachelor’s, master’s, and single-cycle long programs, students are required to write a thesis or diploma work (hereinafter both referred to as “thesis”). This work aims to contribute to the development of the student’s skills to grasp the essentials of a given subject, to master the methods of library use and literature research, and to be able to formulate their opinion in a concise and clear manner by authoring an independent scientific work in the relevant field of study. Furthermore, the purpose of the thesis may optionally be the systematic processing of possible ways of solving a

practical problem, or the presentation of innovative ideas or results, following specific features of their program.

- (2) During the thesis writing process, students are advised by their thesis supervisor, in certain cases, with the support of a consultant. The thesis supervisor shall be a faculty professor or researcher or, with the dean's permission, an external professional. The consultant shall be a university lecturer, researcher, or external expert who assists the thesis writing process. 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 faculty professor or researcher.
- (3) The education and research unit of the relevant faculty shall draft a list of topics for thesis including the names of supervisors and, if applicable, consultants. The list of thesis topics shall be published on the department's notice board and electronically in NEPTUN before the last day of the fall semester of each academic year, at least four semesters prior to the year of graduation in the case of bachelor's, master's and single 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 fall 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 education and research unit, some thesis topics may be different from the ones published. If approved, the head of the 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 in the number of contact hours specified in the recommended curriculum or in accordance with the relevant faculty regulations.
- (5) Provisions concerning formal requirements, length, submission and delivery of the thesis shall be determined by faculty regulations.
- (6) Application for thesis deadline extension can be submitted once, for a maximum period of 2 weeks, by sending an application addressed to the examination and studies committee of the concerned faculty, submitting it at the Registrar's Office. The examination and studies committee of the faculty will decide on the request, taking into account the recommendation of the relevant education and research unit.
- (7) The thesis shall be submitted for review. The reviewer is invited and registered in NEPTUN by the head of the education and research unit that published the thesis topic. The reviewer shall be a lecturer, a researcher, or an external professional with a degree in higher education. In bachelor's programs, the reviewer may also be the thesis supervisor, in duly justified cases. The appointment (and number) of the reviewers is regulated by the regulations of the concerned faculty.

- (8) The thesis supervisor and/or the consultant and the reviewer shall evaluate the thesis on a 5-point scale and register the grade in NEPTUN. The degree of independent research shall be taken into consideration when evaluating the thesis.
- (9) The text of the assessment and the evaluation, including the recommendation for the grade shall be recorded and made available to the student/candidate in NEPTUN at least 5 days before thesis defense.
- (10) Defense of the thesis is conducted in front of a 3-member board of the education and research unit, or, if it is part of the final examination, the Final Examination Board chaired by the head of the education and research unit, a university or college professor, or an associate professor appointed by the head of the education and research unit. The members of the board shall be two lecturers of the department; one of them may be the reviewer. The third member may also be an external lecturer selected primarily from among the private lecturers of the university, appointed by the committee.
- (11) The reviewer shall post 2 to 5 questions on the thesis registration and evaluation form regarding the thesis content. The defense of the thesis shall comprise its presentation by the student to the extent required by the board, the answers to the questions previously specified in the form and any additional questions asked by the board.
- (12) A thesis not submitted for examination shall be graded as a “fail”. The grade of the thesis submitted for examination shall be determined and entered in NEPTUN by the board referred to in paragraph (10) based on the recommendation of the reviewers and the performance of the candidate during the defense.
- (13) If there is one reviewer and the evaluation is a “fail”, the head of the education and research unit shall either approve the grade, or appoint a new reviewer. If two reviewers graded the thesis and only one of them graded it as a “fail”, the head of the education and research unit shall appoint one more reviewer.
- (14) If the thesis received a “fail” evaluation, the head of the education and research unit shall notify and inform the student about the conditions of revision or supplementation. The thesis graded as a “fail” may only be revised or supplemented once.
- (15) After a revision or supplementation of a thesis, the final examination can only be taken in the subsequent final examination period by students
  - a) who failed to submit their thesis by the deadline,
  - b) whose thesis was graded by the reviewer as a “fail” and approved by the head of the education and research unit,
  - c) whose thesis was evaluated as “fail” by the newly appointed reviewer according to paragraph (13).

- (16) The conditions for the revision or supplementation of a failed thesis are set by the head of the relevant education and research unit, and it may include a request for further consultations prescribed in NEPTUN, if necessary.
- (17) The original copy of the certified defense report of thesis evaluation shall be uploaded into NEPTUN by the education and research unit and sent to the Registrar's Office.
- (18) Award-winning papers in the Rector's Award Competition may be accepted by the Dean as a thesis graded as "excellent", following the recommendation of the head of the relevant education and research unit, if the student requests so in an application previously submitted in NEPTUN.
- (19) In single long-cycle programs, the papers of finalist students in the Rector's Award Competition may be accepted by the Dean as a thesis graded as "excellent", following the recommendation of the head of the relevant education and 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 – or accepted for publication by the editorial board thereof – within the framework of the university studies where the student is a first author may be accepted as a thesis by the Dean, in which case the thesis review shall be carried out according to the general rules.
- (21) An application to recognize such papers as a thesis, as defined in paragraphs (18)–(21), shall be submitted to the Registrar's Office within two weeks of the announcement of the Rector's Award Competition results. An application to recognize a paper published as the first author in a peer-reviewed scientific journal – or accepted for publication by the editorial board thereof – as a thesis shall be submitted two weeks before the thesis submission deadline.
- (22) Exemption from the obligation to write a separate thesis does not exempt students from the obligation to defend their work.
- (23) <sup>78</sup>The theses of students who passed the final examination shall be stored in its entirety in the student information system and a record shall be kept about it. Stored theses and diploma works – excluding sections indicated as confidential, in accordance with the relevant law – must be made accessible and searchable through the student information 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 (academic calendar).

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<sup>78</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023



- (2) If a thesis was not accepted, the authoring student/candidate is not eligible for taking the final examination. The conditions and the earliest deadline for supplementation are determined by the head of the relevant education and research unit in accordance with the recommendation of the department.
- (3) Students who fail to meet their payment obligation to the university are not eligible to take the final examination.
- (4) Following the procedure determined for each faculty, students shall register for the final examination 40 days before the first day of the final examination period, as determined in the academic calendar, in NEPTUN. At the Faculty of Health Sciences and the Faculty of Health and Public Administration, registration shall be made at the Registrar's Office. The faculties can set a shorter deadline.
- (5) The final examination may consist of several sections, following the curriculum, particularly oral, written and practical. The thesis defense is also part of the final examination if the curriculum so determines; however, it is evaluated separately from other sections of the final examination.
- (6) <sup>79</sup>The final examination at the Faculty of Health Sciences shall, notwithstanding paragraph (5), comprise the following sections:
  - a) in bachelor's programs:
    - aa) practical examination,
    - ab) written theoretical examination,
    - ac) oral theoretical examination, and
    - ad) thesis defense;
  - b) in Nutrition Science master's program:
    - ba) oral theoretical examination, and
    - bb) thesis defense;
  - c) in Advanced Practice Nurse master's program:
    - ca) written theoretical examination,
    - cb) written practical examination,
    - cc) oral theoretical examination, and
    - cd) thesis defense;
  - d) in Physiotherapy master's program:
    - da) written theoretical examination,
    - db) oral theoretical examination, and
    - dc) thesis defense;
  - e) in Teacher of Health Sciences and Health Care master's program:
    - ea) methodology and subject teaching final comprehensive examination (teaching examination),
    - eb) methodology and subject teaching practice (teaching practice),
    - ec) portfolio, and

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<sup>79</sup> Amended by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023



- ed) portfolio defense based on guided complex oral examination questions.
- (7) At least two final examination periods per academic year shall be set in the academic calendar. At the Faculty of Medicine, the Faculty of Dentistry, and the Faculty of Pharmaceutical Sciences this shall be done regarding the specifics defined by the National Final Examination Board for Medicine and Pharmacy. Final examinations may only be taken in the designated final examination periods.
- (8) Organizing the final examination is the responsibility of the Dean of the relevant faculty. The number of final examination boards is determined based on the number of registered students, in a way that no more than 10 students may be assigned to one examination occasion by one board. At the Faculty of Pharmaceutical Sciences and the Faculty of Health and Public Administration, the number of assigned students to one examination occasion held by one board is 12.
- (9) Students are assigned to an examination date either by registration or by the Registrar's Office, in which case, if justified, a possibility to modify the date shall be provided. If more than one examination board is scheduled for the same date, the allocation to one of the boards may be made based on previously published professional criteria or, in the absence thereof, 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 a final examination board consisting of a chairperson and at least two members. The chair and board members are appointed by the Dean for no longer than one academic year from among the candidates chosen by the Faculty Council. The final examination board shall comprise at least one member who is a university or college professor or associate professor, and one member who is not an employee of Semmelweis University, or is a lecturer of a different faculty or training program. The mandate of a final examination board member – not including the chairperson – may cover a single component of the final examination only.
- (11) For students who miss their final examination and certify that it was through no fault of their own, the relevant faculty may provide a new date to make up for their final examination within the given final examination period.
- (12) Records shall be kept at the practical and theoretical final examination. The grade of the written section of the examination shall be entered in the record of the theoretical examination.
- (13) The board members shall individually evaluate student performance by determining a grade. Then in a closed session – in case of disagreement, by a vote – they determine the grade of the oral final examination. In case of a tied vote, the chairperson's vote is

definitive. In addition, the board confirms the grade of the practical section of the final examination and the grade of the thesis.

- (14) The final examination is successful if the grade of each section of the final examination defined in paragraph (4) and the grade of the thesis 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 the sections. The final grade is announced by the chair of the final examination board.
- (16) The arithmetic means determining the grades that evaluate the final examination are 2.00–2.90: pass, 2.91–3.50: satisfactory, 3.51–4.50: good, 4.51–4.99: excellent or, if the grade for each section is excellent, then outstanding.
- (17) If the grade of any of the sections is a “fail”, the candidate has to retake the relevant part of the examination. At the Faculty of Medicine, if the written or the oral section of the final examination is graded as “fail”, the candidate shall retake both sections of the final examination. This final examination cannot be retaken more than twice. Final examination retakes may only be done in the subsequent final examination period. No credit value can be assigned 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 any partial examination grade is a “fail”, all sections of the final examination shall be retaken.
- (18) In the event of an unsuccessful written final examination, candidates cannot be admitted to take the oral section; however, they may take the practical section of the final examination; if the practical section is passed, it shall not be retaken. If a candidate does not pass the practical final examination, they cannot be admitted to take the oral theoretical section of the final examination.
- (19) If a candidate fails to pass the 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 learning outcome requirements in force for the final examination at the time of the examination. Students who started their studies after September 1, 2012, may not take a final examination after the fifth year following the termination of their student status.

## 11. The Diploma

*Article 48 [General Regulations Regarding the Diploma]<sup>80</sup>*

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<sup>80</sup> Amended by Annex 1 of the Senate decision 19/2023. (III.30.), in force from September 1, 2023

- (1) A diploma is a public instrument decorated with the coat of arms of Hungary containing the name and the identification number of the issuing higher education institution, the serial number of the diploma, the graduate's name, birth name, place and date of birth, the level of qualification, the name of the degree, program or vocation, the grading of the diploma, the place, year, month, and day of issue, the classification of the professional qualification according to the Hungarian Qualifications Framework and the European Qualifications Framework; furthermore, the period of training as set in the program and learning outcomes of the training program. Additionally, it is also required to contain the original signatures of the head of the higher education institution and another officer, as determined in the Organizational and Operational Regulations, and the imprint of the seal of the higher education institution.
- (2) Passing the final examination is the prerequisite of being conferred the diploma which certifies the completion of higher education studies.
- (3) At the Faculty of Pharmaceutical Sciences, an additional condition for conferring the diploma is to pass a Professional Language Examination in English or German organized by the University.
- (4) At the Faculty of Medicine, an additional condition for conferring the diploma is to pass a Basic Professional Language Examination in English or German organized by the University.
- (5) The diploma shall be issued and conferred within 30 days after the final examination is taken.
- (6) The diploma shall be issued in Hungarian and in English, or in Hungarian and in Latin. In a training program on the language of an ethnic minority, in Hungarian and in the language of the training program; in a foreign language training program, in Hungarian and in the language of the training program.
- (7) A diploma supplement shall be issued, as defined by the European Commission and the Council of Europe, in Hungarian and in English, and in the case of an ethnic minority training program, at the request of the graduate, in the language of the nationality concerned, in bachelor's, master's and tertiary vocational programs. The diploma supplement is a public instrument. The supplement and the master data sheet shall be issued by the Registrar's Office.
- (8) A diploma issued in bachelor's, master's, single long-cycle, postgraduate specialization programs, or tertiary vocational programs entitles the holder to obtain a job or pursue an activity as defined by law.
- (9) 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).
- (10) Graduates holding the “Master” title use the designation “licensed” before the qualification certified by the diploma.
- (11) Graduates of the Faculties of Medicine, Dentistry, and Pharmaceutical Sciences are entitled to use the title of “Doctor”. It is abbreviated as: Dr. med., Dr. med. dent., Dr. pharm.
- (12) Graduates of the Faculty of Medicine who are not Hungarian nationals and who completed the training and research phase of the doctoral program in an individual schedule while they had an active student status at the Faculty of Medicine and, in addition to the complex examination, fulfilled the special requirements set by Semmelweis University for writing and defense of an associated thesis, shall be entitled abroad to use the doctoral title referring to the field of training. The abbreviation of the title is Dr. med.
- (13) <sup>81</sup>At student request, including those who graduated previously, the University shall issue an ornate diploma, which shall be signed by the Rector and the Dean of the relevant faculty.
- (14) The diploma is signed by the Rector and the Dean.
- (15) Following a final examination, the diploma is handed over at a graduation ceremony. The date of the graduation ceremony is set by the Dean.
- (16) Higher education institutions maintain a registry of diplomas, diploma supplements, pre-degree certificates, and micro-credentials (hereinafter referred to in this paragraph as deed) in their student information system, from which they provide publicly certified data. The institution, based on the registry, shall issue a certified copy of the deed at the request of the person obtaining it. At the request of the same person, the deed must also be issued in the form of an electronic copy, which must be electronically signed by the higher education institution and bear a time stamp issued by the institution as a qualified certification service provider.

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

- (1) The degree classification shall be based on the value calculated as described in paragraph (3) and rounded to the nearest hundredth (0.01).
- a) The degree classification in all programs except the single long-cycle master’s programs:
- aa) 4.51 – 5.00: excellent,
  - ab) 3.51 – 4.50: good,

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<sup>81</sup> Amended by Article 3 of Annex 1 of the Senate decision 56/2024 (VI.27.), in force from July 9, 2024

- ac) 2.51 – 3.50: satisfactory,
- ad) 2.00 – 2.50: pass;
- b) in the single long-cycle master’s programs:
  - ba) 4.51 – 5.00 : summa cum laude
  - bb) 3.51 – 4.50 : cum laude
  - bc) 2.00 – 3.50 : rite.
- (2) The curriculum determines those subjects that are not concluded with a comprehensive examination, but whose grading is calculated in the degree classification.
- (3) The formula for calculating the overall classification of the degree is the following:

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

where XD: the value serving for the degree classification; (Xi): the sum of the grades obtained in comprehensive examinations and other courses to be included in the diploma qualification; n: the number of comprehensive examinations and other courses to be included in the degree classification; T: the grade of the thesis/diploma work (on a 5-grade-scale); W: the grade obtained at the written section of the final examination; O: the grade obtained at the oral section of the final examination; P: the grade obtained at the practical section of the final examination.

- (4) The degree classification shall be calculated by the Registrar’s Office.

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

- (1) The degree classification is based on the arithmetic mean of the following:
  - a) the grades obtained at each section 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 classification is based on the arithmetic mean value rounded to the nearest hundredth. The classification is:
  - a) 4.51 – 5.00: excellent,
  - b) 3.51 – 4.50: good,
  - c) 2.51 – 3.50: satisfactory,
  - d) 2.00 – 2.50: pass
- (3) A degree with honors is awarded to graduates who achieved “excellent” grades in all sections of the final examination, received an “excellent” grade for their thesis and comprehensive examinations, maintained a credit weighted average of at least 4.00 throughout their studies, and did not receive any grade below “fair”.

*Article 51 [Special Regulations Regarding the Diploma and the Classification of the Degree at the Faculty of Health and Public Administration]*

- (1) The degree classification is calculated by the registrar of the education and research unit and it is verified by the Dean's Office.
- (2) The method of calculating the degree classification in each training program:
  - a) Health Care Manager (BSc) program and Health Management Organization sub-specialization: the classification is the rounded arithmetic mean of the grades of the synthesizing examinations, the thesis defense and the two grades of the final examination.

$$\underline{XD = \frac{\sum n(Xi) + T + P + Th}{n+3}}$$

where

- aa) XD: the value serving for the degree classification,
- ab)  $\sum n(Xi)$ : the sum of the grades obtained in courses in the model curriculum, which lead to the complex, synthesizing, problem-oriented assessment of the competencies in 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: the grade obtained at the oral examination of the theoretical questions (part of the final examination),
- af) P: the grade obtained at the oral examination of practical questions (part of the final examination).  
The five-degree classification:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- b) <sup>82</sup>Health Services Management Postgraduate Specialization Program (MSc)  
The degree classification is based on the weighted mean of following 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).  
The three-degree classification:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.00 – 3.50: satisfactory
- c) Quality and Patient Safety Management Postgraduate Specialization Program  
The classification of the degree is the rounded arithmetic mean of the grades of the thesis defense and of the final examination. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,

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<sup>82</sup> Amended by Article 4 of Annex 1 of Senate decision 56/2024 (VI.27.), in force from July 9, 2024



- 2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- d) 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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- e) Social Work (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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- f) 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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- g) 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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- h) Specialist Training Course in Communal and Family Mediation  
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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- i) 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. The classification is:

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

j) Specialist Training Course in Mental Health

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. The classification is:

4.51 – 5.00: excellent  
3.51 – 4.50: good  
2.51 – 3.50: satisfactory  
2.00 – 2.50: pass

k) Specialist Training Course 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. The classification is:

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

l) 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. The classification is:

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

m) 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. The classification is:

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

n) Specialist Training Course in Social Care Management

The grade of the degree is the rounded arithmetic mean of the grades of the thesis defense and of the final examination. The classification is:

4.51 – 5.00: excellent,  
3.51 – 4.50: good,

- 2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- o) <sup>83</sup>Specialist Training Course in Workplace Mental Health  
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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass
- p) <sup>84</sup>Quality and Patient Safety Manager master's program  
The value on which the degree is based is the weighted average of two components: the weighted average of the total number of credits earned during the program is weighted at 60%, and the final examination grade (which is the simple arithmetic average of the grades obtained for the thesis and the thesis defense) is weighted at 40%.  
The three-degree classification:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.00 – 3.50: satisfactory
- q) <sup>85</sup>Data Science in Health MSc  
The value on which the degree is based is the weighted average of two components: the weighted average of the total number of credits earned during the program is weighted at 60%, and the final examination grade (which is the simple arithmetic average of the grades obtained for the thesis and the thesis defense) is weighted at 40%.  
The three-degree classification:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.00 – 3.50: satisfactory
- r) <sup>86</sup>Healthy Ageing Specialist Training Program  
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. The classification is:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.51 – 3.50: satisfactory,  
2.00 – 2.50: pass

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<sup>83</sup> Established by the Annex of the Senate decision 39/2023. (V.25.), in force from June 6, 2023

<sup>84</sup> Established by Article 1 of Annex 2 of the Senate decision 27/2024. (IV.25.), in force from May 1, 2023

<sup>85</sup> Amended by Article 4 of Annex 1 of Senate decision 56/2024 (VI.27.), in force from July 9, 2024

<sup>86</sup> Amended by Article 4 of Annex 1 of Senate decision 56/2024 (VI.27.), in force from July 9, 2024

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

*Article 52 [Special Regulations Regarding the Diploma and the Degree Classification at the András Pető Faculty]*

- (1) The degree classification 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) Notwithstanding as specified in paragraph (1), in the case of the specialist training program for conductor assistants, the degree classification is calculated as the arithmetic mean of the sum of:
- a) the arithmetic mean of the grades obtained in the evaluation (by the consultant/reviewer) and defense of the thesis,
  - b) the arithmetic mean of the grades of the professional courses of the four semesters,
  - c) the synthesizing practical grade (PASZA-KPGY1, PASZA-KPGY2, PASZA-KPGY3, PASZA-KPGY4)
- (2a)<sup>87</sup> The pedagogical professional examination in pedagogical professional services specialist training course, the degree classification is based on the arithmetic mean of the following three results:
- a) the grade of the final examination (the arithmetic mean of the grades obtained in the evaluation and defense of the thesis),
  - b) the grade of the comprehensive examination of PAK-SZTKAL14,
  - c) the arithmetic mean of the sum of the term grades of PAK-SZTKKP10, PAK-SZTKKP11, PAK-SZTKKF10, PAK-SZTKKF11.
- (3) The mean value calculated as shown above shall define the classification of the degree: with honors: 5.00; excellent: 4.51–4.99; good 3.51–4.50; satisfactory: 2.51–3.50; pass 2.00–2.50.
- (4) A “degree with honors” is awarded to graduates who received “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 shall 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 maintained an average of grades at least 4.51 without any grade below “fair”, as shown in their course record book.

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<sup>87</sup> Established by Article 2 of the Senate decision 60/2023. (VI.29.), in force from July 18, 2023

- (6) In the Neuro-rehabilitation master’s program, the degree classification is based on the weighted mean of the following 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).
- (7) <sup>88</sup>Based on the average calculated in accordance with point 6, the degree shall be classified as follows:  
4.51 – 5.00: excellent,  
3.51 – 4.50: good,  
2.00 – 3.50: satisfactory

## 12. Deviation from the Provisions of the Regulations

### *Article 53 [Special Permission]*

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

### *Article 54 [Force Majeure]*

- (1) In cases affecting a wide range of students, where special permission would be granted if applied upon submission of a request, and also upon ex officio proceedings in cases of Force Majeure, specific derogations from the rules of these Regulations may be made.
- (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.

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<sup>88</sup> Established by Article 2 of Annex 2 of the Senate decision 27/2024. (IV.25.), in force from May 1, 2024

- (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) A person may pursue studies in (partly) Hungarian state-funded training in higher education for a period totaling twelve semesters in single long-cycle, bachelor's, and master's programs. Support is limited to a maximum of fourteen semesters in a single long-cycle training program if the program requirements exceed ten semesters of training.
- (2) The support period as defined in paragraph (1) may be extended by up to four semesters for a student with a disability by the higher education institution. This benefit may be exploited for obtaining more than one degree, provided that the total period of support 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 Academic Matters and the Obligations of the Institution to Provide Information**

#### *Article 56 [Right for Remedy in Academic Matters]*

- (1) The provisions relating to appeal procedures are set out in the Organizational and Operational Regulations of Semmelweis University, Chapter III Part 7 (Appeal Regulations).
- (2) All proceedings in student academic affairs, in particular those which fall within the competence of Examination and Studies Committees, shall be considered as first-instance decisions in accordance with the Act on National Higher Education. In cases of uncertainty, the relevant examination and studies committee is entitled to act where decision-making is required in a matter of a procedural nature regarding the continuation of the student's studies, the progress of their studies, and the acquisition of competencies or 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 and the Academic Calendar before enrollment. Provisions on the content and publication of the bulletin and the Calendar are set out in Government Decree 87/2015. (IV.9.) implementing certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv. Vhr.) and can be found on the website 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 the Academic Calendar in Hungarian, English and German. This document contains relevant information for the upcoming academic year. The faculties, in addition to the Calendar, may also publish further information about their institution on their website.

## **15. Final Provisions**

### *Article 58 [Final and Transitional Provisions]*

- (1) For matters not covered by these Regulations, the provisions of Nftv. and Nftv. Vhr., as well as the provisions of other legislation shall apply.
- (2) These Regulations shall enter into force simultaneously with the entry into force of the decision providing for its adoption by the Senate. These Regulations shall take effect from the autumn semester of the academic year 2022/2023, including the 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 student concerned, the provisions of these 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 granting special permission prevail, previous such measures shall be disregarded if, under these Regulations, the decision could have been taken without granting special permission. In matters that may fall within the scope of Article 54, the above applies only if the Vice-Rector for Educational Affairs or the relevant examination and studies 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 International Training Programs 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 International Training Programs.

- (8) <sup>89</sup>The minimum requirement regarding the acquisition of at least one-third of the credits of the program at Semmelweis University, which is necessary for obtaining a pre-degree certificate as stipulated in Article 45 (4), shall not apply to refugee, protected, asylum-seeking and asylee students.

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<sup>89</sup> Established by Annex 1 of the Senate decision 19/2023. (III.30.), in force from April 4, 2023