UNIVERSITY OF SZEGED
Faculty of Medicine
Faculty Academic Regulations

The Council of the Faculty of Medicine has framed its regulations under the authority of sections 22.1. and 22.3. of the Academic and Examination Regulations of the University of Szeged (henceforth referred to as TVSZ). The Faculty Academic Regulations regulates matters not governed by the TVSZ, and it is to be understood together with the TVSZ.

1. THE SCOPE OF THE ACADEMIC AND EXAMINATION REGULATIONS (SZTE TVSZ 1.)

K.T.Ü (1.) The scope of the Faculty Academic Regulations and the bodies of academic administration

1.1. Falling within the scope of the Faculty Academic Regulations are students taking part in the medical program, regardless of its language of instruction, and students of the English medical technical translator-interpreter and the English medical terminological communicator program. The specific regulations concerning the foreign language programs are determined by the regulations of the foreign language fee-paying program of the Faculty of Medicine of the University of Szeged (henceforth referred to as SZTE ÁOK), Faculty of Dentistry, and the Faculty of Pharmacy.

1.2. The management of academic matters is carried out by the Faculty's academic offices — the Hungarian Students' Secretariat and the Foreign Students' Secretariat (henceforth referred to as academic office). The Director of Education of the Faculty, the head of the academic office — or the Program Director in the case of foreign students — is the competent authority in every academic matter tied to a permission, but which does not require an individual decision, only the application of regulations. Requests submitted in such matters are documented, their content is verified to be in conformity with regulations, and are approved by the head of the academic office or the Program Director.

2. FUNDAMENTAL CONCEPTS AND INTERPRETIVE REGULATIONS (SZTE TVSZ 2.)

K.T.Ü (2.) Faculty amendment:

Sixth year (clerkship year): An uninterrupted academic year not split into separate semesters (independent of cycles).
Subject requiring parallel completion: A subject-unit interdependent on another subject to be completed together in a given semester.
Study group: A study community, an instruction-organizational unit whose composition is determined by the academic office.
Final examination (state board examination) in a single cycle medical program: A

comprehensive examination session made up of several parts — namely, a written test, patient-examination in speech and in practice — to be completed after the acquisition of the pre-degree certificate.

4. ACADEMIC BODIES HANDLING STUDY MATTERS (SZTE TVSZ 4.1., 4.3.)

K.T.Ü (3.) The Faculty boards

3.1. The following bodies handle academic matters at the Faculty: The Academic Board, the Credit Transfer Committee, and the Educational Committee. The heads of the committees are elected by the Faculty Council. The student members of the committees — with the exception of the Credit Transfer Committee — are delegated by the Student Union of the SZTE ÁOK. The participation of foreign students in the committees must be ensured. Every committee must frame its own regulations, which must be adopted by at least seventy-five percent of the committee's members.

3.2. The academic matters specified in 3.2.1. are first handled by the Academic Board regardless of the language of the program.

3.2.1. The Academic Board's scope of authority:
a. the authorization of an exceptional passive semester,
b. the authorization of an exceptional study schedule,
c. the authorization of transference between majors, faculties, and institutions,
d. the authorization of a guest-student status,
e. the authorization of the interruption of the student status for first year students,
f. determining the amount of student-financing, authorizing reductions of expenses,
g. expressing stance on any question the Academic and Examination Regulations, the Faculty Council or the Dean has determined as being within its scope of authority.

3.2.2. The decisions of the Academic Board is to be put in writing and must be brought to the knowledge of the student concerned within eight days.

3.3. Any academic matter falling outside the scope of the authority of the Academic Board is within the competence of the Dean.

3.4. The professional decisions in regards to the acknowledgement of credits obtained in previous studies are made by the Faculty's Credit Transfer Committee. The Committee also performs duties of preparing decisions in matters involving consultation, organizing, and regulation.

3.5. Duties of the Educational Committee:
Monitoring the information concerning the development of the medical program; maintaining contact and exchanging information with the authorities of national and foreign medical faculties. With the participation of the Committee members and the department representatives, it establishes a committee that finalizes decisions regarding recommendations to the development of the curriculum of the Faculty and makes further recommendations in the matter to the management of the Dean's Office and the Faculty Council. The Educational Committee monitors

the progress made by the Faculty's administrative apparatus responsible for instruction-quality, as well as it maintains contact with the University's and its faculties' instruction-quality administration. With the participation of the Committee members and the department representatives, it establishes a committee in order to see to that instruction-quality development and application are in place. In matters not handled by other Faculty committees, it maintains contact with student organizations (Faculty Student Union (HÖK), HuMSIRC); it represents the position of the Faculty in such matters, and it conveys students' recommendations, observations and requests to the management of the Dean's Office and the Faculty Council. The Committee shall give an account of its sessions and recommendations to the Faculty Council.

5. STUDY SCHEDULE (SZTE TVSZ 5.1.)

K.T.Ü. (4.) Educational practices, examination period and the clerkship year

4.1. Deviating from the weekly schedule of the educational sessions announced in the curriculum is possible only by the submission of a request to the academic office and the subsequent permission of the Dean.

4.2. The examination period and the examination dates must be set in a way that enables students to evenly distribute and take their examinations, and to retake their unsuccessful examinations within the regular examination period.

4.3. The duration of the educational practice:
The number of hours of compulsory summer practices stipulated in the curriculum, furthermore, the practices of sixth year students is thirty hours per week.

4.4. The educational practices can primarily be performed at the clinics of the SZTE ÁOK or the hospital departments accredited by it. In order for practices performed in other Hungarian teaching departments or hospitals, or foreign institutions to be accepted, the permission of the educational-organizational unit concerned is required. Written declarations of acceptance issued by practical institutions other than those of the clinics of the SZTE ÁOK must be obtained by the student and subsequently forwarded to the academic office. The SZTE ÁOK shall not meet the expense of the educational practices performed elsewhere.

6. THE STUDENT STATUS (SZTE TVSZ 6.1., 6.2.)

K.T.Ü. (5.) The establishment of the student status, enrollment, grade book

5.1. Prior to the commencement of their studies, students partaking in the medical program take an oath. The text of the oath is approved by the Faculty Council of the SZTE ÁOK. Upon their enrollment, the oath-taking is reinforced by the students' signature.

5.2. The enrollment takes place at the beginning of the first semester by completing the enrollment sheet and logging into the electronic study system (henceforth referred to as ETR). The continuation of studies is dependent on subsequent course registration in the ETR.

5.3. After enrolling, but by the thirtieth of November the latest, students accepted to the Faculty must take part in a medical fitness examination organized by the Department of Family Medicine and the Occupational Health Service in order to assess their medical fitness, which is a requirement of performing medical activities. Individuals who have not attended the examination or are found unfit to perform medical activities will be reported to the academic office and — until the cause of their unfitness ceases — will not be allowed to partake in clinical practices involving the possibility of direct interaction between students and patients. The rules of declaring someone unfit are found in the LXXXIV Act of 2003, furthermore, in regulations 18/1998. (VI.3.) NM and 33/1998. (VI.24.) NM.

5.4. Within their period of education, students are obligated to repeatedly undergo the medical fitness examination whenever the validity of their medical fitness report expires. In case students are found unfit, the procedure in 5.3. must be followed.

5.5. As per the resolution of the Faculty Council of the SZTE ÁOK Nr. 65/2007-2008.(II.06.) K.T., the Faculty continues the use of the paper based grade book (index book). Record keeping of academic requirements occurs simultaneously in both the ETR and the grade book. The grade book and the course registration report and result sheet both serve as proofs of verification Students are given their grade books upon enrollment, in which the subjects taken in the given semester are registered by the academic office. At the end of the given examination period, after having completed the academic practices specified, the grade book must be submitted to the academic office. The grade book or the course registration report and result sheet must be collected prior to the beginning of the examination period and taken to each examination. The teacher/examiner must certify the completion of the examination, and enter its result in the grade book or the course registration report and result sheet.

K.T.Ü. (6.) The interruption of the student status (SZTE TVSZ 6.3, 6.4.)

6.1 Following their enrollment/course registration, students admitted to the first year of the medical program may request the Academic Board to be permitted to take a maximum of two semesters off as passive before the commencement of their studies by the end of the course registration period of the semester concerned, on condition that they provide a well-supported or personal reason that is justified.

6.2. Students may announce taking a semester off as passive through MODULO without having to submit a request, if they cannot proceed as per the suggested curriculum in the given study period.

6.3. Students may request a permission to take a maximum of two semesters off as passive until October 15 and March 15 respectively.

6.4. After enrolling, students eligible for maternity pay may request to take a semester off as passive — for the duration of the maternity leave and the eligibility period of the maternity pay —, which can be taken in addition to the two semesters permitted in K.T.Ü. (6.3.).

6.5. A passive semester can be permitted in case of an unexpected event taking place in the

student’s personal life. The request must be justified, and the relevant facts must be proven. A successfully completed semester is not a precondition of requesting to take a semester off in such cases.

6.6. A maximum of four semesters may be permitted to be taken off as passive consecutively upon the request of the student.

6.7. Students who have been given permission to take a passive semester are forbidden to even partially attend the academic sessions.

K.T.Ü (7.) Transfer, readmission(SZTE TVSZ 6.10.)

7.1. Taking the differences between the content of subjects taught into consideration, a student-transfer to the SZTE ÁOK is permissible from the same Faculty of a Hungarian institution of higher education prior to the beginning of the academic year concerned, providing that the student has successfully completed two semesters. Transfer is possible solely if the student obtains at least half of the credit points assigned to the medical program at the diploma-issuing institution of the SZTE ÁOK. An additional condition of transfer is collecting at least 30 credit points of the compulsory subjects — which are also compulsory at the SZTE ÁOK — in the concluding two semesters. Students whose average of grades of compulsory subjects in the last completed semester does not reach 3.0 or if their student status was terminated due to a disciplinary offence may not transfer to the University. Students who wish to have their formerly completed subjects acknowledged as a part of the transfer process and have had their student status interrupted five years prior to the date of transference may not transfer to the University of Szeged.

7.2. The request directed at the Academic Board on student-transfer must be submitted to the academic office ten days prior to the beginning of the academic year concerned at the latest. The student must include to the request the course description of the subjects completed, the original grade book or an attested document, and the university's curriculum (study plan). In case of previous studies pursued abroad, the valid translated copy of the above must be included if the original language of the documents is different from the language of the program concerned. No decision shall be made on incomplete requests.

7.3. In case of a transfer, the student must certify if he or she has partaken in a self-financed or a fee-paying program. In case of state-funded studies, the releasing institution must declare as to how many state-funded semesters during his or her studies the student has used, how many active semesters have been used, and that the student status of the student concerned has been terminated due to the transfer, and his or her name has been removed from any lists.

7.4. The transfer request is evaluated by the Academic Board by taking the recommendation of the Credit Transfer Committee into consideration.

7.5. In case of studies pursued abroad, taking the curriculum and the course description of the foreign institution into consideration, the Academic Board decides in favor or against the request based upon the recommendation of the Credit Transfer Committee. Similarly, the student must

likewise collect at least half of the credit points assigned to the medical program at the diploma-issuing institution of the SZTE ÁOK. A transfer student may only start his or her studies in the self-financed program.

7. COURSE REGISTRATION (SZTE TVSZ 7.2., 12.1.)

K.T.Ü. (8.) Course and examination registration

8.1. Students take part in the practical sessions solely in the group they are assigned to. On account of education-organizational and financial reasons, only those students may take part in such sessions who have registered for the subject concerned. Students who are taking the subject concerned in the form of an examination course may not take part in the practical sessions: They are required solely to take the examination.

8.2. Non-completed subjects can be retaken first by taking them as an examination course, then by repeating the subject (i.e., attending both the lecture and the practice again). The departments must announce an examination course in the subject which is a subject requirement of the subject concerned in the semester subsequent to the semester the student initially failed. No more than two examination courses may be taken in a semester. Students must have previously attempted to complete the subject by sitting for an examination at least one time to be entitled to take an examination course in the subject concerned. Non-completed practices cannot be taken as examination courses.

8.3. In case of repeating a subject, students are required to repeat the practical parts/part of the subject — which have no credit points but a theoretical component allocated to — they have completed earlier as well; such practices are registered by the academic office in the ETR.

8.4. Students of other majors, faculties or universities may only participate in lectures, seminars or practices of the SZTE ÁOK in which patient demonstration does not occur, nor is patients' right to privacy and data protection infringed by their participation (with the exception of practice-exchanges, partial-upgrading programs, and dissection practices within lawyer training, policeman training, and firefighter training). Their obligation to confidentiality must be brought to the attention of the students prior to the practice.

8.5. Lecture-attendance for students without a student status is possible by the recommendation of the head of the department and the subsequent permission of the Dean. Practical sessions are not open to the public.

8.6. Students can take additional elective subjects only by the permission of the Dean in both semesters of the sixth year.

8.7. Volunteer activity
In agreement with section 49 (2) of the Act CCIV of 2011 on National Higher Education and section 7. of the Academic and Examination Regulations of the University of Szeged, the University must ensure that at least five percent of the credit points required to obtain the diploma can be taken from the elective subject category, or that students can take part in volunteer

activities instead of taking said elective subjects. Volunteer activities at the SZTE ÁOK include demonstrator tasks, scientific student circle tasks, clinical volunteer work, and health education activity which can be performed according to the specifications of the regulations concerned.

8. STUDY OBLIGATIONS, KNOWLEDGE-TESTING (SZTE TVSZ 8.1.)

K.T.Ü. (9.) Study obligations, knowledge-testing

9.1. By the end of the second week of the semester concerned, the heads of the departments must ensure that students have access to the following.
- The syllabus and requirement-system of the subjects taught at the department broken down to theoretical and practical sessions;
- the possibility of making up for missed classes;
- the date, topic, form, and process of mid-term knowledge-testing and reports, the possibility of improving on them or making up for failing to complete them in time, moreover, the topic, form, and process of examinations, and the possibility of improving them;
- the requirements of semester-acceptance;
- the identity of the teacher(s) per subject;
- the examination requirements, the examination questions, the topic-list;
- the list of notes, textbooks, study aids, suggested reading lists permitted to be used to help acquire the study matter;
- the possibilities of scientific student circle activity.

9.2. The inclusion of mid-term examination results in the end semester examination is determined by the department concerned. If a student is unsuccessful at mid-term examinations testing the knowledge of the theoretical study, the semester must be accepted given that the student has satisfied every other curricular requirement, and therefore he or she must be made eligible to take his or her examinations.

9.3. Compulsory elective subjects shall be launched with a student count of at least ten, while (optional) elective subjects shall be launched with a minimum of five students attending it. The course shall be withdrawn by the end of the course registration period if the student count drops below the above numbers. Students will be entitled to take another course free of charge in such cases.

9.4. The requirement system made available, including the subject syllabus and the form of evaluation, cannot be altered in the course of the semester (study and examination period). The examination dates of mid-term examinations and examinations within the examination period, however, can be altered at the request of the students concerned and the Faculty Student Union.

9.5. The requirements concerning the students are determined by the heads of the departments and the teachers of the subjects concerned. Students may file a complaint to the Dean against a decision within the frame of prevailing laws. Ensuring the anonymity of student complaints, the Dean is obligated to have the Academic Board investigate the matter.

9.6. Students are obligated to attend the academic sessions and courses registered for in the ETR

and complete them as specified by the head of the department or the agent responsible for course announcement.

9.7. Departments must certify the completion of practical courses in the ETR by the end of the examination period.

9.8. Regulations on checking attendance, justifying absences with relevant documentation, and making up for missed classes are determined by the head of the department. Missed classed can be made up for without providing documentation if the percentage of the absence in relation to the number of classes does not exceed fifteen. Absences between fifteen and twenty-five percent can be made up for only providing that the student justifies his or her absence with relevant documentation. The department shall reject the acceptance of the subject concerned if the percentage of absences of the practical part of the subject exceeds twenty-five percent, and the student does not make up for them.

9. EXEMPTION FROM THE COMPLETION OF CERTAIN STUDY REQUIREMENTS (SZTE TVSZ 9.1.)

K.T.Ü. (10.) Exemption from certain study requirements

10.1. An exceptional study schedule can be permitted
a) to an appointed demonstrator doing assistant professorial work,
b) within parallel studies,
c) from their second year to students supported in writing by the head of the department, and who have done outstanding scientific work, given that the student has achieved a credit index value exceeding 4.0 and has demonstrated erudition in a subject, which is confirmed by the head of the department.

10.1.1. An exceptional study schedule can be permitted, moreover, due to other reasons that include child-bearing, parenting, cross-faculty/cross-institutional studies, doing sports competitively, having a managerial post in the student union.

10.1.2. The exceptional study schedule is permitted by the Academic Board based on the preliminary supporting recommendation of the department and the written request submitted by the student. The permit must specify in detail the content of the exceptional study schedule, exemptions, concessions, and the fulfillment of the academic and examination obligations.

As specified in the permit, the student
- may be exempted from attending fifty percent of compulsory theoretical classes and twenty-five percent of practical classes,
- may sit for his or her examinations prior or subsequent to the beginning of the examination period,
- may conclude the study period sooner or later than it is required,
- if permitted, may complete certain subjects' mid-term requirements at other institutions of higher education in either Hungary or abroad, but must subsequently satisfy examination requirements specified by the SZTE ÁOK.

10.1.3. Students may not be permitted a full exemption in subjects whose completion — as per the curricular requirements — is also tied to the completion of a practical part in addition to that of its theoretical part, except in cases in which the student, in his or her earlier studies, has completed an examination consistent with the curriculum in the subject concerned.

10.1.4. Unless there are medical reasons involved, an exceptional study schedule may not be permitted for students not fulfilling their obligation to follow the suggested study plan as defined in *K.T.Ü. 8*.

10.2. Partaking in partial studies abroad

10.2.1. It is the aim and content of the agreement that is observed in the case of partial studies abroad whose specifics are determined by a prevailing state or university agreement (e.g., ERASMUS).

10.2.2. As a part of the international mobility program for medical students and in compliance with mobility policies, only certified and successfully completed studies and professional training will be acknowledged. Prior to beginning his or her partial studies abroad, it must be verified by the teacher responsible for the course announced at the SZTE ÁOK if the nature and subject matter offered as a part of the partial studies are in agreement with credit transfer regulations and the exit requirements of the medical training.

10.2.3. Exemption may not be given from attending courses which are a part of the exit requirements of the medical program; taking the examination only without certifying the attendance of classes will not be awarded with credits.

10.2.4. On their request, students partaking in partial studies abroad may be permitted
a) an exemption from completing mid-term reports,
b) an exemption from attending classes, in case they are attending classes of the course during their partial studies abroad,
c) to take examinations outside the examination period within thirty days after their return,
d) an exceptional practice schedule and an exceptional examination schedule in their sixth year.

10.2.5. The deadline for collecting and submitting permissions — prescribed in the Faculty Mobility Regulations — concerning the acceptance of the courses to be completed within the partial studies abroad is one month prior to the student's departure.

10.3. Exemption via exceptional permission

10.3.1. In case a student was unable to complete any of his or her study obligations for reasons beyond his or her control— on request, by the decision of the Dean —, he or she may be given an exceptional permission, exempting the student from certain regulations of the Academic and Examination Regulations three times at the most during the course of studies. Exemption from curricular requirements shall not be permitted. An unaccounted-for absence from an examination permitted via the Dean's exceptional permission shall bar the student from being granted any more exceptional permission.

10.3.2. Having utilized the exceptional permission by the Dean does not entitle state-funded students who have been classed to a self-financed status on the basis of their academic achievements to automatically reclaim their state-funded status.

10.3.3. The reason on the basis of which the exceptional permission was requested must be properly documented.

10.3.4. No appeal can be lodged against the decision made on requests of exceptional permissions.

10. EXEMPTION FROM CERTAIN STUDY RESPONSIBILITIES IN VIEW OF EARLIER STUDIES (SZTE TVSZ 10.4.)

K.T.Ü. (11.) Credit transfer

11.1. Credit transfer requests — together with the necessary certificates attached — are to be submitted through MODULO to the academic office by the deadline announced in the ETR. The student is obligated to present or send the original documents to the academic office. Only after the documents are presented is the request considered submitted. The academic office forwards the request to the department concerned within 3 workdays. The department, in turn, registers its opinion in MODULO within 5 workdays. On the basis of the suggestion, the credit transfer committee makes the decision within 15 workdays and informs the student about the decision through MODULO without delay.

11.2. Students already holding a degree and requesting request credit transfer must complete at least half of the prescribed credit amount of the medical training at the SZTE ÁOK.

11.3. Credits obtained within studies that were interrupted for more than five years shall not be acknowledged.

12. THE EXAMINATION PERIOD (SZTE TVSZ 12.1., 12.3.)

K. T. Ü. (12.) The examination period

12.1. Sitting for the examination course examination is also possible in the study period. An unsuccessful examination can be retaken in the examination period.

12.2. In case of compulsory courses, the departments and the courses' lecturers are obliged to announce at least one examination day per week in the examination period. In regards to other courses, the Academic and Examination Regulations apply. Examination dates for sixth year students must be determined and announced according to the number of students registering for the examination two weeks prior to the examination week at the latest. Examination dates regarding students making use of their exceptional study schedule are determined individually

— two weeks prior to the examination date at the latest — after having checked with the department concerned.

12.3. By a due date set by the head of the Faculty and also providing justification, the departments or the teachers responsible for course announcement are obliged to inform the Dean, the academic office and the student concerned as to the fact that the student's completion of the semester is rejected. This fact must also be recorded on the ETR, since such students are not permitted to take an examination.

12.4. The departments are obliged to announce the examination dates — including repeat examination dates — three weeks prior to the beginning of the examination registration at the latest. Once the examination period has commenced, examination dates announced shall not be unilaterally altered. Examination dates that have been announced after the examination registration period has begun must not be cancelled if there is at least one student already registered for the given examination date.

12.5. In the sixth year, students must take their comprehensive examinations within two weeks after completing their compulsory practices, except in cases when they are performing a practice abroad, following an exceptional study schedule or given an exceptional permission.

13. THE EXAMINATION PROCESS (SZTE TVSZ 13.2., 13.3., 13.4., 13.5., 14.1.)

K.T.Ü. (13.) The examination process

13.1 Students cannot take examinations without having the course registration report and result sheet with them at the time of the examination.

13.2. Examinations can take oral, written and practical forms, and may also comprise written, oral and practical parts. In case of written examinations (full examination or a part of an examination), the department is obliged to offer the possibility to take second and third repeated retake examinations (third or fourth examination chances) orally within the two working days following the unsuccessful written examination (part of an examination).

13.3. Unless there is a strongly supported reason related to an occurrence beyond the student's control, oral examinations must be finished on the day they were begun.

13.4. Prior to the beginning of the examination or mid-term examination, examiners must verify the students' identity. The consequences of cheating must be brought to the student's notice prior to the beginning of the examination. In case of cheating, or if illegal aids are used at an examination or mid-term examination, the examination shall be suspended immediately and it will result in a fail. The examiner or supervising teacher takes minutes of every notable aspect of the event, which the student acknowledges with his or her signature. The minutes must be forwarded to the Dean on the day of the examination. Disciplinary measures shall be taken against the student found cheating as per the disciplinary regulations of the University of Szeged.

13.5. Absence from an examination must be justified by the student within three working days following the examination date by submitting relevant documentation or medical certificates to the academic office. Provided that the absence from the examination has been justified and accepted, the justified absence is recorded by the academic office in the ETR. Such examination registration shall not count as an exhausted examination opportunity. The departments have the right to verify the authenticity of the certificates submitted.

13.6. The unjustified absence decreases the number of examination chances but does not count as an unsuccessful examination. The absence must be registered in the ETR. Any student having an unjustified absence shall not be entitled for further exceptional permissions or benefits in regards to any of his or her courses in the examination period concerned.

13.7. Students not having registered for an examination or those having been absent from it without justifying the absence may not take an examination in the given subject in the retake examination period concerned.

13.8. The department (teacher) is not obliged to announce further examination dates in addition the ones originally announced on account of students' postponed examinations (students with justified or unjustified examination absence statuses).

13.9. The examiner enters the result of the examination on the course registration report and result sheet and certifies it with his or her signature on the day the examination takes place. The course registration report and result sheet are considered legal documents. In case of a faulty entry, the specifications on legal documents are to be observed. Students may not make deletions or corrections in the grade book or on the course registration report and result sheet.

13.10. The completion of compulsory, compulsory elective, and elective courses — that belong to the same department — must not be interdependent on each other.

14. RETAKING AN UNSUCCESSFUL EXAMINATION (SZTE TVSZ 14.)

K.T.Ü. (14.) Retaking an unsuccessful examination

14.1. In case the department cannot ensure that an examiner other than the one at the first two examinations is available for the second retake examination (third examination), an external chair must be invited. An examiner must not examine a student three times in succession; in such cases, an examination in front of a board of examiners must be ensured. Students are entitled to take such an opportunity even if the third examination chance occurs as a part of students' repeating a subject. The request must be submitted to the head of the department conducting the examination.

14.2. In case of a third retake examination (fourth examination) within the same examination period, it is always the Dean who assigns the chair, ensuring that he or she is preferably chosen among the professors, associate professors ("docens") of the Faculty or the teaching members of the Academic Board.

16. CALCULATING STUDY PERFORMANCE (SZTE TVSZ 16.)

K.T.Ü. (15.) Dean's ranking (Dean's list)

15.3. The academic office establishes an order of ranking based on the mathematical average of compulsory courses' semester results (grades) broken down by class. The Dean's ranking is a factor that can be considered when making decisions in response to students' requests.

18. THESIS, DIPLOMA WORK (SZTE TVSZ)

K.T.Ü. (16.) The thesis

16.1. Each department's thesis topics and supervisors are published in the Faculty guide on the Faculty's website. A maximum of two supervisors may be assigned to a topic. Topics not on the publication list are approved by the head of the department on the consultation sheet. The inclusion of an external consultant is permitted by the Dean on the student's request.

16.2. Changing the thesis topic, the supervisor or the department is possible by the beginning of the second month prior to the thesis submission deadline.

16.3. One printed, bound and one electronic version (in pdf format, through MODULO) of the thesis must be submitted at the academic office within the deadline specified by the Faculty Council. The printed and electronic versions must be identical. The thesis evaluation form filled in correctly must also be submitted, which must include the English title of the thesis as well in case of students of the Hungarian medical program. The thesis submission deadline can be modified once on request in justified cases by paying a penalty fee. An obligatory attachment of the request is the approval of the head of the department conducting the thesis defense. In case the student fails to submit the thesis by the deadline permitted, he or she may submit a new thesis in the thesis submission period of the subsequent academic year at the earliest.

16.4. Appendix 2 contains the detailed form and content requirements of the thesis.

16.5. Consultation
Students are obliged to register for the "thesis consultation" course in the ETR in the ninth or tenth semester of their studies. The topics, tasks and the frequency of consultations (at least three occasions) to be completed are prescribed by the supervisor. The consultant records the students' partaking in the consultation sessions, and observations on the writing of their thesis on the "evaluation of the thesis" form, which is countersigned by the student on each occasion. The supervisor declares on the last consultation day that the thesis is suitable for submission.

16.6. Thesis evaluation procedure

The academic office forwards the thesis submitted for evaluation to department concerned. The head of the department has the thesis evaluated by a teacher experienced in the subject concerned who grades the paper with a scale from 1 to 5, which will form the suggested grade of the thesis.

The referee records his or her evaluation on the "evaluation of the thesis" form (the form is downloadable from the Faculty's website) in one page in length at the most. The referee considers the thesis's logical structure, the extent to which it is supported by relevant literature, the methods applied, and the accuracy of the description of the results.
A thesis deemed suitable for submission by the supervisor but failed by the referee must be evaluated by another referee appointed by the Dean. If the second referee accepts the thesis submitted, the student must be ensured to join the ongoing defense procedure. A thesis failed by the second referee as well cannot be defended and another thesis must be submitted in the subsequent academic year at the earliest.

16.7. Thesis defense procedure

The defense of the thesis in the departments takes place in front of a committee of at least three, whose members are appointed by the head of the department. The members and the chair of the committee must bear the title of one of the following: University professor, associate professor, scientific adviser or — in exceptional cases — assistant professor. Members with a title other than the above may only be appointed by the permission of the Dean. The supervisor is not entitled to be a member of the committee. The committee evaluates the thesis by the five-grade scale at a closed meeting. Two copies are made of the minutes taken of the meeting. The minutes of the defense are made according to the form downloadable from the Faculty's website, which shall include the student's name, address, the title of the thesis in Hungarian and English, the place and date of the defense, the names of the committee and their title, the questions posed by the members and the response given to them, and the grade agreed on by the committee. An original copy of the minutes of the thesis, and both the original and the electronic copy of the "evaluation of the thesis" must be forwarded to the academic office. The hard copy and the electronic copy of the thesis, moreover, the second original of the "evaluation of the thesis" are retained by the department.

16.8. The scientific student circle (henceforth referred to as TDK) research paper can be accepted as a thesis, provided that it has not been awarded with credit points. The request asking the TDK research paper to be accepted must be submitted to the Dean of the SZTE ÁOK, in which the student declares that his or her TDK research paper has not been previously awarded with credits. The request is to be submitted at the academic office along with the TDK research paper as per the thesis format requirements (see appendix 2) and the referee evaluations obtained from the scientific student circle council. Only a single author can use a research paper with multiple authors in its unaltered form as a thesis. In such a case, a declaration on the resignation of authorship rights by the other author(s) must be attached upon the submission of the thesis. TDK research papers submitted as theses will not be evaluated in writing but must be defended orally.

19. FINAL EXAMINATION (SZTE TVSZ 19.2., 19.3.)

K.T.Ü. (17.) Divergent regulations for sixth year students

17.1. The sixth year is forty-six weeks long.

17.2. The list and the duration of the compulsory sixth year practices is announced by the Dean's Office.

17.3. Indicating the practical sites as well, the order of taking the courses must be determined upon registration. Deviating from the order of taking the practices is possible only by an extra permit. Changing practical sites is only possible in exceptional cases, providing well-supported reasons. A new practical cycle may only commence on the first day of any week. General practice and district pediatric practices may only take place in institutions accredited by a medical faculty.

17.4. Students must have the completion of the practices verified comprehensively on the course registration and result sheet, in case of foreign language programs, on the evaluation form (stamp, signature, date). The form is available on the Faculty's website. Students are only entitled to take the examinations if their practice requirements in the given subject have been completed. Sixth year practices can primarily be performed at the clinics of the SZTE ÁOK or hospital wards accredited by it. Performing the practice at other Hungarian hospitals or teaching wards, or institutions of higher education abroad is only possible with the consent of the department concerned.

17.5. Acceptance declarations issued by practical training sites other than those of the clinics of the SZTE ÁOK must be obtained by the student and forwarded to the academic office.

17.6. Sixth year examination regulations

Excluding cases involving an exceptional study schedule, comprehensive examinations must be completed in the order previously defined for the academic year. A retake examination can only be conducted at the department it was first taken at, irrespective of the time elapsed between the two examinations. Retaking a failed examination is only possible after completing a retake-practice.
Students whose repeated retake is unsuccessful must repeat the entire practical period prescribed at the clinics of the SZTE ÁOK.

17.7. The final examination consists of four parts:
1. Thesis defense
2. Written examination (test)
3. Patient examination in speech
4. Patient examination in practice

17.8. Students are eligible apply for the final examination (written, oral and practical components) if they have obtained their pre-degree certificate (abszolutórium), defended their

thesis, submitted their grade books (where applicable) at the academic office, and have no outstanding payment obligations towards the Faculty.
Students may be permitted to sit for their final examinations only if they have obtained the pre-degree certificate (abszolutórium) two weeks prior to the final examination at the latest.

17.9. The date of the written examination is determined by the National Final Examination Council; the oral and practical parts are determined by the Dean of the Faculty. The final examination is considered successful if the grade awarded to each of its constituent parts are at least passed (2) on the five-grade scale. Students may take part in the oral and practical parts of the patient examination even if the written part of their examination was unsuccessful. The oral and practical parts take place on the same day. In case a student fails the oral or practical part of the patient examination, both parts (oral and practical part) must be retaken. The unsuccessful part of the examination can be retaken in the next final examination period. A final examination or any part of it may be retaken two times at the most by paying an examination fee, without the need of a permission. Further retakes of the final examination require the Dean's permission.

17.10. The mathematical average of the grades below makes up the final grade of the final examination.
The grade awarded to the thesis,
the grade awarded to the written part (test) of the examination,
the grade awarded to the oral part of the patient examination,
the grade awarded to the practical part of the patient examination.

The grade of the final examination as per the average calculated:

4.51 – 5.00 — excellent
3.51 – 4.50 — good
2.51 – 3.50 — accepted
2.00 – 2.50 — passed

20. THE DIPLOMA (SZTE TVSZ 20.1.)

K.T.Ü. (18.) The diploma

18.1. The calculation of the diploma average:
In determining the diploma average, every one of the required examinations and comprehensive examinations, the thesis, and each part of the final examination equally influence the final grade.

Calculation method for the diploma average: $XD = \frac{\Sigma Xn + D + I + Sz + Gy}{n + 4}$

Where XD = diploma average
ΣXn = the sum of the grades given to featured examinations and comprehensive examinations prescribed,
D = the grade awarded to the thesis,
I = the grade awarded to the written part (test) of the examination,
Sz = the grade awarded to the oral part of the patient examination,

Gy = the grade awarded to the practical part of the patient examination,
n = the number of featured examinations and comprehensive examinations prescribed.

The evaluation of the diploma:

Summa cum laude	4,51 – 5,00
Cum laude	3,51 – 4,50
Rite	2,00 – 3,50

18.2. Comprehensive examinations to be included in the calculation of the diploma average: Anatomy, Histology and Embryology, Biochemistry*, Medical Physiology, Pathophysiology, Microbiology and Immunology, Pathology, Examination in Behavioral Science, Pharmacology, Public Health — Forensic Medicine, Internal Medicine, Surgery, Neurology, Psychiatry, Obstetrics and Gynecology.

Examinations to be included in the calculation of the diploma average:
Medical Physics and Statistics II., Cell Biology and Molecular Genetics II., Medical Chemistry II./Biochemistry-Chemistry Examination*, Radiology, Pulmonology, Orthopedics, Dermatology, Oto-Rhino-Laryngology, Ophtalmology, Stomatology, Urology, Anesthesiology and Intensive Therapy II., Traumatology.

*Those students' diploma average will be affected by the Biochemistry-Chemistry Examination who have completed their second year studies in the academic year 2004/2005 or 2005/2006 (or in 2006/2007 as students repeating their second year).

18.3. The following regulation applies to students enrolling in the academic year 2014/2015 and in succeeding academic years. The Faculty shall not issue a diploma to students who have completed their final examination, but do not have — as of the end of the fifth calendar year the final examination was completed — a certificate submitted of the completion a state recognized type “C” general (level B2) intermediate or terminological foreign language certificate in English or its equivalent.

22. VARIOUS REGULATIONS (SZTE TVSZ 22.2.)

K.T.Ü. (19.) Availability of regulations

19.1. Regulations concerning students’ academic and examination matters are continuously available on the Faculty’s website.

19.2. Documents regarding academic matters are downloadable from the Faculty’s website or accessible in MODULO.

19.3. Appendix 1 contains the amount students may be required to pay, such as penalties, tuition fees, procedural and other fees Regulations specific to the foreign language medical programs are determined by the “Rules and Regulations of the Tuition Fee-Paying Foreign Language Programs of the Faculty of Medicine, Faculty of Dentistry and Faculty of Pharmacy of the University of Szeged”.

The Council of the Faculty of Medicine, with resolution "86/2014-2015. (IV.21.) sz. ÁOK K.T.", has adopted the present Faculty Academic Regulations, that constitutes Appendix 2 of the Academic and Examination Regulations of the University of Szeged.

The Faculty Academic Regulations takes effect on April 21, 2015; its regulations are applicable to ongoing cases as well.

Szeged, April 21, 2015

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Dean of the Faculty of Medicine