

Demonstrator regulations of the University of Szeged, Faculty of Medicine

I.

Demonstrator definition, the aim of demonstrator appointment

In order to aid education and research, the Faculty of Medicine of the University of Szeged may appoint students with the necessary qualities as demonstrators.

A demonstrator is a student who is — in agreement with the head of the department concerned — appointed by the Dean partaking in the teaching activities performed at the theoretical departments and the clinics of the Faculty of Medicine. Demonstrators are appointed via tender and are selected from high-achieving students.

The aim of the appointment is

- a) for the most ideally suited students to receive a more intensive theoretical and practical training in a given area of medicine;
- b) for students to responsibly engage in education and research activities as early as their undergraduate years to obtain the necessary preparedness and expertise;
- c) to enable the selected students to set an example for their peers with their excellence as well as to provide them with help during their studies.

The finest demonstrators form the basis of the new generation of university teachers.

II.

The conditions of demonstrator appointment

1) Those students of the University can be appointed as demonstrators who are at least in their third year (or the second in exceptional cases) and

- a) who have an active student status at the University in the educational period concerned,
- b) whose study average in the previous four semesters in compulsory subjects is at least 4.00,
- c) who have been awarded a good (4) grade for the final examination in the subject of their choice.

2) In the demonstrator appointment evaluation process, those students who have been verified to have achieved the following shall be given an advantage:

- a) foreign language competence certified by a state-recognized language examination,
- b) extracurricular preliminary research or scientific student circle activity, perhaps giving lectures, producing research papers, congress appearances, complementary research activity related to medical studies (specialist translations, partaking in special courses, giving scientific-educational lectures, health related, informative-educational activity, etc.).

3) The demonstrator appointment is possible only via public tender. Tenders are invited by the Dean of the Faculty. Tender applications are to be submitted by the last day of the spring examination period to the Dean's office of the Faculty.

4) The demonstrator tender application must include

- a) the verified and detailed description of the fulfillment of the conditions set in II/1. and II/2. (with the help of the demonstrator (demonstrator funded by scholarship) application form attached),
- b) the detailed description of teaching and other tasks for the demonstration period, approved by the head of the department concerned (the demonstrator work-plan),
- c) the head of the department's report on their last demonstrator activity as an obligatory attachment to their application concerning students who have been demonstrators

formerly;

- d) the recommendation of the head of the department concerned. If there is more than one tender application submitted to any given department or clinic, then the head of the department ranks them among each other. The Dean makes the final decision as to the demonstrator appointment on the recommendation of the committee nominated by the Dean. The head of the Scientific Student Circle and a delegated member of the Student Union may take part in the work of the committee.

III.

The duration of the demonstrator appointment and the number of demonstrators

- 1) A demonstrator is appointed for one or two semesters, and a maximum of ten months, starting from the beginning of the academic year and conforming to the curriculum. The appointment can be repeated via a new tender application.
- 2) At the Faculty of Medicine, the number of students who can be appointed as demonstrators varies according to the number of students in general. The number of demonstrators cannot exceed seven percent of the number of students in the third, fourth, fifth and the sixth year combined.
- 3) Students with an excellent academic performance (who are verified to have been awarded at least a good (4) grade for their comprehensive examinations) and who have been repeatedly performing demonstrator duties receive a demonstrator scholarship.
- 4) The number of students receiving a demonstrator scholarship cannot exceed four percent of the number of students in the third, fourth, fifth and the sixth year combined. Requests for a demonstrator scholarship can be handed in simultaneously with a repeated tender application. The Faculty Council determines the amount of the demonstrator scholarship.
- 5) Demonstrator scholarship can be collected monthly along with the student's other funds made available by the University for the subsequent month after the student has been verified by the Department to have fulfilled his or her demonstrator tasks. Demonstrators are eligible for regular scholarship irrespective of being given a demonstrator scholarship.
- 6) Students can receive a demonstrator appointment in a single department/clinic only at any one time.

IV.

The demonstrators' rights and obligations

- 1) Demonstrators have the right to follow an individual study schedule, but must also fulfill all of their study obligations.
- 2) Demonstrators are obligated to write and submit a report to the head of the department on their activities every semester by the last day of the study period. The head makes a recommendation to the Dean on the basis of this report about the credit acknowledgement of the demonstrator and the potential reappointment of the student for the second semester of the academic year concerned.
- 3) Demonstrators can be rewarded with credit acknowledgement based on the efficiency of their work. Demonstrator work is acknowledged on the basis of the written report submitted at the end of the semester by the grade recommended (on the three-grade scale) by head of the department. The credit worth of a demonstrator course is two points per semester.
- 4) Official and medical obligations of confidentiality, as well as legislation on work discipline apply to demonstrators as well.
- 5) Concerning the Occupational Health and Safety Regulations of the University, the same regulations shall apply to demonstrators as they do to other university employees.

V.

Demonstrator tasks and supervision

- 1) The demonstrator is principally concerned with teaching tasks.
- 2) The head of the Department concerned or the person appointed by him or her for the same task supervises the demonstrator's work.
- 3) Under the supervision of the teacher responsible, the demonstrator may hold seminars, practical courses, consultations, may perform practical preparatory work, and may contribute to producing teaching materials (figures, videos, etc.) and mid-term evaluation tasks.

VI.

The cessation or suspension of the demonstrator appointment

- 1) If a demonstrator neglects his or her studies or demonstrator duties or fails to fulfill them, furthermore, if s/he behaves in a manner inappropriate for a university student, his or her appointment and/or the supplementary scholarship can be revoked by the Dean on the recommendation of the head of the department concerned, or another party such as the Dean's office or the Student Union, in which case the head of the department has to agree.
- 2) The demonstrator him or herself can also initiate the withdrawal of his or her appointment.
- 3) If a demonstrator is absent for more than four weeks and can, therefore, not perform his duties, his or her appointment and compensation is suspended by the Dean on the recommendation of the head of the department concerned.

VII.

Various, closing regulations

- 1) Successful demonstrator performances must be registered on the ETR and the grade book. (The head of the Department and the head of the Dean's Office are responsible for the registration to occur.)
- 2) Demonstrator activity shall carry prime importance when student applications to university positions (for those starting their careers), moreover, to mid-term rotations, summer rotations, clinical rotations, or pre-state board examination rotations are considered/evaluated.
- 3) The present demonstrator regulations were approved by the Faculty Council; the regulations shall be in effect from the academic year 2011/2012.
- 4) The Dean's Office of the Faculty is obligated to ensure that students of the University have access to the stipulations and regulations in the present document.
- 5) The present demonstrator regulations constitute an appendix of the Faculty Academic Regulations of the University of Szeged, Faculty of Medicine.

The Council of the Faculty of Medicine, with resolution "117/2010-2011. (IV.14.) sz. ÁOK K.T.", has adopted the present regulatory document.

Szeged, June 14, 2011

Prof. Dr. László Vécsei
Dean of the Faculty of Medicine

DEMONSTRATOR (DEMONSTRATOR FUNDED BY SCHOLARSHIP)

APPLICATION FORM

Applicant's name: Faculty/program, year:

Email address:@..... Department/clinic:

Aim of the tender application: demonstrator demonstrator funded by scholarship

Number of semesters spent as demonstrator at the department or another department/clinic:

Scientific Student Circle activity — place/time

Examination results of **compulsory subjects** in the past four semesters:

.....
.....
.....

Final examination result of student's major:

Nr. of Scientific Student Circle research papers: as first author
..... as second author

Nr. of lectures given at local Scientific Student Circle conferences: as first author
..... as second author

Nr. of lectures given at National Scientific Student Circle conferences: as first author
..... as second author

Nr. of lectures/posters given at other conferences: as first author
..... as second author

Nr. of *in extenso* articles in Hungarian: as first author
..... as second author

Nr. of *in extenso* articles in a foreign language: as first author
..... as second author

Other remarks:

Date:

Signature:

To be completed by the department/clinic

Number of contact hours taught in the semester altogether:

The student is ranked among demonstrator applicants.

Recommended evaluation:

demonstrator

demonstrator funded by scholarship

Addendum:

Date:

Head of the department

Departmental Scientific Student Circle coordinator

Recommendation of the Committee:

Decision of the Dean:

demonstrator yes no

demonstrator funded by scholarship yes no