

**University of Szeged
Faculty of Pharmacy**

FACULTY CODE OF STUDY REGULATIONS

Szeged, 2011

1. The Scope of the Academic and Examination Regulations

1.1 The Scope of the Academic and Examination Regulations of the Faculty of Pharmacy extends to all persons pursuing pharmaceutical studies (hereinafter student) and all persons executing lecturer's tasks at the university (hereinafter lecturer).

1.2 Separate rules apply to students engaged in doctorate and other courses.

2. Definitions

2.1 For the purposes of the interpretation and application of these regulations and also of the decisions on academic, examination and credit issues made by the university or the faculty thereof :

Active semester (aktív félév) means any half-year term the student has validly enrolled for under the provisions of these regulations.

First Proficiency examination (alapvizsga) means an examination testing the overall, synthesizing professional knowledge acquired by the student in the course of a multi-semester training. It can be oral, written, practical, or the combination of these. Assessment of student performance shall be carried out according to a five-grade scale.

Partial transfer (áthallgatás) means acquiring the knowledge and skills required by the curriculum through the completion of a subject offered either by a different faculty of the university or a different institution.

Partial transfer lecturing (átoktatás) means an arrangement under which teaching a subject required by the curriculum of the responsible faculty is carried out by a different faculty or department of the university.

Mid-term test (mid-term grade) [beszámoló, (félévközi jegy)] means a one-time or continuous lecture-related examination covering the material of one semester taken either during term-time or the examination period. It can be oral and written, practical, or a combination of these. Assessment is made on a five- or three-grade scale. Grades can be improved according to the examination regulations.

Individual study hour (egyéni tanulmányi munkaóra) means the basic unit of the time spent by the student on individual studies.

Lecture (előadás) means a contact hour – as specified in the curriculum – where knowledge is mainly imparted through the lecturer's oral explanations. Credit earning lectures require the passing of an end-term examination or a mid-term test (mid-term grade).

Annual credit requirement (előírt éves kreditmennyiség) means the sum of credits to be earned on the programme minus credit allowance, divided by the number of semesters prescribed by the recommended curriculum and multiplied by two.

Pre-study conditions (előtanulmányi feltételek) mean the subjects and other requirements the completion and fulfilment of which is a prerequisite for a different subject or for the accomplishment of the academic requirements.

Pre-study conditions have to be announced by the host lecturer till the beginning of the course registration period. Following the beginning of the course registration period the pre-study conditions can be changed only with the consent of the Dean.

Mid-term grade (évközi jegy) means the mark that reflects the mid-term performance of the student and is awarded during term-time within the framework of an assessment procedure specified in the academic and examination regulations. (147 § 4)

Phasing-out system (felmenő rendszer) means an organisation principle on the basis of which compliance with the new and amended academic and examination regulations can be demanded from students who started their studies after the introduction of the regulations or from students who started their studies before introduction but chose to read for their degree in accordance with the new and amended academic and examination regulations. (147 § 5)

Semester (félév) means an instruction provision period of five months. (147 § 6)

Deferment of a semester (félévkihagyás) means the authorised postponement of studies for the period of a half-year term by a validly enrolled student without the consequences of failing to meet the subject requirements.

*Student (applicant) with **disability** (fogyatékossgal élő hallgató)* means a student (applicant) who suffers from physical, sense, speech disorders, autism, and disorders in cognitive and behavioural development (147 § 8)

Practical course (gyakorlat) typically means small-group contact hours, where individual work is part of the requirements. Student performance is assessed with grades and signatures. Some examples of practical courses are calculation, laboratory, and off-site school or practical training.

Student work time (hallgatói tanulmányi munkaidő) means the period of time constituting the basis of earning credits. The officially accepted length of time needed for a student with average performance under average circumstances to fulfil the academic requirements consisting of contact hours and individual study hours.

Programme completion and exit requirement (képzési és kimeneti követelmények) mean the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a

precondition for a diploma evidencing the degree and the professional qualification to be awarded (147 § 18)

Length of programme (képzési idő) means the legal duration of the course required for obtaining the necessary credits, degree, professional qualification, and specialised qualification as defined in the corresponding laws. (147 § 19)

Term of study (képzési időszak) means the articulation of the length of the **programme** into term-time and the pertaining examination period. (147 § 20)

Educational programme (képzési program) means the complex training document of the institution, which contains

- a) a detailed programme and academic requirements of the undergraduate, graduate and specialist postgraduate programmes,
- b) a vocational training programme in higher-level vocational training, and
- c) the plan of the doctorate course, together with detailed rules of training, thus the curriculum, the programme of studies and course-units, and the evaluation and assessment methods together with the pertaining procedures and rules. (147 § 21)

End-term examination (kollokvium) means a lecture related examination testing the teaching material of a semester to be taken during the examination period. It can be oral, written, practical, or the combination of these. Assessment of student performance shall be carried out according to a five- or three-grade scale.

Consultation (konzultáció) means an opportunity for personal discussion provided by the lecturer of the higher education institution in connection with the student's studies at a venue specified by the higher education institution. (147 § 25)

Credit (kredit) means a unit of students' work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours. (147 § 26)

Credit transfer (kreditátvitel) means the process prescribed in the Academic and Examination Regulations acknowledging a previously completed subject or the previously acquired knowledge and skills required by the academic curriculum through granting full or partial exemption, either conditional or unconditional, validated by credit allowance.

§ 58 (7) *Acquisition of provided knowledge content shall yield credit only on one occasion. Student performance having earned credit shall be recognised in studies pursued in any other higher education institution – provided that the relevant preconditions are met – irrespective of the higher education institution and the level of training at which it was accrued. Recognition – on the basis of the programme in the subject concerned – shall exclusively be performed by way of comparing the knowledge content serving as the basis for the credit. The credit shall be recognised if there is a seventy-five percent overlap between the contents compared. Comparison shall be performed by a committee of the higher education institution establish for such purpose (hereinafter 'credit transfer committee').*

Credit accrual (kredithalmozás) means the process of collecting credits in which credits are added to the credits earned previously until the credit requirement for obtaining a degree has been fulfilled.

Criterion condition (kritérium-feltétel) means any condition - serving quality or preventing the excessive prolongation of studies - to be met as a prerequisite for starting a course and also for taking up a subject, taking the final examination and obtaining a degree.

Criterion subject (kritériumtárgy) means any no-credit subject or academic requirement forming part of the criterion conditions.

§ 32 (6) The **graduate course** (mesterképzés) shall lead to a Master degree (magister) and professional qualification. The Master degree is the second level of academic qualification. The professional qualification that may be awarded after completion of the graduate course shall be determined by the programme completion and exit requirements pertaining to the graduate course. The professional qualification awarded upon completion of the graduate course shall entitle its holder to fill the jobs defined by laws. Having regard to the stipulations of subsection (7), graduate courses shall require doing at least sixty credits but such courses may not exceed more than one hundred and twenty credits. The length of the programme shall extend to a minimum of two and a maximum of four semesters.

§ 32 (7) The **undergraduate course** and the corresponding graduate course together, and the one-tier programme alone shall require doing at least three hundred credits but such courses may not exceed more than three hundred and sixty credits. The length of the programme shall extend to a minimum of ten and a maximum of twelve semesters.

Practices of pharmacy students at institutions other than the University/Faculty

The conditions of these practices are listed in the ETR.

Pharmacy students are required to complete two summer practices, furthermore prior to the final examination (state board examination) they have to do a practice both in a public pharmacy and in a clinical pharmacy. These practices are to be registered in the ETR by the students.

SUMMER PRACTICES

The period of the summer practices is 2 x 4 weeks in a public pharmacy or pharmaceutical factory.

PRACTICE BEFORE THE FINAL EXAMINATION

The practice is to be completed in a public or a clinical pharmacy. The period of practice is 6 months, split into a 2 and a 4 months period. The **2-month** practice period is to be completed in a public pharmacy in August and September as part of the 9th semester. Within the **4-month** practice (to be completed as part of the 10th semester) one month has to be spent in a clinical pharmacy.

Recommended curriculum (mintatanterv) means the curriculum offered to students allowing them to obtain their qualification within the prescribed duration of the programme.

§ 58 (6) The higher education institution shall publish a recommended curriculum to aid the compilation of students' course schedules. In planning individual course schedules, students may deviate from the curriculum recommended by the higher education institution. The student may accrue the credits required for the award of the diploma in a shorter or longer period than the actual duration of the programme.

Module (modul) means a unit of the curriculum comprising several subjects which can serve as a basis for a different module or modules.

Milestone (mérföldkő) is the fulfillment of subjects that are “built upon” each other.

Simultaneously pursued studies (párhuzamos képzés) mean pursuing undergraduate studies at the university and an undergraduate course offered either by the university or a different institution of higher education on “non-associable programmes” simultaneously.

Interdependent course (párhuzamosan felveendő tárgy) is a subject that should be completed simultaneously with another course (usually both lecture and practical course).

§ 40 (1) The student

- a) may request the pursuance of studies within the framework of his/her current student status in order to obtain additional qualifications or specialised qualifications,
- b) may request his/her transfer to another higher education institution,
- c) may acquire visiting student status at another higher education institution,
- d) may acquire an additional student status at another higher education institution (simultaneously pursued studies).

§ 40 (2) The visiting student status entitles the student to pursue studies in another higher education institution in the field that corresponds to his/her actual studies. Visiting student status can be acquired if the higher education institution where the student has been granted student status consents thereto. This higher education institution may refuse to give its consent to visiting student status in case it cannot acknowledge the credits obtained by the visiting student as part of his/her studies. Additional student status (simultaneously pursued studies) can be acquired for the purpose of obtaining a further diploma or certificate.

Passive semester (passzív félév) means a half-year term during which the student's status is temporarily terminated.

Study in another higher education institution (résztanulmányok folytatása) means the period when a student obtains credit in another higher education institution in visiting student status. (147 § 30)

Programme (szak) means training towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system. (147 § 32)

Postgraduate specialist training course (szakirányú továbbképzés) means training based on college, university or professional qualification, not providing new qualification. Courses end with a final examination following which a certificate of specialised qualification is issued.

§ 32 (8) The postgraduate specialist training course shall lead to a specialised qualification after the award of the Bachelor or the Master degree. Postgraduate specialist training courses shall require doing at least sixty credits but such courses may not exceed more than one hundred and twenty credits. The length of the programme shall extend to a minimum of two and a maximum of four semesters.

Professional qualification (szakképzettség) means evidence of specialised knowledge awarded with a Bachelor or Master degree, such knowledge being determined by the content of the programme and specialisation preparing the student for access to the profession. (147 § 34)

Off-site training (székhelyen kívüli képzés) means full-time or part-time higher education provided at a site other than the place of operation (seat, establishment) of a higher education institution. (147 § 37)

Seminar (szeminárium) means a session contained in the curriculum where the **teaching material is processed in an interactive way**. Assessment is made during term-time. Fail grades can be improved both during term-time and the examination period. Assessment of student performance at no-credit seminars is by signature according to a two-grade scale, at credit-based seminars on a three- **(qualification)** or five-grade scale (practical course grade).

Comprehensive examination (szigorlat) means an examination testing overall, synthesizing professional knowledge. It shall be taken before an examination board made up of a minimum of two members. It shall always have an oral part and can have a practical part. Assessment of student performance shall be carried out according to a five-grade scale.

Term-time (szorgalmi időszak) means the period between the starting date of the term and the starting date of the examination period including the holidays defined by the university and faculty calendar. The first week of term-time shall be the period of enrolment for courses, which in the spring semester may overlap with the retake examination period.

Teaching material (tananyag) means a body of knowledge relating to a subject constituting the basis of teaching, earning credits and assessing student performance, it also serves as the basis of credit recognition.

Academic year (tanév) means an instruction provision period of ten months. (147 § 38)

Contact hour (tanóra) means a class requiring the personal cooperation of the lecturer for the fulfilment of the academic requirements specified in the curriculum (lecture, seminar, practice, consultation). (147 § 39)

Accreditation of course units (tantárgyi akkreditáció) means the approval of the programme of studies by an appointed body.

Course requirements (tantárgyi követelmények) mean a set of published regulations with respect to the completion of a course containing among others the following:

- requirements of participation in classes and of the possibility of making up for missed classes,
- conditions of absence excuses from classes and examinations
- number of mid-term assessments (mid-term tests), assessment topics and dates, the possibility of retake tests and grade improvement
- requirements of accomplishing a course verified with an end-term signature
- principles determining the final grade
- the list of useable teaching aids and literature (recommended bibliography)

Programme of studies (tantárgyi program) means a description of the knowledge to be acquired in the given subject and the general conditions of completion involving at least the following:

- name of the subject,
- name of the department responsible for teaching the subject,
- number of credits earned by completing the respective subject,
- compulsory and optional elements relating to the respective subject,
- form of teaching the subject (elements),
- number of contact hours per week (per semester),
- number of credits earned by completing the subject,
- conditions credit accrual and the form of assessment (end-term examination, practical course grade, mid-term test, first proficiency examination, comprehensive examination),
- type of assessment (five-grade scale, three-grade scale, two-grade scale),
- pre-study conditions required to enrol for and complete the course,
- aim of teaching the subject,
- thematic description of the teaching material,
- details of the written course material.

Associated programme (társított képzés) means connecting and pursuing studies in two associable programmes.

Distance education (távoktatás) means a particular form of training, involving the use of ICT teaching aids and teaching-learning methods based on the interactive relationship between lecturer and student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in full-time training. (147 § 41)

Core module (törzsmodul) means a module whose acquisition is a precondition for a diploma evidencing the professional qualification.

Pre-degree certificate (végbizonyítvány) means a certificate that states that the student has passed the curricular examinations and – except for passing the language examination and writing the degree thesis – satisfied other academic requirements and

has earned the number of credits prescribed in the programme completion and exit requirements – except the credit points rendered to the degree thesis. (147 § 45)

Examination (vizsga) means a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities. (147 § 46)

Examination course (vizsgakurzus) is the option of repeating an examination of a certain subject in a semester when the subject is not announced as a regular course. Students can register an examination course only if they have fulfilled the semester requirements but did not complete the examination.

3. General Provisions

3.1 Accomplishment of academic requirements involving student work time in the university programmes is expressed in terms of credits earned. Within the framework of law, faculties may disregard assigning credits to given subjects and curricular requirements (e.g. criterion subject).

3.2 Within the framework of curricula, provided the conditions prescribed in these regulations are fulfilled, students have the right to select between subjects and lecturers, to decide about the order of registering for subjects, in accordance with pre-study provisions.

- § 58 (1) Accomplishment of academic requirements in higher education programmes shall be expressed in terms of education points (hereinafter ‘credit’) assigned to individual subjects and curricular units. The progress students make in the given programme shall be expressed in terms of credits earned.
- (2) Credits can be accrued by satisfying the academic requirements specified by the higher education institution.
- (3) The value of the credit is not affected by the rating of the student’s knowledge, provided that the student’s performance has been accepted by the lecturer.
- (4) Students shall be granted the opportunity to enrol for optional course-units up to five percent of the credits required for the award of the diploma, and shall be offered a range of credit-earning course-units to select from at least twenty percent in excess of the total number of credits required. Students on state-funded training shall be allowed to develop their individual course schedule in a way that they can take credit-earning course-units ten percent in excess of the compulsory number of credits without having to pay a tuition fee.

The schedule of accomplishment of physical education is determined by the Rector.

4. Committees in Charge of Academic Issues

- § 27 (11) In case the committee or board established by the senate also proceeds in issues that affect students, participation of student representatives in the committee must be ensured. The senate shall establish a standing committee to deal with academic, examination related and social issues impacting students. Student representation shall be ensured in committees proceeding in matters affecting students on condition that the number of the members delegated by the students to the

standing committee responsible for academic, examination related and social issues may not be fewer than fifty percent of the number of committee members.

4.1 Faculties establish and operate academic committees to deal with students' applications, on condition that the number of the members delegated by the students to the committee may not be lower than fifty percent of the number of committee members. Committees work in accordance with their rules approved by the Senate.

Code of the Academic Committee (Appendix # 2) Törölni?
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4.2 *The Academic Committee is authorized to proceed in all academic issues (transfer, individual course schedule, granting a passive semester, cancellation of a registered course, etc.) which are within the scope of authority of the Credit Transfer Committee. Appeals against the decision of the Academic Committee may be lodged to the Rector. The appeal must be **addressed to the Rector** and handed in to the dean of the faculty, **who may alter the decision of the Academic Committee in favour of the student** or the dean is obliged to further the appeal and execute the decision of the Rector.*

Transfer from another higher education institute and a change of academic programme or specialisation may be granted only in the given semester.

§ 58 (7) Acquisition of a given knowledge content shall yield credit only on one occasion. Student performance having earned credit shall be recognised in studies pursued in any other higher education institution – provided that the relevant preconditions are met – irrespective of the higher education institution and the level of training at which it was accrued. Recognition – on the basis of the programme in the subject concerned – shall exclusively be performed by way of comparing the knowledge content serving as the basis for the credit. The credit shall be recognised if there is a seventy-five percent overlap between the contents compared. Comparison shall be performed by a committee of the higher education institution establish for such a purpose (hereinafter 'credit transfer committee').

All decisions related to the student's legal status, academic progress and decisions on examination issues need to be registered into the ETR (Unified Academic System).
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4.3 Faculties establish and operate *credit transfer committees*. Committees work in accordance with their rules of procedure approved by the Senate. A student completing a substitute subject in another faculty or institution may earn the same number of credits as the number of credits assigned to the substituted subject in the given programme. However, the obtained grade may not be altered when approving the subject. The student may file for remedy against the decision of the Credit Transfer Committee in accordance with the regulations of the rules of procedure.

Code of the Credit Transfer Committee (Appendix # 3) Törölni?

5. Academic Schedule

5.1 The academic year consists of two semesters. Semesters consist of a term-time and an examination period.

The term-time lasts 15 weeks; the examination period lasts for 6+1 weeks, where the 7th week is the retake examination period. Examination dates are assigned by the departments within the examination period. University contact hours last 45 minutes.

§ 57 (1) The term shall consist of the term-time and an examination period. Student performance shall be assessed during the study as well as the examination period.

5.2 The schedule of a given academic year (academic calendar) is determined by the Senate.

5.3 The Rector is entitled to assign three days per semester, and the heads of faculties are entitled to assign an additional three days per semester as holidays.

5.4 The leader of the faculty may authorize participation in a study trip, which is not prescribed as obligatory in the curriculum.

In case of classes not held, students need to consult the lecturers concerned regarding the make-up classes.

The schedule of the make-up classes needs to be submitted at the department concerned along with the request.

6. Legal Status of Students

§ 39 (4) Applicants who have been granted admission or transfer to a higher education institution can acquire student status at the higher education institution concerned in respect of the **year in which the decision approving admission was made**. Student status shall commence with enrolment. The higher education institution shall create a master file on the enrolled student.

6.1 Students not having enrolled lose their right to commence their studies.

§ 40 (3) During the validity of student status no re-enrolment shall be necessary. Prior to the commencement of the term of study, the student shall state in line with the specifications of the statutes of the higher education institution whether he/she wishes to continue his/her studies or alternatively intends to temporarily abandon his/her student status during the given term-time. **Students not having fulfilled their pro rata payment obligation may not enroll for the given term. Students shall be assigned to state-funded or fee-paying training for the period of one academic year. (...)**

6.2 University students state their intention to continue their studies by way of registering until the end of the course registration period for a subject included in their programme which

allocates at least one credit point. In case this condition is not fulfilled, their student status is regarded as terminated for the given semester.

If fee-paying students do not fulfill their payment obligation until the end of the course registration period, or do not possess a valid permission to defer payment, their student status is temporarily terminated during the given study period.

If the tuition fee is not embursed until the deadline given, the courses the student has registered will be terminated by the Academic Department and the student's semester will be considered passive.

§ 50 (1) In the event the student declares that he/she does not intend to meet his/her academic obligations in the following term, his/her student status shall be temporarily terminated. The student status may be temporarily terminated for a continuous period of no longer than two semesters. The student can temporarily terminate his/her student status on more than one occasion. The first such termination may only be requested after the successful completion of the first semester, unless otherwise provided by the academic and examination regulations. Further issues pertaining to the temporary termination of student status – including the opportunity to temporarily terminate student status prior to successful completion of the first semester – shall be governed by academic and examination regulations.

(2) The student status shall also be temporarily terminated if the student cannot meet his/her academic obligations as a result of childbirth, accident, illness or any other unanticipated cause through no fault of his/her own. The restrictions under subsection (1) shall not apply to the cases defined in this subsection.

(3) The student status shall be suspended if the student is barred from continuing his/her studies as a result of disciplinary sanctions [paragraph d) of Section 70 (2)].

6.3 In the first semester of his/her studies, instead of enrolling for an active semester – for valid reasons - the student may ask for temporary termination of the student status for one semester (passive semester), **provided the student's application handed in to the Academic Committee before the end of the course registration period is approved. In later semesters, students must signal their intention to terminate their studies to the Academic Committee in writing.**

At the Faculty of Pharmacy student requests are administered through the Modulo System. English Program students have to submit their written requests at the Foreign Students' Secretariat.

If the student fails to **signal** the intention to terminate his/her studies (requesting a passive semester) up to this date, the given semester is regarded as active without taking into consideration that the student has been absent from classes and has not fulfilled the requirements of any single programme.

6.4 **If the student cannot meet his/her academic obligations as a result of childbirth, accident, illness or any other unanticipated cause through no fault of his/her own,** the student may apply for temporary termination of his/her studies until the beginning of the examination period in the given semester. **In this case, the decision must specify** the possibilities of cancelling or recognizing the accomplished term-time at a later date.

Students whose legal status was passive in the semester prior to the semester concerned and who wish to continue their studies in the semester concerned need to submit a written request to the Academic Department till January 15 or August 15.
In case of fee-paying students the tuition fee has to be remitted latest within 30 days following the last day of the course registration period.

§ 56 (2) The number of semesters in fee-paying training shall be unlimited. However, the student shall not be eligible for the bursaries, benefits, and services stipulated in laws if the number of semesters he/she has enrolled for – including the duration of the state-funded programme – exceeds sixteen semesters. This provision shall not apply to students who acquire new student status after the elapse of five years from the termination of a former student status.

§ 76 (1) The student status shall be terminated

- a) if the student has been transferred to another higher education institution, on the day of such transfer,
 - b) if the student announces the termination of his/her student status, on the day such announcement is made
 - c) if the student discontinues his/her studies in state-funded training, and does not wish to transfer to fee-paying training,
 - d) on the last day of the first final examination period following the given training cycle, or in the case of postgraduate specialist training courses, on the last day of the first final examination period following the last term, or on the last day of the term of the doctorate course,
 - e) in the case of higher-level vocational training on the last day of the first vocational examination,
 - f) as regards higher-level vocational training, in the event the student becomes medically unfit to continue his/her studies, and the higher education institution cannot offer any other suitable higher-level vocation training course, or the student does not wish to continue his/her studies, or the conditions necessary for the pursuance of further studies cannot be met, on the day the decision on termination becomes final,
 - g) in the event the rector terminates his/her student status – after giving warning to no avail and after reviewing the social condition of the student – because the student is in arrears with payment, on the day the decision on termination becomes final,
 - h) on the day the decision on expulsion becomes final.
- (2) By means of a unilateral declaration, the higher education institution may terminate the student status of the student, who
- a) does not fulfil his/her academic obligations stipulated in the academic and examination regulations or the curriculum,
 - b) has not registered for the subsequent semester on two consecutive occasions,
 - c) does not commence his/her studies after the temporary termination of student status, provided, in each case specified above, that the student has been reminded in writing at least on two occasions to discharge his/her obligations within the specified deadline, and has been informed of the consequences of default.
- (3) The person whose student status has been terminated shall be removed from the student registry.
- (5) The student status shall not be terminated in case the student enrolls for the next level of multi-cycle training, or continues his/her studies in an undergraduate programme after a higher-level vocational training programme provided that the student continues his/her studies without adjournment, in the subsequent semester in the same higher education institution.

§ 161 (5) The provisions on the termination of student status shall also apply to persons who acquired student status before the entry into force of this Act.

6.5 By means of a unilateral declaration the university terminates the student status of a student who has not enrolled for the subsequent semester on two consecutive occasions (at the end of the course registration period of the third subsequent semester). Before

closing down the course registration period of the third subsequent semester, the student has to be notified, if necessary, repeatedly, to enrol for the semester (requesting acknowledgement of receipt). Following this procedure the decision on the termination of student status is to be sent to the student along with the documents pertaining to the subject.

§ 59 (4) The higher education institution shall determine in its academic and examination regulations
c) the number of credits students must accrue to continue in state-funded training.

6.6 was deleted as a consequence of the Government Decree 51/2007. (III. 26.) 13§ (5) which prohibits the transfer of students to fee-paying training due to their poor study performance if they were admitted before 1 September 2007.

6.7 A student attending state-funded training may not continue his/her training within the same framework and will be re-assigned to fee-paying training if he/she has failed to earn at least fifty percent of the credits prescribed in the recommended curriculum (see: Academic and Examination Regulations page 1) over the past two semesters. The students placed highest on the ranking list based on the totalized corrected credit index will be exempted from re-assignment to fee-paying training if they are considered to be above the number of students to be re-assigned (see Higher Education Act 55§ (1).) Whenever a university level ranking is made based on this index, the ranking created by using the corrected credit index has to be determined at every faculty first. In higher-level vocational training the ranking is to be determined for programmes, whereas in all other fields for branches of training according to the principles established and **published** by the Students' Union and calculated by the Student Service Bureau. Finally, these indexes have to be totalled up on university level. This is effective in a phasing-out system beginning with the students enrolled in their first year in the academic year 2007/2008.

Government Decree 79/2006

§ 24 (3) The credit index and the corrected credit index are suitable for the assessment of the quality and quantity of the students' performance. The calculation of the credit index is as follows: the credit value of the subjects completed during the term multiplied by the marks and divided by 30, which is the average number of credits accrued by a student in one term. The corrected credit index can be calculated with a multiplier corresponding to the ratio of credits taken and accrued by the student in his/her individual study plan. The totalized corrected credit index serves to assess the quality and quantity of the performance of the student over several terms. The totalized corrected credit index is calculated in the same way as the corrected credit index: 30 credits per term and all the credits accrued during the whole period must be taken into consideration.

§ 55 (1) In case the student status of a student who has been admitted against the quota for state-funded students is terminated before the completion of studies, or if the student continues his studies in the form of fee-paying training, the state-funded place thus freed up shall be filled by a student who attends fee-paying training in the institution according to the procedure prescribed in the study and examination regulations of the higher education institution.

6.8 Students who have accomplished at least 50 percent of the credits prescribed in the recommended curriculum and are highest on the ranking list based on the totalized corrected credit index can be transferred to freed up, state-funded places. Additionally,

these students' totalized corrected credit index should be higher than that of the students ranked at the lowest one fifth of the ranking list based on the annual totalized corrected credit index of the students attending state-funded training. It comes into force for all students following the declaration of the regulation.

§ 55 (2) The student is entitled to pursue studies in higher education for twelve semesters as a state-funded student (hereinafter 'state-funded period'), including higher-level vocational training. The state-funded period may be prolonged by four semesters in the case of students with disabilities. The state-funded period shall also include any uncompleted state-funded semesters the student has enrolled for, unless the student was unable to complete such a semester due to illness, childbirth, or other reason through no fault of his/her own. In calculating the state-funded period, a semester completed as part of the state-funded period shall be disregarded if the higher education institution has been dissolved without allowing the student to complete his/her studies, on condition the student did not have the opportunity to continue such studies in another higher education institution. A semester completed in the dissolved higher education institution but not recognised by the higher education institution where the student continues his/her studies shall also be disregarded. The state-funded period shall be extended by a maximum of two semesters in case the student attends a one-tier programme and the length of the programme exceeds ten semesters in accordance with the related training requirements. The duration of part-time training and that of distance learning courses can be extended by a maximum of four semesters. The state-funded period for students on doctorate courses can be prolonged by six semesters at the most.

Possession of a degree and professional qualification shall not exclude the opportunity of students to attend state-funded training, with the stipulation that the student who has obtained the pre-degree certificate in a certain training cycle as state-funded student, may not enrol for state-funded training in the same training cycle. This provision shall also apply to higher level vocational training.

(3) Once students have depleted the available state-funded period pursuant to subsection (2), they may only be eligible for fee-paying training in higher education.

(4) The available state-funded period rendered to a given programme may only exceed the corresponding duration of the given programme by a maximum of two semesters. In the event the student is unable to complete his/her studies during the state-funded period, he/she may continue such studies as part of fee-paying training.

State-funded students will need to pay a tuition fee from the 13th semester. Students who started their studies before September 01, 2006 have to pay their tuition fee according to the following:

In the 13th semester: Official minimal salary/semester

In the 14th semester: 50% of the total tuition fee

In the 15th and all forthcoming semesters: 100% of the total tuition fee.

Students who enrolled to the Faculty after September 01, 2006 can commence their studies only after having remitted the total amount of the tuition fee.

§ 56

(2) The number of semesters in fee-paying training shall be unlimited. However, the student shall not be eligible for the bursaries, benefits, and services stipulated in laws if the number of semesters he/she has enrolled for – including the duration of the state-funded programme – exceeds sixteen semesters. This provision shall not apply to students who acquire new student status after the elapse of five years from the termination of a former student status.

(3) In calculating the state-funded period or the time available for fee-paying training, with respect to additional (simultaneous) student statuses acquired at the latest in the third semester of the training programme that has been commenced first,

- a) student statuses established simultaneously at more than one higher education institution, or
- b) enrolment for programmes to obtain more than one qualification in the same higher education institution shall qualify as one semester.

The detailed fee schedule of the Faculty can be found in Appendix # 5. The fee schedules concerning the English Program can be found in the Rules and Regulations of the Foreign Language Programs at the Faculty of Medicine, Dentistry and Pharmacy, the respective curriculum and Info Sheet.

6.9 The university does not limit the number of active and passive semesters for students with a student status provided they **started their core higher education activities before 1 September 2008** and they have registered and made the required payments. On applying this rule the regulations of 6.5 should, however, be taken into account. A student's student status may be terminated if at half-time of the given educational programme the number of credits acquired by the student is lower than 20 percent of the credits prescribed in the programme completion and exit requirements (**for a seven-semester-long training the prescribed number of credits is 42 after the 4th semester**). The student status may also be terminated if the total number of the student's passive semesters exceeds the length of the programme prescribed in the programme completion and exit requirements. The student has to be reminded, if necessary, repeatedly, to complete the prescribed credit courses or to enrol for the semester (1st and 2nd notification, requesting acknowledgement of receipt). Following this procedure the decision on the termination of student status is to be sent to the student along with the documents pertaining to the subject. It came into force in a phasing out system for students starting their higher education activity in September, 2008.

7. Course Registration

§ 58

(4) Students shall be granted the opportunity to enrol for optional course units up to five percent of the credits required for the award of the diploma, and shall be offered a range of credit-earning course-units to select from at least twenty percent in excess of the total number of credits required. Students on state-funded training shall be allowed to develop their individual course schedule in a way that they can take credit-earning course-units ten percent in excess of the compulsory number of credits without having to pay a tuition fee.

(5) Students may enrol for course-units during their studies in another programme of the higher education institution where they acquired student status, or as visiting students, in the programme of any other higher education institution.

7.1 Students can register for courses in the Unified Academic System (ETR) or in the academic registrar's offices of the faculties.

The student is obliged to finalize his/her course registrations in the ETR latest till the end of the course registration period. The minimum and maximum number of students within a group is determined by the Departments.

A student can register or de-register a course only with the consent of the Department concerned through the **Modulo System** latest till the week following the end of the course registration period. The same conditions apply to the English Program students, however, the written requests are to be submitted at the Foreign Students' Secretariat.

7.2 The faculties – with or without imposing further conditions on students – may allow offering subjects for students repeating courses without having to attend. A course registered only for the sake of taking an examination is also included in the number of courses taken by the student. (7.3).

On students request examination courses can be announced by the Departments. In each case one needs permission in order to register an examination course. The requests – which are evaluated on an individual basis - have to be submitted to the Vice-Dean through the **Modulo System** until the end of the first week of the study period. The same conditions apply to the English Program students, however, the written requests are to be submitted at the Foreign Students' Secretariat.

7.3 A subject (or a course corresponding to it) can be registered altogether 3 times during the time of studies (if it has not been completed before).

Paragraph 7.3 also applies to the Thesis Course.

7.4 The credit value of the courses registered for must not exceed 45 credits per semester.

7.5 When offering compulsory courses, students progressing according to the recommended curriculum have to be guaranteed to be able to register for these courses.

In case the number of students wishing to register a certain course exceeds the maximum, the places have to be distributed in the following order of preference:

- a.) Students for whom the course is considered compulsory and they wish to register it on the basis of the recommended study plan;
- b.) Students for whom the course is considered compulsory and they need to repeat it;
- c.) Students for whom the course is considered compulsory elective and they wish to register it on the basis of the recommended study plan;
- d.) Students who have only maximum 2 semesters left in order to complete their studies;
- e.) All other students who have fulfilled the pre-study conditions of the course (if any).

8. Academic Requirements, Assessment of Student Performance

§ 57

(1) The term shall consist of the term-time and an examination period. Student performance shall be assessed during the study as well as the examination period.

(2) Assessment of student performance can be carried out according to:

- a) a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),
- b) a three-grade scale: excellent (5), satisfactory (3), fail (1),
- c) any evaluation scheme the higher education has introduced and stipulated in its academic and examination regulations provided that it ensures comparability.

§ 59

(3) Upon commencement of the term-time, the higher education institution shall be required to publish in the Academic Guide, in the manner customary, the methods of student performance assessment and the related dates of such assessment during the given term, as well as the schedule of the examination period, in particular the first and the last day thereof. The higher education institution shall publish, in the manner customary, no later than three weeks before the end of the term-time the dates set for the individual examinations, the name of the examiners, the date and manner of registration for the examinations, the date of publishing examination results, and the possibilities for retake examinations.

(4) The higher education institution shall determine in its academic and examination regulations

- a) the terms and their schedules, the rules pertaining to fulfilling academic requirements, and the manner of testing and assessing knowledge.

8.1 Academic requirements, the forms of their completion, the system and forms of student assessment, the consequences of failing to fulfil the study requirements and the ways of remedying such situations are all determined in legal regulations, programme completion and exit requirements, the current regulation and the study plans. A serious violation of the rules laid down in the Academic and Examination is a disciplinary offence.

8.2 Study plans pertaining to various programmes include at least

- course programmes and requirements,
- other academic knowledge appropriate to the degree requirements.

8.3 In addition, recommended curricula contain the suggested order of courses.

8.4 Students must have access to study plans and recommended curricula.

Each academic year the recommended curriculum is posted on the Faculty's website in the Information booklet. The recommended curriculum is downloadable.

8.5 The course requirements and the list of topics covered in the course have to be published by the department or the responsible teacher in the annotation section of the Unified Academic System (ETR) as well as on the website of the department before the end of the second week of the semester at the latest.

Written mid-term examinations (MTO) - for one group or all groups within a year - can be conducted during lectures, practical classes, or on a third occasion provided the students have been notified in advance. The result of the MTO has to be announced at least 3 days prior to the repeated MTO. The student has the right to look into the corrected MTO.

Obligations related to the attendance of classes are determined by the head of the department concerned, or the lecturer announcing the course.

In case of obligatory practical classes:

- It is within the competence of the head of the department to determine the conditions of keeping record of attendance, conditions of absence excuse and making up for missed classes.
- If the number of missed classes exceeds 25% of the total number of classes, a student can get permission to make up for the missed classes only as an exceptional equity. In case the request is rejected, the course is considered incomplete.

The conditions related to the completion of a course (including making up for missed classes, re-taking of MTOs) are listed in the *course requirements*. The practical mark needs to be registered till the end of the the first week of the examination period. A valid practical mark cannot be improved.

In case of incomplete courses (unless incompleteness is due to a failed mark) the lecturer does not fill out the respective part of the index book and the ETR.

9. Exemption from Certain Academic Requirements

Preferential course schedule

9.1 The student who, for valid reasons, cannot fulfil the academic requirements as defined by the curriculum can be granted a preferential course schedule by the faculty. Having a preferential course schedule, conditionally or unconditionally, can exempt the student from attending compulsory contact hours, from taking examinations during the examination period and it enables the student to satisfy term-time requirements in an alternative manner. A preferential course schedule, however, cannot mean an exemption from satisfying qualification requirements, end-of-term or end-of-academic-year assessments, examinations or final examinations (or part thereof), and writing and defending a thesis. The conditions attached to a preferential course schedule vary according to course units.

9.2 During the course of his studies, a student in one programme can only have a preferential course schedule for a maximum of two semesters.

A preferential course schedule can be applied for each semester through the **Modulo System** till the end of the course registration period. The same conditions apply to the English Program students, however, the written requests are to be submitted at the Foreign Students' Secretariat.

In case a student pursues partial studies abroad – within a programme where a State or University agreement is in force – the conditions of a preferential course schedule have to be set according to the general guidelines of the agreement.

Exemption from taking an examination by being offered a grade

9.3 The teacher responsible for teaching a course unit and assessing the student can exempt the student from being assessed during term-time by offering him a grade on the basis of the student's performance during a contact hour or a practical course or his academic student association activities. This exemption cannot extend to comprehensive examinations, final examinations, first proficiency examinations (or part thereof) or writing a thesis.

9.4 On a five-degree scale, an offered grade can be a very good or good, whereas on a three-degree scale, a well-satisfied.

The student is not obliged to accept the grade offered, he/she may ask for an examination.

10. Exemption from Academic Requirements on the Basis of Previous Studies

Credit transfer

10.1 The faculty's Credit Transfer Committee can accept previously acquired knowledge to fulfil some curricular requirements by awarding credit for fulfilling these requirements. Two bodies of knowledge must be considered equal if there is at least a 75% overlap between them. Previously acquired knowledge can be constituted by a course unit, some modules, complete studies or other requirements that have been previously fulfilled, whereas credit transfer can apply to some course units, groups of course units, some modules and other academic requirements.

10.2

Requests for credit transfer have to be submitted through the **Modulo System**. Deadline: End of the first week of the study period. The same conditions apply to the English Program students, however, the written requests are to be submitted at the Foreign Students' Secretariat.

10.3 The number of credit points awarded for the substitute course unit must equal the number of credit points given for the corresponding body of knowledge in the curriculum of the given programme; in the case of several substitute course units, the grade is determined by the Credit Transfer Committee on the basis of their corresponding grades.

10.4 Credits and grades accepted through credit transfer on the basis of previous studies do not count towards the grade-point average of a given semester and cannot be taken into account for the credit achievement as defined by 6.7.

161§ (3) The credit transfer committee of higher education institutions shall determine on the basis of Section 58 (7) conditions under which certificates and diplomas issued pursuant to the provisions of the Higher Education Act of 1993 can be validated in courses launched under this Act, and the number of credits such certificates and diplomas merit. The respective bodies of knowledge shall be compared, regardless of the fact whether the student read for his/her degree in credit-based education or non-credit based education.

11. Simultaneously Pursued Studies, Visiting Students, Students in a Programme Aimed at Acquiring Partial Knowledge

§40 (1) The student

- a) may request the pursuance of studies within the framework of his/her current student status in order to obtain additional qualifications or specialised qualifications,
- b) may request his/her transfer to another higher education institution,
- c) may acquire visiting student status at another higher education institution,
- d) may acquire an additional student status at another higher education institution (simultaneously pursued studies).

(2) The visiting student status entitles the student to pursue studies in another higher education institution in the field that corresponds to his/her actual studies. Visiting student status can be acquired if the higher education institution where the student has been granted student status consents thereto. This higher education institution may refuse to give its consent to visiting student status in case it cannot acknowledge the credits obtained by the visiting student as part of his/her studies. Additional student status (simultaneously pursued studies) can be acquired for the purpose of obtaining a further diploma or certificate.

(4) The conditions pertaining to the reception of the student (transfer), the establishment of visiting student status, and taking up of studies required for obtaining additional specialised qualifications or professional/ vocational qualifications shall be specified by the host higher education institution.

11.1 Participation in simultaneously pursued studies is allowed within the framework defined by the qualification requirements and the student is accepted through the admission procedure.

11.2 Section 22.8 covers the regulations on switching between the five-year traditional training and undergraduate courses.

11.3 The student can study a course unit of his programme in a different faculty of the university, as well as in another institute. The faculty responsible for the training must acknowledge the fulfilment of the requirements of such a course unit, as well as the acquired knowledge and accordingly this can count towards the fulfilment of the student's academic responsibilities.

§ 130 (5) If a student enrolled in state-funded training studies in another higher education institution in an EEA country and such studies may be validated in the course provided by the Hungarian higher education

institution, for the term of such studies the student shall be eligible for scholarship from the higher education institution where he/she established student status in line with the provisions of subsection (6).

(6) A student shall be eligible for the scholarship defined in subsection (5) if he/she has commenced studies abroad with the approval of the higher education institution. The higher education institution shall specify in its academic regulations the conditions for approving any studies abroad, provided that if the student continues his/her studies in an undergraduate course, he/she shall become eligible for scholarship only if at least 60% of the necessary credits have been accrued. The annual amount of the scholarship may not be less than three times the amount of the study grant. Higher education institutions shall provide for scholarship funds in their annual budgets.

11.4 A student of the University of Szeged can establish the status of a guest student if the faculty that he has created a legal relationship with allows it. Consent can be denied by the faculty if credits obtained within the framework of a visiting studentship cannot count towards a degree.

Requests for establishing a guest student status fall under the same category as requests for individual study plans.

11.5 For the duration of partial studies, approved by the faculty in question, in an institute of a country that is the member of the European Economic Council, the student can be awarded a scholarship, if the student's application is accepted by the university. The application must include a detailed description of the proposed partial studies and indicate whether it will award the credit specified by the regulations.

11.6 The annual sum of the scholarship for studies abroad is three times the amount of a student's grant. Applications can be accepted until the institute's budget separated for scholarships abroad has been exhausted. The manner of submitting and evaluating applications must be determined by the regulations covering students' paying fees and grants.

11.7 Within the framework of a programme aimed at providing partial knowledge, those who have academic or professional qualifications acquired in undergraduate or graduate courses or in their previous equivalents can enrol for programmes offered by the university, providing they have satisfied the other requirements specified on the university website.

- The student's fee-paying status can be established unconditionally, by enrolment, without an entrance procedure, but only once, for two semesters.
- Upon completing the training course, the student will be given a certificate, detailing the knowledge and the credits earned. This certified knowledge can count towards other studies in higher education.
- The student who has been accepted for a programme to acquire partial knowledge is not entitled to establish the status of a simultaneous or visiting student, to initiate transfer, to register for state-funded studies or to terminate his status, except for no fault of his own.

12. The Examination Period

§ 59 (3) Upon commencement of the term-time, the higher education institution shall be required to publish in the Academic Guide, in the manner customary, the methods of student performance assessment and the

related dates of such assessment during the given term, as well as the schedule of the examination period, in particular the first and the last day thereof. The higher education institution shall publish, in the manner customary, no later than three weeks before the end of the term-time the dates set for the individual examinations, the name of the examiners, the date and manner of registration for the examinations, the date of publishing examination results, and the possibilities for retake examinations.

- (4) The higher education institution shall determine in its academic and examination regulations
- b) the rules regarding registration for, organisation and administration of examinations.

§ 160 (1) With effect from 1 September 2006 higher education institutions shall be obliged to organise the examination period on the basis of the new academic and examination regulations, as defined in Section 59.

12.1 Examinations outside the examination period can be individually permitted, at request, if justified, by the head of the faculty.

Requests for exceptional equity have to be addressed to the Dean of the Faculty and need to be submitted through the **Modulo System** till the last day of the repeat examination period. The same conditions apply to the English Program students, however, the written requests are to be submitted at the Foreign Students' Secretariat.

12.2 At the beginning of a term, in the manner customary, the faculty is obligated to publish in an Academic Guide the methods of student assessment in the given semester and their related dates, as well as the schedule of the examination period. In the Unified Academic System the faculty is obligated to publish at least three weeks before the end of the semester the dates of examinations, the names of those participating in the examinations, how and when to register for the examinations, the day of posting the grades, and the possibility of retake examinations.

The examinations detailed in § 12.3 are to be announced in the ETR three weeks before the end of the study period, except for examinations falling into the repeat examination period.

12.3 The faculty is obligated to

- allocate a sufficient number of examination days so that at least the total number of the students examined + 50% can take their first examination in each course unit during the examination period.
- allocate at least one examination day per week for each course unit. The faculties can allocate more obligatory examination days per week

In case of courses which were registered by a minor number of students (maximum of 5 students) the regulations of § 12.3 do not necessarily have to be followed provided there is a consent between the lecturers and students.

The Faculty is obliged to allocate a sufficient number of examination places per day so that at least 5% of the total number of the students examined can take their examination on one day.

13. The Schedule of Examinations

The student is entitled to take examinations only in those subjects he/she registered for in the respective study period. The courses the student has signed up for will be registered into the index book – if the Faculty uses the index book - by the Academic Department (following the unified guidelines set by the University). The student is not allowed to register any further courses into the book with handwriting, nor is the lecturer entitled to register a mark for a course the student has not signed up for officially.

Examinations can be taken only if the student submits his/her indexbook/course registration and examination sheet which contain(s) the registered courses.

The lecturer can deny an examination if the student did not register for the exam on that certain day in the ETR. The examination registration can be checked on the basis of the printed examination sheet.

13.1 An examination can be oral, written or practical and consist of a written, oral or practical component. Oral examinations are open to the public.

In case of oral examinations the student has to be provided a minimum of 20 minutes to prepare.

In case of comprehensive examinations the members of the examination board are determined by the head of the department. A board member can also be a specialist who is not employed by the University.

13.2 It is possible for the student to postpone an examination by withdrawing his name from the list. This is only allowed no later than 24 hours before the examination. It is the responsibility of the student to find an alternative examination date. Whenever the organisational procedures of the examination justify it (in the case of sport events, concerts, final teaching, etc.), postponing the examination can be prohibited. Attention must be drawn to this in the Academic Guide of the given course unit.

13.3 The student must be informed of the grade received at the oral examination on the same day. The result of the written examination must be brought to the attention of the student no later than 4 pm on the fifth day following the examination (if it is not a working day, the first working day after that). The faculties can prescribe a period of time shorter than this.

The grade must not be posted to the public.

The student must be informed of the criteria used to evaluate written examinations and their key, moreover the student's right to look into his papers must be ensured.

§ 59 (2) ...Absence from the examination shall not affect the assessment of the student's knowledge. In the event the student has not attended the examination, his/her knowledge cannot be assessed. However, the

higher education institution may oblige the student to cover the costs thus incurred, provided the student is unable to supply adequate proof for his/her absence from the examination.

- 13.4 An unauthorised absence from the examination counts as an examination that has been taken and the number of possible retake examinations must be reduced accordingly.

14. Repeating an Unsuccessful Examination

§ 59 (1) Examinations shall be organised so that each student concerned can enrol for and take the examination. The higher education institution shall allow the student to retake a previously unsuccessfully taken examination (hereinafter 'retake examination') during the same term. The academic and examination regulations may allow for the previously unsuccessfully taken retake examination to be repeated (hereinafter 'repeated retake examination'), and for the retake examination and the repeated retake examination to be sat after the end of term.

(2) In case the student fails the retake examination, and has been tested by the same examiner both on the examination and the retake examination, the student can request to sit the repeated retake examination before another lecturer or another examination board. The student shall enjoy this right even if the examination is taken in a subsequent term. Absence from the examination shall not affect the assessment of the student's knowledge. In the event the student has not attended the examination, his/her knowledge cannot be assessed. However, the higher education institution may oblige the student to cover the costs thus incurred, provided the student is unable to supply adequate proof for his/her absence from the examination.

14.1 In case the student fails his examination, he is entitled to a retake examination within the same examination period. The earliest time available for the retake examination is **three days after the unsuccessful examination**.

14.2 An unsuccessful examination in the same course unit can be retaken twice within the given examination period; those students, however, who have only one unsuccessful examination left within the given examination period can have a third repeated retake examination if they possess a certificate issued by the academic registrar's office. This examination, if unsuccessful, will reduce the number of possible retake examinations by one, if the student enrolls for a third course unit.

14.3 The student, at his request, can take a repeat examination before an examination board. This examination board is selected by the head of the department in question. **A retake examination before an examination board can only be taken at the appointed time.**

Second and third repeat examinations are to be taken before an examination board with no need to request it. The chair of the board is appointed by the head of the department concerned.

15. Repeating a Successful Examination

The student may retake a successful examination in one of the enrolled examination subjects on one occasion within the current examination period. The overall result will be

the result of the retake examination even if it is less advantageous for the student. In case the student fails the retake examination, he/she may retake the failed examination.

16. Calculation of Academic Result

Students using the the conventional index book are obliged to submit their books at the Academic Department. It is the student's duty to ensure that all courses and marks are registered into the book. The lecturer is responsible for ensuring that the courses and marks in the ETR and those in the index book comply.

In case there is no mark registered for the student's courses listed in the index book and in the ETR till the end of the examination period, the course is considered 'incomplete' which will be registered into the index book by the Academic Department. No entry will be made in the ETR.

In case the instructor is not available for a longer period of time, the head (or deputy head) of the department in question is in charge of registering the grade achieved by the student.

The grade has to be registered in the ETR by the instructor, or if he/she is not available, by the head of the department. ETR grade registration can be conducted by any authorized department staff member.

16.1 The calculation of the academic result is based on either a simple or weighted mean, either in the form of a credit index or a corrected credit index. The academic result must be calculated to the nearest hundredth.

16.2 The measurement of the performance of students taking part in a credit based education must be based on the weighted grade point average of either a term longer than a semester or the total (cumulative) educational period. When calculating the weighted grade point average, the sum of products of the credit value and the grades of the completed subjects in the particular term must be divided by the sum of the credits of the completed subjects.

16.3 Both the credit index and the corrected credit index may serve as either a quantitative or a qualitative measure of the student's performance in a particular semester. When calculating the credit index, the sum derived from the multiplication of the credit value and the grades of the completed subject in the given semester must be divided by the thirty credits that ought to be completed in case of an average advancement. The corrected credit index can be calculated by multiplying it with a factor that is calculated from the ration of the completed credits in the semester and the credits undertaken in the individual curriculum.

16.4 The faculty students' union can make the performance calculations necessary for the distribution of grants using either of the above algorithms of grade point average calculation.

Since the academic year 2010/2011 the HSZI (Student-Service Center) is in charge of the calculation of scholarships on the basis of the “University Student Union’s Regulations about the conditions and calculation of scholarships”.

17. Pre-degree Certificate

§ 60 (5) ... The higher education institution shall issue the pre-degree certificate to students who have satisfied the curricular academic and examination requirements – except passing the language examination and writing the degree thesis -, completed the required practical courses, and have earned the required number of credits. ...

17.1 The pre-degree certificate is signed by the head of the faculty.

17.2 The pre-degree certificate does not provide qualification or vocational qualification. The issuance of the pre-degree certificate must be certified by the faculties on students’ request.

On request of the student the academic officer can issue a copy of the original pre-degree certificate from the index book. The copy of the certificate has to contain the following clause at the bottom of the page: “The above pre-degree certificate can be found in the index book No”. Date, signature, seal.

18. Degree thesis

The faculties determine the topics, content requisites, general considerations of evaluation, deadline of submission of the degree thesis and they release them in an announcement.

Students can chose from thesis topics offered by the Faculty departments, furthermore departments from other faculties taking part in pharmacy training. Students can also chose a topic not offered by departments, however in this case the respective department has to approve the topic chosen. The degree thesis has to be written in Hungarian language. **English Program students have to write the thesis is English Language.** In case the thesis is not written in Hungarian language (**Hungarian Program**), the permission of the consultant is needed and a 5-10 page abstract has to be prepared. The accuracy of the language has to be evaluated.

Departments are required to post the thesis topics on their website at the beginning of each fall semester (latest till September 30). Students who have completed the preconditions of the thesis are obliged to choose their thesis topic latest till October 31 and register the course in the ETR. The preconditions of the degree thesis course can be found in the ETR.

The thesis preparation process is directed by the supervisor.

In case the topic is not announced by the department (but outside it), the head of the department concerned has to approve the topic and assign a faculty supervisor.

The thesis can be submitted only if the student has successfully completed all compulsory, compulsory elective and elective courses.
The deadline for the submission of the thesis is **March 10 and September 01** of the respective year.

The thesis evaluation procedure is determined by the head of the department concerned. The opponent of the thesis is obliged to submit the evaluation and the suggested grade to the Academic Department till the deadline indicated in the faculty calendar.
The opponent is appointed by the Academic Committee on the basis of the proposal of the head of the department concerned.

The supervisor is obliged to submit the title and the short summary of the thesis (200-400 characters) to the Academic Department within one week following the thesis submission deadline by using the form downloadable from the faculty's website. The printed as well as the electronic version of the form is to be submitted. The Hungarian and the English version of the text may not differ to a great extent.

The thesis has to be defended before a board consisting of at least 3 members. The opponent has to be invited to the event as well.

19. Final examination

§ 60

- (1) Students on higher-level vocational training shall sit a vocational examination in compliance with the provisions applying to vocational education.
- (2) The student shall complete his/her studies in the undergraduate, graduate, post-graduate specialist training courses by taking the final examination.
- (3) The final examination shall test and assess the knowledge, skills, and abilities requisite to the award of the diploma, whereby the student shall also prove his/her ability to apply the acquired knowledge in practice. The final examination may consist of several parts – the defence of the degree thesis, and additional oral, written or practical examinations – as defined in the curriculum.
- (4) Registration for the final examination shall be subject to having obtained of a pre-degree certificate stating that all course-units have been completed. The higher education institution shall issue the pre-degree certificate to students who have satisfied the curricular academic and examination requirements – except passing the language examination and writing the degree thesis -, completed the required practical courses, and have earned the required number of credits. The final examination may be taken in the examination period following the award of the pre-degree certificate while still enjoying the student status, or after the expiry of student status, with no deadline specified, during any examination period in accordance with the prevailing programme requirements. The academic and examination regulations may stipulate further requirements to be met for sitting for the final examination if the final examination is to be taken seven years after the issue of the pre-degree certificate.

(5) The final examination shall be taken before the final examination board, which shall have a chair and at least two other members. At least one member of the examination board shall be a university or college professor, or university or college associate professor, and at least one of its members shall have no employment relationship with the higher education institution. Final examinations shall be documented in the form of records.

(6) The academic and examination regulations of the higher education institution shall specify the manner of registration for the final examination, the rules pertaining to the organization and administration of the final examination, and the method for calculating the results. Students not having fulfilled their payment obligation towards the higher education institution may not enter for the final examination. Higher education institutions may decide to arrange the final examination jointly.

19.1 Having acquired the pre-degree certificate, students may register for final examination at any time, according to the provision for qualification requirements effective at the time of registration. Sitting the final examination must be applied for in case the seventh year after issuance of the pre-degree certificate has ended. Applications are evaluated in accordance with the general order of students' application.

The final examination can be set for only if the student has completed the 2 + 4 months practice before the final examination, furthermore the student has successfully defended his/her thesis – thus has acquired the pre-degree certificate.

19.2 Faculties are obliged to provide at least once a year – or more, in answer to the request of at least 5 persons wishing to take the examination - the opportunity for the students to take or resit the final examination. Students who have acquired the pre-degree certificate must be informed by the faculties about the order of procedure of the given year.

The Faculty of Pharmacy announces two final examination periods annually: in June and October each year.

19.3 The application for the final examination is made on a form produced by the faculty. The prerequisite of the application is either the acquisition of the pre-degree certificate, or the opportunity to acquire the pre-degree certificate in the final educational semester. Faculties are responsible for defining the order of the students at the final examination, and for verification the requisites of the pre-degree certificate. In the case of a lack of the pre-requisites or if the student requests it, the student is cancelled from the final examination. Cancellation may take place only before the beginning of the final examination. In case it turns out afterwards that the student did not fulfil the criteria of the accession to the final examination, the final examination result is annulled.

19.4 In case of absence from the final examination, the order of procedure for the non-attendance of the final examination must be followed, with the addition that a new final examination may be applied for only in accordance with point 19.2.

19.5 Faculties define in the faculty regulation and release in an announcement:
- the periods (dates) of the final examination

- the composition of the examination board
- the calculation principles of the final examination result, defined for education areas and according to the effective educational and output requisites.

The faculty announcements are released by a deadline of 15 October and 15 March.

The conditions and topics of the final examination have to be posted on the Academic Departments' website at least 3 months before the final examination.

The chairman of the Final Examination Committee – with the consent of the Faculty Council – and the members of the Committee, furthermore the deputies are appointed by the Dean for a period of one year. The chairman cannot be a fulltime faculty employee.

The final examination board consists of 2-6 members besides the chairman.

The performance of the student is evaluated by the committee members, the partial grades are determined on a meeting following the examination. In case there is no consent concerning the student's grades, the marks are determined through voting. If there is no majority of vote, the mark will be determined by the vote of the committee chairman.

The final examination is considered valid if none of the partial marks (written test, practical part, theoretical part) is a fail.

The oral part of the final examination (Pharmacodynamics, Pharmaceutical Technology, Drug Regulatory Affairs) is evaluated topic by topic. The final grade is calculated as the non-weighted average of the three partial marks given to two decimal places. The final grade is fail if the student's knowledge displays substantial deficiencies. In this case the complete oral part of the final examination has to be repeated.

The qualification of the final examination (if none of the parts is a fail) is calculated as the non-weighted average of the three partial marks.

In case any of the partial results (test or practical part) is a fail, the student can continue with the further parts of the final examination (practical and/or theoretical) only in the course of a repeated final examination after having corrected the failed partial result.

If the student intends to correct the failed partial result of the final examination within 10 months, he/she needs to retake only the failed part(s) of the examination, all other successful partial results/grades will be considered valid, thus calculated into the average. The final examination can be repeated maximum twice without any permission. Further repeated examinations need to be requested from the Dean.

20. The Diploma and the Certificate (hereinafter diploma)

§ 62

(1) Successful completion of the final examination and, unless otherwise provided herein, passing the required language examination shall be prerequisite to the award of the diploma certifying the accomplishment of academic studies. Unless programme completion and exit requirements stipulate more stringent criteria, for the award of the diploma the student shall present the documents certifying that he/she has passed

a) in the case of an undergraduate course, a type 'C' intermediate-level general language examination,

b) in the case of a graduate course, a language examination specified in the programme completion and exit requirements which is recognised by the state or qualifies as an equivalent examination (hereinafter 'language examination'). The higher education institution may specify in the curriculum in what languages the language examination can be taken for it to be accepted, on proviso that it shall recognise as a general language examination any language examination evidenced in the secondary school-leaving certificate, or any language examination accepted as a valid secondary school-leaving examination.

(2) Except for the final examination, the provisions of subsection (1) shall not apply if the language of instruction is not Hungarian.

(3) The diploma shall be issued and delivered to the student having passed the final examination within thirty days from the presentation of the document in evidence of the valid language examination **specified in subsection (1). In the event the student has at the time of the final examination already presented the document attesting that he/she has fulfilled the requirements set forth under subsection (1), the diploma shall be issued and delivered to the student within thirty days from the date of the final examinations.**

(4) Only the higher education institutions covered by this Act shall be eligible for issuing diplomas. The designation 'diploma' shall only be applied to documents that are issued by higher education institutions pursuant to this Act, certifying a specified academic level and professional qualification.

(5) The diploma is a public document bearing the coat of arms of the Republic of Hungary and displaying the name of the issuing higher education institution, its OM-identifier, the serial number of the diploma, the name, name at birth, place and date of birth of its holder, the level of qualification, or the degree awarded, the programme, professional qualification, specialisation, as well as the place, year, month, and day of issue. The diploma shall also be furnished with the original signature of the head of the higher education institution (or that of the head of institution stipulated in the study and examination regulations) and the chair of the final examination board, and shall bear the stamp of the higher education institution. In the event the student does not possess evidence of the language examination at the time of the final examination, and therefore the diploma is issued after the final examination period, the diploma can be signed by the head specified in the study and examination regulations instead of the chair of the final examination board. The academic and examination regulations of the higher education institution may stipulate additional (non-personal) data to be displayed. The diplomas issued shall be registered.

20.1. On the basis of a successful final examination, thesis defence, and the fulfilment of the language requirements, the institution issues a diploma for the applicant, which includes the vocational qualification. The diploma is signed by both the head of the higher education institution and the chair of the final examination board. In case the issuance of the diploma parts the final examination period and the chair of the final examination board cannot be found in the institution, the authorized head of the faculty is the signatory.

§ 160 (2) The provisions of Section 62 shall be applied in respect of courses launched and the diplomas issued on the basis of this Act. The conferral of the diploma shall only be subject to a language examination certificate pursuant to the provisions of the Higher Education Act of 1993, if it was so stipulated when the course was launched.

§ 150 (1) Section 150 (1) Where the conferral of a diploma or certificate is conditional on passing a general foreign language examination, students having turned at least the age of 40 in the year of starting their first-year studies shall be exempted from the fulfilment of this requirement. This provision shall be applied for the last time in respect of those who take their final examination in academic year 2015/2016.

The qualification of the diploma is calculated by taking the mathematical average of the grades achieved in the final examination, the thesis and all the required comprehensive examinations (Quantitative Chemical Analysis, Physiology, Organic Chemistry, Pharmaceutical Chemistry, Pharmacognosy, Pharmaceutical Technology, Drug Regulatory Affairs, Pharmacodynamics). The grade of the final examination and the thesis counts as one mark equivalent to a comprehensive examination.

The diplomas are rated as the following:

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

20.2 Students having turned at least the age of 40 in the year of starting their first-year studies are exempted from the fulfilment of the language certificate requirements of their qualification - which would otherwise be necessary to gain the diploma - except for students who take part in higher level vocational training, or in an undergraduate course requiring professional language examination.

20.3 The content of 20.2 and of Act LXXX of 1993 Section 123 (10) must be applied to students studying at the time when this section came into force (1st July 2003) and to those who began their education in the first year in the 2003/2004 term, who turn the age of 40 within the defined educational period.

21. Supplementary Provisions

21.1 On the basis of the current Academic and Examination Regulations, in cases falling within the scope of authority of the head of the faculty, the deputy may also proceed unless he/she took part in the first degree decision-making. This authority may not be further delegated.

Additional procedures

21.2 When the student submits a request, depending on the type of request, he/she must give reasons, support and verify the facts and give all the details asked for in the forms.

21.3 Decisions must be given in writing in cases under the current Regulations. The student can be informed of the decision in a summarised or condensed form.

21.4 The University implements online student registration via the Unified Academic System (ETR). When using the ETR:

- The examiner must report the grades to the student according to section 13.3 by entering the grades in the ETR system.
- The examiner must enter the grades and sign the course completion form printed from the ETR following and oral examination.
- Ulterior verification of written examination grades is based on the grade written on the test-paper, which must bear the examiner's name and signature.
- The student may dispute the validity of the grade entered in the ETR at the relevant department within a period of fourteen days following the examination period. When the validity of his claim has been justified, the disputed grade must be corrected on the evidence of the course completion form or the grade written on the test-paper. The correction must be made by the academic registrar's office upon presentation of a letter from the head of the department in question. If the student's claim is contested, the academic committee of the faculty must make a judgement. Objection to injustice can be made in accordance with the regulations of the review process.
- In justified cases, the student may ask for a certified copy of the registration book, which the University is under the obligation to issue free of charge.
- Instead of using the course completion form, students who are in possession of the registration book may continue using the paper-based document, which must be certified by the academic registrar's office on request.

These provisions enter into force on 1 February 2008. As of that date all university provisions on the paper-based registration book shall become null and void.

22. Closing Provisions

22.1 Provisions of the current Regulations shall apply to ongoing cases unless provided otherwise below.

22.2 When a request is made, the regulations shall only apply if it is submitted after the regulations enter into force, unless it is more advantageous to the student.

22.3 Provisions on the final examination apply to students who obtain the pre-degree certificate after the current Regulations enter into force.

Szeged, 20 April, 2011

The current Study and Examination Regulations of the Faculty of Pharmacy were accepted by the Faculty Council at its session of April 20, 2011.

(Faculty Council decision No 2-2-7/2011.(IV.20.)KT)

Prof. Dr. Ferenc Fülöp m.p.
Dean

APPENDIX No 1

Introduction and Use of the Electronic Registration Book

A) Conditions and Rules of Implementation

1. Legal Background: 372/2007 (XII.23) for Government Decree § 15/D

- (1) The registration book used by the institute of higher education can be
- b) an electronic document,
 - c) a document inseparably bound together and authenticated according to the Organisational and Operational Regulations and printed from the electronic system of procedures of the institute of higher education.
- (6) In case the student transfers to a different institute of higher education, the releasing institute higher education enters the date of the termination of the student's legal status in the registration book and within 15 days of the termination of the student's legal status, it transfers conveys the registration book to the receiving institute of higher education.
- (8) Upon termination of the student's legal status, the registration book must be handed over to the student exception for the case detailed in section.
- (9) (...) In cases specified in points b) and c) of Section (1), the print image and form of the registration book approved by the Educational Authority must be used.

- The registration book must be printed from the ETR, in a format authenticated by the Educational Authority, upon the student's exit from the institution or termination of his/her student status. The numbered pages of the document must be bound together with a string of the national colours. Its end sealed with a round label must be stamped, authenticated, made inseparable and signed by the academic registrar. The printed registration book contains all data and entries representing the statutory content of the electronic registration book. [15/D§ (2)]

- In case of simultaneously pursued studies, the registration book may be issued only on termination of the final training programme.

- (5) (d) The student is entitled to one free copy of his/her registration book per semester.

During his/her permanent student status, the student may request an authenticated course completion form both in Hungarian and English languages whose duplicates he/she may use to certify his/her enrolment in a training programme. Repeated requests may incur a processing fee in accordance with the rules.

- (5) c) In the Organisational and Operational Regulations, the rules of access to the electronic administration system and those of making entries must be regulated.

2. Rules of access to the registration book

Access right is stated in the administration rights system of the ETR.

a) The student's rights:

- The student is not entitled to make entries in the electronic registration book.
- The student is entitled to view his/her electronic registration book during the entire period of his/her student status using his/her password.
- The student is entitled to print a course completion form and use it to certify his/her course completion during any specific academic period.
- The student is entitled to initiate grade correction with his/her lecturer or at the educational unit during the entire examination period. In case of rejection, the request must be submitted to the academic committee of the faculty. The student is granted the right to appeal against injustice in accordance with the rules of the review process.
- The student is entitled to appeal against the grade entered in his/her electronic registration book within fourteen working days following the examination period and initiate the correction of the grade with the lecturer or the educational unit based on the registration book or the course completion form. The request accompanied by the lecturer's approving opinion must be conveyed to the academic registrar's office of the faculty, where, in case of the lecturer's approval, the grade will be corrected. If the student is not given an approving opinion, the request will be conveyed to the academic committee of the faculty.

b) The lecturer's rights:

- Exercising his/her rights to teach and enter grades into the ETR, the lecturer can make evaluative entries according to the previously announced evaluation criteria.
- The lecturer may verify the examination sheets of his/her courses and correct the grades entered until the last day of the examination period.
- The lecturer may verify the examination sheets of his/her courses for fourteen working days following the examination period and may initiate the correction of grades with the academic registrar in writing or in the electronic system.

c) Rights of the academic registrar's office:

- The dean of the faculty authorizes members of the office in charge of the academic administration (accessing the computer IP number) to create or modify all the data of the electronic registration book he/she has access too with the exception of the items of evaluation entered by the lecturer. He/she may modify the data of the examination sheets only on the basis of the lecturer's (or his/her department's) request or following the decision of the Academic Committee of the faculty.

d) ETR operations administration rights:

- The user entitled to carry out administrative tasks is not equally entitled to make entries into the electronic registration book.
- An administrator can make entries at database level only in special cases, when it is ordered in writing by the Vice-Rector for Education or the dean of the faculty, and also bearing the permission of the Head of the ETR Operations Centre. The new entry must be registered and an authentic copy of the pre-modified state must be made.

e) The student will be notified of any examination sheet grade corrections.

(4) a) In case of an oral assessment, the student shall receive a written (paper-based) notification of the result at its assessment or at a time determined by the Organisational and Operational Regulations.

- b) The student shall receive a written (paper-based) or electronic notification of the subjects he/she has registered for at a time determined by the Organisational and Operational Regulations.
- c) It is regulated by the Organisational and Operational Regulations that within a period of at least fourteen days following the end of the semester, the student can raise objection to the data regarding the course assessment.
- d) It is regulated by the Organisational and Operational Regulations that within a period of at least five days following the closure of the course registration period, the student can raise objection to the data regarding the course registration.
- e) The investigation and possible correction of the objections described in items c) and d) is determined by the Organisational and Operational Regulations.

3. Rules concerning the authenticity of the electronic registration book

At the end of the course-registration period, the deadline of online registration being different at each faculty, saving on safe data back-up drive is made with the signature of the entitled person. The right of signing shall be given in writing by the Rector. The back-up drive will serve as a proof for further reference, should any modifications in course registration be made either by the student or the academic registrar's office. Any official changes, records or notes – course additions or cancellations, official notes, requests and decisions made will be kept track of and thus can be verified in the central filing system.

At the end of the course registration period the student is forwarded a printable notification of course registration in the form of a *course completion form*. The first date of printability is three weeks before the beginning of the examination period. From that day, the student can dispute the course entries for five working days. The *course completion form printed from the ETR* shall serve both as a course registration form and also as a course completion notification. Its authenticity shall be proved by an electronically signed authenticated copy of the electronic database. It serves as ground for comparison in the disputed cases and if needed, the lecturer's signature shall prove the authenticity of the oral grade.

The lecturer is obliged by law to give a written notification, so the *printed course completion form* (or the student registration book still in use) shall be required at the examination.

4. Rules applied to prove data authenticity in case of damage to the ETR database, relevant both in legal procedures and in disputed cases

Keeping the authenticity of data is ensured by periodically saving it to back-up drives when safe copies are made of the documents bearing authentic electronic signatures. Besides the above detailed authentic storage of course registrations the electronic registration books approved of (objected or noted) both by the lecturer and the student, and also signed and certified with authenticated electronic signatures, are copied and stored as well on safe back-up drives. On deadline days, saving to back-up drives is done by the ETR Operations Centre.

Through the above procedure the data shall become electronically authenticated, further modifications will be excluded. These data are now considered as data certified at

electronic administrative level. Under the current financial and technical conditions no safety procedures carried out at earlier stages can be expected.

B) The Rules of Procedure

The rules of procedure are established by the board of academic registrars and chief officers, co-ordinated by the Academic Directorate, establish the rules of procedure. The agreed rules of procedure become authoritative when directed so by the Rector. Every time a new semester starts, the rules are reviewed and a new one shall be decided on. When establishing the new rules, provisions shall be made on the following:

1. printing of the registration book
2. producing the course completion form
3. rules of application made in accordance with the registration rules (lecturer, academic registrar's office, ETR Operations Centre)
4. rules of implementation made in accordance with controlling rules (student, lecturer, academic registrar's office, ETR Operations Centre)

The rules of procedure do not contain regulation-like decrees or conditions of application.