

**UNIVERSITY OF SZEGED**  
**Albert Szent-Györgyi Medical School**  
**Faculty Academic Regulations**

*Academic and Examination Regulations of the University of Szeged (henceforth referred to as “SZTE TVSZ”) 22.1. In matters that are in agreement with and are within the framework of the provisions of law, other university regulations and the present document, and in regards to matters falling within the scope of the academic and examination regulations, the faculty councils — while ensuring the student union’s right to have its say in the matters — may adopt statutes; furthermore, the dean may specify deadlines within which certain obligations are to be met, determine how responses to requests are handled and how matters within requests are allowed to be verified, and may also introduce forms for the requests.*

*22.3 The faculty is obligated to regulate every question whose regulation the present document specifies as the authority of the faculty (sections 2., 3.1., 4.1., 4.3., 5.3., 7.1., 7.2., 7.4., 8.1., 9.1., 9.3., 11.1., 12.3., 13.2., 13.3., 15., 18.1., 19.2., 19.3., 19.4., 19.7., 22.1., 22.2.).*

The Council of the University of Szeged, Albert Szent-Györgyi Medical School (henceforth referred to as “SZTE SZAOK”) has framed its regulations under the authority of section 22.3. of the Academic and Examination Regulations of the University of Szeged. The Faculty Academic Regulations regulates matters not governed by the SZTE TVSZ, and it is to be understood together with the SZTE TVSZ.

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

*1.1. Falling within the scope of the Academic and Examination Regulations of the University of Szeged is any individual taking part in a bachelor, master or single-cycle long programme, vocational higher education/higher educational vocational training, or specialist postgraduate programme (henceforth referred to as “student”), any individual teaching in the programmes above at the university, having a contractual relationship with it (henceforth referred to as “teacher”), as well as any individual taking part in the above programmes carrying out education aiding activities (henceforth referred to as “administrator”).*

University of Szeged, Albert Szent-Györgyi Medical School: Faculty Academic Regulations (henceforth referred to as “K.T. Ü”) (1.) The scope of the Faculty Academic Regulations and the bodies of academic administration

1.1. Falling within the scope of the Faculty Academic Regulations are students taking part in the medical program, regardless of its language of instruction, students taking part in the foreign language Foundation Year program, and students taking part in the English-Hungarian medical translator and interpreter studies and the English language medical communicator studies.

1.2. The management of academic matters is carried out by the Hungarian Students’ Secretariat and the Foreign Students’ Secretariat (henceforth referred to as “academic office”) of the SZTE SZAOK. The vice-Dean for education and the representatives of the Dean of the SZTE SZAOK are making decisions requiring individual consideration. The head of the academic office is the competent authority in every academic matter tied to a permission, but which does not require an

individual decision, only the application of regulations. Requests submitted in such matters are documented, their content is verified to be in conformity with regulations, and are approved in writing by the head of the academic office.

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

K.T. Ü (2.) Faculty amendment:

*Sixth year (internship year):* An uninterrupted academic year not split into separate semesters (independent of cycles).

*Subject requiring parallel completion:* A subject-unit interdependent on another subject to be completed together in a given semester.

*Study group:* A study community, an instruction-organizational unit whose composition is determined by the academic office.

*Final examination (state board examination) in a single cycle medical program:* A comprehensive examination session made up of several parts — thesis defense, a written test, patient-examination in speech and in practice — to be completed after the acquisition of the pre-degree certificate.

*Summer practice:* Mandatory academic practice to be completed outside of the study and the examination period.

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

*4.1. In order to handle students' academic requests, the faculties establish and operate an academic board, fifty percent of the delegated members of which are students. The boards operate by their local statutes.*

K.T. Ü (3.) The Faculty boards

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

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

3.2.1. The Academic Board's scope of authority:

- a) the authorization of an exceptional passive semester,
- b) the authorization of a preferential study schedule,
- c) the authorization of transference between majors, faculties, and institutions,
- d) the authorization of a guest-student status,
- e) the authorization of the interruption of the student status for more than a single semester for first year students following matriculation,
- f) determining the amount of student-financing, authorizing reductions of tuition fees,
- g) expressing stance on any question the SZTE TVSZ, the Council of the SZTE SZAOK or the Dean has determined as being within its scope of authority.

3.2.2. The decisions of the Academic Board are to be put in writing and must be brought to the knowledge of the student submitting the request within eight working days of the date of the Board's session.

3.3. Any academic matter falling outside the scope of the authority of the Academic Board is within the competence of the Dean or his or her appointed deputy.

3.4. The professional decisions in regards to the acknowledgement of credits obtained in previous studies are made by the Faculty's Credit Transfer Committee, taking into consideration, as necessary, the preliminary opinion of the education-organization unit concerned with the subject in question to be acknowledged.

The departments responsible for the subjects affected evaluate credit transfer requests received in the electronic study system on a continuous basis, but at the latest within three working days following the submission deadline. The Academic Board determines the year students transferring or readmitted to the SZAOK are accepted to on the basis of the decision of the Credit Transfer Committee.

The Committee, in addition to the above, also performs duties of preparing decisions in matters involving consultation, organizing, and regulation.

3.5. Duties of the Educational Committee:

- Monitoring the information concerning the development of the medical program.
- Maintaining contact and exchanging information with the authorities of national and foreign medical faculties. With the participation of the Committee members and the department representatives, it establishes a committee that finalizes decisions regarding recommendations to the development of the curricula of the Faculty currently in force and makes further recommendations at least on a yearly basis in the matter to the management of the Dean's Office and the Council of the SZTE SZAOK.
- The Educational Committee monitors the progress made by the Faculty's administrative apparatus responsible for instruction-quality, as well as it maintains contact with the University's and its faculties' instruction-quality administration. With the participation of the Committee members and the department representatives, it establishes a committee in order to see to that instruction-quality development and application are in place.
- In matters not handled by other Faculty committees, it maintains contact with student organizations (Faculty Student Union (HÖK), HuMSIRC, International Student Union Szeged (ISUS)); it represents the position of the Faculty in such matters, and it conveys students' recommendations, observations and requests to the management of the Dean's Office and the Council of the SZTE SZAOK.
- The Committee shall give an account of its sessions and recommendations to the Faculty Council.

## **5. THE STUDY SCHEDULE (SZTE TVSZ 5.1.)**

*5.1. An academic year consists of two half-year terms (semesters). The semesters consist of a study and an examination period.*

*The study period is at least 14 weeks, and the examination period is 6 + 1 weeks, in which the seventh week is the retake examination period.*

*The examination dates within the examination period are determined by the departments.  
The classes at the university are 45 minutes long.*

#### K.T.Ü. (4.) Mid-term and professional training, examination period

4.1. Deviating from the weekly schedule of the educational sessions of the timetable in the case of teachers is possible only by the submission of a written request and the subsequent permission of the Dean.

Holding the preliminary approval of the department concerned, having a proper reason, and depending on the number of students in the given group, students can deviate from the group schedule by submitting a request electronically to the Academic Office.

4.2. The duration of the educational practice:

The number of hours of mandatory summer practices stipulated in the curriculum, furthermore, the practices of sixth year students is thirty hours per week.

Deviating from the thirty-hour per week requirement in the sixth year is only possible with the preliminary permission of the department carrying out the comprehensive examination.

4.3. The educational practices can primarily be performed at the clinics of the SZTE SZAOK, the hospital departments accredited by it, the departments of healthcare facilities that are participating in practical teaching under an agreement with the Faculty, as well as at other Hungarian teaching medical university departments, or in hospital departments accredited by SZAOK's co-universities.

In order for practices performed in foreign practical institutions to be accepted, the preliminary permission of the Dean is required.

Written declarations of acceptance issued by practical institutions other than those of the clinics of the SZTE SZAOK must be obtained by the student and subsequently forwarded to the academic office.

The SZTE SZAOK shall not cover the expenses that may arise out of the educational practices performed at practical sites other than those listed above.

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

4.5. In case of a break declared by the Rector or the Dean mid-semester — with the exception of fourth year's block practices and the sixth year unless the announcement states otherwise —, in the period affected education is suspended.

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

*6.1. Students who have not matriculated lose the right to begin their studies at the end of the semester.*

*6.2. Signing up for one of the courses of the programme that is worth at least one credit points by the end of the course registration period qualifies as the intent of the continuation of studies, given that the student has an active student status. As a result of not satisfying this requirement, the student status is interrupted in the semester concerned.*

*If the fee-paying/self-financed student does not meet his or her financial obligations or has not submitted a request concerning the postponement of settling payment obligations by the end of the course registration period, the student's status will be interrupted in the semester concerned. The course registration period (registration in the academic system) extends over the second week prior to the beginning of the study period and the end of the second week following it at most.*

*6.2. a) Students participating in partial studies the completions of which can count towards the studies pursued at the University of Szeged (e.g., Erasmus+) as well as students who have been given permission for a preferential study schedule will obtain an active student status even if they do not register for a course by the end of the course registration period.*

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

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

5.2. The enrollment takes place at the beginning of the first semester by signing the enrollment sheet after verifying the data on it and logging into the electronic study system. It is during enrollment that students are to present the originals of the documents as detailed in the admission guide.

Signing up for one of the courses of the program that is worth at least one credit points by the end of the course registration period qualifies as the intent of the continuation of studies, given that the student has an active student status. As a result of not satisfying this requirement, the student status is interrupted (undetermined, then passive) in the semester concerned.

A special condition regarding students partaking in foreign language programs is that solely those students are considered enrolled who have satisfied their tuition fee payment obligation by the deadline set in their study agreement.

5.3. After enrolling, but by the thirtieth of November at the latest, students accepted to the SZTE SZAOK must take part in a medical fitness examination organized by the Department of Family Medicine and the Occupational Health Service in order to assess their medical fitness, which is a requirement of performing medical activities. Individuals who are found unfit to perform medical activities will be reported to the academic office who registers in the academic system the fact of them being unfit and notifies the units carrying out education. Those affected — until the cause of their unfitness ceases — will not be allowed to partake in classes. The rules of declaring someone unfit are found in the LXXXIV Act of 2003, furthermore, in regulations 18/1998. (VI.3.) NM and 33/1998. (VI.24.) NM.

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

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

*6.3. The student may opt for a passive semester after having begun an active one. Taking the semester off — as passive — is to be announced to the academic office through Modulo.*

*6.4. The student may request to be permitted to take a passive semester provided that there is an exceptional reason involved (childbirth, illness, accident or another cause beyond the student's control) as a cause of his or her request. Such requests may be submitted by the end of the course registration period and may be permitted by the academic board of the faculty.*

*6.6. If the student is forced to interrupt his or her studies due to child-birth, accident, illness or other unforeseen circumstances — reasons beyond his or her control, he or she may request the interruption of the studies by the end of the given examination period. In such cases, the decision must include the possibility of subsequently acknowledging the completed semester or its deletion.*

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

After enrolling, students who have been admitted to the program and who are eligible for maternity pay may request to take a semester off as passive — for the duration of the maternity leave and the eligibility period of the maternity pay —, which can be taken in addition to the two semesters permitted as above.

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

6.3. A passive semester can be permitted by the end of the examination period at the latest in case of an unexpected event taking place in the student's personal life. The request must be justified, and the relevant facts must be verified. A successfully completed semester is not a precondition of requesting to take a semester off in such cases.

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

K.T.Ü. (7.) Transfer (in exceptional cases, readmission)

*Act CCIV of 2011 on National Higher Education 42.§ (1.)b) The student may request transfer to an identical or another faculty or department of another higher education institution in the same educational cycle and field of study.*

7.1. Taking the differences between the content of subjects taught into consideration, a student-transfer to the SZTE SZAOK is permissible from the medical program of another Hungarian medical institution of higher education, providing that the student has successfully completed two semesters and he or she has an active student status at the time of submitting the request. Moreover, transfer is possible solely if the student obtains at least half of the credit points to be collected at the medical program offered by the SZTE SZAOK as the diploma-issuing institution. An additional condition of transfer is collecting at least 36 credit points of compulsory subjects — which are also compulsory at the SZTE SZAOK — in the concluding two semesters.

Students who during their studies committed a disciplinary violation or those who wish to have their formerly completed subjects acknowledged as a part of the transfer process and have had their

student status interrupted five years prior to the date of transference may not transfer to the SZTE SZAOK.

In case students restart their studies multiple times (multiple admission), the credits acknowledged previously cannot be taken into account if the original completion is older than five calendar years. The previous completions of students who have obtained a degree in natural sciences and health sciences may be taken into account on a case-by-case basis.

7.2. The request directed at the Academic Board on student-transfer must be submitted to the academic office ten days prior to the beginning of the academic year concerned at the latest.

The student must attach to the request a school certificate verifying that the student has an active student status and which is no more than fifteen days old; a sealed and certified document containing the subjects completed, the credits collected, the results achieved (credit certificate or registry sheets); certified course descriptions (course topics), and the sending university's recommended curriculum for the program (study plan). In case of previous studies pursued abroad, the certified translations of the above must be included if the original language of the documents is different from that of the program concerned. Incomplete requests shall not be evaluated.

7.3. In case of a transfer, the student must certify if he or she has partaken in a self-financed or a fee-paying program.

7.4. On the basis of the preliminary recommendation of the Credit Transfer Committee, the transfer request is evaluated by the Academic Board, who issues a decision that shall state the financing status of the transfer student (self-financed or a fee-paying).

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

Similarly, the student must likewise collect at least half of the credit points assigned to the medical program at the diploma-issuing institution of the SZTE SZAOK.

In case of the English or German language program, a transfer student may only start his or her studies as a self-financed student.

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

*7.2. The faculties — with or without further conditions — may enable the announcement of courses without there being classes for students repeating the subject.*

### **K. T. Ü. (8.) Course registration**

8.1. Students take part in the practical sessions solely in the group they are assigned to. On account of education-organizational and financial reasons, only those students may take part in such sessions who have registered for the subject concerned in the academic system.

Students who are taking the subject concerned in the form of an examination course may not take part in the practical sessions: They are required solely to take the examination.

8.2. Non-completed subjects can be retaken by either taking them as an examination course or by fully repeating the subject. The education-organization units must announce an examination course in the subject which is a subject requirement of the subject concerned in the semester subsequent to the semester the student initially failed.

No more than two examination courses may be taken in a semester. Students must have previously attempted to complete the subject by sitting for an examination at least one time to be entitled to take an examination course in the subject concerned. Non-completed practices cannot be taken as examination courses. If a subject is announced as a regular course in the given semester, the student is obligated to fully repeat the subject.

8.3. In case of fully repeating a subject, students are required to repeat the practical part of the subject — which award no credit points but are paired with a lecture — they have completed earlier as well.

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

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

8.6. Students can take additional elective subjects only by the permission of the Dean in both semesters of the sixth year, except for volunteer activities as stated in section 8.7.

8.7. Volunteer activity concerning elective subjects

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

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

8.8. In accordance with section 7.1. of the TVSZ and section 5.2. of appendix nr. 2 of the TVSZ, late course deregistration and registration at the SZAOK is possible by the last working day of the fourth week of the study period.

8.9. Students partaking in partial studies are also obligated to register for their courses in the partial studies semester with the exception that, on their request, the academic office deregisters or registers their courses after the deadline free of charge.

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

*8.1. The study obligations, the means of their completion, the means and the system of students' knowledge-testing, the consequences of failing to meet the study obligations and the means of resolving it are determined by related legal regulations, the programme and exit requirements, the present document and the educational plans.*



*8.3. The educational plans and the study plans must be made publicly available to the students. The educational plan that was in effect when the student enrolled cannot be altered in any fundamental way during the student's studies; a new educational plan can only be introduced in an ascending order. If the number of students in the expiring educational plan drops below a certain number and as such becomes financially unviable, the students affected can be offered to switch to the other educational plan so long as this does not result in an increase in the time and cost of the study plan for them.*

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

9.1. By the end of the second week of the semester concerned, the heads of the education-organization units must ensure that students have access to the following announced in writing on CooSpace and on their website.

- The syllabus and requirement-system of the subjects taught at the education-organization unit broken down to theoretical and practical sessions;
- the possibility of making up for missed classes;
- the date, topic, form, and process of mid-term knowledge-testing and reports, the possibility of improving on them or making up for them, moreover, the topic, form, and process of examinations, and the possibility of improving on them;
- the requirements of semester-acceptance;
- the name of the teacher(s) per topic;
- the examination requirements, the examination questions, the topic-list;
- the possible consequences of cheating at examinations
- the list of notes, textbooks, study aids, suggested reading lists permitted to be used to help acquire the study matter;
- the possibilities of scientific student circle activity
- the detailed conditions of how to obtain an offered grade on the basis of students' performance during the study period.

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

9.3. Compulsory elective subjects shall be launched with a student count of at least ten, while (optional) elective subjects shall be launched with a minimum of five students registering for it. If the student count of the course drops below the above numbers, the course's announcer can mark the course as cancelled after the end of the course registration period.

On the written request of the course's announcer, the academic office deregisters the students from the course, who will then be entitled to take another course free of charge in such cases.

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

9.5. The requirements concerning the students are determined by the heads of the education-organization units and the teachers of the subjects concerned. Students may file a complaint to the

Dean against a decision within the frame of prevailing laws. Ensuring the anonymity of student complaints, the Dean is obligated to have the Academic Board investigate the matter.

9.6. Students are obligated to attend and complete the courses registered for in the electronic academic system as specified by the requirement system — in accordance with the Academic and Examination Regulations in force — of the education-organizational unit announcing the course. There is no possibility to register for courses or to record completions following the late course registration period determined by section 8.8. of the present regulations.

9.7. Education-organization units must certify the completion of practical courses in the electronic study system by the end of the examination period at the latest.

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

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

*9.1. Upon the student's request, the faculty may permit the student to follow a preferential study schedule if the student is unable to meet the study requirements prescribed in the curriculum on the grounds of a reason that can be considered. The preferential study schedule may involve the — conditional or unconditional — exemption from attending compulsory classes, taking examinations in the examination period, and may also allow the student to substitute his or her study responsibilities with other tasks, or complete them in a way that deviates from the regular course of procedure. The preferential study schedule can neither offer an exemption from completing the academic qualification requirements, the examinations, comprehensive examinations, (parts of the) final (state board) examination, nor can it offer an exemption from the writing or the defense of the thesis paper. The conditions of the exceptional study schedule can be set to vary from subject to subject.*

*9.1. a) Students who have successfully applied for any type of mobility scholarship or partial studies announced by the University (e.g., Erasmus+) are entitled to a preferential study and examination schedule for the duration of the application. Students submitting a successful application are to notify (e.g., electronic administration form) the academic office of the faculty concerned in writing as to the duration of the absence.*

*9.2. During the course of their studies at the university, on individual request, students may make use of the preferential study and examination schedule for two semesters at the most in any given programme, or, if the duration of the programme is longer than six semesters, one-third of the duration of their programme. This amount does not include mandated cases or partial studies pursued supported by the institution.*

*9.4. Grade-offer, as announced in the course requirements, can only apply to “excellent”, “good”*

*or “accepted” evaluations in the case of employing the five-grade scale, and “highly met the requirements” or “met the requirements” in the case of the three-grade scale.*

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

10.1. A preferential study schedule can be permitted

- a) to an appointed demonstrator doing assistant professorial work,
- b) within parallel studies,
- c) from their second year to students supported in writing by the head of the education-organization unit, and who have done outstanding scientific work, given that the student has achieved a corrected credit index value exceeding 4.0 and has demonstrated erudition in a subject, which is confirmed by the head of the education-organization unit,
- d) to the Szent-Györgyi students of the Foundation for the Future of Szeged Medical Biology Research from the first or second semester.

10.1.1. A preferential study and examination schedule can be permitted, moreover, due to other reasons that include child-bearing, unexpected or lasting chronic illness, parenting, cross-faculty/cross-institutional studies, doing sports competitively, having a managerial post in the student union, and in other exceptional cases or reasons.

10.1.2. The preferential study schedule is permitted by the Academic Board based on the preliminary supporting recommendation of the department and the written request submitted by the student. The permit must specify in detail the content of the preferential study schedule, exemptions, concessions, and the fulfillment of the academic and examination obligations. The final year students of the foreign language medical program do not need to put in a request for a preferential study schedule.

10.1.3. The preferential study schedule is permitted by the Academic Board based on the preliminary supporting recommendation of the education-organization unit(s) and the request submitted on an electronic form by the student by the deadline set in the faculty schedule. The permit must specify in detail the content of the preferential study schedule, exemptions, concessions, and the fulfillment of the academic and examination obligations.

As specified in the permit, the student

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

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

#### 10.2. Partaking in partial studies abroad

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

10.2.2. Prior to the student beginning his or her partial studies abroad, it must be verified by the teacher responsible for the course announced at the SZTE SZAOK if the nature and subject matter offered as a part of the partial studies are in agreement with credit transfer regulations and the exit requirements of the medical training.

As a part of the international mobility program for medical students and in compliance with mobility policies, only certified and successfully completed studies and professional training will be acknowledged.

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

10.2.4. Students who have successfully applied for any type of mobility scholarship or partial studies announced by the University (e.g., Erasmus+) are entitled to a preferential study and examination schedule for the duration of the application; they must, however, collect the supporting recommendations from the education-organization units 30 calendar days prior to their date of departure.

On their request, students partaking in partial studies abroad other than the above may be permitted

- a) an exemption from completing mid-term reports,
- b) an exemption from attending classes, in case they are attending classes of the course during their partial studies abroad,
- c) to take examinations outside the examination period within thirty days after their return at the latest as specified as the end date in the agreement/contract for the program,
- d) an individual practice schedule and an individual examination schedule in their sixth year.

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

10.2.6. A student can pursue his or her studies in a preferential study and examination schedule for a maximum of two semesters in a four-semester program, and for four semesters in the single-cycle medical program. An exception to this rule is a preferential study schedule requested for a valid and justifiable reason.

### 10.3. Exemption via exceptional permission

10.3.1. In case a student was unable to complete a study obligation for reasons beyond his or her control — on request, by the decision of the Dean —, he or she may be given an exceptional permission, exempting the student from certain regulations of the Academic and Examination Regulations three times at the most during the course of studies. A request for an exceptional permission can only concern a single case. Exemption from curricular requirements shall not be permitted.

An unaccounted-for absence from an examination permitted via the Dean's exceptional permission shall bar the student from being granted any more exceptional permissions.

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

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

*Exemption from taking an examination via grade-offer*

10.4. No grade can be awarded to a student by way of grade offering who did not complete the examination precondition of the subject concerned. If the offered grade was recorded in the academic system as a grade-offer, but the lack of completion of the examination precondition is later proven, the education-organization unit shall remove the grade.

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

*The credit points and the grades acknowledged via credit transfer based on earlier studies do not count towards the average of the semester.*

*As per the regulation in section 6.9. c), however, as a sole exception, the credits acknowledged have to be taken into consideration in terms of credit-achievement serving as the basis of classing.*

**K. T. Ü. (11.) Credit transfer**

11.1. Credit transfer requests together with the necessary certificates attached are to be submitted through Modulo — or in exceptional cases on paper — by the deadline announced in the University's academic system. The education-organization unit is to register its opinion in Modulo — or in the case of requests submitted on paper it must notify the academic office — within 5 working days. On the basis of the opinion, the credit transfer committee makes the decision within 15 workdays at the latest and informs the student about the decision through Modulo without delay.

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

11.3. Credits obtained within studies that were interrupted more than five calendar years prior shall not be acknowledged. Studies that were restarted multiple times (repeated admission), acknowledged formerly and interrupted more than 5 years prior cannot be taken into consideration either.

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

*Students registered for examination courses can also be examined in the study period after having consulted with the teachers (examiners) concerned.*

*Any examinations outside the examination period (excluding a preferential study and examination schedule) may be authorized individually and on request by the head of the faculty as an exceptional permission.*

*Examinations outside the examination period must be entered into the academic system with the actual date of the examination.*

*12.3. The faculty is obligated to*

*– ensure that the number of examination dates and the dimensions of the examinations are able to accommodate the total number of students + 50% in all the subjects for taking the first examination in the examination period.*

*– announce at least one examination date per subject per week. The faculties are free to prescribe more than one mandatory examination date per week.*

*The teacher/department must make available at least one examination date in the retake examination period, provided that there are still students who by the end of the examination period have not successfully passed an examination in the course they can retake.*

*Concerning those subjects whose evaluation occurs in the study period but the faculty's own regulations do not rule out the possibility of improving on the grade received in the examination period, the teacher/department must make available at least two retake examination dates in the examination period for students who have received a non-passing grade by the end of the study period. Upon selecting these dates, it must be taken into account that, in case of a successful improvement of the initial failing grade, the student should also be able to take an examination in both this subject and its connecting precondition subject that the student could register for simultaneously in the same examination period.*

**K. T. Ü. (12.) The examination period**

**12.1.** Sitting for the examination course examination is also possible in the study period at a time previously agreed on with the teacher or the education-organization unit. An unsuccessful examination can only be retaken in the examination period.

**12.2.** In case of compulsory courses, the education-organization units and the courses' lecturers are obligated to announce at least one examination date per week in the examination period. At least one examination date must be announced in the retake examination period, furthermore, if there is a student who has concluded the examination period with an unsuccessful examination. In regards to other courses, the Academic and Examination Regulations apply.

In the study and the examination period, students must be ensured at least two opportunities to improve their unsuccessful mid-term grades and practical grades. If such subjects are subjects whose completion directly depend on each other—that is, they are subject-precondition subject pairs, sitting for the retake examination should preferably occur in the study period or at the beginning of the examination period.

12.3. Examination dates for sixth year students must be determined and announced according to the number of students registering for the examination three weeks prior to the examination week at the latest. Examination dates regarding students making use of their preferential study and examination schedule are determined individually after having consulted with the education-organization unit concerned.

12.4. By a due date set by the head of the faculty and also providing justification, the education-organization units or the teachers responsible for course announcement are obliged to inform the Dean, the academic office and the student concerned as to the fact that the student's completion of the semester is rejected. At the same time, this fact must also be recorded in the electronic study system prior to the commencement of the examination period, since such students are not permitted to take an examination.

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

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

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

*13.2. It is possible to postpone an examination by deregistering from it. Deregistration is not possible less than 24 hours prior to the beginning of the examination; registration within 24 hours can be permitted, however. It is the responsibility of the student deregistered to acquire further examination chances. In cases where the organising circumstances of the examination (sports event, concert, closing-education) necessitate it, the faculties may prohibit examination deregistration. In such cases, students must be notified of the matter through the given subject's annotation.*

*13.3. In case of oral examinations, the student must be notified of the result on the day of the examination; in the case of written examinations, the student must be notified three workdays following the day of the examination (if it is a public holiday, then four days following the day of the examination) by 4 PM. The faculties are free to determine shorter announcement times. The same prescription applies to mid-term examinations except that students must be informed of results within five working days.*

*The resulting grade is not public; individuals partaking in a public oral examination, however, can learn about the evaluation of the individual whose examination they witnessed.*

*The examiner must notify students of the written evaluation, the answer key and the criteria of evaluation; direct inspection of the test itself must also be made available to students.*

*13.4. An unjustified absence from an examination counts as an exhausted examination chance, thereby decreasing the number of retake examination chances. In such a case, a "was not present (counts as an examination chance)" entry must be recorded in the study system. Students have the*

*right to justify their absence within ten calendar days of the missed examination date, in which case a “was not present (does not count as an examination chance)” entry must be made.*

*13.5. The student’s identity must be verified at the examinations. Prior to the beginning of the examination, the ethical standard of the examination must be brought to the student’s notice. The use of non-permitted tools and methods at the examination is a disciplinary offence. In case a student is caught in the act of cheating or is being suspected of cheating, this fact must be put on the record, and the student’s academic evaluation for the examination occasion in question cannot be evaluated (a fail grade cannot be entered).*

*The examiner must record — and certify with his or her signature — the student’s grade on a (course-) record sheet printed from the study system by the student.*

*Subsequent verification of the evaluation of written examinations is possible by means of the student’s written test, which must bear the grade, the name and the signature of the examiner.*

*14.1. The student has the right to retake his or her examination — if it was unsuccessful — within the same examination period. The earliest the retake examination may take place is the third calendar day following the unsuccessful examination.*

#### K. T. Ü. (13.) The examination process

13.1 Students cannot take oral examinations without having the “Course Record Sheet” printed from the electronic study system with them at the time of the examination.

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

Unless there is a duly justified reason related to an occurrence beyond the student’s control, oral examinations must be finished on the day they were begun.

13.3. Prior to the beginning of the examination or mid-term examination, examiners must verify the students’ identity. The consequences of cheating must be brought to the student’s notice prior to the beginning of the examination. In case of cheating, or if non-permitted tools are used at an examination or mid-term examination, the examination shall be suspended immediately (the student’s academic evaluation for the examination occasion in question cannot be evaluated (a fail grade cannot be entered)).

The examiner or supervising teacher takes minutes of every notable aspect of the event, which the student acknowledges with his or her signature. The minutes must be forwarded to the Dean on the day of the examination. Disciplinary measures shall be taken against the student found cheating as per the Student Disciplinary and Liability for Damages Policy of the University of Szeged.

13.4. The student has the right to justify his or her absence from an examination within 10 calendar days following the time of the examination by submitting documentation or medical certificates to the educational advisor of the education-organization unit organizing the examination, in which case a “was not present (does not count as an examination chance)” entry must be made. If there is a valid reason for the absence, the justified absence is recorded by the department’s educational



advisor in the electronic study system. Such an examination registration shall not count as an exhausted examination opportunity.

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

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

13.7. The education-organization unit (teacher) is not obligated to announce further examination dates in addition the ones originally announced on account of students' postponed examinations (students with justified or unjustified examination absence statuses).

13.8. It must be ensured that students can inspect written mid-term examinations or examinations that took place in the examination period after the evaluation took place. The education-organization unit must set a time for the inspection.

13.9. The examiner enters the result of the examination on the "Course Record Sheet" and certifies it with his or her signature on the day the examination takes place. The "Course Record Sheet" is a legal document. In case of a faulty entry, the specifications on legal documents are to be observed. Students may not make deletions or corrections on the "Course Record Sheet".

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

*14.1. The student has the right to retake his or her examination — if it was unsuccessful — within the same examination period. The earliest the retake examination may take place is the third calendar day following the unsuccessful examination date.*

*14.2. An unsuccessful examination may be retaken twice in a given examination period, except for instances in which the student only has a single course registered for that he or she has not completed yet in the given examination period, in which case he or she may take a third retake examination given that he or she has not yet exhausted the examination chances in the given subject as per 14.3.*

*14.3. The total number of retake and repeated retake examinations allowed to be taken in the same subject is five at most for those students who have begun their studies in the academic year 2012/2013 or thereafter, and 8 at most for those students who have begun their studies prior to the academic year 2012/2013.*

*14.4. In case of oral examinations, upon the student's request, a repeated retake examination may be taken in front of a board of examiners. In accordance with 14.3., the student's last retake examination must at all times be taken in front of a board of examiners. The composition of the board of examiners — which has to have at least two members who did not participate in the student's latest examination — is determined by the head of the department responsible. A repeated retake examination in front of a board of examiners can also only be taken at an examination date previously*

*announced. In case of written examinations, the conditions for oral examination apply with the exception that the members of the board correct the paper or examine the results of the online test independently of each other.*

*A teacher during an academic examination is obligated to evaluate the student's performance in an impartial and unbiased manner. After the second unsuccessful examination, the student can request that the same teacher should not examine the student on his or her own again during the repeated retake examination.*

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

14.1. If no other examiner can be provided within the education-organization unit for the repeated retake examination (third examination), an external examiner must be asked to act as chair. The same examiner must not examine a student three times in succession; in such cases, an examination in front of a board of examiners with at least two members must be ensured. If they request it, students are entitled to take such an opportunity even if the third examination chance occurs as a part of students' repeating the subject. The request must be submitted to the head of the education-organization unit conducting the examination.

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

14.3. The last, fifth repeated retake examination must be taken in front of a board of at least two members. The board — determined by the head of the department concerned — must include at least two members who have not examined the student during his or her latest examination.

#### **15. RETAKING A SUCCESSFUL EXAMINATION (SZTE TVSZ 15.)**

*Act CCIV of 2011 on National Higher Education 49. § (4) Higher education institutions in their academic system shall provide recommended curricula in order to help students create their own study schedules. Higher education institutions shall ensure for all students the opportunity to participate in assessments and to repeat successful or unsuccessful assessments, guaranteeing that such repeated assessments are carried out in an unbiased manner*

*15. There is a maximum of two opportunities to retake a successful examination among the examinations registered for, on condition that no more than three examinations can be taken in the examination period concerned. The faculties' own regulations may permit further opportunities for students to retake examinations. The result of such retake examinations will qualify as the final grade, even if the retake grade awarded is not to the student's advantage. In case such retake examinations result in a fail grade, it is possible to take a repeated retake examination. There is no possibility to improve a successful practical grade.*

## **16. CALCULATING STUDY PERFORMANCE (SZTE TVSZ 16.)**

K.T.Ü. (15.) Dean's ranking

15.1. Following the end of the examination period concerned, the academic office establishes an order of ranking for each study year based on the mathematical average of compulsory courses' semester results (grades). This Dean's ranking is a factor that can be considered when making decisions in response to students' requests or when students' recommendation letters are issued by the Dean.

## **18. THESIS, DIPLOMA WORK (SZTE TVSZ 18.)**

*18.1. The faculties determine the thesis and diploma-work topics, its content requirements, the general points of evaluation, and the submission deadline and release them in an announcement.*

K.T.Ü. (16.) The thesis

16.1. Each education-organization unit's thesis topics and supervisors are published on the website of the SZTE SZAOK. A maximum of two supervisors may be assigned to a topic. Topics not on the publication list are approved by the head of the education-organization unit on the consultation sheet. The inclusion of an external consultant is permitted by the Dean on the student's request. Topic selection occurs in the spring semester of the fourth year.

16.2. Changing the thesis topic, the supervisor or the department is possible by submitting a request addressed to the Dean by the end of the examination period of the semester preceding the thesis submission deadline (second semester of the fifth year).

16.3. The thesis has to be submitted electronically as a PDF file through the Modulo system to the academic office within the deadline announced in the faculty schedule approved by the Council of the SZAOK. The Thesis Registration and Consultation Form filled in correctly must also be attached, which must include the English title of the thesis as well in case of students of the Hungarian medical program.

The thesis submission deadline on Modulo can be modified once on request in justified cases. A mandatory attachment of the request is the approval of the head of the department conducting the thesis defense and uploading the thesis (in the state of completion it is currently at). In case the student fails to submit the thesis by the deadline permitted, he or she may submit the thesis by the thesis submission deadline of the subsequent academic year at the earliest.

16.4. The detailed form and content requirements of the thesis are found announced on the SZAOK's website and in the academic office's Coospace scene in the "Szakdolgozattal kapcsolatos tudnivalók" and the "Information on the conduct of the thesis consultations and preparations" document for Hungarian and foreign language students, respectively.

## 16.5. Consultation

Students of the Hungarian language program are obligated to register for the “Szakdolgozat munkaterv I., II.” courses in the ninth and tenth semesters, and for the “Szakdolgozat elkészítés” course in the eleventh semester of their studies in the electronic study system. Students of the foreign language programs must register for the “Thesis Plan I., II.” courses in the ninth and tenth semesters, and for the “Preparation of the thesis” course in the eleventh semester of their studies in the electronic study system.

The topics, tasks to be completed and the frequency of consultations (at least three occasions per semester) to be completed are prescribed by the supervisor. The supervisor records the students’ partaking in the consultation sessions, and observations on the writing of their thesis on the “Thesis Registration and Consultation Form”, which is countersigned by the student on each occasion. The supervisor declares on the last consultation day that the thesis is suitable for submission.

## 16.6. Thesis evaluation procedure

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

The referee records his or her evaluation on the “evaluation of the thesis” form (the obligatory form is downloadable from the website of the SZAOK) in one page in length at the most. The referee considers the thesis’s logical structure, the extent to which it is supported by relevant literature, the methods applied, and the accuracy of the description of the results.

A thesis deemed suitable for submission by the supervisor but failed by the referee must be evaluated by another referee appointed by the Dean. If the second referee accepts the thesis submitted, the student must be ensured to join the ongoing defense procedure.

A thesis failed by the second referee as well cannot be defended and another thesis must be submitted in the subsequent academic year at the earliest.

## 16.7. Thesis defense procedure

The defense of the thesis in the education-organization unit takes place in front of a committee of at least three whose members are appointed by the head of the education-organization unit. The members and the chair of the committee must bear the title of one of the following: University professor, associate professor, assistant professor, scientific adviser or qualified (with a Ph.D. degree) teacher. Members with a title other than the above may only be appointed, on request of the department organizing the defense, by the permission of the Dean. The supervisor and the referee are not entitled to be members of the committee.

The committee evaluates the thesis using the five-grade scale at a closed meeting. Two copies are made of the minutes taken of the meeting. The minutes of the defense are also made by filling in the form downloadable from the website of the SZAOK, which shall include the student’s name, the title of the thesis in Hungarian and English, the place and date of the defense, the names of the committee, their title and their teacher (OM) identifier, the questions posed by the members, and the grade agreed on by the committee.

An original copy of the minutes of the thesis and both the original and the electronic copy (in an MS Word file) of the “evaluation of the thesis” must be forwarded to the academic office within

five working days of the defense. The electronic version of the thesis, moreover, the second original of the minutes of the defense must be retained by the education-organization unit.

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

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

17.1. The sixth year is forty weeks long.

17.2. The list and the duration of the compulsory sixth year practices is announced by the academic office.

17.3. Indicating the practical sites' details as well, the order of taking the final year's practices must be determined upon registration. Deviating from the order of taking the practices is possible only by an extra permit. Changing practical sites during the final year is only possible in exceptional cases, providing well-supported reasons. A new practical cycle may only commence on the first day of any week.

Sixth year students of the foreign language programs are exempted from submitting a request for a preferential study schedule.

17.4. Students must have the completion of the practices verified comprehensively on the "Evaluation sheet" (stamp, signature, date). The form is available on the website of the SZAOK. Students are only entitled to take the examinations if their practice requirements in the given subject have been completed and the sheets verifying this fact have been submitted at the academic office. Sixth year practices can primarily be performed at the clinics of the SZTE SZAOK; hospitals partaking in practical training under an agreement of cooperation with the SZAOK; hospital wards accredited by the SZAOK; furthermore in foreign teaching hospitals and university clinics.

For students of the Hungarian medical program, to accept the practice performed at a foreign institution of education, the preliminary (prior to the beginning of the final year) consent of the education-organization unit concerned is necessary.

17.5. Acceptance declarations issued by practical training sites other than those of the clinics of the SZTE SZAOK or its hospitals participating in teaching must be obtained by the student and forwarded to the academic office by one week prior to the beginning of the practice at the latest.

#### 17.6. Sixth year examination regulations

Excluding cases involving an exceptional study and examination schedule, comprehensive examinations for students of the Hungarian language program must be completed in the order

previously defined for the academic year. Students of the foreign language program carry out their practices and take their comprehensive examinations in an individual order, as they are pursuing their final year studies according to a preferential study schedule.

A retake examination can only be conducted at the education-organization unit it was first taken at, irrespective of the time elapsed between the two examinations.

## **19. FINAL EXAMINATION (SZTE TVSZ 19.1., 19.2.)**

*19.1. Having obtained the pre-degree certificate, the student may register for a final examination at any time under the conditions that exist at the time of the registration concerning the regulations of the programme and exit requirements.*

*19.2. The faculty may subject taking the final examination to conditions if more than two years have passed following the acquisition of the pre-degree certificate. Such conditions are stated in the faculty's academic regulations. As of the fifth year following the cessation of the student status, the final examination can no longer be taken. Applicable to students who have begun their studies in or after the academic year 2012/2013.*

### **K.T.Ü. (18.) The final examination**

18.1. The final examination consists of four parts

1. Thesis defense
2. Written examination (test)
3. Patient examination in speech
4. Patient examination in practice

18.2. Students are eligible participate in the final examination if they have submitted in the academic system their final examination application by the deadline specified; have obtained their pre-degree certificate (completed all their comprehensive examinations, submitted every one of their evaluation sheets verifying the completion of their practices to the academic office) at least two weeks prior to the date the written part of the final examination takes place; successfully defended their thesis; and have no outstanding payment obligations.

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

18.4. The mathematical average of the grades below makes up the final grade of the final examination.

The grade awarded to the thesis,  
the grade awarded to the written part (test) of the examination,

the grade awarded to the oral part of the patient examination,  
the grade awarded to the practical part of the patient examination.

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

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

## **20. THE DIPLOMA (SZTE TVSZ 20.1.)**

*20.1. On the basis of the successful completion of the final examination, the defence of the thesis and the foreign language examination prescribed, the institution of higher education issues the candidate a diploma that indicates the qualification it stands for. The diploma is signed by the head of the faculty and the chair of the final examination board. In case the diploma is not issued within the final examination period, and the chair of the board is not available at the institution, the person in charge of the faculty shall be the signatory.*

K.T.Ü. (19.) The diploma

19.1. The calculation of the medical diploma average:

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

Calculation method for the diploma average:

$$XD = \frac{\Sigma Xn + D + I + Sz + Gy}{n + 4}$$

Where XD = diploma average

$\Sigma Xn$  = the sum of the grades given to featured examinations and comprehensive examinations prescribed,

D = the grade awarded to the thesis,

I = the grade awarded to the written part (test) of the examination,

Sz = the grade awarded to the oral part of the patient examination,

Gy = the grade awarded to the practical part of the patient examination,

n = the number of featured examinations and comprehensive examinations prescribed.

The evaluation of the diploma:

Summa cum laude	4.51 – 5.00
Cum laude	3.51 – 4.50
Rite	2.00 – 3.50

19.2. Comprehensive examinations to be included in the calculation of the diploma average: Anatomy, Histology and Embryology III., Biochemistry II., Medical Physiology II., Pathophysiology II., Microbiology II.\*, Pathology II., Examination in Behavioral Science, Pharmacology and Pharmacotherapy II., Public Health and Preventive Medicine II., Internal Medicine, Pediatrics, Neurology, Psychiatry, Surgery, Obstetrics and Gynecology, and Hungarian Language VIII. in foreign language programs.

Examinations to be included in the calculation of the diploma average:

Medical Physics II., Medical Chemistry II., Cell Biology and Molecular Genetics II., Immunology\*, Orthopedics, Pulmonology, Radiology II., Anesthesiology and Intensive Therapy II., Oto-Rhino-Laryngology, Forensic Medicine II.\*, Dermatology, Oral and Maxillofacial Surgery and Stomatology, Ophthalmology, Urology, Traumatology.

\*In the case of students who have begun their studies prior to the 2013/2014 academic year, the results of the following comprehensive examinations will be included:

- Microbiology and Immunology II. instead of Microbiology II.; Immunology separately.
- Examination of Forensic Medicine-Public Health instead of Public Health and Preventive Medicine II.; Forensic Medicine II. separately.

Furthermore, in the case of students who have begun their studies prior to the 2018/2019 academic year, the results of the following examinations will be included:

- Medical Physics and Statistics II. instead of Medical Physics II.

19.3. In accordance with Act CCIV of 2011 on National Higher Education 49/A.§, an English professional language requirement has been incorporated into the curriculum of the Hungarian language program that prescribes the fulfillment of a professional language final examination. Students partaking in the foreign language programs are obligated to study Hungarian language in the hours and in the format specified in the curriculum and sit for a final examination in Hungarian language.

## **22. VARIOUS REGULATIONS (SZTE TVSZ 22.2.)**

*22.2. The faculties are obligated to see to that the present document, furthermore, orders and regulations concerning study, examination and other general matters are accessible and available to teachers and students to acquaint themselves with.*

K.T.Ü. (20.) Availability of regulations

20.1. Regulations concerning students' academic and examination matters as well as operational protocols aiding their interpretation and implementation are continuously available on the website of the SZAOK and on the academic office's Coospace scene.

20.2. Documents regarding academic matters are downloadable from the website of the SZAOK or are accessible in Modulo.

20.3. The Council of the Albert Szent-Györgyi Medical School, with resolution "9/2022-2023. (IX.20.) sz. SZAOK K.T.", has adopted the present Faculty Academic Regulations, whose excerpt constitutes Appendix 2 of the Academic and Examination Regulations of the University of Szeged.

On its session taking place on June 25, 2025, with its resolution "153/2024-2025. (VI.25.) sz. SZAOK K.T.", the Council of the SZAOK has finalized the amendments to the Faculty Academic Regulations.

The Faculty Academic Regulations takes effect at the beginning of 2025/2026 academic year; its regulations are applicable to ongoing cases as well.



Szeged, June 25, 2025

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