

**RULES AND REGULATIONS FOR ENGLISH
PROGRAM STUDENTS**

**FACULTIES OF MEDICINE, DENTISTRY, PHARMACY
AND PUBLIC HEALTH**

UNIVERSITY OF DEBRECEN

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CODE OF CONDUCT OF THE UNIVERSITY OF DEBRECEN

The University of Debrecen, in order to fulfil obligations of its role in society, deems it indispensable to determine the rules of behaviour in society, moral norms and ethics of its faculty and students, to ensure a high quality of personal relations, harmony and happiness, that are necessary for a high quality of work to foster the traditions, good reputation and professional and institutional integrity of the University.

Rules of the Code of Conduct are to be obeyed by all employees, students of the University and anyone conducting studies in specialized non-degree programs without acquiring a student status (later referred to as *students and employees*). Rules apply to those pursuing duties at the University on the basis of a contractual relationship in case the contract explicitly states this.

The University as an employer or contracted partner undertakes to provide protection to all students and employees in the course of their exercising their rights and fulfilling their obligations listed in the Code of Conduct.

I. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS

General Code of Conduct Concerning Students and Employees

It is a moral obligation of all students and employees to abide by all rules and regulations of the University. The Code of Conduct contains expectations not dealt with in any other Rules and Regulations of the University or if these rules are in connection with moral requirements.

The Code of Conduct contains norms determining constitutional values based on general human and voluntary agreements. Conduct and behaviour discussed on the Code is deemed ethical when it is in consistency with the expectations listed. A breach of ethics occurs when expectations of the Code of Conduct are disregarded voluntarily or involuntarily.

All students and employees have a right to the protection of their human dignity and personal rights and it is at the same time their moral obligation to respect the human dignity and personal rights of others.

It is the obligation of all students and employees to contribute to the completion of tasks determined in the mission statement, institutional development plan and Statutes of the University, bearing in mind that the University's basic tasks are education and scientific research and development.

The University expects its students and employees to represent moral values in face of other Higher Education Institutions.

Students and employees are obliged to support each other in every permissible way in the performance of University assignments. They should endeavour to cooperate and honour the work of others. A basic requirement in the work relationship is to support and honour each other.

All students and employees are obliged to protect the good reputation and dignity of the University and should refrain from manifestations against its interests. They are to enforce an ethically desirable community identity by

showing loyalty and solidarity towards individuals, institutions and organizations within the University.

It is the moral duty of all students and employees to do their duties to the best of their ability. Tasks commissioned by the leaders and organizations are to be completed the best possible way and can only be declined in advance with an overriding cause. The University is to provide proportional remuneration or moral recognition for the extra work done.

Conducting party political activities or campaigns and the distribution of political pamphlets are prohibited within the University. Both lecturers and students are obliged to refrain from expressions of political views outside the scope of the school curriculum. In case of involvement in politics they are to

- distinguish their political activities from their tasks within the University,
- refrain from making the impression of the University's dedication towards a political trend,
- refrain from joining groups or movements the aims of which are in contradiction with University's mission statement, aims and interests.

The University is not committed to religious views, ideology of any kind and neutral and tolerant towards all nationalities, race, sex or sexual preferences.

Students and employees may only express their opinion concerning the affairs of the University in a responsible way and within their own competence. It is their moral duty to take actions against any views that discredit the University in an unjustified way. Information to the press may only be released by a representative of the University authorized to do so.

Students and employees are to bear in mind that whenever they express their views inside or outside the University, they act as University representatives, thus their views are to be authentic, accurate and in the interest of the University.

Statements, publications and advertisements released by the University should contain authentic and accurate information at all times. The release of inaccurate and false information that might put competitors in an unfavourable situation is against the norms of the University; the person releasing such information commits an ethical offence.

Support of any kind aiming at acquiring advantages should be morally condemned and rejected. Situations where suspicion of committing such offences might arise should also be avoided.

The breach of rules concerning the protection of personal data is considered to be an ethical offence if no other serious infringement occurred. The protection of confidential information concerning the students and employees of the University is considered to be of outmost information. Databases, records should be stored according to relevant rules and regulations. The acquisition and release of such information is an ethical offence. Information on wages, study results, personal life, political or religious views are to be treated confidential at all times.

The voluntary breach of the protection of intellectual property is an ethical offence if no other serious infringement occurred. Students and employees are obliged to be familiar with, respect and protect intellectual properties of the University. Students and employees, as members of the community are required to disclose any information aiming at the promotion of careers (scholarships, grants, possibilities of further studies etc.).

Students and employees are expected to counter any discrepancies occurring at the University even if their action raises personal conflicts.

The conscious release of false information in connection with the University its institutions, students and employees especially if it raises suspicions of their ethically questionable actions is a grave ethical offense.

Students and employees have the right to express criticism towards University leaders, institutions, actions, practices at University forums. Threatening with punishment or any action of retribution against anyone exercising this right is a grave ethical offense.

It is expected of all students and employees to lead a moderate life acceptable by society. It is their ethical responsibility to avoid situations where their personal honour and dignity or that of the University is damaged. Ethical sanctions may only be exercised against anyone in case of voluntary action.

It is expected of all foreign students and employees of the University to adhere to Hungarian and University norms of behaviour (while retaining their own cultural

norms at the same time) and enhance integration to the community to an extent necessary for their activities by getting familiar with our culture and traditions.

General Code of Conduct Concerning Leaders of the University

It is expected of leaders of the University to conduct their institutions with consideration to ethical requirements listed in the Code of Conduct. Thus they are obliged to:

- pay attention to personal and professional problems of their employees and be patient and considerate in dealing with them,
- prepare their decisions carefully by asking for and possibly taking into consideration the opinion of their employees,
- provide employees with the necessary freedom and competences (within the relevant rules and regulations) to do their work,
- make sure that all concerned will receive all the necessary information required for their work,
- provide moral support and encouragement for their employees' continuous education,
- demand accurate and polite service from employees dealing with administration,
- refrain from making their employees appear in an unfavourable light and resent any such attempts of others.

It is the leader's moral obligation not to misuse his authority when awarding favours, grants, or distinctions or in decisions of any kind. Thus he will commit an ethical offense if he

- fails to provide his employees with complete equality of opportunities, the necessary publicity especially in connection with grants, publications, and scientific evaluations,
- uses his authority in private life in situations outside work
- uses his authority to enforce his political or ideological views on his employees.

It is the leader's ethical obligation to help settle all professional problems arising within his institution.

He is to take into consideration the interests of the University and his institution whenever making decisions.

It is his duty to provide correct and authentic information in connection with his institution (e.g. when it is required for grants, scientific activities, scientific categories, publications). Thus he commits an ethical offense by

- publishing the names of experts in papers in the hope of increasing its success when these experts contributed in no way to the writing of the paper,
- having his name appear in scientific releases, research reports even if he made no relevant contribution to their creation or taking advantage of the scientific research results of his employees or PhD students,
- publishing the names of leading scientific professionals as lecturers in accreditation documents, curricula, or list of courses who take no part in the preparation or the execution of the course.

It is expected of leaders to use all means in their possession to develop their leading capabilities.

Leaders have a special obligation of avoiding all situations resulting in undeserved favours. They commit an ethical offense

- a) if they fail to make clear which institution he is representing in case of having “other interests” (e.g. as a private entrepreneur, in commercial companies) outside the University, during meetings in connection with these “outside interests”.
- b) when applying for a grant while taking part in its evaluation process or evaluating the application of an employee and concealing the fact of and failing to cease this conflict of interests.
- c) when using their scientific rank or authority to influence or attempt to influence the scientific evaluation, habilitation results of their employees regardless to professional criteria.

General Code of Conduct Concerning Decision-Making Bodies of the University

- (1) It is the moral duty of members of University decision making-bodies
 - a) to take part in meetings, except for cases of representing the interests of the Board at other meetings, or other employment, or a pre-organized leave authorized by the leader or health problems,
 - b) the fact of the above hindrance and its reasons are to be reported

- (if they are known) to the organizer of the meeting well in advance,
- c) they are to make sure that the decisions made are well grounded,
 - d) they are to aim at objectivity and be responsible in considering the consequences of decisions.
 - e) they are to consider the opinion of all concerned in the questions on the agenda .
 - f) they should express their opinion in short and in a civilized way.
- (2) It is the moral duty of members of decision-making bodies to prepare for meetings and do their best to make well-grounded decisions that influence the lives and circumstances of the students and employees of the University. In case conditions for a well-grounded decision are not provided (not all information is available) they are obliged to make amendments.
- (3) It is the duty of all taking part in the work of the decision making-bodies to represent views that are objective and in coherence with the interest and opinions of all concerned. They are to provide constant information to those they represent.
- (4) Members of the decision making-bodies are to act in view of the interests of the people they represent. If these interests are differentiated according to economic activity (faculties), institutional units, sections, educational units, members cannot be asked to provide a uniform vote.
- (5) Members of the decision making-bodies should aim at a correct process where all views are evaluated. Votes disregarding possible opinions carried out with use of a special agreement, bribe or other means of influence should be avoided. It is considered an ethical offence to initiate, call upon, force or accept such a vote.

II. CODE OF CONDUCT IN EDUCATION AND EXAMINATIONS

General Code of Conduct Concerning Instructors

- (1) Instructors of the University must complete their task in the best way they can and do everything in their power to ensure that the students acquire the necessary competences in the best possible way.
- (2) Instructors of the University must follow and contribute to the development of their discipline and utilise methods supporting these competences.
- (3) Since their main task is to contribute to the students' academic and human development, it is their duty to ensure conditions for effective and high quality studies. Thus, it is their duty to take action against events or personal behaviour violating these conditions.
- (4) Instructors of the University are required to make objective decisions. They must avoid positive or negative judgement resulting from previous acquaintances or discrimination on the basis of sex, ethnicity, religion, political preferences or other.
- (5) They must be open to questions, professional, or other. They are required to set the time of office hours and make them known to the students at the beginning of the school semester.
- (6) Instructors of the University can give orders to students only in educational or University matters.
- (7) Instructors of the University may never take advantage of the teacher-student relationship.
- (8) Instructors of the University are required to teach their classes indicated in the programme under their name. They may send in a substitute only at exceptional cases. A change of classes is only possible with the permission of the Head of Department.
- (9) Classes are to be held at the given time and place. The instructor must go to class well prepared. Students are to be informed of any changes well in advance.

- (10) Information during classes must be adapted to the level of the students.
- (11) Written material at the disposal of the students must always include new elements of development in connection with the topic.
- (12) Scientific research results reached with the cooperation of students may only be published with the name of the student appearing as co-writer.
- (13) Disabled students are to be given the necessary allowances during examination.

Requirements in Connection with Oral and Written Exams and their Evaluation

- (1) It is the duty of Instructors of the University to inform students of all the requirements and prepare them for examinations. They must be clear in the type of achievement required, conditions, time and circumstances of the examination, and must adhere to these at all times. They must make up a list of topics and present it to the students at the beginning of the semester if possible. The list must serve as the basis for examinations and should be adhered to at all times. They must make sure that the students have no access to the questions before examination.
- (2) The material of oral or written examinations is to be compiled in a way to be executed by all students completing the course or courses on which the exam is based. Contents of each test must be on the same difficulty level.
- (3) Instructors of the University are required to offer alternate examination dates spread evenly within the given period. The time for examinations for full time students may only be set for weekdays from 7am to 6pm and must be announced well in advance. In the case of oral exams the time is to be set in a way to avoid long periods of waiting.
- (4) Responsible and professional examining processes require instructors to organize oral examinations in a way that a third person (e.g. the next student preparing for his turn) is present. Examination in private is not permitted.
- (5) Examiners must ask students to present proof of identity before examinations.
- (6) Examiners must warn the student that in case prohibited means of help are used or one is caught and proved to be preparing to use these aids, the examination is annulled.

- (7) Special attention must be paid to students using permissible aids only, and not place honest students at a disadvantage because of the dishonesty of one of their fellow students.
- (8) In the case of essays written at home one evaluation aspect is how much of an original work it is.
- (9) Evaluation of written tests and the notification of students of the results should not take more than two weeks.
- (10) Evaluation of tests should be on the basis of unified, impartial criteria published in advance. Faculty should refrain from evaluation of the student's work in an offensive manner.
- (11) In case of partial or complete failure of an exam, examiners are required to give reasons for their judgement and supply the correct answers upon request from the student.
- (12) Examiners must honour the oral examination event by dressing properly.
- (13) Examiners are required to observe rules of the treatment of student personal information and must not publish results without the students' consent.

Ethical Norms Concerning Students

- (1) Students may only use permissible aids during their work. Students acting otherwise gain unfair advantage and violate norms of correct professional activities.
- (2) The use of not permissible aids (books, notes or any electronic device) refers to:
 - a) The use or attempt of using aids not permitted at written tests or home work,
 - b) Receiving the correct answers at written or oral exams from others either in person or through other means of contact (e.g. mobile phones),
 - c) Asking another student to act as a substitute at exams, or attempting at doing the exam as a substitute to another student.
- (3) The student may not have unauthorized access or may not attempt to gain unauthorized access to questions of the examination.

- (4) Students may not take writings, ideas or research work of another and represent them as their own (essays, diploma work, professional papers).
- (5) Students may not represent work done in cooperation with another as one's own and should not give false impression on the rate of one's own contribution.
- (6) Written work or part of a written work submitted to an instructor with the aim of obtaining grades, credit scores or other may not be submitted to another instructor without the first instructor's permission, neither at the same time, nor later.
- (7) Knowledge obtained at the University must not be used against the University for wrong purposes such as the creation of computer viruses, unauthorized entry into a computer, the use of unsafe methods in planning.
- (8) Students must present a proof of identity at examinations.
- (9) Students must honour the oral examination event by dressing properly.
- (10) Students must not use, give to others or receive non permissible aids at examinations.
- (11) Students may represent their own research results during their work only with consideration of legal and university restrictions.
- (12) Students may only aid the work and professional advancement of others by honest means.
- (13) Personal data submitted (e.g. at applications) must always be accurate.
- (14) Students are required to supply a correct, deliberate and objective opinion when asked, especially during a student evaluation process.

III. ETHICAL RULES OF SCIENTIFIC RESEARCH

Freedom of Research and Performing Scientific Activities

- (1) The University's objective is to create circumstances under which research and scientific activities may be performed without any obstacles. The freedom of research and performing scientific activities, together with the freedom of thought, expression, publication and peaceful assembly, are essential elements to the core academic activity to be carried out at a proper level. University citizens will also be ensured the opportunity to present their scientific opinion (positions and criticisms) within the scope of freedom of expression, provided that these do not interfere with others' similar options and that they are fair regarding potentially different positions.
- (2) For the freedom of research and performing scientific activities it is essential for decisions pertaining to
 - appointments, promotions, employment,
 - assignments regarding academic research tasks,
 - supports for research and science to be performed, and
 - the distribution of all other advantages and burdens, to be independent from the ethnic background, sex, political, social and other views of the person concerned.
- (3) The general aim of scientific research, the performance of scientific activities and creative work shall be to acquire new, scientifically founded knowledge and to create works of art.

General Ethical Expectations from those Performing Research Tasks

- (1) The general ethical expectations from public servants performing research tasks at the University and from the researchers assigned to academic research activities (hereinafter: researchers) are identical with the expectations outlined in Part One of Chapter I with regard to university instructors.
- (2) The researchers undertaking a role in the management of students' scientific work shall also be responsible for the ethical aspects of the work performed

by the student under their guidance. The controlling researchers shall clearly state their expectations from the students involved in the research process, inform the students in detail about the aim of the project, the work expected from the students and their responsibilities. The researchers shall be available for consultation on a regular basis, within the scope of which they shall provide advice, promote the research process and appraise the students' work by including supporting arguments.

- (3) In the course of their contractual research activity under the scope of the activity supplementing the core activity, the researchers shall perform a work that is in compliance with the University's professional prestige and standards. They shall provide correct and comprehensive information to the principal. With regard to the research assignment fee, they shall apply the rates adopted by professional public opinion, and they may not seek to cause damage to the University or the principal.
- (4) The researcher shall preserve the University's business secrets. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. The researcher shall observe and shall have observed the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.
- (5) In the course of their work, the researchers shall act in an environment conscious manner regarding their workplace environment, and shall require their colleagues to thus proceed.

General Ethical Expectations from Students Participating in Research Tasks

- (1) The general ethical expectations from students participating in research tasks at the University are identical with the expectations outlined in Part Two of Chapter I, together with the additions specified in this section.
- (2) In the course of their research activities, the students shall seek to perform conscious work and to obtain necessary advice and appraisal, evaluation.
- (3) In the course of external professional training sessions, and their research activities performed outside the University, the students shall also observe the individual provisions required by the receiving entity, institution (e.g. plant secrets).

- (4) The student shall keep the business secrets of the University. Further legal relationship aimed at the performance of work in the scope of which information constituting a business secret of the University is used shall be deemed incompatible. Also, the student shall observe the legal provisions pertaining to research and copyright, as well as the University's Code for the Management of Intellectual Property.

Ethical Expectations Regarding Scientific Publication

- (1) A publication is the description of original scientific results achieved by the authors and for which the authors undertake professional responsibility. The aim of a publication is to provide information on the results achieved by the research team and to promote the use thereof by others. A scientific publication is an announcement, study, book extract, book confidentially examined by experts.
- (2) Every researcher shall prepare in an authentic form and preserve the documentation of experimental, observational materials or theoretical conclusions and creative works registered in a controllable manner (repeatable by experts). The documentation shall contain all details of the research process required for the adequate experts to clearly understand and definitely reproduce it. The documentation shall be prepared parallel with the research and include any changes to the original hypotheses and the detailed plan of the experiment. The documents shall not expire and they may not be discarded.
- (3) It is both a question of copyright and of ethics that instead of repeating certain data, authors should call attention to their former, already published results and others' results, and to how those can be used as an initial basis, by identifiable references.
- (4) The authors shall bear responsibility for the contents of the information published.
- (5) It is the task and right of the persons participating in the research process to determine the sequence of authors. Authorship without significant intellectual contribution is debatable in ethical terms. The leader of the organizational unit that participated in the research is only entitled to authorship with regard to the article concerned if it participated in the elaboration thereof. Authorship also represents a responsibility that shall not lapse.

- (6) The author(s) may not submit manuscripts of basically identical contents simultaneously to several places for the purpose of primary publication. Exceptions are cases where the manuscript is turned down, or withdrawn by the author(s). At the same time, a preliminary publication published in short form may be re-submitted in an extended, full format, by correct reference to the preliminary publication.
- (7) The basic requirements of ethical provisions relating to information-type publications are identical with the ethical standards of scientific publications. Although the requirements of scientific rigour may not be fully enforceable in works written for lay persons, the author(s) shall strive to achieve such an aim to the extent it does not risk common understanding. It is not ethical to inform the daily press or promotional organs about new scientific discoveries prior to the publication(s) written on the results being accepted by professional forums (expert journals, conferences etc.).
- (8) Should the suspicion of plagiarism, deliberate manipulation of data, deliberate deception or any fraud arise in relation to a scientific publication, the leader of the competent organizational unit shall initiate an ethical investigation against the authors, or in a more severe case, conduct a disciplinary procedure.
- (9) Unpermitted intellectual conduct with regard to scientific research and the performance of scientific activities:
 - a) arbitrary amendment, falsification of data, plagiarism,
 - b) non-recognition of authorship and/or essential contribution of others (including students), or the use of information, ideas, data obtained by way of a confidential manuscript, tender material or exchange of information between associates, or the irregular use of archive materials,
 - c) violation of legislation and academic regulations, provisions serving the interest of the health and safety of the researchers, the persons involved in the research activity or others, or the violation of legal provisions pertaining to the research activity.

The scope of non-authorised intellectual conduct shall not include the factors inherent to the research process, such as errors committed in good faith, different interpretation or data judgement, or experiment planning.

- (10) In the publication about the result of the scientific research and the performance of sciences, and in the result of the creative work performed, it

must be properly indicated when others' results, wordings, visual or verbal communications, either directly quoted or copies prepared or re-worded, are consciously used. This requirement shall be observed regarding original results whether or not published.

Ethical Issues Pertaining to the Practical Use of Research Results

- (1) Should the research results have potential practical applications, the researcher shall endeavour to realise them directly or by involving others.
- (2) If the researchers of the University are requested to perform practice-related research activities that, in their judgement have no proper scientific basis, they shall reject the request.
- (3) Generally, it is not advisable for the researchers to participate in commercial advertising activities, but they shall by no means participate in the advertising of a product or procedure, regarding whose reality they have doubts based on their knowledge and/or experiences.
- (4) In relation to each research conducted regarding a product of a company, the sponsor of the research activities shall be clearly indicated in the publications.

Using of Research Supports

- (1) Scientific researchers, persons performing scientific activities and creative work shall strictly observe the requirements of the institution providing research support and the relevant academic rules.
- (2) Direct support used in scientific research, performing scientific activities and creative work shall be indicated in the publications, and other media used for publishing the results.
- (3) Deliberate misuse of support is prohibited. Support obtained may only be used for the purposes of the supported own research (project).
- (4) It is prohibited to expect the persons supported to contribute to common costs from which their project has no direct gain.

Medical Research Performed on Humans

- (1) In the course of medical research performed on humans, the persons performing the tests shall strictly follow and shall, under all circumstances, observe all relevant legislation and other provisions, the positions of the board of professionals, irrespective of whether the experimental work is performed by a university researcher, a student or a guest researcher.
- (2) In the course of the research activities, a primary aspect shall be the maximum protection of the person participating in the research.
- (3) The person involved in the research shall be informed by the head research physician or the physician appointed by him/her – and participating in the research – in oral and written form and in a detailed manner comprehensible for the patient about the schedule of the research, the nature of planned therapeutic measures, the possible and expected consequences and any potential risks.
- (4) Only those persons may be involved in the research activity who has provided their written consent to participation in the examination, following full-scope information given to them. The persons participating in the research shall be entitled to freely withdraw from the research process at any phase thereof.
- (5) Prior to the commencement of the research, the leader of the research shall submit an application to the relevant research ethics committee (see <http://king.pharmacol.dote.hu/keb>). In case of medical research performed in humans, the Regional and Institutional Research Ethics Committee (RKEB/IKEB) and/or the ETT TUKEB are entitled to provide professional-ethical authorisation and opinion, pursuant to Decree no. 23/2002. (V. 9.) EüM of the Ministry of Health.
- (6) In the course of the clinical trial of medicinal products for human use, the provisions of Decree no. 35/2005. (VIII. 26.) of the Minister of Health shall be applied.
- (7) Research may only be performed in test facilities where personal, professional and material conditions are deemed adequate by the RKEB/IKEB.
- (8) The leader of the research shall have an ongoing reporting obligation following the commencement of the research about the research experiences, undesirable and severe undesirable events towards the RKEB/IKEB and the other ethics committees providing professional-ethical opinions.

Experiments on Animals

- (1) In the course of animal experiments, the respect for life and the aim of the Act on the Protection of Animals and Animal Welfare shall be highly observed. The relevant legislation and University regulations shall be observed and the persons in charge shall have such regulations observed.
- (2) Animal experiments shall be well-founded in both scientific and professional terms.
- (3) Live animals may be involved in experiments only following tests conducted through the use of possible chemical, biological and other methods.
- (4) Authorization procedures for animal experiments shall be applied for at the Workplace Animal Experiments Committee of Debrecen University, via the form stipulated in the decree pertaining thereto.
- (5) In the course of an experiment, the smallest number possible of animals may be used, however, of a number optimal from the aspect of evaluation.
- (6) An animal may only be involved in an experiment once, especially if it was part of a procedure incurring lasting or severe damage.
- (7) In the course of animal experiments, sensation of fear and pain (discomfort) caused to the animals shall be avoided or minimized. If this is not possible, pain shall be relieved by medication suitable for the animal species.

Hazardous Substances

- (1) Persons using hazardous substances shall strictly follow and, under any circumstances, observe the relevant legal and other provisions irrespective of whether the experimental work is performed by a university researcher, a student or a guest researcher. Persons working with such materials shall attend appropriate training, use personal protective equipment and require that also from others, where appropriate.
- (2) Persons using hazardous substances shall also share the joint responsibility of all students and employees regarding a safe and healthy environment and a safe and healthy workplace.

IV. ETHICS COMMITTEE

- (1) Violations of the above rules as well as cases of dispute are the responsibility of the Ethics Committee.
- (2) The Committee consists of 9 members proposed by the three University Centres and the Student Union, two each. The president of the Committee is appointed by the Rector. In special ethical cases ad hoc members may be asked by the president to aid the work of the Committee.
- (3) The Committee Rules of Procedure are to be adopted within 30 days by the members.
- (4) The Committee must report on their operation and decisions to the University Senate at the end of each Academic Year.

V. REPORTING THE VIOLATION OF RULES STATED IN THE CODE OF ETHICS

- (1) Violation of the Norms of Ethics may be reported within 30 days of their becoming known, by the offended party or anyone familiar with the happenings and is willing to give proof of the validity of such reporting with disclosure of his/her identity.
- (2) No anonymous reporting is considered by the Committee.
- (3) No procedures are to take place in cases when the event took place more than three months before. In cases of continuous ethical offense the date of the last event is to be considered with view of identical or similar cases happening in the past.
- (4) Reporting must be as specific as possible, including the name of the person involved, the place and date of the event and proofs available. It should aim at disclosing all details of the circumstances and all proofs available.
- (5) Reporting may be made orally or in writing to the Rector, Deans and other institutional heads of the University or to the Student Union Representatives.
- (6) Oral reporting must be recorded and signed by the person reporting, the person receiving the report and the person drawing up the report.
- (7) Reporting and the submitted proof must be presented to the President of the Ethics Committee without delay, but within 3 working days at latest.
- (8) The person reporting the offence must be informed about the arrival of the reporting by the President of the Committee within 3 working days.

General Rules of Proceedings

- (1) No proceedings or legal actions can be taken that would put the suspect of the case at a disadvantageous position in case of a suspicion without proof.
- (2) Suspects of each case must be heard, unless circumstances of the case clearly prove that the reporting is groundless.

- (3) The person reporting the offence must not face disadvantages. However, groundless reporting by the same person at a number of times is considered an ethical offence.
- (4) The Ethics Committee may take the following decisions:
 - a) State that the offence in question is a violation of the rules of the Code,
 - b) Order the offence to be made public at the University of Debrecen
 - c) Order disciplinary proceedings in case the violation of norms impose the suspicion of disciplinary offence,
 - d) The Committee may request the Rector to file a criminal complaint in case of suspected criminal offence.
- (5) The Persons reporting the offence, the suspect and the victim must be informed of the Decisions of the Ethics Committee, first during the committee meeting, if they are present, and second, in writing within 8 days. The letter must be delivered to the above persons' hands or mailed by registered mail. As soon as the letters are delivered, sanctions may be carried out.
- (6) Sanctions are delayed in case either of the parties decides to appeal against the decision of the Committee.

Appeals

Appeals against the decisions of the Ethics Committee must be addressed to the Rector of the University within 8 days, who is required to assess them within 15 days.

Chapters I. III. and IV. of the Ethics Code of the University of Debrecen were accepted by the Senate of the University of Debrecen in Decision No. 16/2007 (XI.15) dated 15th November 2007. Chapter II. was accepted in Decision No. .../2008 (XII:18) dated 18th December 2008. Provisions of Chapters I. III. and IV. entered in force on November 16. 2007, while provisions of Chapter II. entered in force on 19th December 2008. and must be applied to cases in progress as well.

ABBREVIATIONS

EC – Educational Committee

SCEMCT – Sub-Committee for Educational Matters and Credit Transfer

EER – Educational and Examination Regulations

RO – Registrar’s Office

CCIE – Coordinating Center for International Education

FM – Faculty of Medicine

FD – Faculty of Dentistry

FPh – Faculty of Pharmacy

FPH - Faculty of Public Health

BMC – Basic Medicine Course

NEPTUN – The electronic academic system

EDUCATIONAL AND EXAMINATION REGULATIONS OF THE UNIVERSITY OF DEBRECEN

INTRODUCTION

The Senate of the University of Debrecen (hereinafter referred to as: Senate), in agreement with the Student Self-Governing Body of the University/Student Union (hereinafter referred to as: Student Union) on the basis of the provisions of law CCIV. of 2011 on national higher education and its executive order and Government Decrees 87/2015. (IV.9.) and 248/2012. (VIII. 31) hereby stipulate the following Educational and Examination Rules for the University of Debrecen.

I. GENERAL PROVISIONS

Scope of the Regulations

1§

- (1) The scope of Educational and Examination Regulations at the University of Debrecen shall cover the study and exam-related matters of students, including Hungarian citizens as well as citizens of other countries (foreign students) if they enjoy the same legal status as the Hungarian students (hereinafter referred to as: students) enrolled at the University in one tier programs, college/university level undergraduate degree and complementary programs, in Bachelor programs of the Bologna Process (BSc, BA), in Master programs (MSc, MA), in specialized postgraduate non-degree programs, and in professional trainings of higher education, in all (full-time, evening, correspondence or distance education) tracks.
- (2) Unless otherwise stated or specified in individual statutes or international agreements, the study and exam-related matters of international students, with permanent residence outside of Hungary, shall be subject to the provisions of these present EER. The detailed rules and regulations concerning international students, together with faculty-level special study-related matters, if they deviate from the provisions of these present Regulations, shall be appended to these EER as faculty/conservatory level supplements/appendices.

- (3) The scope of these EER shall not cover the issues of doctoral programs. The rules and regulations concerning these latter types of programs shall be discussed and approved by the University Senate in accordance with the currently effective university regulations.

Bodies and Individuals Authorized to Act on Study and Exam-Related Matters

2. §

- (1) The body of first instance authorized to act on academic and exam-related matters of the students is the Faculty Educational Committee (hereinafter referred to as: Educational Committee - EC).
- (2) The composition of the EC shall be specified in the Appendix. The EC and its sub-committees shall have a 50% ratio of student representation with voting power.
- (3) The non-student members of the EC shall be delegated by the Faculty Council, while its student members shall be delegated by the faculty-level Student (Self-) Government. Due to his/her position, the head of the Sub-Committee for Credit Transfer is also either a member of or a regularly invited participant in the Committee.
- (4) The chairperson of the EC shall be the educational vice dean of the faculty.
- (5) The ECs of the individual faculties may also establish sub-committees and may confer certain powers upon them.
- (6) The EC shall establish a Sub-Committee for Credit Transfer whose authority shall be to decide on credit equivalency matters and issues.
- (7) The extent of authority and control of the Educational Committee includes the following areas among others:
 - transfer of students within the university and from other educational institutions,
 - the examination of student appeals as detailed in 5/B. §, paragraph (7) in case the appeal is rejected by the lecturer/educational unit responsible for the course.
 - the establishment and enforcement of a uniform order of procedures concerning the issues and matters of study and examinations specified in the supplement

- (8) Additional extent of authority and control exercised by the EC shall be detailed in the Appendices III, IV. and V. of the regulations containing the faculty features.
- (9) The EC shall determine its own rules of procedure and agenda. The EC may confer some of its powers upon the chairperson of the EC.
- (10) Students are entitled to submit an appeal against the decisions, actions, or oversight of the faculties with reference to the breach of provisions concerning the legal status of students. An appeal may be submitted in case of disagreement with the evaluation of the fulfilment of academic requirements if the decision is in opposition with the requirements excepted by the University or contradicts the University Rules and Regulations or the regulations concerning the organization of examinations were breached. There shall be a separate set of university rules regulating the procedure of submitting and adjudicating appeals by students.

Student Status

3. §

- (1) Student status is granted to those who have been admitted or transferred to the University on the basis of the University Rules and Regulations of Admission of the University, to enroll in one-tier programs, college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA) specialized postgraduate non-degree programs, in higher-level vocational training in all (full-time, evening, correspondence or distance education) tracks, irrespective of the form of education.
- (2) Those admitted and transferred to the University have the right to enroll as students after the decision of the admission becomes legally binding. Students have a student status at the University. Student status is established by enrollment.
- (3) At the beginning of the semester that follows the admission to the University, the students shall register at the proper faculty, as the rights and commitments related to the student status are granted only to registered students. Those who fail to register shall lose their right to participate in the given programs. Having taken care of the registration, as official students of

the University, students may petition for leave of absence status (or a so-called passive semester).

- (4) The legal document to attest the existence of a student status is the student ID. The detailed rules and regulations concerning the student ID are listed in a separate set of university regulations and a statute.
- (5) If a student is registered simultaneously at several faculties/departments it shall be indicated from the aspect of registration, and the faculty where he/she registered first among the faculties giving the instructions of his/her majors actively financed by the state/state (partial) grant (if there are any such faculties) shall be called home faculty.
- (6) Due to their student status, students at the university exercise individual and collective rights. As specified in Appendix III, the students have certain individual rights and obligations based on their student status even in the so-called passive semesters, however, they are not entitled to receive either financial or fringe benefits during this time period.
- (7) At the beginning of each semester (before the end of the second week of instruction), students shall indicate in the electronic registration system whether they wish to continue to pursue their studies (and take an active semester) or they opt for a passive semester. Not signing in for the given semester counts as passive semester. Instead of an active semester, students may still opt for a leave of absence or a passive semester if they petition for a leave of absence within four weeks after the commencement of the academic instruction, but the latest until 14th October in the fall semester, and 14th March in the spring semester. If a student fails to petition for a leave of absence prior to this point in time (i.e., he/she does not opt for a passive semester), the given semester shall be considered an active semester even if the student does not attend classes or fails to fulfil the academic requirements of any curriculum/syllabus, furthermore, the student will have the duties deriving from taking on the Hungarian state scholarship's conditions or from the study contract, regardless of fulfilling the academic requirements.

The duration of the passive semesters cannot exceed fifty percent of the program duration. In case of appreciation, the Dean may extend this period by one semester. In particular, the duration of contiguous passive semesters cannot exceed two semesters. Upon the student's request the Dean may permit a period longer than two semesters if the student cannot fulfil his/her

educational obligations through no fault of their own, due to childbirth, an accident, illness or any other unexpected event.

- (8) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (9) Student status shall be terminated
- a) if a student has transferred and been admitted to another institution of higher education, upon the day of the transfer,
 - b) if a student announces that he/she intends to terminate his/her student status, on the day of the announcement,
 - c) on the last day of the state examination period following the last educational cycle or period (in the case of specialized postgraduate education) of the program,
 - d) if the student status of a student is terminated by the Dean, authorized by the Rector of the University, as a result of failure to pay the tuition fees following an ineffectual formal notice and an examination of the social/financial situation of the student, upon the day the decision on the termination of student status comes into effect,
 - e) upon the day when termination based on disciplinary action comes into effect,
 - f) the condition defined by the law on national higher education does no longer apply for the creation of student status in case of those starting their studies in first year in September 2012 – and then in ascending system – on the day of the ceasing decision becoming final in respect of this subject.
- (10) The faculty shall terminate the student status of any student who
- a) fails to fulfil the requirements of the present regulation and the obligations concerning his/her studies
 - b) has failed to register for the forthcoming semester upon two consecutive occasions and failed to opt for a passive semester,
 - c) failed to continue his/her studies following a passive semester.

In all three of these cases mentioned above, students must be notified at least twice in writing, before the final decision is made, by calling upon

them to fulfil their commitments before the given deadline, and they must also be warned about the consequences of potential non-performance.

In case of students starting their studies in first year in September 2012 – and then in ascending system – the faculty shall cease the student status of those who

- a) fail to fulfil the requirements concerning progression in their studies specified in the present regulation and in the curriculum,
- b) did not sign in for three consecutive occasions for the next academic semester,
- c) did not commence his/her studies after passive semester.

In all three of these cases mentioned above, students must be notified in writing before the final decision is made by calling upon them to fulfill their commitments before the given deadline, and they must also be warned about the consequences of potential non-performance.

10/A. The student is informed by the institution about its decision in a written, paper-based form

- a) if the existence of the student's status is concerned
- b) If the student's request is– either partly or entirely – rejected and, for this reason, the option of legal remedy is available.

Private messages in connection with the student's educational matters sent via the electronic educational system are considered as an official written demand as defined in paragraph (11) of the current section in which the students' attention shall be drawn to the legal consequences of their failure.

Students having a student status at the institution are bound to follow the official written notices received through the electronic education system in the course of their active status and to act in accordance with the content of the notice.

- (11) Students whose student status has been terminated shall be deleted from the official student list.
- (12) Student status shall not terminate for students who participate in the bachelor program and after getting the bachelor degree have been admitted to the next semester of the master program.

- (13) In case the student status was terminated but the student gains re-admission to the given program, the minimum number of credits to obtain in the last two active semesters is detailed in Appendix III.
- (14) The maximum number of available active semesters until obtaining the final degree for fee-paying students is detailed in Appendix III.

II. PROVISIONS CONCERNING EDUCATIONAL MATTERS

The Schedule for the Academic Year

4. §

- (1) Each year, for establishing the schedule for the upcoming academic year, the rector shall make a proposal to the Senate after consulting with the Student Union. The duration of the term-time per semester shall be 13-15 weeks, with the examination period covering at least 6 weeks.
- (2) The Rector and the heads of the faculties may authorize a maximum of 6 days of vacation per academic year. The choice concerning the allocation of vacation time periods may be made with the consent of the Student Union and the faculty-level Student (Self-) Government
- (3) Any time schedule differences from the provisions in paragraphs (1) and (2) may be authorized by the Senate.
- (4) The duration/unit of class time (contact hour) is 50 minutes.
- (5) In case a professional practice, examination or other educational activity is organized outside the academic year, the Faculty must define in Appendix III, which semester the student activity is referred to, the one immediately preceded or followed by the semester.
- (6) In the last semester, after the term-time, it must be ensured that both an examination- and a state examination period is announced successively. If the student fulfils the conditions of the final pre-degree certificate until the last day of the state examination period in the last semester, the final date of the training of the student shall be the last day of the state examination period.

Obligations of Students as to Registration, Reporting Changes in Personal Data, and Adding/Dropping Courses

5. §

- (1) Prior to commencing their studies, students shall appear for registration in person. Registration shall take place at the start of the first academic year in person and in writing. Before the registration period, the Registrar's Office records the personal data of the students admitted in the electronic academic system (hereinafter referred to as: academic system). During the registration period and throughout the existence of the student status students are obliged to submit all data defined as compulsory by the National Higher Educational Act, within a deadline defined by the employee of the Registrar's Office. Upon request of the Registrar's Office students shall present the documents in order to verify their data.
- (2) The Lecture Book of different kinds is a public document certifying the completion of studies and taking the final pre-degree certificate (absolutorium), which also contains the data related to the fulfilment of the academic requirements.
- (3) Not later than the end of the second week of the term-time, students shall either register themselves through the academic system for the current active semester (with regard to all their majors) and sign up for courses to be taken as prescribed in the academic system and the Appendix of the regulations or shall opt for a passive semester. Registration for the semester and adding/dropping courses may be freely altered until the end of the second week of the term-time. Students are required to check the existence and correctness of their personal details in the educational system during the registration period of every semester.
- (4) The instructors are entitled to allocate students to courses based on educational considerations and their professional competence.
- (5) Students shall report any changes occurring in their personal particulars within 8 working days from the time of the occurrence. This notification may be implemented through the registration system in the case of data to which the system provides access. Any other change in personal data shall be reported in person to the registrar's office at the host faculty. Students shall bear responsibility for the validity of the reported data.

- (6) Students may register for the upcoming academic time period even if they failed to obtain the amount of credits in the previous semester as specified in Appendix III.
- (7) In exceptional cases, students may alter their choice of adding/dropping courses until the end of the fourth week of the term-time upon paying a fee for the procedure in return.
- (8) Students may withdraw their registration for the active semester and opt for a passive semester in the first four weeks of the term-time, but the latest until 14th October in the fall semester and 14th March in the spring semester.
- (9) Students shall enter into the Lecture Books the subjects/courses they have signed up for in the academic system, together with the names of the instructors, the code numbers of the subjects/courses, and the credits for the subjects/courses in the way prescribed in Appendix III. If the students pursue studies in several majors at the same time, the subjects/courses taken in the individual majors shall be entered into the Lecture Book on separate pages.
- (10) In case the students fail to pay the tuition fee due for the semester by the specified deadline, they may not commence to take exams in the given semester.
- (11) Students may not enrol for the University and may not take up subjects if they have not fulfilled their terminated payment requirements. This rule applies to students who started their studies from September 2007 and then in an ascending system.

Second specialization

5/A. §

- (1) In the bachelor program and the master program there is a possibility for the parallel taking up of a further (second) specialization. Such requests submitted in writing by students are assessed by the Faculty Educational Committee after consulting with the person in charge of the specialization.

The Electronic Lecture Book

5/B. §

- (1) The University of Debrecen introduces the use of the Electronic Lecture Book from September 2011 to be applied to all students registering after this date. Information in the Electronic Lecture Book is based on the electronic academic system and serves as the primary source of information. The Lecture Book (C type Lecture Book) is a printed form of the electronic academic system authenticated by the Dean or Vice Dean for Education of the relevant faculty.
- (2) Students of the Faculties of Medicine, Dentistry, Pharmacy and Public Health, having started their studies before 1st September, 2011, will be using their traditional paper form Lecture Book and are required to carry them to exams and have their grades recorded in them.
- (3) In case of the C type Lecture Book and the ordinary Lecture Book with the fastened pages in them grades are recorded in the Study Results Booklet with a University logo. Students starting their studies in September 2011, in February 2012, and in September 2012 will receive the Study Results Booklet at registration while those having started before September 2011 will get them at the start of the exam period for the first semester of the Academic Year of 2011-2012. Students starting their studies after 1st January 2013 – with the exception of the students of the Faculties of Medicine, Dentistry, Pharmacy, and Public Health – paper based notification happens on the course completion sheet printed by the student from the electronic administration system. Students of the Faculties of Medicine, Dentistry, Pharmacy, and Public Health continue to use the Study Results Booklet from January 2013 onwards too. Students are obliged to carry the Study Results Booklet/course completion sheet to exams and have their grades recorded and signed by lecturers at the occasion arranged and announced in advance. Should the students fail to fulfil these obligations they voluntarily passes up the written notification about the exams and also the chance of subsequent check of the grades entered into the electronic administration system.
- (4) The lecturer enters the grades in the electronic academic system the exam sheet and the Study Result Booklet/course completion sheet as detailed in Appendix II.

- (5) Grades of written tests can be checked in the test paper itself, on which the evaluation and signature of the person in charge must be indicated.
- (6) Students may make an objection concerning their grades recorded in the academic system within two weeks following the end of the examination period at the lecturer/educational unit responsible for the course. If the objection is justified the grade is to be corrected on the basis of the grade written on the exam paper, in the electronic academic system the exam sheet and the Study Result Booklet/course completion sheet as well.
- (7) If the objection is not justified by the lecturer/educational unit responsible for the course and is rejected, the student may turn to the Faculty Educational Committee in at first instance and to the Committee for Student Matters of Legal Remedy at second instance.
- (8) Students may ask for a printed copy of the records in the electronic academic system free of charge once in a semester. Students having started their studies before 1st September 2011. may ask for their traditional Lecture Books containing the printed electronic records at the Registrar's Office in substantiated cases only.
- (9) Rules concerning the application of the Electronic Academic System are detailed in Appendix II.

The Credit System

6. §

- (1) The University of Debrecen (hereinafter referred to as: the University) operates an accumulation credit system that measures in credits the workload necessary to fulfil the academic requirements involving academic working hours prescribed as the preconditions for receiving a degree or the certificate of a degree at the University in one tier-programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor and Master programs (BSc, BA, MSc, MA), in higher-level vocational trainings in all tracks and forms of education (full-time, evening, correspondence or distance education).

One credit stands for 30 student academic working hours. On average, the completion of an academic year equals 60 credits, and the workload for one semester in the curriculum corresponds to 30 credits.

- (2) The value of the credits, as long as the performance of the students has been accepted, is not dependent on what evaluation the students have actually received concerning their knowledge or competence.
- (3) The credit value of the individual semesters in the model curriculum recommended by the institution, with a consideration to the program period specified by the institution, may deviate from the recommended 30 credit figure by maximum 3 credits less or more.
- (4) Credits may be allocated only to courses whose evaluation is carried out on a five or a three-grade scale by administering a grade. No fractions of credits may be allocated to subjects/courses.
- (5) The allocation of contact hours and credit-values to individual subjects/courses is an organic part of the curriculum/syllabus.
- (6) The average number of individual academic working hours determined for the allowed length of studies may not exceed three times the number of class hours (contact hours) in full-time education, five times the number of class hours in part-time and evening class education, twelve times the number of class hours in correspondence (external) education, and twenty-five times the number of class hours in distance education.
- (7) The curriculum shall specify the system of prerequisites, i.e., the previous completion of what other courses are required for signing up for certain (individual) courses. A maximum of three other courses or one module of 15 credits at the most (incorporating several subjects either thematically or depending on the training objectives of the major) may be identified as academic prerequisites for a given subject/course. For certain subjects/courses either the previous or the simultaneous completion of other subjects/courses may be accepted or required.

Exam course

6/A. §

- (1) The exam course is an exam occasion provided for students who have completed all requirements of a given course to sign up for the exam but did not take or pass it. In case of exam courses, classes will not be offered.
- (2) According to the course rules, it is possible to offer exam courses. Exam courses can be initiated by the head of the Educational Organizational Unit, the Faculty Educational Committee or by the Committee of Educational and Student Affairs.
- (3) Signing up for an exam course counts as signing up for a regular course and thus it is included in the number of courses a student had signed up for.

Student Obligations

7. §

- (1) The Dean of each Faculty is responsible for providing information in a verifiable fashion to students registering for classes concerning their rights and obligations, requirements necessary for earning a degree, and the time schedule and academic requirements for the first semester.
- (2) In the interest of providing information for the students, the Rules and Regulations of the university, the Educational and Examination Regulations, and other relevant rules and regulations concerning the students shall be made accessible in the offices of the Deans, in the Student Union offices, in the institutional libraries, and on the homepage of the university/faculties.
- (3) The credit-system institutional information packages compiled by the faculties shall contain the following items: the programs, the curricula, the regulations on the acquisition and transfer of credits between different levels of training, and the order of prerequisites, which shall point out what courses are required to have been completed for signing up for other courses.
- (4) Prior to the beginning of each academic term an educational guide shall be made available for the students in both Hungarian and English in soft (electronic form on the Internet or on CD) and hard copy. The general part referring to the University must contain the following information:
 - a) the name and address of the institution, the institutional identification number;

- b) the general characteristics of the institution, the conditions of attending a course supported by the Hungarian state scholarship;
- c) the academic requirements or its electronic availability;
- d) the time schedule for the academic year, the academic term-time;
- e) administrative order managing educational problems of students, the office hours;
- f) the order of applying for the state examination, parts of the state examination;
- g) the name and contact details of the coordinator involved in institutional mobility and assisting students with disabilities, short description of their activity;
- h) the order of students' legal remedy
- i) a description of how to access educational and career counselling services ;
- j) a description of the registration and enrolment procedure;
- k) important information for international students (in particular, application for a residence permit, conditions for admission to the higher education institution, living expenses, medical assistance, insurance information);
- l) fees and other contributions charged by the higher education institution, and general conditions specified in the contracts concerning the academic training;
- m) dormitory and other accommodation facilities;
- n) library and computer services;
- o) sports facilities, opportunities to undertake leisure activities;

The section on the different majors in the educational bulletin – which is accessible before the end of the term time prior to the subject registration in the given semester - includes:

- a) curricula applied for students with a student status in the given academic period, including
 - aa) implementation of the learnings in subject and curriculum units broken down to the academic term described in the qualification and exit requirements
 - ab) requirements of previous studies
 - ac) the credit value assigned to subjects and curricular units
 - ad) the criteria requirements
 - ae) methods of assessing the student's performance

- af) prerequisites of the state examination
- b) in the case of all of the required and required elective courses, course units (hereinafter referred to as: courses, including both required and required optional courses and course units):
 - ba) the name of the course, the number of contact hours, the credit value of the course, its code, number of semester suggested by the model curriculum, the frequency with which the course can be taken up in the course list,
 - bb) the language of education,
 - bc) the educational prerequisites,
 - bd) a description of courses as required ,required elective or freely chosen
 - be) the allocation of courses in the curriculum,
 - bf) the coordinator of the course, the instructor of the course,
 - bg) the aim of the acquisition of the technical content of the course,
 - bh) a short course description enabling to make the decisions of credit acceptance, and a description of course requirements, attainable (sub)skills of application and (sub)competencies,
 - bi) academic requirements during the academic year,
 - bj) the assessment of the acquired knowledge, (sub)skills and competencies (end-term grade, or examination grade),
 - bk) the method of assessment,
 - bl) the study materials that are at the students' disposal to acquire the course material, skills and competencies,
 - bm) a list of recommended reading,
- c) administrative order managing educational problems of students, the office hours of the Registrar's Office;

The section on the description of departments/institutes in the educational bulletin includes:

- a) at least 6 weeks prior to the beginning of the semester, the departments/institutes shall advertise the course list (complete with the following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
- b) at least 6 weeks prior to the beginning of the semester, the faculties shall advertise the list of optional courses (complete with the

- following: code, academic level, prerequisites, instructors, duration, instructional method, means of evaluation, number of contact hours, credits),
- c) information on how courses offered by other majors or at other levels of education may be accepted,
 - d) agreements among the institutions concerning the equivalency of credits,
 - e) the forms and scheduling of testing and assessing knowledge within the given training period and the time schedule for the examination period, in particular the first and the last day thereof.

Subject/Course Requirements

8. §

- (1) The course requirements shall be prepared by the academic teaching units.
- (2) The course requirement system shall comprise the following elements:
 - a) attendance and participation requirements,
 - b) requirements for mid-term tests, their number, approximate date, possibilities and means of retakes or the fact if they may not be retaken,
 - c) conditions for obtaining a mid-term grade, where the instructor's signature indicates class attendance,
 - d) cases where the subject requires a parallel practice/seminar/labour to sign up for the exam
 - e) requirements for signing up for an exam preceded by a course the completion of which is evidenced by the lecturer's signature.
 - f) the components that the final grade shall be based upon,
 - g) lists of required and recommended reading,
 - h) the credit allocated to the subject/course.
- (3) The course requirements determined by the course coordinators shall be made available for the students in a written form during the first week of the given course, comprising information on the dates of end-term tests, the deadlines for the fulfilment of end-term requirements and possibilities for making up or retaking them.
- (4) Course requirements shall be scheduled in such a way that the students should have sufficient time to fulfil them.

- (5) In the case of subjects, where the prerequisite of the mid-term/practical grade is regular attendance at the classes, the instructor verifies this with his/her signature in the Lecture Book and takes care of the electronic academic system administration as well.
- (6) If the course program requires mid-term exam and the student fails to fulfil this, the given department provides an occasion to repeat it in the educational period. Should the student fail this occasion as well, a new occasion must be offered until the end of the third week of the exam period to repeat the mid-term exam.
- (7) Should the subject require a parallel practice/seminar/labour to as an obligation for the final exam, students are only allowed to sign up for the exam if the seminar/practice/labour is completed. If failing to do so, the “not completed” note will be written in the Lecture Book and in the electronic system as well.
- (8) The faculties may regulate the principle if courses are required to be prerequisites for other courses in the framework of the curricula of the individual majors.
- (9) The faculties shall make sure that the students during the course of their studies should be able to choose from a total of subjects/courses of at least 20% more credit value than the total amount of credits prescribed for the given major.
- (10) In case of students who started their studies in the first year in September 2013 – and then in ascending system – the faculties shall ensure that the students can take up subjects exceeding 10% of the prescribed number of credits without paying any extra fee or cost.
- (11) The faculties shall ensure that the students can take up freely chosen subjects up to at least 5% of the total number of credits required for getting the degree, or that the students can participate in voluntary activities that may be completed instead of these subjects. The faculties shall define the acceptable voluntary activities in Appendix 3.
- (12) The students shall be furnished with a model curriculum, broken down to semesters which, if properly followed and completed, guarantees that the students receive their degree exactly at the end of the time period specified in the program and exit requirements. Students may deviate from this if they follow individual study plans.

Physical Education

9. §

- (1) Students at full time college/university level programs at the University of Debrecen must take two compulsory contact hours of physical education per week for the first four semesters of their studies.
- (2) The fulfilment of physical education requirements is a prerequisite to issuing the certificate of state examination (absolutorium).
- (3) The fulfilment of physical education requirements may be substituted and redeemed with
 - involvement in quality professional sports,
 - certifiable use of university sports services,
 - certifiable involvement in university sports activities.
 - in sports programs organized by the Centers for Physical Education and Sports.
 - Individual activities in fitness centers (without the presence of a coach or a PE teacher)
- (4) In the case of individual activities (without the presence of a coach or a PE teacher) a precondition for acquiring a signature is the minimum level reached at the Hungarofit assessment detailed in the Physical Education Rules.
- (5) Petitions for exemption and acceptance shall be adjudicated by the sports director and the heads of the physical education teams.

Attendance

10. §

- (1) Lectures constitute an organic part of the education process, therefore, the University expects the students to attend them regularly.
- (2) Attendance in the case of seminars/practical courses is compulsory, with some variation depending on the actual specifications of the individual course requirements. Information concerning the acceptable extent and the consequences of absences and the ways to make up for missed classes shall be published in the Appendix.

Student Transfer

11. §

(1) Admission by transfer to the faculties of the University shall be granted to students if

- their legal status as students has not been interrupted, the conditions leading to dismissal or expulsion due to disciplinary action are not presently relevant, and
- they satisfy the requirements specified by the receiving/hosting faculty in Appendix III.
- transfer requests of those having a legal status as students in the master program are judged at first instance based on individual consideration by the dean of the host faculty.

A transfer is possible from the end of the previous semester until 15th September in the fall semester and 15th February in the spring semester.

A transfer is possible only from identical level of training of identical area of profession, except

- from one-tier program to Bachelor program
- from Bachelor program and from one-tier program to higher vocational training

(2) The responsibility of making decisions on matters concerning transfer issues between individual faculties (departments) of the University or from another university shall rest with the EC while the acceptance of credits earned at another faculty or in an independent institute shall be decided by the Sub-Committee for Credit Transfer of the receiving faculty. The sub-committee may ask professional experts to assist in the preparation of their decision. In the case of a one-to-one equivalency, the Sub-Committee for Credit Transfer shall automatically accept the credits from the sending institution. In the case of a minimum 75% equivalency between the programs of study of courses offered by the sending and the receiving institutions, the number of credits recognized equals to the number of credits the course is worth in the curriculum of the receiving institution. If the higher credit value of the course offered at the sending institution is the consequence of a significantly larger body of acquired knowledge, surplus credits may be “taken into account” in the credit amount available for optional courses.

- (3) Agreements between two institutions may be initiated concerning the mutual or unilateral recognition of courses. The agreements concerning course recognition issues shall be made public and available for the students.
- (4) A maximum amount of 60 credits for studies accomplished in accredited school-based higher vocational training can be transferred to college level and university level education and to undergraduate programs (BSc, BA), regardless of the fact whether these were obtained earlier in secondary or tertiary student status.
- (5) In the areas of adult education (correspondence undergraduate programs, specialized postgraduate non-degree programs), it is examined whether there is a body of professional aptitude acquired previously that could be recognized through credits in the case of a 75% overlap. Authentication may take the form of an exam. During their career paths, students entering adult education may have been involved in practical activities that cover 75% of some practical course in a non-degree training program. In undergraduate majors (BSc, BA), only such professional aptitude may be authenticated that has been acquired after the high school leaving exams (school-based), at least at the level of higher vocational training. In the case of non-accredited programs, this knowledge shall be tested through an exam.
- (6) Further conditions and requirements for transfer and the procedural order for transfers shall be detailed in Appendix III.
- (7) Changing major, specialization, institution, language of education and course type is possible from the end of the previous semester until 15th September in the fall semester and 15th February in the spring semester.

Simultaneous Studies

12. §

- (1) Students in simultaneous studies may pursue their studies in two different educational institutions at the same time and, upon graduation, they are awarded two separate diplomas.
- (2) Students may participate in simultaneous studies if their student status is not suspended or terminated in their home institution and they can fulfil the academic requirements in both institutions at the same time.

- (3) The home institution in the case of students admitted to simultaneous studies is the one where the students are entitled to receive student benefits.
- (4) In the case of simultaneous studies, the students hold a separate Lecture Book in both institutions of higher education.
- (5) Students participating in simultaneous studies need to fulfil all the requirements prescribed for them and they are also subject to the provisions of the EER as well as other university regulations on students.
- (6) In the case of simultaneous studies in two majors, the accomplishment of one given academic requirement may be taken into account for credit accumulation in both majors.

Cross Registration (Partial Transfer), Subject/Course Recognition

13. §

- (1) Students of the University may attend lectures and seminars offered at other departments, faculties, or institutions of higher education if it is not restricted or prohibited by the regulations of the hosting institution and they can simultaneously meet their academic responsibilities in their home institution.
- (2) Students may take the (required or required optional) courses that are offered by the department (sub-department) of their majors at another institution/faculty and may request the Sub-Committee for Credit Transfer upon completing the course and earning the credits (receiving a grade) to recognize the credits of the course. Prior to commencing the semester (signing up for the course at another institution/faculty), students may submit a petition to the Sub-Committee for Credit Transfer requesting for the official opinion of the sub-committee on the issue of 75% overlap in the course material. The amount of credits that an institution gives for a course outside the host institution equals to the amount that is allocated to the substituted course in the curriculum of the given program of study.
- (3) Those students, whose student statuses were terminated due to academic requirement failure but were accepted again after a repeated entrance exam, can ask the Sub-Committee for Educational Matters and Credit Transfer is entitled to acknowledge even 100% of the earlier completed credits. The rules of credit transfer are authoritative, in these cases as well.

- (4) The faculty shall recognize the credits acquired by their students in a different domestic or foreign higher education institution on the basis of inter-institutional credit equivalence agreements, individual student contracts or legislation on credit equivalency. Two curricula shall be regarded as equivalent if they cover at least 75% of one another. The extent to which two curricula are similar is determined by a faculty level Sub-Committee for Credit Transfer. This equivalency results in the obligatory recognition of credits within and among institutions.
- (5) Credits may be allocated to a given accomplished study requirement only once within a program, but this accomplished requirement may be recognized by (an) other program(s).
- (6) Students shall earn a minimum of 1/3 of the total credits required in the institution that issues a medical doctor's, dentist's or legal diploma.
- (7) Credits obtained at lower study levels which also fulfil the requirements of higher level study are to be recognized.
- (8) Knowledge and work experience gained through a previous informal study may be evaluated as the completion of academic requirements by the SCEMCT. During validation, the knowledge and competencies gained through various ways of study or work experience are compared with the requirements of the given program, and the committee makes a decision of recognition or rejection. An appeal for legal remedy can be submitted to the Committee for Student Matters of Legal Remedy, against the decision of SCEMCT.
- (9) Faculties make an independent decision about the introduction of validation, and the detailed regulation of the procedure is stipulated in Appendix III. The service of validation is subject to payment of a fee.
- (10) Study abroad is considered to be a special case of cross registration. In the framework of this possibility, the students of the University pursue their studies and take exams in a higher education institution abroad on the basis of the mutual agreement permission of the Faculty Educational Committee. Students are only allowed to participate in foreign training if they fulfil the conditions of the student status determined in 3 §. Students may study abroad according to an individual study plan.
- (11) Credits earned by students during partial training at higher education institutions abroad shall be recognized according to the provisions of paragraph (4).

- (12) A student is eligible for scholarship during partial training abroad if he/she started his/her studies with the permission of the University, reached the minimum level of receiving a scholarship during the previous semesters, students in basic training completed minimum 60% of the credits. The scholarship is solely granted if the student requested according to the provisions of the University of Debrecen Code of Charges and Service Fees, studied in an EEA member state and holds a certification from the foreign institution concerning the exact time of the studies and the courses to be completed. The yearly sum of the scholarship is regulated by the University student refunds and benefits regulations.
- (13) For completing the practical courses prescribed in the curriculum abroad, the preliminary permission of the person responsible for the practical course shall be obtained.
- (14) Persons not in student status relation with the University may attend any lecture at the University unless obstructed by objective circumstances. In Appendix III, the faculties may introduce provisions concerning classes other than lectures or special cases. The schedule of lectures is available on the faculties' websites.

Special Provisions Concerning Partial Qualification

14.§

- (1) Student status can be established – without an application process – at any course or modul announced by the institution within the frame of a fee-paying training with an applicant not having a student status at the university but already holding a higher-level degree.
- (2) After the completion of the training, the faculty issues a certificate of the student's academic performance, which shall be counted to the student's higher education training according to the regulations of credit transfer.
- (3) The partial qualification first and foremost serves for fulfilling the requirements of newer specializations or for preparing for the Master program.
- (4) The announcement and commencement of the partial qualification, the form and conditions of the application, furthermore, the purpose and content of the training is defined by the Faculty Councils.

III. THE TESTING AND ASSESSING OF KNOWLEDGE

The Examination Period

15. §

- (1) Upon commencement of the term-time, the faculty shall be required to publish in the academic guide, in the manner customary at the faculty, the methods of student performance assessment and the related dates of such assessments during the given term, as well as the time schedule for the examination period, in particular, the first and the last day thereof. The instructors responsible for the coordination of individual courses shall publish no later than three weeks before the end of the term-time the dates set for the individual examinations, the names of the examiners, the dates and manner of registration for the examinations, the date of publishing the results of the examinations, and the possibilities for retake examinations. Furthermore, they shall implement the registration in the academic system.
- (2) The minimum number of examination dates per subject/course shall be three, evenly distributed in the entire examination period. The minimum number of examination places shall be 150% of the number of the students who have taken the course. The last examination date may be reserved for students who have already received a grade in the given subject/course.
- (3) Students may register (sign up) for the examinations through the academic system. Registration for the examination is possible until 12 o'clock noon on the day before the examination. Cancelling registration for the exam is possible until 12 o'clock midnight on the day of the exam. If a student has cancelled his/her registration for the examination, he/she can only sign up for another examination date that is not yet fully booked. The instructors giving the examination are not obliged to appoint a new examination date because of cancellations.
- (4) If the examination dates available are in conflict with the students' interests to appropriately prepare for and take the examination, the competent EC, when requested by the Faculty Student Union, shall investigate the issue and make a decision.

The Chief Forms of Testing and Assessing Knowledge

16. §

- (1) The prerequisite-based forms of testing and assessing knowledge, conforming to the given educational objective (examinations), shall be determined by the requirements and the curriculum.
- (2) Assessment of the student's knowledge of the teaching material may be carried out according to
 - a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1);
 - or a three-grade scale: excellent (5), satisfactory (3), fail (1)

Regular attendance in classes that qualify as criteria-conditions (e.g.: physical education) may be indicated through the instructor's signature in the Lecture Book.

- (3) Assessing forms of subjects/courses:
 - a) The curriculum may prescribe a practical course/seminar grade if the practical application of the course and the assessment of the application skills are possible and necessary from the aspect of the training objective. Students shall primarily try to obtain assessment of course work and the related credits during the term-time. Assessment shall be carried out according to a five-grade or a three-grade scale.

The assessment of course work shall be based upon the results of the tests and assessments during the term.
 - b) A report is the assessment of the material specified in the course syllabus which, if successfully delivered, means that the student will earn the relevant amount of credits. It shall be assessed according to a three-grade scale.
 - c) An end-of-semester examination is the comprehensive assessment of the material of a subject/course, generally covering a semester which, if passed, means that the student will earn the relevant amount of credits identified in the course requirements. It shall be assessed according to a five-grade scale.
 - d) A comprehensive examination is the comprehensive assessment of the material of subjects/courses considered fundamental from the aspect of

the training objective, generally covering and closing several semesters. The Appendix III shall carry information on how many compulsory comprehensive examinations the student shall take in the given major and how many credits are allocated to these if passed. It shall be assessed according to a five-grade scale.

- (4) The curriculum shall contain relevant information concerning the deadline for the completion of the professional practice, its requirements, and the means and methods of its assessment and evaluation. The faculty keeps a record of the duration of the external professional practice (teaching practice, field practice), of the credit value and grade received, of the date of completion with the indication of the practice places and with the signature of the supervisor.
- (5) In the case of subjects/courses that are to be assessed through a report or an end-of-semester examination and that are appended with a follow-up seminar/practice, as well as in the case of subjects/courses that comprise only seminars/practice, the instructors may offer the students a grade on the basis of their term-time performance. The possibility of being offered a grade shall be announced to the students in advance, at the beginning of the semester. Students are not obliged to accept the grade offered and may opt for taking an examination.
- (6) An unsuccessful mid-course written test cannot result in the student not being allowed to take the exam.
- (7) A successful mid-course test result can be counted in the end-term exam in the forms of:
 - a) offered grade,
 - b) extra points in the exam result,
 - c) exclusion of one part (e.g. minimum questions) of the exam
- (8) If the teacher (e.g. examiner, supervising person) recognizes the use of any not-allowed tools or methods during the test, the test has to be suspended and the student has to be given grade one or qualification not-compliant. In the case of examinations it is to be registered in the lecture-book, in the electronic academic system and on the exam-sheet as well. In the case of other types of tests it is to be registered in writing.
- (9) If the teacher recognizes any not-allowed methods or tools on the student or the use of these during the examination that constitute the serious violation of

academic obligations (e.g. to have deactivated electronic or telecommunication devices on, use of electronic or telecommunications devices), the test has to be suspended.

In the course of the examination, the student is obliged to co-operate with the supervising persons and act in accordance with his or her instructions, especially in case of the suspicion of owning or using not-allowed methods or tools. In order to keep the straightness of the examinations the student has to immediately present the tools (even on their bodies or on their clothes) on notification that may be used as subsidiary instruments, and temporarily give it to the supervising person, according to minutes, until the end of the possible investigation.

The student acknowledges that in case the suspicion of owning or using not-allowed methods or tools during the examination rises, entails the commencement of disciplinary proceedings.

The dean of the faculty decides on the initiation of disciplinary proceedings based on the written notification submitted by the teacher (until the following working-day latest).

In the case of examinations no entry is to be made in the lecture-book while the entry “not assessable” is to be made in the electronic academic system until disciplinary proceedings have ended. Also, the fact of suspension is to be recorded on the exam-sheet. In the case of other types of tests the fact of suspension is to be put in writing. At the end of the disciplinary proceedings, the entries made in the Lecture Book and in the electronic academic system are to be identical.

The proceedings result in the number of test opportunities being reduced by one.

In the absence of disciplinary proceedings the provisions set in paragraph (8) are governing.

Regulations Concerning Papers prepared by the Student

16/A. §

- (1) While fulfilling their obligations the students can only use another author’s work pursuant to copyright regulations, and to the rules defined by the University’s ethical code of conduct and in the current Rules and

Regulations, with special regard to the take-home papers, course papers and the thesis.

- (2) All literary, scientific, artistic or other intellectual materials that are not written by the student are considered as another author's work regardless of its creator, published form, the extent of public content, whether it is copyrighted or not.
- (3) When using another author's entire – or part of his -work
 - c) the source and the author's name shall be indicated
 - d) the work or part of it – faithful to the original – shall be indicated as quotation
- (4) In other cases the usage of another author's work and the way of indicating its origin the rules of the given field shall apply.
- (5) Should the students fully or partially violate the rules governing the usage of another author's work, their papers shall be deemed unsatisfactory and they shall retake the course or resubmit their papers/theses.

The Order of Examinations

17. §

- (1) Students may take an examination only in subjects they have duly signed up for according to relevant regulations at the beginning of the semester.
- (2) Students may plan their examinations individually or in a group.
- (3) Oral examinations, including the final examination and the defence of the degree thesis, shall be, in general, open to the public. Further information concerning oral examinations shall be detailed in Appendix III.
- (4) The student is obliged to arrive by the start time of the exam.
- (5) The examinee shall be provided a short time period before the examination to get prepared.
- (6) The examiner (or the chair of the examination board) shall be responsible for the proper circumstances and quiet atmosphere of the examination.
- (7) Students may submit a written proof of an excuse for missing an examination within three working days at the Registrar's Office. The Registrar's Office

will delete their registration for the examination. Missing an exam shall not influence in any way whatsoever the assessment of the students' knowledge. If students fail to appear for the examination, their knowledge cannot be assessed.

- (8) Missing an examination without a legitimate excuse shall result in recording 'not appeared' in the academic system and students shall have missed one potential chance for taking the examination in the given semester. If the student does not attempt to take the examination during the semester at all, the record 'not appeared' shall be entered in the Lecture Book, too, by the Registrar's Office. If the student fails to sign up for the exam during the educational period or signs up but does not appear on any of the exam occasions, the "not completed" note will appear in the electronic academic system.

The examination grade shall be determined according to the assessment principles announced in advance.

Repeating Failed Exams

18. §

- (1) Students may take each examination (exam, retake exam, repeated retake exam) maximum three times in the same examination period. If the retake exam was not successful and the same person was the only examiner on the exam and the retake exam too, then upon the student's request it should be ensured that the repeated retake exam is conducted in front of another teacher or exam committee. The students may exercise this right even if the examination is taken in a different semester. The head of the Department responsible for the course shall appoint the members of the examination board.
- (2) If students fail to complete their professional practice, or it cannot be assessed properly on the basis of the work done there, the conditions for making up for this shall be determined with regard to the provisions of Appendix III by the supervisor responsible for arranging the professional practice.
- (3) To be fair and reasonable in cases when it is really necessary and supported with a valid proof, the head of the faculty may give his/her consent to an examination to be taken beyond the expiration of the examination period.

Retaking a Successful Exam for a Better Grade

19. §

- (1) If students wish to improve the grade or assessment that they have already received, they may do so in maximum two subjects per semester and once per subject within the examination period. The assessment and the grade received at the improving examinations shall be final and irrevocable, except if it is failed, which may be then improved in another retake according to the relevant regulations on failed examinations.
- (2) The grade received after the retake of a passed examination may not be improved any further.

Calculation of the Grade Average

20. §

- (1) The adjusted credit index and the stipend index shall be calculated and recorded by the Registrar's Office following the closing of the examination period without any delay.
- (2) For the academic grade average, the weighted grade average shall be taken into consideration. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total amount of credits completed.

$$\text{Weighted grade average} = \frac{\Sigma \text{ completed credits} * \text{grade} (>1)}{\Sigma \text{ completed credits}}$$

- (3) The stipend index assesses both the quality and the quantity of the work of the students. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total number of credits undertaken.

$$\text{Stipend index} = \frac{\Sigma \text{ completed credits} * \text{grade} (>1)}{\Sigma \text{ credits undertaken}}$$

- (4) The average and the stipend index shall be calculated in a way that the final value shall be rounded to two decimal places.
- (5) The grades received for completion of previous courses by the students who leave for studying abroad shall be converted to European Credit Transfer

System (ECTS) grades for the foreign hosting institution, whereas the grades of received in the home institutions by foreign exchange students coming to study here shall be converted by the foreign institution.

- (6) In the credit system-based education, the instrument for monitoring the performance of a student for a time period exceeding a semester is the weighted academic average. For the calculation of the weighted academic average, the product of the credit values of subjects completed in the given time period multiplied by their grades shall be divided by the total number of completed credits.
- (7) For the assessment of the students' performance from the aspects of quality and quantity in one semester, the credit index and the adjusted credit index, for more than one semester the cumulative adjusted credit index are used. For calculating the credit index, the product of the credit values of completed subjects multiplied by their grades shall be divided by thirty credits in the case of an average progression. The adjusted credit index may be calculated from the credit index with the multiplication factor corresponding to the ratio of credits completed during the semester and credits undertaken by the student at the registration.

$$\text{Credit index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{30}$$

$$\text{Adjusted credit index} = \frac{\text{Credit index} * \sum \text{completed credits}}{\sum \text{credits taken}}$$

The cumulative adjusted credit index should be calculated similarly to the adjusted credit index with the difference that 30 credits for each semester and the number of credits taken and completed during the whole period must be used.

- (8) After each semester, a hierarchical list of students belonging to each academic year (in the given branch, according to the number of their active semesters) should be prepared in increasing order of their adjusted credit index, to establish the rank of order of students within a semester. At the end of each semester, the cumulative adjusted credit index (based on the achievements of the student in all of her/his active semesters) shall also be calculated for each student. The cumulative adjusted credit index calculated *after the last active semester of a student* shall determine her/his rank of order among those completed the same branch of studies. Depending on the faculty, a rank of

order can be established for students of all years, e.g., within a branch of studies, or within a faculty on the basis of the cumulative adjusted credit index. These lists, containing the personal identification number of students (EHA code) are made public in the usual way by the faculties.

Appendix III of the EER may specify the minimum weighted academic average required after a given academic period for the continuation of studies or for the attainment of the diploma or certificate at the closing of studies.

IV. THE FINAL PRE-DEGREE CERTIFICATE THE DEGREE THESIS, THE STATE EXAMINATION, AND THE DIPLOMA

The Completion of the Program

21. §

- (1) On the day of completing the course the institution shall declare that the student fulfilled the requirements of issuing the final pre-degree certificate, and issue the final pre-degree certificate within 20 days by the date of completion. The student shall be informed about the issuance of the pre-degree certificate at the same time.
- (2) As the closing act of studies at the university in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in professional trainings of higher education, and in specialized postgraduate non-degree programs, the students shall be issued a final pre-degree certificate (absolutorium) within 30 days.

Students who have received their pre-degree certificates may take their state examination.

Degree Thesis

22. §

- (1) As a prerequisite for the state examination, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), and in specialized postgraduate non-degree programs shall prepare a degree thesis.
- (2) The announcement of topics for the degree thesis shall be detailed in Appendix III.
- (3) The requirements concerning the contents of the degree thesis, the option of accepting multi-author degree theses, the general criteria for assessment, and

the number of credits allocated to the degree thesis shall be specified in Appendix III.

- (4) The preparation of the degree thesis shall be supervised by an internal consultant approved by the department and may be assisted by an external consultant accepted by the department if necessary.
- (5) Students may also offer a topic for the degree thesis, which the competent head of department may accept or reject.
- (6) The conditions of the acceptance of a SSS [Student Scientific Society] paper as a degree thesis shall be listed in Appendix III.
- (7) The degree thesis shall be adjudicated by the referee(s) and graded by an appointed board of experts in a five-grade scale.
- (8) The degree thesis shall be prepared and submitted in electronic and paper format. The electronic version of the degree thesis shall be uploaded in pdf format to the Electronic Archives of the University and National Library of the University of Debrecen (DEA), to the address <http://dea.lib.unideb.hu/dea/handle/2437/85081>. Information concerning the deadline for the submission and upload of the degree thesis shall be included in the supplement. The requirements of storing the paper format thesis and the rules of its registration are also defined by the supplement. The operator of DEA takes care of the storage and registration of the electronic format. The procedural provisions of handling classified degree theses are specified in Appendix IV of the regulation. The student is obliged to declare that the degree thesis' electronic and paper formats are completely the same.
- (9) The student is obliged to declare in the format and way defined by the faculties that the degree thesis is the work of his/her own and he/she complied with all the provisions concerning copyright.

Should the University - subsequent to the graduation exam but before the issuance of the degree - become aware of that the student/former student presented his/her thesis as his/her own work, this violating the rules concerning the usage of another author's work, the previous grade of the thesis shall be invalidated and graded as unsatisfactory. The student/former student is informed by the institution regarding the decision in a written decision and is warned to rewrite the thesis with a maximum deadline of two semesters.

Should the University become aware, after the issuance of the degree, of that the student/former student presented his/her thesis as his/her own work, thus violating the rules concerning the usage of an author's work, it shall make the necessary legal steps concerning the withdrawal/invalidation of the degree.

Students are obliged also to declare, in a way and form established by the Faculties, that the thesis is the result of their own work and they observed copyright laws.

State Examination Board

23. §

- (1) The members of the state examination board shall be delegated and commissioned with the consent of the Faculty Council by the dean of the faculty. The length of the appointment of membership in the state examination board shall be one year.
- (2) The state examination board shall have a minimum of two members apart from the chairperson. The actual number of members shall be specified in Appendix III. At least one of the members of the state examination board shall be a university or college teacher, or university or college associate professor, in addition, at least one member either shall not have employment relationship with the University according to the law on national higher education or shall be the teacher of a different faculty/major of the University.
- (3) The distribution of students to individual commissioned state examination boards shall be published by the Registrar's Office.

State Examination

24. §

- (1) After receiving their pre-degree certificate, students in one-tier programs, in college/university level undergraduate degree programs and complementary programs, in Bachelor programs (BSc, BA), in Master programs (MSc, MA), in professional trainings of higher education, and in specialized postgraduate non-degree programs, conclude their studies by taking a state examination.

- (2) The state examination shall test and assess the knowledge, skills and abilities requisite to the award of the diploma, whereby the students shall also prove their ability to apply the acquired knowledge in practice.
- (3) The conditions for taking the state examination and the examination itself shall be defined in the requirements for the given major. Any students who began their studies in September 2007 or later shall not be permitted to sit for the state examination if they are in debt to the University of Debrecen - or to any of its departments or other organizational units. This provision shall be applied from September 2007 – and then in an ascending system. Students are not allowed to take the state examination if they did not return the inventory items of the University (borrowed books, sport equipment, etc.). The certification of the return has to be submitted at the faculty's Registrar's Office until the last workday before the state exam.
- (4) The state examination shall be taken in an examination period following the award of the pre-degree certificate. The state examination shall be taken before an examination board.
- (5) In case of students who started their first year studies according to the law of 1993 on national higher education in college/university level training it is possible to complete their education with the same academic requirements, examination order and issue of the degree by 1st September, 2016.

If the student does not obtain a pre-degree certificate until the above given deadline his/her student status shall be suspended with 1st September, 2016.

Students can sit for the state examination within five years after obtaining the pre-degree certificate with the same academic requirements and examination order. No state examination can be taken after this deadline.

In case more than five years elapsed from the date of obtaining the pre-degree certificate to 1st September, 2015 (the pre-degree certificate was obtained before 1st September, 2010), the state examination can be taken until 1st September, 2016.

- (5a) In case of students who started their studies before 1st September, 2006, according to the law of 2005 on national higher education in Bachelor program, one-tier or two-tier Master program it is possible to complete their education with the same academic requirements and examination order within five years from obtaining the pre-degree certificate. No state examination can be taken after this deadline.

In case more than five years elapsed from the date of obtaining the pre-degree certificate to 1st September, 2015 (the pre-degree certificate was obtained before 1st September, 2010), the state examination can be taken until 1st September, 2016.

- (5b) If a student who started his/her studies after 1st September, 2006 does not pass the state examination until the termination of the student status, the student can sit for the state examination any time after the termination of his/her student status according to the provisions regarding the state exam, effective at the time of taking the state examination.
- (6) In case of students who started their first year studies in September 2012 – and then in ascending system – it is possible to sit for the state examination in any examination period within two years after the termination of the student status, according to the effective academic requirements. If the state examination is taken more than two years after obtaining the pre-degree certificate the conditions of taking the exam is are stipulated by the faculties. No state examination can be taken later than five years after the termination of the student status.
- (7) The result of the state examination shall be calculated according to the method prescribed in the qualification requirements of the given major.
- (8) The state examination may consist of several parts, depending on the stipulations of the curriculum (the defence of the degree thesis, and additional oral, written, and practical examinations)
- (9) If the students fail in any part of the state examination, the state examination shall be retaken as specified in Appendix III.
- (10) The oral examination shall be assessed by the members of the state examination board according to a five-grade scale. The state examination board shall then consult behind closed doors and vote about the final grade for the state examination. In the case of an equal division of the votes, the chairperson shall be given the casting vote. The result of the state examinations shall be announced by the chairperson of the board.
- (11) There shall be minutes taken during the state examination. The results of the constituent parts as well as the grade for the state examination shall also be entered into the traditional paper-based Lecture Book. Further provisions concerning the state examination may be included in Appendix III.

Retaking a Failed State Examination

25. §

- (1) The retake of a failed state examination may be attempted in the following examination period at the earliest.
- (2) If, according to the provisions listed in Appendix III, the referee(s) unanimously assess(es) the degree thesis as failed, the student may not take the state examination and shall prepare another degree thesis. The conditions and the deadline for submission of this degree thesis shall be listed in the Appendix III. to the regulation containing the faculty features.

Diploma

26. §

- (1) The diploma (or medical doctor's, dentist's, lawyer's certificate) shall be issued and delivered to the students having passed the state examination within thirty days from the presentation of the document in evidence of a valid language examination. The diploma is a public document bearing the coat of arms of the Hungarian Republic, certifying that the studies have been successfully completed in the major identified in the diploma.
- (2) The amount of credits required for the diploma and the number of credits allocated to the degree thesis shall be specified in the requirements of the given majors.
- (3) In the complementary degree program, a number of credits complementing the amount of credits recognized from the college level program to the amount of credits required in a university level program shall be obtained.
- (4) The minimum amount of credits required in specialized postgraduate non-degree programs shall be 60.
- (5) In the tracks other than full-time, the amount of credits required to be obtained in a given major shall be the same as required for the corresponding major in the full-time track.
- (6) In the traditional training the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the University of Debrecen, its OM [from the initial letters of the Hungarian words for Ministry of Education] identifier, the serial number of the diploma, the name, place and date of birth

of its holder, the level of qualification or the degree awarded, the program, professional qualification, specialization, and the training schedule of the program, as well as the place, year, month, and day of issue. The diploma shall also be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation with the vice-rector's) or the Dean of the given Faculty (in case of incapacitation with the vice-dean's) and the chair of the state examination board, and shall bear the stamp of the University of Debrecen. In case of incapacitation of the chairperson of the state examination board, the diploma may be signed by the Faculty's vice-dean for academic affairs instead of the chairperson of the state examination board.

The rules of procedure set in the present section are to be applied when signing the clauses of the diploma.

The diplomas issued shall be registered in a central registry.

In case of students of the new Bologna system the diploma is a public document bearing the coat of arms of Hungary and displaying the name of the issuing institution of higher education; its institutional identification number; the serial number of the diploma; the name, birth name, place and date of birth of its holder; the level and name of the qualification and the degree awarded; the place, year, month, and day of issue; the classification of the given qualification according to the Hungarian Certification Framework, the European Certification Framework and the time frame of the course according to the qualification and exit requirements. The diploma shall also be furnished with the signatures of the rector of the University of Debrecen (in case of incapacitation, with the signature of the vice-rector) or the Dean of the given Faculty (in case of incapacitation with the signature of the vice-dean). The diploma shall also have the stamp of the higher education institute.

- (7) Information concerning the subjects to be taken into consideration when assessing the diploma according to the qualification requirements shall be included in Appendix III.
- (8) The diploma shall be assessed on the basis of the calculation of the grade average as follows:

outstanding	4,81 – 5,00
excellent	4,51 – 4,80
good	3,51 – 4,50
satisfactory	2,51 – 3,50

pass 2,00 – 2,50

- (9) The title of doctor in the case of dentists, medical doctors, and lawyers shall be assessed on the basis of the calculation of the grade average as follows:

summa cum laude 4,51 – 5,00

cum laude 3,51 – 4,50

rite 2,00 – 3,50

- (10) The diploma shall be issued in Hungarian and English or in Hungarian and Latin or, if the instruction is not delivered in Hungarian, in Hungarian and in the language of instruction. Upon request by the student, the diploma may be issued in another language, the related costs of which shall be borne by the student.

- (11) The diploma supplement defined by the European Commission and the European Council shall be issued together with the degree gained in bachelor, master, or professional higher education training, both in Hungarian and in English language. The diploma supplement is a public document.

- (12) Students may accrue the number of credits required for the issue of the diploma or the certificate in a shorter period of time than the allowed length of studies as specified in the qualification and exit requirements and, therefore, the diploma may be issued to them earlier. The allowed length of studies may also be shortened in the case of a second or further degree program through the recognition of aptitudes acquired previously (credit transfer).

- (13) The diploma awarded after the completion of an undergraduate course, a graduate course, or a one-tier program, and a specialized postgraduate non-degree program entitles its holder to hold the jobs and to pursue the activities defined by the relevant acts and laws.

The English descriptions of the levels of education corresponding to the degrees certified by the diplomas awarded in Hungary are as follows:

- a) undergraduate degree, “Bachelor” or “baccalaureus” (abbreviated as: BA, BSc),
- b) graduate degree, “Master” or “magister” (abbreviated as: MA, MSc).

Holders of a Master degree are entitled to use the designation Master (MSc; MA) after the professional qualification (e.g.: engineer MSc, economist

MA, teacher MA/MSc, etc.) as certified by their diploma. The diplomas of medical doctors, dentists, and lawyers certify a doctorate title. The associated abbreviated forms are as follows: dr. med., dr. med. dent., dr. pharm., dr. jur. (In the English language medical diplomas: *Doctor of Medicine* (M.D.), *Doctor of Dental Medicine* (D.M.D.) and *Doctor of Pharmacy* (Pharm.D.))

Honours Degrees/Diplomas

27. §

A degree/diploma with honours shall be issued to the student who receives an excellent grade in all the subjects of the state examination, whose grades for the degree thesis and for all the comprehensive exams basic exams/ terminal exams are excellent, and the grade average of all his/her other examination grades and seminar grades is minimum 4.00 or better, and who does not have a grade lower than satisfactory among all of his/her grades.

Summa cum laude diplomas are awarded to students who get excellent results in all the subjects of the final state examination in bachelor courses and master courses of the Bologna system, the thesis grade is *excellent* and all the other valid exam and practical results are not worse than *good*.

V. MISCELLANEOUS AND CLOSING PROVISIONS

Fees

28. §

Students shall pay the fees and contributions specified for them by the set of regulations titled *Fees and Contributions to Be Paid by the Students of the University of Debrecen* and the *Forms of Financial Support* available for them.

Definitions

29.§

ECTS (European Credit Transfer System): A European credit transfer system that facilitates a greater degree of student mobility among the higher education institutions in Europe for the students of the institutions that accept and approve the basic principles and guidelines of ECTS.

ECTS grade: means the conversion of the grades received as follows:

Hungarian grade	ECTS grade
5	A
4	B
3	C
2	D
1	F

In the case of a three-grade scale, the grade shall be converted to the corresponding Hungarian grade first.

Excellent: 5, satisfactory: 3, fail: 1. The conversion method shall be used in reverse, too, when ECTS grades are converted into Hungarian grades.

Individual study hours: the part of studies apart from contact hours, expressed in working hours, that the student spends studying and fulfilling the requirements on average (including the time spent studying in the examination period).

Individual study plan: the institutional EER and the curricular requirements provide a possibility for the student to make his/her own choice out of the selection of courses offered for each academic time period according to the conditions specified in the regulations and curricula.

Term/Semester: a period of about 21-22 weeks consisting of a term-time and an examination period, the length of which is expressed in units of time. On average, 30 credits are expected to be earned per semester in a program.

Active semester: a semester in which the student signs up for courses and completes them (in the given major).

Passive semester: a semester in which the student opts for a temporary suspension of his/her studies (in the given major).

Home faculty: if a student is registered simultaneously at several faculties/departments, the faculty where he/she registered first among the faculties giving the instructions of his/her majors actively financed by the state (if there are any such faculties) shall be favoured from the aspect of registration and shall be called home faculty.

Undergraduate (Bachelor) program (BSc, BA): the first tier of the multi-tier linear system of training in which the acquired undergraduate degree (baccalaureus, bachelor; hereinafter called: undergraduate degree) certifies the facts of graduation and qualification for the purpose of finding a job in the labour market. It also prepares for entry into the second tier of the system, called graduate or Master program.

Graduate (Master) program: the second tier of the multi-tier linear system of training, in which the acquired graduate or Master degree certifies the fact of graduation and the corresponding qualification.

Student workload: the time necessary for a student of average talent, with average educational background, and of average potential future performance, to successfully complete academic work (among average circumstances) expressed in working hours, i.e., the sum total of contact hours and the individual student working hours.

Credit: a relative unit of students' work representing 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.

Credit accumulation: the activity of accumulating credits during one's studies. The credits earned in each academic time period shall accumulate to the credits earned previously until the student obtains all the credits required for the diploma (including the credits allocated to the required material as well).

Credit allocation: the allocation of subjects/course and credits to one another in the curriculum.

Module: a curricular unit of a department including subjects/courses that comprise a related body of knowledge concerning the training objectives of the department or an individual specialization. Modules can be thematically consecutive and interchangeable.

Model curriculum: the distribution of the subjects/courses to semesters in such a way that a student who wishes to progress in an average fashion may follow it by observing the prerequisite requirements when signing up for each course, and by completing work in each semester that is sufficient for earning 30 (± 3), will be able to complete his/her study requirements within the time period specified in the qualification requirements.

Contact hour: a class requiring the personal cooperation of the lecturer for the fulfilment of the academic requirements specified in the curriculum.

Subject/course: the professional unit of measurement in the curricular structure of a major, which may be associated with conditions relating to registration and completion.

Foreign student enjoying the same status as Hungarian students: a person of non-Hungarian citizenship holding an immigration or residence permit valid for the territory of Hungary or a person qualifying for refugee status according to an additional statute, as of the day of issue of their ID or residence permit.

Part-time training: training provided in the framework of the training schedule associated with evening or correspondence training. The length of the part-

time training shall equal at least thirty but not more than fifty percent of the contact hours of full-time training (at least three hundred contact hours per semester). The length of specialized postgraduate non-degree programs shall be between 20% and 50% of the contact hours of full-time studies. All regulations for specialized postgraduate non-degree programs shall be applied for students beginning the first year of their studies in specialized postgraduate non-degree programs on 1st September, 2007 or later.

Distance education: a particular form of training, involving the use of ICT teaching aids and teaching-learning methods based on the interactive relationship between the teacher and the 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.

Closing Provisions

30. §

- (1) These regulations were accepted and approved by the Senate of the University of Debrecen on May 25, 2006 (resolution No. 23/2006. (VI.22)). Its provisions shall enter into force as of September 1, 2006. With these regulations entering into force, the regulations titled Credit System-Based Educational and Examination Regulations of the University of Debrecen, accepted on June 28, 2001, and amended several times, shall be automatically repealed.
- (2) Students who pursue their studies outside the credit system-based programs shall be reasonably subjects to the provisions of these present regulations with the exception of the provisions on assessing student performance (credits). Appendix III to these present regulations may specify the relevant features at the faculty level.
- (3) Students who started their undergraduate higher education studies before September 1, 2006, with the exception of those participating in a pilot BSc program, shall be awarded a diploma with college degree or a diploma with university degree.
- (4) For those students who started their studies before 1st September 2006, the University offers the following options to finish their trainings. If the program of the earlier system is not launched anymore, the student:

- a) may complete subjects necessary for the completion of the program but not offered in the model curriculum, in a preferential academic order;
- b) can join the courses of the Bologna system, where he/she can complete the course requirements with the earlier completed credits being acknowledged according to the regulations of the credit transfer procedure.
- c) can request a transfer to a Bologna training, where the initial requirements equal with that of the earlier training and the earlier completed credits can be acknowledged by a credit transfer procedure;
- d) can cancel his/her student status.

All these requests are to be considered by the Sub-Committee for Credit-Transfer of the given Faculty.

If the student requests his/her transfer to a Bologna training and the request is accepted by the assigned committee, the student status is considered permanent with the conditions of the acceptance but with the agreement to continue his/her studies under the requirements of the newly chosen course.

- (5) Students who have been admitted to the traditional college/university level undergraduate degree programs must comply with the academic requirements specified at the time of their registration and in the current educational and examination regulations.
- (6) Paragraphs 1. § (3), 2. § (10), 3. § (2), (8), (17), 5. § (5), 7. § (4), 9. § (2), 14. § (9) and 31. § (5) in the regulations were modified by the Senate on 2nd November 2006 by means of resolution number 11./2006. (XI. 2.). The regulations came into effect on 3rd November 2006.
- (7) Paragraphs 1. § (1), 3. § (1), 3. § (9), a 3. § (10), 6. § (1), 9. § (2), 16. § (3), 18. § (7), 22. § (1), 23. § (1), 25. § (1) in the regulations were modified by the Senate on 19th April 2007 by means of resolution number 14./2007. (IV. 19.). The regulations came into effect on 20th April 2007.
- (8) Paragraphs 3. § (2), 3. § (9), 3. § (10), 5. § (2), 5. § (12), 25. § (3), 27. § (6), 27. § (14), 30. § in the regulations were modified by the Senate on 4th October 2007 by means of resolution number 10/2007. (X. 4.). The regulations came into effect on 5th October 2007.
- (9) Paragraphs 3. § (11), (16), (17), 10. § (1) and (3), 12. § (2), 16. § , 21. § (8) and (9), 27. § (1) in the regulations were modified by the Senate on 20th

December 2007 by means of resolution number 14/2007. (XII. 20.). The regulations came into effect on 21st December 2007.

APPENDIX I. ACADEMIC DATA MANAGEMENT AND REGISTRATION

The purpose of student academic data registration is the precise and full-scale management of data prescribed in the relevant statute, which may serve as a basis for providing statistical and other information. In particular, its purpose is the registration of the state-funded length of study, the student IDs, and the diplomas, supplements to the diplomas, degrees, and certificates issued.

The student registry shall be operated as an electronic system.

A paper-based registry shall be retained for the management of certificates of the legal status of students, the minutes of state examinations, and the registry of issuing diplomas and certificates, the registration sheets, and the forms for registering personal data.

The electronic academic system shall contain academic information on different majors and the URL address where further information is available.

Each user who has access to the data stored and managed in the academic system shall read and observe the pertinent rules on protection of data and the related institutional regulations.

Registration

- (1) The registration sheet is a form for certifying the establishment of student status, containing the following information: the student's name, code, major(s), work schedule, the name of the institution, its OM identifier, the student's signature, and further particulars requested by the academic system.
- (2) The registration sheet shall be paper based.
- (3) Personal registration shall be entered into the student registry within 3 working days. Every person shall have only one file in the electronic academic system.
- (4) A personal folder shall be established for collecting the documents related to the students, their studies, and personal particulars. Students enrolled simultaneously in several faculties shall also have just one single personal folder; however, data important from the aspect of individual programs shall

be registered by the respective faculties, too. Among the Registrar's Offices concerned, the office of the faculty where they registered first (home faculty) among the faculties giving the instructions of his/her majors actively funded by the state (if there are any such faculties) shall be favoured from the aspect of registration and manage his/her folder.

- (5) The registration sheet shall be kept together with its supplements in the personal folder.
- (6) The student's written and signed acknowledgement concerning the reception of a brochure of academic information and, in the case of fee-paying students, the adult education contract shall constitute supplements of the registration sheet.
- (7) On the basis of the data registered in the academic register, the Education Office of the training faculty shall print the section of the registration sheet of the student that contains personal data, a copy of which shall be placed in the personal folder and a copy of which shall be sent to the home faculty (if the home faculty is different from the training faculty). A student participating in more than one program shall enrol in Education Offices of each of his/her training faculties for each one of his/her active majors. This office then shall, without any delay, send a copy of the enrolment to the home faculty (if the home faculty is different from the training faculty).
- (8) Upon enrolling, the student shall receive at the training faculty the respective information brochure concerning his/her training, and the fee-paying students shall sign the adult education contract. These documents shall constitute supplements to the original registration sheet, which shall be placed in the student's personal folder together with the newly prepared registration sheet and a copy shall be sent to the Education Office of the home faculty (if the home faculty is different from the training faculty).

Registration for the Semesters

- (1) The students' request for a passive semester shall be adjudicated within 5 days and the students shall be informed about the decision. The fact of granting a request for a passive semester shall be registered in the academic system within 3 days after the decision in order to make sure that the change could be included in the next instance of data supply.

- (2) The suspension or temporary termination of student status and the data concerning state-funded and fee-paying semesters shall be registered in the case of each and every student with regard to each and every major.

Certification of Student Status

- (1) The certification of student status shall be paper based.
- (2) Certificates of student status shall be issued by the Registrar's Office upon the student's request. The certificate may be issued only from the academic system and may be delivered only to the student.

Closing of the Semesters

- (1) The Registrar's Office shall, by majors, identify the number of credits taken for the current semester and the previous active semesters as well as the number of credits obtained, the number of accumulated credits obtained, the weighted grade average, the accumulated weighted grade average, the stipend index, the credit index the adjusted credit index and the accumulated adjusted credit index.
- (2) From the academic system, a registration record shall be printed with the academic results of the past semester. The printed registration record shall be placed into the faculty personal folder of the student and it shall also be sent on to the Registrar's Office of the home faculty (if the home faculty is different from the training faculty).

Entries

- (1) The following items shall be entered into the academic system: the registration of the student for the individual semesters, the suspension of the student status, further entries concerning his/her student status, transfer, termination of student status, and resolutions made on the basis of rights and obligations. At the termination of the student status, the relevant pages of the registration record shall be printed and placed into the personal folder.
- (2) The registrar's office shall enter into the Lecture Book of the students the following items of information: the registration record number, the

certification of the final pre-degree certificate, the data about the degree thesis and the certification of its completion, the data about the language examination, the components and the result of the state examination, the assessment of the diploma or certificate, and the reference numbers of the resolutions regarding the students' studies.

Diploma

- (1) The Registrar's Office shall keep a registry in the academic system about diplomas and certificates issued. The relevant data shall be entered into the system within 5 days after the issue.
- (2) Supply of information on and archiving of the diplomas issued shall be carried out by the central IT operational body.
- (3) The delivery of the diplomas shall be registered in the delivery book of diplomas and certificates.
- (4) The institutions of higher education shall use the form of diploma and diploma supplement approved by the registration center.
- (5) The minutes taken at the state examination shall be attached to the registration record of the students. The certificate issued about the completion of the state examination shall be registered in the academic system within 3 working days. Supply of data on the certifications issued shall be carried out by the IT Directorate.

Diploma Supplement

- (1) Within 30 days following the issuing of the diploma, the students shall be issued a Diploma Supplement in Hungarian and English. The supplement shall contain the data of the results achieved. The issued and certificated supplements shall be placed into the Europass folder and delivered to the students.
- (2) Supply of information on and archiving of the Diploma Supplements issued shall be carried out by the central IT operational body.
- (3) The Diploma Supplement forms shall be handled by the Registrar's Office according to the regulations on document management.

Visiting Students

- (1) Students of visiting student status shall be also registered in the academic system and a registration record shall be kept about them.

Admission of Transfer Students

- (1) In the cases of study in another institution, in another program, or abroad, the location of study, the subjects/courses completed and recognized in the present program shall be entered into the academic system with the note 'accredited.' Subjects/courses entered in such a way shall be taken into consideration when calculating accumulated completed credits. They must not be taken into consideration when calculating the academic grade average, the credit index, or the stipend index.
- (2) When calculating the accumulated credit index, the accredited subjects/courses shall be taken into consideration with the original grades received.
- (3) As regards the recognition of work experience and other requirements fulfilled that do not belong to the programs in the scope of the Act on Higher Education, the competent authority shall be the credit Sub-Committee for Credit-Transfer of the faculty.

The Transfer of Students

- (1) If the students transfer to another institution of higher education, the termination of student status shall be entered into the academic system and the Lecture Book. From the registration records of the students, the following information shall be printed and placed into the personal folder: registry of state-funded semesters, disciplinary and compensation data, deficiency data and resolutions. Following this, the Lecture Book or a printed and authenticated sheet from the academic system and the personal information package of the students shall be transferred to the receiving institution of higher education.

Termination of Student Status

- (1) If the student status is terminated for whatever reason, it shall be registered in the academic system without any delay. Following the termination of the student status, it is prohibited to delete the data on the student from the academic system.
- (2) The following data shall be printed from the registration record and placed into the personal folder upon the termination of the student status: data related to the student status, a registry on the state-funded semesters, disciplinary and compensation data, deficiency data and resolutions made according to the students' rights and obligations.
- (3) Dismissal or expulsion from the institution of higher education or the interruption of studies shall be registered into the Lecture Book as well as the electronic academic system.
- (4) Following the closing of the registration record, the Lecture Book or a printed and authenticated sheet from the academic system shall be issued to the students.

Student ID

- (1) The student ID issued to the students and its accessories shall be handled by the Registrar's Office of the home faculty. Registration shall be carried out in the academic system.

Supply of Information to the National Higher Education Information Center

- (1) The institution shall report the establishment and the termination of the student status as well as the changes in the student status as determined in statutes to the National Higher Education Information Center within 15 days.
- (2) Information on diplomas, certificates, and doctoral certificates shall be sent to the National Higher Education Information Center within 30 days.
- (3) The supply of information to the National Higher Education Information Center shall be sent by the central IT Directorate on the basis of the data

available in the academic system on the first and the sixteenth days of each month.

- (4) The processing of the data published by the National Higher Education Information Center shall be carried out by the IT Directorate. The distribution of student identifiers shall be the responsibility of the Registrar's Office.

Adjustment of Data

- (1) The Registrar's Office of the home faculty shall register within 2 working days the changes reported in students' data in the academic system.

Archiving

- (1) The IT Directorate shall be responsible for the security of the data in the academic system, the handling of security savings, the archiving of data, the management of archived data, and the annual archiving of data on graduating students.
- (2) Five years after the termination of the student status, all documents the content of which is also recorded on the registration record may be disposed of.

Replacement of Lost Documents

- (1) A duplicate may be made to replace lost Lecture Books, or the printed and authenticated sheet from the academic system as well as diplomas and certificates on the basis of the academic system. A fee shall be charged for duplicates.
- (2) If a Lecture Book is full, another one shall be attached to it in a way that it should be fixed to the original so that they could not be separated.
- (3) Lost or destroyed registration records shall be replaced on the basis of the contents of the available registries or documents.

APPENDIX II.
THE ELECTRONIC LECTURE-BOOK
The procedure to be observed during the simultaneous application
of electronic academic record book and adhesion procedure after
September, 2011

The Announcement of and Registering for Courses

- (1) All courses students can register for must be announced or organized to be announced in the administration system by each department by the last day before the registration week.
- (2) Students must register for courses they would like to complete in the academic system. Registration for the courses lasts until the end of the first week of the semester.
- (3) In exceptional cases, upon the lecturer's advice and upon request, the modification of registration for courses is still possible for one more week after payment of the procedure fee. The modification authorized by the Vice-Dean for Educational Affairs is recorded in the electronic educational system by the authorized employee of the Registrar's Office.
- (4) Within 5 days after the end of the registration period defined in point 2 and 3, the student may raise objections to the data concerning the courses registered in the academic system to the head of the Registrar's Office. If records are modified on the basis of the objection, the department concerned is to be informed about the changes.
- (5) From the fifth week of the semester on, the list of courses cannot be modified in the academic system except for exceptional cases to be authorized by the vice-dean for education affairs of the faculty concerned and has to be reported to the University Student Information Center.
- (6) On the closing day of the registration period the registered courses of each student are saved and stored for the period of one year by the University Student Information Center. Students receive an electronic notification on the registered courses.

Review of Performance

- (1) In case the grade is based on the performance given during the semester, the instructor shall record the grades obtained in the result sheet printed from the academic system, in the academic system itself and in the student's lecture-book authenticated by his signature, at a time defined and published previously, by the end of the third week of the examination period.
- (2) In case of courses ending with an exam, an appropriate number of exam days are to be announced as specified by the Rules and Regulations for the entire examination period, at least three weeks before the end of the term-time. The information required is as follows: the dates of the exams, the names of members of the board, the time and mode of registration, the date of the publication of the exam results, and opportunities of retaking the exams.
- (3) Students must register for exams in the academic system.
- (4) The student must present his/her identification documents (student card or ID card) at the exam.
- (5) Students may only take part in the exam if they have registered for the given date in the academic system and proved their personal identity.
- (6) The Registrar's Office shall register, delete or modify exam grades in the academic system only on the basis of written instruction by the vice dean.
- (7) In case of oral examinations

At the end of the examination the examiner shall make a record of each grade on the exam sheet and in the student's Lecture Book/course completion sheet, signs it and ensures that the grade is recorded in the academic system by the third working day following the examination – in case of examinations taken on the last day of the examination period by the last day of the examination period.
- (8) The examiner stores the examination sheets until the beginning of the next examination period.
- (9) In case of written examinations
 - The correction of the tests and recording of grades in the academic system is to be done within five working days after the exam. In case there are less than five days between the examination and the last day of the examination period, the correction and the recording of grades into

- the academic system are to be done by 12 o'clock on the first working day after the examination period.
- The test serves as the basis of subsequent verification of grades. The test has to bear the evaluation, the name and the signature of the evaluator, and is to be stored by the examiner until the beginning of the next examination period.
 - At a previously determined and announced appointment the examiner enters the grade into the student's Lecture Book/course completion sheet and signs it.
- (10) The examiner is exempted from recording the grades in the paper-based Lecture Book if the student fails to provide it at the oral examination or at the prearranged meeting.

Closing the Assessment of Performance

- (1) On the day after the last day of the examination period the student receives notice through the academic system to check the course accomplishment data of the given semester.
- (2) Within two weeks after the closure of the examination period the student may object to the evaluation data present in the academic system at the teacher/organizational unit responsible for the course that will make a decision in three working days. In case the objection is justified, the grade objected is corrected on the basis of the grade written on the test paper, in the paper-based Lecture Book/course completion sheet and on the exam sheet. The correction is performed by the Registrar's Office based on the letter of the teacher, or in case of her/his absence, that of the head of the organizational unit concerned. If the objection is not justified and is rejected, the student may turn to the Faculty Educational Committee in at first instance and to the Student Matters Committee of Legal Remedy at second instance.
- (3) On the fourteenth working day after the examination period the closure of the semester is performed in the academic system by the faculties. After closing the semester the University Student Information Center performs the saving of the data. The University Student Information Center preserves the saved data in two copies, in two separate rooms for ten years. It is compulsory to keep record of the data-saving.

- (4) In case of posterior modification of the archived data the University Student Information Center is informed in writing by the Vice Dean of Education Affairs. Data saved cannot be modified, saving is repeated if necessary, and it is stored next to the original saving.
- (5) After the close of the semester the list of registered subjects (if not done previously) and list of completed subjects is printed, authenticated and fastened in the traditional paper-based Lecture Book if it is still used.

Certification of Performance

- (1) After the close of the semester students may follow up the data of their own performance directly in the academic system, and may print it from there.
- (2) In the event of studies abroad students may ask for an authenticated certification containing the data of their performance. In this case the university provides this certificate in English.
- (3) In case the student leaves the university during her/his studies, the certificate about the cancellation of student status and the authenticated Lecture Book printed from the electronic academic system or the traditional paper-base Lecture Book are provided.
- (4) At graduation students receive the authenticated version of their printed, verified, and bound Lecture Book or the traditional paper-based Lecture Book.
- (5) In case the Educational Bureau grants the permission to apply the electronic Lecture Book, the obligation to use the paper-based Lecture Book ceases to be used (except for the case of a contradictory decision made by the faculty). Thereafter the Lecture Book is an inseparably bound document printed from the academic system and authenticated by the Dean and Vice Dean for Education Affairs of the faculty concerned.

**APPENDIX III-
REGULATIONS CONTAINING THE FACULTY FEATURES**

1. FACULTY OF MEDICINE

A. Regulations for Medical Students Participating in the One-Tier Program:

1. §

/to Paragraph 1.§ (2) of the Regulations/

- (1) The “Rules and Regulations for English Program Students” contains the special provisions relating to the students of the English program.

2. §

/to Paragraphs 2.§ (1), (5) and (7), of the Regulations/

- (1) In order to discuss questions relating to teaching and to establish points of principle, the Faculty shall set up a Faculty Educational Committee with powers and duties as laid down in the Operational Orders of the Faculty. The Chairman of the Committee shall be the official deputy of the Dean.
- (2) Matters relating to education and examinations concerning all the students of the one-tier program at the Faculties of Medicine, Dentistry, and Pharmacy shall in the first instance be dealt with on the basis of uniform principles by the Sub-Committee for Educational Matters and Credit Transfer (SCEMCT) set up jointly by the faculties concerned. The SCEMCT shall carry out its duties according to the principles laid down by the Faculty Educational Committees. The Faculty Educational Committees shall, however, in the formulation of their opinion, take fully into consideration the suggestions of the SCEMCT. The Faculty Council of the Faculty of Medicine shall vote for the Chairman of the SCEMCT on the basis of the recommendation of the Dean of the Faculty of Medicine and with the consent of the Faculty Councils of Dentistry and Pharmacy.

The composition of the SCEMCT: Chairman, Associate Chairman, 10 teachers appointed by the deans (teachers of the FM), the educational representative of the FD, the educational representative of the FPh, representative of the Coordinating Center for International Education and the Head of the Registrar's Office; 10 chosen students with voting rights (4 students from the Hungarian Program in the FM, 4 students from the English Program in the FM, one student from the FD, one student from the FPh). The SCEMCT shall have a quorum if minimum 50 percent of those entitled to vote are present. The committee that consists of 26 committee members with voting rights makes its decisions with simple majority. In the event of a tie, the Chairman shall have the final vote. The SCEMCT operates in accordance with the Operational Regulations. Minutes shall be taken of the SCEMCT meetings.

The preparation of matters to be discussed at the meeting of the SCEMCT (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the person appointed by the Head of the Registrar's Office.

The scope of the activities of the SCEMCT shall include among other things:

- transfers both from other educational institutions and within the student's own institution
- permission for foreign training periods
- consideration of requests concerning individual study plans and examinations
- consideration of appeals connected to refusals to sign the Lecture Book
- consideration of requests for professional practice
- making recommendations to the Faculty Educational Committee regarding the development of procedures connected to education and examinations.

Students can primarily appeal to the dean of the faculty against the decisions of the SCEMCT.

- (3) The development of uniform procedures in connection with educational matters and examinations is the task of the Faculty Educational Committees.

3. §

/to Paragraphs 3. § (7), (8), (9), (10), (12), (17) and (18) of the Regulations/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Registrar's Office of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.
- (2) In the one-tier program, students may be granted leave for a maximum of 4 passive semesters, which may be extended by 2 more semesters for special reasons requiring equity treatment but only until the end of the original duration of the program. The duration of passive semesters may not exceed 2 continuous semesters. In case of foreign students the duration of the passive semesters, in justified cases, can maximum be 4 semesters altogether (e.g. in case of military service).
- (3) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (4) At the beginning of their studies, Hungarian student taking part in medical training shall take an oath, and foreign students shall make a vow. The text of the oath and the vow shall be approved by the Faculty Council of the Faculty of Medicine. The oath or vow shall be confirmed by the signature of the student at the first registration.
- (5) In the case of payment arrears the legal status of the student shall be terminated by the Dean after futile requests for payment and examining the social status of the student. By exercising his power transferred to him by the Rector, the Dean terminates the legal status of the student on the day the decision made in the subject is finalized.

4. §

/to Paragraph 4. § (1) of the Regulations/

The academic term-time of the Faculty of Medicine is 15 weeks. The examination period is at least 6 weeks.

The academic term-time of year six is 35 weeks. 4 weeks of midyear block practice must be completed during both semesters in year 4 and 5. In case there is a midyear block practice as well as a comprehensive exam year block practice in one subject and the student spends these at an accredited training site or university teaching hospital in Hungary or abroad, then he/she must complete altogether only two weeks at the institution of the Faculty of Medicine.

5. §

/to Paragraphs 5. § (3), (4) of the Regulations/

- (1) Students must take the compulsory, elective and freely chosen subjects in the Neptun system by the end of the first week of the semester.

6. §

/to Paragraphs 5/B § (2), (3) of the Regulations/

- (1) The student is required to take along the paper-based Lecture Book / Academic Booklet to oral examinations and in the case of written exams he/she has to get it registered into it at the time defined and published by the lecturer. At the end of the examination period the student is required to submit the Lecture Book to the Registrar's Office for verification and certification.
- (2) The student's certified Academic Booklet equals to the report on grades registered in the electronic Lecture Book.

7. §

/to Paragraphs 8. § (1), (6) and (11) of the Regulations/

- (1) The subject requirements for students include the curricula presented in all classes or contained in the compulsory textbooks described in the

timetable and any other requirements published by the Educational Organizational Units.

- (2) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Registrar's Office the latest by the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.

The student may submit an appeal against the refusal of a signature to the SCEMCT within 8 days. Provided the SCEMCT has granted the student's appeal, the Chairman of the SCEMCT must certify by signature the acceptance of the semester.

- (3) The compulsory summer practices may be completed neither during the academic term-time nor during the examination period. The summer practice and the block practice can be conducted at the institutes and accredited training sites of the FM, or in university teaching hospitals.

The completion of valid professional practice (summer practice, block practice, and sixth year practice) in other Hungarian or foreign accredited training sites or university teaching hospitals is subject to the prior approval of the SCEMCT (excluding nursing practice to be carried out in the first and second years, which can be done at any Hungarian hospitals without special permission, or in the training hospital of another Hungarian university from where only a statement of receiving the student is necessary).

In order to request a permission, the student must obtain a statement from the receiving institution (a form issued by the Registrar's Office must be signed), that it will provide the professional program prescribed by the University free of charge, and a declaration that no charges will be made to the University. The application for block practices and summer practices is carried out through the Neptun system.

In case of block practices spent outside Debrecen, the costs of accommodation can be refunded only if the student's permanent place of residence is not there.

- (4) In the case of practices completed abroad, at an accredited training site or a university teaching hospital, the student has to submit the schedule of practice to the academic administrator concerned.
- (5) Rules relating to the accreditation of foreign places of training can be found in the Appendix of the present Rules and Regulations.

8. §

/to Paragraphs 11. § (1) and (2) of the Regulations/

- (1) The Head of the Educational Organizational Unit may make the attendance of 30% of the lectures compulsory.
- (2) Taking part in seminars and practices is compulsory - depending on the requirements of the course. The number of allowable absences, its consequences and how they can be compensated for can be found in the requirements of the subject issued by the institute/clinics.

9. §

/to Paragraph 12. § (1) of the Regulations/

- (1) The Faculty of Medicine as a receiving department shall not allow a transfer to the Medicine Program:
 - from faculties or from institutions of higher education aimed at different professional training,
 - from the Faculties of Pharmacy, Dentistry, Public Health and Health.

Students from medical faculties of other universities may request a transfer into year 2, 3 or 4:

- who have completed at least two full valid semesters and obtained a minimum of 40 credit points in the compulsory subjects in the last two semesters,
- whose legal status as a student was not terminated because of exclusion or dismissal,
- whose stipend index of the last two semesters is at least 3.00 or (in the event of foreign studies) equals to that, if the student studied science

subjects that are essential for acquiring basic medical knowledge at the college and meets the above requirements (in this case the student can only be accepted for the first year of the fee-paying programme).

Transfer can only be allowed at the beginning of the academic year filling up the free capacity of the faculty.

The student's officially closed Lecture Book must be attached to the request for transfer to the Faculty of Medicine. For purposes of evaluation of requests for transfer from places of professional training (universities, colleges) abroad, the curriculum of the transferring institution and the Course Record book containing the results of examinations taken, together with an official Hungarian translation shall be attached.

The requests for transfer must be submitted to the Registrar's Office. The SCEMCT will refuse requests with deficient documentation.

10. §

/to Paragraphs 14. § (3), (4), (5) and (11) of the Regulations/

- (1) The students of other universities, faculties, programs, can only participate in lectures, practices, seminars at the Faculty of Medicine where patients are not displayed and privacy and data protections rights or the patients are not violated. For taking compulsory subjects the prior approval of the SCEMCT is necessary.
- (2) Students have to fulfil at least 50% of the required total credits within the faculty, maximum 66 credit points of the clinical subjects may be completed abroad so that the diploma is issued.
- (3) The SCEMCT shall only recognize the credits of previously completed subjects in the case of a minimum 75% equivalency in the syllabus, and the period between the previously obtained credits and the submission of the request is less than six years. (After the elapse of 6 years the acceptance of the credits shall be considered).
- (4) Applications for recognizing subjects can be submitted to the Registrar's Office until the beginning of the term-time (concerning English Program students please see chapter 'Special rules for English program students').

11. §

/to Paragraph 17. § (2) of the Regulations/

- (1) The Heads of the Educational Organizational Units will ensure that the students can choose in the case of an oral exam in the given subject from at least three examination days per week and in the case of a written examination or a written and oral examination from one examination day a week. In case of an exam course, minimum three exam days shall be provided, distributed evenly for the entire examination period. The Educational Organizational Units have the right – within reason – to determine (maximize) the number of students allowed each day to take an examination, however, the number of students taking the examination cannot be set to a minimum. The institution is obliged to indicate as many places of examination within the examination period that equals to 150% of the number of students that took the subject. In the examination period of the sixth year every working day is an examination day, and in the cycle of clinical practices at least one examination day a week must be provided. The prior approval of the SCEMCT is required to announce fewer examination days than that of defined above.

For the examination period in the 10th week of the semesters of year 4 and 5 the Educational Organizational Units must provide examination possibilities equalling to the number of students obliged to take the examination (half of the number of students who took the subject).

12. §

/to Paragraphs 18. § (2) and (3) of the Regulations/

- (1) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers.
- (2) The examination may consist of maximum three parts: practical, written and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an examination board. The previously successfully passed written and practical examination shall not be repeated in the case of retake (B) or repeated retake (C) examinations.

- (3) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. The supervising person has to initiate a disciplinary procedure at the Dean in writing within one working day by sending the report made on the case.
- (4) The process of the retake (B) examination or the repeated retake (C) examination cannot diverge from the process of exam A, unless based on a particular regulation some part of the exam is accepted. In case exam A and B is held in the form of writing exclusively, at the repeated retake (C) exam the examining committee shall hear the student orally as well, if the student failed his/her written exam. As long as the student passes the written part, the grade must be determined by the rules of exam A and B.

13. §

/to Paragraph 22. § (9) of the Regulations/

The students shall be ranked in an increasing order on the basis of the cumulative adjusted credit index by the term, by the year and by the educational program, determining the students' ranking for the term. The student shall be assigned to the year the sample curriculum of which he/she took more credits of the compulsory subjects.

14. §

/to Paragraphs 19. § (1), (3) and (5) of the Regulations/

- (1) The institute/department may announce an exam course which differs from the standard syllabus only with the permission of the dean.
- (2) Oral examinations are usually open to the public. In the case of clinical subjects and examinations in the dissection room the public may be excluded or restricted to students who have taken an oath and doctors.

The Head of the Educational Organizational Unit shall publish the time of the beginning of exam in advance and the oral examination must begin within, at most, two hours of the set time. The process of the one-time end-of-semester examination and the comprehensive examination may

not take more than six hours. The Dean may give exemption from this in a justified case. The process of an end-of-semester examination or a comprehensive examination may not be extended to two working days.

- (3) Comprehensive examinations may be held by university/college full professors, university/college associate professors and clinical chief physicians; end of semester examinations and final practical examinations may be held by university/college full professors, university/college associate professors, senior lecturers and clinical chief physicians.

In case of end of semester examinations the Dean may give an examination permit to scientific advisors, senior research fellows, research fellows, senior lecturers and assistant lecturers, on the basis of the recommendation of the Head of the Educational Organizational Unit. In case of comprehensive examinations the Dean may give an examination permit to scientific advisors, senior research fellows and senior lecturers, on the basis of the recommendation of the Head of the Educational Organizational Unit. A repeated retake examination must be held before a committee whose members are called on by the Head of the Educational Organizational Unit. The chairman of the committee may not be a lecturer of the Educational Organizational Unit in question. The chairman of the committee may be a university/college full professor, university/college associate professor, or scientific advisor and senior research fellow with an examination permit.

Students should, as far as possible retake the examination before other examiners than those at the previous examination.

Apart from the examiner and the examinee, a lecturer or a student must be present at the examination.

- (4) For students who start their studies in the academic year 2012/2013 or later and apply for the USMLE Step 1 exam, taking the USMLE Step 1 simulation exam is a prerequisite of participation at the actual exam. For those students who started their studies before the academic year 2012/2013, taking the simulation exam is recommended. Students have the opportunity to take the simulation exam at the Education Center, organized by the UD, or to take the test at any of the Kaplan Centers in case of a stay abroad. Exams are free of charge in both cases. The Registrar's Office has the right to refrain from sending the student registration certificate for ECFMG until

the simulation exam has not been taken successfully. The simulation exam is successful in case its result is at least 55%. The Coordinating Center for International Education can give detailed information about the simulation exam.

15. §

Studies and exams regulations of year 6 (the year of comprehensive examination)

- (1) Practice period of year 6 (the year of comprehensive examination) is 35 weeks.
In the credit system, the practices of year 6 are subject to the rules of course registration, too.
- (2) After the enrolment, students can apply for the practice of the first year / related to the preparation for the comprehensive examination / in the Neptun system.
- (3) Subjects of year 6 (the year of comprehensive examination) are the following:
 - Internal Medicine; 10 weeks, comprehensive examination
 - Pediatrics; 7 weeks, comprehensive examination
 - Surgery; 5 weeks, comprehensive examination
 - Neurology; 4 weeks, comprehensive examination
 - Psychiatry; 4 weeks, comprehensive examination
 - Obstetrics and Gynaecology; 5 weeks, comprehensive examination

It is possible to apply for a new practice at the Registrar's Office exclusively after a successful exam closing the previous practice. The Educational Organizational Unit shall be obliged to provide at least two examination days per week for candidates for the comprehensive examination. New practice cycles can be started only on the first day of the week.

- (4) Students have to have the fulfilment of practices certified in the Lecture Book in an itemized way (with a stamp, signature and date). The Educational Organizational Unit shall be obliged to have the missing practice supplemented by the student. Terms and conditions for the

replacement of the missing practices shall be determined by the Head of the Educational Organizational Unit.

Sixth-year's practices can be performed in the institutes, accredited training sites of the FM, other domestic or foreign accredited training sites or university teaching hospitals. For practices spent in other domestic or foreign accredited training sites or university teaching hospitals the prior permission of SCEMCT is required. In case of comprehensive practices from which a block practice is compulsory, too, at least two weeks of the block practice or the sixth-year's practice period shall be performed at the institute of the FM. In case the student already spent these two compulsory weeks in the institute of the FM during the block practice, the student can perform the comprehensive practice in other domestic or foreign accredited training site or university teaching hospital. In case the student performs his/her comprehensive practice in other domestic or foreign accredited training site or university teaching hospital:

- In case of Internal Medicine, Pediatrics, Psychiatry, and Surgery it is not compulsory to perform the practice in the institute of the FM;
- In case of Neurology and Obstetrics & Gynaecology it is compulsory to perform two weeks in the institute of the FM only in case of practices spent at foreign accredited training sites or university teaching hospitals.

During the practices, requirements set forth in the Lecture Book of the block practice shall be met, certified by the appointed tutor by their signature both in the course record book of the block practice and the Lecture Book.

(5) Special rules for sixth-year's examination:

Following the fulfilled practice, the student shall be obliged to pass the related exam in the subjected semester or the subsequent semester. If the practice or exam of the given subject reaches over to the next semester, the student should sign up for the course again. Passing of a repeated exam may take place only at the same Educational Organizational Unit where the previous exam took place, regardless of the time elapsed between the two exams. Prior to the repeated exam, a supplementary practice should be fulfilled. The student shall be obliged to spend the supplementary practice at the clinics of the University of Debrecen.

- (6) Duration of the supplementary practice:
- 5 weeks of Internal Medicine;
 - 3 weeks of Pediatrics;
 - 3 weeks of Obstetrics and Gynaecology;
 - 3 weeks of Surgery;
 - 2 weeks of Neurology;
 - 2 weeks of Psychiatry.
- (7) Students, the repeated retake (C) exam of whom turns out to be unsuccessful, too, shall be obliged to repeat the prescribed practice from the given subject. In the event that the student fails to close the subject by a successful exam during two consecutive course periods, the practice from the given subject should be repeated.

16. §

/to Paragraphs 24. § (2), (3), (6) and (8) of the Regulations/

- (1) Students who have obtained the final pre-degree certificate may apply for the state examination only if they successfully defended their degree thesis.
- (2) The degree thesis topics and names of supervisors are published per institution and clinic in the faculty bulletin and at the web page of the faculty.
- (3) Degree theses shall be submitted in a printed form in two copies to the Registrar's Office, with the signature of the supervisor and head of the Educational Organizational Unit, and the seal of the institution. The degree thesis shall be uploaded in an electronic format after its defence, to the Electronic Archives of the University and National Library of the University of Debrecen (DEA).

The following shall be attached to the thesis:

- a suitably completed form for submitting the degree thesis
- analysis by the supervisor constituting a written evaluation of the student
- a summary of the degree thesis bearing the name of the author and the title
- the student's declaration that the degree thesis is his/her independent work

- a statement of classification, if necessary.

The length of the degree thesis (excluding bibliography, diagrams and tables) shall be between 6,000 and 10,000 words. The degree thesis must be submitted in typewritten or computer-printed form and bound in a pleasing manner. Upper and lower margins of 2.5 cm and left and right margins of 3 cm must be left. The structure of the degree thesis and the assessment procedure shall comply with the following requirements:

- a) the thesis may report on the author's own experimental investigations; it may be an analysis related to casuistry, clinicopathology and statistics, or a literature summary. Audio-visual educational materials may be used exclusively in case of a Student Scientific Society (SSS) application work accepted as a degree thesis. It is not important to include new scientific results; however, it must be the result of the author's own work. The sources of not independent results must be indicated. The front page shall contain the title of the thesis, the name of the author and supervisor, the name of Educational Organizational Unit where the thesis was prepared, the name of the head of the institution and the date of preparation. The thesis may be submitted exclusively with the signature of the supervisor and the head of the Educational Organizational Unit. The introduction, the objectives of the work, the results and the discussion shall be separated into different chapters. References to literature within the text shall be marked with an ascending numerical order. Furthermore, it should contain a summary of two pages at maximum. The list of referred literature shall indicate the name of authors of the cited publications (with the first initial of the first name), full title of the citation, the name of the journal, the volume and page number and the year of its publication. In case of a reference to a book, the author, title and publisher of the book shall be indicated as well. The number of literature references should not be less than 20 or more than 50.
- b) The assessors shall examine the logical structure of the degree thesis, its literary foundations, the applied methods and the accuracy of presentation of the results.
- c) The supervisor of the degree thesis shall be obliged to prepare a written qualification on the professional activity of the author of the thesis, which should be submitted together with the degree thesis to the Registrar's Office, respectively, to the academic advisors.

- d) The Registrar's Office shall hand out the received degree thesis to 2 official assessors called upon by the expert's board appointed by the Academic Committee. Only one of the assessors may be from the institution where the students wrote their degree theses. In case of a degree thesis written at external place, at least one of the assessors should be the professor of the FM of the University of Debrecen. If the assessor is not able to fulfil the request, he/she shall be obliged to immediately send back the degree thesis to the Registrar's Office. The assessor shall be obliged to prepare his written assessment in 4 weeks, and to forward it to the Registrar's Office both in a paper-based and electronic form. If neither of the assessors accepts the degree thesis, the student should rewrite it, by taking into account the comments of the assessors. The reworked degree thesis shall be forwarded to the rejecting assessor(s). If 2 assessors accept the degree thesis, the oral defence may take place.

The student shall receive the written opinion of the assessor, to which – also in case of acceptance – the student shall be obliged to reply in writing.

The thesis must be defended at the Educational Organizational Unit which published, respectively, coordinated the topic. The defence shall take place before a committee of 3 persons, the members of which shall be the head of the educational unit, or the senior professor (chairman) appointed by him and the assessors. The supervisor should be invited to the defence, too. The committee shall evaluate the thesis in a closed session. They shall prepare a protocol in 3 copies, containing the name of the student, the title of the thesis, the place and date of defence, the questions raised by the members of the committee, the related replies and the final mark approved by the committee. The assessments and the replies to assessments shall constitute the supplement to the protocol.

One copy of the thesis shall remain at the Educational Organizational Unit, and the student shall receive back the other copy of the thesis.

- (4) It is possible to prepare a thesis also within the framework of SSS, too. The SSS scientific works will be accepted with excellent results, in their original form as a degree thesis, if the jury of the local Conference of SSS accepted the lecture presented as defence, and the scientific work submitted to the Registrar's Office was approved by both assessors. In

case of scientific works with co-authors the first author may have the work approved as a degree thesis, upon the waiver of the other authors.

Documents related to the approval of the scientific work (assessments, replies) shall be submitted together with the scientific work, too. Furthermore, it shall be necessary to fill in and submit the questionnaire containing data of the SSS scientific work and the lecture (title, authors, institutions, supervisor).

- (5) The deadline for submission of the degree thesis shall be 3 months prior to the state examination. The deadline for submission may be extended with up to 2 weeks, upon which the related fee – determined in the Student Fees and Compensation Regulations of the University of Debrecen – shall be paid.

17. §

/to Paragraphs 25. § (2) and (3) of the Regulations/

- (1) The state examination shall take place before a six-member examination committee, in which members shall represent the six basic professions, and one of them shall be the chairman. The Dean shall call on the chairman and members of the committee. The rules of the comprehensive examinations pertain to the committee of the state examination. The outsider member of the committee shall be a chief physician. The state examination committee's chairman duties shall be handled by a full professor.
- (2) On the day of the oral examination, the Educational Organizational Unit (state examination committee) at which the student shall pass the exam, shall be determined based on a pull.

18. §

/to Paragraph 26. § (8) of the Regulations/

- (1) The state examination consists of a written, practical and oral part. The date of the written state examination shall be determined by the National State Examination Committee. The date of the practical and oral final examination shall be determined by the vice-dean of the faculty. The complex state examination shall be regarded as successful if the grades of

all of its elements are at least a pass each. Results of partial exams may not be combined. If any of the partial grades of the state examination is a fail, the complex state examination may be continued, except for part D (dissertations, theses), the success of which shall be a prerequisite to pass other partial exams. It is possible to repeat only the failed partial exams.

The grade of the complex state examination is the simple mathematical average of the successful partial tests, i.e.:

$$X_{SE} = \frac{D+W+O+P}{4}$$

where:

X_{SE} is the number standing for the grade of the complex state examination

D is the grade of the dissertation / degree thesis,

W is the grade of the written examination,

O is the grade of the oral examination,

P is the grade of the practical examination.

The complex state examination grade shall be determined according to the calculated average value, based on the following intervals:

4.51 to 5.00 - excellent

3.51 to 4.50 - good

2.51 to 3.50 - satisfactory

2.00 to 2.50 - pass

19. §

/to Paragraph 27. § (8) of the Regulations/

In the establishment of the class of the degree the following shall have equal weight: each compulsory comprehensive examinations and each special end-of-semester examination listed below, the degree thesis and the further three parts of the complex state examination.

Comprehensive examinations and special end-of-semester examinations needed for obtaining the degree

- General and Medical Genetics
- Anatomy, Histology and Embriology II.
- Internal Medicine VI.
- Biophysics
- Biochemistry II.
- Dermatology
- Pharmacology II.
- Stomatology
- Otolaryngology
- Pediatrics
- Neurology III.
- Forensic Medicine
- Clinical Biochemistry II.
- Behavioural Science comprehensive examination
- Preventive Medicine and Public Health II.
- Neurobiology
- Orthopedic Surgery
- Medical Physiology II.
- Medical Chemistry
- Medical Microbiology II.
- Pathology II.
- Psychiatry III.
- Pulmonology
- Radiology and Nuclear Medicine
- Surgery III.
- Cell Biology
- Ophtalmology
- Obstetrics and Gynecology III.
- Traumatology I.
- Urology

$$X_D = \frac{\sum X_n + D + W + O + P}{n + 4}$$

where:

X_D , is the number standing for the evaluation of the degree

ΣX_n is the total of the grades in the compulsory comprehensive examinations and the special end-of-semester examinations listed above

n is the number of compulsory comprehensive examinations and special end-of-semester examinations

D is the grade of the degree thesis (on a five-grade scale)

W is the grade of the written examination (part of the complex state examination)

O is the grade of the oral examination (part of the complex state examination).

P is the grade of the practical examination (part of the complex state examination).

The class of the degree is based on the following:

Summa cum laude 4.51 – 5.00

Cum laude 3.51 – 4.50

Rite 2.00 – 3.50

B. Provisions for students participating in the divided program:

20. §

/to Paragraphs 2. § (1), (5) and (7) of the Regulations/

- (1) Matters relating to individual education, examination and credit recognition concerning all the students of the divided (two-tier) programs at the Faculty of Medicine shall in the first instance be dealt with on the basis of uniform principles by the Sub-Committee for Educational Matters and Credit Transfer (SCEMCT). The SCEMCT shall carry out its duties according to the principles laid down by the Faculty Educational Committees. The Faculty Educational Committees shall, however, in the formulation of their opinion, take fully into consideration the suggestions of the SCEMCT.

The Faculty Council of the Faculty of Medicine shall vote for the Chairman of the SCEMCT on the basis of the recommendation of the Dean of the Faculty of Medicine

The composition of the SCEMCT: a Chairman that votes only in case of a tie; professors appointed by the dean and with voting rights (1-1 professor from the specializations of the undergraduate level course, 1-1 professor per master course); chosen students with voting rights (1-1 student from the specializations of the undergraduate level course, 1-1 student per master course). The course organizer appointed by the Chairman of the SCEMCT shall be the secretary.

Permanent invitees shall be the heads and course organizers of two-tier trainings, and the Head of the Registrar's Office.

The SCEMCT shall have a quorum if minimum 50 percent of those entitled to vote are present. The board makes its decisions with simple majority

Minutes shall be taken of the SCEMCT meetings.

The preparation of matters to be discussed at the meeting of the SCEMCT (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the course organizers.

The scope of the activities of the SCEMCT shall include among other things:

- a) transfers both from other educational institutions and within the student's own institution
- b) consideration of requests concerning individual study plans and examinations
- c) consideration of appeals connected to refusals to sign the Lecture Book
- d) condiseration of requests for credit transfer
- e) conducting preliminary credit-transfer procedures for master courses
- f) permission for foreign training periods
- g) making recommendations to the Faculty Educational Committee regarding the development of procedures connected to education and examinations.

21. §

/to Paragraphs 3. § (6), (7), (9) and (10) of the Regulations/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Registrar's Office of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.
- (2) For students studying at the undergraduate course of the FM of the UD, based on the subjects prescribed for the first four semesters in the curriculum, the acquisition of at least 100 credits shall be obliged latest till the end of the sixth active semester.
- (3) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (4) At the beginning of their studies, students participating in the divided program of the Faculty of Medicine shall take a vow. The text of vow shall be approved by the Faculty Council of the Faculty of Medicine. The oath shall be confirmed by the signature of the student at the first registration

22. §

/to Paragraphs 4. § (1) and (4) of the Regulations/

- (1) The academic term-time is 15 weeks, the examination period is at least 6 weeks.
- (2) The duration of lectures, seminars and practices shall be 50 minutes, followed by a 10 minutes' break. On the same day, in case of consecutive lessons in the curriculum, the lessons may be merged upon the agreement of the lecturer and the students, i.e. the breaks may be held in a merged way, too. The duration of summer and interrelated professional practices

according to the curriculum shall be 30 lessons per week, 6 lessons per day.

23. §

/to Paragraphs 5. § (4) and (10) of the Regulations /

- (1) Students at the fee-paying program may take a subject six times at the most. The faculty terminates the student legal status of the students who do not meet the requirements of a course after taking it six times. The student cannot be re-admitted without taking an entrance examination.

In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.

- (2) Students must take the compulsory, elective and freely chosen subjects in the Neptun system by the end of the first week of the semester.

24. §

/to Paragraphs 8. § (1) and (2) of the Regulations/

- (1) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Registrar's Office at the latest on the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.
- (2) The student may submit an appeal against the refusal of a signature to the SCEMCT within 8 days. Provided the SCEMCT has granted the student's appeal, the Chairman of the SCEMCT must certify by signature the acceptance of the semester.

25. §

/to Paragraphs 11. § (1) and (2) of the Regulations/

- (1) The Head of Educational Organizational Unit may make it mandatory to visit 30% of the lectures.
- (2) Taking part in seminars and practices is compulsory - depending on the requirements of the course. The number of allowable absences, its consequences and how they can be compensated for can be found in the requirements of the subject issued by the institute/clinics.
- (3) The exemption from the participation in seminars/practical sessions shall belong to the power of the Educational Organizational Unit, concerning those students who fulfil the subject as a result of repeating a year, and who had previously acquired at least the signature at the end of the previous period during which they frequented the given subject. The certification on exemption shall be obtained by the student at the beginning of the semester.

26. §

/to Paragraphs 12. § (1) and (6) of the Regulations/

- (1) The precondition for transferring from the same course of another institute of higher education shall be the completion of at least two validly completed semesters, at least 40 fulfilled credits in the last two semesters and to have a stipend index of at least 3.00. Transfer may not be permitted from a correspondence training.

Transfer can only be allowed at the beginning of the academic year filling up the free capacity of the faculty.

- (2) Concerning the issue of recognizing previous studies, a decision shall be brought by SCEMCT based on the proposal of the responsible of the subject.
- (3) The rules of specialization selections related to faculties are contained in the technical briefings of faculties.

27. §

/to Paragraphs 14. § (5) and (11) of the Regulations/

- (1) In bachelor's degree programs for students, students shall fulfil 50% of the required total number of credits, whilst in master's degree programs students shall fulfil one-third of the required total number of credits at the University of Debrecen, in order to be able to issue the diploma. In master's degree programs, in case of a new legal student status the duration of the student status cannot be shorter than two semesters after the credit transfers.
- (2) The students of other universities, faculties, programs, can only participate in lectures, practices, seminars at the Faculty of Medicine where patients are not displayed and privacy and data protections rights or the patients are not violated.

28. §

/to Paragraph 17. § (2) of the Regulations/

- (1) The examiner's responsibility shall be to ensure that a sufficient number of examination opportunities (at least 3) and examination places proportionate to the number of students are available. The Educational Organizational Unit is obliged to indicate as many places of examination within the examination period that equals to 150% of the number of students that took the subject.

29. §

/to Paragraphs 18. § (2) and (3) of the Regulations/

- (1) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers.
- (2) The examination may consist of maximum three parts: practical, written and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an examination board. The previously successfully passed written and

practical examination shall not be repeated in the case of retake (B) or repeated retake (C) examinations.

- (3) The process of the retake (B) examination or the repeated retake (C) examination cannot diverge from the process of exam A, unless based on a particular regulation some part of the exam is accepted. In case exam A and B is held in the form of writing exclusively, at the repeated retake (C) exam the examining committee shall hear the student orally as well, if the student failed his/her written exam. As long as the student passes the written part, the grade must be determined by the rules of exam A and B.
- (4) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. The supervising person has to initiate a disciplinary procedure at the Dean in writing within one working day by sending the report made on the case.

30. §

/to Paragraphs 19. § (1), (3) (5) and (9) of the Regulations/

- (1) The Educational Organizational Unit may announce an exam course only with the permission of the faculty's dean, given upon the request of the Educational Organizational Unit.
- (2) In justified cases, during the exam the presence of audience may be limited or excluded. Provided the presence of an audience is permitted during an exam, the calm and balanced examination circumstances and professional secrecy must be ensured to students. For this, the separate agreement of the examined student and the examiners shall be necessary for providing an opportunity to others (other people apart from themselves or the group of students) to participate in the examination. Upon the definite request of the student, other members of the group of students may be excluded from the student's exam. Practical exams taking place by the participation of the patient/client shall not be regarded as public. Teachers of the given subjects may be present at the exam without any limitation.

- (3) Comprehensive examinations may be held by university/college full professors, university/college associate professors and clinical chief physicians; end of semester examinations and final practical examinations may be held by university/college full professors, university/college associate professors, senior lecturers and clinical chief physicians.

In case of end of semester examinations the Dean may give an examination permit to scientific advisors, senior research fellows, research fellows, senior lecturers and assistant lecturers, on the basis of the recommendation of the Head of the Educational Organizational Unit. In case of comprehensive examinations the Dean may give an examination permit to scientific advisors, senior research fellows and senior lecturers, on the basis of the recommendation of the Head of the Educational Organizational Unit. A repeated retake examination must be held before a committee whose members are called on by the Head of the Educational Organizational Unit. The chairman of the committee may not be a lecturer of the Educational Organizational Unit in question. The chairman of the committee may be a university/college full professor, university/college associate professor, or scientific advisor and senior research fellow with an examination permit.

Students should, as far as possible retake the examination before other examiners than those at the previous examination.

Apart from the examiner and the examinee, a lecturer or a student must be present at the examination.

- (4) According to the rules on exam repetitions, comprehensive exams shall be published in all semesters.
- (5) The examiner may examine exclusively those students who are listed on the current exam sheet printed out from the student database of the electronic academic system. The examiner shall be obliged to ensure that data indicated in the student's Lecture Book / Academic Booklet and the electronic academic system are identical.

After recording the exam results, the examiner shall sign the result communication sheet printed out from the electronic academic system and transmit it to the Registrar's Office.

31. §

/to Paragraphs 20. § (1) and (2) of the Regulations/

- (1) Participation in the professional practice is compulsory. Students are obliged to make up for their absence from practical classes; with regards to absence, requirements set by the educator to obtain signatures and stipulated in the curriculum shall be considered as authoritative. The number of absences from practical classes and from professional practices must not exceed 1/3 of the total number of classes.

32. §

/to Paragraphs 24. § (2) and (6) of the Regulations/

- (1) The degree thesis topics shall be published by the Educational Organizational Units participating in the training. Exclusively persons with a university degree or equivalent qualification may be supervisors. The degree thesis topics, names of supervisors, furthermore, the formal requirements of the degree thesis are published in the faculty bulletin, the curriculum and on the website of the faculty.
- (2) The degree thesis topics and the names of supervisors shall be published per Educational Organizational Unit and the evaluation criteria shall be published in the faculty bulletin and on the website of the faculty.

Students of bachelor courses shall be obliged to submit the degree thesis topic sheet certifying the topic selection to the Registrar's Office till the end of the term-time of the sixth semester, and on master courses, till the end of the term-time of the first semester.

The deadline for applying for the state examination is 1st of April and 1st of November. The degree thesis shall be submitted the latest 3 month before the state examination. The deadline may be extended by maximum 2 weeks, by paying the fee as laid down in the UD Students' Awards and Fees. In case the student fails to keep this deadline, the student may apply for the state examination only in the next state examination period.

The degree thesis must be submitted to the Registrar's Office in two copies, from which the student shall receive back one copy at the end of the state examination. The degree thesis shall be uploaded in an

electronic format after its defence, to the Electronic Archives of the University and National Library of the University of Debrecen (DEA).

The following shall be attached to the thesis:

- a suitably completed form for submitting the degree thesis
- analysis by the supervisor constituting a written evaluation of the student
- a summary of the degree thesis bearing the name of the author and the title
- the student's declaration that the degree thesis is his/her independent work
- a statement of classification, if necessary.

The Registrar's Office shall hand out the degree thesis to an official assessor called on by the experts' board appointed by the Educational Committee.

The degree thesis will be reviewed by an opponent and propose a grade for it. The student shall receive the opinion and reply to it in writing. The assessor may modify the proposed grade by taking into account the reply, too.

The assessor shall have two weeks for the preparation of the written opinion, and he shall forward the assessment to the Registrar's Office before the relevant deadline.

The grade of the degree thesis shall be determined by the state examination committee, respectively, the committee conducting the defence of the thesis – by taking into account also the opinion of the assessor and the performance of the candidate during the defence.

- (3) It is possible to prepare a degree thesis also within the framework of a SSS, too. Only individual scientific works accepted by the jury of the SSS conference as a degree thesis – and this way already marked with an excellent grade – respectively, for the first author the co-authored scientific works can be accepted as theses in their original form, with the waiver of the other authors. Documents related to the acceptance of the scientific work (assessments, replies, data sheet related to the acceptance of the SSS work as a degree thesis) shall be submitted, as well. Furthermore, it shall be necessary to fill in the questionnaire containing

the data of the SSS scientific work and the lecture (title, authors, institutions, supervisor).

Acquisition of the pre-degree certificate shall be the criteria for entry to the state examination. The academic administration requires at least 3 working days before the commencement of the state exam for the issuance of the pre-degree certificate. In case the set deadline cannot be met, the student shall have an opportunity to participate in the state examination in the next state examination period. The state examination consists of the following parts:

- MSc in Clinical Laboratory Research: Opponent and defence grades of the degree thesis, oral final exam
- MSc in Molecular Biology: Defence, oral exam
- BSc in Medical Laboratory and Diagnostic Imaging Analytics
- Medical Diagnostic Laboratory Analytics specialization: Defence, written, practical and oral exams
- Medical Research Laboratory Analytics specialization: Defence, written and oral exams
- Diagnostic Imaging Analytics specialization: Defence, written, practical and oral exams
- MSc in Dietetics: Defence, written and oral exams

33. §

/to Paragraph 25. § (2) of the Regulations/

- (1) The state examination shall take place before an examination committee consisting of at least 3 members. The Dean shall call on the chairman and members of the committee. The Committee shall be created in a way to ensure that at least one of its members is an external expert.

34. §

/to Paragraphs 26. § (4), (7) and (9) of the Regulations/

- (1) The Faculty of Medicine of the University of Debrecen organizes state examinations in the undergraduate and master courses in the autumn and spring semesters.

- (2) In the two-tier courses, the degree of the state examination consists of the simple mathematical average of grades of the thesis defence and the successful partial state examinations.

The grade of the complex state examination shall be calculated based on the average value calculated in this way, with 5-level grades, according to the following intervals:

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

- (3) In case any partial grade of the state examination is fail, the result of the state examination shall be regarded as fail.

35. §

/to Paragraphs 27. § (1) and (2) of the Regulations/

- (1) Correction of a failed state examination may take place the earliest in the next state examination period. Only those parts of the unsuccessful state examination shall be repeated, the result of which turned out to be fail.

36. §

/to Paragraph 28. § (8) of the Regulations/

- (1) The qualification of the degree in a bachelor degree course shall be calculated on the basis of grades of comprehensive examination results and the state examination results.

$$X_D = \frac{\sum X_n + X_{SE}}{n + 1}$$

Where:

X_D = the number standing for the evaluation of the degree

$\sum X_n$ = the sum of grades of comprehensive exams prescribed during the study period

X_{SE} = number standing for the grade of the complex state examination

n = the number of comprehensive exams.

- (2) The qualification of the degree in Molecular Biology master's degree programs shall be determined by the results of the below special end-of-semester exams (Partial grade 1, partial grade 2) and the complex state examination in the following way:

Based on the academic performance, three partial grades will be determined:

Partial grade 1 (R1) - Basic knowledge of Molecular Biology:

<i>Biochemistry of Metabolic Processes (BM)</i>	<i>Human Physiology II. (HPII)</i>
<i>Genomics and systems biology (GB)</i>	<i>Cellular and Organic</i>
<i>Human Physiology I (HP)</i>	<i>Biochemistry (BC)</i>
<i>Methodological foundations of Molecular Biology (MB)</i>	<i>Cell Biology (CB)</i>
<i>Molecular Genetics (MG)</i>	
<i>Molecular Immunology (MI)</i>	

The partial grade shall be determined according to the below formula (simple mathematical average) by the accuracy of two decimal places:

$$R1 = (BM + GB + HP + MB + MG + MI + HPII + BC + CB) / 9$$

Partial Grade 2 (P2) - the module-specific skills:

The mathematical average of grades received from the subjects chosen by the student in a value of at least 19 credits from the circle of required elective subjects from the differentiated professional material, calculated by the accuracy of two decimals.

The number determined based on the below formula by the accuracy of two decimals shall serve as the basis of degree qualification:

$$X_D = (X_{SE} + P1 + P2) / 3$$

Where:

X_D = the number serving as the basis of degree qualification calculated by the accuracy of two decimals

X_{SE} = grade of the complex state examination

P1 = average of grades obtained from subjects ending with a special end-of-semester examination

P2 = average of grades obtained from the specialization module curriculum chosen by the student

⁵¹⁶SUPPLEMENT

The Accreditation Procedure of Foreign Training Facilities

Training facilities of universities in EU member countries, accredited in their home countries, are automatically considered as accredited training facilities. Further points of the present regulation apply to training facilities whose legal status is different from the above.

- (1) The Coordinating Center for International Education (CCIE) proposes the initiation of the faculty accreditation of a foreign hospital/healthcare institute.
- (2) The Committee on Academic Affairs, together with the Directory Board of CCIE, appoints an ad hoc Reviewing Committee.
- (3) Documents required for accreditation are sent to the Head of the foreign training facility subject to the accreditation procedure or to the person in charge of conducting the accreditation procedure, by the Committee, in cooperation with CCIE.
- (4) The applying healthcare institute fills the forms in and sends them back. The institute declares that they meet the requirements.
- (5) In possession of documents submitted, the Committee proposes the deployment of a Visiting Committee, members of which are appointed by the Dean of Faculty of Medicine and the Director of CCIE together.
- (6) The Visiting Committee prepares a report based on their visit. The Committee on Academic Affairs and CCIE proposes the accreditation of the foreign healthcare institute to the Council of Faculty of Medicine, based on the report.
- (7) The Council of Faculty of Medicine votes for or against the proposal, and in case of approval, a contract is signed.
- (8) Accreditation approved of by the Council of Faculty of Medicine is valid for 5 years, but can be withdrawn within this period if the accredited institute cannot meet the previously fulfilled accreditation requirements due to changes occurred in the institute.

⁵¹⁶ Issued by Senate Resolution of 14/2010. (VI.24.); operative from 25th June, 2010

- (9) On the course of the 5-year accreditation period, at least one site visit shall be held at the accredited institute. Members of the Visiting Committee performing the site visit are appointed by the Dean of Faculty of Medicine and the Director of CCIE together. At the end of their visit, the Committee prepares a report of their experiences and submits it to the Dean of Faculty of Medicine within 2 weeks from arrival.
- (10) At the end of the 5-year accreditation period, the accreditation of the accredited institute can be extended; the relevant regulations are identical with that of the first accreditation.

2. FACULTY OF DENTISTRY

1. §

/to Paragraph 1. § (2) of the Regulations/

- (1) The “Rules and Regulations for English Program Students” contains the special provisions relating to the students of the English program.

2. §

/to Paragraphs 2. § (1), (5) and (7) of the Regulations/

- (1) In order to discuss questions relating to teaching and to establish points of principle, the Faculty shall set up a Faculty Educational Committee with powers and duties as laid down in the Operational Orders of the Faculty. The Chairman of the Committee shall be the official deputy of the Dean.

The Faculty Educational Committee establishes sub-committees stipulated in the Operational Orders. Students shall seek assistance for their requests in relation to their studies at these committees.

- (2) Students shall act according to the Law of Higher Education and to rules stipulated in the policy of the University, against decisions made for students' requests.
- (3) The development of uniform procedures in connection with educational matters and examinations is the task of the Faculty Educational Committees.

3. §

/to Paragraphs 3. § (7), (9), (10) and (17) of the Regulations/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to

the Dean's Office of the Faculty of Dentistry of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.

- (2) In the one-tier program, students may be granted leave for a maximum of 4 passive semesters, which may be extended by 2 more semesters for special reasons requiring equity treatment but only until the end of the original duration of the program. The duration of passive semesters may not exceed 2 continuous semesters. In case of foreign students the duration of the passive semesters, in justified cases, can maximum be 4 semesters altogether (e.g. in case of military service).
- (3) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (4) In the case of payment arrears the legal status of the student shall be terminated by the Dean after futile requests for payment and examining the social status of the student. By exercising his power transferred to him by the Rector, the Dean terminates the legal status of the student on the day the decision made in the subject is finalized.
- (5) At the beginning of their studies, students taking part in the Dentistry program shall make a vow. The text of the vow shall be approved by the Faculty Council.

4. §

/to Paragraph 4. § (1) of the Regulations/

- (1) FD teaching sessions on the Hungarian and English programmes:
1st Semester for years I-V, 15 weeks
2nd Semester for years I-IV, 15 weeks; for year V, 12 weeks
The exam session lasts for 6 weeks

5. §

/to Paragraph 5. § (4) of the Regulations/

- (1) Students must take the compulsory and required elective subjects in the Neptun system by the beginning of the term-time, and the freely chosen subjects by the end of the first week of the term-time. Students are obliged to check whether registration for courses was successful until the end of the week following the subject registration. In exceptional cases, students may modify the registration of courses until the second week of the term-time, by paying a processing fee.

5/A. §

/to Paragraph 5/B. § (3) of the Regulations/

- (1) The student is required to take along the paper-based Lecture Book to oral examinations and in the case of written exams he/she has to get it registered into it at the time defined and published by the lecturer. At the end of the examination period the student is required to submit the Lecture Book to the Dean's Office of the FD for verification and certification.
- (2) The student's certified Lecture Book equals to the report on grades registered in the electronic Lecture Book.

6. §

/to Paragraphs 8. § (1), (6) and (11) of the Regulations/

- (1) The subject requirements for students include the curricula presented in all classes or contained in the compulsory textbooks described in the timetable and any other requirements published by the Educational Organizational Units. In case of repeated registration for a course, the educating institute may give, on an individual basis, an exemption from certain subjects. Students shall request an exemption the week after closing registration for courses.
- (2) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Dean's Office of the FD the latest by the last day of the academic term-time. The Dean's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give

information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.

The student may submit an appeal against the refusal of a signature to the SCEMCT within 8 days. Provided the SCEMCT has granted the student's appeal, the Chairman of the SCEMCT must certify by signature the acceptance of the semester.

- (1) The compulsory summer work practices can be undertaken neither during the examination period nor during the academic term-time. The compulsory summer practices can be undertaken in any accredited dental surgery in the country.

Specialist work practice undertaken outside Hungary must receive prior permission from the Faculty Education Committee.

7. §

/to Paragraphs 11. § (1) and (2) of the Regulations/

- (1) The Head of the Educational Organizational Unit may make the attendance of 30% of the lectures compulsory.
- (2) Taking part in seminars and practices is compulsory - depending on the requirements of the course. The number of allowable absences, its consequences and how they can be compensated for can be found in the requirements of the subject issued by the institute/clinics. Only those students are allowed to take part in lessons whose name is included in the subject list generated from the Neptun system.

8. §

/to Paragraphs 12 § (1) and (2) of the Regulations/

- (1) The FD, as a receiving institution, does not allow a transfer to the Dentistry Program:
 - from faculties or from institutions of higher education aimed at different professional training,
 - from the FPh, FM or FPH faculties to the FD,
 - from courses at public health colleges of further education.

- (2) Students from dental faculties of other universities may request a transfer into year 2 or 3:
- who have completed at least two full valid semesters and obtained a minimum of 30 credit points in the compulsory subjects in the last two semesters,
 - whose legal status as a student was not terminated because of exclusion or dismissal,
 - whose stipend index of the last two semesters is at least 3.00 (minimum 15 compulsory credits per semester) or (in the event of foreign studies) equals to that, if the student studied science subjects that are essential for acquiring basic dental knowledge at the college and meets the above requirements (in this case the student can only be accepted for the first year of the fee-paying programme).
- (3) Transfer can only be allowed at the beginning of the academic year. A request for transfer by a former student of the Faculty of Dentistry counts as a request for re-admission. The student's officially closed Lecture Book must be attached to the request for transfer to the Faculty of Dentistry. For purposes of evaluation of requests for transfer from places of professional training (universities, colleges) abroad, the curriculum of the transferring institution and the Course Record book containing the results of examinations taken, together with an official Hungarian translation shall be attached. The requests for transfer must be submitted to the Dean's Office of the FD. The SCEMCT will refuse requests with deficient documentation.

9. §

/to Paragraph 14. § (5) of the Regulations/

- (1) The students of other universities, faculties, programs, can only participate in lectures, practices, seminars at the FD where patients are not displayed and privacy and data protections rights or the patients are not violated. For taking compulsory subjects the prior approval of the SCEMCT is necessary.
- (2) In order to be awarded a degree the student must acquire a minimum of 150 of the required credit points, as well as acquiring at least 2/3 of the

necessary credits related to the specific course as a student of the FD of the UD at the Faculty's training locations.

- (3) The SCEMCT shall only recognize the credits of previously completed subjects in the case of a minimum 75% equivalency in the syllabus, and the period between the previously obtained credits and the submission of the request is less than six years. (After the elapse of 6 years the acceptance of the credits shall be considered).
- (4) Applications for recognizing subjects can be submitted to the Dean's Office of the FD two weeks before the beginning of the term-time (concerning English Program students please see chapter 'Special rules for English program students').

10. §

/to Paragraphs 18. § (2) and (3) of the Regulations/

- (1) The Heads of the Educational Organizational Units will ensure that the students can choose in the case of an oral exam in the given subject from at least three examination days per week and in the case of a written examination or a written and oral examination from one examination day a week. In case of an exam course, minimum three exam days shall be provided, distributed evenly for the entire examination period. The Educational Organizational Units have the right – within reason – to determine (maximize) the number of students allowed each day to take an examination, however, the number of students taking the examination cannot be set to a minimum. The institution is obliged to indicate as many places of examination within the examination period that equals to 150% of the number of students that took the subject. Exams can be taken only during the exam period assigned by the curriculum.
- (2) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers. In case the student does not show up at the appointed time no more opportunities are given to inspect the test.
- (3) The examination may consist of maximum three parts: practical, written test and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an

examination board. The previously successfully passed written and practical examination shall not be repeated in the case of retake (B) or repeated retake (C) examinations.

- (4) In the case of credits related to the specific course as specifically established by the Faculty and which receive a practical mark, the mark will be awarded on the basis of the student's performance over the whole semester according to the requirements of the subject; if the student receives a 'fail' this cannot be corrected in the examination period and the student will be required to retake the subject.
- (5) In the case of subjects related to the specific course where the Faculty has decided they will be completed with an end-of-semester examination or comprehensive examination and which are also awarded a practical mark, the mark will be awarded on the basis of the student's performance over the whole semester according to the requirements of the subject; in order for the student to be able to sit for the examination the mark must be at least 'pass'. If the student receives an unsatisfactory mark in the semester this cannot be corrected and will be counted into the examination result according to the subject requirements.
- (6) With reference to the subjects referred to in paragraphs 3 and 4 special attention must be paid to ensure that students receive prompt and accurate information, especially as regards the levels necessary for the subjects to be accepted. Accurate, retrievable, credible documentation must be provided regarding the subjects. At the end of every practice the student must be informed about the evaluation. During the semester the students must be informed of their performance they have achieved so far at least twice (preferably during the 6th and 12th weeks) and students with unsatisfactory results must be specifically reminded of their poor performance.
- (7) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. The supervising person has to initiate a disciplinary procedure at the Dean in writing within one working day by sending the report made on the case.

- (8) At the repeated retake (C) exam the examining committee shall hear the student orally as well if he/she failed his/her written exam.

11. §

/to Paragraphs 19§ (1), (3), and (5) of the Regulations/

- (1) The institute may announce an exam course which differs from the standard syllabus only with the permission of the dean.
- (2) Oral examinations are usually open to the public. In the case of clinical subjects and examinations in the dissection room the public may be excluded or restricted to students who have taken an oath and doctors.

The Head of the Educational Organizational Unit shall publish the time of the beginning of exam in advance and the oral examination must begin within, at most, two hours of the set time. The process of the one-time end-of-semester examination and the comprehensive examination may not take more than six hours. The process of an end-of-semester examination or a comprehensive examination may not be extended to two working days

- (3) Comprehensive examinations may be held by full or associate professors; end-of-semester examinations and final practical examinations may be held by full or associate professors and senior lecturers as well as those who get permission from the Dean of the Faculty on the basis of the recommendation of the Head of the Educational Organizational Unit. A repeated retake examination must be held before a committee whose members are called on by the Head of the Institute. The chairman of the committee may not be a lecturer of the department in question. The chairman of the committee may be a full or associate professor. Students should, as far as possible retake the examination before other examiners than those at the previous examination.

Apart from the examiner and the examinee, a lecturer or a student must be present at the examination.

12. §

/to Paragraph 22. § (9) of the Regulations/

The students shall be ranked in an increasing order on the basis of the cumulative adjusted credit index by the term, by the year and by the educational program, determining the students' ranking for the term. The student shall be assigned to the year the sample curriculum of which he/she took more credits of the compulsory subjects.

13. §

/to Paragraphs 23. § (4) of the Regulations/

Students who have obtained the final pre-degree certificate may apply for the state examination only if they successfully defended their degree thesis.

14. §

/to Paragraphs 24§ (2), (3), (6) and (8) of the Regulations/

- (1) The subjects of the degree theses at FD, together with the name of the degree thesis supervisor by institute and clinic, will be published in the Faculty's information booklet and displayed on the Faculty's website.

Choice of topics not featuring in the list requires the prior permission of the Dean of the FD.

In order to prepare the degree thesis the relevant departments will announce 4 preparatory courses. Without completing the degree thesis preparatory course, the degree thesis cannot be submitted. The degree thesis supervisor will issue the certificate confirming participation on the 4 preparatory courses and will evaluate the work with a grade. The Lecture Book must be submitted to the Dean's Office of the FD for signature. The preparatory courses can be completed in the same semester. A precondition for enrolment on the course is that the student submits his/her chosen degree thesis title on the form provided for approval by the degree thesis supervisor, who will authorize this with a signature.

- (2) The first, unbound version of the degree thesis must be submitted on paper to the FD Academic Secretariat, together with the form which includes the student's signed declaration of the originality of the degree thesis made with full knowledge of his/her responsibility in criminal law.

The length should be a minimum of 20 typed pages, and a maximum of 40. The degree thesis, written with a computer, should be submitted unbound. The formal requirements are: upper and lower margins should be 2.5 cm, and left and right 3 cm, line spacing should be 1.5, and characters 12 point Times New Roman.

The structure of the degree thesis shall comply with the following conditions:

- a) the thesis may report on the author's own experimental investigations; it may be an analysis related to casuistry, clinicopathology and statistics, or a literature summary, audio-visual educational material, tool, model, dissection or computer program. The degree thesis shall be the result of the author's own work. The sources of not independent results must be indicated. The student shall declare the originality of the degree thesis being fully aware of his/her responsibility in criminal law. The front page shall contain the coloured logo of the FD should appear (downloadable from the FD website at <http://dental.med.unideb.hu>), the name of the university and the faculty, title of the thesis, the name of the author and supervisor, the name of department where the thesis was prepared, the name of the Dean of the Faculty of Dentistry and the year of preparation. A model version of the front page can be accessed on the Faculty website. The first, unbound version of the degree thesis should be signed by the supervisor; the second, final, bound version should be signed by the supervisor, the head of department and the Dean. Without the signature of the supervisor and the head of department the degree thesis cannot be submitted. No unsigned degree thesis can be submitted. The introduction, the aims of the work, the results and the discussion should constitute separate chapters. A summary of maximum two pages should be included. Medical spellings will be as established in the Medical Spelling Dictionary published by 'Akadémiai Kiadó' (1992). For each illustration and table we ask that the caption includes the source. The bibliography and the reference should be prepared according to the requirements of the journal titled 'Fogorvosi Szemle'. A model of the bibliography can be accessed on the Faculty website. Only proofed literature can be cited, not material of uncertain origin. The number of cited works should be at least 20 and not more than 50. Internet references, which will mainly be

used to supplement the appearance of the processed material (diagrams, graphs etc.), should be listed separately. Each facts shall be marked with its source, citations from one source may not be too long (containing more than one paragraph). It is also not acceptable to cite too much material from textbooks.

- b) The assessors shall examine the logical structure of the degree thesis, its literary foundations, the applied methods and the accuracy of presentation of the results.
- c) The supervisor of the degree thesis shall be obliged to prepare a written qualification on the professional activity of the author of the thesis, which should be submitted together with the degree thesis (in a closed envelope) to the Academic Secretary of the FD, respectively, to the responsible persons at the institution.
- d) The deadline for submission of the unbound degree thesis is 15th December. Degree theses submitted after the deadline can only be evaluated in the period belonging to the following deadline. The Academic Secretary of the FD shall hand out the received degree thesis to 2 official assessors called upon by the expert's board appointed by the Academic Committee of the FD. If the assessor is not able to fulfil the request, he/she shall be obliged to immediately send back the degree thesis to the Academic Secretary of the FD. The assessor shall be obliged to prepare his written assessment - not containing a grade - in 3 weeks. The student will be handed back the degree thesis by the first day of the second semester, together with the assessments of the opponents.

The preliminary opponents' opinion, which do not include a grade, list the errors and the missing content, which the student is required to correct and/or supply during the reworking of the degree thesis with the agreement of the supervisor. Any questions asked must be answered in writing by the student. Following this, the degree thesis and the student's answers are returned to the opponents, who re-read the degree thesis and write an evaluation taking into consideration both versions, the corrections and the student's answers and then declare whether the degree thesis is ready to be defended, and if so, what grade they recommend.

The degree thesis must be defended at the Educational Organizational Unit of the FD which published, respectively, coordinated the topic. The defence shall take place before a committee of 3 persons, the members of which shall be the head of the educational unit, or the senior professor (chairman) appointed by him and the assessors. The supervisor should be invited to the defence, too. The committee shall evaluate the thesis in a closed session. The duration of the defence is 30 minutes, and the student has a maximum of 5 minutes to present his/her thesis in a free lecture. Following this, the opponents will present the essential elements of the first judgement and the reason for awarding the mark. The student will then read out the answer to the criticisms, which the judges will comment on and will also have the opportunity to put further question(s) to the student. They shall prepare a protocol in 3 copies, containing the name of the student, the title of the degree thesis, the place and date of defence, the questions raised by the members of the committee, the related replies and the final mark approved by the committee. The assessments and the replies to assessments shall constitute the supplement to the protocol.

One copy of the thesis shall remain at the Academic Secretariat of the FD, and the student shall receive back the other copy of the thesis.

- (3) It is possible to prepare a degree thesis also within the framework of SSS, too. In this case the deadlines related to the submission of the SSS scientific works are applicable. Only those individual or co-author SSS scientific works - in case of the latter the waiver of the other authors must be attached - will be accepted as a degree thesis in their origin form that the jury of the local Conference of SSS accepted as a degree thesis.

Documents related to the approval of the scientific work (assessments, replies) shall be submitted together with the scientific work, too. Furthermore, it shall be necessary to fill in and submit the questionnaire containing data of the SSS scientific work and the lecture (title, authors, institutions, supervisor). In case the degree thesis is not submitted as a SSS scientific work the deadlines related to the submission of the degree thesis are applicable. If the student fails to defend the degree thesis the corrected work according to the assessment may be submitted by the time

defined in the 14. § (4) paragraph of Appendix 3. The documents verifying the submission of the scientific work to the SSS conference and the assessments must be enclosed.

- (4) The deadline for submitting the bound (corrected, rewritten) thesis, together with the answer(s) to the questions asked by the opponent(s) is the first day of the 5th teaching week of the second semester. The deadline for submission can be extended by a maximum of two weeks, accompanied by payment of a fee as laid down in the UD Students' Awards and Fees Regulations.

Two paper copies of the thesis, with the signature of the supervisor and the head of the educational institution, and stamped with the seal of the institution must be handed to the FD Academic Secretariat, and following the defence the thesis must be uploaded to the Electronic Archives of the University and National Library of the University of Debrecen (DEA).

The following shall be attached to the degree thesis:

- a suitably completed form for submitting the degree thesis
- analysis by the supervisor constituting a written evaluation of the student
- the student's declaration that the degree thesis is his/her independent work

If the student does not meet final deadline for submitting the degree thesis, or cannot successfully defend his/her thesis, he/she can continue the comprehensive examinations, but he/she cannot sit for the state examination. The next deadline for submission of the thesis is 30 days before the date of the next state examination. The judge is required to prepare the second evaluation within 2 weeks of receiving the degree thesis.

The opinions of the second opponents' review can be graded as follows:

- a) the necessary changes have been made, the thesis can proceed to the defence (with a grade),
- b) the thesis cannot proceed to the defence, the student cannot sit for the state examination.

15. §

/to Paragraph 25. § (2), of the Regulations/

The state examination will take place before a committee of 3-6 members, one of which is the chairman. The chairman and the members of the committee will be called on by the Dean of the FD.

16. §

/to Paragraphs 26. § (8), (9) and (11), of the Regulations/

- (1) The state examination consists of the written (test), the practical examination (with patients) and the theoretical examination. The time of the written state examination will be decided by the co-ordinating departmental heads of the dentistry courses at Semmelweis University, University of Debrecen, University of Pécs and University of Szeged. The time of the practical and theoretical state examinations will be defined by the vice dean. The complex state examination is successful if the grade for all parts (the degree thesis and the three partial examinations) is at least pass (2) each. If the written state examination result is unsatisfactory (1), the state examination cannot be continued. If the result for any of the parts of the state examination is unsatisfactory the complex state examination must be retaken (it is not possible to combine elements of the state examination taken during different exam sessions).
- (2) The procedure for retaking an unsuccessful state examination is as laid down in the “Agreement” signed on 18th February, 2002 between the Faculty of Dentistry of Semmelweis University, the Faculty of Dentistry of the University of Debrecen, the Dentistry Specialisation of the University of Pécs and the Dental Sciences Specialisation of Szeged University, and is the following:

“There are two opportunities each year to retake the written state examination; in August, at the same time as the state examination written test for medical doctors, and during the first week of December.”

The next opportunity to take the state examination for students who have failed the written state examination, or who have not taken the examination in the preceding period will be in August and in December at a time decided by the dean 30 days before the examination.
- (3) The grade of the complex state examination is the calculated average, expressed on the following intervals applying a five-grade scale:

4.51 – 5.00 - excellent

- 3.51 – 4.50 - good
- 2.51 - 3.50 - satisfactory
- 2.00 - 2.50 - pass

17. §

/to Paragraph 28. § (8), of the Regulations/

In deciding the number used as a basis to calculate the evaluation of the degree, all the required comprehensive examinations, the below listed end-of-semester examinations, the degree thesis, as well as the 3 elements of the complex state examination all have equal weight:

List of comprehensive : examinations at the FD	Special end-of-semester examinations at the FD
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Anatomy	Biophysics
Biochemistry	Medical Chemistry
Physiology	Anatomy, Histology and Embriology
Paediatric Dentistry	General and Medical Genetics*
Orthodontics	Otolaryngology
Restorative Dentistry	Molecular Biology
Periodontology	Cell Biology
Prosthetic Dentistry	Neurobiology
Oral Surgery	Dental Microbiology
Behavioural Sciences	Clinical Biochemistry II
Pathology	Clinical Physiology**
Pharmacology	Preventive Medicine
Internal Medicine	Oxiology

* General and Medical Genetics is announced as a required elective subject from the Academic Year of 2014/2015, it should be taken into account to the evaluation of the degree only in case of students who took up this course as a compulsory subject.

** Clinical Physiology is announced as a required elective subject from the Academic Year of 2010/2011, it should be taken into account to the evaluation of the degree only in case of students who took up this course as a compulsory subject.

$$X_D = \frac{\sum X_n + D + W + O + P}{n + 4}$$

where:

X_D is the number standing for the evaluation of the degree

$\sum X_n$ is the total of the grades in the compulsory comprehensive examinations and the special end-of-semester examinations listed above

n is the number of compulsory comprehensive examinations and special end-of-semester examinations

D is the grade of the degree thesis (on a five-grade scale)

W is the grade of the written examination (part of the complex state examination)

O is the grade of the oral examination (part of the complex state examination).

P is the grade of the practical examination (part of the complex state examination).

3. FACULTY OF PHARMACY

1. §

/to Paragraph 1. § (1) of the Regulations/

- (1) The “Rules and Regulations for English Program Students” contains the special provisions relating to the students of the English program.

2. §

/to Paragraphs 2.§ (1), (5) and (7), of the Regulations/

- (3) In order to discuss questions relating to teaching and to establish points of principle, the Faculty shall set up a Faculty Educational Committee with powers and duties as laid down in the Operational Orders of the Faculty. The Chairman of the Committee shall be the official deputy of the Dean.
- (4) Matters relating to education and examinations concerning all the students of the one-tier program at the Faculties of Medicine, Dentistry, and Pharmacy shall in the first instance be dealt with on the basis of uniform principles by the Sub-Committee for Educational Matters and Credit Transfer (SCEMCT) set up jointly by the faculties concerned. The SCEMCT shall carry out its duties according to the principles laid down by the Faculty Educational Committees. The Faculty Educational Committees shall, however, in the formulation of their opinion, take fully into consideration the suggestions of the SCEMCT. The Faculty Council of the Faculty of Medicine shall vote for the Chairman of the SCEMCT on the basis of the recommendation of the Dean of the Faculty of Medicine and with the consent of the Faculty Councils of Dentistry and Pharmacy.

The composition of the SCEMCT: Chairman, Associate Chairman, 10 teachers appointed by the deans (teachers of the FM), the educational representative of the FD, the educational representative of the FPh, representative of the Coordinating Center for International Education and the Head of the Registrar’s Office; 10 chosen students with voting rights (4 students from the Hungarian Program in the FM, 4 students from the English Program in the FM, one student from the FD, one student from the FPh). The SCEMCT shall have a quorum if minimum 50 percent of those

entitled to vote are present. The committee that consists of 26 committee members with voting rights makes its decisions with simple majority. In the event of a tie, the Chairman shall have the final vote. The SCEMCT operates in accordance with the Operational Regulations. Minutes shall be taken of the SCEMCT meetings.

The preparation of matters to be discussed at the meeting of the SCEMCT (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the person appointed by the Head of the Registrar's Office.

The scope of the activities of the SCEMCT shall include among other things:

- transfers both from other educational institutions and within the student's own institution
- permission for foreign training periods
- consideration of requests concerning individual study plans and examinations
- consideration of appeals connected to refusals to sign the Lecture Book
- consideration of requests for professional practice
- making recommendations to the Faculty Educational Committee regarding the development of procedures connected to education and examinations.

Students can primarily appeal to the dean of the faculty against the decisions of the SCEMCT.

- (4) The development of uniform procedures in connection with educational matters and examinations is the task of the Faculty Educational Committees.

3. §

/to Paragraphs 3. § (7), (8), (9), (10), (12), (17) and (18) of the Regulations/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Registrar's Office of those students, who turned out to be ineligible due to health reasons or have not

shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.

- (2) In the one-tier program, students may be granted leave for a maximum of 4 passive semesters, which may be extended by 2 more semesters for special reasons requiring equity treatment but only until the end of the original duration of the program. The duration of passive semesters may not exceed 2 continuous semesters. In case of foreign students the duration of the passive semesters, in justified cases, can maximum be 4 semesters altogether (e.g. in case of military service).
- (3) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (4) At the beginning of their studies, Hungarian student taking part in Pharmacy training shall take an oath, and foreign students shall make a vow. The text of the oath and the vow shall be approved by the Faculty Council of the Faculty of Pharmacy.

4. §

/to Paragraph 4. § (1), of the Regulations/

The duration of the course at the FPh is 10 semesters. In years 1 to 4 the academic term-time is 15 weeks, and the examination period is at least 6 weeks.

5. §

/to Paragraphs 5. § (4) of the Regulations/

- (1) Students must take the compulsory, elective and freely chosen subjects in the Neptun system.
- (2) The student is required to take along the paper-based Lecture Book to oral examinations and in the case of written exams he/she has to get it registered into it at the time defined and published by the lecturer. At the

end of the examination period the student is required to submit the Lecture Book to the Registrar's Office for verification and certification.

- (3) The student's certified Lecture Book equals to the report on grades registered in the electronic Lecture Book.

6. §

/to Paragraphs 8. § (1), (6) and (11) of the Regulations/

- (1) The subject requirements for students include the curricula presented in all classes or contained in the compulsory textbooks described in the timetable and any other requirements published by the institutions/departments.

- (2) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Registrar's Office the latest by the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.

The student may submit an appeal against the refusal of a signature to the SCEMCT within 8 days. Provided the SCEMCT has granted the student's appeal, the Chairman of the SCEMCT must certify by signature the acceptance of the semester.

- (3) The compulsory summer practices may be completed neither during the academic term-time nor during the examination period. At the FPh the duration of the compulsory summer practices is one month after the 4th semester, and one month after the 6th semester, which shall be completed in a community pharmacy, partially in a pharmaceutical works. During the two practice periods students may spend one month at the most in a pharmaceutical works. The head of the unit in question shall prepare a certificate about this and furnish the student with a qualification. The six-month-long compulsory professional practice prior to the state examination can be completed only in a community pharmacy or institutional pharmacy, the order of this practice has been defined in paragraph 4. § (1). Completion of the practice is a precondition for obtaining the degree certificate. The practice following the 4th and 6th

semester may be completed in any pharmacy, while the practice prior to the state examination can be completed only in an accredited pharmacy.

- (4) The professional practice prior to the state examination is comprised of the following parts:

9th semester: professional practice I, prior to the state examination:

- Pharmacy Dispensing I. – value: 3 credits
- Pharmacy medicine preparation I. - value 3 credits

10th semester: professional practice II, prior to the state examination:

- Pharmacy Dispensing II. - value 3 credits
- Pharmacy medicine preparation II. – value 3 credits
- Pharmacy operations – value 3 credits
- Institutional pharmacy and Galenus laboratory block - value 3 credit

7. §

/to Paragraphs 11. § (1) and (2) of the Regulations/

- (1) The Head of the Educational Organizational Unit may make the attendance of 30% of the lectures compulsory.
- (2) Taking part in seminars and practices is compulsory - depending on the requirements of the course. The number of allowable absences, its consequences and how they can be compensated for can be found in the requirements of the subject issued by the institute/clinics.

8. §

/to Paragraph 12. § (1) of the Regulations/

A transfer request made by a former student at FPh will count as a reapplication.

The student's officially closed Lecture Book must be attached to the request for transfer to the Faculty of Pharmacy. For purposes of evaluation of requests for transfer from places of professional training (universities, colleges) abroad, the curriculum of the transferring institution and the Course Record book containing the results of examinations taken, together with an official Hungarian translation shall be attached, as well as – in justified cases – the notarized 'acceptance letter' issued by the receiving institution.

The requests for transfer must be submitted to the Registrar's Office. The SCEMCT will refuse requests with deficient documentation.

The FPh as a receiving department shall not allow a transfer:

- from courses in other subjects at other faculties or higher education institutions,
- transfers from the FM and the FD to the FPh,
- transfers from students on public health courses at colleges of higher education,

Students from pharmacy faculties of other universities may request a transfer:

- who have completed at least two full valid semesters. The following requirements must be met for obtaining the credits for the transfer:
- whose legal status as a student was not terminated because of exclusion or dismissal,
- whose stipend index of the last two semesters is at least 3.00 (minimum 15 compulsory credits per semester) or (in the event of foreign studies) equals to that, if the student studied science subjects that are essential for acquiring basic pharmaceutical knowledge at the college and meets the above requirements (in this case the student can only be accepted for the first year of the paying programme).

Transfer is only permitted at the beginning of the academic year.

For transfer, the student must acquire the following credit points:

- a) after 2 university semesters: the student can transfer with 40 credit points,
- b) after 4 university semesters: the student can transfer with 90 credit points,
- c) after 6 university semesters: the student can transfer with 145 credit points,
- d) after 8 university semesters: the student can transfer with 200 credit points,

The requests for transfer must be submitted to the Registrar's Office. The SCEMCT will refuse requests with deficient documentation.

9. §

/to Paragraphs 14. § (5), (9) and (10) of the Regulations/

- (1) FPh students must acquire at least 33,3% of the required credits at the UD FPh Educational Organizational Unit.
- (2) The prior consent of the dean/vice-dean is needed for the completion of the practices required by the syllabus, if, at the given institution, there is no agreement relating to credit transfer, or if it is not an educational institution accredited by the University.
- (3) Students from other universities, faculties or courses can only participate in lectures, practical sessions or seminars held at FPh in which patients are not displayed, and in which patients' personal and data protection rights are not harmed.
- (4) The SCEMCT shall only recognize the credits of previously completed subjects in the case of a minimum 75% equivalency in the syllabus, and the period between the previously obtained credits and the submission of the request is less than six years. (After the elapse of 6 years the acceptance of the credits shall be considered).
- (5) Applications for recognizing subjects can be submitted to the Registrar's Office until the beginning of the term-time (concerning English Program students please see chapter 'Special rules for English program students').

10. §

/to Paragraph 17. § (2) of the Regulations/

- (1) The Heads of the Educational Organizational Units will ensure that the students can choose in the case of an oral exam in the given subject from at least three examination days per week and in the case of a written examination or a written and oral examination from one examination day a week based on an individual or group examination plan. The Educational Organizational Units have the right – within reason – to determine (maximize) the number of students allowed each day to take an examination, however, the number of students taking the examination cannot be set to a minimum. The institution is obliged to indicate as many places of examination within the examination period that all students of the given year would be able to sit for the examination. The prior approval

of the SCEMCT is required to announce fewer examination days than that of defined above.

At the FPh the suitable time in the given year for the written and oral state examinations will be established by common agreement between the Hungarian educational institutes.

11. §

/to Paragraphs 18. § (2) and (3) of the Regulations/

- (1) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers.
- (2) The first retake of each examination is the exam 'B', the second retake is the exam 'C'. A failed examination can be retaken in the same examination period. The precondition of sitting for 'B' and 'C' chance is the payment of the fee for retaking the examination. Between years 1-5 the Head of the Educational Organizational Unit shall define in the syllabus the number of the days that shall pass between the two examinations. Students attending years 1-5 may sit for other examinations without correcting the result of a failed one. Rules applicable for subject registration are defined in 3 §.
The examination may consist of maximum three parts: practical, written and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an examination board. The previously successfully passed written and practical examination shall not be repeated in the case of retake (B) or repeated retake (C) examinations.
- (3) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. The supervising person has to initiate a disciplinary procedure at the Dean in writing within one working day by sending the report made on the case.

12. §

/to Paragraphs 19. § (1), (3) and (5) of the Regulations/

- (1) The institute/department may announce an exam course which differs from the standard syllabus only with the permission of the dean.
- (2) The Head of the Educational Organizational Unit shall publish the time of the beginning of exam in advance and the oral examination must begin within, at most, two hours of the set time. The process of the one-time end-of-semester examination and the comprehensive examination may not take more than six hours. The process of an end-of-semester examination or a comprehensive examination may not be extended to two working days.
- (3) Comprehensive examinations may be held by full or associate professors; end-of-semester examinations and final practical examinations may be held by full or associate professors and senior lecturers as well as those who get permission from the Dean of the Faculty on the basis of the recommendation of the Head of the Educational Organizational Unit. A repeated retake examination must be held before a committee whose members are called on by the Head of the Institute. The chairman of the committee may not be a lecturer of the department – or in case of subjects supervised by the Faculty of Science and Technology the institute – in question. The chairman of the committee may be a full or associate professor. Students should, as far as possible retake the examination before other examiners than those at the previous examination. Apart from the examiner and the examinee, a lecturer or a student must be present at the examination.

13. §

/to Paragraph 23. § (4) of the Regulations/

- (1) Students who have obtained the final pre-degree certificate may apply for the state examination only if they successfully defended their degree thesis.

14. §

/to Paragraphs 24. § (2), (3), (4), (5) and (6) of the Regulations/

- (1) The degree thesis topics and names of supervisors are published per institution and clinic in the faculty bulletin and at the web page of the faculty.
- (2) Each academic year the Educational Organizational Units will prepare the list of the degree theses for announcement (together with the names of the supervisor), as detailed in the academic curriculum. In the first instance students can choose from among these; any divergence from these is only permitted with the consent of the Heads of the Educational Organizational Units.
- (3) It is possible to prepare a thesis also within the framework of SSS, too. The SSS scientific works will be accepted with excellent results, in their original form as a degree thesis, if the jury of the local Conference of SSS accepted the lecture presented as defence, and the scientific work submitted to the Registrar's Office was approved by both assessors. In case of scientific works with co-authors the first author may have the work approved as a degree thesis, upon the waiver of the other authors. Documents related to the approval of the scientific work (assessments, replies) shall be submitted together with the scientific work, too. Furthermore, it shall be necessary to fill in and submit the questionnaire containing data of the SSS scientific work and the lecture (title, authors, institutions, supervisor).
- (4) The deadline for submission of the degree thesis is three months before the written state examination at the FPh. If the student does not meet this deadline, he/she may continue with the comprehensive examinations, but is not permitted to sit for the state examination. Upon recommendation of the supervisor, in a justified case the deadline for submission of the degree thesis can be extended for two weeks with the permission of the Chairman of the Educational Committee.
- (5) Degree theses shall be submitted in two copies to the Registrar's Office, The degree thesis shall be uploaded in an electronic format after its defence, to the Electronic Archives of the University and National Library of the University of Debrecen (DEA). The length of the degree thesis cannot exceed 40 printed pages. The degree thesis must be submitted in typewritten or computer-printed form and bound in a pleasing manner. The

structure of the degree thesis and the assessment procedure shall comply with the following requirements:

- a) the thesis may report on the author's own experimental investigations; it may be an analysis related to casuistry, clinicopathology and statistics, or a literature summary. It is not important to include new scientific results; however, it must be the result of the author's own work.

The sources of not independent results must be indicated. The front page shall contain the title of the thesis, the name of the author and supervisor, the name of Educational Organizational Unit where the thesis was prepared, the name of the head of the institution and the date of preparation. The thesis may be submitted exclusively with the signature of the supervisor and the head of department. The introduction, the objectives of the work, the results and the discussion shall be separated into different chapters. It should contain a summary of two pages at maximum. The list of referred literature shall indicate the name of authors of the cited publications (with the first initial of the first name), full title of the citation, the name of the journal, the volume and page number and the year of its publication. In case of a reference to a book, the author, title and publisher of the book shall be indicated as well. The number of literature references should not be less than 20 or more than 50.

- b) The assessors shall examine the logical structure of the degree thesis, its literary foundations, the applied methods and the accuracy of presentation of the results.
- c) The supervisor of the degree thesis shall be obliged to prepare a written qualification on the professional activity of the author of the thesis, which should be submitted together with the degree thesis to the Registrar's Office, respectively, to the responsible persons at the institution.
- d) The Registrar's Office shall hand out the received degree thesis to 2 official assessors called upon by the expert's board appointed by the Faculty Educational Committee. If the assessor is not able to fulfil the request, he/she shall be obliged to immediately send back the degree thesis to the Registrar's Office without any delay. The assessor shall be obliged to prepare his

written assessment in 2 weeks. If neither of the assessors accepts the degree thesis, the student should rewrite it, by taking into account the comments of the assessors. If one of the assessors accept the degree thesis any the other assessor does not, the degree thesis shall be handed out to a third assessor, whose opinion will be decisive. If 2 assessors accept the degree thesis, the oral defence may take place.

The student shall receive the written opinion of the assessor, to which – also in case of acceptance – the student shall be obliged to reply in writing.

The degree thesis must be defended at the Educational Organizational Unit which published the topic. The defence shall take place before a committee of 3 persons, the members of which shall be the head of the educational unit, or the senior professor (chairman) appointed by him and the assessors. The supervisor should be invited to the defence, too. The committee shall evaluate the thesis in a closed session. They shall take minutes in 3 copies, containing the name of the student, the title of the thesis, the place and date of defence, the grade accepted by the committee. One copy of the minutes shall remain at the Educational Organizational Unit, and the other two copies shall be forwarded to the Registrar's Office.

One copy of the thesis shall remain at the Educational Organizational Unit for 5 years, one copy shall be forwarded to the Kenézy Library where the degree theses are allowed to be read but not allowed to borrow.

15. §

/to Paragraph 25. § (2), of the Regulations/

The state examination consists of a written (test), a practical and an oral part. The president and members of the exam committee are appointed by the Dean. The date of the written state examination is set by the Ministry of Education. The dates of the practical and oral state examinations are decided by the Vice Dean of the Faculty. The exam takes place in the presence of 3-5 members of the state examination committee. (The FPh practical state examination committee consists of 2 full professors, and in the case of a theoretical examination 2 recognised experts in their specialised field and 2 FPh full

professors or assistant professors). The members of the committee represent the basic pharmaceutical courses.

16. §

/to Paragraph 26. § (8), of the Regulations/

- (1) The state examination consists of a written, practical and oral part. The date of the written state examination shall be determined by the National State Examination Committee. The date of the practical and oral final examination shall be determined by the vice-dean of the faculty. The complex state examination shall be regarded as successful if the grades of all of its elements are at least a pass each. Results of partial exams may not be combined. If any of the partial grades of the state examination is a fail, the complex state examination may be continued, except for part D (dissertations, theses), the success of which shall be a prerequisite to pass other partial exams. It is possible to repeat only the failed partial exams.

The grade of the complex state examination is the simple mathematical average of the successful partial tests, i.e.:

$$X_{SE} = \frac{D+W+O+P}{4}$$

where:

X_{SE} is the number standing for the grade of the complex state examination

D is the grade of the dissertation / degree thesis,

W is the grade of the written examination,

O is the grade of the oral examination,

P is the grade of the practical examination.

The complex state examination grade shall be determined according to the calculated average value, based on the following intervals:

- 4.51 to 5.00 - excellent
- 3.51 to 4.50 - good
- 2.51 to 3.50 - satisfactory
- 2.00 to 2.50 - pass

17. §

/to Paragraph 28. § (8) of the Regulations/

In the establishment of the class of the degree the following shall have equal weight: each compulsory comprehensive examinations and each special end-of-semester examination listed below, the degree thesis and the further three parts of the complex state examination.

Comprehensive examinations taken at the FPh:

- Pharmaceutical Biology II.
- Theoretical Organic Chemistry. II.
- Quantative Analytical Chemistry III.
- Physiology II.
- Pharmaceutical Biochemistry
- Clinical Biochemistry II.
- Theoretical Pharmaceutical Chemistry II.
- Theoretical Medicinal Herbs and Drug Recognition II.
- Theoretical Medicinal Technology IV.
- Pharmacology II.
- Medical Microbiology II.
- Pharmaceutical Equipment and Bioanalytics II.

Special end-of-semester examinations attended at the FPh:

- Pharmaceutical Neurobiology
- Immunology
- Clinical Pharmacy
- Clinical Pharmacology
- Biopharmacy

$$X_D = \frac{\sum X_n + D + W + O + P}{n + 4}$$

where:

X_D is the number standing for the evaluation of the degree.

$\sum X_n$ is the total of the grades in the compulsory final examinations and the special end-of-semester examinations listed above.

n is the number of compulsory final examinations and special end-of-semester examinations.

D is the five-point grade of the dissertation.

W is the grade of the written examination (part of the complex state examination).

O is the grade of the oral examination (part of the multi-part state examination).

P is the grade of the practical examination (part of the complex state examination).

Outstanding	4.81 – 5.00
Excellent	4.51 – 4.80
Good	3.51 – 4.50
Average	2.51 – 3.50
Satisfactory	2.00 – 2.50

4. FACULTY OF PUBLIC HEALTH

1. §

/to Paragraph 1. § (2) of the Regulations /

- (1) The “Rules and Regulations for English Program Students” contains the special provisions relating to the students of the English program.

2. §

/to Paragraphs 2. § (1), (5), (6), (7) and (10) of the Regulations/

- (1) In order to discuss questions relating to teaching and to establish points of principle, the Faculty of Public Health (hereinafter: FPH) shall set up a Faculty Educational Committee (hereinafter FPH EC) with powers and duties as laid down in the Operational Orders of the FPH. The Chairman of the Committee shall be the vice-dean for educational matters.

Matters relating to education and examinations concerning all the students of the FPH shall in the first instance be dealt with by the FPH EC.

The FPH EC shall carry out its duties according to the principles laid down by the operational order. Minutes shall be taken of the FPH EC meetings.

The preparation of matters to be discussed at the meeting of the FPH EC (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the Registrar’s Office of the FPH. The opinions of the departmental leader(s) or those responsible for the course(s) must be attached to requests submitted to the FPH EC. The deadline for requests submitted to the EC is the fifth day prior to the upcoming meeting of the EC, and they must be submitted to the FPH Registrar’s Office.

The composition of the FPH EC:

- with voting rights:
 - the educational Vice-Dean as the chairman
 - one member of teaching staff for each bachelor and master's degree course, who will be recommended by the Dean and elected by the Faculty Council;

- one student for each bachelor and master's degree course, who will be elected by the Student Union;
- one student representing the Student Union.
- permanently invited members:
 - the non-voting head of the FPH Registrar's Office as the secretary;
 - the educational director of the UD, or an individual appointed by him/her;
 - the head of the Faculty's Quality Assurance Team.

The FPH EC shall have a quorum if minimum 50 percent of those entitled to vote are present. The committee makes its decisions with simple majority. In the event of a tie, the Chairman shall have the final vote. The length of the student representatives' membership of the committee is always one year, while for staff members the period is 4 years. The proportion of staff to students in the FPH EC is 50-50%.

The scope of the activities of the SCEMCT shall include among other things:

- transfers both from other educational institutions and within the student's own institution,
- re-admission to the Faculty,
- consideration of requests concerning individual study plans and examinations,
- consideration of appeals connected to refusals to sign the Lecture Book,
- consideration of requests for professional practice, exam course, degree thesis,
- making decision in any other education-related student requests,
- granting partial foreign trainings and partial trainings in other higher educational institutions.

Students are entitled to appeal against the decisions of the FPH EC according to the legal remedy regulations of the University of Debrecen.

The FPH EC will sit at least three times during the academic term-time. The precise times of the meetings will be decided by the president of the EC at the beginning of the academic year, and will be posted on the Faculty's website. The summons to the meeting will be issued by the EC president. The Faculty Council, the Dean, the FPH EC president, and the head of the Faculty Student Union may request or initiate an extraordinary meeting of the EC.

(2) Sub-Committees of the EC:

- Sub-Committee for Credit Transfer
- Sub-Committee for Educational and Examination Regulations
- Sub-Committee for International Training
- Faculty Committee for handicapped students' matters

(3) The scope of the activities of the FPH EC Sub-Committee for Credit Transfer

- considering requests for credits to be accepted,
- operation of the process of recognition of credits prior to masters' courses.

The composition of the FPH Sub-Committee for Credit Transfer: at least three professors and three students. The FPH EC will choose the members of the sub-committee from among its own members by a secret vote.

The mandate of sub-committee members follows the regulations for the length of membership of the FPH EC.

Minutes must be taken of the meetings of the sub-committee. The deadline for the submission of credit transfer requests is the last working day of the first week of the academic term-time. Evaluation of the credit transfer requests will take place with the agreement of the member of staff responsible for the relevant subject and the course leader.

(4) The scope of the activities of the Sub-Committee for Educational and Examination Regulations:

- the development of uniform procedures in connection with educational matters and examinations,
- review of the Faculty Educational and Examination Regulations.

(5) The scope of the activities of the Sub-Committee for International Training

- ensuring the external harmony of the training activity of the faculty, enhancement and organization of internal relations,
- promotion of tender activities related to education.

(6) The scope of the activities of the Faculty Committee for Handicapped Students' Matters

- making decision of the use of normative subsidy for helping the education of handicapped students, purchasing the tools that are necessary for the subsidy, review of the use of the subsidy,
- preparing recommendations to the faculty councils and heads for further ensuring the equality of handicapped students.

3. §

/to Paragraphs 3. § (6), (7), (9) and (10) of the Regulations/

- (1) Students who passed successfully their entrance exams shall be obliged to show up at the medical aptitude test of the Occupational Health Service in the first academic year. The carried out tests are recorded in the student's Health Booklet. The student shall be obliged to present their Health Booklet to the representative of the host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Registrar's Office of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.

4. §

/to Paragraphs 4. § (1) and (4), of the Regulations/

- (1) The duration of the academic term-time at the FPH in the Hungarian course is 15 weeks per semester. The duration of the examination period for the first semester of the year is 6 weeks, and for the second semester 7 weeks. The English language master's course and the specialist further training course have a modular structure.
- (2) The duration of lectures, seminars and practices shall be 50 minutes, followed by a 10 minutes' break. On the same day, in case of consecutive lessons in the curriculum, the lessons may be merged upon the agreement of the lecturer and the students, i.e. the breaks may be held in a merged way, too.

5. §

/to points 8. § (5) and (11) of the Regulations/

- (1) The course coordinator is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Registrar's Office of the FPH at the latest on the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The course coordinator will also give information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.

The student may submit an appeal against the refusal of a signature to the FPH EC within 8 days. Provided the FPH EC has granted the student's appeal, the Chairman of the FPH EC must certify by signature the acceptance of the semester.

- (2) In the framework of the BSc in Public Health course students may only complete the compulsory work practice at institutes which have been accredited for work practice.

Students on the BSc in Physiotherapy Program of the Faculty of Public Health can only do their professional practice after a healthcare aptitude test has been carried out by the accepting institute.

Participation in the professional practice is compulsory.

The (daily, weekly) duration of the professional practice laid down in the syllabus will conform to the legal work time in operation at the place of the practice.

Professional practices taking place outside Hungary need prior permission from the FPH EC. The student must attach to the request for permission a declaration from the accepting institution that it will guarantee provision of the University's required program without payment of a fee.

6. §

/to Paragraphs 5/B § (3) of the Regulations/

- (1) The student is required to take along the paper-based Lecture Book to oral examinations and in the case of written exams he/she has to get it registered into it at the time defined and published by the lecturer. At the

end of the examination period the student is required to submit the Lecture Book to the Registrar's Office for verification and certification.

- (2) The student's certified Lecture Book equals to the report on grades registered in the electronic Lecture Book.

7. §

/to Paragraph 10. § (1) of the Regulations/

- (1) Requirements of the Physical Education can be fulfilled by completing the courses starting with a certain number of students published by the Department of Physical Education.

8. §

/to Paragraph 11. § (2) of the Regulations/

- (1) The Head of the Educational Organizational Unit may make the attendance of 30% of the lectures compulsory.
- (2) Taking part in seminars and practices is compulsory - depending on the requirements of the course. The number of allowable absences, its consequences and how they can be compensated for can be found in the requirements of the subject issued by the institute/clinics.
Students may request exemption from attending repeated classes in written addressed to the course coordinator, who will consider the request in his/her own power.

In the case of the specialist further training courses in Public Health the student is only allowed to enter the examination for the subjects enrolled in the Lecture Book if he/she has attended at least two thirds of the lessons indicated for that subject in the syllabus. Otherwise the student must enrol for the subject again.

9. §

/to Paragraphs 12. § (1) and (7) of the Regulations/

- (1) The condition for transfer from other higher education institutions is that the student has completed at least two full semesters and has a stipend index of at least 3.00.

Students from medical and health science faculties of other universities may request a transfer into the BSc in Physiotherapy or BSc in Public Health programs if

- he/she has completed at least two full semesters and has collected a minimum of 30 credit points from compulsory subjects over the last two semesters,
- his/her legal student relationship has not ceased as a result of exclusion or dismissal.

Requests for transfer from non medical and health science students will be evaluated by the FPH EC.

Requests for transfer for the given semester can be submitted to the FPH EC by 1st September and 1st February. Requests submitted later will only apply to the following semester.

A request for transfer by a former student of the FPH counts as a request for re-admission.

The student's officially closed Lecture Book must be attached to the request for transfer to the Faculty of Medicine. For purposes of evaluation of requests for transfer from places of professional training (universities, colleges) abroad, the curriculum of the transferring institution and the Course Record book containing the results of examinations taken, together with an official Hungarian translation shall be attached.

The FPH will refuse requests with deficient documentation.

- (2) The Sub-Committee for Credit-Transfer shall only recognize the credits of previously completed subjects in the case of a minimum 75% equivalency in the syllabus, and the period between the previously obtained credits and the submission of the request is less than six years. (After the elapse of 6 years the acceptance of the credits shall be considered).

10. §

/to Paragraphs 16. § (1), (2) and (3) of the Regulations/

- (1) The FPH ensures for certain courses that the students can obtain a partial qualification defined in the qualification requirements as the precondition of admission in the scope of obtaining partial qualification. Students may apply to the course of partial qualification until the deadline published on the faculty website (www.nk.unideb.hu) by submitting the application form. Only students holding at least a BSc degree and certificate of qualifications can apply for a course for partial qualification. The applicant shall attach to the application form the copy of the documents indicated as the condition of the application. Launching the course for partial qualification is dependent on the number of students. The student shall be informed in writing about the decision of admission and about possible further actions.
- (2) The fee for the course of partial qualification will be defined by the Faculty Educational Committee.
- (3) The detailed regulation of the course of partial qualification is included in the 'Regulation for partial qualification'.

11. §

/to Paragraph 17. § (2) of the Regulations/

- (1) The announcement of examination dates is dealt with in paragraph 17. § (2) of the Rules and Regulations.
- (2) The right to sign for the completion of the semester and for the student to take the examination is exercised by the member of staff responsible for the course; other members of staff can be granted this right to sign by the vice dean on the recommendation of the head of the institute/head of department.
- (3) Comprehensive examinations may be held by full, college or associate professors; end-of-semester examinations and final practical examinations may be held by full, college or associate professors and senior lecturers as well as those who get permission from the Dean of the Faculty on the basis of the recommendation of the Head of the Educational Organizational Unit.

- (4) A repeated retake examination must be held before a committee of at least two members. The chairman of the committee may be a full, college or associate professors from outside the Educational Organizational Unit in question. The written 'C' examination must be completed with an oral examination.
- (5) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. Further duties of the supervising person are described in Paragraph 18 §. (9) of the Rules and Regulations of the University of Debrecen.

12. §

/to Paragraphs 22. § (8) and (9) of the Regulations/

- (1) The FPH will use the credit index and the adjusted credit index for the evaluation of the results of the semester and the cumulative adjusted credit index for the evaluation of the other semesters' results, according to the regulations laid down in paragraph 22. § (8) of the Rules and Regulations. The FPH will take into account the ranking of the students made on the basis of the cumulative adjusted credit index when deciding on the entries to the state-financed and fee-paying courses.

13. §

/to Paragraph 22. § (9), of the Regulations/

- (1) The students shall be ranked in an increasing order on the basis of the cumulative adjusted credit index by the term, by the year and by the educational program, determining the students' ranking for the term. The student shall be assigned to the year the sample curriculum of which he/she took more credits of the compulsory subjects. If the number of enrolled courses is identical for the two years, the student will be assigned to the lower year.
- (2) The student ranking list must be announced on the FPH website at the beginning of the following semester, displaying the students' Neptun codes.

14. §

/to Paragraphs 23. § (4) of the Regulations/

- (1) Students who have obtained the final pre-degree certificate may apply for the state examination only if they successfully defended their degree thesis.

15. §

/to Paragraphs 24. § (2), (3), (6) and (8) of the Regulations/

- (1) The degree thesis topics and names of supervisors are published per institution and clinic in the faculty bulletin and at the web page of the faculty, but the topic can be chosen by the recommendation of the student as well, by agreement with the supervisor, and the approval of the Head of the Organizational Unit and the person responsible for the course. If a student changes the topic of the degree thesis and/or degree thesis supervisor, he/she must immediately inform the FPH Registrar's Office in writing.

Students of bachelor courses shall be obliged to submit the degree thesis topic sheet certifying the topic selection to the FPH Registrar's Office at the end of the sixth semester, and on master courses at the end of the second semester.

- (2) The degree thesis must be submitted to the Registrar's Office in two bound copies and on an electronic data traveller device (in pdf format), and the degree thesis shall be uploaded in an electronic format to the Electronic Archives of the University and National Library of the University of Debrecen (DEA). The following shall be attached to the thesis:
 - the student's declaration that the degree thesis is his/her independent work
 - the 'Declaration of Placement' of the DEA and the author of the degree thesis and a statement of classification, if necessary.

The length should be 6-8,000 words (excluding bibliographies and tables). The degree thesis must be submitted in typewritten or computer-printed form and bound in a pleasing manner. Upper and lower margins should be 2.5 cm, and left and right 3 cm.

- a) The structure of the degree thesis shall comply with the following requirements:

The thesis may report on the author's own experimental investigations; it may be an analysis related to public health, respectively, epidemiology or other analysis related to the student's course, or a literature summary, audio-visual educational material, tool, model or computer program. It is not important to include new scientific results; however, it must be the result of the author's own work.

The sources of not independent results must be indicated. The student shall declare the originality of the degree thesis being fully aware of his/her responsibility in criminal law.

The front page shall contain the title of the thesis, the name and signature of the author and supervisor, the name of Educational Organizational Unit where the degree thesis was prepared, the name of the head of the institution/department and the date of preparation. The summary, the introduction, the objectives of the work, the description of methods, the results, the discussion and the bibliography shall be separated into different chapters. References to sources within the text and the preparation of the bibliography should conform to one of the internationally accepted citation models (Harvard or Vancouver). The list of referred literature shall indicate the name of authors of the cited publications (with the first initial of the first name), full title of the citation, the name of the journal, the volume and page number and the year of its publication. In case of a reference to a book, the author, title and publisher of the book shall be indicated as well. The number of literature references should not be less than 20 or more than 50. In the case of internet references the reference must include the exact title of the web page, and the date it was downloaded.

- b) Requirements for the evaluation of the degree thesis

The assessors shall examine the logical structure of the degree thesis, its literary foundations, the applied methods and the accuracy of presentation of the results.

In case of bachelor and master programs the FPH EC shall hand out the received degree thesis to 2 official assessors taking into

account the recommendations of the course leaders. In case of specialist further education courses the Dean will appoint the judges on the basis of recommendations made by the course leaders. If the assessor is not able to fulfil the request, he/she shall be obliged to immediately send back the degree thesis to the FPH EC.

The assessor shall be obliged to prepare his written assessment in 3 weeks from the date of receiving the thesis.

The degree thesis shall be evaluated on a five-grade scale, and it can be accepted for defence, recommended for re-writing, or rejected accordingly.

If any of the assessors marks the degree thesis as a 'fail', the student should rewrite it, by taking into account the comments of the assessor. The reworked degree thesis shall be forwarded to both assessors for a re-evaluation at least three weeks before the date for the defence.

If both of the assessors mark the degree thesis as a 'fail', the student should rewrite it. The reworked degree thesis can be submitted the earliest before the next state examination period, as it is described in 14. § (1).

The assessors shall send their written evaluation in 2 signed copies to the Registrar's Office of the FPH, who shall forward it to the student. The student is obliged to respond in writing to the criticisms. The assessors are obliged to acknowledge the receipt of the student's answer in writing. If 2 assessors accept the degree thesis, the oral defence may take place.

c) Defence of the thesis:

The degree thesis must be defended at the Educational Organizational Unit which published the topic. The defence shall take place before a committee of 3 persons, the members of which shall be the dean, or the senior professor (chairman) appointed by him and the assessors. The supervisor should be invited to the defence, too.

The committee shall evaluate the thesis in a closed session. They shall prepare a protocol in 3 copies, containing the name of the student, the title of the degree thesis, the place and date of defence, the questions raised by the members of the committee,

the related replies and the final mark approved by the committee. The assessments and the replies to assessments shall constitute the supplement to the protocol. One copy of the protocol shall remain at the Educational Organizational Unit, the other two copies shall be forwarded to the Registrar's Office.

One copy of the thesis shall remain at the Educational Organizational Unit for 5 years, and the Registrar's Office shall forward the electronic copy to the Kenézy Library where the degree theses are allowed to be read but not allowed to borrow.

- (3) It is possible to prepare a thesis also within the framework of SSS, too. The SSS scientific works will be accepted with excellent results, in their original form as a degree thesis, if the jury of the local Conference of SSS accepted the lecture presented as defence, and the scientific work submitted to the Registrar's Office was approved by both assessors. In case of scientific works with co-authors the first author may have the work approved as a degree thesis, upon the waiver of the other authors. Documents related to the approval of the scientific work (assessments, replies) shall be submitted together with the scientific work, too. Furthermore, it shall be necessary to fill in and submit the questionnaire containing data of the SSS scientific work and the lecture (title, authors, institutions, supervisor).
- (4) The deadline for submitting the degree thesis for the bachelor's and master's courses and for the specialist further education course is 1st April before the June exam session and 1st November before the January exam session. If the student fails to meet this deadline, he/she cannot take the state examination in the given academic year. On the bachelor's and master's course, on the basis of a recommendation by the thesis supervisor and with the permission of the chairman of the FPH EC, and on the specialist further education course with the permission of the course director, in justified cases the student can extend the deadline for submission of the degree thesis by a week. These requests will be considered by the chairman of the FPH EC upon the recommendation of the supervisor in case of bachelor and master courses, and by the course coordinator in case of specialist further education courses.
A late submission of the degree thesis without prior request being made is possible up to one week after the deadline if the student has, before submitting the degree thesis, paid the late fee established in the University's Awards and Fees Regulations. Any degree thesis submitted

after this deadline will be evaluated in the following state examination period.

16. §

/to Paragraph 25. § (2) of the Regulations/

- (1) The state examination will take place before an examination committee of at least 4 members. The members are the president and the representatives of the main specialist fields and will be nominated by the Dean.

17. §

/to Paragraphs 26. § (4), (7) and (8) of the Regulations/

- (1) The state examination consists of a written and an oral part. In the Physiotherapy program the written and oral state examination elements are supplemented by a practical part.

The order of the state examination is as follows: written, practical (in case of the Physiotherapy program), and oral examination, the exam date and time of which will be established by the vice dean of the faculty.

- (2) The complex state examination shall be regarded as successful if the grades of all of its elements are at least a pass each. A student may not proceed to the oral examination without passing the written part. On the Physiotherapy course the condition for taking the practical examination is a successful written element; for the final oral examination the precondition is a successful practical examination. If any of the partial grades of the state examination is a fail, that certain part of the state examination shall be retaken. A retake can only occur at the earliest in the following state examination period. If any of the partial exams of the state examination is a 'fail' the result of the state examination is 'fail'. A retake of an unsuccessful state examination always takes place in the following exam session at the earliest. Only the failed part(s) of the exam needs to be retaken.

The grade of the complex state examination is the simple mathematical average of the successful partial tests calculated to two decimal places.

18. §

/to Paragraph 28. § (8) of the Regulations/

- (1) For students beginning their studies before the 2011/2012 academic year:

In the establishment of the grade awarded for the degree on the bachelor's and master's courses all the required subjects, the grade for the defence of the degree thesis and the result of the complex state examination shall have equal weight.

$$X_D = \frac{\sum X_n + D + SE}{n + 2}$$

where:

X_D is the number standing for the evaluation of the degree.

$\sum X_n$ is the total of the grades of the required subjects

D is the grade of the defence of the degree thesis

SE is the grade of the complex state examination

n is the number of required subjects

The lists of subjects for each course which qualify for calculation in the awarding of the degree are included in the Faculty Bulletin and on the Faculty website.

In the public health specialised further training course the grade awarded for the degree is the numerical average of the degree thesis, the written state examination and the oral state examination.

- (2) For students beginning their studies from the 2011/2012 academic year:

In the establishment of the grade awarded for the degree on the bachelor's and master's courses the average of the grades received for all the required subjects, the grade of the degree thesis and the result of the complex state examination shall have equal weight.

$$X_D = \frac{\sum X_n + T + SE}{n + 2}$$

where:

X_D is the number standing for the evaluation of the degree.

ΣX_n is the total of the grades of the required subjects

T is the grade awarded for the degree thesis

SE is the grade of the complex state examination

SE:

$$\frac{\text{written SE} + \text{oral SE}}{2}$$

- (3) SE on the physiotherapy course:

$$\frac{\text{written SE} + \text{oral SE} + \text{practical SE}}{3}$$

The lists of subjects for each course which qualify for calculation in the awarding of the degree are included in the Faculty Bulletin and on the Faculty website.

- (4) In the public health specialised further training course the grade awarded for the degree is the mathematical average of the grades of the degree thesis, the written state examination and the oral state examination.

Appendix IV.

THE PROCEDURE OF MANAGING CLASSIFIED THESES

1. Requesting the classification of a thesis

- 1.1. Should a student include confidential information or details in his/her thesis, the private management (hereinafter: classification) of which is justified, the publication of a thesis can be delayed, for legitimate reasons, according to the provisions of the present regulations.
- 1.2. A thesis can be classified:
 - a) in order to protect the business or other significant interests of third parties,
 - b) to protect research results and intellectual properties belonging to the interest of the University,
 - c) to protect qualified data or data to be protected through qualification.
- 1.3. In case of special appreciation, the defense of a thesis can also be considered as private. In other cases, the defense of a thesis is open to the public.
- 1.4. The classification of a thesis can be requested 30 days prior to the defense of the thesis, at the latest. The request of classifying a thesis is proposed in a written form by the supervisor of the student (consultant) or by the Head of Knowledge and Technology Transfer Office (in case of b/1.2.) to the Dean of the Faculty, by using the form attached to the regulations.
- 1.5. Forms to fill and sample request forms related to the classification of a thesis can be found at the website of http://detti.unideb.hu/portal/diplomamunka_titkositas.
- 1.6. The request of classifying shall include:
 - a) the detailed reason for the necessity of classification, especially why the inclusion of confidential information in the thesis is inevitable,
 - b) the declaration by the secret-keeper about which pieces of information are considered as confidential and that the student is allowed to use the confidential information in the thesis,

- c) the declaration of the student and the secret-keeper that they are aware of the content of the present regulations and the fact of classification,
 - d) a declaration whether they request also the classification of the defense of the thesis.
- 1.7. A decision concerning the classification of a thesis and its defense is made by the Dean of the Faculty.
 - 1.8. Classification can be authorized for five years from the day of defense, which, in justified cases, can be extended – by submitting a new request before the expiration of five years. The new request shall be submitted according to the rules of point 1.4., 30 days before the expiration of the period of classification, at the latest. The thesis can be classified again for a period of five years – in case of the protection of especially significant interests or in other cases requiring special appreciation. Regarding the protection of qualified data, regulations of the law CLV. of 2009. about the protection of qualified data shall be governing.

2. Defense of a classified thesis

- 2.1. In case of a classified thesis, the thesis is public for the supervisor, the assessors and members of the jury only, who undertake in writing that they retain all confidential information included in the thesis, they do not either disclose it or release it to any third parties.
- 2.2. Only members of the evaluation committee, the supervisor and the student are allowed to participate in the defense of the classified thesis.
- 2.3. During the defense of a classified thesis, the Head of Education Office of the Faculty shall be responsible for acquiring and preserving nondisclosure agreements, and for conducting the defense privately.
- 2.4. Following the defense of the thesis, the student receives printed copies of the classified thesis submitted back.

3. Preserving a classified thesis

- 3.1. Classified theses shall be stored only in an electronic form in DEA, where authorization for viewing and deadlines corresponding with the

classification must be possible to set. Regarding a classified thesis, the following data is public:

- a) Title of thesis, names of author and supervisor and time of defense,
- b) Fact of classification and expected expiry of classification.

- 3.2. Uploading the classified thesis is the task of the student.
- 3.3. Storing the thesis according to classification is the responsibility of the operator of DEA.
- 3.4. If a third party, providing data or commercial secret for the preparation of a thesis, insists on signing a nondisclosure agreement with one of the Faculties, according to which, secrets provided cannot be released to people other than the reviewers of the thesis, the student can be exempted from the obligation of uploading the thesis in the DEA, if authorized by the Dean of the Faculty. At the same time, however, the Dean shall be responsible for the appropriate keeping of the electronic version of the thesis. The student is obliged to attach the agreement concerning the classification.

Following the expiry of the period of classification, the thesis shall be stored and accessible according to general rules.

Debrecen, 26th June, 2014

Dr. Zoltán Szilvássy
rector

¹ Issued by Senate Resolution of 16/2013, (XII.19.); operative from 20th December, 2013

Appendix V.

SPECIAL RULES AND REGULATIONS FOR ENGLISH PROGRAM STUDENTS

Application and Admission

1.§

(1) In accordance with Sub-Section 40.§ (2) of Act CCIV of 2011 on Hungarian Higher Education (hereinafter: HHE Act) international students who have earned a high school diploma and meet the requirements stipulated in the present document may apply to the English language programs of the University of Debrecen (hereinafter: University).

(2) Furthermore, in accordance with Sub-Section 80. § (2) d) of the HHE Act, international students may pursue preparatory studies for a maximum duration of two semesters as registered students of the University.

(3) University applications may be submitted either online, that is through the online application platform of the University or via letter-post addressed to the University.

(4) Applicants may apply to the University as individuals directly or with the assistance of the authorized representatives of the University (hereinafter, collectively referred to as: Applicants).

(5) Application deadlines of the individual programs of the University are as follows:

- a) for the fall semester of each academic year (that is for the September intake)
 - i. on or before the preceding 31st May in the case of the Basic Medicine Course I of the University (hereinafter: BMC Program I), the Medicine, Dentistry and Pharmacy programs (hereinafter: Medical Programs), the BSc in Physiotherapy, BSc in Public Health, MSc in Public Health, MSc in Complex Rehabilitation, MSc in Social Work in Health Care or MSc in Molecular Biology programs (hereinafter: Health Science Programs), as well as the Non-Medical Ph.D. Programs stipulated under sub-Section 1/B.§ (1)
 - ii. on or before the preceding 15th June in the case of every other Non-Medical Program stipulated under sub-Section 1/B.§ (1) (hereinafter: Non-Medical Programs)

- b) for the spring semester of each academic year (that is for the January/February intake)
 - i. on or before the preceding 31st October in the case of the Non-Medical Ph.D. Programs
 - ii. on or before the preceding 15th November in the case of every other Non-Medical Program
 - iii. on or before the preceding 30th November in the case of the Basic Medicine Course II of the University (hereinafter: BMC Program II)

Every program offered by the University has a final application deadline as determined above, however, applications are received and assessed continuously, thus the available program seats in the case of certain programs may reach capacity prior to the actual deadline.

(6) The following documents need to be submitted during the application procedure:

- a) Valid, filled-in and signed application form;
- b) Certificate of education (school leaving qualification, high school diploma, document of graduation or any equivalent; university or college diploma/certificate or any equivalent);
- c) Certificate or proof of citizenship and/or permanent residence;
- d) Citizens, nationals, or permanent residents of the United States of America applying for the Medicine program of the University are required to submit their Medical College Admission Test (MCAT) results;
- e) In the case of Applicants applying to any of the Non-Medical Programs whose first language is not English, proof of English language proficiency.

(7) Applicants who are yet to complete their high school or university studies are required to provide a transcript during the application procedure with reference to their already finished studies. Final diplomas need to be presented in the course of the entrance examination or submitted to the Coordinating Center for International Education (hereinafter: CCIE) subsequent to their obtainment.

(8) Applications of underage applicants who have not completed a minimum of twelve years of primary and secondary education altogether, yet, but possess a high school diploma or any equivalent shall be assessed by a previously

designated committee prior to the entrance examination. Should the committee come to a decision that the underage applicant does not qualify for being accepted as a university student at the University the application shall be rejected and the applicant informed accordingly.

(9) All requests concerning subject exemptions need to be submitted together with the application, as no subsequent requests in this matter shall be accepted. Applicants are obliged to provide information in this regard on the University application form.

Application for the Medical, Health Science and BMC Programs

1/A.§

(1) For students applying for the Medical Programs or for the BMC Program I or II it is obligatory to pass an entrance examination consisting of a written and an oral part. The written part of the examination is made up of two tests: one in Biology and one in Physics or Chemistry and shall be evaluated by the members of a previously designated admissions committee.

(2) In principal, the admissions committee specified above shall consist of a chairperson and an independent examiner representing the scientific disciplines of Biology, Chemistry, and Physics (hereinafter: Admissions Committee). Both the chairperson and the examiner shall be appointed by the Director of the CCIE.

(3) If any of the written examination results of the Applicant fails to reach a minimum of 40%, the Applicant may only be admitted to one of the BMC Programs regardless of his/her oral examination results.

(4) In the course of the oral examination, the Applicant shall demonstrate his/her English language proficiency together with his/her proficiency in Biology and Chemistry or Physics in front of the Admissions Committee.

(5) Applicants may achieve a score up to one hundred points for each subject and up to one hundred additional points for their language proficiency, with the maximum possible score equaling 300 points. The minimum scores required to be admitted to the first year of the Medicine, Dentistry or Pharmacy Programs, or to one of the BMC Programs are 260, 260, 230 and 150 points, respectively.

(6) Successful Applicants shall be admitted either to the first year of the Medicine, Dentistry or Pharmacy Programs or to one of the BMC Programs. In any other occurrence, the Applicant shall be rejected.

(7) For students applying for the Health Science Programs sitting for an entrance interview is obligatory in all cases. The entrance interview shall

assess the general ability and the commitment of the Applicant to study at the University.

(8) Applicants applying for any of the Medical Programs may opt for altering their program of choice prior to taking the entrance examination. Transferring between programs subsequent to the confirmation of the final decision in this matter is not allowed.

(9) As an exception to the general rule stipulated above transfers between the BMC-Medicine and the BMC-Dentistry programs may be permitted by the Director of the CCIE within one month subsequent to registration. Students wishing to transfer such way shall pay an additional fee of 1,500 USD by transferring the fee in this matter needs to be transferred directly to the bank account of the University. A maximum of 20% of the students may take advantage of this exception.

Application for the Non-Medical Programs

1/B.§

(1) For students applying for any of the programs not listed under sub-Sections 1/B.§ (1) and (7) (hereinafter: Non-Medical Programs), sitting for an entrance examination or a language proficiency interview is dependent on the qualifications of the Applicant he/she has obtained thus far:

- a) If the Applicant is unable to provide proof of his/her English language skills such as the result or certificate of an official language proficiency test (IELTS, Cambridge, TOEFL, or any other equivalent), he/she is required to sit for an English language proficiency interview first to demonstrate his/her English proficiency;
- b) If the Applicant is only able to provide a secondary school leaving certificate (at least with average results), opportunity for participating in a Foundation Program of the University shall be offered to the Applicant;
- c) Should the Applicant opt for not participating in the Foundation Program of the University as specified above, he/she is required to take an entrance examination in order to be admitted to the first undergraduate year of the relevant program;
- d) Should the Applicant be able to provide proof of previous studies of secondary or preparatory education, such as AS/A level grades or participation in a Foundation Program, he/she may be exempted from

the entrance examination based on the overall results of these studies. Should the AS/A level grades of the Applicant – including those obtained in Math – reach a minimum rate of BBB (i.e. an overall result of 80% or above), he/she shall be offered the opportunity to enter the first year of the undergraduate program of his/her choice; in any other event the Applicant shall be asked to sit for an entrance examination or language proficiency interview as determined above.

- e) Should the Applicant be able to provide proof of outstanding results concerning previous studies at an internationally recognized higher education institute other than the University – that is an institute accredited by the National Board/Bureau of Accreditation of the country of residence of the higher education institute (hereinafter: Higher Education Institute) –, he/she may be admitted to the first year of the program of his/her choice directly. Outstanding in this matter shall mean an average result not less than 70% concerning the subjects demanded by the specified program. Students, whose examination results or grades of previous studies do not qualify as outstanding, may be admitted to one of the Foundation Programs of the University.

(2) In the course of the entrance examination, the Applicant needs to demonstrate his/her English language proficiency together with his/her proficiency in the professional subjects dependent on his/her program of choice.

(3) Any decision concerning a compulsory entrance examination or language proficiency interview as stipulated under sub-Section 1/B.§ (1) shall be made based upon the assessment of the documents provided by the Applicant. The assessment in this matter shall be performed by the following personae:

- a) In the case of the Foundation and Undergraduate Programs – the Program Director of the CCIE or a previously designated examiner with the exception of the following programs:
 - i. English and American Studies, BA: the Institute of English and American Studies shall be responsible for the assessment
 - ii. All programs of the Faculty of Music: the Faculty Committee shall be responsible for the assessment

- b) In the case of the Graduate Programs – the Faculty Committee shall be responsible for the assessment
- c) In the case of the Doctoral Programs – the Doctoral Council shall be responsible for the assessment based on the proposal of the Doctoral School.

Entrance Examination, Letter of Acceptance

1/C.§

(1) Repeating an entrance examination in the same academic year of its initial completion is not allowed. Nevertheless, Applicants whose overall result reaches a minimum percentage determined by the Director of the CCIE based on the capacity of the respective program may apply for an extraordinary permission allowing the one-time repetition of the entrance examination for an additional fee of 350 USD. The fee in this matter needs to be transferred directly to the bank account of the University.

(2) The entrance examinations shall either take place in Debrecen, Hungary or at one of the recognized examination centers of the University in a previously designated country. Applicants affected by this decision shall be notified accordingly and in a timely manner.

(3) Every Applicant is required to pay application and entrance examination/interview fees. Payment of the application fee must be performed together with submitting the application form and any additional documents that are necessary to the University. Applications will not be considered and processed until payment of the application fee has been received and confirmed by the University.

(4) The entrance examination/interview fees must be transferred to the bank account of the University prior to the examination/interview in order to allow an Applicant to sit for the entrance examination/interview.

(5) Applicants admitted to any of the programs of the University may start their studies in the academic year specified in their Letter of Acceptance (hereinafter: LOA). Applicants may request to postpone their studies in writing and for a maximum period of one year. Requests need to be submitted within one month subsequent to the entrance examination along with paying the seat reservation fee specified in the LOA. Should the Applicant fail to register at the University within the previously determined period, he/she shall only be allowed to start his/her studies if he/she has passed the newly taken entrance examination – in the event of its necessity –, completed the payment of the seat

reservation fee and fulfilled any additional terms and conditions specified in the newly issued LOA. The LOA in this matter shall only be valid in the academic year of its issuance and shall be deemed as an official – that is legally binding – agreement between the Applicant and the University.

(6) In the case of students who have interrupted their studies – that is taken one or two semesters off – for any reason whatsoever and re-enrolled to their program of study at the University at a later stage, the same rules, regulations and financial obligations shall apply as of the students of the class the respective student has re-enrolled in.

Special Regulations Concerning Transfer Students and Exemption Requests

2.§

(1) Students with previous studies concerning a specific program at a Higher Education Institute willing to transfer to the University to an identical one (hereinafter: Transfer Students) may only request a transfer prior to the beginning of each academic year. The deadline to submit such a transfer request is 30th June of the relevant academic year.

(2) In addition to the documents stipulated under sub-Section 1.§ (6) Transfer Students need to submit the following documents during the application procedure

- a) A detailed transcript along with the descriptions of the courses the Transfer Student has taken previously at the Higher Education Institute, on the basis of which an admission committee may decide what level the student may be admitted to
- b) Letter of Motivation,
- c) Resume/CV
- d) Filled-in Credit Transfer Request Form

(3) Transfer requests of Transfer Students applying for any of the Medical or Health Science Programs shall be evaluated by the Sub-Committee for Educational Matters and Credit-Transfer (hereinafter: SEMC). Should the evaluation result in a positive resolution the Transfer Student shall be requested to sit for an entrance interview in order to have his/her proficiency in English and general ability and commitment to study at the University assessed.

(4) Transfer requests of Transfer Students applying for any of the Non-Medical Programs shall be evaluated by the relevant University Faculty. Should the evaluation result in a positive resolution, sitting for an entrance examination or a language proficiency interview shall be dependent on the qualifications of the Transfer Student he/she has obtained thus far, as stipulated under sub-Section 1/B.§ (1).

(5) Transfer Students whose overall result has been determined as satisfactory shall be admitted to the program of their choice. In the case of Transfer Students applying for any of the Medical and Health Science Programs the LOA containing the resolution in this matter shall be issued by the Admission Committee, or – in the case of Transfer Students applying for any of the Non-Medical Programs – by the CCIE.

(6) Students with previous studies at a Higher Education Institute may apply for an exemption with respect to previously studied subjects as part of their application procedure. If a particular subject in this matter is relevant from the perspective of the curriculum of the specific program, it shall be accepted and taken into consideration in the case of a 75% correspondence of the syllabuses. The request in this matter needs to be submitted to the CCIE prior to 30th June of the relevant academic year. The CCIE shall be responsible for forwarding the exemption request to the SEMC in the case of students of the Medical and Health Science Programs and to the relevant University Faculty in the case of students of the Non-Medical Programs.

(7) Students applying for an exemption as stipulated under sub-Section 2.§ (6) are required to undergo the application and admission procedure as stipulated under Sections 1-1/C.§ to be admitted to the first year of their program of choice. Those students admitted to one of the BMC Programs are not eligible to apply for subject exemptions, not even in the event of completing the respective BMC Program.

(8) The final, irreversible decision of the SEMC or the relevant University Faculty with respect to any exemptions shall be included in the LOA in the case of Applicants of the Non-Medical Programs. Applicants of the Medical and Health Science Programs shall be notified prior to the beginning of the relevant academic year in writing.

Registration

3.§

(1) International students admitted to any of the programs of the University are required to register at the CCIE and – in the event of its necessity – the Registrar's Office of the relevant Faculty (hereinafter: RO) in person at the beginning of each semester.

(2) During registration students need to submit the following documents to the personnel of the CCIE:

- a) Original copy of certificate of education (school leaving qualification, high school diploma, document of graduation or any equivalent; university or college diploma/certificate or any equivalent)
- b) Passport
- c) 1-4 passport photos depending on the program of choice of the student
- d) Proof of payment of the complete tuition fee.

(3) Once the above documents have been submitted, students will be provided with a valid University Health Insurance and – in the case of students of the Medical and Health Science Programs – a University Card. The University Card shall serve the purpose of verifying the identity of the student at classes and examinations.

(4) Applying for a Student Card entitling students to certain discounts is optional in all cases.

(5) Subsequent to completing the registration at the CCIE students who have been admitted to the first year of any of the Medical or Health Science Programs (hereinafter: MHSC Freshmen) need to present the following documents to the personnel of the RO:

- a) Registration form signed and sealed by the CCIE
- b) One passport photo.

(4) The registration procedure of the MHSC Freshmen shall be finalized by the personnel of the RO by providing these students with a valid code for the electronic academic system of the University (hereinafter: Neptun Code and Neptun System, respectively) and a lecture book (hereinafter: Lecture Book). The first year subjects of the MHSC Freshmen shall be registered in the

Neptun System by the personnel of the RO as part of the registration procedure. Second and upper year students shall perform the electronic registration individually, the RO shall only verify that the courses each student registered for are entered in the Lecture Book properly. Students shall provide any additional information necessary for registration on the registration form. Changes of any kind are to be announced in the course of enrollment, or within 15 days subsequent to their occurrence during the academic year.

(5) Should a student fail to enroll to – that is complete the registration procedure concerning – the program or register for the subjects of his/her choice in the Neptun System on or before the previously specified deadline, he/she shall be responsible for and bear every consequence ensuing from – such as repeating a semester, or paying the tuition fee repeatedly – and shall pay a late registration fee stipulated under the “Fees for Extra Proceedings” Chapter of the present document. The University in this matter shall not be held liable for and shall not accept any liability, obligation or responsibility whatsoever for the incidental failure of the Neptun System. Students are obliged to report any system breakdown or defect of such nature immediately to the RO in written form should any of these be noticed.

(6) If a student enrolled in any of the programs of the University is in debt to the University by more than 1,000 USD or does not undergo the compulsory medical examination pursuant to sub-Section 13.§ (1) properly and in a timely manner he/she shall not be permitted to register for the forthcoming semester or the exams of the relevant semester unless the Dean of the Faculty the student is enrolled in issues a permission in this respect.

(7) In addition to sub-Section (6) students in debt to the University – regardless of the amount overdue – shall not be provided with any certificates unless their balance in this respect is fully settled.

Tuition Fee

4.§

(1) The tuition fee for each University program conducted in English language is set by the Chancellor of the University for each academic year based on the joint proposal of the Dean of the relevant Faculty and the Director of the CCIE. The extent of the tuition fee shall remain unchanged during the entire study period of the student, provided that he/she does not repeat a year due to unsatisfactory academic performance and/or does not postpone his/her studies.

(2) Nevertheless and in accordance with the present document, the University shall be authorized to readjust the extent of the tuition fee in the case of a significant change or changes in the exchange rate of the local currency compared to the currency of the US Dollar. Significant in this matter shall mean a minimum rate of 20 % within the period of one fiscal year. The readjustment shall not affect the fees already paid and shall come into effect in the subsequent semester/academic year of the decision made in this respect.

(3) The tuition fee shall include the fees concerning the compulsory health insurance, the compulsory medical examination pursuant to Section 13. § and the seat reservation where applicable. The seat reservation fee serves the purpose of reserving the seat for a student for one University program and for the duration of one academic year only – as indicated in the LOA.

(4) The tuition fee for students admitted to the first year of any University program is due before the beginning of the registration period of the relevant semester. For second and upper year students the deadline for submitting the tuition fee payment is 31st October for the first semester and 31st March for the second semester of the relevant academic year. Any payment transferred to the University shall be considered received when appearing on the bank account of the University. In the case of a late payment, an interest of 5% shall be applied to the outstanding principal balance each and every month.

(5) Students of the Medical Programs are allowed to pay their tuition in two installments prior to registration at the beginning of each semester.

(6) Transfer Students and students classified as third-country nationals requiring a visa to enter Hungary (hereinafter: Visa-bound Students) are obliged to pay the total amount of their previously defined yearly tuition in one installment prior to registration at the beginning of each academic year.

(7) Students admitted to any of the BMC Programs shall pay the yearly or bi-yearly tuition fee in its entirety prior to the beginning of the registration period.

Core Tuition, Part-time and Full-time Enrollment Status

6.§

(1) In the case of the Medical and Health Science Programs – excluding the programs of the Faculty of Public Health – the twenty-five percent of the yearly tuition fee shall be considered as core tuition.

(2) Students admitted to any of the programs of the faculties stipulated under sub-Section (1) who are to maintain an active student status at the University shall pay the core tuition and register for

- a) at least one main subject, or
- b) one main subject and an indefinite number of elective subjects with the combined credit value of the two subject categories not exceeding 15 credit points altogether, or
- c) elective subjects of a maximum credit value of 15 credit points

per semester. Main subject in this context shall mean the subjects stipulated in the relevant Course Bulletins as compulsory subjects.

(3) Students fulfilling the criteria stipulated under sub-Section (2) shall be granted a part-time enrollment status.

(4) Students admitted to any of the programs of the University registering for more than one main subject shall pay the tuition fee in its entirety and shall be granted a full-time enrollment status. A student enrolled full-time shall be affiliated with the class and shall pay the tuition fee concerning the academic year for which the majority – that is the portion above 50% – of his/her main subjects has been registered. If a student registers for the same number of subjects concerning two or more different classes he/she shall be affiliated with the class of the lower year, and shall pay the tuition fee relevant to that year.

(5) Students of the Faculty of Medicine in their final, sixth year (hereinafter: Sixth-Year Students) shall be considered enrolled full-time in the case they pay the yearly tuition fee and spend their final year (that is the 35-week long clinical practice) in its entirety at the University.

Calculation of the Tuition Fee, Maximum Credit Load

7.§

(1) The yearly/bi-yearly tuition fee of an individual student shall be calculated on the basis of the number, type and credit value of the subjects recorded in the Lecture Book the student has registered for.

(2) The maximum credit load which a student enrolled full-time may register for is as follows:

Medicine 1st – 5th Year: 34 crp/Semester

Dentistry 1st – 5th Year: 34 crp/Semester

Pharmacy 1st – 5th Year: 34 crp/Semester

BSc in Physiotherapy 1st – 4th Year: 34 crp/Semester

BSc in Public Health 1st – 4th Year: 34 crp/Semester

The fee of these credit points equals to the tuition fee of the specific year per the official credit points of the specific year.

(3) If a student registers for subject(s) subsequent to the end of the registration period, this shall eventuate in an additional tuition fee payment obligation on his/her side. The amount in this respect shall be added to the initial amount of the tuition fee by definition and without further notice. Furthermore, this supplementary amount shall appear as a tuition debt in the balance of the student unless settled.

(4) In accordance with the present document, the University shall be authorized to verify/audit/revise any tuition related payments within five years of their completion and call on the respective students to settle their outstanding balances if any. The transfer date of the respective payment shall be accepted in this matter in the case the payment was transferred to the bank account of the University within two weeks of initiation. No appeal shall be accepted against the decision.

(5) The supplementary amount calculated pursuant to sub-Section (4) may not be decreased or annulated on any ground whatsoever.

Tuition Fee Discounts

8.§

(1) Every University student – with the exception of the students of the preparatory courses of the University – is eligible for a tuition fee discount (hereinafter: Discount) should he/she fulfill the conditions stipulated herein.

(2) Sixth-Year Students shall only be eligible for the Discount if they spend the entire academic year – that is the 35-week clinical practice – at the University.

(3) The extent of the Discount shall be indicated together with the tuition fee, and shall be made public accordingly.

(4) Preconditions of eligibility are as follows:

- a) Registered, full-time student status
- b) Payment of the yearly tuition fee in its entirety prior to 31st October of the 1st semester of the relevant academic year
- c) Settled balance with the University, that is no debt concerning the tuition fee in any way whatsoever

(5) No Discount in respect of a payment made after the date stipulated under sub-Section (4) b) shall be available.

Tuition Fee Reduction

9.§

(1) University students in their second and upper years are eligible for a tuition fee reduction (hereinafter: Reduction) up to 20% of the full tuition fee should they fulfill the conditions stipulated herein.

(2) Sixth-Year Students shall only be eligible for the Reduction concerning the tuition fee of the first semester.

(3) Transfer Students shall only be eligible for the Reduction if they have spent at least two semesters at the University as registered students regardless of the number of semesters they had spent at other institutions previously.

(4) Preconditions of eligibility are as follows:

- a) Registered, full-time enrollment status
- b) Payment of the yearly tuition fee in its entirety prior to 31st October of the 1st semester of the relevant academic year
- c) Standard academic progression in accordance with the model curriculum laid down in the relevant Course Bulletin
- d) Grade point average (hereinafter: GPA) of 4.50 or higher in the preceding semester (or two semesters in the case of equivalency of the GPAs of two or more students)

(5) Based on their academic achievement – that is the GPA score of the preceding semester(s) –, a 20% Reduction shall be offered to the top 5% of the students of a specific class, whereas a 15%, 10% and 5% Reduction shall be offered to the subsequent 5% of the same class, respectively. The maximum number of students eligible for the Reduction shall equal 20% of the student headcount of the particular class of an academic year. If more than 20% of the students of a particular class meet the criteria stipulated herein, the Reduction shall only apply to the exact 20% with the highest GPA score.

(6) The list of students entitled to receive the Reduction shall be established by a committee subsequent to 31st October and 31st March concerning the fall and spring semesters, respectively. The committee in this matter shall be appointed by the head of the CCIE and shall consist of instructors of the University.

(7) Each semester the RO shall forward the list of students with a GPA score of 4.50 or higher concerning the preceding semester to the committee, thus students are not required to apply for the Reduction directly under any circumstances. Students in this matter shall only bear responsibility for monitoring their GPA score concerning the relevant semester(s). Should a student disagree with his/her GPA score indicated in the Lecture Book/Neptun System, he/she is entitled to submit an official complaint to the RO prior to the end of the registration period of each semester. No subsequent appeals concerning the final decision of the committee shall be accepted in any form whatsoever.

(8) Each student is entitled to waive his/her right concerning the Reduction by submitting an official request on this matter in writing to the RO prior to the end of the registration period.

Initiating the Refund of Overpaid Amounts

10.§

(1) In the event of discontinuation of the legal relationship between the University and the student for any reason whatsoever, furthermore, in the case of an overpayment made by the student, the student may demand a refund according to the regulations stipulated herein.

(2) In the case the student terminates his/her student status or if his/her student status gets terminated for any reason whatsoever, each started month of the respective semester the student was enrolled in shall be taken into account when calculating the extent of the refund due. Nevertheless, the University shall not issue any refunds concerning overpayments made by students unless the particular student has been removed from the University register definitively.

(3) With the exception of a rejected visa application, no refund may be requested concerning the tuition fee paid by Visa-bound Students. Furthermore, the seat reservation fee paid by these students – and also by any other University student –, in principle, shall not be refundable. The only exception in this matter shall concern those cases when a particular student provides a written proof of his/her visa application being rejected by authorities or if exceptional circumstances, such as a serious disease, accident or injury, justify a request of such nature, and the student affected provides a

written proof of this – including comprehensive medical documentation – verified by the medical examiner appointed by the University.

(4) The tuition concerning the BMC I and II Programs shall only be refundable prior to the half of each course – that is 4.5 months and 3 months, respectively and pro rata temporis.

(5) In the case of an overpayment made by the student with respect to the tuition fee concerning the relevant semester or academic year, the extent that exceeds the amount due may be refunded in the form of a bank transfer according to the following regulations:

- a) In the event of an overpayment not exceeding the amount of 1,000 USD an administrative fee of 50 USD shall be applied and deducted from the sum of the refund
- b) In the event of an overpayment exceeding the amount of 1,000 USD, an administrative fee of 90 USD shall be applied and deducted from the sum of the refund.

(6) The administrative fee stipulated herein shall not be applied in the following events:

- a) If the student submits a refund request in the final semester of his/her Bachelor, Master or one-tier program in accordance with the respective curriculum
- b) If the visa request of the student gets rejected due to a reason beyond his/her control – concerning the tuition paid thus far
- c) If the entrance examination fee of 350 USD due at the time of the University application had been paid by the student, however, the application was withdrawn and no appearance in the entrance examination was made.

Legal Disputes, Change of Address and Documentation Addressed to the University

11.§

(1) In the event of a legal dispute of any nature – unless stipulated otherwise by any legally binding contract, document or obligation – the University shall only recognize the jurisdiction of the Debrecen Regional Court (Debreceni Törvényszék).

(2) Students of the University are required to report any changes in their Hungarian address within 15 days from their occurrence. Should a student fail to fulfill the aforementioned regulation, this violation shall be considered as a discipline offense and shall be reported to immigration authorities. Accordingly, the student shall bear every consequence resulting therefrom.

(3) All statements, declarations, and requests addressed to the University shall only be considered valid if submitted

- a) in writing
- b) in an English (or Hungarian) language document
- c) personally, by e-mail or via registered mail addressed to the RO or the CCIE .

(4) Requests and inquiries on academic matters are to be addressed to the Dean of the relevant Faculty, whilst those of a financial nature to the Director of the CCIE.

Hungarian Language Course

12.§

(1) Students admitted to the first year of any of the Medical Programs as well as students who have completed the BMC II Program registering for the first year of any of the Medical Programs are obliged to attend an intensive Hungarian language course (hereinafter: Crash Course) subsequent to registration as determined in their LOA. Should a student fail to attend the Crash Course as determined therein, he/she may sign up for the course once again during the relevant academic year for a fee stipulated by the CCIE.

(2) In addition to sub-Section (1) requirements concerning the obligatory Hungarian language course with respect to second and upper-year students of the Medical Programs shall be laid down in the relevant Course Bulletins.

(3) Students holding a certificate of an official language proficiency test or having passed a language proficiency test in Hungarian at the Department of Foreign Languages of the University shall be granted an exemption from further Hungarian language studies.

(4) Students of the BMC I Program who have passed each and every examination concerning the first semester are required to enroll in and regularly attend a Hungarian language course in their second semester as stipulated in the relevant Course Bulletin.

Compulsory Medical Examination

13.§

(1) In accordance with Ministerial Orders No. 40/2004. (IV. 26.) ESZCSM, No. 33/1998 NM (hereinafter: ESZCSM Order and NM Order, respectively) and the rules and regulations of the University, every student admitted to the University is obliged to pass a medical examination assessing his/her physical condition.

(2) In addition to sub-Section (1) students of the Medical and Health Science Programs have to pass regular medical examinations determined in the ESZCSM Order, NM Order and the Occupational Health Policy document of the University as certain chronic or recurring diseases and conditions specified therein may interfere with patient care and safety and may be incompatible with medical training or practice.

(3) Students having completed their medical examination stipulated in the ESZCSM Order, NM Order, and the Occupational Health Policy document shall be provided with a Medical Booklet certifying that the physical condition of the particular student does under no circumstances interfere the with patient care or safety.

(4) If the authorized medical specialist responsible for making a diagnosis issues a medical certificate in this matter stating that the student – based upon his/her physical condition – does not qualify for pursuing studies and/or professional practice at the University the medical specialist shall notify the student and the CCIE accordingly and in accordance with Section 16. § of the NM Order.

(5) The University shall only accept the medical examinations conducted at the clinical departments of the University.

Special Regulations Concerning Sixth-Year Students

14.§

(1) Sixth-Year Students are required to register at the RO prior to the beginning of the first semester. Furthermore, they are obliged to pay at least 50% of the respective tuition fee even in the case their sixth-year clinical practice is designated to take place at an institute other than University (hereinafter: Institute) either partially or entirely.

(2) Any outstanding balances ensuing from the clinical practice taking place at an Institute need to be settled prior to the day of the final/state examination.

Should the student fail to fulfill this requirement he/she shall only be allowed to take the final/state examination(s) if the Dean of the Faculty of Medicine issues a permission in this respect. Nevertheless, this permission shall under no circumstances implicate that the student may receive his/her diploma, not even in the case of a successful examination – unless any outstanding balances in this respect are settled.

(3) In the case of a clinical practice pursued at an Institute, the tuition fee concerning the respective academic year shall be calculated upon the arrival of the student at the University.

(4) Sixth-Year Students may pursue their studies at the University for a period of four semesters under the regular tuition fee payment terms and conditions stipulated under Section 7.§. Should a Sixth-Year Student extend his/her studies beyond this period, he/shall pay an additional fee equaling the 25% of the yearly tuition. For any additional semesters, the respective student registers for the amount due shall be increased by 25% of the yearly tuition cumulatively (that is the student shall pay the 25% of the yearly tuition in the 5th semester, the 50% in the 6th and so on). The additional fee in this respect shall not include

Special Regulations Concerning Basic Medicine Course Students

15.§

(1) The supervision concerning the BMC I and II Programs shall be conducted by the Director of the CCIE, thus every decision with regard to the Programs, no matter of their nature, shall be made by him/her.

(2) Students who have registered for and started the BMC I Program may request a transfer to the BMC II Program in writing and within the first 8 weeks of the course. The request in this matter needs to be addressed to the Director of the CCIE. The fee for the procedure equals 1,000 USD.

(3) Students unable to finish their studies concerning the BMC I or II Program with satisfactory results shall not be allowed to sit for an entrance examination aiming to be accepted to the first year of any of the Medical Programs. These students shall be allowed to repeat the BMC I or II Program once with the permission of the Director of the CCIE. Students who have received the respective permission shall be allowed to redo the Program in its entirety (that is all three subjects). Furthermore, they must complete the first semester

successfully in order to be eligible to register to the 2nd semester and should not miss more than three classes from each subject.

Debrecen, June 22, 2017

Prof. Attila Jenei
Director
Coordinating Center for International Education

Appendix VI.
**RULES AND REGULATIONS OF THE STUDENT
SCIENTIFIC SOCIETY**

See: <http://www.tdk.dote.hu/>

Appendix VII.

RULES OF DISCIPLINE AND RESTITUTION APPLYING TO STUDENTS OF THE UNIVERSITY OF DEBRECEN

On the basis of the provisions of the National Higher Education Law CCIV of 2011, the Senate of the University of Debrecen (hereinafter “The University”) has laid down rules of discipline and restitution applying to the students of the university as set out below:

General Provisions

- (1) The scope of the Regulations extends to Hungarian students of the university and also, as long as the law and international treaties do not provide otherwise, to students of foreign citizenship.
- (2) The scope of the Regulations also extends to students, whose legal status as students has been suspended, but by their behaviour have committed a disciplinary offence as defined in Section 2 sub-section (1), or have caused or suffered damage according to the definitions of Section 31 of the Regulations.
- (3) The Regulations shall also be applied in the Halls of Residence as modified by Section 4 sub-section (5).

Rules of Disciplinary Procedure, Disciplinary Responsibility

- (1) A student commits a disciplinary offence if he/she culpably and deliberately breaches his/her duties as laid down in the higher education law, or in the rules applying to students as laid down in the rules of the university and the faculty.
- (2) Any deliberate or thoughtless behaviour (whether of commission or omission) on the part of a student arising from his/her status as a student, which is likely to prevent or seriously disturb the ongoing educational work of the department or any other designated activity of the department, shall constitute a disciplinary breach.
- (3) Any behaviour by a student outside the university, which, being inconsistent with the legal status of a student, seriously damages or

endangers the reputation of the university, is a disciplinary offence. Breaches of duty are not regarded as disciplinary offences if their disadvantageous consequences are defined in the *Educational and Examination Regulations*.

- (4) Disciplinary procedures may not be initiated if more than a month has passed since the disciplinary breach came to light, or more than five months have passed since the commission of the breach. In the application of these rules, the time of coming to light is time when the person who is authorized to initiate disciplinary procedures becomes aware of the circumstances which justify the proceedings.
- (5) Any disciplinary proceedings against a student must be suspended if (i) a concomitant criminal proceeding is commenced against him/her in the same case, until the case is concluded by a non-appealable judgement, or (ii) if the student under the disciplinary proceedings cannot participate in the disciplinary interview because of hindrances beyond his/her control, until these hindrances cease to exist.

Disciplinary Penalties and Measures

- (1) Disciplinary penalties include:
 - a) reprimand,
 - b) serious reprimand,
 - c) reduction, or withdrawal for a period not exceeding six months, of privileges and allowances as determined in the rules for support and allowances, excluding social support, may not be withdrawn,
 - d) prohibition from continuing studies for a period to be determined, with a maximum of two semesters,
 - e) exclusion from the University of Debrecen.
- (2) Along with the imposition of penalties laid down in sub-section (1) points (d) to (e) will go the final or temporary withdrawal of privileges and allowances deriving from the status of student. During the period of punishment according to sub-section (1) point (d) the status of student shall be suspended.
- (3) In the Hall of Residence, instead of the punishment laid down in sub-section (1) point (e), the penalty of being excluded from the Hall of Residence may be applied.

- (4) Neither the initiation of disciplinary proceedings nor the imposition of the disciplinary penalty shall be influenced by the student's academic achievement.
- (5) In establishing the disciplinary penalty, all the circumstances of the offense must be taken into account, in particular the circles of those who sustained injury, the consequences, repetition and the severity of the offense.
- (6) The disciplinary proceedings may be abated and the student may be let off with a warning, if the severity of the offence — taking into consideration all circumstances of the offence, in particular the personality of the student, the motive for the offence and the way in which it was perpetrated — is not significant enough to justify even the lightest disciplinary punishment.
- (7) A legal appeal may also be lodged against a warning.
- (8) The fact of a disciplinary penalty must be recorded on the student's registry sheet.

Bodies in the Disciplinary Jurisdiction

- (1) Disciplinary jurisdiction shall, in the first instance, be exercised by the Students' Disciplinary Committee of the Faculty.
- (2) In the second instance, disciplinary jurisdiction must be exercised according to the provisions laid down in the rules entitled "Procedural System in the University of Debrecen for the entering and adjudication of petitions of appeal by students".
- (3) The Faculty will select a Faculty Disciplinary Body consisting of teachers and students. The Faculty Council will determine the number of members, composition and means of selection of the Disciplinary Body. The proportion of students on the Disciplinary Body shall be established in such a way that student representation of one-third can always be assured in the disciplinary committee.
- (4) In a particular disciplinary process, the chairman of the Disciplinary Body will select from among its members a Students' Disciplinary Committee consisting of at least three members. The Committee will consist at least of a chairman and two members (one being a member of staff, one a student). If a larger membership is selected for the Committee, at least one-third of the

members of the committee shall be students. The student members of the Committee shall as far as possible be from the same year and from the same faculty as the student who is the subject of the disciplinary procedure. In the case of disciplinary proceedings against a foreign student, the foreign students' departmental representative must also be involved.

- (5) A close relative of the student subject to the disciplinary procedure and other persons from whom an unbiased judgement of the case cannot be expected are incompatible and shall not take part in the disciplinary jurisdiction (Paragraph 685 clause (b) of the Civil Code).
- (6) The provisions relating to exclusion from the disciplinary jurisdiction shall also be applied to the person taking the minutes.
- (7) If any participant of the jurisdiction suspects that he/she is incompatible, he/she must report it to the chairman of the disciplinary body without delay. If the student subject to the disciplinary procedure complains of partiality by someone taking part in the disciplinary procedure, this may be made known to the chairman of the disciplinary committee before the closing of the first hearing.

Initiation of Disciplinary Procedure

- (1) The disciplinary procedure is initiated by a personal or an official report.
- (2) The disciplinary procedure shall be ordered by the rector or the rector's academic deputy or the head of the faculty in which the student was registered, and at the same time the student subject to the procedure shall be informed in writing. The order to initiate disciplinary proceedings must contain a short description of the offense on which the disciplinary procedure is to be based.

The Disciplinary Body in question must also be informed of the institution of disciplinary proceedings, and the head of the Disciplinary Body is obliged to nominate the operative Student Disciplinary Committee within three working days.

- (3) If the student has student status in more than one faculty or institution of higher education, then that faculty or institution shall be entitled to initiate disciplinary proceedings, in connection with which the student failed in his/her duty, or of which was offended by the student. In such a case the

person initiating the procedure is obliged to inform the other faculty/(ies) or institution/(s) of the initiation of proceedings.

- (4) Except in the event of an adjournment, the disciplinary proceedings must be concluded within 30 days.
- (5) If during the disciplinary proceedings a well-founded suspicion should arise that a criminal act has been committed, the rector shall make a report to the official authorities on the basis of the information provided by the person who initiated the disciplinary proceedings.
- (6) Disciplinary proceedings in connection with a breach of duty committed within the framework of practical training must be conducted in the university.

The Disciplinary Hearing

- (1) The student subject to the disciplinary procedure, the witnesses and the experts must be summoned in writing in a certifiable manner. The summons must indicate the name of the person who is the subject of the disciplinary procedure, the time and place of the hearing and the capacity in which the addressee is being summoned.
- (2) The summons must draw the attention of the student subject to the disciplinary procedure to the fact that he/she has the right to submit a written defence, and must, in addition, refer to the possibility of making use of legal representation, and also that the non-appearance of the student or his/her legal representative will impede neither the holding of the hearing nor the passing of a resolution. The student should also be informed that if he/she can certify some acceptable reasons for non-appearance, a new date for the hearing will have to be fixed.
- (3) The facts of the case must be set out during the disciplinary proceedings, in the course of which the student must be examined and given the opportunity to express his/her standpoint and defence and furthermore to make use of evidence. If the proceedings, except if it is established in the judgement that the student has not committed any disciplinary breach.
- (4) The student and his/her appointed representative (the legal representative) may:

- a) inspect the documents of the proceedings and make extracts from or ask for copies of these,
 - b) submit proposals,
 - c) question witnesses and experts.
 - d) may not inspect the draft judgement, the minutes taken in closed discussions, and documents containing state or official secrets.
- (5) The chairman of the disciplinary committee shall lead the disciplinary hearing. He/she shall ensure adherence to the provisions of the law and the regulations and preservation of the order of the hearing, and shall take care that those taking part in the proceedings are able to exercise their personal rights.
 - (6) If legal summons notwithstanding the student subject to the disciplinary procedure does not appear, without having previously given an acceptable reason, the disciplinary hearing can be held in student's absence and their examination in person can be dispensed with. The non-attendance of the student despite a standard notice for the student or the trustee does not inhibit the decision-making.
 - (7) The disciplinary hearing shall be held in public; however the disciplinary committee may hold the hearings or part of the hearings in private, out of public interest or in the interests of the student subject to the disciplinary procedure.
 - (8) After having established from those present that there is no obstacle to holding the hearing, the chairman of the disciplinary committee shall call on witnesses and experts to leave the room. Then the chairman shall make known the facts on which the disciplinary hearing is to be based. Following this the committee shall examine the student who is the subject of the disciplinary proceedings.
 - (9) During the examination of the student who is subject to the disciplinary proceedings, neither other students who are subject to the same proceedings and who have not been questioned yet, nor witnesses or experts may be present. A witness who has not yet been examined may not be present during the examination of other witnesses and experts either.
 - (10) If in the course of the hearing the student subject to the disciplinary procedure admits to having committed the disciplinary breach, and there is no doubt about his/her confession, further evidence may be dispensed with.

- (11) If further evidence becomes necessary, the disciplinary committee shall examine the witnesses and, if needed, the experts, and shall make known the assembled documents and other items of evidence. The student or their appointed representative (legal representative) may initiate evidence up to the closing of the hearing.
- (12) The witness shall be obliged to declare whether he/she has an interest or a bias in the case and must be cautioned about their duty to tell the truth and the consequences of false testimony. Persons from whom testimony worth treating as evidence cannot be expected shall not be examined as witnesses, nor those whose testimony relates to facts qualifying as state secrets, official secrets or professional secrets, where no exemption has otherwise been received.
- (13) If the testimony of a witness is contrary to the plea of defence by the student subject to the disciplinary procedure or to the testimony of other witnesses, efforts must be made to clear this up, if necessary by confrontation.
- (14) Minutes shall be kept of the disciplinary hearing. The minutes shall be signed by the chairman of the disciplinary committee and by the person keeping the minutes.
- (15) The persons who have been examined must be made familiar with the minutes and following this shall be obliged to sign the relevant entry. The person examined may request an addition or amendment to the minutes. In the event of a refusal to sign, the reasons for this shall be recorded in the minutes.
- (16) The minutes shall be attached to the disciplinary documents.
- (17) If the minutes are written up on the basis of a sound recording of the hearing, the interested parties may forthwith listen to the sound recording again, but may also waive the right to do so. This fact must also be recorded in the minutes. In this case the minutes must be written up within three working days.

The Disciplinary Decision

- (1) After the completion of the process of gathering evidence, the disciplinary committee shall come to a decision in a closed session by simple majority verdict. The chairman and members of the disciplinary committee may be present, as well as the person keeping the minutes.

- (2) The decision may be to inflict a disciplinary penalty or to discontinue the disciplinary proceedings.
- (3) The disciplinary committee shall base the decision solely on the evidence directly examined during the disciplinary hearing. Facts which have not been proven beyond doubt may not be used in weighing the charge against the person subject to the disciplinary proceedings.
- (4) A decision to inflict a penalty shall be taken, if the disciplinary committee establishes that the student subject to the proceedings has committed a disciplinary breach and consequently the committee feels it necessary to inflict a disciplinary penalty on the student. The decision shall consist of two parts: a section giving the order and an explanation.
- (5) In the decision to inflict the penalty, the section giving the order shall contain:
 - a) the names of the members of the Student Disciplinary Committee; and the name of the student subject to disciplinary responsibility and his/her other personal data (address, class of year, subject, branch),
 - b) the disciplinary penalty that has been applied and other provisions related thereto (e.g. the order for public announcement of the decision),
 - c) reference to the possibility of appeal and to the 15 day deadline for entering it. No reference need be made to an appeal, if those authorized waived the right of appeal at the time when the decision was promulgated.
- (6) The explanation of the decision to inflict a penalty shall contain succinctly:
 - a) the established facts,
 - b) the presentation and evaluation of evidence, the proof offered by the student but not accepted, and the reasons for ignoring it,
 - c) exposition of what sort of breach was constituted by the action committed, and the extent to which the student was guilty in it,
 - d) the circumstances that were taken into consideration when inflicting the penalty,
 - e) reference to the laws, regulations and provisions on which the disciplinary punishment was based.
- (7) The disciplinary committee shall decide to abandon the proceedings if:
 - a) the student has not committed a disciplinary breach,
 - b) the offense perpetrated is not a disciplinary breach or it was not the student subject to the disciplinary procedure who committed it,

- c) the commission of the disciplinary breach cannot be proved,
 - d) the guilt of the student cannot be established,
 - e) the disciplinary breach has become out-of-date,
 - f) the offense on which the proceedings are based has already been the subject of a non-appealable judgement through disciplinary channels,
 - g) the disciplinary committee is issuing a reprimand to the student instead of imposing a punishment.
- (8) The section dealing with the decision to abandon the proceedings shall contain:
- a) the name and other personal details of the student subject to the disciplinary procedure,
 - b) indication of the disciplinary breach, on account of which the disciplinary procedure had been ordained,
 - c) the declaration of abandonment of the disciplinary proceedings,
 - d) indication of the reason for abandonment,
 - e) the warning, if it was the decision,
 - f) the possibility for entering an appeal.
- (9) In the explanation of the decision of abandonment a short description shall be given of the established facts and evidence, and reference shall be made to the reasons which moved the disciplinary committee to abandon the proceedings, in the course of which mention must also be made of the point in Clause (1), on the basis of which the disciplinary proceedings are to be abandoned.
- (10) The chairman of the disciplinary committee shall promulgate the decision that has been taken.
- (11) In the course of the promulgation the section dealing with the decision, as recorded in writing in the closed session, must be read and the substance of the explanation for the decision shall be made known.
- (12) After the promulgation of the decision, the chairman of the disciplinary committee shall call upon those authorized to seek legal remedy to make their declaration of appeal. After the declaration has been recorded in the minutes, the chairman shall close the disciplinary hearing.
- (13) The disciplinary decision shall be delivered to those concerned parties who are absent.
- (14) The decision of the disciplinary committee shall be recorded in writing within three working days of the promulgation.

- (15) The chairman of the acting disciplinary committee shall undersign the written record of the disciplinary decision.
- (16) The decision must be delivered to the student who was the subject of the proceedings and his/her appointed representative, even if the decision was made known to them by the promulgation. The delivery must be certified officially (by recorded postal delivery, or by being handed over in person).
- (17) The disciplinary committee may not alter its decision that has been promulgated. However, mistakes not connected with the essentials of the decision (mistakes in names, numbers, calculations or other comparable clerical errors) may be corrected.
- (18) The decision of the first instance shall come into effect:
 - a) on the day that those authorized to appeal have declared that they do not wish to pursue legal remedy or have withdrawn the petition of appeal,
 - b) on the last day of the deadline for appeal, if the petition of appeal has not been entered within the deadline.
- (19) The legally binding decision may be put into effect, except where its judicial review has been requested.

Legal Remedy Against a Disciplinary Decision

- (1) The student subject to the disciplinary proceedings or his/her appointed representative (legal representative) may enter a petition for legal remedy (appeal) against the decision of the first instance within 15 days of receiving it into their hands.
- (2) The petition for legal remedy must be addressed to the rector and handed in to the chairman of the disciplinary committee which acted in the first instance, who must send the same within three working days to the Educational Directorate along with the documents relating to the procedure of the first instance.
- (3) The petition for legal remedy has the effect of delaying the execution of the provisions laid down in the decision.

- (4) The regulations entitled “Procedures in the University of Debrecen for Entering and Adjudicating Pleas by Students for Legal Remedy” shall determine the means of adjudication of the plea for legal remedy.
- (5) The decision of the second instance becomes effective on publication. The legally binding decision may be carried out, except where the student has asked for a judicial review.
- (6) It shall be written in a separate clause on the decision which has come into force that the decision has come into force and may be carried out along with the date on which it came into force.
- (7) The legally binding decision must be placed on record and a copy of the decision must be placed in the student’s personal file.
- (8) When sending out the final decision the disciplinary committee shall make known:
 - a) the organ authorized to execute the disciplinary penalty,
 - b) if the student is on a public scholarship, the grant-awarding authority,
 - c) the person who ordered the disciplinary proceedings.

Initiation of a New Procedure

- (1) The student may request new proceedings within 30 days of being handed the legally binding decision. This request must be based exclusively on facts that did not come to light during the disciplinary proceedings (new facts) or on evidences not used therein (new evidence).
- (2) The request for the new proceedings must be handed in to the chairman of the disciplinary committee which acted in the first instance. The disciplinary committee which acted in the first instance shall adjudicate on the request.
- (3) A plea for legal remedy (an appeal) may be made against a decision of refusal by entering the plea within 15 days from the delivery of the refusal, addressed to the Rector but presented to the disciplinary committee which acted in the first instance, which is who are obliged to send the documents together with its opinion to the Educational Directorate without delay. In the adjudication of the appeal the provisions of Section 20 sub-section (1) shall be authoritative.

Exemption from Disciplinary Penalty

- (1) The student (or former student) shall be exempt from the negative consequences appertaining to the disciplinary penalty – without any appeal and decision of exemption:
 - a) in the case of disciplinary penalties as laid down in Section 4 sub-section (1) points a) and b) after the passage of 6 months following the coming into force of the decision,
 - b) in the case of disciplinary penalties as laid down in Section 4 sub-section (1) point c) after the expiry of the period of time of the punishment which was decreed,
 - c) in the case of disciplinary penalties as laid down in Section 4 sub-section (1) point d) after the expiry of the prohibition.
- (2) The disciplinary committee having acted in the first instance in the disciplinary case may – on the written request of the student and taking into consideration some particularly appreciable circumstances – exempt the student from the negative consequences of the disciplinary penalty before the time laid down in sub-section (1) points b) and c).
- (3) In the case of an exemption, the disciplinary decision shall be invalidated in the official records of the student. This invalidation shall proceed by noting the exemption by the first-instance disciplinary committee on the records of the original judgement on file.
- (4) There is room for legal remedy against a rejection of a request for exemption made on the grounds of equity, which shall within 15 days of reception of the decision be handed in to the chairman of the disciplinary committee of the first instance but addressed to the rector. In the adjudication of the plea for legal remedy the provisions of Section 20 sub-section (1) shall be authoritative.
- (5) If a plea for exemption on the grounds of equity is entered in connection with a disciplinary punishment involving expulsion from an institution of higher education, the Rector shall adjudicate, having listened to the opinion and recommendation of the head of the faculty.
- (6) If the student has been exempted from the disciplinary penalty, it shall be regarded as if he/she had not committed the disciplinary breach.

Rules Relating to Liability for Damages

- (1) The student in the course of his/her studies is liable to the University or, during his/her professional practice, to his/her employer for any damages caused by him/her unlawfully.
- (2) The amount of the damages shall be:
- (3) in the case of deliberate damage the full amount of the damage,
- (4) in the case of inadvertent damage, fifty percent of the monthly lowest obligatory wage (the minimum wage) valid in Hungary on the date of the damage.
- (5) The student is liable for the full amount of damages for loss or damage caused to items which he/she took possession of by means of an entry in a register or a receipt, with a stated obligation to restore or to refund the same and which he/she keeps permanently in his/her possession and use or work with exclusively. They will be exempt from the liability if the loss came about from unavoidable causes.
- (6) In the case of damages of more than 3 000 HUF, the student can ask to make 6-12 monthly part payments. The person making the decision on the damages shall decide the duration of the part payments.
- (7) If a student suffers damage in connection with his/her legal relationship as a student or as a member of a Hall of Residence, or with his/her practical training, the full amount of damage must be refunded — without regard to their guilt — by the university, the Hall of Residence or the organizer of the practical training, except if it is proved that the damage arose from unavoidable causes falling outside their sphere of operations. Neither shall damages be refunded if the damage was caused by unavoidable misconduct of the injured party.
- (8) In other questions of material liability the rules relating to restitution of damages in Law IV of 1959 of the Civil Code shall be applied.
- (9) If in accordance with the law relating to professional training the student has formed a student's contract, the provisions of the law relating to professional training shall be applied as regards the restitution of damages suffered by the organizer of the practical training or the student as the case may be.

Exercisers of Jurisdiction in Damage Restitution

- (1) The head of the faculty shall exercise jurisdiction in damage restitution in the first instance. In proceedings of the second instance the provisions of Section 20 sub-section (1) shall be authoritative.
- (2) For the purposes of carrying out the decision, the legally binding decision on restitution of damages must be sent to the finance manager of the faculties of the university involved in the case.
- (3) A decision on restitution of damages may be made without an examination of the student (a simplified restitution) in cases where the student is obliged to refund the previously established sum of damages for damage caused to items taken into their possession (e.g. lost library books, sports equipment, departmental equipment).
- (4) Simplified restitution may be applied in cases of damage not exceeding 10,000 HUF, provided the student admits on record the fact and the extent of the damage.
- (5) As regards restitution of damage suffered by the student, the provisions of sub-section (1) shall be authoritative in the first and second instance.

In cases of restitution of damages in the first instance a decision must be made within 30 days. In exceptional cases, if the adjudication of the case calls for it, the deadline may be extended by a further 15 days.

- (6) Insofar as the student in the course of his/her professional practice and within the framework thereof causes damage to the employer or suffers damage from them, then - in the absence of relevant provisions in the contract relating to the professional practice made with the faculty organizer of the professional practice, the organizer of the professional practice shall arrange for restitution of damages through the medium of the head of the faculty.

The Rules of Procedure Governing Restitution of Damages Entry and Adjudication of the Claim for Damages

- (1) Concerning any damage determined in these Regulations and caused by a student, a record must be kept on the site of the damage, unless it does not come within the scope of the simplified restitution. The student who is

suspected to have caused the damage shall sign the record and must declare whether or not he/she admits having caused the damage and is willing to pay compensation for it. This declaration must be included in the records.

- (2) As regards damage caused in the organizational units of the faculty, the head of the organizational unit shall keep a record of the damage; in the case of damage caused in the university and National Library the senior manager of the library shall keep a record of the damage.
- (3) The records of the damage must be sent to the head of the faculty.
- (4) In the case of damages exceeding 10,000 HUF or at the student's request, those exercising jurisdiction in the restitution of damages must examine the student. A record must be kept of the hearing.
- (5) The records of the damage and of the hearing must be sent to the financial manager of the faculty involved in the case.
- (6) The decision relating to restitution of damages must contain:
 - a) the identity of the person exercising jurisdiction in the current case,
 - b) the registration number and date of the decision,
 - c) in the part dealing with the decision, the following must be included: the personal data of the student causing the damage, the damage caused, the amount of damages payable, provisions for possible part-payments, reference to the possibility of legal remedy with delaying force,
 - d) in the part giving reasons for the decision, the damage must be described in detail, as well as the reasons for establishing the restitution and the circumstances which were taken into account. The provisions on which the decision of restitution is based must also be set out.
- (7) Restitution for any damage suffered by a student may be requested by him/her, in writing, from the head of the faculty. The request must include the type and details of damage, the circumstances in which it arose as well as the estimated, or if it is known, the actual value of the damage.
- (8) The head of the faculty shall send the request to the finance manager of the faculty involved in the case, for an opinion and for investigation.

- (9) The finance manager of involved faculty shall, in collaboration with the faculty concerned, examine the contents and circumstances of the student's request and shall make recommendations for a decision.

If necessary the student suffering the damage must also be given a hearing.

Legal Remedy Against a Decision on Damage Restitution

- (1) A plea for legal remedy (appeal) against a decision in the first instance may be entered in writing, addressed to the Rector, within 15 days of receiving the decision.
- (2) The petition of appeal must be handed in to the head of the faculty who must send it within three working days to the Educational Directorate together with all relevant documents.
- (3) For adjudicating the petition of appeal the provisions laid down in Section 20 sub-section (1) shall be authoritative.
- (4) The petition of appeal has the effect of postponing the execution of the provisions laid down in the decision.
- (5) A copy of the legally binding decision must be filed in the student's personal records.

Closing Provisions

- (1) These Regulations, accepted by the Senate on 25th May 2006 by means of resolution number 44./2006. (V.25.), have come into effect on 1st July 2006. Their provisions must also be applied to cases in progress.

- (2) With the coming into effect of the regulations the regulations entitled “Disciplinary and Compensation Regulations for the Students of the University of Debrecen” passed on 26th May 2000 and modified on 9th October 2003 shall lose their force.
- (3) The present regulations form a part of the system of requirements for students in the Rules and Regulations of the University of Debrecen.

Debrecen, 30th August, 2014

CLOSING PROVISIONS

Students of the FM, FD, FPh and FPH may appeal to the Vice-Rector against the decision made by the dean of the respective faculty as a special favour on a single occasion during the whole study period. Written requests in this matter must be submitted to the dean's office (not to the president's office) and the decision will be delivered also by the dean's office.

No personal requests and other ways of appeals will be considered by the President.

Upon special request there is a possibility for a personal hearing by the dean of the faculty or the Vice-Rector (once during the whole study period). The documentation must be submitted also to the dean's office.

FEES FOR EXTRA PROCEEDINGS

Application fee	150 USD
Entrance examination/interview fee (in Debrecen)	350 USD
Change from BMC I to BMC II	1,000 USD
Change from BMC II to BMC I	1,000 USD
Changing major within BMC	1,500 USD
Replacement of the Lecture Book/Study results booklet:	15,000 HUF
Replacement of lost Student Card:	1,400 HUF
Replacement of lost Neptun code/password:	1,800 HUF
Submission of the dissertation after deadline:	
1 st week:	3,000 HUF/day
2 nd week:	6,000 HUF/day
Submission of the Lecture Book after deadline	15,000 HUF
Library fines for overdue books:	40 HUF/book/day
Transcript certificate:	2000 HUF
2 nd and further copies of certificates:	500 HUF
Other certifications	500 HUF
(no fees are to be paid for certifications to the Immigration Office)	
Replacement of lost health insurance card:	7,500 HUF
Replacement of lost University Card:	3,000 HUF
Medical checkup new appointment / replacement of checklist:	5,000 HUF
Library fines:	50 HUF/day
Repeated exams after the second chance	2,000 HUF
Improving exam	1,000 HUF
Late registration (only with the dean's permission)	15,000 HUF/week
Late fee for each course registered/cancelled after the deadline	
1-4 subjects	15,000 HUF
5-10 subjects	45,000 HUF
11 or more subjects	75,000 HUF
Tutorial fee	15,000 HUF/lesson
Transcript fees:	
*Transcript for loan purposes is free and posted/faxed immediately to the loan company.	

DEADLINES

Application for September	31 st May
Transfer request	30 th June
Exemption requests	30 th June
Application for January BMC	30 th November
BMC requests after final exam	1 week after the last exam
Request to change major on BMC	2 weeks after registration
Request to change from BMC I to BMC II	8 weeks after registration
Request to change from BMC II to BMC I	8 weeks after registration

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