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## **RECTOR'S INSTRUCTIONS**

### **SPECIAL REGULATIONS AFFECTING THE APPENDIX OF THE ACADEMIC AND EXAMINATION CODE AT THE FACULTY OF MEDICINE, UNIVERSITY OF DEBRECEN**

**In order to ensure predictable operation, hereby I issue the following provisional supplement to Appendix 4, Section II of the Academic and Examination Code at the University of Debrecen, specifically concerning the Faculty of Medicine for subsequent approval by the Senat of the University of Debrecen.**

#### **APPENDIX 4 REGULATIONS CONTAINING THE FACULTY FEATURES**

*Amending rules are printed in bold type with red colour, the deleted rules are printed in bold type with red colour crossed out throughout the text.*

#### **1. FACULTY OF MEDICINE**

##### **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 Faculty of Medicine shall in the first instance be dealt with by the Subcommittee for Educational Matters and Credit Transfer (SCEMCT). The SCEMCT shall carry out its duties according to the principles laid down by the Educational Committee of the Faculty of Medicine. The Faculty Educational Committee 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: Chairman, Associate Chairman, 10 teachers appointed by the deans (teachers of the FM) representative of the Coordinating Center for International Education and the Head of the Registrar's Office; 10 chosen students with voting rights (5 students from the Hungarian Program in the FM, 5 students from the English Program in the FM). 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 from other educational institutions or within the student's own institution
- permission for foreign training periods
- consideration of requests concerning individual study plans and examinations
- 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 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.

(4) Matters relating to education and examinations as well as credit-transfer concerning all the students of the divided programs at the Faculty of Medicine shall in the first instance be dealt with by the Sub-Committee for Educational Matters and Credit Transfer of the Divided Programs (SCECDP). The SCECDP shall carry out its duties according to the principles laid down by the Educational Committee of the Faculty of Medicine. The Faculty Educational Committee shall, in the formulation of their opinion, take fully into consideration the suggestions of the SCECDP. The Faculty Council of the Faculty of Medicine shall vote for the Chairman of the SCECDP on the basis of the recommendation of the Dean of the Faculty of Medicine.

The composition of the SCECDP: Chairman, who votes only in the event of a tie; teachers with voting rights, appointed by the Dean (1 teacher on behalf of each specializations of the bachelor programs, 1 teacher on behalf of each master programs); chosen students with voting rights (1 student on behalf of each specializations of the bachelor programs, 1 student on behalf of each master programs). Responsibilities of the secretary are taken care of the member of the RO. Permanent guests are the heads of the divided programs and the head of the RO.

The SCECDP shall have a quorum if minimum 50 percent of those entitled to vote are present. Minutes shall be taken of the SCECDP meetings. The preparation of matters to be



discussed at the meeting of the SCECDP (collecting requests and providing data) and the posting of decisions in a timely and objective manner is the responsibility of the RO.

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

- transfers from other educational institutions or within the student's own institution
- consideration of requests concerning individual study plans and examinations
- consideration of requests concerning credit-transfer
- managing the pre-entrance credit-transfer procedure of master programs
- consideration of requests for professional practice
- decision making of scholarship applications for summer research and for master studies
- making recommendations to the Faculty Educational Committee regarding the development of procedures connected to education and examinations.

(5) Students can appeal to the dean of the faculty against the decisions of the SCECDP.

### **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 students 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/*

(1)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 the sixth year at the medical training is 35 weeks. Midyear block practices must be completed during both semesters in year 4 and 5 as described in the course curriculum. Considering the fact that in case of students in part-time status, taking part in exchange programs at the one-tier program of the Faculty of Medicine the subject registration may differ from the model curriculum, such students may be granted permission to complete a two-week block practice after the last exam period completed at the UD, apart from the compulsory block practices.

In case of the divided programs 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.

(2)Summer practices to be completed out of the course period and exam period of the academic year at the medical training are to be considered a compulsorily completed student activity related to the subsequent semester.

(3)Taking part in the professional practice is obligatory. Making up the absences from the professional practice lessons is compulsory, for this procedure the requirements settled by the lecturer for acquiring the signature, which are also described in the course programs is to be followed.

**5. §**

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

(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 University Academic Information Center (UAIC) and the Student Administration Center (SAC) 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 Registrar's Office or the SAC. Students shall present the original documents in order to verify their data. Students may ask for the refinement of their data on the enrollment sheet printed from the academic system, and shall verify the trueness of the



data by signing the sheet. There is no need of a new enrollment during the existence of the student status.

- (2) 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, and this will not result in the cease of the student status. 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 14<sup>th</sup> October in the fall semester, and 14<sup>th</sup> 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.
- (3) 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. **Inasmuch as there is no opportunity for students to have grades entered in their lecture books, therefore the results, stored in an electronic format will be recorded in lecture books by tutors at a later date.**
- (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 for the semester 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 addressed to the Dean of the FM within 8 days. Provided the Dean has granted the student's appeal, the Dean 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 relevant educational sub-committee (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) 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.~~

- (1) 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. **The Faculty temporarily may give effect to special requirements concerning the compliance of certain subjects.**

- (2) Granting exemption from taking part in seminars and practices is in the power of the Educational Organizational Unit regarding students completing the subject as repeaters and who have acquired at least the signature of the given subject during their previous registration to the subject. The certificate about the exemption shall be acquired by the student in the beginning of the semester.





- (3) On the proposal from the head of an Educational Organizational Unit, the dean can give permission for taking exams before this period.**
- (4) In case of prevention, students can put in an application requesting the dean for an individual schedule.**
- (5) On the proposal from the head of an Educational Organizational Unit, the dean can waive the conditions of taking subjects and taking exams scheduled in the curriculum.**
- (6) Taking part in the volunteer program to provide care for patients in Hungary or abroad by medical students can be accepted as part of their block practice or final-year practice. Acceptance of volunteering is granted by the dean on the proposal from the head of an Educational Organizational Unit and in the possession of an official confirmation submitted by the student.**

**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 general medical training 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.

In case of divided programs transfer can only be allowed from identical study field and identical course level, except for transfer from the one-tier program to the bachelor program. Transfer from correspondence training to full time training is not allowed.



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 relevant Sub-Committee will refuse requests with deficient documentation.

Consideration of accepting previous studies is the responsibility of the SCEMCT/SCECDP based on the proposal of the relevant course coordinator.

In case of divided programs the regulations of choosing specialization concerning the courses is defined in the course bulletins.

### 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/SCECDP is necessary.
- (2) At the Medicine program 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 may be issued.
- (3) On a bachelor program students have to fulfil at least 50%, on a master program at least 1/3 of the required total credits at the University of Debrecen so that the diploma may be issued. On master programs, in case of a new student status the length of the student status cannot be shorter than two semesters, after the credit-transfer.
- (4) In case the entrance procedure is conducted in Hungarian language the credits of previously completed subjects shall be recognized only 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) (concerning English Program students please see chapter 'Special rules for English program students').
- (5) Applications for recognizing subjects can be submitted to the Registrar's Office until the the end of the first week of the academic term-time of the semester (concerning English Program students please see chapter 'Special rules for English program students').

### 11. §

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

- (1) ~~On the Medicine program~~ 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. On both the one-tier~~





**and the divided programs,** In case of an exam courses, 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.

- (2) Taking on-line examinations is possible in the elective and freely chosen courses or end-course grades can be granted for assignments/papers submitted in an electronic format/on-line.**
- (3) The Dean can make special regulations concerning the number of exam dates for the optimization of resources.**

#### 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.

**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.

The examiner can hold an exam only for those students whose name is on the exam sheet of the exam day, printed from the electronic academic system. The examiner shall make



sure that the data provided in the lecture book/study booklet and in the student database are identical.

After entering the exam results the examiner shall sign the result sheet printed from the electronic academic system and forward it to the RO.

In case of divided programs comprehensive exams shall be announced in every semester, according to the regulations concerning repeated exams.

- (1) For students at the Medicine program 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

**Volunteering to provide care for patients in Hungary or abroad by medical students can be accepted as part of their 6<sup>th</sup> year practice. Acceptance of volunteering is granted by the dean on the proposal from the head of an Educational Organizational Unit and in the possession of an official confirmation submitted by the student.**

**~~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 **one 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. The SCEMCT makes its decisions taking the professional requirements into consideration.

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.

On the Medicine program the regulations concerning making a degree thesis are as follows:



- (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) 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.
- (4) Degree theses shall be submitted in **an electronic format a printed form in one copy 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 **in electronic format**:

- 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
- a statement of classification, if necessary.

The ~~printed and bound degree~~ thesis shall contain the student's declaration that the degree thesis is his/her independent work.

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 send **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 **inform 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.~~**

**A video conference can be organized if students cannot defend their Theses in person. The chairman of the committee will make a report about the defense in an electronic format and send it to the Registrar's Office. The chairman is responsible for the authenticity of the report.**

In case of divided programs the regulations concerning making a degree thesis are as follows:

- (5) The degree thesis topics are published by the educational organizational units taking part in the course. A supervisor can be only a person holding a university degree or other equivalent qualification. The topics of the degree theses, the names of supervisors, as well





as the formal requirements of the degree thesis are published in the faculty bulletin, the course schedule and at the web page of the faculty.

- (6) The topics of the degree theses, the names of supervisors per educational organizational units and the aspects of assessment are published in the course bulletin and at the web page of the faculty. The student shall be obliged to submit the degree thesis topic-sheet confirming the choosing of the topic at the RO, on bachelor courses until the end of the academic term-time of the 6. semester, on master courses of the 1. semester.

The deadline for application to the state examination shall be 1 April and 1 November. The final deadline for submission of the degree thesis shall be 15 April and 15 November. 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. In case the student fails to meet the deadline s/he shall be allowed to take the state examination only in the upcoming state examination period.

- (7) **Only an electronic version of the diploma work should be submitted. Degree-theses shall be submitted in two copies to the Registrar's Office., of which one copy shall be returned to the student upon completing 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 **in electronic format**:

- 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 received degree thesis to the official assessor called upon by the expert's board appointed by the Academic Committee.

The degree thesis shall 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 defence 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.

**A video conference can be organized if students cannot defend their Theses in person. The chairman of the committee will make a report about the defense in an electronic format and send it to the Registrar's Office. The chairman is responsible for the authenticity of the report.**

- (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).

**17. §**

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

- (1) 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.

Regulations concerning the state examination of the Medicine program:

- (2) The state examination shall take place in front of an examination committee consisting of **3 6** members, in which **one of the members is an external expert 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.
- (3) 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.

Regulations concerning the state examination of the divided programs:

- (4) The state examination shall take place in front of an examination committee consisting of at least **3 5** members **in case of the Molecular Biology MSc program, and at least a 3 members** in case of other divided programs. The Dean shall call on the chairman and members of the Committee. **At least one member of the State Examination Committee should be full professor or associate professor.** The Committee shall be created in a way to ensure that at least one of its members is an external expert.

**18. §**

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

- (1) Regulations concerning the state examination of the Medicine program:

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

(2) Regulations concerning the state examination of the divided programs:

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

(1) In the divided programs, 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

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

The Faculty of Medicine of the University of Debrecen organizes state examinations at bachelor and master programs within the examination period announced in the Fall and Spring semesters.

Unsuccessful state examinations can be repeated the earliest within the upcoming state examination period. Only failed parts of the unsuccessful state examination shall be repeated.

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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> September, 2015 (the pre-degree certificate was obtained before 1<sup>st</sup> September, 2010), the state examination can be taken until 1<sup>st</sup> September, 2016.

In case of students who started their studies before 1<sup>st</sup> 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 1<sup>st</sup> September, 2015 (the pre-degree certificate was obtained before 1<sup>st</sup> September, 2010), the state examination can be taken until 1<sup>st</sup> September, 2016.

If a student who started his/her studies after 1<sup>st</sup> 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.

In case more than 7 years elapsed from the date of obtaining the pre-degree certificate the conditions of taking the state examination may be stipulated.



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 are stipulated by the faculties. No state examination can be taken later than five years after the termination of the student status.

**19. §**

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

- (1) In the Medicine program, 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 VII.
- Biophysics
- Biochemistry II.
- Dermatology
- Pharmacology II.
- Stomatology
- Otolaryngology
- Pediatrics III.
- Neurology III.
- Forensic Medicine II.
- 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 II.
- Surgery III.
- Cell Biology



- Ophthalmology
- Obstetrics and Gynecology III.
- Traumatology I.
- Urology
- Hungarian language in case of the English programs

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

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).

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

**The establishment of the class of the degree in case of the divided programs:**

- (2) 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.

- (3) 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 (P1)

- Basic knowledge of Molecular Biology:

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

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

$$P1 = (BM + GB + HP + MB + MG + MI + HPII + BC + CB) / 9$$

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



## **SUPPLEMENT**

### **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.
- (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.

**Debrecen, 30<sup>th</sup> of September, 2020.**

**Dr. Szilvássy Zoltán**  
**rector**