

## 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 1<sup>st</sup> September and 1<sup>st</sup> 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](http://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.

- (1) 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 1<sup>st</sup> April before the June exam session and 1<sup>st</sup> 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.

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

where:

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

$\Sigma X_n$  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.

$$X_D = \frac{\Sigma X_n + T + SE}{3}$$

where:

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

$\Sigma X_n$  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.