

## **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:  
1<sup>st</sup> Semester for years I-V, 15 weeks  
2<sup>nd</sup> 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 15<sup>th</sup> 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 5<sup>th</sup> 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 18<sup>th</sup> 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

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

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).

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\* 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.