

### 3. FACULTY OF PHARMACY

#### 1. §

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

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

#### 2. §

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

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

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

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

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

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

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

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

#### 3. §

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

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

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

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

#### 4. §

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

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

#### 5. §

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

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

#### 6. §

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

- (1) The subject requirements for students include the curricula presented in all classes or contained in the compulsory textbooks described in the timetable and any other requirements published by the institutions/departments.
- (2) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Registrar's Office the latest by the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give information on what conditions are to be fulfilled in order to get the missing signature in the Lecture Book.  
The student may submit an appeal against the refusal of a signature to the SCEMCT within 8 days. Provided the SCEMCT has granted the student's appeal, the Chairman of the SCEMCT must certify by signature the acceptance of the semester.
- (3) The compulsory summer practices may be completed neither during the academic term-time nor during the examination period. At the FPh the duration of the compulsory summer practices is one month after the 4<sup>th</sup> semester, and one month after the 6<sup>th</sup> semester, which shall be completed in a community pharmacy, partially in a pharmaceutical works. During the two practice periods students may spend one month at the most in a pharmaceutical works. The head of the unit in question shall prepare a certificate about this and furnish the student with a qualification. The six-month-long compulsory professional practice prior to the state examination can be completed only in a community pharmacy or institutional pharmacy, the order of this practice has been defined in paragraph 4. § (1). Completion of the practice is a precondition for obtaining

the degree certificate. The practice following the 4<sup>th</sup> and 6<sup>th</sup> semester may be completed in any pharmacy, while the practice prior to the state examination can be completed only in an accredited pharmacy.

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

9<sup>th</sup> semester: professional practice I, prior to the state examination:

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

10<sup>th</sup> semester: professional practice II, prior to the state examination:

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

#### 7. §

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

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

#### 8. §

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

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

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

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

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

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

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

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

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

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

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

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

### **9. §**

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

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

### **10. §**

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

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

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

### **11. §**

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

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

## **12. §**

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

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

## **13. §**

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

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

## **14. §**

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

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

- a) the thesis may report on the author's own experimental investigations; it may be an analysis related to casuistry, clinicopathology and statistics, or a literature summary. It is not important to include new scientific results; however, it must be the result of the author's own work.  
The sources of not independent results must be indicated. The front page shall contain the title of the thesis, the name of the author and supervisor, the name of Educational Organizational Unit where the thesis was prepared, the name of the head of the institution and the date of preparation. The thesis may be submitted exclusively with the signature of the supervisor and the head of department. The introduction, the objectives of the work, the results and the discussion shall be separated into different chapters. It should contain a summary of two pages at maximum. The list of referred literature shall indicate the name of authors of the cited publications (with the first initial of the first name), full title of the citation, the name of the journal, the volume and page number and the year of its publication. In case of a reference to a book, the author, title and publisher of the book shall be indicated as well. The number of literature references should not be less than 20 or more than 50.
- b) The assessors shall examine the logical structure of the degree thesis, its literary foundations, the applied methods and the accuracy of presentation of the results.
- c) The supervisor of the degree thesis shall be obliged to prepare a written qualification on the professional activity of the author of the thesis, which should be submitted together with the degree thesis to the Registrar's Office, respectively, to the responsible persons at the institution.
- d) The Registrar's Office shall hand out the received degree thesis to 2 official assessors called upon by the expert's board appointed by the Faculty Educational Committee. If the assessor is not able to fulfil the request, he/she shall be obliged to immediately send back the degree thesis to the Registrar's Office without any delay. The assessor shall be obliged to prepare his written assessment in 2 weeks. If neither of the assessors accepts the degree thesis, the student should rewrite it, by taking into account the comments of the assessors. If one of the assessors accept the degree thesis any the other assessor does not, the degree thesis shall be handed out to a third assessor, whose opinion will be decisive. If 2 assessors accept the degree thesis, the oral defence may take place.

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

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

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

## **15. §**

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

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

## **16. §**

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

- (1) The state examination consists of a written, practical and oral part. The date of the written state examination shall be determined by the National State Examination Committee. The date of the practical and oral final

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

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

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

where:

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

D is the grade of the dissertation / degree thesis,

W is the grade of the written examination,

O is the grade of the oral examination,

P is the grade of the practical examination.

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

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

#### 17. §

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

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

Comprehensive examinations taken at the FPh:

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

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

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

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

where:

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

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

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

$D$  is the five-point grade of the dissertation.

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

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

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

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