

1. FACULTY OF MEDICINE

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

1. §

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

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

2. §

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

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

The composition of the SCEMCT: Chairman, Associate Chairman, 10 teachers appointed by the deans (teachers of the FM), the educational representative of the FD, the educational representative of the FPh, representative of the Coordinating Center for International Education and the

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

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

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

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

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

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

3. §

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

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

host institution before the start of the student's practices. The Occupational Health Service shall send a list of names to the Registrar's Office of those students, who turned out to be ineligible due to health reasons or have not shown up at the aptitude test, and thus they are not allowed to start their clinical practices. The procedural order and the list of examinations are contained in a separate regulation.

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

4. §

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

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

The academic term-time of year six is 35 weeks. 4 weeks of midyear block practice must be completed during both semesters in year 4 and 5. In case there

is a midyear block practice as well as a comprehensive exam year block practice in one subject and the student spends these at an accredited training site or university teaching hospital in Hungary or abroad, then he/she must complete altogether only two weeks at the institution of the Faculty of Medicine.

5. §

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

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

6. §

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

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

7. §

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

- (1) The subject requirements for students include the curricula presented in all classes or contained in the compulsory textbooks described in the timetable and any other requirements published by the Educational Organizational Units.
- (2) The Head of the Educational Organizational Unit is obliged to give reasons in writing for the refusal of a signature in the Lecture Book and to send it to the Registrar's Office the latest by the last day of the academic term-time. The Registrar's Office will inform the student about the decision. The Head of the Educational Organizational Unit will also give information on

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

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

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

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

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

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

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

8. §

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

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

9. §

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

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

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

- who have completed at least two full valid semesters and obtained a minimum of 40 credit points in the compulsory subjects in the last two semesters,
- whose legal status as a student was not terminated because of exclusion or dismissal,
- whose stipend index of the last two semesters is at least 3.00 or (in the event of foreign studies) equals to that, if the student studied science subjects that are essential for acquiring basic medical knowledge at the college and meets the above requirements (in this case the student can only be accepted for the first year of the fee-paying programme).

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

The student's officially closed Lecture Book must be attached to the request

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

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

10. §

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

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

11. §

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

- (1) The Heads of the Educational Organizational Units will ensure that the students can choose in the case of an oral exam in the given subject from at least three examination days per week and in the case of a written examination or a written and oral examination from one examination day

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

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

12. §

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

- (1) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers.
- (2) The examination may consist of maximum three parts: practical, written and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an examination board. The previously successfully passed written and practical examination shall not be repeated in the case of retake (B) or repeated retake (C) examinations.
- (3) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. The supervising person has to initiate a disciplinary procedure at the Dean in writing within one working day by sending the report made on the case.

- (4) The process of the retake (B) examination or the repeated retake (C) examination cannot diverge from the process of exam A, unless based on a particular regulation some part of the exam is accepted. In case exam A and B is held in the form of writing exclusively, at the repeated retake (C) exam the examining committee shall hear the student orally as well, if the student failed his/her written exam. As long as the student passes the written part, the grade must be determined by the rules of exam A and B.

13. §

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

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

14. §

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

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

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

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

may be held by university/college full professors, university/college associate professors, senior lecturers and clinical chief physicians.

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

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

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

For students who start their studies in the academic year 2012/2013 or later and apply for the USMLE Step 1 exam, taking the USMLE Step 1 simulation exam is a prerequisite of participation at the actual exam. For those students who started their studies before the academic year 2012/2013, taking the simulation exam is recommended. Students have the opportunity to take the simulation exam at the Education Center, organized by the UD. Two simulation exams are free of charge for those who attend the Kaplan course organized by the University of Debrecen and Kaplan. Students whose average is at least 4.00 at the end of their 3rd year can sit for one simulation exam for free provided they completed the following subjects:

- Pathology
- Medical Microbiology
- Basics of Behavioral Sciences
- Medical Psychology
- Clinical Biochemistry
- Immunology

In all other cases the simulation exam attempts are charged (please see “Fees for Extra Proceedings”). 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 60%. The Coordinating Center for International Education can give detailed information about the simulation exam.

15. §

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

- (1) Practice period of year 6 (the year of comprehensive examination) is 35 weeks.

In the credit system, the practices of year 6 are subject to the rules of course registration, too.

- (2) After the enrolment, students can apply for the practice of the first year / related to the preparation for the comprehensive examination / in the Neptun system.
- (3) Subjects of year 6 (the year of comprehensive examination) are the following:

- Internal Medicine; 10 weeks, comprehensive examination
- Pediatrics; 7 weeks, comprehensive examination
- Surgery; 5 weeks, comprehensive examination
- Neurology; 4 weeks, comprehensive examination
- Psychiatry; 4 weeks, comprehensive examination
- Obstetrics and Gynaecology; 5 weeks, comprehensive examination

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

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

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

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

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

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

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

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

(6) Duration of the supplementary practice:

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

16. §

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

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

The following shall be attached to the thesis:

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

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

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

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

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

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

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

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

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

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

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

17. §

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

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

18. §

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

- (1) The state examination consists of a written, practical and oral part. The date of the written state examination shall be determined by the National State Examination Committee. The date of the practical and oral final examination shall be determined by the vice-dean of the faculty. The complex state examination shall be regarded as successful if the grades of all of its elements are at least a pass each. Results of partial exams may not

be combined. If any of the partial grades of the state examination is a fail, the complex state examination may be continued, except for part D (dissertations, theses), the success of which shall be a prerequisite to pass other partial exams. It is possible to repeat only the failed partial exams.

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

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

where:

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

D is the grade of the dissertation / degree thesis,

W is the grade of the written examination,

O is the grade of the oral examination,

P is the grade of the practical examination.

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

4.51 to 5.00 - excellent

3.51 to 4.50 - good

2.51 to 3.50 - satisfactory

2.00 to 2.50 - pass

19. §

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

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

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

- General and Medical Genetics

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

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

where:

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

$\sum X_n$ 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

B. Provisions for students participating in the divided program:

20. §

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

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

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

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

the specializations of the undergraduate level course, 1-1 student per master course). The course organizer appointed by the Chairman of the SCEMCT shall be the secretary.

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

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

Minutes shall be taken of the SCEMCT meetings.

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

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

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

21. §

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

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

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

- (2) For students studying at the undergraduate course of the FM of the UD, based on the subjects prescribed for the first four semesters in the curriculum, the acquisition of at least 100 credits shall be obliged latest till the end of the sixth active semester.
- (3) In his powers delegated by the Rector, the Dean shall terminate the legal relationship of the student who starts his/her first year studies in September 2012, and later in an ascending system if the student does not get the credits for a subject after taking the subject three times or after taking a total of six exams.
- (4) At the beginning of their studies, students participating in the divided program of the Faculty of Medicine shall take a vow. The text of vow shall be approved by the Faculty Council of the Faculty of Medicine. The oath shall be confirmed by the signature of the student at the first registration

22. §

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

- (1) The academic term-time is 15 weeks, the examination period is at least 6 weeks.
- (2) The duration of lectures, seminars and practices shall be 50 minutes, followed by a 10 minutes' break. On the same day, in case of consecutive lessons in the curriculum, the lessons may be merged upon the agreement of the lecturer and the students, i.e. the breaks may be held in a merged way, too. The duration of summer and interrelated professional practices according to the curriculum shall be 30 lessons per week, 6 lessons per day.

23. §

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

- (1) Students at the fee-paying program may take a subject six times at the most. The faculty terminates the student legal status of the students who do not

meet the requirements of a course after taking it six times. The student cannot be re-admitted without taking an entrance examination.

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

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

24. §

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

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

25. §

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

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

- (3) The exemption from the participation in seminars/practical sessions shall belong to the power of the Educational Organizational Unit, concerning those students who fulfil the subject as a result of repeating a year, and who had previously acquired at least the signature at the end of the previous period during which they frequented the given subject. The certification on exemption shall be obtained by the student at the beginning of the semester.

26. §

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

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

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

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

27. §

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

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

are not displayed and privacy and data protections rights or the patients are not violated.

28. §

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

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

29. §

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

- (1) In the case of mid-term written tests and examinations the students have the right to inspect their corrected and evaluated test papers.
- (2) The examination may consist of maximum three parts: practical, written and oral examination. In case a practical or oral examination is taken after the closing of a semester, in the case of one student, the examination is to be carried out in the presence of maximum two examiners or an examination board. The previously successfully passed written and practical examination shall not be repeated in the case of retake (B) or repeated retake (C) examinations.
- (3) The process of the retake (B) examination or the repeated retake (C) examination cannot diverge from the process of exam A, unless based on a particular regulation some part of the exam is accepted. In case exam A and B is held in the form of writing exclusively, at the repeated retake (C) exam the examining committee shall hear the student orally as well, if the student failed his/her written exam. As long as the student passes the written part, the grade must be determined by the rules of exam A and B.
- (4) During oral and written tests (interim tests or examinations) students are not allowed to take any type of communication- or data storage devices (e.g. electronic device) to the venue of the test. In case the supervising person recognizes the presence of such device he/she has to suspend the test. The

supervising person has to initiate a disciplinary procedure at the Dean in writing within one working day by sending the report made on the case.

30. §

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

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

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

associate professor, or scientific advisor and senior research fellow with an examination permit.

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

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

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

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

31. §

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

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

32. §

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

- (1) The degree thesis topics shall be published by the Educational Organizational Units participating in the training. Exclusively persons with a university degree or equivalent qualification may be supervisors. The degree thesis topics, names of supervisors, furthermore, the formal

requirements of the degree thesis are published in the faculty bulletin, the curriculum and on the website of the faculty.

- (2) The degree thesis topics and the names of supervisors shall be published per Educational Organizational Unit and the evaluation criteria shall be published in the faculty bulletin and on the website of the faculty.

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

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

The degree thesis must be submitted to the Registrar's Office in two copies, from which the student shall receive back one copy at the end of the state examination. The degree thesis shall be uploaded in an electronic format after its defence, to the Electronic Archives of the University and National Library of the University of Debrecen (DEA).

The following shall be attached to the thesis:

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

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

The degree thesis will be reviewed by an opponent and propose a grade for it. The student shall receive the opinion and reply to it in writing. The

assessor may modify the proposed grade by taking into account the reply, too.

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

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

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

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

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

- MSc in Dietetics: Defence, written and oral exams

33. §

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

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

34. §

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

- (1) The Faculty of Medicine of the University of Debrecen organizes state examinations in the undergraduate and master courses in the autumn and spring semesters.
- (2) In the two-tier courses, the degree of the state examination consists of the simple mathematical average of grades of the thesis defence and the successful partial state examinations.

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

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

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

35. §

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

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

36. §

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

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

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

Where:

X_D = the number standing for the evaluation of the degree

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

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

n = the number of comprehensive exams.

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

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

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

Biochemistry of Metabolic Processes (BM)

Genomics and systems biology (GB)

Human Physiology I (HP)

Methodological foundations of

Molecular Biology (MB)

Molecular Genetics (MG)

Molecular Immunology (MI)

Human Physiology II. (HP II)

Cellular and Organic

Biochemistry (BC)

Cell Biology (CB)

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

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

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

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

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

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

Where:

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

X_{SE} = grade of the complex state examination

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

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

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.

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