

## **ACADEMIC REGULATIONS OF THE FACULTY OF DENTISTRY OF THE UNIVERSITY OF SZEGED**

As per regulation 22.3. of the Academic and Examination Regulations of the University of Szeged, the Faculty of Dentistry (henceforth referred to as the “Faculty”) utilizes Academic Regulations on the areas coming under its jurisdiction.

### **3. GENERAL PRINCIPLES**

1.1 Within the provisions of law, the Faculty may refrain from credit-assignment in the case of certain subjects and curricular requirements (such as criteria subjects).

### **4. ACADEMIC BODIES HANDLING ACADEMIC MATTERS**

4.1. Requests can be submitted electronically through MODULO in the case of students partaking in the Hungarian language Dental Medicine Program of the Faculty. The head of the Academic Board makes the decisions on academic requests submitted as per prevailing laws, subsequent to the consideration of the requests by the Academic Office. In the case of uncommon matters or the need to handle decisions submitted by students partaking in the English language program, the head of the Academic Board convenes a board session. The number of members delegated by the students cannot be less than 50% of the number of the board members. The board operates according to its regulations.

4.3. The Faculty sets up and operates a *Credit Transfer Committee*.

Students can submit requests concerning credit acknowledgment electronically through MODULO within the periods specified by the academic calendar. In the case of uncommon matters or the need to handle decisions submitted by students partaking in the English language program, the head of the Academic Board convenes a board session. The board operates according to the Academic Regulations of the Faculty.

4.3.1. In the Dental Medicine Program at the Faculty, the number of credit points of the subjects acknowledged can be 200 at the most if, beside the diploma in general medicine, the applicant/student has also completed a qualification exam in tooth and mouth diseases and other dental qualification exams.

### **5. STUDY SCHEDULE**

5.3. As the head of the Faculty, the Dean may allow up to three days of educational breaks every semester. If possible, the specific dates of the breaks must be announced by the beginning of the study period.

### **6. THE STUDENT STATUS**

6.1. The Faculty determines the conditions and regulations of student transfer from other faculties of the University or other institutions of higher education, as well as regulations on major-change.

6.1.1. Students of medicine or dentistry of another institution of higher education may request their transference to the Faculty, provided that their study average (corrected credit index) is

not lower than 3.51 and that the termination of their student status is not in process during the transfer; moreover, that there are currently no disciplinary proceedings going on against them, nor has there been any disciplinary proceeding concluded with a negative ruling against them. The decision on student transfer must include the conditions of continuing the studies. Credit acknowledgment is not possible in the case of a transfer from the Faculty of Pharmacy to the Faculty of Dentistry.

6.1.2. The conditions of student transfer between the Faculty of Medicine and the Faculty of Dentistry of the University of Szeged — the curricula of which are identical up until the first four semesters — are the following:

- a corrected credit index acquired in the first four semesters of at least 3.51,
- students having begun their studies before 2012 can only transfer to the Faculty by obtaining a fee-paying status.
- students having begun their studies in or after 2012 can only be transferred to the Faculty by receiving a state grant if there is a vacant state-grant slot available in the year they transfer to. In any other case, students transferred to the Faculty will obtain a fee-paying status.
- Students transferred from the Faculty of Medicine to the Faculty of Dentistry are required to complete any subjects they are missing — due to their absence in their previous studies — which are compulsory at the Dental Medicine Program.

6.1.3. Students taking part in the English language pre-medical program (Foundation Year) can only begin their studies at the Faculty after a successful entrance examination.

6.1.4. Students must attach to the transfer request their original grade book or e-index excerpt, the declaration of the dismissing university (faculty) on the state-funded semesters exhausted and its curriculum. In case of previous studies pursued abroad, the valid translated copy of the above must be included if the original language of the documents is other than the language of instruction at the Faculty.

6.1.5. In matters of student transfer, the Academic Board is the competent authority in the first instance. The Dean of the Faculty is authorized in the second instance to make decisions on observations and complaints. No appeals can be lodged against the Dean's decisions. The deadline for the submission of student transfer requests is one month prior to the commencement of the semester. If the student has an exceptional examination permitted by the Dean, the student must submit the provision of its results one week prior to the beginning of the study period.

6.1.6. In case of previous studies pursued abroad, taking the curriculum into consideration, the resulting decision is made on an individual basis.

## **7. COURSE REGISTRATION**

7.2. As per the decision of the Academic Board, students may take courses they are required to repeat without taking the lecture component of the courses.

Upon their taking the lecture component of the course initially, students whose semester has been confirmed to have been completed by having been given a signature and have completed the practice component of the course, but have not taken an examination or have failed the course may submit a request in the next semester to the Academic Board of the Faculty, asking permission to take an examination course in the subject. Taking an examination course counts as one of the three course registration chances a student has. Taking an examination

course in a given subject allows the student to take those subject(s) in the same semester simultaneously whose precondition is the completion of said course. These examinations must be taken in the order as per the preconditions stipulated in the study plan. If the student fails to complete the subject as an examination course, a third course registration is only possible by normally repeating the course (complete repeat).

Students who have begun their studies in or after the academic year 2012/2013 and who have exhausted the six examination chances in a subject do not have the opportunity to take the subject for the third time.

## **8. STUDY OBLIGATIONS, KNOWLEDGE-TESTING**

8.1. Study requirements to be fulfilled by students are determined by the heads of the departments concerned and those who are responsible for announcing the subject in question. No appeal can be lodged against such decisions. In case of an offense, students may file a complaint to the Dean of the Faculty, who is obligated to investigate the matter.

8.1.1. By the end of the second week of the semester concerned, the heads of the departments must ensure that students have access to

- the syllabus and requirement-system of the subjects taught at the department broken down to theoretical and practical sessions;
- the form and process of knowledge-testing (demonstrator activities) and examinations
- the date, topic, and form of mid-term examinations;
- the requirements of semester-acceptance, the date and possibilities of making up for failing to complete study obligations in time;
- the identity of the teacher(s) per subject;
- the examination requirements, the examination questions;
- the possibilities of getting involved in scientific student circle activity and special courses.

The requirements must be announced on COOSPACE and on the “annotation” section of the ETR. The requirements above and the subject syllabus must not be altered during the semester. It is within the competence of the Dean to nullify any alterations made and take further measures.

8.1.2. Partaking in theoretical and practical classes is compulsory. Students cannot be absent from more than 25% of the classes in a semester. Checking attendance and specifying the means of justifying absences is the competence of the head of the department.

8.1.3. Being present at the practical classes is compulsory. A justified absence between 15% and 25% of the classes in a semester may involve making up for missed classes. The semester in any given subject will not be accepted if a student misses more than 25% of the classes in a semester. Absence from mid-term and block practices must be made up for. Students are obligated to make up for their absences by the end of the beginning of the examination period as per the conditions and requirements set out by the head of the department concerned.

The Faculty has the right to have the student compensate in advance for the material and technical expenses involved in making up for missed classes (based on the calculation of English instruction fees and student material costs).

8.1.4. At the request of the student, the Academic Board may allow students to follow a preferential study schedule, but cannot exempt them from satisfying practice, mid-term report or examination requirements, with an exception being studies pursued abroad (Erasmus Grant) permitted by the Academic Board.

8.1.5. The Faculty must ensure the possibility for students to justify their absences from compulsory classes. The documents serving as justifications for absences must be handed in one week from the last day of the absence to the practical teacher or official of the department concerned.

8.1.6. In cases of illness, students must justify their absences with a medical certificate. Only such medical certificates are accepted which include the doctor's register number, the title or code of the diagnosis, the onset of the illness and the date of recovery.

8.1.7. The Dean of the Faculty or his or her deputy, or, in case of their unavailability, the head of the Dean's Office may allow five days off and justify an absence due to general interest, such as voting in public election, official university or congress events, partaking in a sports contest, etc.

## **9. EXEMPTION FROM THE COMPLETION OF CERTAIN STUDY REQUIREMENTS**

9.1. Upon the student's request, the Academic Board of the Faculty may permit the student to follow an exceptional study schedule if the student is unable to meet the study requirements prescribed in the curriculum on the grounds of a reason that can be considered. The conditions of the exceptional study schedule can be set to vary from subject to subject. The request can be submitted through MODULO, via the Academic Board Request form.

9.3. The teacher responsible for the teaching of the subject and the testing of students' knowledge may individually exempt a student from testing his or her knowledge in the study period by way of offering him or her a grade based on the students' performance in class or in a practical session, or their work in a scientific student circle course. Grade-offer can only apply to "excellent" or "good" evaluations in the case of employing the five-grade scale, and "highly met the requirements" in the case of the three-grade scale. Such an exemption must not be employed on comprehensive examinations, final examinations, primary examinations or the parts they consist of.

## **12. THE EXAMINATION PERIOD**

12.3. The Faculty is obligated to ensure that the number of examination dates and the dimensions of the examinations are able to accommodate the total number of students +50% in all the subjects for taking the first examination in the examination period.

Departments are obligated to announce at least examination day per week, except for the final examination week, due to an unavailability of examiners or venues.

## **13. THE EXAMINATION PROCESS**

13.2. With the exception of those having been given permission to follow an exception study schedule, students who have been absent from more than 25% of the study sessions (lectures, practices) in the semester are not permitted to take the examination, and are obligated to repeat the course.

It is possible to postpone an examination by deregistering from it. Deregistration is not possible less than twenty-four hours prior to the beginning of the examination; registration within twenty-four hours can be permitted, however. Registration in such cases is permitted

by the head of the department or the examining teacher, who, upon giving the student permission to register for the examination, registers them on the examination sheet in the ETR.

13.3. In case of oral examinations, the student must be notified of the result on the day of the examination; in the case of written examinations, the student must be notified three workdays following the day of the examination (if it is a public holiday, the subsequent workday) by entering the grade into the ETR by 4 PM.

The resulting grade is not public.

The examiner must notify students of the written evaluation, the answer key and the criteria of evaluation; direct inspection of the test itself must also be made available to students.

13.3.1. Students pay for their retake examination fees with the aid of the slip delivered by the HSZI (Hallgatói Szolgáltató Iroda (Student Service Office)), payable at the post office.

Students enrolled in the English language Dental Medicine Program are required to pay for their retake examinations in a single sum after their last examination with a slip made available by the Foreign Students' Secretariat. Paying for retake examination fees is the condition to register for the subsequent semester.

13.3.2. Before oral examinations it must be ensured at all times that the student has the chance to prepare briefly.

13.3.3. The examiner or the chair of the board of examiners is responsible for a relaxing atmosphere and must ensure that the examination is not interrupted. Oral examinations are open to the public, and the board must ensure that it remains so unless there are extraordinary circumstances involved.

13.3.4. At the reasoned request of the student, if a single teacher was conducting the examination, the retake examination must be taken before a board of examiners or in the presence of another teacher.

A retake examination must always be taken in front of a board of examiners. In case of a repeated retake examination, the examination must include an oral part in every case; an examination solely consisting of a written and a practical part cannot result in the student's failing the examination.

The examiner (board of examiners) is appointed by the head of the department.

13.3.5. Professors, associate professors, academic advisors, principal academic contributors, academic contributors, departmental/clinical chief physicians, assistant professors, assistant lecturer, furthermore, honorary professors, honorary associate professors or private teachers of the institution of higher education can take the role of the examiner (can be members of the board of examiners). Professors, associate professors, academic advisors, principal academic contributors, furthermore, assistant professors with a scientific degree or chief clinicians can take the role of the head of the board of examiners.

13.3.6. The Dean of the Faculty, on the proposal of the head of the department, may authorize other qualified professors, guest-lecturers, or external professionals partaking in practical training to take on the role of the examiner

13.3.7. Principles of actions in favor of students with disabilities:

- If needed, they must be ensured a preparation time longer than that available to students without disabilities.
- Students suffering from dyslexia, dysgraphia or dyscalculia may take an oral examination instead of a written one, or a written examination instead of an oral one.
- They are allowed to use a computer for writing reports.
- Students with disabilities have the right to an unimpeded access to their environment, in the absence of which, aid must be available to them enabling their effective movement within and around university premises.

## **18. THESIS, DIPLOMA-WORK**

12.1. The Faculty determines the thesis and diploma-work topics, its content requirements, the general points of evaluation, and the submission deadline and releases them in an announcement.

It is in the eighth semester at the Faculty that students must choose a thesis topic.

The process of writing the thesis and its requirements are found in [the Faculty's Thesis Regulations and Requirements](#).

The Dean of the Faculty does not grant exemptions from writing the thesis paper.

The aim of the diploma work is to facilitate the student — by way of individually processing and utilizing any area of dental science — to improve their abilities, acquire the skills of making use of the library and the research methods of dental literature, and to become capable of succinctly expressing their opinion on their own.

## **19. FINAL EXAMINATION**

19.2. The following applies to students who have begun their studies in or after the academic year 2012/2013. The Faculty may subject taking the final examination to conditions if more than two years have passed following the acquisition of the pre-degree certificate.

As of the fifth year following the cessation of the student status, the final examination can no longer be taken.

19.2.1. Signing up for the final examination takes place according to the final examination announcement. Scheduling students into final examination sessions and checking the preconditions of the pre-degree certificates are carried out by the Academic Office and the Foreign Students' Secretariat. In case there are preconditions missing, or if the student requests not to take the examination, he or she may be deleted from the schedule, which is possible only prior to the beginning of the examination.

The Faculty's final examination addendum is found in appendix 8/d. of the Faculty Regulations.

19.4. The Faculty ensures that at least one possibility to take and retake the final examination is available in any given year. Students holding a pre-degree certificate are notified of the given year's order of conduct in the final examination brief of an announcement made available by the Dean's office of the Faculty.

(1) The final examination consists of a written (test), a practical (patient examination), and a theoretical component. The date and time of the written component of the final examination is determined by the coordinating heads of the dentistry faculties of Semmelweis University, the University of Debrecen, the University of Pécs, and the University of Szeged.

The date and time of the practical and theoretical component of the final examination is determined by the Dean of the Faculty. The complex final examination is considered successful if the grade awarded to each of its constituent parts (the thesis and the three components) are at least passed (2).

The grades of the components of the final examination (written test and oral examination) must be collected in the same final examination period.

(2) If the written component of the final examination (test) is failed (1), the final examination cannot be completed. If a student fails any one of the oral components of the final examination (patient examination in speech and practice), both components must be repeated.

(3) According to the agreement containing the stipulation in regards to the improvement of an unsuccessful state board examination — signed on February 18, 2002 by the Faculty of Dentistry of Semmelweis University, the Faculty of Dentistry of the University of Debrecen, the Faculty of Dentistry of the University of Pécs, and the Faculty of Dentistry of the University of Szeged — “There are two chances per year for students to retake the written component of the final examination: In August (substitute) and in December (improvement).” Explanation: If the student has not taken an examination in the examination period in June, he or she can take a substitute test. If the student has failed the examination in June, he or she can take an improvement test.

19.7. The Faculty release in an announcement

- the final examination period,
- the composition of the examination committees, and
- the method of calculating the final examination results.

The deadline for the faculty announcement is two months prior to the beginning of the final examination period.

## **21. ADDENDUM**

21.1. Depending on the nature of the request, the student is obligated to give reasons for the request, properly support and certify it, as well as provide every detail that the request forms submitted through Modulo require. The academic office will not accept requests with incomplete forms or those on non-standard forms.

## **22. VARIOUS REGULATIONS**

22.1. The Faculty Council of the Faculty of Dentistry has accepted the present document while ensuring the Student Union’s right to consent.

22.2. The Faculty is obligated to see to that the present document, furthermore, orders and regulations concerning study, examination and other general matters are accessible and available to teachers and students to acquaint themselves with on the Faculty’s website.

22.2.1. Following the acceptance to the Faculty of Medicine of the University of Szeged but prior to beginning their studies, students take an oath in which they undertake to satisfy their academic obligations to the best of their knowledge and ability, and to be worthy to be a student of the University. After the oath, the Dean accepts them into the University as its citizen by his or her handshake.

22.2.2. In order to ensure the obligatory professional confidentiality, students of other faculties or institutions of higher education can only attend lectures, seminars, practices, take part in scientific student circle activities, write scientific student circle papers, theses, diploma-works by the recommendation of the head of the department and with the subsequent permission of the Academic Board. The decision on cross-institutional/cross-faculty study must stipulate every relevant condition.

22.2.3. Students are obligated to take part in medical fitness checkups according to a pre-set schedule at the beginning of the academic year. Students who do not show up at the checkups and who are not given a certificate of medical fitness cannot take part in practical sessions in which the tasks involve patient treatment.

22.2.4. Oral examinations are open to the public. Examinations involving patients' or clients' documentation can be barred from the public, in which case, the public nature of such examinations will only apply to students having taken an oath or specialists holding a diploma.

22.2.5. At the graduation ceremony, following local tradition, the Faculty confers the title of "Doctor of Dental Medicine" upon candidates who have completed their studies. Students at the ceremony wear the gown and hat provided by the Faculty for a rental fee, and are liable for any damage to the items. Students receive the gowns and hats by signing a proof a receipt at the ceremony and return it at the end. Students are required to pay for the tassel on the hat, as they keep it after the ceremony. Students who have graduated at the Faculty are given the right to bear the doctoral title, abbreviated as "DMD".

22.2.6. The Faculty sees to that the present document, furthermore, orders and regulations concerning study, examination and other matters are accessible and available to teachers and students to acquaint themselves with:

- It makes it available on its website and on COOSPACE;
- forwards it to the Student Union.

## **23. CLOSING REGULATIONS**

At the session held on April 7, 2016, with resolution "8/2016 (2016.04.07.) KT", the Faculty Council has adopted the Academic Regulations. The Academic Regulations take effect on the day subsequent to its passing.

Dr. Kinga Turzó  
Dean