
**Academic regulations
of the Faculty of Health Sciences and Social Studies
University of Szeged**

SZEGED, 2022.

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2. Basic concepts, interpretative provisions

Faculty interpretative provisions

entry test: a written examination part which is an integral part of the examination/comprehensive examination, and which is a prerequisite for passing the subsequent parts. The requirements for completing an entry test are set out in the examination/course syllabus.

concurrent subject: a subject to be taken together in a particular semester.

thesis/dissertation: an essay in any subject related to the field of study or professional qualification, which demonstrates the student's thorough knowledge of the subject matter, by which the student must prove that he/she has mastered the basics of library use and literature research, and that he/she is able to formulate his/her own independent opinion on certain professional issues in a clear and concise manner, document it in an appropriate written form and successfully defend it in oral debate before a panel of referees.

study group: a group of students, an educational unit defined by the Office of Academic and Training Administration, which composition may vary from semester to semester depending on the number of students.

thesis supervisor: a professional with expertise in the given topic, who provides consultation opportunities and a venue for conducting the thesis.

4. The boards responsible for academic matters

4.1.1 The operation of the Faculty Academic Committee is regulated by § 25 of the Faculty Regulations of the Faculty of Health Sciences and Social Studies of the University of Szeged.

4.3.1 The operation of the Faculty Credit Transfer Committee is regulated by § 24 of the Faculty Regulations of the Faculty of Health Sciences and Social Studies of the University of Szeged.

4.3.2 For students with a bachelor's degree in nursing and a master's degree in nursing:
For the credit of work experience, the student must have worked in a nursing position for at least one year in the field of work according to the subject (at least 75% of the subject).
The conditions for the recognition of Clinical Practicum courses are min. 3 years of work experience, current active employment, accompanied by a certificate issued by the employer. No more than 3 years may elapse between the date of application and the year of employment. The work experience may be presented once during the whole training period, either as an (in-house/demonstration) traineeship or as a field traineeship.

For students with a master's degree in physiotherapy:

Credit for work experience can be requested for practical courses if the student has worked as a physiotherapist in the field of work specified in the syllabus for the minimum of 4 hours per

day within 3 years prior to the application or works as a physiotherapist for at least 4 hours a day during the semester in which the transfer of credit application is submitted.

For students with a master's degree in nursing:

Credit for work experience can be requested if the student has worked as a nurse in the field of work specified in the syllabus for the minimum of 4 hours per day for at least a year within 3 years prior to the application or works as a nurse for at least 4 hours a day during the semester in which the transfer application is submitted.

For social science courses:

A student may apply for transfer of credit for work experience only once during the whole training period, in the semester in which the syllabus schedules the field practice as a work area corresponding to his/her own workplace.

In order to be accepted as work experience, the student must have worked for the minimum of 4 hours per day for at least a year within 3 years prior to the application, in the field of work specified in the syllabus (as a staff member or volunteer).

5. Timetable for studies

5.1.1 The contact hours of the student's study time are at least forty-five minutes, but not more than sixty minutes, with a 15-minute break. Deviations from this timetable may be made by agreement between the students and the teacher but may not entail a reduction or extension of the teaching time.

5.1.2 Deviations from the weekly timetable of study sessions included in the timetable may be made by instructors only upon written request and with the permission of the Dean, in accordance with the rules of Dean's Regulation 1/2018.

5.1.3 Field practices may be carried out primarily at the clinics of the Szent-Györgyi Albert Faculty of Medicine of the University of Szeged (hereinafter referred to as SZTE SZAOK) or at institutions with a cooperation agreement with the ETSZK.

Acceptance of a placement in a foreign institution requires prior approval from the department responsible for the course. The student is responsible for obtaining and submitting a letter of acceptance from an external placement institution to the Office of Academic and Training Administration. Educational and other costs related to placements undertaken elsewhere will not be reimbursed by the SZTE ETSZK.

5.3.1 The Dean may, on the initiative of the faculty's Students' Union or ex officio, grant 3 day educational break per semester in order to ensure the possibility of participation in various cultural, sport or scientific events. The faculty's Students' Union prepares a semester plan of the planned faculty programs, which is submitted in writing to the faculty administration by the end of the 2nd week of the semester. In the case of unscheduled programs organized by the Faculty Student Union, a written request must be submitted to the Dean at least 30 days before the date of the program. The above deadlines may be waived in the event of a break due to an emergency, with the permission of the Dean. Students must be informed of any educational break authorized by the Dean on the institution's website and on Coospace.

Instructors of classes cancelled on the day of the break will be notified in writing by the departmental coordinator. Rescheduling of lessons missed during school holidays is not compulsory.

5.4.1 The details of the field trip must be communicated in writing to the Office of Academic and Training Administration 30 days prior to the field trip so that the instructors of the classes can be notified. Rescheduling of lessons cancelled due to a field trip is not compulsory. The instructor may reschedule the missed lessons without conflicting with other classes, after considering the topics to be covered and consulting with the students.

6. Student status

6.1.1 The Faculty Academic Committee decides on the transfer from another institution of higher education and on the change of subject or specialization at the request of the student, taking the proposal of the department concerned into consideration, on the basis of the provisions set out in the Faculty Admission Information. For more information on the applications covered by the above point, please refer to the Faculty Admission Information. Changes of courses and specializations take effect on the working day following the date of approval.

6.3.1 The deadline for submitting a passive semester application is the centrally set Academic Deadline (TR Calendar) for the semester in question, which must be made available on the faculty website or on Coospace.

6.9.1 Before starting their studies, a student takes a solemn vow. The text of the vow (Annex 6) is approved by the Faculty Council of the SZTE ETSZK. The student confirms the pledge by signing it at the time of enrolment.

6.9.2 From the academic year 2023/24 onwards, all students will sign the Confidentiality Declaration (Annex 4) and the Student Information Notice on the Recording of Images and Audio in Class (Annex 5) at the time of enrolment.

It will be mandatory for all students to read and sign the Student Information Notice on the Recording of Images and Audio in Class (Annex 5) from the second semester of the academic year 2022/23. The content of the notices applies to all lessons, and the completed notices are handled by the Office of Academic and Training Administration.

6.9.3 Students are invited by the Office of Academic and Training Administration to assess their medical fitness to carry out medical activities – students must undergo a medical fitness examination organized by the Occupational Health Service of the Institute of Family Medicine and the Surgery.

The detailed rules of the medical fitness examination and the determination of unfitness are laid down in Act LXXXIV of 2003, 33/1998 (VI.24.) NM Decree and 40/2004 (IV. 26.) ESzCsM Decree.

7. Subject registration

7.1.1 Courses can be enrolled or dropped by the centrally set deadlines for the academic year in question. At the ETSZK, the announcement and admission of subjects (courses), as well as the announcement of and registration for examinations, are carried out in the Neptun system.

Exceptionally, courses may be taken during a period other than the centrally set deadlines for students of foreign language courses (based on Dean's Regulation No. 2/2018 (VIII.01.)) and in the case of transfer, change of degree, change of specialization, change of training location, change of training language and change of work schedule taking the deadline into consideration (TVSZ 4.2.).

7.2.1 According to the TVSZ, the ETSZK allows lecture-type courses to be offered without teaching for students who repeat the course. These types of subjects/courses are called examination courses. For the first time the course can only be taken as a normal course, not as an examination course. Students are required to submit an application for admission to the examination course by the date and in the manner indicated in the information sheet "Study deadlines" (in Modulo).

A student who has been admitted to an examination course can only take an examination if the course is included in the list and he/she has registered for the examination. A subject taken for examination only is included in the number of subjects taken (point 7.3), and the examination for the subject is included in the number of examination attempts. A student who has been granted permission to attend an examination course is allowed to complete the course without attending a class. Students are not allowed to take a course that is based on the examination course in the same semester.

8. Study obligations, knowledge audit

8.1.1 The finalization of the summer field practice at NEPTUN is possible by the end of the semester in which the course is taken up.

9. Exemption from certain study obligations

9.1.1 The application for a preferential study regime is submitted in the Modulo system via the Preferential study regime application form during the course enrolment period. The application is assessed by the Academic Committee.

9.1.2 In the case of Erasmus scholarships, the student must submit a copy of the Learning Agreement and the draft of the study program to the Study Office and to the faculty

coordinator before departure. The application for an individual study program must be submitted in Modulo using the form indicated in point 9.1.1.

Exemption from taking an exam by offering a grade

9.3.1 On the recommendation of the head of the relevant department, the dean of the faculty may exempt students from the obligation to defend a thesis/dissertation who:

- a) won a prize or an equivalent special prize at the local Scientific Student Conference or the National Scientific Student Conference (OTDK) as first three prizewinners, or*
- b) their first-authored paper has been published in a Hungarian-language scientific journal or has been accepted for publication, or*
- c) their work has been published or accepted for publication in a peer-reviewed scientific journal in a foreign language.*

The thesis/dissertation must be submitted by the student to the Office of Academic and Training Administration by the deadline for submission or uploaded to Modulo together with the request for exemption. The application must be accompanied by the work justifying the exemption (lecture, thesis, scientific communication, certificate from OTDK, etc.). The thesis/dissertation will be assessed by the designated referee taking all these into account.

Exemptions from the examination are only granted in case of a mark (5) in the opponent's assessment. In the case of an exemption, the thesis/dissertation examination assessment shall be considered with a mark (5).

10. Exemption from certain study obligations in respect of previous studies

10.1.1 In the whole training period, a subject (both theoretical and practical) can be presented by the student once as a subject to be matched. In the whole training period, the work experience can be presented once as an (internal) placement or as a field placement. In the case of a credit value discrepancy, the subject will always be accepted at the credit value corresponding to the current course. All compulsory courses taken at other faculties of the University of Szeged must be accepted as electives if the student has not obtained a degree/diploma in that course.

13. Examination procedure

13.1.1 Oral examinations are open to the public. However, publicity may be excluded for all examinations where there is a risk of violation of personal rights. Depending on the nature of the examination and the subject, the instructor may allow the candidate 15 to 20 minutes to prepare for the examination. The comprehensive examination must be completed in the

presence of at least two instructors at the same time, and the topics and subjects must be recorded in the examination record. Examiners are appointed by the head of the department. The 6th revision examination must be conducted in front of a committee. In the case of examinations before a committee, the examination must always include an oral part. In the case of examinations before a committee, the mark shall be awarded with the agreement of the chairman.

13.3.1 Examinations which have been started must be taken on the same day, except for duly justified reasons for which the student is not responsible.

13.5.1 The student may consult on their papers, their written assessment, the assessment criteria, and the solution key at a time agreed in advance with the teacher or at a tutorial reception, but only under the supervision of the teacher or his/her delegate.

13.5.2 In view of the practical nature of the courses, the candidate may be expected to provide a facilitator for the practical presentation of the problems in accordance with the subject matter.

14. Retake of failed examination

14.2.1 In the case of a legitimate request for a third revision examination, the Office of Academic and Training Administration (TANOSZ) will notify the instructor.

14.2.2.2 In the case of a full examination, the instructor is not obliged to raise the limit or to announce a new examination day.

The thesis or dissertation

18.1.1 In order to obtain a degree, the student must prepare and orally defend a thesis/dissertation. The oral examination of the thesis shall be taken at the same time as or separately from the other parts of the final examination, as prescribed by law for the qualification requirements.

18.1.2 Thesis/dissertation topics shall be chosen in the cycle specified in the curriculum of the degree program/sub-degree program. The deadlines for the selection, submission and defense of thesis and dissertations are set out in the table of study deadlines published at the beginning of the academic year and made available on the faculty website. The preparation of the thesis/dissertation is supervised by a supervisor. The thesis supervisor may be a member of the faculty or, with the permission of the head of department, an external expert.

18.1.3 The selected thesis/dissertation topic, after approval by the supervisor/department, must be declared on the form "Selection of thesis/dissertation topic, supervisor" and approved by the head of the relevant teaching unit. Accepted thesis/dissertation topics are registered by the Office of Academic and Training Administration (TANOSZ).

18.1.4. The head of the department responsible for the training course authorizes the change of the thesis/thesis topic and the topic leader.

The change of thesis supervisor and topic must be notified on the form "Selection of thesis/thesis topic, supervisor". The new supervisor may continue a topic already started if he/she confirms this by signing the above form

18.1.5. The practical courses "Thesis preparation" are assessed according to the timetable and criteria set by the specialization. If the student does not submit his/her thesis/dissertation by the deadline, he/she may do so by the next thesis submission deadline. The thesis may be sent to the Klebelsberg Library for plagiarism check before uploading it, at the student's option. Plagiarism examination is possible from the academic year 2022/23, the costs of which are borne by the ETSZK, if a plagiarism examination is requested, the deadline for uploading the thesis differs from the published general deadline due to the time required for the examination. The completed thesis/dissertation must be uploaded to the final examination application form by the date specified in the study deadlines. The student is required to make a declaration of authenticity of his/her thesis/dissertation (Annex 2), under criminal liability. A signed copy of the declaration must be submitted to the Office of Academic and Training Administration as an attachment to the thesis/dissertation or uploaded as a pdf document with the thesis in Modulo. If the topic of the thesis is closely related to a competition or academic work in progress at the faculty, the student must declare a waiver of copyright (Annex 3), at the discretion of the thesis supervisor.

18.1.6 The head of the relevant department shall arrange for a specialist in the subject area (opponent/referee) to be invited to mark the thesis with a five-point mark, accompanied by a text evaluation based on the criteria specified. A copy of the evaluation will be made available to the student by the Office of Academic and Training Administration at least 1 week before the examination. A thesis/dissertation that has been judged by the supervisor as suitable for submission but has been unsatisfactorily assessed by the referee shall be assessed by another referee. If the second examiner also gives an unsatisfactory mark, the student will not be allowed to defend the thesis/dissertation in the final examination period. If the second mark is different from the first, a third referee will be invited. In this case, the arithmetical average of the marks awarded by the second and third referees, other than the unsatisfactory marks, will be taken as the opponent's mark for the thesis/dissertation. The final mark will be the arithmetic mean of the marks awarded to the two examiners, rounded up to 5 decimal places. The conduct of the examinations should be organized in such a way that the student can be involved in the final examination process.

18.1.7 The thesis/dissertation will be defended separately from the final examination before a committee of at least 3 members. The chairperson and members of the committee shall be appointed by the head of the department. The thesis supervisor may be invited to be a member of the committee. The examination consists of a presentation by the thesis/dissertation writer and a subsequent discussion. The committee will evaluate the defense with a mark out of five. In the case of an unsatisfactory mark, the thesis/dissertation may be re-defended at the latest in the final examination period following the next 4 semesters. A new thesis/dissertation must then be written.

If a student has obtained his/her diploma but has not defended his/her thesis in the subsequent final examination period, the thesis/dissertation may be re-defended at the latest in the final examination period following the next 4 semesters. A new thesis/dissertation must then be written.

Thesis/Dissertation final grade calculation			
Training courses	Formula	Meaning of variables	Final grade for a thesis/dissertation:
All basic subjects Master's in nursing Master's in science in Health Care Management Master's in specialist nursing Master's in social policy and Social Work Master's in advanced specialist training in Child and Adolescent Psychiatry and Addiction Counselling Specialist further training in child and youth protection counselling	$D = 0,2 * K + 0,4 * O + 0,4 * V$	D = final grade for thesis/dissertation K = mark given by the supervisor for the whole thesis, O = grade given by the opponent, V = mark for the defense	sufficient if the average is 2,00-2,50 medium if the average is 2,51-3,50 good if the average is 3,51-4,50 great if the average is 4,51-4,99 excellent if the average is 5,00
Master of Physiotherapy (from 2016/17)	D=V	D = final grade for the thesis V = mark of the examination.	

19. Final exam

19.3.1 Anyone who applies to take the final examination after the seventh year from the date of issue of the final certificate must repeat all parts of the final examination, with the exception of the thesis examination. The application must be submitted to the Office of Academic and Training Administration addressed to the Dean at least 30 days before the deadline for the final examination published on the faculty website.

19.4.1 The department is obliged to announce a final examination if a minimum of 10 students apply.

19.4.2 If there are fewer than 10 candidates, the department may decide at its own discretion to organize a final examination.

19.7.3 Applications for the final examination must be submitted via Modulo by the deadline for the current semester, except for applicants under 19.2, 19.3 of the TVSZ.

19.7.4 Parts and recommended order of the final examination:

For the Bachelor of Health Sciences:

- a) defense of thesis/dissertation,*
- b) written examination (test),*
- c) theoretical/oral examination.*
- d) practical examination*

In some specializations, the successful completion of the written examination and the theoretical/oral examination may be a prerequisite for admission to the practical part of the final examination.

For the Master of Health Sciences:

- a) defense of the thesis*
- a) written (test) examination,*
- b) theoretical/oral and/or practical examination.*

For social science degree courses (BA, MA, specialized further education), the components and sequence of the final examination:

- a) defense of thesis/dissertation*
- b) theoretical/oral examination.*

If any part of the final examination is unsatisfactory, the other parts may be taken in the same examination period. An unsatisfactory mark may be corrected in subsequent final examination periods in accordance with the statutory requirements applicable to the student.

19.7.5 A record of the final examination shall be kept.

19.7.6. At least 1 member of the committee shall be a non-professional lecturer in the department.

The committee members shall assess the candidate's preparedness by awarding a mark out of five and shall then determine the final mark in a closed session. In cases of dispute, the decision of the Chairperson shall be the final. The result of the final examination is announced by the chairman of the committee.

19.7.8 A final examination is unsatisfactory (failed) if any part of it is marked unsatisfactory.

Calculation of final exam result			
Training courses		Formula	Qualification of the final exam:
For students who started their studies in 2009/2010 or before		the simple arithmetic average of the final exam results (written exam, practical exam, oral examination) and the marks for the thesis defense	2,00-2,50 sufficient (2) 2,51-3,50 medium (3) 3,51-4,50 good (4) 4,51-5,00 excellent (5)
	Bachelor of Social Work	the simple arithmetic average of the thesis, the thesis defense, and the final oral examination marks	
For students who started their studies from the academic year 2010/2011 until the academic year 2016/2017: (KT 28./2011. (10. 12.)	Bachelor of Health Sciences	the simple arithmetic average of the final examination marks (written test, practical test, oral test)	
	Bachelor of Social Work	the result of the final examination is the same as the final oral examination	
	Masters' courses	Social policy: the final exam mark is based on the oral exam mark. MSc in Physiotherapy: the final examination grade is the	

		simple arithmetic average of the final examination marks. Nursing MSc: the final examination grade is the simple arithmetic average of the final examination marks	
	Specialized further training course in child and youth protection counselling	The final exam mark is based on the oral exam mark.	
For students starting from the academic year 2017/18: (42/2017.(06.28.) ETSZK. TH.)	Bachelor, Master's in Health Sciences	the final examination result is the simple arithmetic average of the marks obtained in the final examination	
	Consultant in child and adolescent psychiatry and addiction	The final exam mark is based on the oral exam mark	
	Bachelor's and Master's degrees in Social Sciences (Bachelor of Social Work, Master of Social Policy, Master's in Social Work)	The final exam mark is based on the oral exam mark	
	Specialized further training course in child and youth protection counselling	The final exam mark is based on the oral exam mark	

20. The diploma or certificate (hereinafter referred to as the diploma)

20.3.2 The grades of subjects recognized by transfer of credit shall count towards the qualification of the diploma.

Calculation of diploma rating				
Training courses		Formula	Meaning of variables	Qualification of diploma:
For students who started their studies in 2009/2010 or before		the simple arithmetic average of your final examination grade and the marks obtained in the comprehensive examinations during the course		2,00-2,50 sufficient (2) 2,51-3,50 medium (3) 3,51-4,50 good (4) 4,51-5,00 excellent (5)
For all courses from the academic year 2010/2011 to the academic year 2016-2017		$(0,3 \cdot ZV + 0,2 \cdot D + 0,3 \cdot T\acute{A} + 0,2 \cdot SZ)$	ZV: average of the marks for the final examination subject(s), rounded to two decimal places; D: marks obtained for the thesis/dissertation from the supervisor, the opponent and the final grade calculated in accordance with point 18.12; TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places; S: average of the marks obtained in the examination, rounded to two decimal places	
From the academic year 2016/17, for students starting a	Master's in Nursing	$(0,4 \cdot ZV + 0,4 \cdot T\acute{A} + 0,2 \cdot D)$	ZV: simple arithmetic average of the marks for the final examination sections, rounded to two decimal places;	

Master's degree in			TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places; D: final grade of the thesis	
	Master's in Physiotherapy	$(0,5*ZV + 0,5*TÁ)$	ZV: simple arithmetic average of the marks for the final examination sections, rounded to two decimal places; TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places;	
For students starting their studies from the academic year 2017/18	Bachelor in Health Sciences	$0,4*ZV + 0,3*TÁ + 0,3*SZ$	ZV: simple arithmetic average of the marks for the final examination sections, rounded to two decimal places; TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places; S: average of the marks obtained in the comprehensive examinations, rounded to two decimal places	
	Bachelor in Social Sciences (Social work)	$(0,3*ZV + 0,2*D + 0,3*TÁ + 0,2*SZ)$	D: final grade for the thesis ZV: simple arithmetic average of the marks for the final examination sections, rounded to two decimal places; TA: the weighted grade for the total number of credits earned over the entire period of study	

			<p>rounded to two decimal places;</p> <p>S: average of the marks obtained in the comprehensive examinations, rounded to two decimal places</p>
	<p>Master's in Social Sciences (Master in Social Policy, Master in Social Work)</p> <p>Specialized training in child and adolescent psychiatry and addiction counselling</p>	$(ZV+D+TÁ)/3$	<p>ZV: simple arithmetic mean of the marks for the final examination sections, rounded to two decimal places;</p> <p>D: marks obtained for the thesis/dissertation from the supervisor, the opponent and the final grade calculated in accordance with point 18.12;</p> <p>TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places;</p>
	<p>Specialized further training course in child and youth protection counselling</p>	$(ZV+D+TÁ+SZ)/4$	<p>ZV: simple arithmetic means of the marks for the final examination sections, rounded to two decimal places;</p> <p>D: marks obtained for the thesis/dissertation from the supervisor, the opponent and the final grade calculated in accordance with point 18.12;</p> <p>TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places;</p> <p>S: average of the marks obtained in the comprehensive</p>

			examinations, rounded to two decimal places	
	APN MSc		ZV: simple arithmetic mean of the marks for the final examination sections, rounded to two decimal places; TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places; D: final grade for the thesis	
		$0,4*ZV + 0,4*TA + 0,2*D$ (Source: Proposal for amendments to the Faculty Academic Regulations 2017.11.27.)		
	Health Care Manager MSc		ZV: The Health Care Management MSc has only a theoretical ZV part. TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places; D: final grade for the thesis	
	Masters in Physiotherapy	$(0,5*ZV + 0,5*TA)$	ZV: simple arithmetic mean of the marks for the final examination sections, rounded to two decimal places; TA: the weighted grade for the total number of credits earned over the entire period of study rounded to two decimal places;	

22. Miscellaneous provisions

22.3.2. Dean's request for equity:

It's within the Deans' discretion to exempt a student from the points of the study obligation of the TVSZ, if the obligation is not prescribed by a higher law.

22.3.4. *The study deadlines stipulated in the SZTE TVSZ and the faculty regulations are available on the faculty/university website.*

22.3.6. *The student is obliged to withdraw from the student status upon termination of the student's studies by the date of termination specified by law, regulations or decision, using the form provided by the Office of Academic and Training Administration. In the event of failure to withdraw, the institution shall attempt to recover the debt by the means laid down in the legislation, regulations and rules of procedure of the departments concerned by the disconnection, as communicated to the student when the equipment was handed over.*

22.3.7. *Before the student's status is terminated, the student must settle his/her financial debts and - discharge his/her library debts. The student must inform the faculty of all matters affecting his/her status during the suspension.*

Final provisions

The Faculty Council has amended these Faculty Academic Regulations by resolution No. .../2022 (19.10.2022) ETSZK. The Faculty Academic Regulations will enter into force on 28 October 2022.

Szeged, 2022.

Héderné Dr. Berta Edina

Dean

Appendix No. 1

Regulation for students for avoiding plagiarism

1. §

The scope of the Regulation

The scope of the Regulation includes all the written intellectual work (e.g.: seminar paper, dissertation, report, thesis/ diploma work etc.) submitted in electronic way and/ or printed by the Faculty students during fulfilling their study requirements.

2. §

The aim of the Regulation

The aim of the Regulation is giving effective help for the Faculty units when guiding the students in acquiring and using the culture and conventions of scientific reference. The Regulation also announces the consequences of not completing the requirements of scientific reference.

3. §

The definition of plagiarism

Plagiarism or **plagiarizing** is the act when someone uses another person's (the original author's) work in his/ her own published work without referring to the source and / or without the original author's permission and pretends that it is his / her own work and in this way he/she hurts the original author's rights. Either intentionally or carelessly acting like this he/she shows someone's intellectual achievements up as his/ her own ones, that is he/ she abuses another person's intellectual property.

Then in the sense of the above the cases of plagiarism are:

(1) Intentional plagiarism:

- a) Submitting another person's thesis, homework paper as his/ her own one / under his/her own name;
- b) Taking over another person's text (parts of a sentence, whole sentences, paragraphs) without putting it between quotation marks and without giving its reference;
- c) Not referring to the source of statistics or diagram/ illustration taken over;
- d) Paraphrasing a part of a text, that is not giving the source of a text which was taken over not literally but was composed with different words with the original meaning;
- e) Using such data collecting device without the author's permission that is allowed to be used only with the permission and consent of the author;
- f) Using a data collecting device or a part of it created by other thesis writers without referring to its origin.
- g) Referring to a non-existent source.

(2) Careless plagiarism (not knowing the rules of referring or using them incorrectly):

-
- a) Quoting a text literally and referring to its source but not putting it between quotation marks;
 - b) A plagiarizing paraphrase is non-acceptable (e.g.: in case of some words using synonyms, changing the order of the thoughts);
 - c) A seminar paper/ thesis made cut and paste from texts of several sources even if referring to the source;
 - d) Incorrectly referring to the source.

4. §

Sanctioning plagiarism

The faculty condemns all the forms of plagiarism and sanctions them as follows:

(1) In case of intentional plagiarism:

- a) In case of making a seminar paper/ report to complete the subject requirements at the end of a semester:
 - In case of committing plagiarism for the first time and in case it can be identified beyond all dispute, the paper must be assessed as failed, however the student is allowed to improve the grade in the examination period.
 - In case of committing plagiarism again the result of the subject will be “cannot be assessed”. And upon the suggestion of the Instructor the Dean may order a disciplinary procedure against the student according to the Disciplinary and Compensational Regulations for Students of the University of Szeged.

Rejecting to accept the thesis/ paper and initiating a disciplinary procedure do not affect initiating another civil or criminal or misdemeanor law procedure by the author or the University or the Faculty or other harmed person because of infringing copyright.

- b) If the thesis supervisor/ opponent assesses the thesis/ diploma work as “failed” the student is allowed to submit a new thesis/ diploma work in not earlier than one year. Beside these the dean may order a disciplinary procedure.

(2) In case of careless plagiarism:

- a) In case of a paper/ report made to complete the subject requirements during and at the end of the semester:
 - at the first time the student gets a “failed” assessment, but is allowed to improve the grade in the examination period;
 - in the case of repeated plagiarism, the student gets “cannot be assessed” note and the student has to register for the course again.
- b) In the case of thesis/ diploma work the thesis supervisor or opponent assesses it as “failed” and the student is allowed to submit the corrected thesis / diploma work in the next examination period.

The student is obligated to bind the signed statement in the thesis declaring under penalty of perjury that the thesis / diploma work is his / her own work.

5. §

The Procedural Oder

In the case of a seminar work, report it is the instructor's authority being responsible for the course to identify the fact of plagiarism. In case of thesis / diploma work it is the thesis supervisor's or the opponent's authority to identify the fact of plagiarism. If the supervisor's and opponent's opinion are different the third reviewer has the right to determine whether it was plagiarism or not.

The supervisor is obliged to inform the student about the plagiarism within 5 days from the day when she/ he learns of the fact of plagiarism:

- in an official letter posted by the relevant instructional unit;
- in an email sent to the student's email address by the supervisor enclosing the dean and the head of the Registrar's Department.

In case of all types of papers (report, thesis, diploma work etc.) it is valid that if the student does not agree on identifying the fact of plagiarism he / she may submit a request for legal remedy – meanwhile enclosing his/ her proofs if he /she has - addressed to the head of the competent department latest until the end of the fifth working day from the date of receiving the letter/ email /notification. The head of the department sets up an ad hoc committee appointing three instructors out of the department responsible for the student's study program to judge the request. If the committee rejects the request, the student may submit an appeal to the vice dean of education who is obliged to judge it within 8 days. This second-degree decision is final / legally binding unless the dean orders a disciplinary procedure because the student's plagiarism in the thesis / diploma work or in a report / paper again.

6. §

Avoiding plagiarism

To make references correctly and to avoid plagiarism it is obligatory to always use the principles of quoting / referring to literature in written works. These rules are the following:

- a) The student while paying attention to the conventions of the scientific reference of the certain specialization is obliged to indicate in his / her work if he / she takes over any thoughts, ideas, opinions, or arguments from another author in order to show them to inform about them or for any other purposes.
- b) Reference is needed in the case of a literally quoted or a paraphrased text as well.
- c) Reference is necessary also in the case of using statistical data or a diagram or an illustration or a data collecting device from another source.
- d) It is not enough to give the works having been used in the bibliography, but within the text it is also needed to inform the reader about the exact source of the quotations and paraphrased thoughts. It means that the sources given within the text and the sources given in the bibliography must be completely the same.

-
- e) In the case of quoting literally it is necessary to indicate within the text the author's surname, the year of publishing the work and the page number.

7. §

Final provisions

If the educational units that is institutions, departments and sections have further requirements than the given ones in 6§, they are obliged to make the appendixes including their requirements created on bases of the principles of this regulation available for the students of their courses.

The Faculty Council accepted the "Regulation for students for avoiding plagiarism" / Appendix No. 1 to the Academic Regulations of the Faculty of Health Sciences and Social Studies, University of Szeged with the decision No. 22/2017. (03.29)-ETSZK.TH.

This Regulation contains the modified text - closed on 18th March 2020 - of the original regulation in a consolidated structure, the modification was accepted by the Faculty Council with the decision no. 14/2020. (03.18.) ETSZK TH.

Szeged, 18th March, 2020
Edina Berta Héderné PhD
dean

Appendix No. 2 - Student statement on plagiarism

STATEMENT

I,, a student of the **Faculty of Health Sciences and Social Studies of the University of Szeged**, hereby under criminal liability I declare and certify by my signature that

.....
.....
.....

is **my own, independent work**; the use of the printed and electronic literature referred to in it has been made in accordance with the international rules of copyright.

I acknowledge that it is considered plagiarism in the case of a thesis:

- quoting verbatim without quotation marks and without citation;
- quotation of the contents without citing a reference;
- quoting someone else's published ideas as your own.

I, the undersigned, declare that I am aware of the concept of plagiarism and that my thesis will be rejected in case of plagiarism.

Szeged,year month day

.....

signature

Appendix No. 3 - Student declaration of intellectual creation

STATEMENT

I, (place and date of birth:; mother's name:; permanent address:), by signing this declaration, declare that I am familiar with the content of the Intellectual Property Management Regulations of the University of Szeged and that I consider the contents of the regulations to be binding.

I acknowledge that the thesis prepared under (name of the subject leader) in the subject is considered an intellectual work of service according to the Intellectual Property Management Regulations of the University of Szeged.

I have made this declaration free of any influence and of my own free will.

Szeged, 20.... monthday

.....

Declarant

Witness:

.....
.....

Witness:

.....
.....

Appendix No. 4 - Confidentiality statement in relation to practical courses

Confidentiality statement

Signed,

Name:

NEPTUN code:

student, in accordance with the Civil Code, the Criminal Code, Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. (GDPR) and other related legislation and internal regulations, by signing this declaration, I undertake to keep the data and information concerning the activities of the training center or the patients, service users, care recipients, fellow students, which I become aware of during my studies, and to protect the rights of the individual. In addition, I must not disclose to any unauthorized person any information which has come to my knowledge in connection with the completion of the training and the disclosure of which would be prejudicial to the training center, its staff, contractors, patients or any other person, or would create an unlawful situation.

In doing so, I will keep all such information that comes to my knowledge confidential; I will not disclose it to any third party, make any statement without the documented permission of the owner of the information; I will not use it, in whole or in part, for my own benefit or the benefit of others.

Confidentiality shall not extend to the disclosure of data of public interest and to the obligation to provide information and to communicate data which are in the public interest or the disclosure of which the data subject has given his or her written consent. I acknowledge that this confidentiality obligation shall continue to apply without time limitation after the end of the traineeship.

I acknowledge that the law penalizes any breach of private, correspondence, business or trade secrets, as well as any misuse of personal data, classified data or data of public interest. In the event of breach of this obligation, I assume all responsibility and will take all necessary steps to avoid the consequences of the breach of confidentiality and I acknowledge that the legal consequences provided for in the Civil Code may be applied against me.

Having read and understood this declaration, I have signed it as an expression of my free will.

Szeged, year month day

.....

signature

Students information sheet on making videos and taking pictures during lectures and practical lessons

We would like to draw your attention to the fact, that since the Academic and Examination Regulations of the University of Szeged doesn't expressly regulate matters about making videos and taking pictures during lectures and practical lessons, the regulations of the Act V/2013 promulgating the Civil Code are to apply to photos and videos taken during university lectures and lessons:

Section 2:42 [Protection of rights relating to personality]

(1) Everyone is entitled to freely practice his personality rights within the framework of the law and within the rights of others, and to not be impeded in exercising such right by others.

(2) Human dignity and the related personality rights must be respected by all. Personality rights are protected under this Act.

(3) Personality rights shall not be considered violated by any conduct if the person affected has given prior consent thereto.

Section 2:43 [Specific personality rights]

The following, in particular, shall be construed as violation of personality rights:

a) f)...

g) any breach of the right to facial likeness and recorded voice.

Section 2:48 [Right to facial likeness and recorded voice]

(1) The consent of the person affected shall be required for producing or using his/her likeness or recorded voice.

(2) The consent of the relevant person is not required for recording his/her likeness or voice, and for the use of such recording if made of a crowd or in a public event.

According to the regulations above **taking pictures and making videos during university lessons without all of the participants written voluntary consent is strictly prohibited!**

The suspicion of violation of personality rights might lead to disciplinary procedure followed by disciplinary sanction or academic warning!

University of Szeged Faculty of Health Sciences and Social Studies

Appendix No. 6. - First-year students' pledge

I,, pledge to abide by the University of Szeged's rules and regulations regarding teaching, research and organizational life. I will exercise my rights and fulfil my duties in the spirit of Veritas, Libertas and Virtus, worthy of a university citizen, for my own edification, for the benefit of the community and for the enhancement of the reputation of the university.

I pledge that I will not divulge to anyone any secrets I may learn during my studies about the problems or circumstances of patients, patients in need of care, or people in need of help, unless required to do so by law.

Szeged, 20....

signature, NEPTUN code

Appendix No. 7. - Graduation ceremony - Oath of the graduating students

I,

do solemnly swear,

that, by acquiring the knowledge and skills during my studies

I will practice my profession with the utmost conscientiousness,

and to conduct myself at all times in a manner befitting my profession.

I shall carry out my work in the spirit of the Code of Ethics of my profession.

I shall use the knowledge I acquire for the benefit of those who come to me,

with their trust, their vulnerable position

which I will not abuse.

I will help with equal attention and care

to all who come to me.

I will continue to develop my skills and expertise,

and I will exercise my profession with a sense of responsibility towards my fellow human beings.

My work will always contribute to the good reputation of the University of Szeged

and esteem of the University of Szeged.

Appendix No. 8.

TRANSFER INFORMATION

for the courses of the Faculty of Health Sciences and Social Training of the University of Szeged - AMEND according to NEW TVSZ

According to the Act CCIV of 2011 on National Higher Education, the Academic and Examination Regulations of the University of Szeged and the Faculty Academic Regulations, the conditions for transfer are as follows:

The transfer, change of specialization and change of section can be initiated at the latest by the end of the course enrolment period of the semester in question.

I. Conditions for transfer from other higher education institutions and other faculties of the University of Szeged

A student who has a legal relationship with another institution of higher education may transfer to the SZTE ETSZK in accordance with § 42 (6) of the Nftv (1) b) - except for those specified in the Government Decree - only between courses of study leading to the same level of qualification, in the case of bachelor's and master's degree programs, provided that the student has actually acquired at least 30 credits at his/her previous institution.

The transfer may take place mainly on a self-financed basis and, if a place is available, on a public scholarship basis.

Transfer conditions:

- existence of a student status
- identity of field of study
- identity of level of training
- Identity of languages of training, at least two successfully completed semesters at a previous institution before the start of the academic year in question. A further condition for admission is the completion of at least 30 credits of compulsory courses in the last two semesters and a weighted grade point average above 3.5 in all completed semesters.

The student can be admitted at a stage (progress) where he/she can complete at least one third of the credits of the course at the ETSZK during the student's transfer (pursuant to paragraph 49§ (7) of Act CCIV of 2011 on National Higher Education.)

A student who is subject to disciplinary proceedings or dismissal is not eligible for transfer.

Application

Applications for transfer must be submitted to the Office of Academic and Training Administration, addressed to the Academic Committee, in accordance with the published study deadlines.

Deadline for submission of the transfer request:

- From the academic year 2022/2023:

Transfer and change of degree, specialization, place of training, language of training and work schedule may take place from the end of the previous academic term until 15 September for the autumn semester and 15 February for the spring semester. If applications submitted later are accepted, the authorization will be valid for the following semester.

The application must be accompanied by:

1. a valid certificate of student status, not older than 15 days, stating that the student is not subject to disciplinary proceedings or dismissal, a certified copy of the student's transcript or record of attendance, including the titles, grades, credits, hours and semester averages of the courses taken,
2. a detailed, certified syllabus of the courses completed,
3. a certificate from the academic department of the transferring institution indicating the number of semesters used, the number of active semesters, and the form of financing.

The Academic Committee decides on the transfer application on the basis of a proposal from the Department concerned.

If a new student relationship is established, the transfer pursuant to Section 42 (1) b) of the Nftv. shall be deemed to take place upon enrolment following the decision of the host higher education institution on the transfer. If no new student status is established, the transfer pursuant to Section 42(1)(b) of the Nftv. shall be affected upon enrolment in the course following the decision of the host higher education institution on the transfer. In the case of a transfer, the host higher education institution shall send the decision on the transfer and the date of enrolment or registration following the decision on the transfer to the dismissing higher education institution and the student after the enrolment or registration of the transferred student. The host higher education institution shall report the date of the transfer and the name of the dismissing institution in the FIR, the student shall report the transfer to the dismissing institution and the dismissing institution shall report the reason for the termination of the course in the FIR.

Exceptionally, and for reasons of particular fairness, it may be possible to transfer under conditions other than the general rules.

Credit transfer

The credit transfer procedure is carried out on the basis of a credit transfer application submitted via the Modulo system during the period of the credit transfer supplementary round provided for in the university calendar. The application must be accompanied by a scanned color copy of the student's transcript/transcript of records and a detailed, certified copy of the subjects completed in pdf format (please also include a certified Hungarian translation of foreign-language documents).

II. Transfers within the ETSZK

Change of section:

Changing the course of study is possible only for exceptional and documentable reasons that are particularly worthy of consideration and that affect the student's family and living circumstances, and only with the permission of the Academic Committee from the academic year following the application. Applications must be submitted to the Academic Committee via Modulo.

The student may request transfer to another degree program at the University. The request is decided by the Academic Committee of the host faculty on the basis of the faculty's rules of procedure, as described in section 4.2. The transfer (change of degree) is only possible to a course of the same level and field of study as the original degree course, subject to the exceptions specified by law. An additional condition is that the student would have been admitted to the course of study to be taken up in the year of the original enrolment (his/her entrance score would have reached the threshold) and that he/she meets the specific admission requirements for the course of study to be taken up (e.g., aptitude test, practical examination, advanced level of school-leaving certificate). After completion of one academic year, the retrospective assessment of the entrance threshold may be waived with regard to the academic results achieved in the original course of study.

The Academic Committee decides on the change of degree program, considering the professional opinion of the department responsible for the new degree program.

Applications for change of degree program must be submitted via Modulo and must be accompanied by the following documents:

- existence of student status
- identity of the level of training
- identity of the languages of training,
- minimum of 30 credits acquired at the previous institution, in which case minimum of 30 credits acquired in the previous specialization

- a weighted grade point average of over 3,5 in all completed semesters

No change of specialization during the semester, only for a new semester. The conditions for changing specialization must already be met at the time of application.

The change of course and degree program takes effect on the working day following the day of approval.

Transfer request form (mandatory)

TRANSFER REQUEST

Name: _____

Education ID: _____

Place and date of birth: _____

Mother's name: _____

Identification number: _____

Nationality(ies) (and date obtained): _____

Permanent address: _____

Address for correspondence: _____

Telephone number: _____

E-mail address: _____

Details of the institution where the student is studying:

Name of institution: _____

Faculty: _____

Faculty: _____ Degree course: _____

Program: **BSc / MSc** Subject: **full-time / correspondence**

(underline as appropriate) (underline as appropriate)

Postal address: _____

Email address: _____

Start of studies: _____ (academic year, semester) Current year: _____

Last active semester for MSc / last 2 active semesters for BSc (min. expected: 3.51 weighted GPA): _____

Type of funding: number of semesters financed by the state / number of semesters financed by (part of) state scholarships: _____

number of semesters on cost-reimbursement/self-financing basis: _____

The student applies for admission to the Faculty of Health Sciences and Social Sciences of the University of Szeged

Degree: _____ Specialization: _____

Degree: **BSc / MSc**

Degree: **full-time / correspondence**

(underline as appropriate)

(underline as appropriate)

Justification: _____

Date:

.....

Signature of the student

Mandatory attachments (indicate the documents submitted with the application) (certified translations in the case of foreign documents):

- Student status certificate stating that the student is not subject to disciplinary proceedings or dismissal (not older than 15 days)
- Certified copy of transcript of records or transcript of records showing titles, grades, credits, hours and semester averages of courses taken
- Certified, detailed course description (subject matter) of completed courses
- Confirmation from the academic department of the transferring institution of the number of semesters used, the number of active semesters, and the form of funding
- Other: _____

Audit of the Office of Academic and Training Administration

The documents attached are complete: YES / NO

Missing document(s): _____

Date: _____

acting expert

Postal address: SZTE ETSZK Tanulmányi és Oktatásszervezési Iroda, 6726 Szeged, Temesvári krt. 31.



index:.....

Proposal of the Department involved in the training

I support the student's request for a transfer: YES / NO

Reasons in case of
refusal:

Date:

Head of Department

Decision of the Academic Committee

Transfer of the student: allow / deny

_____ year _____ department

_____ specialisation _____ form of training.

Reasons in case of
refusal:

Date:

*Chairman of the Academic
Committee*



Appendix No. 9.

V-D-120-5/2018.

Dean's Regulation No. 1/ 2018 (IV.26.) on the blocking of compulsory classroom exercises in full-time education that cannot be substituted at any other time.

1. §

With effect from the first semester of the 2018/19 academic year, the following principles shall be observed when compiling and planning the timetable of compulsory classroom exercises in full-time classes:

- For a given practical course, the number of lessons of the same course may not exceed the maximum number of absences specified in the current TVSZ and published in COOSPACE during the first two weeks of the academic term.
- It is not allowed to block lessons from the same course on consecutive days, even for the same number of hours as the maximum number of absences.
- A blocked course may appear in the timetable if the head of the unit responsible for the course and the dean have given their prior approval for the blocking of the course at the individual request of the instructor. The individual request, endorsed and countersigned by the Head of Department/Section Head, must be submitted to the Dean **no later than 15 May** for Semester 1 (Autumn) in the preceding Spring Semester; and **no later than 15 November** for Semester 2 (Spring) in the preceding Autumn Semester. No blocking requests may be submitted after the deadlines indicated.

2. §

This provision shall enter into force on the day of its promulgation. The dean's provision shall not apply to field placements outside the institution and to elective courses.

The regulations are available electronically in the Kozos/Belso_tajekoztatas/Szabalyzatok/Kari wichtige szabályordnung library.

Szeged, 26 April 2018.

Héderné Dr. Berta Edina

Dean

Appendix No. 10.

VI-D-253-5/2018.

Dean's Regulation No. 2/ 2018 (VIII.01.) on exceptional rules for students of foreign language courses

1. §

If a student is able to join an English language course starting in the academic year 2018/19 at a later date after the start of the course for reasons beyond his/her control (e.g. delayed visa application, other delayed official procedures, etc.), the rules on compulsory make-up of absences and the adverse legal consequences of absence shall be waived.

The determination of the absence is a matter of individual discretion for each student and the International Courses Secretariat is entitled to take a decision in consultation with the Deputy Dean General.

2. §

This provision shall enter into force on the day of its promulgation.

The dean's regulation is available electronically in the Common/Internal_information/Main faculty regulations library.

Szeged, 01 August 2018.

Héderné Dr. Berta Edina

Dean