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

SZEGED, 2025.

Approval by the Faculty Council:

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Entered into force:

Amendment accepted:

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This Academic Regulations of the Faculty of Health Sciences and Social Studies shall be interpreted in conjunction with the Academic and Examination Regulations of the University of Szeged (TVSZ), the numbering and titles follow the structure of the TVSZ. The scope of the rules of this Academic Regulations of the Faculty of Health Sciences and Social Studies extends to all lecturers and hourly-paid teachers participating in the educational activities of the Faculty, as well as all students of the Faculty. The provisions of the Academic Regulations of the Faculty of Health Sciences and Social Studies are printed in *italics*, while the quoted text of the Academic and Examination Regulations of the University of Szeged is printed in regular font following the abbreviation **TVSZ**.

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.*

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.*

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.

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.

7.3 Courses that are no longer part of the outgoing curriculum must still be open for registration for the students concerned, even if the course in question is no longer included in the new curriculum replacing the outgoing one. How to submit the request: Modulo/Interfaculty forms/Request form directed at the Academic Board / Study Committee /Request Subject: Egyéb ok /Request for other subject

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. Preferential study and examination schedule

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 examination by grade-offering

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 uploaded by the student to the Modulo by the deadline for submission on the attached form of the Final examination application ('Thesis submission ETSZK' form) together with the request for exemption. The application must be accompanied by the work justifying the exemption (in the case of OTDK, the award certificate; in the case of a scientific paper, the paper or the published article) as well. 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.

10.1.2

For Students of Nurse Bachelor and Nurse Master Programme:

For the credit of work experience, students must have worked for at least one year in a nursing position 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 a minimum of 3 years of work experience and current active employment, accompanied by a certificate issued by the employer. No more than 3 years may elapse between the date of the submission of the application and the year of employment. The work experience may be presented once during the whole training period, either as an (inhouse/demonstration) practice or as a field practice.

For Students of Physiotherapist Master Programme:

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 of Paramedics and Midwife Bachelor Programme:

The requirement for recognition of clinical practice subjects is a minimum of 3 years of work experience, which in the case of midwives is a nursing position or a position requiring a secondary school midwifery qualification, while in the case of paramedics previous employment as a nurse or paramedic in the field of work according to the subject (at least 75% of the subject) and current active employment are required, which must be verified by a certificate issued by the employer. No more than three years may elapse between the submission of the application and the year of employment. The work experience may be presented once during the whole training period as a field practice.

For Students of Healthcare Visitor Master Programme

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 credit transfer 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).

How to submit the request: Modulo/Interfaculty forms/Request form directed at the Academic Board/Study Committee/Request for exemption from accomplishing a course

12. The examination period

12.1.1. The Dean may, at his or her discretion, grant exceptional permission for examinations outside the examination period (not covered by the preferential study and examination schedule) on an individual basis and on grounds of special consideration, but his or her decision to grant such permission cannot be enforced.

In the week following the repeat exam period, the Faculty may announce a week of exceptional exams granted by the Dean based on the procedure entitled "Exceptional Exam Granted by the Dean," which is published each semester. This includes the deadline and method for submitting requests, the student groups concerned and the conditions for assessing requests.

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 in a previously published period 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 completed thesis/dissertation must be uploaded to the final examination application form ('Thesis submission ETSZK' 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 uploaded as one 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		$D = 0,2 * K + 0,4 * O + 0,4 * V$	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'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				
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 the academic year 2017/18: (42/2017.(06.28.) TH.) ETSZK.	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, 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	$(0,5 \cdot ZV + 0,5 \cdot T\acute{A})$	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	$0,4 \cdot ZV + 0,3 \cdot T\acute{A} + 0,3 \cdot SZ$	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)	$(0,3 \cdot ZV + 0,2 \cdot D + 0,3 \cdot T\acute{A} + 0,2 \cdot SZ)$	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	
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			rounded to two decimal places; S: average of the marks obtained in the comprehensive examinations, rounded to two decimal places	
	Master's in Social Sciences (Master in Social Policy, Master in Social Work) Specialized training in child and adolescent psychiatry and addiction counselling	$(ZV + D + T\acute{A}) / 3$	ZV: simple arithmetic mean of the marks for the final examination sections, 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;	

	Specialized further training course in child and youth protection counselling	$(ZV+D+TÁ+SZ)/4$	ZV: simple arithmetic means of the marks for the final examination sections, 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 comprehensive	
			examinations, rounded to two decimal places	
	APN MSc	$0,4*ZV + 0,4*TÁ + 0,2*D$ (Source: Proposal for amendments to the Faculty Academic Regulations 2017.11.27.)	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	

	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	$(0,5 \cdot ZV + 0,5 \cdot TÁ)$	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

22.1.1.

The detailed regulations governing the use of personal and technical assistance available to students with special educational needs (students with disabilities)—such as personal assistants, note-taking interpreters, or synonym dictionaries—as well as exemptions from academic requirements (including the possibility of exemption from courses covered by the expert opinion) and academic accommodations (e.g., extended preparation time, taking an oral exam in written form) are defined in the University of Szeged's Regulations on Ensuring Equal Opportunities and Equal Treatment for Students.

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. 32/2025. (10.30.)-ETSK. TH. The Faculty Academic Regulations will enter into force on 05 November 2025.

Szeged, 2025. 30. October

Prof. Dr. Edit Tóth-Molnár

Dean

Appendix No. 1 Regulations on Student Plagiarism

1. § Scope of the Regulations

The scope of the Regulations includes all written intellectual work (e.g., seminar paper, report, thesis/diploma work etc.) submitted electronically and/or in printed form by the Faculty's students in the course of fulfilling their academic obligations.

2. § Aim of the Regulations

The aim of the Regulations is to enable Faculty units to guide students in the acquisition and application of scientific referencing practices and conventions. The Regulations also set out the consequences of failing to meet scientific referencing expectations.

3. § Definition of Plagiarism

Plagiarism or **plagiarizing** is the act of using another person's (the original author's) work in one's own work without reference to the source and/or without the original author's permission and presenting that as one's own, thereby violating the original author's rights.

Whether it is done intentionally or negligently, it involves presenting someone else's intellectual achievement as one's own, i.e. misusing another person's intellectual property.

On the grounds stated above, the cases of plagiarism are:

(1) Intentional plagiarism:

- a) Submitting another person's thesis, homework as their own;
- b) Adopting another person's text (parts of sentences, full sentences, paragraphs) without indicating it with quotation marks and proper citation;
- c) Not citing the source of statistics, diagrams, or illustrations;
- d) Paraphrasing part of a text (rewording it in one's own words) without providing a reference to the source;
- e) Using a data collection tool without the author's permission, where permission is required;
- f) Using a data collecting tool or a part of it created by other thesis writers without referring to its origin;
- g) Referring to a non-existent source.

(2) Unintentional plagiarism (due to unawareness of referencing rules or incorrect use of them):

- a) Quoting a text literally and referring to its source but not using quotation marks or the reference is missing, but there are quotation marks;
- b) unacceptable plagiarizing paraphrase (e.g. replacing words with synonyms or rearranging the order of thoughts);
- c) A paper or thesis consisting of text pieces pieced together from multiple sources, even with proper citation;
- d) Incorrectly referring to the source.

4. § Sanctioning Plagiarism

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

(1) In the case of intentional plagiarism:

- a) For a paper prepared to fulfill end-of-semester requirements:
 - If plagiarism is committed for the first time and can be established beyond all doubt, the paper must be assessed as failed. However, the student is allowed to improve the grade in the examination period.
 - If plagiarism is committed again, the student is marked as “not assessable” and, in addition to the obligation to retake the course, the Dean may order disciplinary proceedings at the proposal of the instructor in accordance with the Student Disciplinary and Compensation Regulations of the University of Szeged.

The refusal to accept the paper and the initiation of disciplinary proceedings do not affect the initiation of any other proceedings (civil, administrative, or criminal) that may be initiated by the university/faculty or other injured party in relation to copyright infringement.

- b) If the thesis supervisor/opponent assesses the thesis/diploma work as “failed”, the student is allowed to submit a new thesis/diploma work after one year at the earliest. In addition, the Dean may order a disciplinary procedure.

(2) In the case of unintentional plagiarism:

- a) For a paper prepared to fulfill end-of-semester requirements:
 - the student is assessed as “failed” for the first time, but is allowed to improve the grade in the examination period;
 - if plagiarism is repeated, the student is marked as “not assessable”, and must register for the course again.
- a) For a thesis/diploma work, the thesis supervisor or opponent assesses it as “failed”, the student is allowed to submit the corrected thesis/diploma work in the next examination period.

For a thesis or diploma work, the student is required to include a signed declaration stating - with full awareness of their disciplinary responsibility – that the thesis or diploma work is their own work.

5. § Procedural Order

For a seminar paper or report, the instructor responsible for the course has the authority to identify plagiarism. In the case of a thesis or diploma work, the thesis supervisor or the opponent has the authority to identify cases of plagiarism. If the supervisor's and opponent's opinions differ, the third reviewer has the right to determine - based on the available data - whether plagiarism has occurred or not.

The supervisor is obliged to inform the student about the plagiarism within 5 calendar days of becoming aware of it, by:

- sending an official postal mail via the relevant instructional unit;
- sending an email to the student's email address with the Dean and the Head of the International Office copied on the e-mail.

For all types of papers (thesis, diploma work, seminar paper, etc.), if the student concerned disagrees with the determination of plagiarism, they may submit a request for legal remedy to the Head of the relevant Department/Section by the end of the 5th working day following notification of the measure at the latest, along with any evidence supporting their claims. The Head of the Department/Section appoints a three-member ad hoc committee from the department's instructors responsible for the student's degree programme to assess the request. If the committee rejects the request, the student may submit an appeal to the Vice Dean of Education, who is required to assess it at second instance within 8 days. This second-instance decision is legally binding, unless the Dean orders a disciplinary procedure due to the plagiarism in a thesis or diploma work or due to repeated plagiarism of a seminar paper or a paper written in lieu of a colloquium.

6. § Avoiding Plagiarism

To ensure correct referencing and to avoid plagiarism, it is always obligatory to use the principles of bibliographic citation in written works produced in courses offered by the Faculty, which are as follows:

- a) While taking into account the referencing conventions accepted in the given field, the student must indicate in their work if they use any thoughts, theories, opinions, or arguments from another author, whether for the purpose of presentation, explanation, or any other form of use;
- b) References are required for both literal quotations and paraphrased text;
- c) A reference is also necessary if the author uses statistical data, figures, illustrations, or data collection tools from another source;
- d) Listing works in the bibliography is not sufficient. The reader must also be clearly informed within the text where the quotations or paraphrased ideas come from, i.e. there must be complete correspondence between the sources cited in the text and those listed in the bibliography;

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- e) For literal quotations, the author's surname, the publication year, and the page number must be indicated in the text.

7. § Final Provisions

If individual educational units (institutes, departments, sections) impose additional requirements beside those set out in Section 6, they are obliged to make their annexes - containing their expectations regarding the method of scientific referencing, which comply with the principles set out in these regulations, - available to students registering for their courses.

Appendix No. 1 to the Academic Regulations of the Faculty of Health Sciences And Social Studies of the University of Szeged, titled Regulations on Student Plagiarism, was adopted by the Faculty Council by Resolution No. 22/2017.(03.29) - ETSZK. TH at its meeting on 29 March 2017.

The Regulations contain the consolidated text of the original regulations, as amended by the Faculty Council's Resolution No. 14/2020 (03.18.) ETSZK. TH, finalized on 18 March 2020.

Szeged, 18 March 2020

Edina Berta Héderné PhD
Dean

Appendix No. 2 – Student statement on plagiarism**STATEMENT**

I, undersigned(name) the student of the Faculty of Health Sciences and Social Studies, University of Szeged am declaring under penalty of perjury verifying it with my signature that the thesis with the title:

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.....

is my own independent work. I have used the printed and electronic literature in it in accordance with the international regulations of copyright.

I am aware and accept that in case of theses it is plagiarism,

- if the literal quotation is written without quotation marks and without giving the reference
- if the content of a text is quoted without giving the reference
- if the published thoughts of another person is given as my own ones.

I declare that I have known the meaning of plagiarism and I understand that my thesis will be rejected in case of plagiarism.

I acknowledge that an electronic copy of my thesis will be placed in the library of the University of Szeged after its defense, where it will be available to library patrons.

Szeged,(day/month/year)

.....

signature

Appendix No. 3 – 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.
Signed, year month day

.....
signature

Appendix No. 4 – 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

Undersigned I declare that on the(date) I've read and understood the „Students information sheet on making videos and taking pictures during lectures and practical lessons” as well the enclosed data processing sheet.

NEPTUN Code	NAME (capital letters)	SIGNATURE
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Appendix No. 5. - 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. 6. - 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. 7**TRANSFER INFORMATION DOCUMENT**

regarding the degree programmes of the Faculty of Health Sciences and Social Studies
of the University of Szeged

Based on Act CCIV of 2011 on National Higher Education (hereinafter referred to as Nftv.), and the Academic and Examination Regulations of the University of Szeged (hereinafter referred to as SZTE TVSZ), the conditions for transfer are as follows:

According to Section 4.2 of the SZTE TVSZ, the Academic Committee is responsible for all – except the matters referred to the Credit Transfer Committee's jurisdiction - the academic matters (in particular: transfer, change of degree programme-, study mode-, specialisation-, minor, preferential study and examination schedule, and approval of extraordinary passive semester (see Sections 6.4 and 6.6 of SZTE TVSZ)).

The decision of the Academic Committee may be appealed in accordance with the Student Appeals Procedure.

**I. Conditions for Transfer from Other Higher Education Institutions and from Other
Faculties of the University of Szeged**

A student, who has a legal status at another higher education institution, may be transferred to the Faculty of Health Sciences and Social Studies of the University of Szeged under the transfer referred to in point b) of paragraph (1) set out in Section 42 (6) of the Nftv – except as otherwise provided in a Government Decree – only between degree programmes leading to the same qualification level in the case of bachelor and undivided master programmes, provided that the student has successfully obtained at least 30 credits at their previous institution.

The transfer may primarily be granted in self-financed form, but may also occur in a state-funded form if places are available.

Conditions for transfer:

- proof of active student legal status at the time of transfer,
- the educational fields must be the same,
- the level of the degree programmes must be the same,
- the language of the degree programmes must be the same,
- the transfer may take place after the successful completion of at least two semesters at the previous institution, prior to the beginning of the given academic year. A further condition for transfer is the acquisition of at least 30 credits from the compulsory courses in the last two semesters, as well as Grade point Average above 3.5 in all completed semesters.

The student may be admitted only at such a stage of progression that allows them to complete at least one third of the total credits of the degree programme to which they have been transferred at the Faculty of Health Sciences and Social Studies in accordance with Section 49 (7) of Nftv.

A student, against whom a disciplinary procedure is taken or who is under expulsion, is not allowed to be transferred.

Request

The request for transfer (see the attached form) must be addressed to the Academic Committee and submitted to the International Office.

Deadline for transfer request submission:

- for the autumn semester of the academic year: 30 June (missing documents must be submitted by 15 **July** at the latest),
- for the spring semester of the academic year: 15 January (missing documents must be submitted by 30 **January** at the latest).

The request must include the following attachments:

1. a valid student legal status confirmation form issued no more than 15 days prior to submission. The confirmation form must also certify that the student is **not subject to disciplinary proceedings or dismissal, an officially certified copy of the student's transcript or academic record**, listing the **titles of completed courses, grades, credit values, number of contact hours, and semester grade point averages**,
2. certified and detailed syllabi of all the completed subjects,
3. a certificate issued by the International Office of the sending institution regarding the semesters completed, the number of active semesters, and the form of financing.

The Academic Committee decides on the transfer request by taking into consideration the professional recommendation of the department responsible for the degree programme.

If a new student legal status is created, the transfer – pursuant to Section 42 (1) b) of Nftv.- comes into effect with the enrolment after the decision of the receiving higher education institute. If a new student legal status is not created, the transfer – pursuant to Section 42 (1) b) of Nftv. - comes into effect with the registration for the degree programme after the decision of the receiving higher education institute. In the case of a transfer, following the student's enrolment or registration, the receiving higher education institution sends its transfer resolution and the date of enrolment or registration to the releasing institution and to the student. The receiving higher education institution reports the date of transfer and the name of the releasing institution to the FIR. At the releasing institution, the student is recorded as having left the degree programme due to transfer, and in the FIR, the reason for the termination of studies is indicated as transfer.

In exceptional cases, transfer is also granted under conditions differing from the general rules, based on special individual circumstances.

Credit transfer

The credit transfer procedure is carried out on the basis of the credit transfer request submitted in the Modulo system during the period of the supplementary credit transfer specified in the university calendar. The request must be accompanied by a scanned colour copy of the student's transcript of records and detailed, certified syllabi of the completed courses in PDF format (in the case of documents issued in a foreign language, an **official Hungarian translation** must also be attached).

II. Transfer Within the Faculty of Health Sciences and Social Studies

Change of study mode, degree programme:

Changing the study mode and the degree programme is permitted only in cases of extraordinary and well-documented reasons deserving special consideration, which significantly affect the student's family or living circumstances, and only with the approval of the Academic Committee. The request must be submitted to the Academic Committee via the Modulo system (**Interfaculty form / Request form directed at the Academic Board/Study Committee / Request to change study programme/Request for a switch from full to part-time or from part to to full-time**).

Deadline for submission of degree programme, study mode:

- for the autumn semester of the academic year: 30 June (missing documents must be submitted: 15 July at the latest),
- for the spring semester of the academic year: 15 January (missing documents must be submitted: 30 January at the latest).

According to Section 11.1 of the SZTE TVSZ, the student may request a transfer to another degree programme within the university. The request is evaluated by the Academic Committee of the receiving Faculty in accordance with the Academic Regulations of the Faculty of Health Sciences and Social Studies as set out in Section 4.2 of the SZTE TVSZ. By way of transfer (change of degree programme) – except as otherwise provided by law – a student may be transferred only to a degree programme of the same level and field of study as their original degree programme. Another requirement is that the student would have been admitted to the intended degree programme in the year of the original enrolment (their entrance score reached the admission threshold) and that they meet the specific admission requirements for the intended degree programme (e.g. aptitude test, practical examination, advanced level of school-leaving certificate). After the completion of one academic year, the retrospective verification of the admission threshold may be waived based on the academic results achieved in the original degree programme.

The Academic Committee decides on the change of degree programme and study mode by taking into account the professional opinion of the department responsible for the intended degree programme.

Requests must be submitted via Modulo and the following documents must be attached:

- proof of active student legal status at the time of transfer,
- the level of the current and the intended degree programmes must be the same,
- the language of the two degree programmes must be the same,
- completion of at least 30 credits in the previous degree programme/specialisation/study mode
- in all completed semesters the Grade-point Average is required to be above 3.5.

Adopted by the Faculty Council of the Faculty of Health Sciences and Social Studies of the University of Szeged by Resolution No. 12/2024. (03.21.)-ETSK.TH. at its meeting held on 21 March 2024.

Appendix No. 8.

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. 9.

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