

# **STUDENTS AROUND THE** WORLD

**FACULTY OF HEALTH SCIENCES** is a dynamically increasing, multinational campus - our students come from more than

**50 different countries** 





**DEAN:** Prof. Dr. Pongrác Ács Professor Head of Institute



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# UNIVERSITY OF PÉCS The first university in Hungary

When founding the Central European universities, Louis I. of Hungary founded the first Hungarian university in 1367 in Pécs, and so the history of Hungarian higher education is accounted for since then. UP celebrated the 650th jubilee of its founding in 2017. In the 20th century, a multi-coloured university structure was established and from 2000, with the addition of most of the higher educational institutes of the South-Transdanubian region, the University of Pécs was created, one of Hungary's biggest higher educational institutes, with around 20000 students.

> The history and the multidisciplinary faculties of the UP are a guarantee of high-quality education.

Algeria Angola Bangladesh Bulgaria Cameroon Chile China Costa Rica **Egypt** Eritrea France Ghana Greece India Iran

Japan Jordan Kenya Kyrgyzstan Kosovo Liberia Malaysia Mexico Moldova Mongolia Morocco Netherlands Nigeria Norway Pakistan Peru Russia

Russia Saudi Arabia Slovenia South Africa Somalia Spain Sri Lanka Sudan Syria Tunisia Turkey Uganda Ukraine USA Vietnam Yemen Zimbabwe

Iraq

Israel

# **UP FACULTY OF HEALTH SCIENCES -**

### the cradle of health science programmes

The Faculty of Health Sciences is one of the most dynamically developing faculties.

We not only have bachelor programmes but also master's as well, and we even have our own doctoral school where one can achieve a PhD. The faculty is committed to lifelong learning and to training high-quality professionals in health, social, and sport sciences. As the first university-level Health Science Faculty of Hungary, you can apply to 3 Bachelor's and 3 Master's programmes.

At the Faculty of Health Sciences, you will be able to learn up-to-date, modern, evidence-based knowledge of health sciences in nursing, dietetics, physiotherapy, or midwifery BSc programmes. The Advanced Practice Registered Nurse (APRN) programme - popular and successful throughout the US or the UK - is available from September 2019. Creating a new dimension of nursing, this programme equips you with high-level competencies, much like physicians, and you are able to choose from five specializations (anaesthetics, emergency care, gerontology, intensive care, and primary care) in which to deepen your knowledge.

From 2021 Clinical Laboratory Science and from 2022 Physiotheraphy Master programs are also available.

In accordance with the European Community Law we offer two degrees (nursing, midwifery), which are automatically accepted when applying for a job within the European Union without any necessary licensing procedure.

We have a significant amount of international connections concerning many of the offered programmes so our students have an opportunity to complete part of their studies in one of our partner universities.



# PÉCS The city of culture

Pécs is Hungary's fifth most populated cities with around 150000 citizens. The chief town of Baranya county, which lies at the foot of the Mecsek hills in Southern Transdanubia, with a Mediterranean atmosphere, where the spring is full of flowers, the summer is warm, the autumn is pleasant, and the winter is mild.

The history of the city starts 2000 years back in time. The ancient Roman city, Sopianae, is still used in the names of many institutes or products. In the Middle Ages, the city was under Turkish control for over 150 years, so today there is more heritage from those ages than in any other Hungarian city. Even today, in the main square, stands an Islamic Mosque, which is one of the main symbols of Pécs.

The early Christian burial site from the 4th century Roman city, Sopianae, has been on the World Heritage list since 2000 and with universal historical value, so it is one of the highly important cultural heritage sites for the history of humanity.

The city's narrow streets running up the hills and the tiny squares create a peculiar atmosphere. The downtown area is filled with restaurants where you can sit comfortably on the terrace and enjoy the buzzing life of the city. Another remarkable attraction is the huge cathedral with four towers and the beautiful square in front of it, the remains of the city wall and bastion with restaurants scattered all around the space.

Pécs has one of Hungary's greatest University centres. The first university was founded in the 14th century. The current university has more than 20000 students who make sure that the city is throbbing with life.

Within this thriving city are the university faculties located.

Pécs is also known for its prestigious museums, galleries, festivals and other cultural events. The National Theatre of Pécs, the Kodály Centre – resident orchestra: the Pannon Philharmonic orchestra -, the Zsolnay Quarter and the nationwide known ballet company offers interesting programmes, not to mention the Pécs Days, the Zsolnay Light Festival, The Pécs National Theatre Convention, the Pécs City Carnival or the European Winesong Festival.

The region has several sites, attracting tourists: the Mecsek-hills, the Mecsek-Siklós-Villány wine region, the spa in Harkány, the charming old villages of Baranya and the many historical castles in Szigetvár, Siklós, Pécsvárad etc.











## **SAFETY**

Pécs is a very friendly and liveable city. Due to the relatively small distances and the extensive network of public transportation, the different spots can be reached easily and safely. Many taxi companies offer services that are available on a reasonable price level, during day and night. Having experienced the growing number of bike users recently, the city leaders decided to build new bike lanes where bikers can ride safely across the city. Now the students can pedal from the main dormitories to the Faculties on the brand new bike lanes.

Pécs is a real university city that has been an educational centre for centuries.

The town is 2000 years old full of historical spots and beautiful places, and the 20,000 students who live here, find it a pleasant and very convenient place to live in. The high level of education characterises the population. The number of people speaking foreign languages in Pécs is double the national average. The more than 5000 international students studying in Pécs are turning the city a truly multicultural place.

The town is deeply committed to developing its international relations, as proved by the number of its twin cities (Lahti, Osijek, Cluj-Napoca, Arad, Fellbach, Graz, Lyon, Terracina, Novi Sad, Kütahya, Seattle, Tucson, Shiraz, Istanbul - Beyoglu). These relationships enhance participation in international projects and help in the coordination of economic development projects. With the honorary consulates of Austria, Croatia, Finland, Germany and Italy located here, the town is considered to be a sub-centre for diplomacy as well.





# WHY PÉCS?

# Why the UP Faculty of Health Sciences?

- Useful knowledge! EU compliant nurse and midwife certificate
- ► High quality training! Correct prices
- Multicultural! More than 4500 international students await you
- ► Available! Low cost reimbursement
- ▶ Wonderful city! Mediterranean atmosphere
- ▶ All for the eyes and ears! Concerts, theatre, exhibitions organized by the university or the city
- ▶ Can't get tired of it! Free festivals throughout the year
- ▶ Resolved accommodation! granted dormitory placement for first year students
- ▶ We care about you! Hungarian and foreign student mentors will help you get to know the city and university life
- ▶ It's good to come here! Great parties in a good community await you
- ▶ Nurturing talent! Singing? Dancing? Acting? Join the Dancing University, the Musical University or the Janus University Theatre.
- ► Europe awaits you! You can travel in Europe with scholarships.
- Professionalism! You can find your profession of a lifetime in our programmes
- ▶ Quality! Our instructors are highly qualified, scientifically certified professionals..
- We improve you skills! our training is practice oriented, mentors help you improve in practice environments.
- No entrance exam! Preliminary studies, training or diploma in health care means extra points during application







# LIVING IN PÉCS

# dormitory of apartment? Living in Pécs, accommodation – dormitory, flat, is there another option?)

#### https://international.pte.hu/housing

#### **Accommodation**

Further to accommodation in Pécs, incoming students have two basic options. They may stay in a dormitory or seek for alternative accommodation.

The University of Pécs offers 4 dormitories for international students. They are located in quiet, residential areas of the city. The Faculties of the University as well as the city centre are easily accessible from the dormitories. Most of the dormitories have recently been renovated. The rooms are nicely furnished and contain bathrooms. Bedclothes are supplied. Rooms are offered on a reasonable price level: approximately 180-240 EUR per month.

#### **Rented accommodation**

For incoming students who require superior quality accommodation, rented flats are an alternative. Renting a flat can provide students with the peace, comfort and privacy they require.

Student Housing offers a free apartment-finding service for students. They have the largest database of apartments for rent in Pécs from approx. 160 EUR/month.

#### What they offer:

- houses, apartments and flats for rent
- roommate search
- apartment listings can be viewed at www.studenthousing.hu
- their website is updated daily!
- they make appointments with the landlords
- they take you out by car to view apartments
- they give you a rental contract

Choose your favourite apartments on their website, write them an email and leave the rest to them!

#### **Contacts:**

Address:

Faculty of Medicine, H-7624 Pécs, Szigeti str. 12 Mobile: +36 30 215 5513; +36 30/300-4101

Tel: +36 72 536 227

E-mail: <a href="mailto:studenthousing@aok.pte.hu">studenthousing@aok.pte.hu</a>

Web: www.studenthousing.hu

Facebook: Student Housing - Free Apartment

Finding Service



# **EVENTS FOR STUDENTS**

**CHARITY EVENTS** 

**Excursions** 

**FRESHMAN BALL** 

**Pécs University Days** 

Specializations' Evening

Christmas Show at the Christmas Market of Pécs

PÉCS CITY CARNIVAL













# **NURSE (MASTER)**

## ADVANCED PRACTICE REGISTERED NURSE (APRN)

To be highly trained health professional, without losing touch with your caring side.

Treating patients, ordering medication independently? Are you interested but you find the medical school programmes too long? Then the APRN programme is a perfect choice for you.

The APRN provide patient-centred safe and high quality care by partnering with patients and their caregivers. Nurse Practitioners in Hungary will be clinicians with advanced degrees in acute and emergency care areas, and they will be able to do assessments, perform and interpret diagnostics test, set diagnoses as well as prescribe medications and other treatments. They will blend their clinical expertise with health prevention and health management and deliver a unique blend of nursing and medical care. They will be able to help the patients make healthcare decisions, educate them while treating the whole person.

Through their management knowledge, they are able to lead the professional staff and departments and through research methodology and biostatistics knowledge they can organize and execute clinical researches. They may apply their skills into practice in the countries worldwide and in facilities where the legislations, protocols and directives allow that.

Students choose from two specialities: intensive care and primary care. The availability of the different specializations is subject to the number of enrolled applicants.

#### Minimum application requirements:

- ▶ Degree in Bachelor of Nursing (different degree level or study field is not acceptable)
- ▶ Intermediate (B2 level) English language proficiency (evaluation based on an online oral interview)
- ▶ Eligible medical state (current HIV, Hepatitis B or C, TB (tuberculosis) infections are exclusion criteria at the acceptance)



# **NURSE (MASTER)**

# INTENSIVE CARE NURSE PRACTITIONER SPECIALISATION

ADVANCED PRACTICE REGISTERED NURSE (APRN)

# As an Intensive Care Nurse Practitioner you will acquire the following competencies:

- knowledge of the basic principles, how to handle the a patient's complex needs in critical condition
- complex knowledge of the characteristics of critical conditions, and how these affect the human body in short, medium and long term.
- complex knowledge of deseases which drive to critical conditions, the diagnostics and therapies of these deseases, the advanced nursing skills and patient education tasks regarding these deseases
- knowledge of treatment and medication policies of typical intensive therapy desease patterns, administration of medications, possible side effects of therapeutic and medication interventions
- application of reanimation and defibrillation on basic and advanced level

# Examples of the offered courses during the program:

- Modern Nursing Interventions (theory, practice)
- ▶ ECG Studies
- ▶ Care of Patients in Critical Condition
- ▶ Toxicology
- ▶ Reanimatology
- ▶ Intensive Therapy Practice



Course name	Credit	Semester
Basic clinical studies theory	6	I.
Basic clinical studies practice	2	I.
Therapeutic studies (pharmacology, prevention and lifestyle issues, invasive therapeutic options)	3	I.
Clinical Diagnostics and Decision Making I. theory	2	I.
Clinical Diagnostics and Decision Making I. practice	2	I.
Thesis I Research methodology and biostatistics I. theory	1	I.
Thesis I Research methodology and biostatistics I. practice	1	I.
Clinical diagnostics and decision making II. theory (RTG, CT, MRI, ultrasound, laboratory, ECG studies)	3	I.
Clinical diagnostics and decision making II. practice (ECG analysis)	1	I.
First care of acute diseases theory	1	I.
First care of acute diseases practice	1	I.
Modern nursing interventions theory	2	I.
Modern nursing interventions practice	2	I.
Biophysical and healthcare technical studies	2	I.
Principles of care for patients with critical conditions	2	I.
Hungarian for Medical Purposes I.	0	I.
University students strategies	0	I.
Application of modern tools and procedures in intensive care field practice	0	I.
Health promotion-health education I. theory	1	II.
Health promotion-health education I. practice	1	II.
Cardiovascular diseases theory	4	II.

# STUDY PLAN - INTENSIVE CARE

Course name	Credit	Semester
Cardiovascular diseases specialization specific studies theory	2	II.
Cardiovascular diseases skill and simulation practice	2	II.
Cardiovascular diseases field practice	0	II.
Pulmonology, ear-nose-throat, airway theory	2	II.
Pulmonology, ear-nose-throat, airway skill and simulation practice	1	II.
Ear-nose-throat field practice	0	II.
Advanced airway management	1	II.
Respiratory procedures theory	1	II.
Respiratory procedures skill and simulation practice	1	II.
Respiratory procedures field practice	0	II.
Triage (ICU + emergency - different educational content)	1	II.
Triage field practice	0	II.
Outpatient anesthesia field practice	0	II.
On-call Duties of General Practitioners I. theory	1	II.
On-call Duties of General Practitioners I. field practice	0	II.
Healthcare system studies and legal environment	1	II.
Thesis II. theory (Nursing research)	5	II.
Thesis II. practice (Nursing research)	5	II.
Hungarian for Medical Purposes II.	0	II.
University students strategies	0	II.
Optional Courses (characteristics of intensive patient care)	2	II.
Neurology, psychiatry theory	2	III.
Neurology specialization specific studies theory	1	III.

Course name	Credit	Semester
Neurology skill and simulation practice	1	III.
Neurology, psychiatry field practice	0	III.
Internal medicine (gastroenterology, hematology, nephrology, geriatrics) theory	2	III.
Internal medicine specialization specific studies theory	2	III.
Internal medicine skill and simulation practice	1	III.
Internal medicine field practice	0	III.
Pediatrics theory	2	III.
Pediatrics specialization specific studies theory	1	III.
Pediatric skill and simulation practice	1	III.
Pediatric field practice	0	III.
Toxicology	2	III.
Clinical studies (dermatology, ophthalmology, urology) theory	2	III.
Clinical studies field practice	0	III.
Reanimatology I. (ALS) theory	1	III.
Reanimatology I. (ALS) practice	1	III.
On-call Duties of General Practitioners II. theory	1	III.
On-call Duties of General Practitioners II. field practice	0	III.
Health communication theory	1	III.
Health communication practice	1	III.
Healthcare management	1	III.
Thesis III.	3	III.
Hungarian for Medical Purposes III.	0	III.
University students strategies	0	III.

# STUDY PLAN - INTENSIVE CARE

Course name	Credit	Semester
Optional Courses (transfusiology)	2	III.
Surgery - Neurosurgery - Trauma theory	2	IV.
Surgery - Neurosurgery - Trauma specialization specific studies theory	2	IV.
Surgery - Neurosurgery - Trauma skill and simulation practice	1	IV.
Surgery - Neurosurgery - Trauma skill and simulation practice specialization specific studies	1	IV.
Surgery - Neurosurgery - Trauma field practice	3	IV.
Obstetrics - gynecology theory	2	IV.
Obstetrics - gynaecology specialization specific studies	1	IV.
Obstetrics - gynaecology skill and simulation practice	0	IV.
Reanimatology II. (peri-arrest, neonatal resuscitation)	1	IV.
Infectology (microbiology, public health) theory	2	IV.
Infectology field practice	2	IV.
On-call Duties of General Practitioners III. theory	1	II.
On-call Duties of General Practitioners III. field practice	0	II.
Instensive care field practice	5	IV.
Thesis IV.	5	IV.
Optional Courses (IT studies, telemedicine)	2	IV.

# **NURSE (MASTER)**

# PRIMARY CARE NURSE PRACTITIONER SPECIALISATION ADVANCED PRACTICE REGISTERED NURSE (APRN)

# As a Primary Care Nurse Practitioner you will acquire the following competencies:

- formulating preliminary diagnosis
- independent compilation of treatment plans
- ordering and analysing laboratory and imaging tests
- performing specialist nursing and patient education tasks
- working independently in a practice engaged in community nursing
- managing independently chronic diseases (e.g. hypertension, diabetes mellitus, hyperlipidaemia) affecting adult patients
- ordering consultation of physicians, ordering and implementation of therapies
- carrying out preventive examinations
- ordering, prescribing vaccines
- compiling complex rehabilitation (diet therapy, physiotherapy, psychological and/or social) plans

- preparing individual health plans
- creating, implementing complex health promotion project

# Examples of the offered courses during the program:

- Deseases in Infant medicine and Pediatrics
- ▶ Chronic Deseases
- ▶ ECG Studies
- Pharmacology
- Modern Nursing Interventions



Course name	Credit	Semester
Basic clinical studies theory	6	I.
Basic clinical studies practice	2	I.
Therapeutic studies (pharmacology, prevention and lifestyle issues, invasive therapeutic options)	3	I.
Clinical Diagnostics and Decision Making I. theory	2	l.
Clinical Diagnostics and Decision Making I. practice	2	I.
Thesis I Research methodology and biostatistics I. theory	1	I.
Thesis I Research methodology and biostatistics I. practice	1	I.
Clinical diagnostics and decision making II. theory (RTG, CT, MRI, ultrasound, laboratory, ECG studies)	3	I.
Clinical diagnostics and decision making II. practice (ECG analysis)	1	I.
First care of acute diseases theory	1	I.
First care of acute diseases practice	1	I.
Modern nursing interventions theory	2	I.
Modern nursing interventions practice	2	I.
Biophysical and healthcare technical studies	2	I.
Hungarian for Medical Purposes I.	0	I.
University students strategies	0	I.
Optional courses	2	l.
Primary Care Clinical Practice I.	0	I.
Health promotion-health education I. theory	1	II.
Health promotion-health education I. practice	1	II.
Clinical Diagnostics and Decision Making III.	1	II.
Primary care nursing I. theory	2	II.

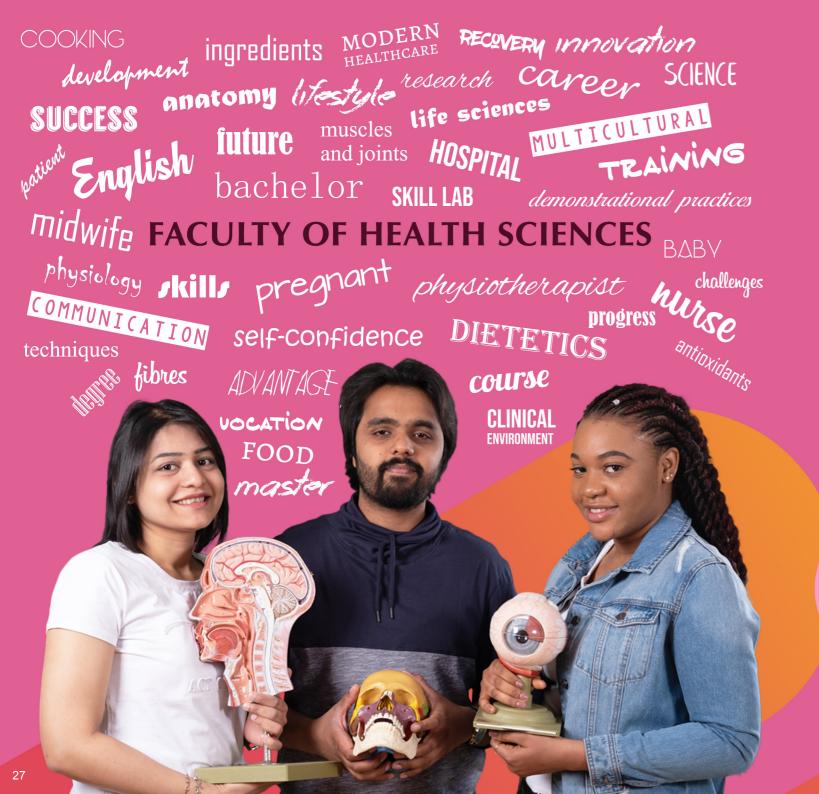
# STUDY PLAN - PRIMARY CARE

Course name	Credit	Semester
Primary care nursing I. practice	1	II.
Pharmacology theory	2	II.
Pharmacology practice	2	II.
Family Medicine I. theory	1	
Family Medicine I. practice	1	II.
Praxis Community project practice	2	II.
Patient examination (adult / child) theory	1	II.
Patient examination (adult / child) practice	1	II.
On-call Duties of General Practitioners I. theory	1	II.
On-call Duties of General Practitioners I. field practice	0	II.
Primary Care Clinical Practice II.	0	II.
Primary Care Clinical Practice III.	0	II.
Primary Care Clinical Practice IV.	0	II.
Healthcare system studies and legal environment	1	II.
Thesis II. theory (Nursing research)	5	II.
Thesis II. practice (Nursing research)	5	II.
Hungarian for Medical Purposes II.	0	II.
University students strategies	0	II.
Optional courses (ordering medical devices)	1	II.
Health promotion-health education II. theory	2	III.
Health promotion-health education II. practice	1	III.
Complex rehabilitation I.	1	III.
Infant and pediatric diseases theory	2	III.

Course name	Credit	Semester
Infant and pediatric diseases practice	2	III.
Family Medicine II. theory	2	III.
Family medicine II. practice	2	III.
Primary care nursing II. theory	2	III.
Primary care nursing II. practice	2	III.
Primary Care Clinical Practice V.	2	III.
Primary Care Clinical Practice VI.	3	III.
Primary Care Clinical Practice VII.	0	III.
On-call Duties of General Practitioners II. theory	1	III.
On-call Duties of General Practitioners II. field practice	0	III.
Health communication theory	1	III.
Health communication practice	1	III.
Healthcare management	1	III.
Thesis III.	3	III.
Hungarian for Medical Purposes III.	0	III.
University students strategies	0	III.
Optional courses (Documentation)	1	III.
Health promotion-health education III. theory	1	IV.
Health promotion-health education III. practice	2	IV.
Primary care nursing III. theory	2	IV.
Primary care nursing III. practice	1	IV.
Nursing management	2	IV.
Primary Care Clinical Practice VIII.	1	IV.

# STUDY PLAN - PRIMARY CARE

Course name	Credit	Semester
Primary Care Clinical Practice IX.	2	IV.
Primary Care Clinical Practice X.	2	IV.
Primary Care Clinical Practice XI.	5	IV.
Patient education theory	1	IV.
Patient education practice	1	IV.
Case management	1	IV.
On-call Duties of General Practitioners III. theory	1	IV.
On-call Duties of General Practitioners III. field practice	0	IV.
Infectology (microbiology, public health) theory	2	IV.
Infectology field practice	0	IV.
Thesis IV.	5	IV.
Optional Courses (IT studies, telemedicine)	2	IV.





#### **HU QIONGZHI:**

#### Why did you choose Pécs?

Pécs was selected to be the European capital of Culture, the multicultural environment lets students understand the cultures of each country and provides a free learning environment for us.

#### How do you like being in Pécs, studying at this Faculty?

The faculty has lots of students from different countries, they share their ideas and thoughts which is very important to everyone. The faculty has very high education quality.

#### **UMOREN MMENIMABASI:**

#### How do you like being in Pécs?

Pécs has a lot of historical and famous monuments and buildings. A very active city for a student like me. Most importantly, it lies at the foot of a beautiful mountain. Pécs is a wonderful place to study in and a very lively city. A place where a student can never be bored.



# The

#### **ALI ABBAS RAHI AL-MURSHEDI:**

#### Why did you choose the University of Pécs?

The university's high ranking and reputation for academic excellence, combined with the unique structure of the program, particularly its emphasis on practical training across various healthcare centers and hospitals in Hungary, greatly appealed to me.

#### How did you like the APRN MSc study program?

I benefited from hands-on training across multiple healthcare facilities in Hungary, with the added possibility of international training experiences. The Faculty's commitment to providing comprehensive training across various centers in Pécs and other cities in Hungary ensures that students gain exposure to a wide range of clinical cases and environments, preparing them for successful careers in healthcare. I wholeheartedly recommend the program due to its exceptional quality and the myriad of valuable opportunities it offers.

### **FINANCES**

# The best fee in the region, including the costs of

theoretical studies

obligatory practice

Tuition fee: 3500 EUR / semester

#### Application fee: 200 EUR.

The cost of living is low compared to European standards, diners and restaurants have student-friendly prices.

Warranted dormitory to first-year students from visa-mandatory countries for approximately. 180-240 EUR/month.

Several apartments for rent at an affordable price

#### **Stipendium Hungaricum**

By the international agreement of the Ministries for Education in Hungary and partner countries, each of these countries may appoint a certain number of prospective students for the Stipendium Hungaricum Scholarship. he students may participate in bachelor, master, doctorate or preparatory programmes in predetermined fields of studies as full or part time students if they are admitted by the institute.

#### More information:

https://stipendiumhungaricum.hu/

# Scholarship Programme For Christian Young People

The core mission of the Scholarship Programme for Christian Young People is to provide the possibility of studying in Hungary for young Christian students living in the crisis regions of the world and/or being threatened in their country because of their faith. Bachelor's, master's, doctorate, or preparatory programmes are offered for candidates in predetermined fields of study as full or part-time students if they are admitted by the institute.

#### More information:

http://hungaryhelps.gov.hu/scyp/



## THE APPLICATION PROCEDURE

- 1. Click on the https://apply.pte.hu/ website.
- Choose your favourite study program, click on 'Apply now!' and start your application.
- **3.** After submission and paying the application fee, your application documents will be evaluated and you are going to participate in an oral interview (Microsoft Teams).
- 4. In case of a successful interview, you need to pay the tuition fee and registration fee in order to get the Final Acceptance Letter.

#### **Application documents:**

- Official copy of Bachelor degree certificate (in English or with official translation)
- ▶ Transcript of academic records in English
- ▶ Intermediate (B2 level) English language proficiency certificate (recommended)
- Medical Certificates:
  - O General Medical Certificate (issued by a
  - O General Practitioner)
  - O HIV/AIDS test result
  - O Hepatitis B, C test result
  - Hepatitis B Vaccination card (with exact doses and dates)
  - O Chest X-ray result (TB free)
- CV in English
- Motivation letter in English
- Copy of passport



### **CODE OF CONDUCT**

The international programs of the Faculty of Health Sciences at the University of Pécs attract an increasing number of students from diverse cultural backgrounds. In addition to adhering to the university's regulations, it is essential to respect cultural diversity to ensure harmonious coexistence. This code of conduct serves this purpose.

#### **GENERAL BEHAVIORAL REQUIREMENTS**

- 1. Students must behave courteously and show respect toward their instructors, university staff, and fellow students, regardless of nationality, residence, gender, national or ethnic background, skin color, religious beliefs, sexual orientation, native language, etc.
- 2. Students must respect the office hours of instructors and other university staff. **They must arrive on time for appointments**.
- 3. If an instructor or university staff member requests that a student leave the **office or classroom**, the student must comply.
- 4. Students must follow the instructions of their instructors.
- 5. There is no mandatory dress code; however, students should always dress appropriately for the occasion and in a manner that does not offend public decency.

#### **CLASSES AND EXAMS**

- 1. Students must arrive on time for classes. Instructors have the right to deny entry after a 10-minute delay unless justified (e.g., public transport disruptions, university administrative issues).
- 2. Students may only leave the classroom during

- a lesson in case of an emergency. If a student needs to leave, they must notify the instructor politely. If they leave, they must return as soon as possible.
- 3. Students must respect the process and timing of test reviews. A maximum of one student may be present in the instructor's office at a time, and the review should not exceed 10 minutes. After 10 minutes, the instructor has the right to refuse further questions and request the student to leave.
- 4. Students must acknowledge that it is prohibited to take notes on exam questions during test reviews.
- 5. The use of phones, earphones, headphones, and similar devices is prohibited during class. Students must keep all electronic devices muted during lessons.

#### COMMUNICATION

- 1. The accepted greetings, depending on the time of day, are: "Good morning," "Good afternoon," or "Good evening."
- 2. Students may ask questions to their instructors at any time. However, grades are not a matter of negotiation.
- 3. Students must adhere to the formal email etiquette when communicating with instructors and university staff (proper greeting, body with full sentences and relevant information, signature with name and Neptun code see Appendix 1).

#### PERSONAL AND MATERIAL SECURITY

1. Students must acknowledge that engaging in any activity that endangers the physical safety of another student, staff member, or campus community member is strictly prohibited. If they witness such an incident, they are obliged to report it to the university, primarily to their instructor, either via email or in person.

Students must adhere to the rules of peaceful coexistence. Any behaviour violating these rules, such as obscene behaviour, speech, or profanity, is prohibited.

3. Physical violence or threats thereof, includ-

- ing but not limited to bodily harm and sexual harassment, are strictly prohibited and will have legal consequences.
- 4. The university expects all students to recognize and respect gender equality in accordance with the applicable Hungarian laws. (As stated in the Fundamental Law of Hungary, men and women are completely equal in all respects. This must be observed by all, regardless of differing cultural customs, in relation to both instructors and fellow students.)
- 5. Students must acknowledge that entering, remaining in, or using closed and private premises without permission is prohibited.
- 6. The Faculty of Health Sciences does not tolerate misuse of equipment or facilities. Students must use these properly and may be required to pay compensation for any damages caused.
- 7. In the event of a violation of the present code of conduct, the university may initiate disciplinary proceedings, the details of which are regulated by the University Disciplinary Regulations.

Prof. Dr. Pongrác Ács Institute Director, Dean

## **APPENDIX 1**

#### **Elements of a Formal Email:**

- Email address and subject line
- Greeting
- Introduction, clear explanation of the inquiry/request
- Closing

#### **Email Address and Subject Line**

Students should create a professional email address. Addresses such as fairyprincess4@ example.org are suitable for personal communication but not for contacting instructors, as emails from such addresses may be ignored or deleted. The subject line is a crucial element, as emails without one may not be opened.

#### Greeting

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Always address the recipient appropriately. If the recipient has an academic title, include it in the greeting, for example:

Dear Dr. Orsolya Máté,

polite in a formal setting. If unsure about the recipient's gender, use Dear Sir/Madam to avoid incorrect addressing. The best approach is to use the full name of the recipient: Dear [Full Name].

# Introduction and Explanation of Inquiry/Request

An introduction is especially important when emailing someone unfamiliar. State your name and the purpose of your email:

"My name is XY (Neptun Code), and I am a firstyear Physiotherapy student in the Nursing and Patient Care program. I would like to inquire about [briefly explain your inquiry]."

Once the recipient knows who you are, you may detail your request or question.

#### Closing

Before signing off, it is polite to thank the recipient in advance for their response, such as: "Thank you in advance for your response."

Do not forget to sign the email!

- Yours sincerely,
- Yours faithfully,
- Best regards,

Always sign emails with your full name and Neptun code!

