



香港麻醉科醫學院
THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS
(Incorporated as a Charitable Organisation with Limited Liability in Hong Kong since 1989)



Regulations for Courses organised by The Hong Kong College of Anaesthesiologists

1. Applicants must apply for the course in writing and paid the course fee before the deadline for application.
2. Applicants are required to pay a surcharge of 20% of the course fee if their applications are received after the deadline for application.
3. The College has to right to accept or reject any application.
4. Trainees who have not paid and/or unsuccessful applicants are not allowed to sit in at any time during the course. The College reserves the right to charge the unauthorised attendee all or part of the course fee or other appropriate actions.
5. A letter of acceptance will be sent to the successful applicants.
6. Participants must observe the rules and regulations of the course venue.
7. If applicants withdraw from the course after the deadline for application, the course fee will be forfeited. If the withdrawal is due to medical reasons and with proof, the course fee, less 10% as administrative charge, will be refunded.

For the Revision Tutorial Course

1. The maximum number of participants is 30.
2. Only applicants whose application form and course fee received before the deadline of application will be considered for selection.
3. If received more than 30 applications, applicants will be selected by the course organiser according to the selection criteria laid down by the HKCA. The selection criteria may be revised from time to time by the Council. The decision of the College is final.

Attendance

1. Participants must sign his/her name on the attendance sheet provided during each attendance. For revision tutorial course, the participant has to sign his/her attendance for each session which may be more than once daily.
2. Participant must sign for himself or herself only.
3. Participants with the attendance of 70% or above will be eligible to receive the certificate of attendance. The College will inform the participants' COS and SOT if their attendance is less than 50%.

Certificate of Attendance

1. A Certificate of Attendance will be issued to the participants on satisfactory attendance of the course.
2. Participant who has unsatisfactory attendance or has violated the regulations will not be issued the Certificate of Attendance.

January 2009

Revised May 2015, Dec 2022