



Regulations for Courses Organised by The Hong Kong College of Anaesthesiologists

1. Applicants must apply for the course in writing and settle the course fee in full before the application deadline.
2. No late applications will be accepted after the prescribed deadline.
3. The College reserves the right to accept or reject any application.
4. Trainees who have not settled the course fee and/or unsuccessful applicants are not permitted 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 proceed with other appropriate actions.
5. A notice of acceptance will be sent to all 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 is supported with written proof, the course fee, less a 10% administrative charge, will be refunded.

The Revision Tutorial Course

1. The maximum number of participants is 50.
2. Only applicants whose application form and course fee payment received before the deadline of application will be considered for selection.
3. If the course receives more than 50 applications, applicants will be selected by the course coordinator according to the selection criteria determined by the Board of Education. 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 during each class to indicate their attendance. For the Revision Tutorial Course, participants must sign the attendance sheet for each session, which may occur more than once daily.
2. Participants must sign for himself or herself only.
3. Participants with the attendance rate 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 rate is less than 50%.

Certificate of Attendance

1. A Certificate of Attendance will be issued to the participants who meet the satisfactory attendance rate of the course.
2. Participants who are unable to meet the attendance rate or have violated the course regulations will not be issued a Certificate of Attendance.

January 2009

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