

Announcement About the CatchUp courses

To help the mass problems arising on the side of the students and based on the favourable experiences in similar educational forms from abroad our faculty launches the CatchUp courses. The essence of the system is that certain departments on voluntary basis use their teaching free time (in the summer or during the weekends of the instruction period) to give education (lectures and practices) in block-of-classes (concentrated classes) form with the same topics of their subject, and at the end of which they hold examinations identical in the method and requirements of the original subject.

I. Characteristics of the courses:

1. The courses are considered to be non-basic (extracurricular) educational form. Therefore the result of the examination passed successfully will not be automatically counted in the normal progress of the student, but – alike with courses completed abroad or at different faculties – based on the opinion of the course director the Credit Transfer Committee can grant the credit allocated to the subject. In case of positive decision the credit is counted into the student's progress equivalently with the credit granted for completing that subject.
2. The courses can be announced by the departments on voluntary basis, on the decision made by the course director, considering their lecturers' free capacity and infrastructure.
3. The form and class hours of the courses (lectures and practices), the topics of the individual classes and the examination requirements are identical with the characteristics of the evoked subject. The rules of the attendance of classes should be applied similarly. In case of absence beyond the usual rate the student cannot be accepted for examination. The only difference is the timing of the classes – the occasions are held typically in block of classes, with raised number of class hours, in a shorter total period.
4. Participating in the courses is only possible on a fee-paying basis. Since the courses are considered as extra service, the rate of the tuition fee does not depend on the normal financial status of the student and on the educational program. The amount is calculated on the basis of the number and quality (percentage of lectures and practices, cost demand of practices) of classes.
5. The student is to pay the total tuition fee even if she/he was granted partial or full exemption from attending the classes (upon the recommendation of the course director) based on past attendance of the subject's classes. No exemption can be granted from attending the lectures.
6. The participation cost of the course is calculated by the Faculty Finance Office according to the scheme approved by the leadership of the faculty.
7. No class of the courses can be held on a workday of the instruction period (on an educational day).

II. Implementation of the courses

1. Courses are announced by the course director. The announcement contains information about the time and place of the course, the days of examination and further data – considering the above mentioned rules.
2. To apply for a course is possible within the period given by the course director (normally one week). Due to financial reasons, the course is launched only above a certain minimum headcount.



3. The student can be accepted for the course only if she/he has taken the subject identical with the course earlier, and could be accepted for the examination then, but had unsuccessful examinations. By fulfilling this criterion, the students had earlier completed the pre-requisites of the subject at the same time.
4. If the number of applicants reaches the minimum headcount by the end of the application period, the course director informs the students about the start of the course. After this the students have one week to pay the tuition fee. The Registrar's Office can give information about the technical details of the payment.
5. If at least the minimum number of students pay the tuition fee until the end of the payment period, the course will start. If not, the course is considered as annulled and the student's payment is refunded within a week. Only students who completed their payment duty until the end of the payment period are allowed to attend the course. The Faculty Finance Office notifies the course director about the incoming payments.
6. The course director is responsible for the a proper quality of the course, and is obliged to strictly keep the rules and to check the work of the co-worker teachers involved in the course.
7. Following to the end of the course, the list of the students successfully passing the examination is sent by the course director to the Head of the Credit Transfer Committee for approval. Having granted the credits, the Credit Transfer Committee informs the Registrar's Office. The administrators of the Registrar's Office registers the granted credits into the ETR.
8. When designing the time of the course the course director should pay attention to the fact that the registration of the results after successfully finishing the course (bringing together the Credit Transfer Committee meeting, entering the credit into the ETR) takes time. The student is only allowed to take up a subject which has the course as a prerequisite if the credit of the course is already registered into the ETR. If the registration of the credit could not be done before the end of the registration period due to the late organisation of the course, the student is only allowed to take up the given subject in the following registration period (normally next year). (Please note, that the Credit Transfer Committee meet on a monthly basis. The Registrar's Office – due to other duties – needs several days to enter the credits into the ETR). Of course, we will do every effort – within reasonable limits – to urge up the procedure, but we are not able to guarantee the result.
9. If the student gives up the course or is unsuccessful at the examinations, she/he is not entitled to claim back even a part of the tuition fee.

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(This is a translation of the original, Hungarian language letter.)