



Memorandum

Meeting of the Students' Feedback Subcommittee
on March 26, 2018. from 1 p.m. at the Kenézy Villa

Attendance list: Prof. Zoltán Papp Vice Dean for Scientific Affairs, Chairman of the Students' Feedback Subcommittee; Róza Zákány associate professor, Tamás Dinya assistant lecturer, Péter Fülöp associate professor, Tamás Szabó associate professor, Pál Pap Head of Registrar's Office, Dóra Bölskei, Bence Ádám, Mahul M. Patel, Sándor Oláh, Ádám Fodor, Firas Odeh, Ayoub Abu Khadra, Ayman Yahya Dalida students of the Faculty of Medicine.

Professor Zoltán Papp: greeted those present. He said that the meeting would proceed according to the posted agenda.

Modify the bonus system criteria

- I. **Agenda: Modify the bonus system criteria**
 - a. **Two extra questionnaires that can be accessed by anyone**
 - b. **Suggestions on the content of the two extra questionnaires**

Professor Zoltán Papp:

- According to the proposal at least 5 questionnaires have to be completed in each semester. If the five questionnaires completed, the opportunity for the examination enrollment will open one day before in the Neptun system.
- If the number of the available questionnaires for compulsory subjects is less than five, it is possible for students to fill out two additional questionnaires that contain non-subject-specific questions.
- Students who have taken less than 3 subjects in the given semester will not be able to access the bonus system because there is no opportunity for those students to complete 5 questionnaires.
- Similarly, to the previous year for the 6th year students there will be another bonus system. For example, they can get tickets for the Campus Festival.
- The finalized questionnaires will be available on the website.
- In order to finalize the extra two questionnaires the suggestions or questions should be sent until March 27, 2018. The members of the committee decide on the received suggestions within one week and finalize the questionnaires.

The members of the Subcommittee unanimously accepted the above proposal. Accordingly, 5 fulfilled questionnaires will allow the student to open the examination enrollment one day before in the Neptun system.



Pál Pap:

- Since the students indicated that there was not enough information about the bonus system a detailed description would be issued in the Neptun message format from the Registrar's Office.

II. Agenda: availability of the Feed-back Subcommittee's materials on the Faculty's website.

Professor Zoltán Papp:

- The website of the Faculty of Medicine has been renewed a few months ago.
- A new site was created for the Student Feedback Subcommittee on the website of the Faculty among other committees of the Faculty.
- The committee's materials can be accessed on this surface. Here you can see the minutes of the previous meetings and the questionnaires.
- Materials that are public only for the members of the committee can be accessed after entering with the University ID.
- The introduction of other functions is also planned on the website eg. design of a message board and measures taken on the basis of the received student feedback could be tracked according to the draft. These are still under construction, further reconciliation is needed for implementation.
- A "Guide" menu would be created on the website where those messages would be available which were sent by the Registrar's Office through the Neptun System for students. For example deadlines or conditions for submitting requests.

Members of the committee unanimously supported the proposals for developing the website.

Professor Zoltán Papp thanked for the attendance and closed the meeting.

Zoltán Papp M.D, Ph.D.,D.Sc.

Vice-Dean for Scientific Affairs

Chairman of the Student Feed-Back Subcommittee

Judit Domján

keeper of the minutes

March 27. 2018.