THE ROYAL COLLEGE OF SURGEONS OF ENGLAND

FGDP
(uk)

PROMOTING EXCELLENCE IN DENTISTRY

ACADEMIC REGULATIONS
RELATING TO THE
FGDP(UK) DIPLOMA IN IMPLANT DENTISTRY

AS APPROVED BY
THE BOARD OF FACULTY
Amended with effect from 26th October 2010

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1. **Eligibility and Application**

1.1 To be accepted onto the programme, applicants shall:

- be registered with the General Dental Council or equivalent other national regulatory body and licensed to practise as a dentist (NB participants are required to inform FGDP(UK) of any pending investigations or restrictions against their registration which may affect their participation on the course)
- normally be currently practising in an environment where there is sufficient demand for implant dentistry with access to sufficient patients for the work-based training components of the programme

1.2 Application is via:

- completion of the relevant application form
- provision of suitable evidence of meeting the criteria in 1.1 above
- payment of the required fee

1.3 In cases of applications exceeding the number of participant spaces available, applications will be assessed against scoring criteria based on evidence of post graduate education, experience of restorative & oral surgery and, their practice environment’s suitability to support the programme.

1.4 Prior to carrying out clinical work, participants shall ensure their practice conforms with FGDP(UK) standards for practising implant dentistry (including the practice of implant dentistry under asepsis) and relevant governmental and regulatory body legislation.

1.5 Participants will have their practice visited to ensure the above (1.4).

1.6 Participants shall have indemnity or insurance cover as required by the General Dental Council of the United Kingdom (or equivalent national regulatory body if practising abroad)

1.7 Participants shall have a current certificate of immunity status against communicable diseases (Hepatitis B) before undertaking the clinical and surgical component of the programme

1.8 Participants must have documentary evidence of up-to-date training in intermediate cardiopulmonary resuscitation (CPR) prior to the clinical component.

2. **Attendance and completion of studies**

2.1 The taught components of the programme take place over two years.

2.2 All contact learning sessions (‘units’) must be attended. Failure to attend a specific session will require the participant to complete the session within a subsequent cohort, at the same or a different venue.

2.3 Each unit must be completed within the timescale indicated within the Participant Handbook.

3. **Assessment of written assignments**

3.1 Participants will be provided with guidance on assignment writing and structure for the first 3 assignments.

3.2 Assignments will be marked anonymously against a model answer by a single marker against pre-set marking criteria.

3.3 Participants will be informed of the marking criteria.

3.4 All written assignments must be within + or - 10% of the word count e.g. for a 1,500 word assignment, between 1,350 and 1,650 words.

3.5 Assignments outside this limit will be marked for content and then dropped one grade below the mark awarded i.e. A to B, B to C etc.
3.6 A minimum of 20% of all assignments will be moderated by another tutor for quality assurance.

3.7 Grades will be awarded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>75+</td>
<td>Pass with excellence</td>
</tr>
<tr>
<td>B</td>
<td>65-74</td>
<td>Clear pass</td>
</tr>
<tr>
<td>C</td>
<td>50-64</td>
<td>Bare pass</td>
</tr>
<tr>
<td>D</td>
<td>40-49</td>
<td>Bare fail</td>
</tr>
<tr>
<td>E</td>
<td>30-39</td>
<td>Clear fail</td>
</tr>
</tbody>
</table>

4. **Assessment of practical skills**

4.1 Timed practical exercises at designated contact learning sessions shall be completed by participants within the allocated time.

4.2 Assessment of all practical exercises will be carried out by the tutors or demonstrators in attendance.

4.3 Practical exercises will be assessed as either a pass or fail, using criteria based on specific parameters that need to be met by the participant.

4.4 A minimum of 20% of all exercises will be moderated by another tutor for quality assurance.

4.5 The participant shall arrange with the appropriate teaching staff for exercises s/he has completed unsatisfactorily to be repeated and re-assessed.

5. **Assessment of the participant's dental practice**

5.1 Participants will receive a copy of the FGDP(UK)'s practice visit document, which defines the standard for all practices and includes a section specific to implant practice. The proforma must be completed and returned to FGDP(UK) Education staff before a visit can be scheduled.

5.2 The practice visit document standards will be used by assessors to determine the acceptability of the practice.

5.3 The practice visit will take between 2 and 3 hours. Participants shall ensure that the dentists involved are not seeing patients at the time of the visit and that the practice manager, the senior surgery nurse and any other nurses who assist in the practice of implant dentistry are available during this period.

5.4 At least one free surgery, where implant dentistry is practised, shall be available. Other dentists within the practice may continue to operate normally.

5.5 Dates for practice visits will be set once the course has commenced. Due to the limited availability of assessors, participants are expected to take part in the visit at the date and time arranged.

5.6 If a participant cancels or postpones a visit less than seven days before it is due to take place, they will be liable for the assessors’ fees and any non-refundable travel and/ or subsistence arranged for the assessors.

5.7 If a participant's practice is located outside the United Kingdom, the participant will be responsible for the travel and accommodation costs of the assessors.

5.8 Following the visit, assessors will report whether the practice meets the criteria detailed in the practice visit document. If not, the participant will be informed whether they are required to submit further evidence and
whether a second visit will be needed to check that specific work has been carried out.

5.9 Should the assessors be required to revisit the practice, the participant will be liable for the assessors’ fees and their travel and subsistence costs.

6. **Assessment of clinical case reports**

6.1 Grades will not be awarded for clinical case reports. Case reports will be approved by the participant’s tutor, and by an additional tutor for the treatment plan, in line with guidance in the participant handbook.

6.2 Participants shall select and submit eight case reports (or ten if submitting for the Advanced Certificate) for assessment by Faculty Examiners as a requirement for entry to the final examination.

7. **Final assessment**

7.1 All participants on the programme will be provisional candidates for the final examination which shall consist of a forty minute VIVA exam.

7.2 Provisional candidates will become eligible to sit the final examination upon satisfactory completion of the prescribed period of study and all other required conditions, including written assignments, practical exercises, practice visit and submitted cases.

7.3 Final assessment will normally take place during unit 16 and be based on clinical case reports submitted by the required deadline.

7.4 The participant shall submit eight clinical case reports for assessment no later than the final date set for submission, normally 6 weeks prior to unit 16.

7.5 Participants may submit two type 4 cases (see Handbook) to be eligible for the advanced certificate.

7.6 Cases for presentation comply with all requirements and guidelines, as set out in the Participant Handbook.

7.7 No late submissions will be accepted. A participant who does not submit their case reports by the required deadline for their sitting of the final examination shall have their case assessment deferred to a later date, for a subsequent sitting of the examination.

7.8 The final assessment will be in the form of a 40 minute viva examination. Each candidate will be assessed by two examiners.

7.9 A participant will be permitted to submit eight cases towards the Diploma at one sitting and two type 4 cases for the Advanced Certificate at the same or an additional sitting.

7.10 One or more cases will be selected for assessment.

7.11 To be awarded the advanced certificate the participant must submit two acceptable cases demonstrating the ability to augment a deficient ridge using autogenous bone grafts from an intra oral donor site which may be used for the placement of one or more implants. The implants shall subsequently be brought up to function.

7.12 No additional fee will be payable if the participant submits cases for the Diploma and Advanced Certificate at the same time.

7.13 A fee will be payable by the participant prior to an additional sitting.

7.14 Participants who are unable to complete the case reports by the required deadline for assessment at unit 16 may have their assessment deferred to a subsequent cohort.

7.15 Should a participant be required to submit at a future assessment (regardless of whether they are being examined towards the Diploma
and Advanced certificate or either award separately), they will be liable for the examiners’ fees for the future assessment and a separate fee per case for each case they are required to submit.

7.16 There will be 2 assessment dates per year, normally in June and December in accordance with the examination calendar.

7.17 A participant will be permitted a maximum of 2 years following the completion of their cohort for the submission of their cases.

7.18 In exceptional circumstances, on application which must be accepted by the FGDP(UK) examinations committee, one additional year may be allowed.

7.19 The Appendix sets out the Assessment Appeals Protocol

8. Late submissions and re-submissions of assignments, deferment and practical exercise re-takes

8.1 All assignments must be submitted no later than the submission date notified to participants.

8.2 Requests for deferment – i.e. late submission agreed in advance of a submission deadline - will normally only be granted by the Course Directors in cases of evidenced adverse circumstance such as illness. A medical certificate or other supporting evidence must be submitted to the Course Directors, via the FGDP(UK) Education office, at the time the problem arises.

8.3 Assignments shall normally be deferred for a maximum of 2 weeks.

8.4 Assignments for which deferment has been agreed will be marked as though submitted by the original deadline i.e. they will be awarded a grade from A to E.

8.5 Assignments submitted after the deadline without prior agreement for deferment will not be awarded a grade higher than C.

8.6 Where a participant submits an assignment after the deadline without prior agreement, the assignment may be admitted for marking and awarded a grade higher than C if the participant can provide conclusive evidence that their late submission was wholly due to exceptional circumstances, which they could not notify to the faculty at the time.

8.7 If the evidence does not substantiate the participant’s claims, the assignment will not be marked and a fail grade will be recorded for the assignment. The assignment will be returned to the participant for resubmission at the next submission date. This will be counted as a second attempt at that assignment.

8.8 A participant who receives a fail grade for an assignment or practical exercise at the first attempt will normally be permitted a second attempt.

8.9 Assignments and practical exercises attempted for a second time will not be awarded a grade higher than C.

8.10 Assignments awarded a grade D or E at the first attempt must be resubmitted at the next contact learning day. Failure to meet this deadline will generate a fail grade for the assignment.

8.11 No more than two attempts will be permitted for assignments and practical exercises.

8.12 Award of a grade below C at the second attempt will result in the participant being required to re-attend the relevant unit at their own cost.
9. Suspension of studies
9.1 A participant may be granted suspension of studies for up to 3 units in the event of health problems or other adverse circumstances.
9.2 Missed units shall be completed within the following cohort.
9.3 Participants wishing to apply for suspension shall do so in writing, with supporting evidence, to the FGDP(UK) Education Department at The Royal College of Surgeons of England, 35-43 Lincoln’s Inn Fields, London WC2A 3PE marked FAO the programme director.
9.4 Approved periods of suspension will not count towards the participant’s total permitted period of study.

10. Quality Assurance
10.1 No fewer than 20% of all assignments and exercises will be moderated i.e. assessed by another tutor.
10.2 All borderline assignments between a pass and fail grade will be moderated.
10.3 The programme will be reviewed by an External Examiner, who will be given access to all marking criteria, protocols and programme units, to monitor the standard of the programme, ensure agreed standards are being maintained and to ensure that all course objectives and aims are met satisfactorily.

11. Credit-rating of the Diploma
11.1 The diploma is awarded a total credit value of 120 credits at level 7 under the Credit Accumulation and Transfer (CAT) Scheme for UK qualifications.
11.2 Each unit of the programme is awarded a percentage of the total credit value, which aggregates to the total programme credit value of 120.
11.3 Assignments and practical exercises graded C or above shall be awarded the total number of credits available for that unit or component.
11.4 Assignments and practical exercises graded D or E shall not receive any credits.

12. Conduct
12.1 Participants shall conduct themselves in a professional manner at all times when involved in any activity associated with the programme.
12.2 Participants shall comply with all legal, FGDP(UK) and RCS requirements, policies and guidelines concerning:
- Cheating and plagiarism
- Copyright
- Confidentiality
- Equality and Diversity
12.3 Participants with inappropriate conduct will be referred to the Executive Board and may face expulsion from the programme, with no return of fees or accrued credits. Examples of inappropriate conduct are:
- Breaching these Regulations and supplementary requirements e.g. through plagiarism
- Physical and/or verbal abuse of colleagues or Faculty staff
- Bringing the FGDP(UK), including its agents and course providers, into disrepute.
Appendix

FGDP(UK) Diploma in Implant Dentistry

Assessment Appeals Protocol

1. Grounds for Appeal
Candidates may not appeal against the academic judgement of the examiners. However, appeals will be considered where a candidate believes that:
- There has been an error in the collation of marks.
- There has been an irregularity in the conduct of the examination.
- The College failed to take into account extenuating circumstances of which it had been informed prior to the examination.
- The College failed to make allowance for unusual examination conditions.
- Unlawful discrimination has occurred.
- Malpractice has occurred.

2. Notification of intent
- Notification of intention to appeal must be submitted in writing within 28 days of the publication of results by the candidate to whom the appeal relates, setting out the grounds for appeal. As much supporting information as possible should be enclosed. Details should be sent to the Examinations Officer, Faculty of General Dental Practice (UK), The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London, WC2A 3PE.
- On receipt of notification of intention to appeal, the letter will be acknowledged and the admissibility of the appeal considered. If the appeal is considered inadmissible, the candidate will be informed immediately, setting out the reasons for rejecting the appeal.
- If the candidate still considers that their appeal is legitimate, they should send full details to the Chairs of the FGDP(UK) Examinations Committee. The Chair will review the case and may either direct the Faculty to allow the appeal, or confirm that the appeal is inadmissible. The Chairs decision on this point is final.

3. Appeal
- If the appeal is permitted to proceed, the Faculty will inform the appellant of the appeals procedure and request payment of £750 to convene an appeals panel.
- The appellant must submit all evidence supporting the appeal within 28 days of notification that the appeal is to progress.
- The Chair of the Examinations Committee will appoint a panel which may be made up as follows:
  - An independent chairperson from an equivalent postgraduate examining body.
  - Two examiners (not the subject of the appeal).
  - An educational adviser.
  - A legal adviser.
The FGDP(UK) Examinations Officer as Appeals Panel Secretary, to minute the meeting but not to participate in the decision.

The Appeals Panel Secretary will inform the appellant of the names of the panel and the date, time and location of the hearing, giving at least four weeks’ notice.

- The appellant may attend the panel accompanied by a legal adviser or supporter, whose name must be declared to the Appeals Panel Secretary in advance. The appellant will be responsible for their own legal costs, which will be refunded on a reasonable and proportionate basis if the appeal is successful.

- The panel will consider all relevant documentation and written statements from all those involved, and may call witnesses if appropriate. The appellant will have an opportunity to present their case, in person or through a representative.

- The panel will deliberate in private and may make findings as follows:
  1. The appeal is dismissed.
  2. The appeal is upheld and one or more of the following courses of action be adopted:
     - Result declared void.
     - Examination fee refunded.
     - Candidate given free attempt at next diet.
     - Recommendation to Chief of the relevant Board of Examiners that candidate is given extension to time limit for completion of exam (if appropriate).

- In exceptional cases, if it can be proven that the candidate scored the marks required to pass but was not credited with them through administrative error or technological malfunction, the result may be declared void and the candidate awarded a pass.

- In all cases of successful appeal, the appeal fee and reasonable and proportionate associated costs shall be returned.

- The Appeals Panel Secretary will inform the appellant of the result of the hearing, giving full reasons for the findings.

- In the event of an unsuccessful appeal, if the appellant considers that the appeal panel was conducted unfairly (i.e. that there was procedural impropriety or bias) they may make representations to the Chair of the Examinations Committee, who will review the case. The Chair may rule that the hearing was fair or order a second panel, with a different membership, to hear the case afresh. The Chair’s decision will be final.