

**DIPLOMA IN IMPLANT DENTISTRY
COHORT 19
ACADEMIC REGULATIONS**



Contents

1. Eligibility and Application.....	3
2. Attendance and completion of studies	4
3. Assessment of written assignments	4
4. Assessment of practical skills.....	5
5. Assessment of clinical case reports.....	5
6. Final assessment	5
7. Late submissions.....	7
8. Suspension of studies	9
9. Quality Assurance	9
11. Conduct.....	10

1. Eligibility and Application

1.1 To be accepted onto the programme, applicants will:

- be registered with the General Dental Council, or equivalent other national regulatory body
- be 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)
- 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 Prior to carrying out clinical work participants shall ensure their practice conforms with relevant governmental and regulatory body legislation.

1.4 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.

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

1.6 Participants must have documentary evidence of up-to-date training in immediate life support (ILS) 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.
- 2.3 If extreme circumstances (normally involving illness or agreed mitigating circumstances) prevent you from attending a unit, you may be offered a place on the equivalent unit on the next cohort, or at another time identified by the FGDP(UK). It is at the Programme Directors' discretion that any replacement units are offered in exceptional circumstances.
- 2.4 Whilst every effort will be made to accommodate exceptional circumstances, the FGDP(UK) cannot give a commitment to offering more than three replacement units. Each individual replacement unit will be offered on one date only.
- 2.5 Should you wish, or be required, to re-attend more than 3 units, there will be a charge of £400 per day.
- 2.6 Each unit must be completed within the timescale indicated in the *Participant Handbook*.

3. Assessment of written assignments

- 3.1 Participants will be provided with guidance on assignment writing and structure for the first three assignments.
- 3.2 Assignments will be marked anonymously against a model answer by a single marker against pre-set marking criteria.

- 3.3 Any submissions initially marked as a failure will be marked again by another marker.
- 3.4 Participants will be informed of the marking criteria.
- 3.5 All written assignments must be within 2,000 words + or - 10%.
- 3.6 A minimum of 20% of all assignments will be moderated by another marker for quality assurance.

4. Assessment of Practical Skills

- 4.1 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 Clinical Case Reports

- 5.1 Grades will not be awarded for clinical case reports. Case reports will be approved by a tutor, and by an additional tutor for the treatment plan, in line with guidance in the Participant Handbook.

5.2 Participants shall select and submit four case reports (or six if submitting for the Advanced Certificate) for assessment by Royal College of Surgeons Examiners as a requirement for entry to the final assessment.

6. Final Assessment

6.1 All participants on the programme will be provisional candidates for the final examination which shall consist of a 90-minute VIVA exam, or that specified by examinations department.

6.2 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, asepsis video exercise and submitted cases.

6.4 The participant shall submit four clinical case reports for assessment no later than the final date set for submission, normally 6 weeks' prior to the assessment.

6.5 Participants must submit two Type 4 cases (see Handbook) to be eligible for the Advanced Certificate.

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

6.7 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.

- 6.8 The final assessment will be in the form of a 90-minute VIVA examination. Each candidate will be assessed by a minimum of two examiners.
- 6.9 A participant will be permitted to submit four cases towards the Diploma at one sitting and two Type 4 cases for the Advanced Certificate at the same or an additional sitting.
- 6.10 Three of these cases will be selected for assessment.
- 6.11 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 into function.
- 6.12 No additional fee will be payable if the participant submits cases for the Diploma and Advanced Certificate at the same time.
- 6.13 A fee will be payable by the participant prior to an additional sitting.
- 6.14 Participants who are unable to complete the case reports by the required deadline for assessment may have their assessment deferred to a subsequent cohort.
- 6.15 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 (£1,000) for the future assessment and a separate fee (£75) for each case they are required to submit.

- 6.16 There will be two assessment dates per year, normally in June and December, in accordance with the examination calendar.
- 6.17 A participant will be permitted a maximum of two years following the completion of their cohort for the submission of their cases.
- 6.18 In exceptional circumstances, an application accepted by the FGDP(UK) Examinations Committee may allow one additional year.

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

- 7.1 All assignments must be submitted no later than the submission date notified to participants.
- 7.2 Requests for deferment – i.e., late submission agreed in advance of a submission deadline - will normally be granted by the Course Leads only in cases where adverse circumstances, such as illness, are evidenced. A medical certificate or other supporting evidence must be submitted to the Course Leads, via the FGDP(UK) Education office, at the time the problem arises.
- 7.3 Assignments will normally be deferred for a maximum of two weeks.
- 7.4 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.
- 7.5 Assignments submitted after the deadline without prior agreement for deferment will not be awarded a grade higher than C.

- 7.6 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.
- 7.7 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.
- 7.8 A participant who receives a fail grade for an assignment or practical exercise at the first attempt will normally be permitted a second attempt.
- 7.9 Assignments and practical exercises attempted for a second time will not be awarded a grade higher than C.
- 8. Suspension of Studies**
- 8.1 A participant may be granted suspension of studies for up to three units in the event of health problems or other adverse circumstances.
- 8.2 Missed units should be completed within the following cohort; there may be additional costs to attend.
- 8.3 Participants wishing to apply for suspension shall do so in writing, with supporting evidence. Send this written correspondence to: The FGDP(UK) Education Department, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE marked: *FAO the Course Lead*.

8.4 Approved periods of suspension will not count towards the participant's total permitted period of study.

9. Quality Assurance

9.1 No fewer than 20% of all assignments and exercises will be moderated, i.e. assessed by another tutor.

10. Conduct

10.1 Participants shall conduct themselves in a professional manner at all times when involved in any activity associated with the programme.

10.2 Participants shall comply with all legal, FGDP(UK) and RCS requirements, policies and guidelines concerning:

- Cheating and Plagiarism
- Copyright
- Confidentiality
- Equality and Diversity

10.3 Participants with inappropriate conduct will be referred to the Implant Diploma Management Group and may face expulsion from the programme, with no return of fees. 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.

This is **not** an exhaustive list.