

Dear Candidate,

Re: Portfolio submission form.

Your assessor has now assessed your portfolio and where appropriate has signed to confirm satisfactory completion. When all parts of your portfolio have been confirmed as satisfactorily completed, you should complete the remaining parts of the enclosed portfolio submission form. This should then be sent with your fee to the faculty. They will then register completion of your coursework.

Course directors
Manchester MJDF course



APPLICATION FORM
MJDF Portfolio of Evidence Submission Form

Please see and complete all parts of this form:

- **Section 1** – Candidate details and academic record
- **Section 2** – Record of Portfolio assessment and assessors' probity statements
- **Section 3** – Candidate's probity statement

Section 1 Candidate details and academic record

Last name (BLOCK LETTERS).....

Other names (BLOCK LETTERS).....

Title **Date of birth:**

D	D	M	M	Y	Y
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Preferred address for correspondence:
.....
.....

Contact details	
Home	Fax
Work	Email
Mobile	

If you have special needs owing to a disability or specific learning difficulty, please give details:
.....

Primary qualification and registration details

Academic institute of primary qualification:
.....





General Dental Council registration number

or

Registration number with equivalent national body of registration. State:

Name of national registration body.....

Registration number.....

Candidates whose names do not appear in the current UK Dentists Register must submit evidence (in the form of original documentation or certified copies) of the following:

- a. Their primary dental qualification, together with the date of acquisition, and
- b. That the qualification they hold is acceptable to the General Dental Council (GDC) of the UK for the purposes of registration.

The list of dental degrees accepted for temporary registration is available on the GDC's website at <http://www.gdc-uk.org/Potential+registrant/Temporary+registration/How+to+Apply.htm>.

Candidates should check the website to find out if their degree is accepted for the purposes of temporary registration.

Candidates do not need to write to the GDC unless their dental degree does not appear on the list on the website.

MJDF history

Please indicate here whether any other elements of the MJDF assessment have been attempted and/or completed (or components of MFDS or MFGDP(UK) for which credit is claimed under the transitional arrangements)*:

*All parts of the MJDF, including components claimed under transitional arrangements and the Portfolio of Evidence, must be completed within a five-year period.

Part 1	
Date(s) of entry	Result(s)
Part 2	
Date(s) of entry	Result(s)





Fees

This form should be accompanied by an administrative fee of £50.00*

Please charge £50.00 to my Visa / MasterCard / Maestro / Visa Debit (Delete as appropriate)

Card number:

Expiry date: / Issue no: Start date: /

Security code: (this is the last three digits on the signature strip of your card)

Alternatively, please enclose a cheque, payable to ‘The Royal College of Surgeons of England’.

*Vocational dental practitioners are exempt

On completion, all sections of this form must be forwarded to:

MJDF Examinations Department, FGDP(UK), 35/43 Lincoln’s Inn Fields, London WC2A 3PE

Please make sure that you have enclosed:

- Submission fee of £50.00*
- GDC number, or evidence of registration and qualification if outside the UK
- Completed Equality and Diversity Form (optional)

The FGDP(UK) may also request your Portfolio of Evidence for further assessment and quality assurance.

Do not send your full Portfolio of Evidence unless requested to do so.

*Vocational dental practitioners are exempt

For office use only:

Date received: Selected for quality assurance?

Fee received?

Date Processed: Date of acceptance and candidate notification:



DIPLOMA OF MEMBERSHIP OF THE JOINT DENTAL FACULTIES
MJDF RCS Eng



Section 2 Record of Portfolio assessment and assessors' probity statements

Section 2 provides a tracking form to record assessors' confirmation of satisfactory completion of each element of the Portfolio. Assessors should provide all the information requested.

Where applicable, the assessor is also signing to indicate that the assessment has been carried out in accordance with the probity statement provided on the next page.

A shaded box indicates that the probity statement is not applicable to that item, but the assessor should still nevertheless sign to indicate that the item has been completed in accordance with the Guide to the MJDF Portfolio of Evidence.

For full guidance on each element candidates and assessors must refer to the Guide to the MJDF Portfolio of Evidence.

See next page for probity statement and tracking form.



MJDF Portfolio of Evidence Record of Assessment

Assessors' Probity Statement

I certify that in confirming my assessment of satisfactory completion of the MJDF Portfolio of Evidence elements indicated below, I also confirm that
 (insert name of candidate) has completed those elements in accordance with the *Guide to the MJDF Portfolio of Evidence* and that this is his/her own work.

Record of Portfolio assessment:

Portfolio item	Assessed satisfactory by: (signature)	Print name	Print position held	Assessor's GDC number	Probity statement applies	Date
Curriculum vitae						
Mandatory core skill - Medical emergencies					Yes	
Mandatory core skill - Infection control					Yes	
Mandatory core skill - Radiology					Yes	
Core skill 4 – Specify:					Yes	



Portfolio item	Assessed satisfactory by: (signature)	Print name	Print position held	Assessor's GDC number	Probity statement applies	Date
Core skill 5 – Specify:					Yes	
Clinical audit/research project					Yes	
Clinical skills (a clinical case presentation / study or record of workplace-based competencies)					Yes	
Record of CPD / log of prior experience*						
Personal development plan						
Overall layout and compliance with <i>Guide to the MJDF Portfolio of Evidence</i>						

* Signed certificates of attendance are sufficient evidence to support CPD





Section 3 Candidate's probity statement

Candidates should complete the following probity statement:

I understand the professional standards required by the General Dental Council of a registered dentist and certify that the contents of my Portfolio of Evidence are a true record and my own work.

Signature of candidate

Date

Name (block capitals)

GDC number

On completion, all sections of this form must be forwarded to:

MJDF Examinations Department
The Royal College of Surgeons of England
35/43 Lincoln's Inn Fields
London
WC2A 3PE



Equal Opportunities Monitoring (Optional)

In line with UK legislation and good practice guidelines, we are asking everyone to complete this section. You are not obliged to provide any of the information in this section, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

Please indicate type of form submitted (tick as appropriate):

- MJDF Portfolio of Evidence
 MFGDP(UK) Coursework Module

Gender

- Female
 Male

Nationality.....

First language.....

Do you have a disability under the terms of the Disability Discrimination Act 1995 (a person with a physical or mental impairment that affects your ability to carry out normal day to day activities which are substantial, adverse and long term)?

- Yes
 No

What is your sexual orientation?

- Bisexual
 Heterosexual
 Homosexual

What is your religion or belief?

- Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 Sikh
 Other religion/belief

Indicate a more specific category here:

Ethnicity

Choose one selection from the list below to indicate your cultural background.

a) White

- British
 Irish
 Any other white background

b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

c) Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

d) Black or Black British

- Caribbean
 African
 Any other black background

e) Chinese or other ethnic group

- Chinese
 Any other background

Indicate a more specific category here:

This information will be recorded electronically with your other data in accordance with the Data Protection Act 1998, but used only for monitoring our business practices.

Equal Opportunities

Guide for Candidates

The Royal College of Surgeons of England aims to ensure fair and equitable treatment in relation to admission and assessment of examination candidates. The College aims to assess candidates on the basis of merit, competency and potential, regardless of gender, colour, ethnic or national origin, race, disability, age, socio-economic background, religious or political beliefs, family circumstances, marital status, sexual orientation or other irrelevant distinction.

To achieve this, the College has implemented the following strategies:

- Formal mechanism for training examiners;
- Improved equal opportunities awareness for departmental staff with regard to examinations practice and customer service;
- Monitoring admissions and examination results in relation to changes in the candidate population profile;
- Independent monitoring of modes of assessment and examiner behaviour;
- A review of results and appeals procedure;
- Review of policies and practices for fairness and relevance;
- Special arrangements policy for candidates with disabilities and/or other specific requirements;
- Policy for consideration of candidates' exceptional circumstances.

The College will not accept behaviour from staff, members, examiners or candidates which constitutes sexual or racial harassment, or which results in unlawful discrimination on any grounds.

The College adheres to the provision for the protection of the rights of the individual within the following legislation:

The Sex Discrimination Acts 1976 and 1986
The Disability Discrimination Act 1995
The Race Relations Act 1976
The Human Rights Act 1998

The College maintains the right to discriminate lawfully in the interests of the surgical/dental profession, and this policy encompasses any regulations applied by relevant statutory or regulatory bodies such as the GMC and GDC.

Please contact us for information about:

- Procedures for the examination of candidates with disabilities and/or other specific requirements
- Procedures for the examination of candidates with mitigating circumstances
- Procedure for appeals and reviews of results.

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY THE EXAMINATIONS DEPARTMENT IN ADVANCE OF ANY SPECIAL REQUIREMENTS

The Royal College of Surgeons of England