



# MJDF Regulations

**2014**



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Note: These regulations will come into force on 30 September 2014 and supersede previous regulations.

## 1. Introduction

This document contains the regulations for the Diploma of Membership of the Joint Dental Faculties at The Royal College of Surgeons of England ('the MJDF'). The faculties are the Faculty of General Dental Practice (UK) and the Faculty of Dental Surgery (the FGDP(UK) and FDS).

### a. Aim of the assessment

The assessment is offered by the two faculties to assess the acquisition of competencies set out in the UK foundation training curriculum.

The aim of the MJDF examination is to assess knowledge, application of knowledge and candidates understanding of the structures and processes required to provide quality-assured dental healthcare. The examination is set at a standard comparable to that of all dental graduates who have completed a two-year foundation programme, whether they are pursuing a career in general or specialist practice, in either primary or secondary care.

The assessment is not limited to recent graduates and is open to all practitioners.

### b. Further information

Further information is published by the two faculties to guide candidates through this assessment. See in particular the *Information for Candidates* document which can be downloaded from the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk).

### c. General Dental Council policy on registering additional qualifications

At the time of publication (Sept 2014), the General Dental Council is not accepting new applications for registrable qualifications pending a review of its policy for approving such applications. On completion, the faculties will apply to the GDC for recognition as a qualification.



## **2. Eligibility for the award of the Diploma**

The Diploma of Membership of the Joint Dental Faculties at The Royal College of Surgeons of England may be granted to those who:

- a. Possess a primary dental qualification acceptable to the Boards of the dental faculties at The Royal College of Surgeons of England, and should normally be registered to practise dentistry in their country of residence;
- b. Have completed 18 months' full-time postgraduate experience in dentistry. Normally, equivalent part-time experience will be acceptable if gained over a period of three-and-a-half years;
- c. Have passed Parts 1 and 2 of the examination in accordance with the requirements set out in section 3 of these regulations.
- d. Have complied with all the regulations.

## **3. Assessment structure**

### **a. Part 1 examination**

- i. This examination will be held at least twice a year.
- ii. It will consist of one paper, based on the foundation training curriculum, assessing knowledge and applied knowledge. This will include different formats of multiple choice questions.
- iii. This examination may be taken at any point within clinical dentistry. Candidates do not need to have completed 12 months post graduate experience in order to sit the Part 1.
- iv. Candidates will be awarded a pass or fail.

### **b. Part 2 examination**

- i. Candidates must have written confirmation of a pass in Part 1 before they may apply to sit Part 2. This should be Part 1 MJDF, the relevant passes in either MFGDP(UK) or MFDS as set out in paragraph 9 of these regulations, or other examinations accepted by, and detailed on the MJDF website of, the two faculties.



- ii. This examination will be held at least twice a year.
- iii. It will consist of a structured professional skills assessment, comprising 18 stations within a single circuit.
- iv. The assessment will test candidates' communication skills, clinical competence and clinical reasoning.
- v. This part of the examination may be taken at any point after completion of 12 months in clinical dentistry.
- vi. Candidates will be awarded a pass or fail.

#### 4. Process for application

Candidates need to apply on-line at <http://www.rcseng.ac.uk/exams/apply-online>. More information on how to apply on-line can be found on the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk).

If candidates are unable to apply online they may apply via a paper application, available on the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk).

##### a. Applications process

Applications for either Part 1 or Part 2 must be made on-line (or reach the Examinations Department in case of a paper application) by the closing date specified on the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk).

**Applications received after the date will not be processed.**

Applications for admission to any examination must be fully completed, accompanied by any supporting information specified in the application form and the full fee payable for any examination.

**If an application is found to be incomplete, the candidate will be informed and no action will be taken until the application is complete.** Further guidance on the applications process is included in the *Information for Candidates* document available on the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk)

Please note that candidates can be allocated to any of the dates within the Part 1 or Part 2. **The Examinations Department are unable to consider requests for a specific examination date.**



**b. Examination fees**

Fees payable for the Part 1 and Part 2 examinations will be as agreed, and from time to time amended, by the Faculty Boards, and will be set out in the *Information for Candidates* document available on the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk).

**c. Post-qualification experience**

As set out in paragraph 3 b.v, to attempt Part 2 examination the candidate must have completed 12 months in clinical dentistry before the closing date for the examination. This is not the case for the Part 1 examination, as set out in paragraph 3 a.iii. To be awarded the MJDF Diploma, candidates must have completed 18 months in clinical dentistry in total, as set out in paragraph 2 b.

**5. Time restrictions on completing the Diploma**

Part 2 of the Diploma must normally be completed within five years of passing Part 1.

**6. Infringement of the regulations**

The faculties may refuse to admit to the assessment or to proceed with the assessment of any candidate who infringes any of the regulations or who is considered by the examiners to be guilty of behaviour prejudicial to the proper management and conduct of the examination. See the separate joint faculties' policy relating to malpractice.

**7. Appeals**

Appeals will be dealt with in accordance with the separately specified joint faculties' appeals procedure relating to assessments.

Candidates who wish to make representations with regard to their eligibility for the examination must address them to the faculties in accordance with arrangements set out in the appeal procedures, and within three months of the initial decision.

Candidates who wish to make representations with regard to the conduct of their assessment must address them to the faculties in accordance with arrangements set out in the appeals procedure, and not in any circumstances

to the examiners. Representations must be made to the faculties as specified in the appeals procedure within 28 days of the announcement of the result.

## **8. Withdrawals from the examination**

Candidates wishing to withdraw an application for admission to an examination must do so in writing, and will be refunded the fee less a 20% administrative charge provided that the withdrawal is received before the closing date of the examination.

Candidates who withdraw from the examination after the closing date, or who fail to attend the examination, for which the candidate has been accepted, will not normally be entitled to any refund of fee.

The transfer of examination fees to future diets will only be granted under exceptional circumstances, such as on medical or compassionate grounds or other similar event beyond the candidate's control. Requests for transfer of fees must be accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or a local tutor in order to be considered.

Requests for a refund under exceptional circumstances, such as on medical or compassionate grounds or other similar events beyond the candidate's control, must also be accompanied by a supporting letter from the candidate's general medical practitioner, postgraduate dental dean or local tutor in order to be considered. The supporting material must also explain the reasons why the fees cannot be deferred.

Failure to comply with the condition of the regulations, or failure to meet the eligibility requirements, will not be considered sufficient grounds for a refund.

The faculties reserve the right to review admission to the examination on an individual basis in exceptional circumstances.

## **9. Exemptions**

Candidates who have gained a pass in an equivalent examination acceptable to the two faculties are exempt from Part 1 of the MJDF. Details of acceptable examinations are detailed in the *Information for Candidates* document available on the MJDF website at [www.mjdf.org.uk](http://www.mjdf.org.uk).



**10. Appointment of examiners**

The appointment of examiners will be carried out in accordance with such procedures as are agreed by the Boards of both faculties.

**11. Feedback to candidates**

Feedback will be provided to all unsuccessful candidates with their result letters. No further information relating to candidate performance will be provided.

**12. Procedure for successful candidates applying for membership of the faculties**

Candidates who have successfully attained the MJDF Diploma will be invited to join the dental faculties via application and payment of a joint membership subscription fee, which will be available to them for a period of six years, following completion. The annual membership fee entitles candidates use of the post nominal letters (MJDF RCS Eng) after their name. At the end of this six-year period, holders of the MJDF Diploma may choose to join either Faculty or continue with membership of both, in accordance with such membership categories and the annual membership fees that may be prescribed at that time.

**13. Procedure for registration of the Diploma with the General Dental Council (subject to GDC approval)**

Subject to the considerations in paragraph 1 c, the successful candidate's name will be added to a list sent to the General Dental Council for registration of the candidate's diploma as an additional qualification.

**14. Disability and equal opportunities**

Regulations relating to disability and equal opportunities are detailed in the joint faculties' policy statement.

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**Amended:** 30 September 2014

(Regulations subject to ratification by College Council)