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|  | SCHOOL OF MEDICINE CENTRE FOR MEDICAL EDUCATION –DISTANCE LEARNING APPLICATION FORM |

Application Checklist

* Complete this application form for CME Distance Learning programmes only. Apply for our full time CME programmes via our webpage at https://www.dundee.ac.uk/study/pg/medical-education/
* Before completing this application form please read the notes on the back page. Incomplete forms and enclosures may delay the processing of your application.
* This form should be completed electronically. Please complete ALL sections of this form in bold. ALL fields are mandatory and require completion.
* Please ensure that you use your full name *(As stated on Passport)* when applying as this is the name that will appear on your student record and award certificate.

Please tick to confirm that you have submitted all the following documents with your application form to cmecourses@dundee.ac.uk.

Application Form – all sections completed electronically and in **bold**

An ID sized Photograph *(see note 10 at the back of this application for details)*

Copy of your first Degree(s) in healthcare discipline or other equivalent Medical Degree or other equivalent qualification acceptable to the Programme Director or the equivalent credits subject to the approval of the Programme Director

Royal College memberships *(if applicable)*

Copy of up to date IELTS or equivalent *(if your first language is not English and you have not studied in a UK institution prior to your application)*

* Please note that failure to complete all sections of the application and submit supporting documentation may result in a delay in processing your application.
* **Please note the application deadline on the website** – applications will not be accepted after midnight (GMT) on the deadline day.

**Thank you for your application**

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|  | SCHOOL OF MEDICINE Form AD-MDN-**MED1-12** CENTRE FOR MEDICAL EDUCATION – DISTANCE LEARNING APPLICATION FORM |
| Complete this application form for CME Distance Learning programmes only. Apply for our full time CME programmes via our webpage at <https://www.dundee.ac.uk/study/pg/medical-education/> |
| Before completing this application form please read the notes on the back page. Incomplete forms and enclosures may delay the processing of your application. This form should be completed electronically. Please complete ALL sections of this form in bold. ALL fields are mandatory and require completion. |

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| A. Proposed Programme of Study | | | | | **(see note 1)** |
|  | | | |  | |
| Programme:  (Indicate which programme you wish to apply for – **select only one**)  Postgraduate Certificate in Medical Education (non-Specialty)  Postgraduate Certificate in Medical Education (Anaesthetics)\*  Postgraduate Certificate in Medical Education (Dentistry)\*  Postgraduate Certificate in Medical Education (General Practice)\*  Postgraduate Certificate in Medical Education (Radiology)\*  Postgraduate Certificate in Medical Education (Oncology)\*  Postgraduate Certificate in Medical Education (Simulation)\*  Postgraduate Certificate in Medical Education (Surgery)\*  Postgraduate Diploma in Medical Education  Postgraduate Master of Medical Education  Postgraduate Diploma in Medical Education (Dentistry)\*  Postgraduate Master of Medical Education (Dentistry)\*  Postgraduate Diploma in Medical Education (Simulation)\*  Postgraduate Master of Medical Education (Simulation)\*  **\*Please provide details of your current role in the specified specialty in** [**section G**](#_G._Current_Employment)**.** | | | | | |
| Level : **Postgraduate** | Mode : **Distance Learning** | Entry Month: Choose an item. | Entry Year Click here to enter text. | | |

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| B. Previous Contact with Dundee | | | | **(see note 2)** |
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| Are you currently, or have you previously been, a student of the University of Dundee? | Yes | No | Matriculation or Application No. | |
| Have you previously submitted an application to the University of Dundee? | Yes | No | Click here to enter text. | |

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| C. Personal Details – please complete all fields, as indicated | | | | | | | (see note 3) |
|  | | | | | |  | |
| **Surname / Family Name** Click here to enter text.  ***(As stated on Passport)*** | | | **Title: Choose an item.** | | **Gender: Choose an item.** | | |
| **First / Given Name(s)**Click here to enter text.  ***(As stated on Passport)*** | | | **Date of Birth (dd / mm / yyyy): Click here to enter a date.** | | | | |
| **Previous Surname:**Click here to enter text. | | | | | | | |
| **Permanent Home Address:** | Click here to enter text. | | | | | | |
| **City:** Click here to enter text. | | **Country:** Click here to enter text. | | **Postcode/Zipcode:** Click here to enter text. | | | |
| **Home Email:** Click here to enter text. | | | **Work Email:** Click here to enter text. | | | | |
| **Please tick this box to indicate you wish to be added to our mailing list.** | | | | | | | |
| **Telephone Number(s)**  (With Country and Area Code) | | **Home:**Click here to enter text. | | **Mobile:** Click here to enter text. | | | |
| Which is your correspondence address (letters from the University will be sent to this address): Home address  Employment address | | | | | | | |
| Country of Birth: Click here to enter text. | | | Nationality:Click here to enter text. | | | | |
| Country of Domicile:Click here to enter text. | | | How long have you lived in that county/country?Click here to enter text. | | | | |
| Ethnic Origin: Please select Ethnic Origin | | | | | | | |
| If you are not a UK/EU national, but have given a home address in the UK/EU, what date did you enter the UK/EU? Click here to enter text. | | | | | | | |

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| D. Funding Details |  |

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|  | How will your programme fees be met? Note: if you are not self-funded, it is in your interests to ensure that arrangements are confirmed with your funder at an early stage. | |
|  |  | Wholly by Employer |
|  |  | Partly by Employer, partly by yourself |
|  |  | Wholly by yourself |
|  |  | Other. Please specify: Click here to enter text. |

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| E. Additional Information | | | (see note 4) |
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| **1** | **Disability**: The University encourages applications from students with disabilities and special needs and is keen to provide appropriate support for study. If you have a disability, special needs (including dyslexia) or medical condition, please select the appropriate box and enclose further details where necessary. Please select ‘A’ if you have no disability or support requirements:   |  | | --- | | Please select disability |   If you do not want to disclose a disability on your application form but would like disability support for your studies please visit the link below. The University of Dundee provide help for many different disabilities which are not disclosed unless you give permission.  <https://www.dundee.ac.uk/disabilityservices/> | | | |

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| **2** | **Residential Category**: The University will determine whether you are categorised as ‘UK/EU’ or ‘Overseas’ for fees (this applies to ALL applicants). Your Residential Category is a guide that helps us determine your fee status. If we are unsure of your fee status, we will write to you for more information. Read the full residential category definitions below (7 & 8 no longer exist), then tick the one that applies to you : | |
|  | **1. UK Citizen or EU National -** You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3-year period. | |
|  | **2. EEA or Swiss national - *Either***: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3-year period. ***Or*:** You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period. | |
|  | **3. Child of a Turkish worker -** You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years. | |
|  | **4. Refugee -** You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application. | |
|  | **5. Humanitarian Protection or similar -** You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application. | |
|  | **6. Settled in the UK -** You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is ‘Other’). | |
|  | **9. Other** - None of the above. | |
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| F. English Language – to be completed by ALL applicants | | | | | | | **(see note 5)** |
| All students studying at the University of Dundee must have a minimum English Language qualification equivalent to GCSE/ Standard Grade English Language. | | | | | | | |
| Please indicate whether English is: (tick only one) | | | |  | | | |
| a) Your first language | | | b) Your main language for education | | c) Learnt as a foreign language | | |
| UK-based English Language qualifications that satisfy the English Language requirement are, for example, O-grade, standard grade, Higher, Advanced Higher, Intermediate 2, CSYS, O-level, AO-level, AS-level, A-level, GCSE, and Communications 4.  Indicate any **UK based qualifications** that you have in English Language below: | | | | | | | |
| **Exam type and subject**  (e.g. O-grade English Language) | | **Score/Grade**  (e.g. Grade C) | | **Date of Award**  **(or expected date of award)** | | University/College/School attended | |
| Click here to enter text. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. | |
| Click here to enter text. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. | |
| Indicate any **internationally recognised qualifications** gained as proof of English Language level and score/grade achieved (e.g. IELTS, TOEFL, Cambridge, IGCSE, International O-Level). You must have completed these exams and received the results prior to matriculation.  **You must attach a certified copy of your certificate.** | | | | | | | |
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| **Test type** (e.g. IELTS) | **Score/Grade** (e.g. 6.5) | | | **Date /Expected date of Test** | | **IELTS TRF/ Ref Number (if applicable)** | |
| Click here to enter text. | Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | |
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| Further information about English Language requirements can be obtained at [English language requirements | University of Dundee](https://www.dundee.ac.uk/guides/english-language-requirements) | | | | | | | |

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| G. Current Employment Details | | | **(see note 6)** |
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|  | Name of Current Employer: Click here to enter text. |  | |
|  | Current Employer Address: Click here to enter text. |  | |
|  |  | Postcode: Click here to enter text. | |
|  | Telephone:Click here to enter text. | Fax Number:Click here to enter text. | |
|  | Position Held: Click here to enter text. |  | |
| What is your current role in medical education?  Click here to enter text. | | | |

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| **H. Qualification Details** | | | | | **(see note 7)** | |
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| Please state your highest academic qualification from the drop-down box: | | | Please select highest qualification | | | |
| Please state the last institute you attended: | | | Click here to enter text. | | | |
| Please list below any other relevant qualifications obtained at university/college. | | | | | | |
| University/College  attended | Start  Date | Completion Date | | Award Obtained  (e.g. BSc, MBBS, MD) | | Subjects and Grades  (where appropriate) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
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| **I. Other relevant academic or professional qualifications** | | | **(see note 8)** |
| Please list below any other relevant academic or professional qualifications, including qualifications in progress, starting with the most recent. | | | |
| Awarding Body | Award Title | Year of Award | |
| Click here to enter text.  Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text.  Click here to enter text. | Click here to enter text.  Click here to enter text.  Click here to enter text. | |

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| **J. Any other relevant information** | **(see note 9)** |
| Please provide any other relevant information in support of your application, or about you, which has not been included elsewhere in this form. This section might include more information on disability, any additional support requirements, further detail in support of your residential category, etc., as relevant. Continue on an additional sheet, if necessary. | |
| Click here to enter text. | |

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| **K. Source of Information on this Programme** | | | |  |
| How did you hear about this Programme? (Please tick one) | | | | |
|  | Employer |  | Colleague | |
|  | Internet |  | Current/Former Student | |
|  | CME Short Course – please specify below |  | Family or Friend | |
|  | Conference – please specify below |  | University of Dundee Distance Learning Prospectus | |
|  | Deanery – please specify below |  | Agent – please specify below | |
|  | Media Advert – please state which one below  Webinair – please specify when below |  | Other – please specify below | |
| Please specify : Click here to enter text. | | | | |
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| **L. Supporting Documents** | | | | **(see note 10)** |
| You are required to provide photocopies of your Qualification Certificates. We reserve the right to have sight of any original documents at a later date, if required. If certificates are held in a previous surname, please provide supporting evidence regarding the change of name.  All applicants are required to provide a ID-sized photograph, which will be used to produce a Student ID card for you.  Please tick the relevant boxes below to indicate which copies of documents you have enclosed with your completed application form. | | | | |
|  | First Degree in healthcare discipline or other equivalent Degree(s)or the equivalent credits subject to the approval of the Programme Director |  | Royal College Certificates (required for enrolment on specialised Surgeons, General Practitioners or Anaesthetists courses) | |
|  | First Degree in healthcare discipline or other equivalent Transcript(s) or the equivalent credits subject to the approval of the Programme Director |  | Professional Certificates | |
|  | English Language Certificate (e.g. IELTS, TOEFL, Pearson’s, etc) |  | More information on your disability, if applicable | |
|  | An ID sized photograph (see note 10 for more details) |  | Other – give details Click here to enter text. | |
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| **M. Declaration** | | | **(see note 11)** | | |
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| **I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted. I accept that if this is not the case, the University of Dundee has the right to cancel my application and I shall have no claim against the University of Dundee. I also have the right to cancel this application. If I decide not to take up my place at the University I must do this by informing the University of Dundee as soon as possible.**  **If I am admitted to the University, I undertake to observe the University’s Ordinances and Regulations and to ensure payment of tuition fees, graduation fees and other financial liabilities to the University. I understand I will be required to agree to our Student Terms and Conditions (**[**www.dundee.ac.uk/governance/policies/studenttermsandconditions/**](http://www.dundee.ac.uk/governance/policies/studenttermsandconditions/)**) when I matriculate.**  l understand that the information provided by me on this application will be used for the purposes of processing the application, communicating with me by email and phone during the application process, monitoring my student career (if I go on to matriculate), and for market research and reporting.  In completing and signing this form I consent to the information which I have provided being held and processed by the University of Dundee. For full details of how we use and store this information, please view our Privacy Notice (<https://uod.ac.uk/application-privacy>). | | | | |
| I accept that information about my progress on the Programme may be shared with my employers if they are funding my studies. **Please untick this box if you do not wish to be added to our mailing list.** | | | | |
| Signed: Click here to enter text. |  | Date: Click here to enter a date. | |  | |
| Please return this form to:[**cmecourses@dundee.ac.uk**](mailto:cmecourses@dundee.ac.uk)with the subject header **application, your name and which cohort you are applying for**. | | | | | |
| For further information, contact the Courses Office:  Email: [cmecourses@dundee.ac.uk](mailto:cmecourses@dundee.ac.uk) [Medical Education (part time) MMEd | University of Dundee](https://www.dundee.ac.uk/postgraduate/medical-education-part-time-distance-learning)  [www.facebook.com/universityofdundee](http://www.facebook.com/universityofdundee) [www.twitter.com/dundeeuni](http://www.twitter.com/dundeeuni) | | | | | |

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| Proposed Programme of Study | Note 1 |
| **Programme** – please see programme information on the CME website: **www.dundee.ac.uk/meded**  **Entry Month** – this is the calendar month in which you wish to start the programme, e.g. September. Please note that we offer enrolment in January, May and September of each year.  **Entry Year** – this is the calendar year in which you wish to start the programme, e.g. 2011, 2012, etc. | |
| Previous Contact with Dundee | Note 2 |
| Please provide this detail, if appropriate, as it will help us to retrieve your previous applicant/student record and add this application quickly. | |
| Personal Details | note 3 |
| **Surname/ Family Name and First/Given name(s)** – please make sure that you write your family name **in** **full** and include **all** of your given names. It should be written the same way that your name is written in your current passport, driving license or other formal document. Do not shorten or abbreviate any of your names. Use ‘Name by which you would like to be known’ to record shortened or alternative names.  **Date of Birth** – please write this in the order of day / month / year (e.g. 19/07/80 = 19th July 1980)  **Previous Surname** – provide this if your surname is different from that on your birth certificate or supporting documentation and remember to supply proof of name change.  **Correspondence Address** – this will be the address we will use if we need to get in touch with you by post. Please notify us if you change your permanent home, correspondence or work address, as these may be used in formal documentation from the University.  **Email** – please write this very clearly, as we will use this to notify you of any decisions made on your application.  **Nationality** – provide your nationality as written in your current passport; if you have dual nationality, please state both nationalities clearly.  **Area of Permanent Residence** – this is the home area where you normally live. If UK-based, please enter the county/city you live in (e.g. Fife or Durham, etc.). If you are not in the UK, please enter the name of the country where you currently live (e.g. New Zealand, France etc). | |
| Additional Information – All information is kept in accordance with the Data Protection Act 1998 | note 4 |
| **Disability and Special Needs** – Please mention any disability or medical condition, so that where possible appropriate support and resources can be arranged. The University encourages applications from students with disabilities, medical conditions and special needs. | |
| English Language – to be completed by ALL applicants | note 5 |
| Programmes at the University are taught in English, and so a minimum level of English Language is required by ALL applicants. | |
| Employment Details | note 6 |
| Please provide details of your current employment and teaching involvement. | |
| Qualification Details | note 7 |
| Please give full details of qualifications completed to date, starting with the highest level. Where possible, list the subjects and grades obtained. You must attach copies of your certificates to support your qualifications. | |
| Other relevant academic or professional qualifications | note 8 |
| Please provide full details of other relevant qualifications including any that are pending (say when you expect to receive the results). You may be given a conditional offer based on the results of pending exams. | |
| Any other relevant information | note 9 |
| This section allows you to include other relevant information that has not been included elsewhere on the form. | |
| Supporting Documents | note 10 |
| Please provide copies of your Qualification certificates in support of this application. Please do not include original documents, although we reserve the right to ask to see these at a later date if necessary.  When providing other supporting documentation, ensure that your name is clearly visible on each additional sheet.  Ensure that your ID photograph is in colour and that it is of your face, head and shoulders (no hats). | |
| Declaration | note 11 |
| You must sign the application form (electronic signature is acceptable). By signing the form, you are declaring that, to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application. | |
| What happens next? |  |
| We will acknowledge receipt of your application soon. If your application is complete we will then write to you with our decision, which will be one of the following: an unconditional offer of a place; a conditional offer of a place (requiring you to meet certain requirements before your application can be accepted unconditionally); a rejection (indicating why you have been unsuccessful). | |