

October 2018

Guidance for attending exam preparation courses and conference outside of the UK

Exam preparation courses:

The cost of one preparation/revision course for a relevant postgraduate exam can be funded from the study leave budget. Any additional exam preparation courses (for the same exam or a resit) will not be covered and dental trainees will need to fund these themselves. Dental trainees are expected to attend a local course, if offered, before booking an external course.

Conference attendance:

Conference attendance outside of the UK will only be considered if:

- A trainee has attained their core curriculum competencies and received an ARCP outcome 1
- It is demonstrated that the event links to the relevant specialty curriculum
- They have had a paper accepted or will be delivering a presentation at the conference
- Attendance at the event has been agreed by the Educational Supervisor, Training Programme Director AND Associate Dean.

The activity may be part-funded – reflecting both HEE and the trainee's commitment to their development (for example the cost of the conference would be met and the trainee would pay any travel, accommodation, subsistence, and associated costs). Presenting at the UK based events should always be considered in the first instance.